

COMMUNITY & CONTINUING EDUCATION

self-
cultivation
relaxation
health



TAI CHI CHUAN

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Vinyasa Yoga



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Guitar



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Zen Garden



*Make
AND Take!*

What's better than taking a class?
How about taking a class, making
something, then taking it home!
Look for the **M** for this quarter's
make and take classes.

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ONLINE PROFESSIONAL DEVELOPMENT (noncredit)

Check out our full range of online professional
development opportunities starting on **page 24**.

THREE EASY WAYS TO REGISTER

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- Online**
www.PierceCE.com
- By phone**
253-864-3330
- In person**
1601 39th Ave. SE
Puyallup, WA 98374
ADM Bldg. Room 115

HOW TO READ THIS SCHEDULE

Course Title	→	Microsoft Excel 2016, Beginning	
Course Description	→	Learn the basics of Microsoft Excel in this two-session course.	
Item No. (required for registration)	→	Item F034	PUY CTR 276
Course Day(s)	→	Tuesday and Thursday	2 Sessions: Oct. 9 and 11
	↑	Stocke	
	↑	2 Sessions: Oct. 9 and 11	
	↑	Fee: \$139	6-9 p.m.

← Course Fee
 ← Course Times

Instructor Course Location (site/bldg/room) Course Date(s)

HEALTHY EATING

NEW! Sugar Detox

Addicted to sugar and simple carbs? Find yourself eating ALL of the candy, cookies and pastries instead of just one? Learn to detox your body of sugar and simple carbs and stop craving them for good. By eating a healthy, well-balanced, protein-rich, omnivorous diet for 21 days, we will teach our bodies not to crave sugar. We start with a prep week to get you ready to detox; then 21 days of the actual detox, followed by a final meeting to learn how to reintroduce foods back into your diet (if you want to) while learning how to listen carefully to your body and knowing what it needs. Follow along with a step-by-step guide through the sugar detox, a cookbook that includes meal plans/menus, shopping lists and other information. *\$15 supply fee payable to the instructor for the cost of the guide.*

Item F050 **FS OLY 205** Fee: \$59
Wednesday 7-8 p.m.
Blakeney 5 Sessions: Sept. 26 to Oct. 24

10 Ways to Eat Healthy on a Budget

Organic fruits and vegetables and grass-fed/pasture-raised meats unfortunately cost more than conventional food. Learn why it's worth it to spend a little extra to avoid the pesticides, herbicides and fungicides that coat conventional food and how to save money doing it. Your healthy body will thank you for it. Learn at least 10 ways to stretch your healthy food dollar and help you navigate what is truly healthy and what just proclaims to be. This workshop is a great starting point for those who want to change their eating habits and reap the benefits of healthy eating.

Item F051 **PUY LSC 128** Fee: \$29
Saturday 10-11:30 a.m.
Blakeney 1 Session: Oct. 6

NEW! 10 Success Tips for Healthy Holidays

Is it possible to enjoy the holidays and eat healthy? You bet, and we'll teach you how! We'll share top 10 success tips for healthy holidays in depth, with real world solutions to struggles we all face when there are sweets, treats and extra food around the holidays, not to mention the gatherings, the family and all things holiday. Change one small tradition this year and see how it goes. You might encourage others to bring healthier meals too.

Item F052 **PUY LSC 126** Fee: \$29
Saturday 10-11:30 a.m.
Blakeney 1 Session: Nov. 10

NEW! Herbal Supplements & Smoothie Mixes M

Most people may think of herbs as medicine, but herbs are also food. They are "nature's whole food vitamins," better than any synthetic, generic vitamin found on drugstore shelves. Powdered herbs can be put into capsules or used as additives in your smoothie. You will also learn how to make your own herbal formula using ground herbs to target specific health issues and increase your daily nutritional intake. *\$5 supply fee payable to the instructor for the cost of making your own supplement. Workshop also includes a handout with recipes and an eBook.*

Item F053 **PUY LSC 126** Fee: \$29
Saturday 10-11:30 a.m.
Bailey 1 Session: Nov. 3

NEW! Cooking with Herbs & Spices M

Put a little spice in your life, or at least in your food. In this class, we will discuss herbs and spices that can enhance the flavor of your favorite dishes, as well as how to make your own seasoning blends. We will cover Asian, Mexican, Indian and Mediterranean single and combination blends like curry, garam masala and peppers, plus many more. You will get to make your own herb and spice blends. *\$5 supply fee payable to the instructor for the cost of making your own blend. Workshop also includes a handout, herb & spice cooking chart, recipes and eBook.*

Item F054 **PUY LSC 126** Fee: \$29
Saturday noon-2 p.m.
Bailey 1 Session: Nov. 3

NEW! Healthy Teas M

Enjoying tea is not just for afternoons. There are many types—black, green, white, red and herbal with flavors ranging from earthy, spicy, minty to fruity, which are delicious and nutritious. Learn the basics of tea and how to brew your perfect cup (hot or cold) while we sample several types. Make your own unique tea blends with combinations of herbs, flowers and "tea." These loose leaf teas can be put inside tea bags or brewed inside a diffuser. Great for gift giving or for your own enjoyment! *\$5 supply fee payable to the instructor for the cost of making your own blend.*

Item F055 **PUY LSC 126** Fee: \$29
Saturday noon-2 p.m.
Bailey 1 Session: Dec. 1





LANGUAGE

Beginning Conversational French

In this fun, interactive course, you'll learn to express yourself in simple conversations, learn some basic conjugations, build a working vocabulary, and if planning a trip to France, survive! This course is ideal for those with little to no knowledge of French who are planning a trip to France, or who simply want to learn to speak this beautiful language.

Item F064 **PUY LSC 150** **Fee: \$99**
Tuesday **6:30-8 p.m.**
Kernc **6 Sessions: Sept. 18 to Oct. 23**

NEW! Intermediate Conversational French

This fun course is a continuation of the six-session course offered in prior quarters. Those who possess a small French vocabulary, who are familiar with the present tense, and who generally have only a small amount of French knowledge may also want to take this course. Ideal for those who took high school or college French "way back when" and who would like to get back to learning this beautiful language.

Item F065 **PUY LSC 150** **Fee: \$99**
Tuesday **6:30-8 p.m.**
Kernc **6 Sessions: Oct. 30 to Dec. 4**



More language courses offered online! See page 27

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 F039 **PUY HEP 206** **Fee: \$99**
Thursday **6-7 p.m.**
Behr **5 Sessions: Sept. 20 to Oct. 18**

Beginning Latin Dance

This introductory course teaches students 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. No class Nov. 22.*

Item F040 **PUY HEP 206** **Fee: \$99**
Thursday **6-7 p.m.**
Behr **5 Sessions: Oct. 25 to Nov. 29**



HOT HULA fitness®

Inspired by the dances of the Pacific Island, HOT HULA fitness® provides a total body workout in 60 minutes. Core focused, easy to follow, for all fitness levels, HOT HULA fitness® incorporates easy to perform dance movements set to the sounds of traditional Polynesian drum beats fused with funky Reggae music, resulting in a modern, hip fitness workout that isolates your larger muscle groups, increasing strength and definition to your core with specific emphasis on the abs, glutes, quads and arms. *Bring to class water, sarong, hand towel and a willingness to have fun!*

Item F044 **PUY HEP 206** **Fee: \$99**
Monday and Wednesday **6:30-7:30 p.m.**
Gibbs **10 Sessions: Sept. 17 to Oct. 17**



Tap, Beginning

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 F041 **DTNW** **Fee: \$129**
Wednesday **6:40-7:40 p.m.**
Staff **12 Sessions: Sept. 19 to Dec. 5**

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 and body toning with light weights, bands and stretches to upbeat music. All levels welcome, work at your own pace. *Ages 13 and up. Indoor athletic shoes are required as well as modest athletic attire. No class Nov. 22*

Item F043 **DTNW** **Fee: \$89**
Tuesday and Thursday **4:45-5:45 p.m.**
Staff **22 Sessions: Sept. 18 to Dec. 4**

NEW! Beginning Adult/Teen Ballet

Adult ballet has become popular as a workout that will increase your flexibility, strength, balance and coordination. Learn the five classic ballet positions with correct body placement, 6-9 essential barre exercises, centre exercises and the basic vocabulary of ballet. Ballet shoes are required. *Contact DTNW for additional information regarding dancewear attire for class.*

Item F042 **DTNW** **Fee: \$129**
Monday **6:40-7:40 p.m.**
Staff **12 Sessions: Sept. 17 to Dec. 3**

Dance Theater Northwest (DTNW)

2811 Bridgeport Way W #24, University Place 98466

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, 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 F068 **FS OLY 203** **Fee: \$69**
Thursday **6-8 p.m.**
Voices for All **1 Session: Sept. 27**

Item F069 **PUY LSC 150** **Fee: \$69**
Thursday **6-8 p.m.**
Voices for All **1 Session: Nov. 15**

Yes! You Can Play the Ukulele!

