

# COMMUNITY & CONTINUING EDUCATION

basic dog  
OBEDIENCE

WITH 3

Alex  
Keeler

SIT. STAY.  
REGISTER.  
today!

Page 22

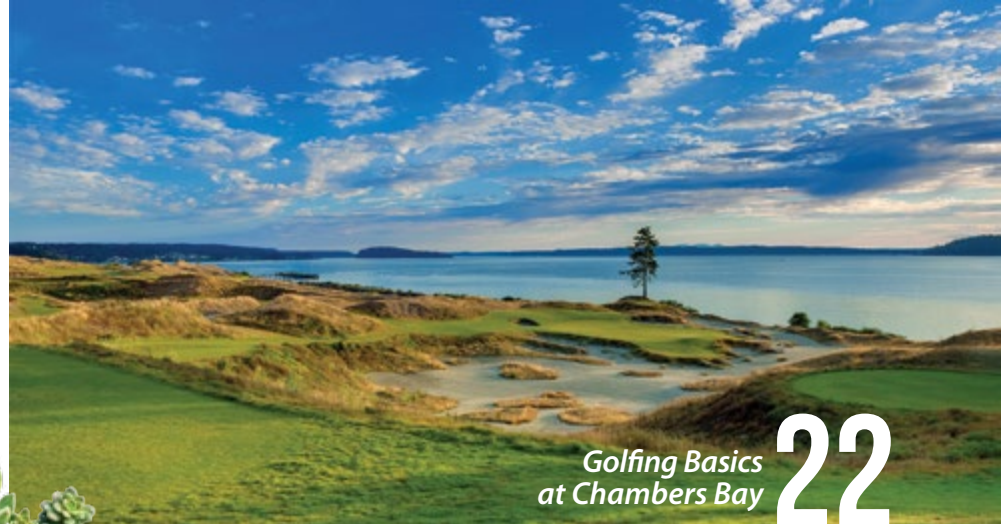




*Paper Marbling* **14**



**19** *Make & Take: Succulent Zen Garden*

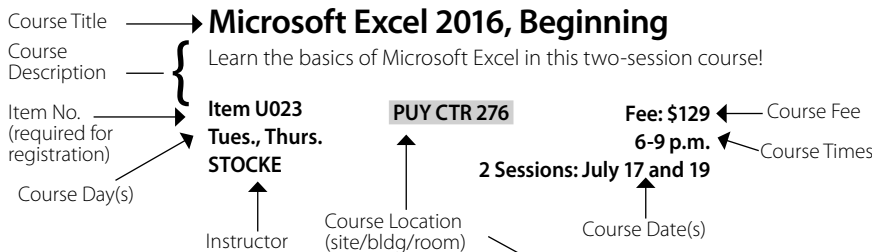


*Golfing Basics at Chambers Bay* **22**

**PERSONAL ENRICHMENT**

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**HOW TO READ THIS SCHEDULE**



Location key: **FORT STEILACOOM** **PUYALLUP**



**THREE EASY WAYS TO REGISTER**

**Online**  
www.PierceCE.com

**By phone**  
253-864-3330

**In person**  
1601 39th Ave. SE  
Puyallup, WA 98374  
ADM Bldg. Room 115



**PROFESSIONAL DEVELOPMENT**

- 24** Online Professional Development
- 27** Online Teacher Training
- 28** Online Business Certificates

- 31** Online Career Training
- 34** Online Health Care Training

# ART & CREATIVITY

PERSONAL ENRICHMENT



## **NEW!** Paper Marbling

Come play with Suminagashi, the ancient art of Japanese "floating ink" marbling. Transform plain paper with water and ink into vibrant and colorful designs. Dive in and take a swirl! Project ideas for using your marbled paper included. All supplies provided.

Item U003    **PUY LSC 150**    Fee: \$39  
 Saturday    12:30-2:30 p.m.  
 WERLEY    1 Session: Aug. 18

## **NEW!** Create Your Own Hand Dyed Silk Sun Hat

Express your creativity by dyeing or painting your own wide-brimmed silk sun hat! Take it out of its pouch and POP! It springs open into a 16-inch diameter sun hat! Then, with a simple twist, it becomes a 6-inch disk that reverts back into the matching pouch! Perfect for your summer travels or gardening! All supplies provided.

Item U001    **PUY LSC 150**    Fee: \$49  
 Saturday    9-11:30 a.m.  
 WERLEY    1 Session: June 16

## **NEW!** Create Your Own Hand Dyed Silk Throw Pillow

Craft your own custom-dyed 14 x 14 inch silk throw pillow. Make a beautiful accent for your couch or give it as a special gift! Bring a friend to this fun workshop. All supplies provided.

Item U002    **PUY LSC 150**    Fee: \$49  
 Saturday    9-11:30 a.m.  
 WERLEY    1 Sessions: Aug. 18

## **NEW!** Make a Drawstring Pouch: Hand Sewing 101

Sewing by hand is fun, relaxing and thrifty! This accessory makes a great dice bag, makeup pouch, gift bag, or sachet! In the process, you'll learn the basics of sewing by hand, including using a template, different needle sizes and thread types, two-stitch types, and sewing a button. If you want to learn a skill that's useful for a lifetime, this is your chance! A \$5 supply fee is payable to the instructor at the beginning of class.

Item U063    **PUY LSC 150**    Fee: \$39  
 Saturday    10 a.m. to 1 p.m.  
 KEMPER    1 Session: July 21

## **NEW!** Etched Glass Gift Jars

Learn to engrave glass at home with safe and simple chemicals, by making an adorable gift jar to fill with goodies and share with someone special – or keep for yourself! This is a great skill to learn if you make your own jams, candles, bath products, or anything else that could use creative glass packaging, and makes a wonderful project for the DIYer looking for creative gifts and home organization! A \$10 supply fee is payable to the instructor at the beginning of class.

Item U062    **PUY LSC 150**    Fee: \$39  
 Saturday    10 a.m. to noon  
 KEMPER    1 Session: June 30



Location key: **FORT STEILACOOM** **PUYALLUP**

# WRITING

## NEW! Creative Nonfiction: In-class Writing Exercises and Revisions

In this course, we'll experiment with the craft of nonfiction writing through in-class writing exercises and prompts. By diving into memories, both recent and long-past, we'll write memoir essays to have for a lifetime. Through small critique groups, we'll learn the art of providing constructive, kind feedback to each other. Detailed terms and definitions of creative nonfiction will be discussed to demystify the genre, and you'll also learn revision techniques to edit and polish your own work. Both beginner and experienced writers are welcome!

**Item U071**    **PUY LSC 111**    **Fee: \$129**  
**Saturday**    **10 a.m. to noon**  
**MCGILLEN**    **6 Sessions: June 16 to July 21**

## NEW! Poetry Workshop

This fun workshop will include poetry writing prompts and time for each student to write new work. We'll break into small groups to read and discuss each other's poems. We will also take a look at some contemporary American poets and what makes their work so successful. Come join a community of writers and build a network with other aspiring poets. *You are welcome to bring one or two original poems to share in the workshop but it is not a requirement.*

**Item U072**    **PUY LSC 111**    **Fee: \$49**  
**Saturday**    **10 a.m. to 1 p.m.**  
**MCGILLEN**    **1 Session: Aug. 11**

# DANCE

## Basic Ballroom Dance

In this fun introductory course, we'll give you and your partner the confidence to get out on any dance floor in any type of environment. The three types of dance rhythms covered will be the Fox Trot, or two-step, Waltz and Swing. Partners are recommended but not required. *Smooth soled shoes enhance the dance experience.*

**Item U026**    **PUY HEP 206**    **Fee: \$99**  
**Wednesday**    **6-7 p.m.**  
**BEHR**    **5 Sessions: July 18 to Aug. 15**

## Beginning Latin Dance

This introductory course introduces students to Latin rhythms which complement basic ballroom dance figures. Rumba, Cha/Cha and Tango are the featured rhythms and provide students the ability to be creative as they interpret the special beat of the music. Partners are recommended but not required. *Smooth soled shoes enhance the dance experience.*

**Item U027**    **PUY HEP 206**    **Fee: \$99**  
**Wednesday**    **7:15-8:15 p.m.**  
**BEHR**    **5 Sessions: July 18 to Aug. 15**

## READY TO REGISTER?

Go online at [www.PierceCE.com](http://www.PierceCE.com) or call 253-864-3330

## QUESTIONS?

Contact us at [ce-questions@pierce.ctc.edu](mailto:ce-questions@pierce.ctc.edu) or call 253-840-8452

## Beginning Tap Dance

*Open to adults and teens.* Discover the fun and joy of Broadway style rhythm tap dance! Geared to adults and teens with an emphasis on basic rhythms and moves. Learn a new vocabulary: brush, flap and basic turns. *Tap shoes required.*

**Item U028**    **DTNW**    **Fee: \$79**  
**Wednesday**    **6:40-7:40 p.m.**  
**DTNW**    **7 Sessions: July 11 to Aug. 22**

## Dance Exercise

Need inspiration to keep going, stay in shape, have fun and lose weight? This moderately paced workout consists of low impact aerobic dance moves, body toning with light weights, bands and stretches to upbeat music. Ages 13 and up. Indoor athletic shoes are required as well as modest athletic attire.

**Item U029**    **DTNW**    **Fee: \$59**  
**Tuesday and Thursday**    **4:45-5:45 p.m.**  
**DTNW**    **14 Sessions: July 10 to Aug. 23**

## Dance Theater Northwest (DTNW)

2811 Bridgeport Way W #24, University Place 98466

# BODY, SPIRIT, MIND & SOUL

PERSONAL ENRICHMENT



## Tai Chi Chuan, Beginning

Tai Chi Chuan is a centuries old Chinese exercise system that promotes health, relaxation and self-cultivation. It can be learned by anyone regardless of age, gender or athletic ability. The emphasis will be placed on establishing a solid foundation of fundamentals.

**Item U004**   **PUY HEP 206**   **Fee: \$99**  
**Saturday**   **9-10 a.m.**  
**LLANOS**   **8 Sessions: June 23 to Aug. 11**

## Tai Chi Chuan, Intermediate

This course is for students who have completed Beginner's Tai Chi Chuan. Course content review Section 1A of the Yang Family Long Form, moving into Section 1B (completing the form) and into a deeper understanding of breath and movement while following the classics of Tai Chi. Your body, mind and spirit will flow into new places!