This fun, entry-level course is the perfect fit for those who are brand new to the ukulele or finding it challenging to learn online. All the basics are covered, including how to hold a pick (or strum without one), how to fret notes and chords, plus strumming patterns. After a couple of classes, you'll be playing songs you know and enjoy. Bring your soprano, concert, or tenor ukulele (and a pick).

Item F071 **PUY AAH 131** **Fee: \$119**
Tuesday **6-7:30 p.m.**
Saxon **6 Sessions: Sept. 18 to Oct. 23**

Ukulele Holiday Songs

Learn to play Christmas songs, carols and other fun holiday songs on the ukulele. Bring your soprano, concert, or tenor ukulele (and a pick) and get ready to add some warm ukulele cheer to your home this year. *No class Nov. 12.*

Item F072 **PUY AAH 131** **Fee: \$99**
Tuesday **6-7:30 p.m.**
Saxon **5 Sessions: Nov. 6 to Dec. 4**

Yes! You Can Write a Song!

This fun, informative course is perfect for songwriting newbies as well as those who have songs or lyrics in progress. We'll examine hit songs past and present and you'll learn the core lyrical and musical components that helped them succeed. Topics covered include how to generate ideas and titles, rhyming strategies, chord types and applications, song structure, musical "hooks" and many useful tips from an award-winning professional songwriter.

Item F073 **PUY AAH 131** **Fee: \$119**
Tuesday **7:30-9 p.m.**
Saxon **6 Sessions: Sept. 18 to Oct. 23**

Piano, Beginning

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 online or at local music stores).*

Item F066 **PUY AAH 205** **Fee: \$129**
Tuesday **6:30-8:30 p.m.**
Davidson **5 Sessions: Sept. 25 to Oct. 23**

Piano, Intermediate

This course builds upon the skills you have gained in the beginning course. You will expand upon your keyboarding and music reading abilities. *Bring your copy of "Alfred's Basic Adult Piano Course Lesson Book – Level One" to class.*

Item F067 **PUY AAH 205** **Fee: \$129**
Tuesday **6:30-8:30 p.m.**
Davidson **5 Sessions: Oct. 30 to Nov. 27**

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.*

Item F070 **PUY AAH 131** **Fee: \$119**
Wednesday **6:30-8 p.m.**
Wood **6 Sessions: Sept. 19 to Oct. 24**



JOIN THE PIERCE COLLEGE MUSIC PROGRAM

Concert Choir

Join this non-auditioned vocal performance group geared toward the experienced singer. You will have the opportunity to rehearse and perform choral literature as a community member joining with the college concert choir. *No class Nov. 12, 19 and 22.*

Item F074 **FS OLY 283** **Fee: \$49**
Monday-Thursday **noon to 12:50 p.m.**
Jardine-Tobin **41 Sessions: Sept. 24 to Dec. 7**

Item F075 **PUY AAH 102** **Fee: \$49**
Monday-Thursday **noon to 12:50 p.m.**
Owen **41 Sessions: Sept. 24 to Dec. 7**

Chamber Choir

This auditioned vocal performance group is geared toward providing more experienced singers who read music with an opportunity to rehearse and perform choral literature as a community member joining with the college chamber choir. Learn vocal pedagogy, perform choral repertoire, work in an ensemble and sing in a variety of languages using proper diction and enunciation. Audition first week of course before you register. *No class Nov. 12, 19 and 22.*

Item F077 **PUY AAH 102** **Fee: \$49**
Monday-Thursday **1-1:50 p.m.**
Owen **41 Sessions: Sept. 24 to Dec. 7**

Item F076 **FS OLY 283** **Fee: \$49**
Tuesday and Thursday **6:30-8:30 p.m.**
Jardine-Tobin **21 Sessions: Sept. 25 to Dec. 6**

College Band

Join a large performance group open to everyone with experience reading and performing instrumental literature. You will learn to demonstrate your ability in timbre, rhythmic accuracy, intonation, expression, style and balance. *No class Nov. 20.*

Item F078 **PUY AAH 102** **Fee: \$49**
Tuesday **7:30-9:30 p.m.**
Staff **11 Sessions: Sept. 25 to Dec. 4**

College Orchestra

This large performance group is open to everyone with experience reading and performing orchestra literature. You will learn to demonstrate your ability in timbre, rhythmic accuracy, intonation, expression, style and balance. Prior to registering, please contact anaze@pierce.ctc.edu to discuss your instrument and experience level. *No class Nov. 12 and 19.*

Item F079 **PUY AAH 102** **Fee: \$49**
Monday **7:30-9:30 p.m.**
Naze **10 Sessions: Sept. 24 to Dec. 3**

BODY, SPIRIT, MIND & SOUL



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 is on establishing a solid foundation of fundamentals.

Item F012 **PUY HEP 206** **Fee: \$99**
Saturday **9-10 a.m.**
Llanos **8 Sessions: Sept. 22 to Nov. 10**

Tai Chi Chuan, Intermediate

This course is for students who have completed Beginner's Tai Chi Chuan. Course content reviews 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 F013 **PUY HEP 206** **Fee: \$99**
Saturday **10:15-11:15 a.m.**
Llanos **8 Sessions: Sept. 22 to Nov. 10**

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 F014 **PUY HEP 206** **Fee: \$99**
Saturday **11:30 a.m. to 12:30 p.m.**
Llanos **8 Sessions: Sept. 22 to Nov. 10**

Evening or Morning Vinyasa Yoga 🔥

This open level yoga course is offered on Thursday evenings or Saturday mornings. We offer modifications and open levels for beginners and experts alike. We'll help guide you to build strength, flexibility and balance while flowing through yoga poses. By moving mindfully and linking breath with movement, you will energize your body and still your mind, leaving class with a calm and peaceful glow. *Please bring a yoga mat to class. No class Nov. 22.*

Item F016 **DTNW** **Fee: \$129**
Thursday **6-7 p.m.**
Staff **11 Sessions: Sept. 20 to Dec. 6**

Item F015 **DTNW** **Fee: \$129**
Saturday **9-10 a.m.**
Staff **11 Sessions: Sept. 22 to Dec. 1**

Dance Theater Northwest (DTNW)

2811 Bridgeport Way W #24, University Place 98466

Navigating the Sky Using Astrology and Tarot

This popular recurring course uses astrology and tarot to help develop and understand your intuitive powers. We ask that you already have a basic understanding of Astrology to get the most benefit. We'll help with the knowledge of cycles that help you decide which way to go on issues, celebrity charts, compatibility charts and how to work with daily transits of the planets.

Item F017 **FS OLY 208** **Fee: \$99**
Thursday **7-9 p.m.**
Tognetti **7 Sessions: Sept. 27 to Nov. 8**

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 who 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 F018 **PUY CTR 250** **Fee: \$119**
Wednesday **6-8:30 p.m.**
Brazier **4 Sessions: Oct. 3-24**

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 F021 **PUY LSC 128** **Fee: \$119**
Thursday **6-8:30 p.m.**
Brazier **4 Sessions: Oct. 25 to Nov. 15**



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 F019 **PUY LSC 128** **Fee: \$69**
Saturday **9 a.m. to 2 p.m.**
Brazier **1 Session: October 13**

Intuitive Investigations

Come discover how to tune in to find your missing keys, vehicle, lost ring or misplaced paper. This course will offer tools and methods to locate an item, a cherished pet or the person who has gone missing. Everything is made up of energy and everything leaves an “energetic imprint.” Learn how to read and dissect the energetic imprint.

Item F020 **PUY LSC 170** **Fee: \$119**
Tuesday **6-8:30 p.m.**
Brazier **4 Sessions: Oct. 9-30**

Chakra Workshop

Chakras are our bodies’ inner energy centers that help us function on all levels. When we activate our chakras, we help heal emotional wounds and physical ailments, balance our circadian rhythms and enhance inner peace. This class covers the basics of the seven main chakras and how to align them using crystal chakra kits, essential oils, meditation and herbs. *Class includes a handout, chakra test and eBook. Chakra Manual cost: \$15. Other kits and items also available for sale.*

Item F022 **PUY LSC 126** **Fee: \$29**
Saturday **noon to 2 p.m.**
Bailey **1 Session: Sept. 22**

Chakra Connections

Chakras are our bodies’ inner energy centers that help us function on all levels. When we work with our chakras, we help heal emotional wounds and physical ailments that lead to inner peace. This intensive three-part workshop covers the essence of the seven main chakras and circadian rhythms and how to activate, align and balance them using crystal chakra kits, essential oils, meditation, movement, pendulums and herbs. We will also discuss other aspects of energy healing—auras, grounding, karma, yoga, mindfulness and protection. Class includes handouts, chakra test and eBook. During the last part of each class, you can choose to make a personal project (optional): chakra gemstone kit, smudging kit, chakra spray and essential oil blend (\$5-\$10 supply fee payable to the instructor for each project). *Chakra manual cost: \$15.*

Item F023 **PUY LSC 128** **Fee: \$69**
Wednesday **6-8 p.m.**
Bailey **3 Sessions: Oct. 10-24**

NEW! Crystal Connections

Crystals and gemstones are nature’s energy sources helping us ground, protect and increase our health and happiness. Learn how to identify many common stones, their uses and meanings. In the last part of the workshop, you will make your own chakra or rune gemstone kit. *\$10 supply fee payable to the instructor. Class includes handout, guide and eBook.*

Item F024 **PUY LSC 150** **Fee: \$29**
Saturday **10-11:30 a.m.**
Bailey **1 Session: Oct. 27**



NEW! Smudging – Purify and Protect

Smudging is the ancient practice of burning fragrant leaves and flowers to purify an area or provide protection from negative energy. In this workshop, you will learn smudging techniques, meditations and which plants are safe to use for smudging. You will also make your own cedar smudge stick and smudge herb blend kit with shell and feather. *\$10 supply fee payable to the instructor. Class includes handout, guide and eBook.*

Item F025 **PUY LSC 150** **Fee: \$29**
Saturday **noon to 1:30 p.m.**
Bailey **1 Session: Oct. 27**

FAMILY

Genealogy: Discover Your Ancestors Series I

This very popular course is back! Genealogy is an enriching, rewarding way to discover ancestral families through their written records, photographs and artifacts. In this first part of a three-part series, you’ll learn the records used to locate information about ancestors, including vital records, censuses, cemetery records, newspapers, and county and family histories. Tools and techniques used by genealogists addressed in this first series include specific

genealogy programs, such as Legacy Family Tree and RootsMagic, internet websites, such as Ancestry, FamilySearch, GoogleBooks and Internet Archive. Additional tools and techniques include transcription tools, research planning, strategic internet searching and evidence analysis. Course is held in a computer lab so everyone can explore their family history.

Item F049 **PUY CTR 276** **Fee: \$129**
Wednesday **6-8 p.m.**
Camarata **6 Sessions: Oct. 10 to Nov. 14**



PHOTOGRAPHY



Basic Digital Photography 📸

Open to all skill levels. Learn basic camera features and functions while creating stunning new photos. We'll cover lighting, composition, how to solve common photo problems and more. You will receive a 200-page learning manual of all materials presented in class. *Bring your camera and fully charged batteries.*

Item F090 **PUY LSC 171** **Fee: \$159**
Wednesday **6:30-8:30 p.m.**
Kehr **5 Sessions: Sept. 19 to Oct. 17**

Night Photography

Explore the beauty of night while learning how to create nighttime images that will delight all who see them. Learn exposure techniques, the gear you'll need, how to paint with light and more. Includes an outside night assignment in week 3 that you'll love! *Bring your camera, charged batteries and tripod if you have one. 100-page reference manual included. Open to all skill levels.*

Item F091 **PUY LSC 171** **Fee: \$149**
Wednesday **6:30-8:30 p.m.**
Kehr **4 Sessions: Oct. 24 to Nov. 14**

Essentials of Street Photography

This exciting new course is open to all skill levels. You'll learn how to capture the moments of everyday life on the street and create compelling photos. You'll learn about the equipment you'll need, how to photograph strangers, legal and ethical considerations, and much more. In week 3, we'll go "out on the town" for a live session. Course includes a 100-page reference manual of all material we'll cover in class. *Bring your camera and charged batteries.*

Item F092 **PUY LSC 171** **Fee: \$149**
Thursday **6:30-8:30 p.m.**
Kehr **4 Sessions: Sept. 27 to Oct. 18**

NEW! Wedding Photography Basics Workshop

This all new, two-night wedding photography workshop is ideal for those who like to take wedding photos or are considering starting a wedding photography business. We'll cover the gear you'll need, contract and planning checklist, marketing ideas and how to take fabulous wedding photos that will impress the bride and family. *Bring your camera and charged batteries. 30-page reference manual included. All skill levels welcome.*

Item F096 **PUY LSC 171** **Fee: \$99**
Wednesday and Thursday **6:30-8:30 p.m.**
Kehr **2 Sessions: Dec. 5 and 6**

Travel Photography Workshop

If you're planning to travel, this fun workshop will help you capture stunning location shots as well as photos that will help tell your travel story. You'll learn about must-have gear and tips and tricks for travel photography. *Reference manual included. Bring your camera and charged batteries.*

Item F093 **PUY LSC 171** **Fee: \$49**
Wednesday **6:30-8:30 p.m.**
Kehr **1 Session: Nov. 28**



Take your photography to the next level with our online courses! See page 27.

NEW! Portrait/Family Photography Workshop

Would you like to improve your photos of friends and families? Filled with all the tips, tricks and hacks you'll need to create memorable photos to be enjoyed for years to come. *Bring your camera and charged batteries. 20-page reference manual included. Excellent course for all skill levels.*

Item F094 **PUY LSC 171** **Fee: \$49**
Thursday **6:30-8:30 p.m.**
Kehr **1 Session: Nov. 29**

ART & CREATIVITY

NEW! Watercolor: Your Personal Still Life

In this fun, creative course, choose your subject matter from your personal life: an heirloom vase, a child's shoe, fresh flowers, a favorite book. The possibilities are endless. You can also use photos and include a place in your painting. This 6-week course is for all skill levels. We will explore washes, wet-on-wet and dry brush techniques. *Request a supply list by emailing ce-questions@pierce.ctc.edu.*

Item F005 **PUY AAH 236** **Fee: \$129**
Thursday **5:30-7:30 p.m.**
Ward **6 Sessions: Oct. 4 to Nov. 8**

NEW! Watercolor Workshop – Notecards

Create dreamy notecards using wet washes on watercolor paper with autumn/holiday themes for those occasions when you need something for that special person. All skill levels welcome. *Request a supply list by emailing ce-questions@pierce.ctc.edu.*

Item F006 **PUY AAH 236** **Fee: \$49**
Saturday **9 a.m. to Noon**
Ward **1 Session: Oct. 6**

NEW! Creative Photography

This great, new class is perfect if you want to create beautiful images of the world around us. Course covers composition, lighting techniques, using live view, histograms, taking high dynamic range images and much more. 100-page reference manual of all materials covered in class. Plenty of hands-on learning assignments for both in-class and outside of class. *Bring your camera and charged batteries. All skill levels welcome.*

Item F095 **PUY LSC 171** **Fee: \$149**
Thursday **6:30-8:30 p.m.**
Kehr **4 Sessions: Oct. 25 to Nov. 15**



NEW! Painting Crows in Watercolor

Everybody loves crows so spend a fun day painting them with simple drawings and using only 5 colors. Judith will lead you through a step-by-step process to create simple, fun crow paintings with strong, colorful darks and dramatic lights. You'll be able to follow along with her as she creates these lively crows. Skill level is for beginning to advanced students. *Bring a snack for a quick lunch break. Request a supply list by emailing ce-questions@pierce.ctc.edu.*

Item F003 **PUY AAH 236** **Fee: \$59**
Saturday **10 a.m. to 2 p.m.**
Frost **1 Session: Sept. 29**



NEW! Painting Sky and Sea in Watercolor

Explore painting clouds, summer skies, lakes and ponds. Learn what colors work best to create simple, dramatic watercolor paintings. Many demonstrations on colors and techniques will be done during each class session. *Request a supply list by emailing ce-questions@pierce.ctc.edu.*

Item F002 **PUY AAH 236** **Fee: \$129**
Tuesday **6:30-8:30 p.m.**
Frost **6 Sessions: Sept. 25 to Oct. 30**

READY TO REGISTER?