**Item U005**   **PUY HEP 206**   **Fee: \$99**  
**Saturday**   **10:15-11:15 a.m.**  
**LLANOS**   **8 Sessions: June 23 to Aug. 11**

## Tai Chi Chuan, Advanced

This course is for students who have completed Intermediate Tai Chi Chuan. Course content reviews Section 2A of the Yang Family Long Form, moving into Section 2B (completing the form) and into a deeper understanding of breath and movement while following the classics of Tai Chi.

**Item U006**   **PUY HEP 206**   **Fee: \$99**  
**Saturday**   **11:30 a.m. to 12:30 p.m.**  
**LLANOS**   **8 Sessions: June 23 to Aug. 11**

## Beginning Yoga in the Evening

In this relaxed, calming course, students will mindfully coordinate movement with breath to flow from one pose to the next. You will learn to energize your body and still your mind, leaving class with a calm and peaceful glow. This course is open level, with modifications for beginners and expert practitioners alike. Please bring a yoga mat to class.

**Item U007**   **DTNW**   **Fee: \$79**  
**Thursday**   **6-7 p.m.**  
**DTNW**   **7 Sessions: July 12 to Aug. 23**

## Dance Theater Northwest (DTNW)

2811 Bridgeport Way W #24, University Place 98466

## Gentle Hatha Yoga in the Morning

Our morning Hatha Yoga courses are intended to be calming, reduce stress, increase flexibility, improve balance and increase core strength. Whether you plan to join a more advanced yoga class or begin a home yoga practice, you will want to learn proper breathing techniques and basic poses. Join us to learn the basics, have fun and begin your personal yoga journey. Please bring a water bottle, small blanket or large towel and mat to class. This Gentle Hatha Yoga course is designed for active, older adults, but all are welcome.

**Item U008**   **FS HEC 302**   **Fee: \$79**  
**Tuesday and Thursday**   **8:30-9:30 a.m.**  
**ENDICOTT**   **6 Sessions: July 10-26**

**Item U009**   **FS HEC 302**   **Fee: \$79**  
**Tuesday and Thursday**   **8:30-9:30 a.m.**  
**ENDICOTT**   **6 Sessions: July 31 to Aug. 16**

## Developing Your Intuition Using the Tarot and its Images

This popular tarot course is for any former student of the tarot at any level. We'll study the meanings of each of the Minor and Major Arcana with the purpose of developing your intuitive and psychic skills to read the spreads. You'll learn new spreads as well as new ways to develop and meditate on each card.

**Item U010**   **FS OLY 208**   **Fee: \$99**  
**Thursday**   **7-9 p.m.**  
**TOGNETTI**   **7 Sessions: July 12 to Aug. 23**

## Discover Mediumship: Basic

Have you ever felt a cool or warm breeze come over you, heard your name called, had random shivers or smelled cologne when you were alone? Do you have a calling or desire to understand more about being of service to those that no longer have a voice and have passed on? Learn how to manipulate energy and silence the conscious mind to forge a connection to the other side. Understand how you receive information while trusting you are not making it up. Understand how you can hear, see, sense, smell or know what those on the other side need for us to know.

**Item U013**   **PUY LSC 126**   **Fee: \$119**  
**Tuesday**   **6-8:30 p.m.**  
**BRAZIER**   **4 Sessions: June 19 to July 10**



This class is HOT! Register early!

Location key: **FORT STEILACOOM**   **PUYALLUP**

**NEW!** Practice Mediumship: Intermediate

If you have a basic understanding of mediumship, this is your next step! Practice, play and prepare yourself to trust your abilities! Learn additional tools and participate in exercises to strengthen your trust and sharpen your senses even further! Offer and receive readings from fellow students while gaining a stronger understanding of how you interpret and decipher this work.

**Item U014**    **PUY LSC 111**    **Fee: \$119**  
**Wednesday**    **6-8:30 p.m.**  
**BRAZIER**    **4 Sessions: July 11 to Aug. 1**

**Past Life Regression: Uncover Memories, History, Identities and Lifestyles**

Discover for yourself who, where and what your life has been in the past! This experimental course offers the basics of relaxation with a guided meditation for those to uncover as they discover more of who they have been. We are not here by accident or by some coincidence – we each have a purpose. A past life regression can assist in identifying what exactly that purpose may be. Bring a sack lunch.

**Item U011**    **PUY LSC 101**    **Fee: \$69**  
**Saturday**    **9 a.m. to 2 p.m.**  
**BRAZIER**    **1 Session: July 21**

**NEW!** Discover Your Intuitive Abilities

Being intuitive is natural and can be a wonderful source of information to help with life decisions. Also known as our sense of inner-awareness, intuition is your own unique GPS (Global Positioning System). Come learn how to trust what you have received is either true or false. This course is perfect if you are seeking great relationships, career insight, guidance on important decisions and controlling your destiny. You'll learn tools, participate in exercises, and take away a heightened understanding of your own intuitive abilities. *No class July 21.*

**Item U012**    **PUY LSC 101**    **Fee: \$119**  
**Saturday**    **9 a.m. to 2 p.m.**  
**BRAZIER**    **2 Sessions: July 14 and 28**

# MUSIC & VOICE



**Introduction to Voiceovers (Getting Started in Voice Acting)**

"Wow, you have a great voice!" Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" If so, then you could have what it takes to begin working as a professional voiceover artist. In this one-time, two-hour introductory course, you'll also learn about the different types of voiceovers and the tools you'll need to find success. You owe it to yourself to finally explore the possibilities of this fun and rewarding job!

**Item U052**    **FS OLY 208**    **Fee: \$69**  
**Thursday**    **6-8 p.m.**  
**VOICES FOR ALL**    **1 Session: June 21**

**Item U053**    **PUY LSC 206**    **Fee: \$69**  
**Wednesday**    **6-8 p.m.**  
**VOICES FOR ALL**    **1 Session: Aug. 15**

**Beginning Piano**

Come learn to play the piano! You will gain a basic understanding of music notation and the structure behind the tunes you play. No previous keyboarding or music reading skills are needed to get started. *Bring a copy of "Alfred's Basic Adult Piano Course Lesson Book – Level One" to the first class session. Can be purchased at local music stores.*

**Item U056**    **PUY AAH 205**    **Fee: \$119**  
**Monday**    **6:30-8 p.m.**  
**DAVIDSON**    **5 Sessions: June 18 to July 16**

**NEW!** Beginning Guitar

Discover what guitar playing is all about! If you have never played the guitar or have played a little, this course is for you! You will study proper technique, chords, tuning, strum patterns and more. *Bring a copy of "Ernie Ball, How to Play Guitar Phase 1." Can be purchased online or at local music stores. No class July 4.*

**Item U054**    **PUY AAH 203**    **Fee: \$129**  
**Wednesday**    **6-8 p.m.**  
**WOOD**    **6 Sessions: June 27 to Aug. 8**

**NEW!** Beginning/Intermediate Bass Guitar

Let's play! Pick up your bass guitar and come learn with this easy learning method. You do not need to read music to take this course! We'll cover everything from tuning, names of notes, power chords and so much more! *No class July 4.*

**Item U055**    **PUY AAH 102**    **Fee: \$129**  
**Wednesday**    **6-8 p.m.**  
**MACHEN**    **6 Sessions: June 20 to Aug. 1**

**NEW!** Yes! You Can Write a Song!

This fun and informative course is perfect for songwriting newbies who want to learn the nuts and bolts of songwriting or for those wishing to improve their songs in progress. You'll learn how to generate song ideas, rhyming types/strategies, chord types and applications, song structure, and how lyrics and music come together.

**Item U051**    **PUY AAH 203**    **Fee: \$89**  
**Monday**    **6:30-8 p.m.**  
**SAXON**    **5 Sessions: July 23 to Aug. 20**

**NEW!** Yes! You Can Play the Ukulele!

The popularity of the ukulele continues to soar and it has quickly become one of the most popular and accessible instruments to learn. So why not give this easy-to-learn, smile-inducing instrument a try in this fun filled group course that'll have you strumming chords and playing songs in a matter of weeks! *No class July 3.*

**Item U050**    **PUY AAH 203**    **Fee: \$89**  
**Tuesday**    **6:30-8 p.m.**  
**SAXON**    **5 Sessions: June 19 to July 24**



Singer/songwriter/guitarist/ukulele player Jeff Saxon is known for his meaningful, expertly crafted and soulfully delivered original songs with jazz, blues, Latin and old-school R&B leanings.

Jeff has released four full-length albums that have garnered positive reviews around the world. Simultaneous to his recording and performing pursuits, Jeff is also a popular and highly rated guitar, songwriting and ukulele instructor for some of the largest and most successful home music lesson companies in the country.

# HOME & GARDEN

## **NEW!** 10 Ways to Eat Healthy on a Budget

Healthy food can be expensive, so it's difficult to eat well when you're on a tight budget. Come learn at least 10 ways to save money and still eat whole, single-ingredient foods. This workshop is a great starting point for those who want to change their eating habits and reap the benefits of healthy eating.

**Item U047**      **PUY LSC 126**      **Fee: \$29**  
**Saturday**                      **10-11:30 a.m.**  
**BLAKENY**                      **1 Session: June 23**

## **NEW!** Simple, Healthy Meal Preparation

Are you struggling to put healthy meals on the table? Do you want to eat healthy, but simply can't find the time to cook? Come learn simple and efficient ways to prepare healthy meals you can put on the table in 30 minutes or less.

**Item U048**      **PUY LSC 126**      **Fee: \$29**  
**Saturday**                      **10 a.m. to noon**  
**BLAKENY**                      **1 Session: July 14**

## Create Awesome Herbal Iced Teas

Impress your friends this summer with your own natural herbal iced tea blends! Come learn how to brew your own delicious and nutritious creations using black, green, red and herbal tea blends using several methods. Cool and refreshing summer fun! Workshop includes a handout and ebook.