Go online at www.PierceCE.com or call 253-864-3330

NEW! Botanical Garden Drawings in Colored Pencil

Discover the tools, materials, basic strokes and shading techniques to start creating your own works of botanical art. Choose flowers, leaves and plants to draw or follow along with examples created during demonstrations. This is a beginning to advanced level course. *Request a supply list by emailing ce-questions@pierce.ctc.edu.*

Item F001 **PUY LSC 234** **Fee: \$129**
Wednesday **6:30-8:30 p.m.**
Frost **6 Sessions: Sept. 26 to Oct. 31**

Drawing and Sketching for all Skill Levels

If you want to learn or hone your drawing skills or just have fun, bring your paper and pencils to this 6-week course. You will learn to draw from observation and other techniques. Line quality and shading methods will be explored. Other media such as paper and charcoal are possibilities. *Request a supply list by emailing ce-questions@pierce.ctc.edu.*

Item F004 **PUY LSC 171** **Fee: \$129**
Monday **6-8 p.m.**
Ward **6 Sessions: Oct. 1 to Nov. 5**

NEW! Alcohol Inks: Dreamy Landscapes

Come explore and experiment with vibrant, jewel-toned alcohol inks on Yupo, a tree-free paper. All skill levels are welcome in this fun class. Using a relaxing, intuitive process, you'll create flowing abstract landscapes with no pre-planned sketches or brushes. Grab a few friends for a morning of creative fun! *All supplies provided.*

Item F011 **PUY LSC 150** **Fee: \$49**
Saturday **9-11:30 a.m.**
Jayne-Werley **1 Session: Nov. 3**



POSSIBILITIES. REALIZED.

19



NEW! Alcohol Ink Wine Glasses M

Embellish two wine glasses with matching tile coasters using colorful alcohol inks. Perfect for gifting! Play with a variety of techniques such as dripping, stamping, splattering and brushing. Select your favorite colors and experiment to create your own unique designs. *All supplies provided.*

Item F008 **PUY LSC 150** **Fee: \$49**
Saturday **9-11:30 a.m.**
Jayne-Werley **1 Session: Dec. 1**

NEW! Hand-Dyed Silk Gift Bags M

Make four gorgeous silk gift bags for your treasures. The perfect size for a wine glass or coaster set, you will make and take two 4.5" X 6" and two 6.5" X 11" hand-dyed or painted silk bags. Don't be disappointed—register early. *Must register by Nov. 21. All supplies provided.*

Item F009 **PUY LSC 150** **Fee: \$49**
Saturday **12:30-2:30 p.m.**
Jayne-Werley **1 Session: Dec. 1**

NEW! Hand-Dyed Cut Velvet Scarves M

Paint or dye a beautiful leaf-patterned fringed scarf for fall. Burnout velvet is all the rage now. Made of 82% rayon and 17% silk, these soft and luxurious scarves are sold in high-end department stores for over \$90. They make great gifts! Don't be disappointed—register early. *Must register by Oct. 12. All supplies provided.*

Item F010 **PUY LSC 150** **Fee: \$49**
Saturday **9-11:30 a.m.**
Jayne-Werley **1 Session: Oct. 20**

COMPUTERS & TECHNOLOGY

Connect with Your Smartphone

If you have your first smartphone and are a little intimidated by it, 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 F032 **PUY CTR 276** **Fee: \$69**
Thursday **6-9 p.m.**
Stocke **1 Session: Oct. 25**

Beginning Computers for 50+

Want to begin using a computer? Need practice using a mouse and keyboard? This introductory course introduces first-time computer users to common computer terms and features. It's not as scary as you may think. Let our most popular instructor, Mike Stocke, patiently guide you through a checklist covering topics such as basic hardware, software and email. You will also learn how to set up an account if you don't have one, how to save a file, how to save information to a flash or thumb drive, web browsing and so much more. Don't let technology leave you in the dust, register now!

Item F031 **PUY CTR 276** **Fee: \$129**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 Sessions: Nov. 13 and 15**

Using Microsoft Windows 10 🍌

In this new course, students will learn the features and functionality of the Windows 10 operating 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 F037 **PUY CTR 276** **Fee: \$129**
Tuesday or Thursday **6-9 p.m.**
Stocke **2 Sessions: Oct. 2 and 4**

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 F034 **PUY CTR 276** **Fee: \$139**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 Sessions: Oct. 9 and 11**



Microsoft Excel 2016, Intermediate 🔥

Now that you have the basics, learn how to link worksheets and workbooks, apply advanced formatting and styles, sort and filter and use charting features. *Prerequisite: Excel Beginning or equivalent experience. Book included in course fee.*

Item F035 **PUY CTR 276** **Fee: \$139**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 Sessions: Nov. 6 and 8**

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 F033 **PUY CTR 276** **Fee: \$139**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 Sessions: Nov. 27 and 29**



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 F036 **PUY CTR 276** **Fee: \$139**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 Sessions: Oct. 16 and 18**

NEW! Using Your Mac

This six-hour course teaches you the best ways to use your MacOS Sierra. The course includes lectures, demonstrations, group discussions and hands-on exercises in a Mac classroom. Topics include installation and configurations, user accounts, file systems, data management, applications, processes and system management. *Quick Guide included in course fee.*

Item F038 **FS SNR 112** **Fee: \$139**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 Sessions: Sept. 25 and 27**



PERSONAL FINANCE

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 F085 **PUY LSC 128** **Fee: \$19**
Wednesday **6:30-8 p.m.**
Nelson **1 Session: Sept. 19**

Item F086 **PUY LSC 171** **Fee: \$19**
Tuesday **6-7:30 p.m.**
Koleszar **1 Session: Nov. 13**

NEW! Retirement by Design

Learn how to help translate one's vision for retirement into tangible goals. Whether you're 10 or 40 years from retirement, you will learn investment strategies to help design the retirement you want. We'll also discuss how to add flexibility to your strategy to help you handle unexpected events and how to keep your strategy on track.

Item F087 **PUY AAH 136** **Fee: \$19**
Wednesday **6-7:30 p.m.**
Koleszar **1 Session: Oct. 10**



More online finance and investing courses on page 26 and 30

What Happens After the Paychecks Stop

Retirement has changed. What's your next move? Welcome to the step-by-step guide for "What Happens after the Paychecks Stop." A retirement income primer, this presentation will examine how to budget for retirement expenses, potential sources of retirement income and potential risks to retirement income such as long-term care and health care costs.

Item F088 **PUY CTR 276** **Fee: \$19**
Tuesday **6:30-8 p.m.**
Nelson **1 Session: Oct. 30**

CAREERS & TRADE SKILLS

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 F026 **Fee: \$129**
Enroll anytime during fall 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 assist them with 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**

Flagging and Traffic Control

Certified flaggers are responsible for worker and public safety during road construction, utility work and maintenance operations. Through visual movements and appearance, flaggers must 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 U018 **PUY LSC 128** **Fee: \$69**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Aug. 18**

Item F027 **PUY LSC 128** **Fee: \$69**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Sept. 22**

Item F028 **PUY LSC 128** **Fee: \$69**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Oct. 27**

Item F029 **PUY LSC 128** **Fee: \$69**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Nov. 10**

Item F030 **PUY LSC 128** **Fee: \$69**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Dec. 1**

Standing Guard: Protect What You've Worked for Financially

Retirees, or those soon-to-be retired: learn strategies to help you guard your most valuable assets and protect against risks. We'll teach you how to create a foundation to help protect against unexpected events, protect your income during retirement and address rising health care and long-term care costs.