**Item U037**      **PUY LSC 150**      **Fee: \$29**  
**Saturday**                      **10-11:30 a.m.**  
**BAILEY**                      **1 Session: June 23**

## Beginning Canning Workshop

Be prepared for this summer's bounty of fresh fruits and veggies. This course is for people interested in learning home canning basics, but all skill levels are welcome. You will get familiar with canning equipment and how to safely home can for your pantry. This is a great way to utilize fresh produce from your own garden, local farmer's market or fruit stands. No supplies needed! However, a current "Ball Blue Book: Guide to Preserving" is suggested but not required. *\$3 supply fee payable to the instructor for a jar of jam to take home.*

**Item U032**      **PUY CDP**      **Fee: \$39**  
**Saturday**                      **10 a.m. to noon**  
**BASQUEZ**                      **1 Session: June 30**

**Item U034**      **PUY CDP**      **Fee: \$39**  
**Saturday**                      **10 a.m. to noon**  
**BASQUEZ**                      **1 Session: July 21**

## Beginning Pressure Canning Workshop

Have you ever thought about canning vegetables? What about canning meat? In this introductory course for home pressure canning, we'll familiarize you with how to safely pressure-can vegetables and meat in your own home. Join us and we'll show you how to safely operate a home pressure canner. We'll talk canning and do some sampling of what you can safely home can to put in your own food pantry – all preservative free! A "Ball Blue Book Guide to Home Preserving" is recommended but not required.

**Item U033**      **PUY CDP**      **Fee: \$39**  
**Saturday**                      **2-4 p.m.**  
**BASQUEZ**                      **1 Session: June 30**

**Item U035**      **PUY CDP**      **Fee: \$39**  
**Saturday**                      **2-4 p.m.**  
**BASQUEZ**                      **1 Session: July 21**

## Worm Bin Composting with Bin & Worms

Worm bin composting is a great way to reduce food scraps into usable compost to fortify your garden naturally. Composting returns nutrients to the soil and reduces the amount of waste you set out curbside. Instructional materials, starter bin and 1 lb. of worms are included in fee. Begin your worm adventure today! Taught by Pierce County environmental educators. *Must register by June 14 so we can order bins and worms.*

**Item U045**      **PUY LSC 128**      **Fee: \$49**  
**Saturday**                      **10 a.m. to noon**  
**PIERCE COUNTY**                      **1 Session: June 23**



## No Frills Worm Bin Composting

Class includes handouts and instruction only. No worms or bin included. Perfect option for families who want to take the course together but only want one bin. *One family member must register for the full price.*

**Item U046**      **PUY LSC 128**      **Fee: \$15**  
**Saturday**                      **10 a.m. to noon**  
**PIERCE COUNTY**                      **1 Session: June 23**

## **NEW!** Let's Talk About Honey Bees Workshop

Have you dreamed of keeping honey bees or do you simply find them fascinating? In this informative workshop, we'll explore the biology and management of a backyard hive and even build our own swarm boxes to catch honey bees! Additionally we'll learn about an interesting, low-cost approach to keeping backyard bees and where to obtain honey bees, equipment and advice. *A \$3 supply fee is payable to the instructor at the beginning of class.*

**Item U049**      **PUY LSC 128**      **Fee: \$29**  
**Saturday**                      **10 a.m. to noon**  
**WOOD**                      **1 Session: July 14**

PERSONAL ENRICHMENT







# COMPUTERS & TECHNOLOGY



## **NEW!** Building Good Habits with Habitica

Feeling in a rut now that those New Year's resolutions have faded into the rearview mirror? Get back in your groove and build sustainable habits by gamifying your achievements! Habitica is a fun, free and easy-to-use habit tracking and to-do list app for smartphones and the web. Its cute, retro-style graphics and engaging community help you win points by taking care of business in real life, and use those points to reward yourself! We'll get you started not just in using the app, but in holding you accountable to your goals. During each session we'll meet up to share about our week, explore a new feature of the game, learn from each other's challenges and successes, and recharge to tackle the tasks ahead!

**Item U073** **PUY CTR 276** **Fee: \$49**  
**Wednesday** **6:30-8:30 p.m.**  
**KEMPER** **2 Sessions: Aug. 8 and 15**

## Using Microsoft Windows 10

In this new course, students will learn the features and functionality of the Windows 10 operation system for professional and personal use. Topics covered include accessing Windows 10, using Windows apps and desktop applications, working with files and folders, using Edge, customizing the environment, and installing and removing devices and using security features. Quick Guide included in course fee.

**Item U025** **PUY CTR 276** **Fee: \$119**  
**Tuesday and Wednesday** **6-9 p.m.**  
**STOCKE** **2 Sessions: July 31 and Aug. 1**

## Microsoft Excel 2016, Beginning

Learn the basics of Microsoft Excel in six hours! Create worksheets with text, values, and formulas, and then format them to make your data easy to read. Learn to link formulas between multiple worksheets. Book included in course fee.

**Item U023** **PUY CTR 276** **Fee: \$129**  
**Tuesday and Thursday** **6-9 p.m.**  
**STOCKE** **2 Sessions: July 17 and 19**



## Microsoft Word 2016, Beginning

Learn to open, create, and save documents. Edit your document using cut, copy, and paste functions. Apply character and paragraph formatting, set tabs and page breaks, adjust margins, and use spell check and thesaurus features. Book included in course fee.

**Item U022** **PUY CTR 276** **Fee: \$129**  
**Tuesday and Thursday** **6-9 p.m.**  
**STOCKE** **2 Sessions: July 10 and 12**



## Connect with Your Smartphone

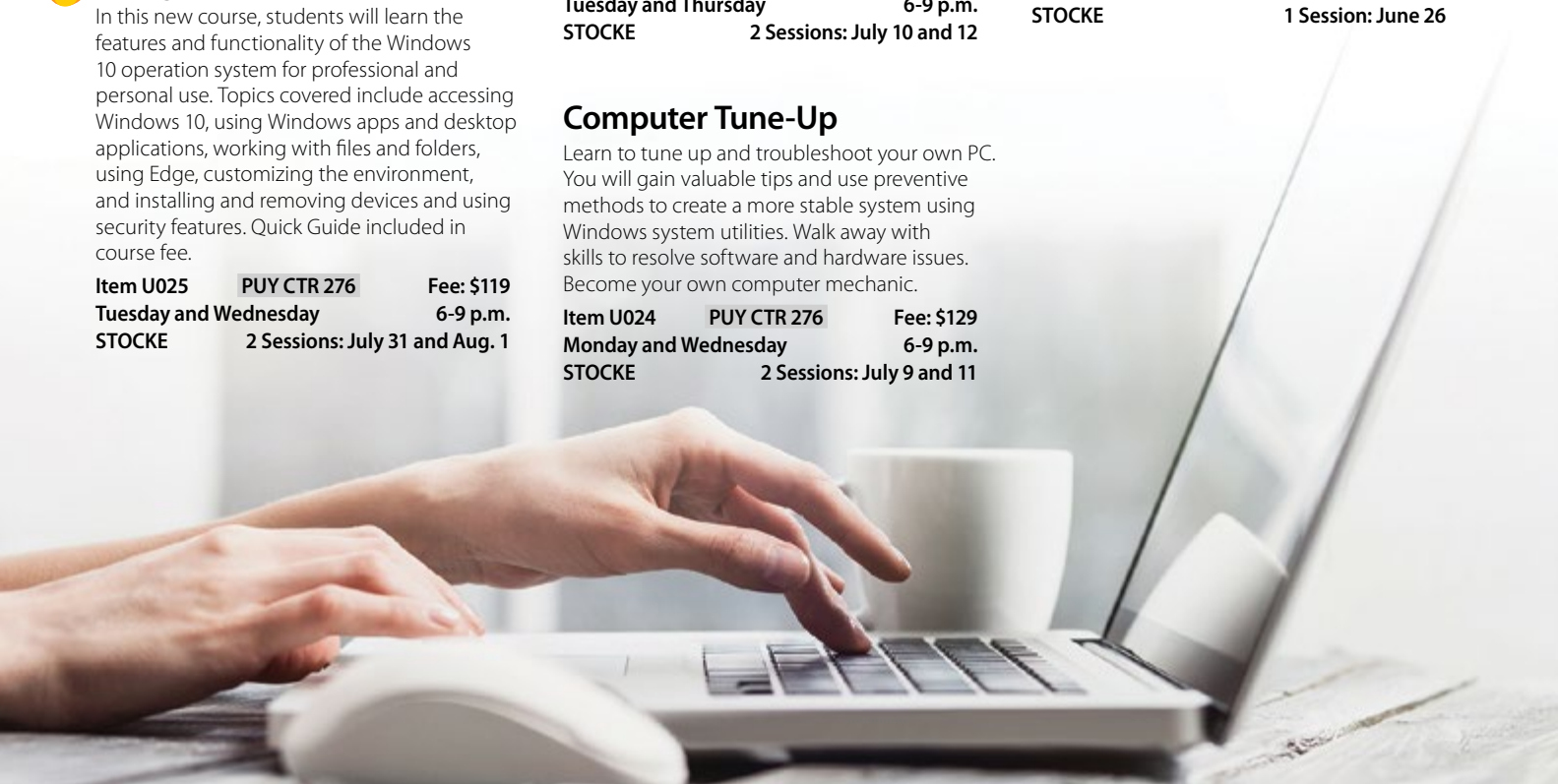
If you have your first smartphone and are a little intimidated by it, then this is the class for you. You'll learn how to increase the font size to allow for better viewing, how to use maps and get directions, take photos, share photos with family, make video calls, use coupons at the store, shop online, read websites, play basic games, and learn about the many apps available to you. Taught by our most popular instructor, Mike Stocke!

**Item U021** **PUY CTR 276** **Fee: \$69**  
**Tuesday** **6-9 p.m.**  
**STOCKE** **1 Session: June 26**

## Computer Tune-Up

Learn to tune up and troubleshoot your own PC. You will gain valuable tips and use preventive methods to create a more stable system using Windows system utilities. Walk away with skills to resolve software and hardware issues. Become your own computer mechanic.

**Item U024** **PUY CTR 276** **Fee: \$129**  
**Monday and Wednesday** **6-9 p.m.**  
**STOCKE** **2 Sessions: July 9 and 11**



## READY TO REGISTER?

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call 253-864-3330

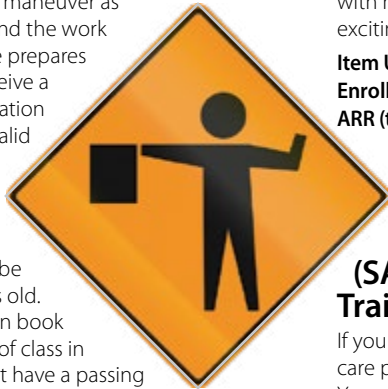
POSSIBILITIES. REALIZED.

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# CAREERS & TRADE SKILLS

## Flagging and Traffic Control

Certified flaggers are responsible for worker and public safety during road construction, utility work and maintenance operations. Flaggers must, through visual movements and appearance, establish authority and confidence so traffic will respond in time and consistently with the need to stop, change lanes, proceed more slowly, or maneuver as necessary around the work site. This course prepares students to receive a Flagger Certification card, which is valid for 3 years in Washington, Oregon, Idaho and Montana. Students must be at least 18 years old. There is an open book test at the end of class in which you must have a passing score of 80% in order to receive your certification. Book included in course fee. Bring a sack lunch.



**Item S030** **PUY LSC 128** **Fee: \$69**  
**Friday** **9 a.m. to 4 p.m.**  
**POLLARD** **1 Session: June 2**

**Item U016** **PUY LSC 128** **Fee: \$69**  
**Friday** **9 a.m. to 4 p.m.**  
**POLLARD** **1 Session: June 29**

**Item U017** **PUY LSC 128** **Fee: \$69**  
**Saturday** **9 a.m. to 4 p.m.**  
**POLLARD** **1 Session: July 21**

**Item U018** **PUY LSC 128** **Fee: \$69**  
**Saturday** **9 a.m. to 4 p.m.**  
**POLLARD** **1 Session: Aug. 18**

## Career Interest Assessment

Learn how your skills, personality type and interests can help you find a career that best suits you. You will participate in the Myers Briggs Type Indicator (MBTI) and Campbell's Interest and Skill Survey (CISS). When your results are assessed, an interpretation session will be scheduled with our advisor. Walk away with new tools to guide you into your new and exciting future!

**Item U015** **Fee: \$129**  
**Enroll anytime during summer quarter.**  
**ARR (to be arranged)** **1 Session**

## Stay Active and Independent for Life (SAIL) Program Leader Training

If you are a health, fitness, nursing or senior care professional, join our online SAIL program. You will get the training you need to lead SAIL exercise sessions to assist older adults to improve strength, balance and their ability to perform daily tasks. This course is approved by the Washington State Department of Health and the National Council on Aging. Continuing Education Units (CEUs) are included in the course fee. Space is limited. Don't be disappointed and register early!

**Item 5799** **ONLINE** **Fee: \$199**  
**July 2 to Aug. 22**

# PERSONAL FINANCE

PERSONAL ENRICHMENT

## Social Security: Your Questions Answered

In this educational workshop for anyone nearing retirement or ages 55 and up who have uncertainties, we'll address common questions such as, how does Social Security fit into my retirement income plan, when should I start taking benefits, and what about taxes?

**Item U065** **PUY LSC 206** **Fee: \$19**  
**Wednesday** **6-8 p.m.**  
**KOLESZAR** **1 Session: June 13**

**Item U066** **PUY LSC 206** **Fee: \$19**  
**Wednesday** **6-8 p.m.**  
**KOLESZAR** **1 Session: Aug. 22**

## Foundations of Investing

Foundations of Investing is an educational program for people who are either new to investing or need a refresher. You will learn the importance of developing a strategy, the impact of asset allocation and the influence of inflation on your long-term goals. Plenty of time provided for questions and answers.

**Item U067** **PUY LSC 206** **Fee: \$19**  
**Wednesday** **6-8 p.m.**  
**KOLESZAR** **1 Session: July 25**



*More online finance and investing courses on page 29*



This class is HOT! Register early!

# OUTDOOR PURSUITS



## Golfing Basics at Chambers Bay



This fun course is back but register early as it filled fast last summer! Now's your chance to learn to play golf where the pros play: Chambers Bay, home of the U.S. Open! Instructors will teach you everything you need to know to play golf in just a few lessons. We'll cover the basics, like how to navigate the clubhouse and practice areas, social benefits, club selection and grip, swing technique, golf lingo like fairway, bunker, par, eagle, tee markers, rules, keeping score and so much more! All equipment will be provided for your use. Consider getting a friend or two to register with you for a fun time! Open to men and women.

**Item U057** Chambers Bay Fee: \$109  
**Thursday** 6-7 p.m.  
**DIAZ** 5 Sessions: June 21 to July 19

**Item U058** Chambers Bay Fee: \$109  
**Friday** 6-7 p.m.  
**FARMAN** 5 Sessions: June 22 to July 20

**Item U059** Chambers Bay Fee: \$109  
**Saturday** 3-4 p.m.  
**FARMAN** 5 Sessions: June 23 to July 21



## Golfing Basics at Chambers Bay – Ladies Only

Ladies, now it's your turn to learn golf basics in a comfortable environment with other gals. Ideal for the beginning or returning player. You'll learn all the basics – navigating the clubhouse and course, social benefits, club selection and grip, golf lingo, keeping score and more. All equipment will be provided for your use. Consider bringing your girlfriends for a few fun evenings in the summer!

**Item U060** Chambers Bay Fee: \$109  
**Saturday** 4-5 p.m.  
**FARMAN** 5 Sessions: June 23 to July 21

**Chambers Bay**  
 6320 Grandview Drive West, University 98467



## Golfing Basics at Lake Spanaway

From the old growth Douglas firs that line every fairway to the well-placed bunkers and large greens, Lake Spanaway is a great place to learn to golf! You will learn everything you need to know to get out on the greens. We'll cover how to navigate the clubhouse and practice areas, social benefits, club selection and grip, swing technique, golf lingo, rules, keeping score and much more. All equipment is provided for your use.

**Item U061** Lake Spanaway Fee: \$109  
**Sunday** Noon to 1 p.m.  
**FARMAN** 5 Sessions: June 24 to July 22

**Lake Spanaway Golf Course**  
 15602 Pacific Ave S, Tacoma 98444

## **NEW!** Basic Dog Obedience

Come learn all the basics of positive reinforcement dog obedience in three class sessions! This fun course is open to dogs of all ages – from pups to adults! We'll cover dog and human relationship-building exercises, the power of sits, focus, stay, recall, walking on a lead and so much more! *Please bring a four-to six-foot lead and a properly fitted harness or collar. Make sure to bring your pup's favorite treat. Please no extendable leashes.*

**Item U064** PUY CTY Fee: \$49  
**Wednesday** 6-7 p.m.  
**KEELER** 3 Sessions: July 11-25



**Pierce College Puyallup Courtyard (CTY):**  
 Grassy area between LSC and CTR Bldg.



**READY TO REGISTER?**  
Go online at [www.PierceCE.com](http://www.PierceCE.com)  
or call 253-864-3330

POSSIBILITIES. REALIZED.

23

# PHOTOGRAPHY

## Beginning & Intermediate Photography

This informative five-week course for beginning to intermediate level photographers will take you through the basics of your camera's features and will show you how and why to use them while creating beautiful images of your world. You will receive a 100+ page reference manual for all materials presented in class. *Bring your camera and fully charged batteries.*

**Item U068**    **PUY LSC 150**    **Fee: \$139**  
**Wednesday**    **6-8 p.m.**  
**KEHR**    **5 Sessions: July 11 to Aug. 8**

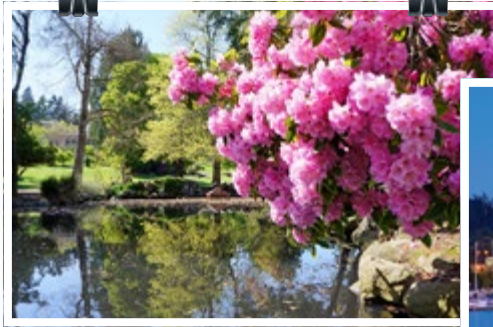


## Nature Photography at the Gardens of Point Defiance Park

One of our most popular photo tours! Meet at the rose garden at Point Defiance Park in Tacoma and learn how to better photograph flowers, birds and wildlife. *Bring your digital camera and charged batteries for a fun walking photo tour. Open to all skill levels.*

**Item U069**    **PDP**    **Fee: \$49**  
**Saturday**    **9 a.m. to noon**  
**KEHR**    **1 Session: Aug. 11**

**Point Defiance Park (PDP):**  
5400 N Pearl St.  
Tacoma 98407



## The Photo Trolley Tour of Tacoma

Great for all skill levels! We'll ride the trolley and where it stops. We'll stop and photograph the many sights of Tacoma, including the UW Tacoma campus, the Glass Museum area and the Theatre District. Meet at the Tacoma Link light rail station across from Freighthouse Square in Tacoma. *Bring your digital camera and charged battery for a fun ride/walking photo adventure. Open to all skill levels.*

**Item U070**    **FHS**    **Fee: \$49**  
**Saturday**    **9 a.m. to noon**  
**KEHR**    **1 Session: Aug. 18**

**Freighthouse Square (FHS):**  
2501 E D St, Tacoma 98421

PERSONAL ENRICHMENT

# EDUCATION



*Take your photography to the next level with our online courses! See page 26.*



## **NEW!** 3D Printing Jumpstart for Educators

Does your school have a 3D printer? No idea where to start? This beginner-friendly class will teach you how 3D printers work from the ground up, while earning clock hours! In this two-week course we'll kick-start your journey into 3D printing, including how to find files to print for your classroom, how to design your own models, and how to teach your students to design their own models. Not an educator but interested in 3D printing? This is a great primer for you, too!

**Item U031**    **PUY CTR 276**    **Fee: \$69**  
**Monday and Thursday**    **6:30-8:30 p.m.**  
**KEMPER**    **4 Sessions: July 23 - Aug. 2**

## **NEW!** Beginning Spanish for Health Care Professionals

This engaging Spanish language immersion course is for non-native Spanish learners either pursuing a career in health care or currently working in a medical setting. The central goal of the course is to equip students with real-life conversational Spanish skills that are transferable to the workplace. The Spanish-only environment, the exclusive emphasis on medical content, and the interactive communication activities give learners a wonderful opportunity to reach novice-level proficiency in the target language.