Item F089 **PUY LSC 128** **Fee: \$19**
Thursday **6:30-8 p.m.**
Nelson **1 Session: Dec. 6**

WRITING

Introduction to Fiction Writing: How to Go Beyond the Outline and Write a Novel

Nothing strikes fear in the heart of a writer like facing the blank page. Start your fiction writing with some strategies for beginnings. You'll examine several ways to ease into a story, including outlines, openings and endings. Review the rules of writing and discover the good news: there are no hard and fast rules. You'll learn how to develop types of fiction, point of view, protagonists and antagonists, character arc, theme, scene and sequel, action/reaction, the differences between internal and external wants and needs and finally, what the real story is about. *Students are asked to bring a copy of "Story Genius" by Lisa Cron – available from local booksellers or Amazon.com.*

Item F097 **PUY LSC 111** **Fee: \$99**
Saturday **10 a.m. to noon**
Lucken **4 Sessions: Sept. 22 – Oct. 13**



HOME & GARDEN

NEW! Flower Arranging: Colorful Fall Designs **M**

An artful floral arrangement can convey a feeling or create a mood without using words, just color. In this fun course, you'll use the deep and vibrant colors of fall: red, orange, yellow and deep purple. We'll also touch on arrangements for Halloween and Thanksgiving. *Please bring floral cutters and a floral knife for the stems, scissors for cutting ribbon and wire cutters for wire.* After each class, you will take home a floral arrangement.

Item F063 **PUY LSC 150** **Fee: \$229**
Thursday **6–8 p.m.**
Johnson **5 Sessions: Oct. 4 to Nov. 1**

NEW! Time to Put your Garden to Bed

Learn what you need to do to prepare your garden for fall and winter months. We'll cover how to take care of your landscape and garden plants, irrigation and water features as well as what you can plant, mulch and fertilize during this time. *Includes a year-round garden schedule and cool-warm season veggie guide, handout and eBook.*

Item F058 **PUY LSC 126** **Fee: \$29**
Saturday **10 – 11:30 a.m.**
Bailey **1 Session: Sept. 22**

Succulent Zen Garden **M**

This fun workshop filled up last quarter so register early to reserve your spot. Succulents are attractive, easy to care for container plants. In this workshop, you will learn how to make and take care of your own decorative succulent garden that can be hardy outdoors all year as a living arrangement. *Class includes 1 container project, handout and eBook. \$15 supply fee payable to the instructor at the beginning of class.*

Item F059 **PUY LSC 150** **Fee: \$29**
Saturday **11 a.m. to 1 p.m.**
Bailey **1 Session: Oct. 6**

Herbal Balms, Bars & Butters

Balms are a natural moisturizer that you can make with a few basic ingredients – with or without fragrance. They are perfect for chapped skin and as a wound remedy for cuts and scrapes. Use on the face, lips, hands and feet. Learn how to make basic herbal balms using oils, waxes, butters and essential oils during this demonstration workshop. We'll discuss ingredients, techniques and supplies needed. *Includes eBook, recipes and an instructional handout. Printed book will be available for sale after class.*

Item F060 **PUY LSC 150** **Fee: \$29**
Saturday **10-11:30 a.m.**
Bailey **1 Session: Nov. 17**



NEW! DIY Herbal Beauty **M**

Learn how to make your own herbal beauty products using natural ingredients which are perfect for holiday gift-giving. You will learn how to make 5 projects: cleanser, mask and scrub, fragrance spray and toner, essential oil blend and herbal bath salts. *\$20 supply fee payable to the instructor at the beginning of class. Class also includes a handout, recipes and eBook.*

Item F061 **PUY LSC 150** **Fee: \$29**
Saturday **noon-2 p.m.**
Bailey **1 Session: Nov. 17**

Herbal Connections

Herbs are food and vitamins as well as medicine. Choosing which herbs work most effectively, which form to choose and the duration can be confusing and intimidating. In this class, you will learn why and how this process works by understanding herbal energetics and the three body types or doshas. We will also discuss the different herbal forms and how to infuse herbs into your lifestyle from a practicing herbalist with 30 years' experience. *Class includes a handout and eBook.*

Item F062 **PUY LSC 126** **Fee: \$29**
Saturday **10-11:30 a.m.**
BAILEY **1 Session: Dec. 1**



Mastering the Art of Concrete Leaves **M**

This popular class fills every year so register early for two fun-filled hours of mastering the art of concrete leaves. Cyndi will take you through all the steps, from mixing the concrete and forming it correctly to create a birdbath, bee and butterfly watering station or just a beautiful work of art for your garden. *Please bring a pair of rubber gloves and a \$5 supply fee payable to the instructor at the beginning of class.*

Item F056 **PUY LSC 150** **Fee: \$39**
Saturday **10 a.m. to noon**
Stuart **1 Session: Oct. 13**

Item F057 **PUY LSC 150** **Fee: \$39**
Saturday **1–3 p.m.**
Stuart **1 Session: Oct. 13**

EXPLORE & TRAVEL

NEW! Astronomy for the Curious

This fun course is a great way to start learning about astronomy. Over 3 evenings, we'll cover an introduction to astronomy, tour the solar system, learn about our amazing universe, incredible objects within our galaxy and amazing sites in our solar system. You'll also learn about our star, planets, nebulae, galaxies and much more. David Kaynor is a member of the Planetary Society.

Item F046 **FS OLY 208** **Fee: \$69**
Wednesday **6:30–8:30 p.m.**
Kaynor **3 Sessions: Sept. 19 to Oct. 3**



OUTDOOR PURSUITS



Archery Fundamentals 🔥

This super fun course is designed for the first-time archer and those with beginning archery skills. You'll learn shooting recurve and compound bow basics. We'll start with the shot process: stance, nock, hook and grip, posture/alignment, raise bow, draw, anchor and release. Each shot process skill introduced will be followed up with specific drills. A \$25 equipment fee is due and payable to Skookum Archers at the beginning of the first class. You'll also receive a Skookum T-shirt. Please call 253-840-8452 to provide your t-shirt size.

Item F084 SKO **Fee: \$99**
Wednesday 6:30-8:30 p.m.
Price 5 Sessions: Oct. 3-31

Skookum Archers Club and Range (SKO)
 11209 Shaw Rd E, Puyallup 98374



NEW! Science Grab Bag

This fun, informative course gives you an introduction to astronomy, meteorology, geology, the prehistoric life of Alberta, marine mammals of Washington state as well as common state birds. Get ready because we're going to look at a lot of science in 6 hours and yes, there will be dinosaurs too! David Kaynor is a member of the Washington Ornithological Society, Geologic Society of America and the Planetary Society.

Item F048 FS OLY 208 **Fee: \$69**
Wednesday 6:30-8:30 p.m.
Kaynor 3 Sessions: Oct. 31 to Nov. 14

Golfing Basics at Chambers Bay

This fun course is back but register early as it filled fast last summer. This is 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, including how to navigate the clubhouse and practice areas, social benefits, club selection and grip, swing technique, golf lingo such as fairway, bunker, par, eagle, tee markers, rules, keeping score and 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 F080 Chambers Bay **Fee: \$109**
Thursday 5-6 p.m.
Diaz 5 Sessions: Sept. 20 to Oct. 18

Item F081 Chambers Bay **Fee: \$109**
Saturday 3-4 p.m.
Young 5 Sessions: Sept. 22 to Oct. 20

Golfing Basics at Chambers Bay – Ladies Only 🔥

Ladies, now it's your turn to learn golf basics in a comfortable environment with other women. 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 some fun evenings in the fall!

Item F082 Chambers Bay **Fee: \$109**
Saturday 4-5 p.m.
Young 5 Sessions: Sept. 22 to Oct. 20

Fall Birds of Washington State

A perfect course for the beginner or intermediate level birder. Learn to identify over 200 fall bird species found in Washington. You'll learn identification of specie, habitat and season, locations and tools needed. Also presented are birding techniques and ethics. David Kaynor is a member of the Washington Ornithological Society. Bring a copy of "National Geographic Society Field Guide to North American Birds," 5th, 6th, or 7th edition (can be purchased at most book stores or online).

Item F047 FS OLY 208 **Fee: \$69**
Wednesday 6-8:30 p.m.
Kaynor 3 Sessions: Oct. 10-24



PERSONAL ENRICHMENT

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 F083 Lake Spanaway **Fee: \$109**
Sunday noon to 1 p.m.
Montecucco 5 Sessions: Sept. 23 to Oct. 21

Chambers Bay
 6320 Grandview Drive West, University 98467

Lake Spanaway Golf Course
 15602 Pacific Ave S, Tacoma 98444

Secrets to International Travel on a Budget 🔥

Want to travel abroad but worry about costs? This course offers money saving tips, tools, and strategies. The instructors traveled around the world for seven years. In that time, they learned secrets to maximizing their travel budget which let them travel for less, while still drinking champagne. In this class, they will help you save hundreds, if not thousands of dollars while still letting you have fun and enjoy your travels. You will also learn travel hacks for free travel. Shyla and Dan Bare have traveled to 74 countries and are the authors of the bestselling travel tips book, "Before You Go Abroad."