**Item U030**    **PUY AAH 138**    **Fee: \$369**  
**Tuesday and Thursday**    **6-9 p.m.**  
**LARIS**    **13 Sessions: July 10 to Aug. 21**

# ONLINE PROFESSIONAL DEVELOPMENT

*Choose from hundreds of terrific noncredit courses.*

**MOST INDIVIDUAL  
COURSES ONLY**

**\$119**

Six week online  
courses starting:

**May 16**  
**June 13**  
**July 18**  
**August 15**

Our instructor-led online courses are informative, fun, convenient and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly.

Complete any of these courses entirely from your home or office at any time of the day or night.

- **24-hour access**
- **Online discussion areas**
- **6-week format**
- **Expert instructors**
- **Monthly start sessions**
- **400 courses to choose from**
- **Easy navigation on smart devices**

## START ANY MONTH!



*For detailed course descriptions, pricing and to register, go to:*

**Professional.PierceCE.com**



# ONLINE PROFESSIONAL DEVELOPMENT

# NONCREDIT COURSES



## ACCOUNTING

Accounting Fundamentals  
Crystal Reports  
Performing Payroll in QuickBooks  
Purchasing Fundamentals  
QuickBooks

## BUSINESS, OFFICE AND SALES

Administrative Assistant Suite  
Effective Selling  
**NEW!** High Performance Organization  
High Speed Project Management  
Introduction to Business Analysis  
Keyboarding  
Mastery of Business Fundamentals  
Professional Sales Skills  
Sales Training Suite  
**NEW!** Talent and Performance Management  
Total Quality Fundamentals  
Using Social Media in Business

## BUSINESS WRITING

Business and Marketing Writing  
Effective Business Writing  
Fundamentals of Technical Writing  
How to Make Money from Your Writing  
Introduction to Internet Writing Markets  
Research Methods for Writers  
Resume Writing Workshop  
The Craft of Magazine Writing  
The Keys to Effective Editing  
Write Effective Web Content  
Writing and Editing Value Suite



## COLLEGE READINESS

Introduction to Algebra  
Introduction to Biology  
Introduction to Chemistry  
Introduction to Statistics  
Math Refresher

## COMMUNICATIONS

Achieving Success with Difficult People  
Individual Excellence  
Interpersonal Communication  
Keys to Effective Communication  
Mastering Public Speaking  
Presentation Skills Suite  
Skills for Making Great Decisions

## COMPUTER PROGRAMMING

CSS3 and HTML5  
C# Programming  
C++ Programming  
Java Programming  
JavaScript  
PHP and SQL  
Python Programming  
Visual Basic

## ENTREPRENEURSHIP AND SMALL BUSINESS

Learn to Buy and Sell on eBay  
Marketing Your Business on the Internet  
Publish and Sell Your E-Books  
Small Business Marketing on a Shoestring  
Start and Operate Your Own Home-Based Business  
Start Your Own Small Business  
Starting a Consulting Practice



## FINANCE AND INVESTING

Introduction to Stock Options  
Keys to Successful Money Management  
Personal Finance  
Real Estate Investing  
Stock Trading  
Stocks, Bonds and Investing: Oh, My!  
The Analysis and Valuation of Stocks  
Where Does All My Money Go?

## GRANT WRITING AND NONPROFIT

Get Grants!  
Grant Proposal Writing  
Grant Writing Suite  
Grant Writing A to Z  
Marketing Your Nonprofit  
Nonprofit Fundraising  
Nonprofit Management  
Starting a Nonprofit

## GRAPHIC AND WEB DESIGN

Adobe Acrobat  
Adobe Illustrator  
Adobe InDesign  
Adobe Lightroom  
Adobe Photoshop  
Creating Web Pages  
Creating WordPress Websites  
Designing Effective Websites  
Dreamweaver  
Web Design



**For detailed course descriptions, pricing and to register, go to:**

**Professional.PierceCE.com**

## ONLINE PROFESSIONAL DEVELOPMENT

## NONCREDIT COURSES



### HEALING & HOLISTIC HEALTH

**NEW!** Certificate in Brain Health

**NEW!** Certificate in End of Life Care

Certificate in Energy Medicine

**NEW!** Certificate in Food, Nutrition, and Health

Certificate in Global Healing Systems

Certificate in Healing Environments for Body, Mind & Spirit

Certificate in Healthy Aging

Certificate in Holistic & Integrative Health

Certificate in Meditation

Certificate in Mindfulness

**NEW!** Certificate in Music Therapy and Sound Healing

Certificate in Spirituality, Health & Healing

Introduction to Natural Health & Healing

### HEALTH AND MEDICAL

Certificate in Gerontology

Certificate in Infectious Disease Control

Certificate in Integrative Mental Health

Certificate in Legal & Ethical Issues in Health Care

Certificate in Pain Assessment & Management

Certificate in Perinatal Issues

Handling Medical Emergencies

HIPAA Compliance

Human Anatomy & Physiology

Human Anatomy & Physiology II

Human Physiology Series

Medical Math

Medical Terminology



### LANGUAGE

Conversational French, Beginning

Conversational Japanese

Discover Sign Language

Instant Italian

Speed Spanish

Speed Spanish II

Speed Spanish III

Spanish for Law Enforcement

Spanish for Medical Professionals

Spanish for Medical Professionals II

### MANAGEMENT AND LAW

Building Teams That Work

Creating a Successful Business Plan

Employment Law Fundamentals

Leadership

Managing Customer Service

Supervision and Management

Understanding the Human Resources Function

Workers' Compensation

Workplace Law Essentials

### MICROSOFT AND PERSONAL COMPUTERS

Computer Skills for the Workplace

Microsoft Access

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Project

Microsoft Publisher

Microsoft Windows

Microsoft Word

PC Security

PC Troubleshooting

Understanding the Cloud



### PERSONAL IMPROVEMENT AND SPECIAL INTEREST

Certificate in Stress Management

Helping Elderly Parents

Happy and Healthy Pregnancy

Healthy Relationships

Lose Weight and Keep It Off

### PHOTOGRAPHY

Discover Digital Photography

Introduction to Lightroom

Mastering Your Digital SLR Camera

Photographing Nature with Your Digital Camera

Photographing People with Your Digital Camera

Photoshop for the Digital Photographer

Secrets of Better Photography

Travel Photography for the Digital Photographer

### TEST PREP

GED Prep

GMAT Prep

GRE Prep

LSAT Prep

Praxis Prep

SAT/ACT Prep

### IT TEST PREP

CompTIA A+ Certification Prep (Basic)

CompTIA A+ Certification Prep (Intermediate)

CompTIA A+ Certification Prep (Advanced)

CompTIA Network+ Certification Prep

LPI Linux Essentials Exam Prep

# START ANY MONTH!



*For detailed course descriptions, pricing and to register, go to:*

**Professional.PierceCE.com**



# ONLINE TEACHER TRAINING

## IMPROVE YOUR CLASSROOM EFFECTIVENESS!

Common Core Standards in English K-5

**NEW!** Content Literacy: Grades 6-12

Creating Classroom Centers

Creating a Classroom Website

Creating the Inclusive Classroom: Strategies for Success

The Creative Classroom

Differentiated Instruction in the Classroom

Differentiated Instruction and Response to Intervention Connection

Differentiating K-12 Assessments

Empowering Students with Disabilities

**NEW!** Enhancing Language Development in Childhood

Grammar for ESL

Guided Reading and Writing: Strategies for Maximum Student Achievement

Guided Reading: Strategies for the Differentiated Classroom

**NEW!** Homeschool with Success

Integrating Technology in the Classroom

Leadership

Microsoft Excel in the Classroom

Microsoft PowerPoint in the Classroom

Microsoft Word in the Classroom

Ready, Set, Read!

Response to Intervention: Reading Strategies That Work

Singapore Math: Number Sense and Computational Strategies

Singapore Math Strategies: Model Drawing for Grades 1-6

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Solving Classroom Discipline Problems

Solving Classroom Discipline Problems II

Spanish in the Classroom

Survival Kit for New Teachers

**NEW!** Teaching Adult Learners

Teaching High School

Teaching Math: Grades 4-6

Teaching Preschool: A Year of Inspiring Lessons

Teaching Science: Grades 4-6

Teaching Smarter with SMART Boards

Teaching Students with ADHD

Teaching Students with Autism: Strategies for Success

Teaching Students with Learning Disabilities

Teaching Writing: Grades K-3

Teaching Writing: Grades 4-6

Using the Internet in the Classroom

Writing Effective Grant Proposals

**NEW!** Writing for ESL

Complete your clock hours online!

### K-12 CLOCK HOURS

The Pierce College Community and Continuing Education department is an approved OSPI (Office of the Superintendent of Public Instruction) Clock Hour provider.

24 clock hours included!

Six-week courses  
**Only \$139!**



For detailed course descriptions and to register, go to:

**Teachers.PierceCE.com**

**ONLINE BUSINESS CERTIFICATES****NONCREDIT COURSES**

Courses within most certificates may be taken in any order.

CEUs are included in the price.



# ONLINE BUSINESS CERTIFICATES



- One-month courses or take as a certificate and save
- Employer payments and company training vouchers accepted
- Continuing Education Units (CEUs) are included in price
- Courses in most certificates may be taken in any order
- See website for detailed course descriptions, outlines, start dates and instructor information



[Business.PierceCE.com](http://Business.PierceCE.com)

#### **CONTINUING EDUCATION UNITS (CEUs)**

CEUs provide a permanent record of the completion of significant noncredit educational courses.

**Employer payments and company vouchers accepted!**  
*Call 253-840-8453 for more information.*

# CHECK OUT OUR **HOT** TOP 10 CERTIFICATES

## Accounting & Finance for Non-Financial Managers Certificate

Every successful person in the workplace utilizes financial information to aid effective decision making. Learn about the financial concepts and accounting processes used in most businesses and practical techniques that will increase your effectiveness and career. Develop a foundation to understand the seven steps in the accounting cycle, find out what you need to know about cash and acquire advanced knowledge about the financial information that drives your organization.

<b>Q806</b>	<b>Accounting &amp; Finance for Non-Financial Managers</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q824</b>	<b>Cash is King</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q855</b>	<b>Financial Analysis &amp; Planning for Non-Financial Managers</b>	<b>\$195</b>	<b>16 hours</b>

**SAVE! Q257 \$495 for all 3 48 hours**

## Data Analysis Certificate

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Learn how many of your business decisions involve comparing groups for differences and the statistics behind them. Perform inquiries that will be useful to your business or organization, and gain the skills necessary to communicate results through ratings, graphs and user-friendly statistical reports that your fellow employees will understand. Take your career to the next level using data-based decisions to create positive contributions to the success of your company!

<b>Q051</b>	<b>Introduction to Data Analysis</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q052</b>	<b>Intermediate Data Analysis</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q053</b>	<b>Advanced Data Analysis</b>	<b>\$195</b>	<b>16 hours</b>

**SAVE! Q205 \$495 for all 3 48 hours**

“It was challenging and informative. I learned a great deal in the course that can be immediately applied in my job. Thank you.”

—B.K., Intro to Data Analysis

## **NEW!** Designing Webinars Certificate

Discover the power of using successful webinars for your organization by acquiring techniques and tips that will make your webinars winners with your audiences. Gain planning skills involved in budgeting, pricing and marketing webinars. Learn when and how often to promote webinars, how to do follow-up promotion and how to generate more customer leads and inquiries. Take home our webinar planning timeline to market your webinars for maximum success.

<b>Q061</b>	<b>Designing Successful Webinars</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q062</b>	<b>Managing and Marketing Webinars</b>	<b>\$195</b>	<b>16 hours</b>

**SAVE! Q206 \$345 for both 32 hours**

## **NEW!** Leading & Managing Virtual Teams Certificate

Almost every business in North America uses virtual teams. As the move to virtually teaming accelerates, gain the knowledge and skills to develop high performance virtual teams and contribute to their success. This certificate is designed to benefit anyone who is a leader or member of a team that leverages virtual meetings and collaboration tools. Make an impact by gaining the knowledge and skills to create goal oriented team meetings for higher levels of performance. Learn how to organize, empower and engage team members while building trust, commitment and respect.

<b>Q862</b>	<b>Introduction to Leading Virtual Teams</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q863</b>	<b>Leading &amp; Mastering Virtual Meetings</b>	<b>\$245</b>	<b>16 hours</b>
<b>Q864</b>	<b>Creating High Performance Virtual Teams</b>	<b>\$195</b>	<b>16 hours</b>

**SAVE! Q260 \$495 for all 3 48 hours**

## **NEW!** Managing Social Change Certificate

Discover proven strategies for moving your efforts, and those of others, from advocacy to managing and achieving social change within the workplace and/or your community. First, learn to strategically apply various disciplines to cause organizational change as well as develop the personal skills and attitudes organizations need for implementing change. Then find out how to address change in the workplace, including addressing the resistance to change. Finally, discover how social change happens, and reasons why it doesn't. Learn techniques that influence change strategies to improve your workplace, community and society as a whole.

<b>Q865</b>	<b>Change Management Skills</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q866</b>	<b>Change in the Workplace</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q867</b>	<b>Creating Community &amp; Social Change</b>	<b>\$195</b>	<b>16 hours</b>

**SAVE! Q261 \$495 for all 3 48 hours**

## **NEW!** Product Prototyping on a Budget Certificate

These courses will survey the core technologies found in makerspaces and give you a start in understanding what you will need to learn to create awesome technology projects. You will also learn how to find and sort through the many free resources online. Learn to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. These courses will focus on introducing you to the tools of the open 3D printer and makerspace ecosystem.

<b>Q861</b>	<b>Introduction to 3D Printing</b>	<b>\$195</b>	<b>16 hours</b>
<b>Q871</b>	<b>Prototyping with Maker Electronics</b>	<b>\$245</b>	<b>16 hours</b>

**SAVE! Q262 \$395 for both 32 hours**



For detailed course descriptions, dates, instructor information, pricing and to register, go to: **Business.PierceCE.com**

**ONLINE BUSINESS CERTIFICATES****NONCREDIT COURSES**

Courses within most certificates may be taken in any order.

CEUs are included in the price.

# HOT TOP 10 CERTIFICATES

continued...

## **NEW!** Productivity & Time Management Certificate

Maximizing productivity and the use of time is the primary way to increase profitability and success for people and their organizations. Successful businesses and organizations are moving from counting hours sitting in a chair to producing outcomes and results. Boost your productivity by managing your time better. Discover the top ten most effective time management techniques to increase your work outcomes. Find out about the exciting productivity eTools that are available now and utilize technology to boost your productivity. Finally, get the latest information on documenting your own productivity and managing the productivity of others.

**Q002 21st Century Strategies for Productivity & Time Management** \$195 16 hours

**Q856 Productivity eTools: Be Organized and Get Stuff Done** \$245 16 hours

**Q857 Managing Productivity** \$245 16 hours

**SAVE! Q258 \$595 for all 3 48 hours**



## Social Media for Business Certificate

Get in on this exciting and growing way to communicate and serve your customers and clients in businesses, nonprofits, government and other organizations. Discover the new principles of communication that apply across all networks, how they work and possible uses for your organization. Whether you are new to social networks or already involved, you will come away with an understanding of how to integrate social networks into successful marketing practices.

**Q231 Introduction to Social Media** \$195 16 hours

**Q232 Marketing Using Social Media** \$195 16 hours

**Q233 Integrating Social Media in Your Organization** \$195 16 hours

**SAVE! Q223 \$495 for all 3 48 hours**

## Supervisory & Leadership Certificate

Your employees are your most valuable resource. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand and insightful methods for both new and even experienced supervisors and managers. Learn about effective delegation, performance management and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities and strategies for improving your overall effectiveness as a leader.

**SAVE! Q224 \$395 32 hours**

(only available as a certificate)

## Workplace Communication Certificate

Good communication in the workplace is more important than ever and critical to your career advancement and success. Gain skills using conflict management models and strategies. Work with a pro to learn how to improve your negotiation skills for a win-win outcome by helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance.

**Q131 Conflict Management** \$245 24 hours

**Q132 Negotiation: Get What You Want** \$195 16 hours

**Q133 Using Personality Profiles for Work Performance** \$295 16 hours

**SAVE! Q213 \$595 for all 3 56 hours**

## BUILD YOUR SKILLS WITH THESE 10 POPULAR COURSES:

**Q846 Business Writing** \$195 16 hours

**Q869 Collaborative Management** \$295 24 hours

**Q801 Cyber Security for Managers** \$195 16 hours

**Q809 Google Analytics** \$195 16 hours

**Q868 NEW Identity Theft** \$195 16 hours

**Q071 Leadership Principles** \$145 16 hours

**Q021 Mobile Marketing** \$195 16 hours

**Q829 NEW Onboarding New Employees** \$195 16 hours

**Q817 Self-Publishing eBooks** \$195 16 hours

**Q859 WordPress Fundamentals** \$195 16 hours

...and many more!



For detailed course descriptions, dates, instructor information, pricing and to register, go to: **Business.PierceCE.com**



# ONLINE CAREER TRAINING

Don't just find a job...  
**start a career!**



APPROVED FOR  
**MyCAA military spouse funding**  
(\$4,000 per person)

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 rate.

- **Start anytime and work at a pace that suits your individual style**
- **Complete in 6-12 months**
- **Most training programs include industry approved certification exam vouchers**
- **In-depth study, all learning materials provided**
- **Approved for military vocational rehabilitation Chapter 31**
- **Financial assistance and payment plans available to those that qualify**

*Please note:  
Once the program curriculum is accessed online or through submission of a material shipment confirmation, refunds cannot be processed.*

## ENROLL ANY TIME DURING THE QUARTER!

For detailed course descriptions, syllabus, instructor information and to register, go to:

**Career.PierceCE.com**



**ONLINE CAREER TRAINING****NONCREDIT COURSES**

# TRAIN **TODAY** FOR CERTIFICATIONS IN HIGH DEMAND CAREER FIELDS

**NEW!** **AutoCAD 2018  
Certified User**
**155 hours**    **\$2,595** *(Exam voucher included)*

In this online program, you will master basic and advanced AutoCAD design skills as you gain hands-on practice in using the 2D tools in AutoCAD 2018. You will begin with learning the basic tools for creating 2D drawings. You will annotate the 2D drawing by adding text, hatching, tables and dimensions. To further this knowledge, you will explore AutoCAD tools such as blocks, layouts, templates, annotation styles, and sheet sets, to help improve your efficiency with the software. After completing the course, you will have also covered many advanced concepts including the use of external references and image files, collaboration tools, publishing and customizations.

This program uses Autodesk certified curriculum and will give you all the skills you need to prepare for the Autodesk AutoCAD 2018 Certified User exam.

““ *These classes far exceeded my expectations in terms of quality and quantity. I truly feel ready to start my career!* ””  
—S.C., Online Career Training

**NEW!** **Certified Ethical Hacker**
**100 hours**    **\$2,895** *(Exam voucher included)*

In this program, you will be immersed in a hacker's mindset, evaluating not just logical, but physical security, exploring every possible point of entry to find the weakest link in an organization. Learn how to scan, test, hack and secure your own systems. Practice the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access and covering your tracks) and the ways to approach your target and succeed at breaking in every time. Upon completion you will be prepared to sit for the Certified Ethical Hacker (CEH) Exam 312-50.

**Certified Global Business  
Professional**
**160 hours**    **\$2,495**

This program prepares you for the CGBP exam by educating you in four areas: global management, global marketing, supply chain management and trade finance. Learn how to develop a global business plan; conduct research in an international environment; understand the nuances of economic, cultural, legal, political and regulatory differences; and use technology to support global trade. Use hands-on practice to determine logistics, transportation modes, taxes, duties, quotas, trade agreements, use of intermediaries, documentation requirements, insurance, trade conventions and offshore procurement processes.

**NEW!** **Entrepreneurship:  
Start-Up and Business Owner  
Management**
**360 hours**    **\$2,095**

Interested in starting, owning and operating a business? This program covers everything from financing to leadership. You'll learn the keys to business planning, accounting, finance, communications, marketing and management. You'll also learn the legal requirements for running a business. In this program, you will learn how to create a successful business plan that can be used for both internal strategic management and external positioning in the market place.

**Forensic Computer Examiner**
**80 hours**    **\$3,095**

This comprehensive program prepares you for certification in this emerging field. You'll not only learn to thoroughly examine digital media, but also to clearly document, control, prepare and present examination results that will stand up in a court of law. You'll train to be able to identify where and how data is stored; how to recover and interpret data; and how to draw appropriate conclusions. Education on the ethics of computer forensics is included along with hands-on exercises that emphasize learning by doing.