Item F045 PUY LSC 128 **Fee: \$39**
Thursday 6-8:30 p.m.
Bare 1 Session: Oct. 11

Looking to-
IMPROVE your skills?
ENHANCE your career?
PREPARE for employment?
All online!

Pierce College offers three convenient, 100% online learning pathways. Check out our wide selection of noncredit courses for the best fit for you.

PROFESSIONAL DEVELOPMENT

NONCREDIT ONLINE PROFESSIONAL & PERSONAL DEVELOPMENT

Improve your skills

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

FEATURING:

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- Online discussion areas
- 6-week format
- Expert instructors
- New sessions start monthly
- 400 courses to choose from
- Mobile device friendly

HOW LONG?



6-week
courses

COST



Most individual
courses only \$119

BENEFITS



Improved
skills

ATTENTION TEACHERS:

Complete your clock hours online!

See **page 28** or visit **Teachers.PierceCE.com!**

INTERESTED?

See a sampling of course listings on **page 26**

For detailed course descriptions, pricing and to register, visit:

 **Professional.PierceCE.com**

NONCREDIT ONLINE BUSINESS CERTIFICATES

Enhance your career

Whether you want to improve your skills with a quick one-month course or earn a certificate by taking a series of courses, these flexible online business courses are right for you.

FEATURING:

- One-month courses
- Continuing Education Units (CEUs)* are included in the price
- Courses in most certificates may be taken in any order
- Employer payments and company training vouchers accepted

HOW LONG?



Each course is one month long. Complete a series of courses for a certificate.

COST



Ranges from \$195 to \$245. Take a certificate series and save!

BENEFITS



Improved skills plus resume-building certificates.

INTERESTED?

See our top 10 HOT course listings on **page 30**

For detailed course descriptions, start dates, pricing and how to register, visit:

 **Business.PierceCE.com**

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

NONCREDIT ONLINE CAREER TRAINING

Prepare for employment

Prepare for employment in some of today's hottest careers with a comprehensive, affordable and self-paced online career training program. Begin these programs at any time and learn at your own pace.

FEATURING:

- Start any time 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
- Approved for MyCAA military spouse funding (\$4,000 per person)
- Financial assistance and payment plans available to those who qualify

HOW LONG?



6-12 months

COST



Varies depending on course length. See website or course listing for pricing.

BENEFITS



Career building certification.

INTERESTED?

See some of our highlighted courses on **page 32**

For detailed course descriptions, pricing and to register, visit:

 **Career.PierceCE.com**

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

NONCREDIT ONLINE

PROFESSIONAL & PERSONAL DEVELOPMENT



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 eBooks
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

HEALING & HOLISTIC HEALTH

NEW! Certificate in Brain Health
NEW! Certificate in End of Life Care
Certificate in Energy Medicine

Six-week online courses start Sept. 12, Oct. 17, Nov. 14 and Dec. 12

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

In a hurry?

Check out our 10 new self-paced courses!

Explore a Career as an Administrative Medical Assistant

Handling Medical Emergencies

Introduction to Cryptography

Introduction to Mobile Security

Introduction to Natural Health and Healing

Medical Math

Medical Terminology: A Word Association Approach

Spanish for Medical Professionals

Twelve Steps to a Successful Job Search

Understanding Adolescents



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All lessons released at once instead of weekly.

START ANY MONTH

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



Professional.PierceCE.com

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courses
**Only
\$139!**

TEACHER TRAINING

*Improve your
classroom effectiveness*

**Complete your clock hours online.
24 clock hours included.***

***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.

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 II

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



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

Teachers.PierceCE.com



Online Courses for Educators

Courses available for 30 or 45 Clock Hours

Visit **Educators.PierceCE.com** or call
(253) 840-8452 to register and for more info.

NONCREDIT ONLINE

BUSINESS CERTIFICATES**CHECK OUT OUR *HOT* TOP 10 CERTIFICATES****Accounting & Finance for Non-Financial Managers Certificate**

Learn about financial concepts, accounting processes and practical techniques that will increase your effectiveness and enhance your career.

Q806	Accounting & Finance for Non-Financial Managers	\$195	16 hours
Q824	Cash is King	\$195	16 hours
Q855	Financial Analysis & Planning for Non-Financial Managers	\$195	16 hours

SAVE! Q257 \$495 for all 3 48 hours

**Data Analysis Certificate**

Learn about how many of your business decisions involve comparing groups for differences and making statistical predictions. Gain the skills necessary to communicate results through ratings, graphs and user-friendly reports.

Q051	Introduction to Data Analysis	\$195	16 hours
Q052	Intermediate Data Analysis	\$195	16 hours
Q053	Advanced Data Analysis	\$195	16 hours

SAVE! Q205 \$495 for all 3 48 hours

Designing Webinars Certificate

Acquire powerful techniques and tips that will make your webinars winners with your audiences. Gain planning skills involved in budgeting, pricing and marketing webinars.

Q061	Designing Successful Webinars	\$195	16 hours
Q062	Managing and Marketing Webinars	\$195	16 hours

SAVE! Q206 \$345 for both 32 hours

Leading & Managing Virtual Teams Certificate

Gain knowledge and skills to create collaborative, goal-oriented team meetings for higher levels of performance. Learn how to organize, empower and engage team members while building trust, commitment and respect.

Q862	Introduction to Leading Virtual Teams	\$195	16 hours
Q863	Leading & Mastering Virtual Meetings	\$245	16 hours
Q864	Creating High Performance Virtual Teams	\$195	16 hours

SAVE! Q260 \$495 for all 3 48 hours

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.

Q865	Change Management Skills	\$195	16 hours
Q866	Change in the Workplace	\$195	16 hours
Q867	Creating Community & Social Change	\$195	16 hours

SAVE! Q261 \$495 for all 3 48 hours

Product Prototyping on a Budget Certificate

Learn the core technologies of prototyping and gain an understanding of open 3D printer and makerspace ecosystems.

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

SAVE! Q262 \$395 for both 32 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., Data Analysis Certificate

Productivity & Time Management Certificate

Discover the top ten most effective time management techniques to increase your work outcomes, productivity eTools, and how to document your own productivity and manage 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

Discover the new principles of social media communication, how they work, possible uses for your organization and 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

Get practical methods for effective delegation, performance management and writing performance reviews. Learn the specifics of the supervisor's role, responsibilities and strategies for improving your leadership skills.

Q224 \$395 32 hours

(only available as a certificate)

Workplace Communication Certificate

Gain skills using conflict management models and improve your negotiation skills. 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	Identity Theft	\$195	16 hours
Q071	Leadership Principles	\$145	16 hours
Q021	Mobile Marketing	\$195	16 hours
Q829	Onboarding New Employees	\$195	16 hours
Q817	Self-Publishing eBooks	\$195	16 hours
Q859	WordPress Fundamentals	\$195	16 hours

...and many more!

DID YOU KNOW?

- Employer payments and company vouchers are accepted for these courses. Call 253-840-8453 for details.
- Courses within most certificates may be **taken in any order**.
- Continuing Education Units (CEUs) are **included** in the price.

For detailed course descriptions, pricing and to register, go to:
Business.PierceCE.com

NONCREDIT ONLINE

CAREER TRAINING

Health Care Training

MEDICAL BILLING AND CODING

CPC Certified Medical Administrative Assistant with Medical Billing and Coding

500 hours **\$3,195** *(Exam vouchers included)*

Designed for students with little or no experience in the health care field, this program covers the basics of medical office management, computer skills, medical terminology and medical billing and coding. Upon completion of the 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 program is for students new to a medical career. Gain a broad understanding of relevant legal, ethical and regulatory concepts. Build a foundation of medical vocabulary to better understand patient medical records and physician notes. 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 and developing insurance claims using the ICD-10-CM, ICD-10-PCS, CPT and HCPCS Level II code books. Upon completion of the 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 covers 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 is included.