**Register today!**  
**Career.PierceCE.com**

## ONLINE CAREER TRAINING

### Help Desk Analyst Tier 1 Support Specialist

**120 hours \$1,495**

In this program, you will learn about information technology (IT) problem solving, troubleshooting, commonly used industry tools, and the back-office operations of a computer support center. By completing this program you'll understand how to improve support-center productivity, provide exceptional customer support, handle difficult customer situations, implement best practices for problem solving and exhibit assertive confidence while reducing job stress.

### Human Resources Professional

**120 hours \$1,795**

This program is designed to prepare experienced human resource professionals for the PHR certification and covers a comprehensive review of human resources practices. Learn how to contribute to company strategic planning, recruitment, hiring, performance appraisals, employee training, compensation, job analysis, operations, employment laws, regulations, OSHA rules, health and safety, retention, and labor relations.

### **NEW!** Lean Six Sigma Green Belt and Black Belt

**125 hours \$2,295 (Exam vouchers included)**

The combined Green Belt and Black Belt training program will teach you Lean Six Sigma process improvement projects from start to finish. Green Belt training will allow you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. In Black Belt training, you will further develop your process improvement, project management, and leadership skills using clear language and plenty of practical examples. This advanced, interactive and enjoyable online program draws on decades of success helping people from Fortune 500 companies to small and medium sized businesses. This program will begin to help you create happier customers, increase revenue, reduce costs, and improve collaboration.

### Management for IT Professionals

**390 hours \$2,295**

This program explores the developmental process and how to be successful in creating change in the IT field. It also focuses on organizational culture and how it influences the way people work to maximize the long-term health of an organization and its people. You will learn essential leadership skills, business practices, budgeting strategies, communication skills and more, all with the goal of helping you run your IT department successfully.

### **NEW!** Mobile and Desktop Web Developer/Responsive Web Design

**480 hours \$2,995**

This program teaches you to build dynamic database-driven websites for desktop and mobile devices using the most current technologies. You will gain intensive web development knowledge to enter an exciting and rewarding career in a growing technical field. You will master basic HTML (the core technology behind traditional websites), learn CSS for designing pages, and discover how to make your pages more dynamic with JavaScript. In addition, you will learn the fundamentals of PHP, SQL, XML, Ajax, HTML5, putting you on the cutting edge of web development. You will then explore mobile-specific components of web development such as jQuery and mobile web design.



## NONCREDIT COURSES



### PMI Risk Management Professional

**30 hours \$995 (Exam voucher included)**

In this program, you will become proficient in the entirety of the Project Management Institute (PMI) Risk Management Professional program and be prepared to sit for the PMI-RMP exam which is globally recognized and in-demand to mitigate company risk through best practices. Upon completing this program you will have in depth knowledge in risk management analysis, budget lifecycles, project scope risk, project schedules and quantitative risk analysis.

### **NEW!** Professional Interpreter

**40 hours \$995**

Use your bilingual skills to help others communicate and develop the skills necessary to work as an interpreter in a public setting. You'll often work with immigrants in vulnerable situations, assist families as they apply for food stamps and Medicaid, help residents set up utility services or assist refugees as they complete their applications. Gain a clear understanding of what interpreting is, different interpreting techniques and delivery modes. Master your listening skills, learn to transfer information in multicultural situations, develop short-term memory retention, and perform sight translation.

**Employer payments and company vouchers accepted!**

*Call 253-840-8453 for more information.*

**HEALTH CARE TRAINING ONLINE****NONCREDIT PROGRAMS****MEDICAL BILLING AND CODING****CPC Certified Medical Administrative Assistant with Medical Billing and Coding****500 hours**    **\$3,195** *(Exam vouchers included)*

This program is geared toward students who have little or no experience as an administrative assistant in the health-care industry. Learn the essential medical office management, computer skills, medical terminology and medical billing and coding to get you started in the field. See the CPC Medical Billing and Coding course description which is also included in this program. Upon completion of this program, you will be prepared to sit for the CPC exam offered by the AAPC and the CMAA exam offered by NHA.

**CPC Medical Billing and Coding****340 hours**    **\$2,695** *(Exam voucher included)*

This is an ideal program for students new to a medical career. Gain a broad understanding of the legal, ethical and regulatory concepts vital to the field. You will build a foundation of medical vocabulary to help you better understand the contents of a patient's medical record, as well as notes from practicing physicians. You will also learn to function as an important member of the health-care team by providing key skills, such as abstracting from medical records, assigning codes to diagnoses, developing insurance claims according to third party guidelines and procedures using the ICD-10-CM, ICD-10-PCS, CPT and HCPCS Level II code books. Upon completion of this program, you will be prepared to sit for the CPC exam offered by the AAPC.

**Advanced Coding for the Physician's Office****100 hours**    **\$1,595**

This nationally recognized program will teach you diagnostic and procedural coding using CPT, ICD-10-CM and HCPCS Level II coding manuals. This is an advanced program, designed for current coders working in a physician's office, clinic or group practice. Preparation for the CCS-P and CPC exams are included.

**Certified Outpatient Coder****200 hours**    **\$1,995**

This program teaches fundamental medical coding skills for an outpatient hospital facility or ambulatory surgery center setting and prepares you to take AAPC's COC exam. You will acquire advanced skills to review medical records and determine the appropriate CPT®, HCPCS Level II and ICD-10-CM code sets. This training also teaches you how to apply coding conventions and coding guidelines to maintain compliance and capture appropriate revenue for outpatient facilities.

**Advanced Hospital Coding and CCS Prep****80 hours**    **\$1,895**

This program will prepare you to take the American Health Information Management Association's official certification exam to become a Certified Coding Specialist (CCS). This program covers ICD-10-CM/PCS medical coding of diagnoses and procedures. It will help you meet the challenge of today's changing standards while learning and improving your coding skills.

**Certified Risk Adjustment Coder****160 hours**    **\$1,495** *(Exam voucher included)*

Upon completion of this program, you will be able to define different models of risk adjustment (HCC, CDPS, HHS-ACA and Hybrid) and understand predictive modeling and its impact. In addition, you will know how to explain risk adjustment as it relates to financial matters, apply official coding guidelines, identify elements of medical records, document deficiencies for diagnosis coding and properly code in ICD-10-CM.

**Register today!****Career.PierceCE.com**



**NEW!** Administrative  
Dental Assistant**150 hours**    **\$1,795**

This program provides you with the essential skills for managing the business aspects of a dental practice. You will learn about dental terminology and anatomy, medical records management, accounts receivable, reimbursement, insurance plans, patient billing, patient scheduling and procedural diagnostic coding.

**Certified Electronic  
Health Records Specialist +  
Medical Terminology****194 hours**    **\$2,295** *(Exam voucher included)*

In this program, you'll learn the ins and outs of electronic health records (EHR) systems, along with the many benefits they offer medical practices. You'll get hands-on practice using real EHR software as you prepare to take the NHA CEHRS certification exam. You will also study medical terminology, disorders and medical procedures common to each body system including musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, integumentary, genitourinary, lymphatic and immune.

APPROVED FOR  
**MyCAA military  
spouse funding**  
(\$4,000 per person)

**Certified Health Unit  
Coordinator****120 hours**    **\$1,495**

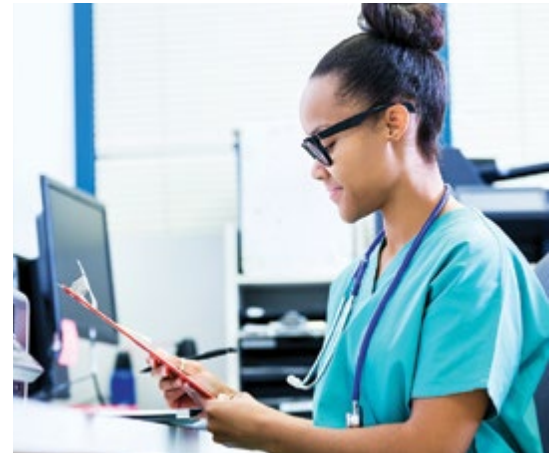
In this program, you will learn management of information, communication, medical terminology, critical thinking, ethics, confidentiality laws, transcription, safety, patient records, admissions, transfers and discharges. Obtain knowledge about cultural diversity and how it relates to health unit coordination in promoting a healthy environment between staff and patients. Upon completion you will be prepared to sit for the NAHUC certification exam and be prepared to work in hospitals, long term care, medical offices and various health-care facilities.

**Certified Medical  
Administrative Assistant****160 hours**    **\$1,495** *(Exam voucher included)*

This program prepares you to be a versatile and valuable member of the health-care team who can handle a broad range of duties including patient registration, scheduling, medical records, accounts receivable, data entry, medical claims, insurance, electronic records and composing correspondence. Upon completion of this program you will be prepared for the CMAA exam offered by the NHA.

**Certified Professional  
Medical Auditor****80 hours**    **\$1,695** *(Exam voucher included)*

This program focuses on defining fraud and abuse of regulations. You will study the impact of the OIG Work Plan and Corporate Integrity Agreements. Learn the elements of compliance plans, potential compliance risk areas and the HIPAA privacy rule. Identify medical record documentation standards, record retention standards and errors found in documentation for evaluation, specifically for anesthesia, surgery, radiology, pathology, laboratory and medicine services. You will be prepared to define steps of the audit process, identify statistical sampling types and factors, conduct audits and explain audit findings with the medical provider.

**NEW!** Medical Interpreter  
(Spanish/English)**200 hours**    **\$2,395**

In this program, you will master the three interpreting techniques – simultaneous, consecutive and sight translation. Upon completion you will be able to use medical terminology in both Spanish and English and the corresponding transfer into the opposite language. Learn to define colloquialisms and slangs. Train in medical protocol and understand the code of ethics for medical interpreters. Practice in an intensive online laboratory to practice what is learned in each lecture. You will gain a greater understanding of cross-cultural differences that will make you successful in this field.

**Medical Office Manager (CPPM)****555 hours**    **\$3,995** *(Exam vouchers included)*

Learn how to handle a broad range of duties including patient registration, scheduling, medical records management, accounts receivable, predicting revenue cycles, data entry, compliance regulations, human resources and business processes that make medical office management a challenging yet rewarding profession. This in-depth training prepares you to sit for the (CPPM) offered by the AAPC, CMAA and the CEHRS exams offered by the NHA. You will receive the study guide materials, access to practice exams, AAPC membership and a voucher for each exam.

**Employer payments and company vouchers accepted!***Call 253-840-8453 for more information.***For detailed course descriptions, syllabus, instructor information and to register, go to:****Career.PierceCE.com**

# INSTRUCTORS WANTED

## Pierce College Community & Continuing Education is looking for new instructors!

*Do you have experience or expertise you want to share with others?*

- Art, drawing, hand lettering, painting, sculpture or crafts
- Conversational Spanish
- DIY
- EFT Tapping
- Gardening
- iPad technology
- Line dancing
- Mindfulness
- Zumba
- Sign language
- iPhone photography
- UFOs, sasquatch or ghost hunting
- Etsy & Pinterest
- Embroidery Hoop Art
- Landscape design/planning

*No degree required, just knowledge and experience with your proposed topic and a passion to share it with others.*

Call **253-840-8451** to discuss your idea, or download a course proposal form at [www.PierceCE.com](http://www.PierceCE.com) and email it to: [tclark@pierce.ctc.edu](mailto:tclark@pierce.ctc.edu)

All students are advised that the Pierce College Marketing & Communications Office takes photographs and shoots videos throughout the year which may include images (as well as audio/video recordings of voices) of members of the student body and reserves the right to use them for publicity, promotional and marketing purposes. The College also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any Pierce College-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs and videos are defined as "Directory Information" and are the property of Pierce College and may be used for Pierce College promotional purposes (e.g. electronic and printed publications, websites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students. Instead, we make the assumption that Pierce College students are our best resources for marketing the College and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to Marketing & Communications at the beginning of the quarter. It is also expected that such students will excuse themselves from photo/video sessions and inform the Pierce College photographer/videographer that they do not wish to be included.

## DID YOU KNOW?

### K-12 CLOCK HOURS

The Pierce College Community and Continuing Education department is an approved OSPI (Office of the Superintendent of Public Instruction) Clock Hour provider. One contact hour equals one Clock Hour.

### EMPLOYER PAID TRAINING

Many employers provide training funds as a benefit to their employees. Contact your human resources office to see if you qualify. We accept company vouchers and employer payments for eligible courses.

### CONTINUING EDUCATION UNITS (CEUs)

CEUs provide a permanent record of the completion of significant non-credit educational courses. Ten contact hours equals one CEU.

**Questions?** Call Lucinda at 253-840-8453.



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*Invista Performance Solutions is a collaboration of  
Pierce County Community and Technical Colleges*



## Online Continuing Education For K-12 Educators



[Educators.PierceCE.com](http://Educators.PierceCE.com)



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# Community & Continuing Education (CCE) Registration Form/Non-Credit Courses

YRQ:

Quarter Year 20 \_\_\_\_\_

Social Security Number \_\_\_\_\_

Student Identification Number (SID) \_\_\_\_\_

Summer  Fall

Winter  Spring

**Student Status**

New  Male

Returning  Female

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to comply with federal and state reporting requirements and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college. Pursuant to state and federal law, the college will protect your SSN from unauthorized use and/or disclosure.

Your SID is assigned by Pierce College. You will use your SID to register and pay for courses each quarter.



**Mail completed form to:**

Pierce College Puyallup  
 Attn: Registration Office  
 1601 39th Avenue SE  
 Puyallup, WA 98374-2222

LAST NAME

FIRST NAME

MIDDLE INITIAL

PREVIOUS LAST NAME (if applicable)

ADDRESS

CITY

STATE ZIP

DAY TELEPHONE

EVENING TELEPHONE

BIRTH DATE MM/DD/YR

EMAIL ADDRESS

U.S. CITIZEN?  Yes  No\*

If no, what type of VISA do you have?

IMMIGRANT/PERMANENT RESIDENT - card # \_\_\_\_\_

REFUGEE  STUDENT VISA  VISITOR

OTHER: \_\_\_\_\_

\*If no, please provide a copy of your document(s)

Have you resided in WA State for the last 12 months?  
 This will not affect your Community & Continuing Education course fee

Yes  No

Need CEU's or Clock Hours?

CEU's and clock hours cost an additional \$20 per course

CEU's  Clock Hours

What race do you consider yourself to be?

- White (800)
- African American (872)
- American Indian (597)
- Alaska Native (015)
- Vietnamese (619)
- Chinese (605)
- Filipino (608)
- Korean (612)
- Japanese (611)
- Other Asian or Pacific Islander (621)
- Other Race \_\_\_\_\_

Are you of Spanish or Hispanic Origin?

Yes (722)  No (999)

Check the statement that best applies to your reason for enrolling:

- Take courses related to current or future work (J 11)
- Personal enrichment (Y 15)

**OFFICE USE ONLY**

- Phone in
- Mail in
- Walk in

Initials & Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_

Add \$20 per CEU and clock hour course \$ \_\_\_\_\_ (x \$20)

ITEM NO.	COURSE TITLE	BLDG./ROOM	DAYS	TIME	START DATE	FEES

**PAYMENTS/REFUNDS:** Payment is due at the time of registration. No refunds will be given when a student withdraws less than five (5) days prior to the first class session, after the course begins, or if the student does not attend or stops attending. A \$7 registration fee is nonrefundable. For complete information regarding CCE policy on payment and refunds see the bulletin/Class schedule or visit the website at [www.PierceCE.com](http://www.PierceCE.com). **Questions?** Contact us at 253-840-8452 or 253-864-3330



## COMMUNITY & CONTINUING EDUCATION REGISTRATION AND POLICIES

*Community and Continuing Education requires payment at the time of registration. If payment is not received, the student will be dropped from the course(s).*

**Please register early as many courses fill quickly or may cancel when not enough students enroll.**



### Register Online

New and returning Community and Continuing Education students may register online and pay at [www.PierceCE.com](http://www.PierceCE.com). Online registrations are processed on weekdays during regular business hours. You will be notified if your registration cannot be processed or if the course is full.



### Register by Phone

Call 253-864-3330 between the hours of 8 a.m. and 4:30 p.m., Monday through Thursday or 8 a.m. to 3 p.m. on Friday and pay with a VISA or MasterCard debit or credit card.



### Register In Person

Register and pay in person at either campus (Fort Steilacoom or Puyallup) through the start date of the course, workshop, or seminar (except Saturdays when the cashier's office is closed).



### Register by Mail

Mail your registration form and payment to: Pierce College, Attention: CCE Registration, 1601 39th Avenue SE, Puyallup, WA 98374-2222. Mail-in registrations are accepted up to five days before the start of a course. If your mail-in registration cannot be processed you will be contacted.



### Register for Two or More

Please be prepared to provide a mailing address, day and evening phone numbers, email address, citizenship, residence information and birth date for the other person(s).

### Payment Vouchers Accepted

If your course fee is being paid by a company voucher or purchase order, call 253-864-3330 to register. The original signed payment voucher or purchase order must be received no later than five (5) days before the course begins.

#### CONTENT DISCLAIMER

Pierce College has made every reasonable effort to provide information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in policies, procedures, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

### Refund Policy

**Pierce College issues refunds by check to the registered student, regardless of original payment type.**

Refunds of course fees will be given as follows:

- 100%** When a course is canceled by Community and Continuing Education.
- 100% less \$7** When a student withdraws at least five (5) days prior to first class session.
- 0%** When a student withdraws less than five (5) days prior to first class session, after the course begins or student does not attend (or stops attending) the course.

Deposits on courses, trips, Clock Hours/CEU fees, online courses after usernames and passwords have been issued and/or verified and the \$7 registration fee per course is non-refundable.

For information on the Pacific NW Dental Hygiene Institute refund policies go to [www.pierce.ctc.edu/pnwdhi](http://www.pierce.ctc.edu/pnwdhi) or call 253-964-6248.

If you have an outstanding debt to the college, the college may offset the outstanding debt against any refunds due to you.

### Cancellation of Courses

Community and Continuing Education programs are supported by course fees; therefore, courses must meet minimum enrollments to cover costs involved. We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors. When courses are canceled due to low enrollment, we will make every effort to notify students by phone before the start date. Please make sure current day and evening phone numbers are provided to us at the time of registration. If a course is canceled, students may transfer to another course within the same quarter. If students choose not to transfer, they will receive a full refund.

### Weather and Emergency Related Closure Information

Pierce College class sessions may be canceled in case of snow, extreme cold, or other emergency. Listen for announcements on local TV and radio news stations for up-to-date information about closures and delays. Also, look online at [www.pierce.ctc.edu](http://www.pierce.ctc.edu). In case of class session cancellations due to weather or other emergency related events beyond our control, we will make every effort to accommodate students. However, we do not guarantee make-up hours and will not provide refunds for canceled class sessions.

**LIMITATION OF LIABILITY:** The college's total liability for claims arising from a contractual relationship with the student in any way related to courses or programs shall be limited to the tuition and expenses paid by the student to the college for those courses or programs. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to loss of earnings or profits.

### Replacement Fees

A fee will be charged for replacement completion certificates, cards, Clock Hours/CEU forms and other records. Email [ce-questions@pierce.ctc.edu](mailto:ce-questions@pierce.ctc.edu) or call 253-840-8452 for more information.

### Access and Disability Services (ADS)

Contact ADS to request accommodations due to a disability. If you are unsure of your needs, ADS is happy to consult and answer your questions. Contact ADS as soon as possible, as some accommodations take time to implement. More information can be found at [www.pierce.ctc.edu/ads](http://www.pierce.ctc.edu/ads).

You can also contact the following:

**Fort Steilacoom campus**  
253-964-6468  
email: [FSADS@pierce.ctc.edu](mailto:FSADS@pierce.ctc.edu)

**Puyallup campus**  
253-840-8335  
email: [PYADS@pierce.ctc.edu](mailto:PYADS@pierce.ctc.edu)

### Children in Community and Continuing Education Courses

Community and Continuing Education courses are designed to meet the learning needs of adult learners, unless otherwise designated. We do not provide on-site day care and do not allow unregistered children to attend class sessions or sit unsupervised in public areas. Children under the age of 16 that want to register for a course not designated for children must be accompanied by a parent or guardian who is also registered and will be in attendance at all class sessions with them. Prior approval is required from the instructor. To make a request, please call 253-840-8451 and allow 10 days before the course begins for processing of your request. Children must be registered with their legal name and birthdate in order to participate.