Certified Outpatient Coder

200 hours **\$1,995**

Learn fundamental medical coding skills for outpatient hospital facilities or ambulatory surgery centers; and prepare to take AAPC's COC exam. Gain advanced skills to review medical records and determine the appropriate CPT®, HCPCS Level II and ICD-10-CM code sets. Learn how to apply coding conventions and coding guidelines to maintain compliance and capture appropriate revenue.

Advanced Hospital Coding and CCS Prep

100 hours **\$1,895** *(Exam voucher included)*

This program prepares you to take the American Health Information Management Association's official certification exam to become a Certified Coding Specialist (CCS). The program covers ICD-10-CM/PCS medical coding of diagnoses and procedures. 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)*

Learn different models of risk adjustment (HCC, CDPS, HHS-ACA and Hybrid) and understand predictive modeling and its impact. You will also learn 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 how to code in ICD-10-CM.

DID YOU KNOW?

- **Employer payments and company vouchers** are accepted for these courses. Call 253-840-8453 for more information.
- Approved for **MyCAA military spouse funding** (\$4,000 per person)
- Under the **Tuition Installment Plan**, you can make three interest-free payments. Contact cashiering at cashiering@pierce.ctc.edu or 253-964-6700.

Administrative Dental Assistant

150 hours \$1,795

Build essential skills for managing the business aspects of a dental practice. 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)

Learn the ins and outs of electronic health records (EHR) systems, along with the many benefits they offer medical practices. Receive hands-on practice using real EHR software as you prepare to take the NHA CEHRS certification exam. You'll 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.

Certified Health Unit Coordinator

120 hours \$1,495

Learn information management, communication, medical terminology, critical thinking, ethics, confidentiality laws, transcription, and safety; and how to handle patient records, admissions, transfers and discharges. Learn how cultural diversity relates to 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 other health care settings.

Certified Medical Administrative Assistant

160 hours \$1,495 (Exam voucher included)

Prepare to be a versatile and valuable member of a 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 correspondence. Upon completion, 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. Study the impact of the Office of Inspector General (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 documentation errors for evaluation, specifically for anesthesia, surgery, radiology, pathology, laboratory and medicine services. You'll learn to define steps of the audit process, identify statistical sampling types and factors, conduct audits and explain audit findings with the medical provider.

NEW! Certified National Pharmaceutical Representative

6 months \$1,795

Develop your knowledge of clinical pharmacology, physiology, medical terminology and pharmaceutical sales guidelines/techniques. In partnership with the National Association of Pharmaceutical Sales Representatives (NAPSRx), this program gives you automatic membership in NAPSRx and eligibility to sit for the CNPR national certification exam. The CNPR exam requires comprehensive knowledge of federal regulations and the pharmaceutical industry. Cost of the exam is included in your course fee. *Note: In addition to NAPSRx's CNPR certificate of completion, it is recommended that pharmaceutical sales representatives attain a Bachelor's degree.*



Medical Interpreter (Spanish/English)

200 hours \$2,395

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 transfer between the two languages. Practice in an intensive online laboratory. Learn to define colloquialisms and slangs. Train in medical protocol and understand the code of ethics for medical interpreters. Gain a greater understanding of cross-cultural differences that will help you be successful in this field.

Medical Office Manager (CPPM)

555 hours \$3,995 (Exam vouchers included)

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



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

Career.PierceCE.com

NONCREDIT ONLINE

CAREER TRAINING

Business Training

**NEW! AutoCAD 2018 with AutoCAD 3D 2018****240 hours \$3,295** (Exam voucher included)

Master basic and advanced AutoCAD design skills as you gain hands-on practice using the 2D tools in AutoCAD 2018. Learn basic tools for creating and annotating 2D drawings. Gain knowledge of AutoCAD tools such as blocks, layouts, templates, annotation styles and sheet sets. The course also covers the use of external references and image files, collaboration tools, publishing and customizations. Gain a thorough grounding in the fundamentals of 3D and explore the advanced 3D modeling workspace. The Autodesk certified curriculum gives you the skills you need to prepare for the Autodesk AutoCAD 2018 Certified User exam, which is included in the cost of the program.

NEW! CCNA: Routing and Switching**180 hours \$2,195** (Exam voucher included)

Learn to install, configure, operate and troubleshoot medium-size routed and switched networks, while preparing for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams. This program provides a foundation for basic networking and the knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including operating IP Data Networks, LAN Switching Technologies, IP Addressing, IP Routing Technologies, IP Services such as DHCP, NAT, ACLs, FHRP, Syslog, SNMP v2/v3, Network Device Security, and WAN Technologies. The fee includes a voucher to take the 200-125 CCNA certifying exam.

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

Immerse yourself in a hacker's mindset, evaluating logical and physical security, and exploring every possible point of entry to find an organization's weakest link. Learn how to scan, test, hack and secure your own systems. Practice the five phases of ethical hacking and the ways to approach your target and succeed at breaking in every time. Upon completion, you'll 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 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 economic, cultural, legal, political and regulatory differences; and use technology to support global trade. Covers logistics, transportation modes, taxes, duties, quotas, trade agreements, use of intermediaries, documentation requirements, insurance, trade conventions and offshore procurement processes.

NEW! Digital Game Artist**500 hours \$2,595**

Learn how to implement technical game ideas, assuming no prior training or experience. The program covers programming languages, mathematics skills, game asset creation and modern real-time game engines. An independent study phase allows you to design, document and create your own game, using all of the programming and game art skills you've learned.

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 about business planning, accounting, finance, communications, marketing and management. You'll also learn the legal requirements for running a business. You'll create a successful business plan that can be used for both internal strategic management and external positioning.

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

This comprehensive program prepares you for certification in this emerging field. You'll learn to thoroughly examine digital media and to clearly document, control, prepare and present examination results that will stand up in a court of law. You'll train 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 learning.

NEW! Grant Writing Certificate**300 hours \$2,295**

Learn the essentials of writing and acquiring grants for private, public or government use. Learn how to research and find grant opportunities while developing the technical writing skills needed to prepare professional, competitive and successful grant proposals. This course covers the fundamentals of how to prepare and manage budgets. You'll also learn about non-profit management, board governance and fundraising.



Help Desk Analyst Tier 1 Support Specialist

120 hours \$1,495

Learn about information technology (IT) problem solving, troubleshooting, commonly used industry tools and the back-office operations of a computer support center. Learn how to improve support center productivity, provide exceptional customer support, handle difficult customer situations, implement best practices for problem solving and exhibit confidence while reducing job stress.

Human Resources Professional

120 hours \$1,795

This program prepares experienced human resource professionals for the PHR certification and covers a broad array 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.

Lean Six Sigma Green Belt and Black Belt

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

This combined training program covers Lean Six Sigma process improvement projects from start to finish. Green Belt training enables you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. Black Belt training will further develop your process improvement, project management and leadership skills. This interactive, online program draws on decades of success helping people from large and small businesses create happier customers, increase revenue, reduce costs and improve collaboration.

Management for IT Professionals

390 hours \$2,295

You'll explore the developmental process and how to be successful in creating change in the IT field. Learn about organizational culture and its impact on the way people work and the long-term health of an organization. Learn essential leadership skills, business practices, budgeting strategies, communication skills and more, with the goal of helping you run your IT department successfully.

NEW! Multimedia Arts Certificate

360 hours \$3,295

This hands-on program equips you with the conceptual, technical and design skills needed for the multimedia environment. Gain proficiency in core tools for interactive development: Adobe Photoshop, Flash, Premiere Pro, After Effects and shooting and editing digital video. Learn how to create images, pages and motion graphics. Coursework includes digital image retouching and compositing, Web pages and interfaces, scripted and documentary video-making, color and typography studies, video and audio editing and motion graphics.

Mobile and Desktop Web Developer/Responsive Web Design

480 hours \$2,995

Learn how to build dynamic database-driven websites for desktop and mobile devices, using the latest technologies. Gain intensive web development knowledge to equip you for a rewarding career in this growing field. Master basic HTML (the core technology behind traditional websites), learn CSS for designing pages and make your pages more dynamic with JavaScript. You'll also learn the fundamentals of PHP, SQL, XML, Ajax, HTML5 and explore mobile-specific components of web development such as jQuery and mobile web design.

“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

PMI Risk Management Professional

30 hours \$995 (Exam voucher included)

Gain proficiency in the entire 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 completion, you will have in-depth knowledge in risk management analysis, budget lifecycles, project scope risk, project schedules and quantitative risk analysis.

Professional Interpreter

40 hours \$995

Use your bilingual skills to help others communicate and develop the skills to work as an interpreter in a public setting. You might work with immigrants, assist families as they apply for food stamps and Medicaid, or assist refugees completing their applications. Gain a clear understanding of what interpreting is, different interpreting techniques and delivery modes.

DID YOU KNOW?

- **Employer payments and company vouchers** are accepted for these courses. Call 253-840-8453 for more information.
- Approved for **MyCAA military spouse funding** (\$4,000 per person)
- Under the **Tuition Installment Plan**, you can make three interest-free payments. Contact cashiering at cashiering@pierce.ctc.edu or 253-964-6700.



For detailed course descriptions, pricing 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
- Sign language
- iPhone photography
- UFOs, sasquatch or ghost hunting
- Etsy & Pinterest

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** and email it to: **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.



Solutions that Transform People and Organizations

We provide learning and development services that solve your complex business problems, help your workforce reach the highest level of performance, and improve your operations.



253-583-8865 • www.invistaperforms.org

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



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

YRQ:

Quarter Year 20

- ☐ Summer ☐ Fall
- ☐ Winter ☐ Spring

Student Status

- ☐ New ☐ Male
- ☐ Returning ☐ Female

Social Security Number

_____ - _____ - _____

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.

Student Identification Number (SID)

_____ - _____ - _____

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)

Student Signature: _____ Date: _____

TOTAL FEES: \$ _____

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

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. Questions? Contact us at 253-840-8452 or 253-864-3330

OFFICE USE ONLY

- ☐ Phone in
- ☐ Mail in
- ☐ Walk in

Initials & Date _____

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. 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 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. 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 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.

You can also contact the following:

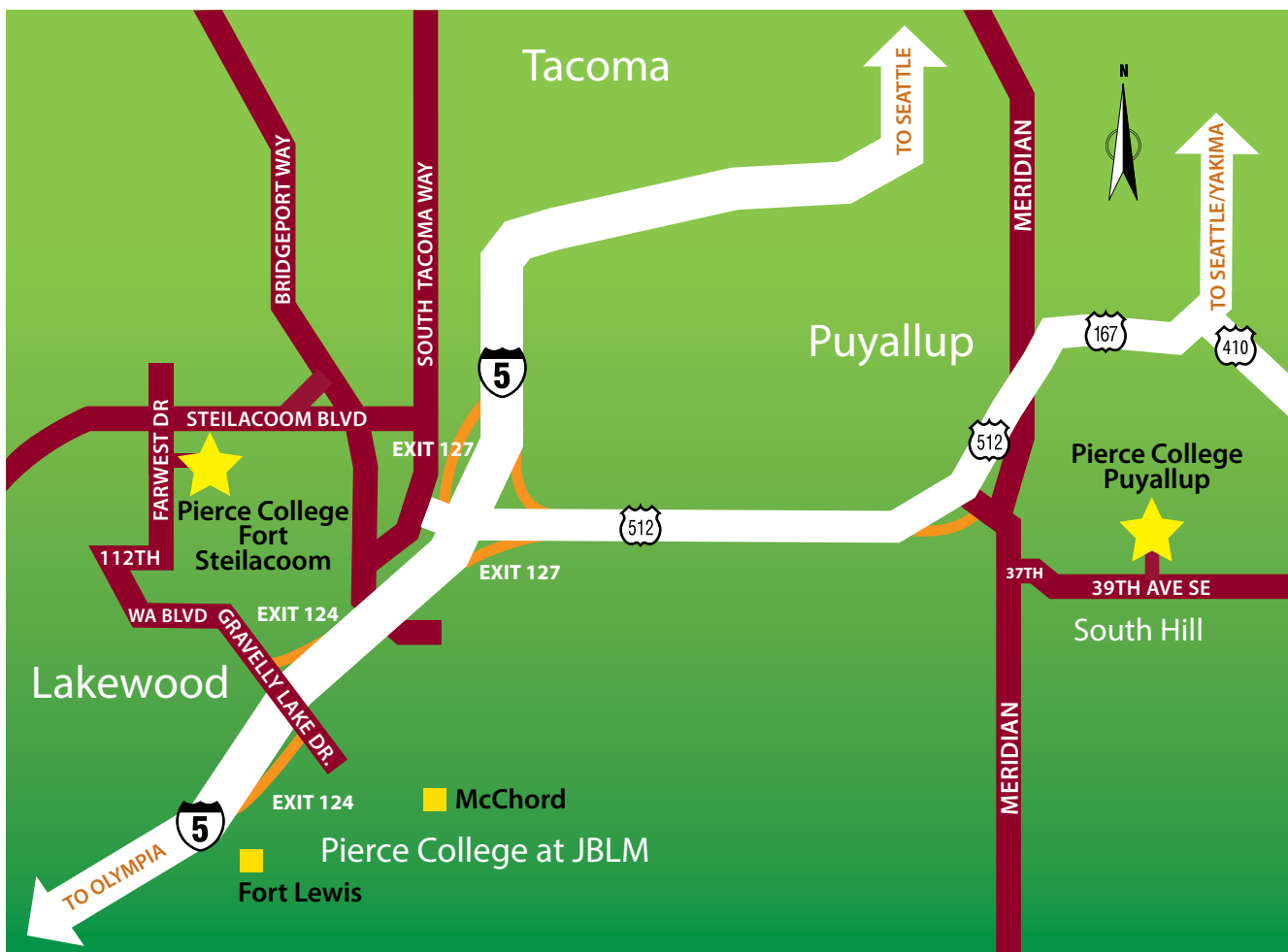
Fort Steilacoom campus
253-964-6468
email: FSADS@pierce.ctc.edu

Puyallup campus
253-840-8335
email: 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 unsupervised 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.

MAP AND DIRECTIONS



PUYALLUP (PUY)

Pierce College Puyallup
1601 39th Ave SE, Puyallup 98374
253-840-8400

From I-5, take the Puyallup exit (127) onto WA Hwy 512. Go east on 512 to the South Hill/Eatonville exit. As you exit, continue to the right onto Meridian. After first light, merge to the right onto 37th Ave E. Continue on 37th Ave, which becomes 39th Ave, for about 1 mile. The college entrance is on the left. (Community and Continuing Education staff offices are located on the Puyallup campus in LSC 133.)

Buildings are coded as follows:

AAH	Arts & Allied Health
ADM	Gaspard Administration
CTR	College Center
CDP	Garnero Child Development Center
HEP	Health Education Center
LSC	Brouillet Library & Science

FORT STEILACOOM (FS)

Pierce College Fort Steilacoom
9401 Farwest Dr SW, Lakewood 98498
253-964-6500

From I-5, take Gravelly Lake Dr. exit (124). Turn right onto Washington Blvd. and stay on it as it curves to the right and becomes Old Military Rd. Turn right on 112th St. and immediately left onto Farwest Dr. Go about 1.5 miles. The college is on the right. Park in lower lot for CAS and HEF, and upper lot for SNR, OLY and RAI buildings.

Buildings are coded as follows:

CAS	Cascade
CDF	Milgard Child Development Center
HEF	Health Education Center
OLY	Olympic
RAI	Rainier
SNR	Sunrise

PIERCE COLLEGE at JBLM

Fort Lewis Stone Education Center
Bldg 851, Colorado Avenue
253-964-6567 or 253-967-4022
ftlewis@pierce.ctc.edu

Take exit 120 toward Fort Lewis. Merge onto 41st Division Dr. (partial restricted usage road). Turn left onto Colorado Ave. (restricted usage road). The Stone Education Center will be on the left.

McChord AFB Education Center
Bldg 851
253-964-6606 or 253-982-5469
McChord@pierce.ctc.edu

Take exit 125 toward McChord Field. Immediately after the installation gate, turn right onto Fairway Rd. (restricted usage road). Turn right onto Lincoln Blvd. (restricted use road). The McChord Education Center will be on the left (in the same building as the library).

Accessing JBLM

After you register for courses, you will be mailed a Verification of Enrollment form. This needs to be presented to Military Police for access to the base.

Due to changing security conditions, these procedures are subject to change with minimal notice. Pierce College at JBLM will make reasonable accommodations to facilitate your enrollment process; however, the security of our armed forces cannot be compromised.

DO NOT call from the gate requesting someone to sponsor you. We CANNOT provide sponsors.