



Basic Ballroom Dance

SWING OVER

TO PAGE 16

COMMUNITY
& CONTINUING
EDUCATION



NEW! Paper Flowers:
Van Gogh Irises M

If you love Van Gogh's beautiful irises, why not learn to make your own using specially designed paper! Artist Sarah Yakawonis first saw Van Gogh's painting, "Irises" and was so moved it brought her to tears, inspiring her to recreate them herself in the form of paper flowers. Sarah provides beautiful flower kits that contain all the supplies you will need to make nine Van Gogh irises. The class includes live demonstrations, one-on-one help, detailed color instruction booklet and extra supplies so you can continue making flowers at home. Sarah has also produced her own instructional videos to assist you. *A \$35 supply fee is due to the instructor at the beginning of class for the cost of the kit. Please bring a sharp pair of scissors, wire cutters and a vase.*

Item W011 PUY LSC 128 **Fee: \$59**
Saturday **9 a.m. to 1 p.m.**
Yakawonis **1 Session: Feb. 2**

NEW! Paper Flowers:
Long Stem Roses M

In this new workshop, you will learn to make incredibly detailed paper flowers. You will each receive a paper flower kit designed by Artist Sarah Yakawonis. Class includes live demonstrations, one-on-one help, detailed color instruction booklet and extra supplies so you can continue making flowers at home. Sarah has also produced her own instructional videos to assist you. Kit includes enough supplies to make 6 roses. *A \$20 supply fee is due to the instructor at the beginning of class for the cost of the kit. Please bring a sharp pair of scissors, wire cutters and a vase.*

Item W010 PUY LSC 128 **Fee: \$59**
Saturday **9 a.m. to 1 p.m.**
Yakawonis **1 Session: Jan. 19**

Sarah Yakawonis has been obsessed with creating the most beautiful, accurate paper flowers since 2012. She has experimented with countless combinations of papers and techniques to make truly amazing paper flowers. Sarah hopes to share the joy that comes from making something genuinely beautiful with as many people as she can.

**NEW!** Art Journal Workshop M

This fun and creative workshop takes you through the process of creating a unique art journal or notebook. You will create a cover using watercolor inks to match complimentary paper then learn construction which includes folding, gluing and finally sewing the folio together. *A \$10 supply fee payable to the instructor is due at the beginning of class.*

Item W001 PUY LSC 126 **Fee: \$59**
Saturday **9 a.m. to 1 p.m.**
Sattler **1 Session: Feb. 9**

Open Mosaics M

This fun and creative course is for every skill level with hands-on, individualized instruction for all! Come relax and nurture your creative side while you work on your own project at your own pace using your choice of gorgeous glass, tiles, pebbles, broken dishes and more! All supplies provided. *No class Feb. 18. A \$24 supply fee payable to the instructor is due at the beginning of class.*

Item W006 PUY AAH 236 **Fee: \$129**
Monday **6-9 p.m.**
Alexander **5 Sessions: Jan. 28 – March 4**

NEW! Hand Dyed Velvet
Peony Scarves M

Paint or dye a beautiful peony-patterned fringed scarf for winter. Burnout velvet is all the rage now. Made of 82 percent rayon and 18 percent silk, these soft and luxurious scarves are sold in high-end department stores for over \$90. These make great Valentine's gifts. Don't be disappointed—register early. *Must register by Jan. 18. All supplies provided. A \$10 supply fee payable to the instructor is due at the beginning of class.*

Item W012 PUY LSC 150 **Fee: \$49**
Saturday **9-11 a.m.**
Werley **1 Session: Jan. 26**

NEW! Alcohol Ink
Soap Dispensers M

Embellish two ceramic pump dispensers using colorful alcohol inks. 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. Ideas for additional projects included. *Must register by Feb. 15. A \$5 supply fee payable to the instructor is due at the beginning of class.*

Item W013 PUY LSC 150 **Fee: \$49**
Saturday **9-11 a.m.**
Werley **1 Session: Feb. 23**

NEW! Glass Framed
Alcohol Ink M

Come dabble with vibrant, free-flowing alcohol inks. Any skill level can play—no artistic experience necessary. Create two beautiful glass 8-1/2 x 11 framed abstract pictures. Bring a friend and have fun exploring a new gateway to your creativity! Ideas for other projects included. *Must register by Feb. 15. A \$5 supply fee payable to the instructor is due at the beginning of class.*

Item W014 PUY LSC 150 **Fee: \$49**
Saturday **Noon to 2 p.m.**
Werley **1 Session: Feb. 23**

Paper Marbling M

Come play with three different marbling techniques. Use Suminagashi floating inks to transform plain paper into vibrant and colorful designs. Experiment with a simple adaptation of Turkish Ebru marbling. Then use a modern version of floating inks to decorate small objects. Dive in and take a swirl! Project ideas for using your marbled pieces included. *A \$5 supply fee payable to the instructor is due at the beginning of class.*

Item W015 PUY LSC 150 **Fee: \$39**
Saturday **9-11 a.m.**
Werley **1 Session: March 16**

CAREERS & TRADE SKILLS



PERSONAL ENRICHMENT

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 W025 **Fee: \$129**
Enroll anytime during winter 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**
Register by Jan. 7, 2019

Flagging & 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 three 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 percent in order to receive your certification. Book included in course fee. Bring a sack lunch.



Item F030 **PUY LSC 128** **Fee: \$99**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Dec. 1**

Item W026 **PUY LSC 128** **Fee: \$99**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Jan. 5**

Item W027 **PUY LSC 128** **Fee: \$99**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: Feb. 9**

Item W028 **PUY LSC 128** **Fee: \$99**
Saturday **9 a.m. to 4 p.m.**
Pollard **1 Session: March 16**

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 W036 **FS HEF 302** **Fee: \$99**
Thursday **6-7 p.m.**
Behr **5 Sessions: Jan. 10 to Feb. 7**

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.*

Item W037 **FS HEF 302** **Fee: \$99**
Thursday **6-7 p.m.**
Behr **5 Sessions: Feb. 21 to March 21**

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 W038 **DTNW** **Fee: \$129**
Wednesday **6:40-7:40 p.m.**
Kirk-Stauffer **12 Sessions: Jan. 9 to March 27**

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.*

Item W039 **DTNW** **Fee: \$79**
Tuesday and Thursday **4:45-5:45 p.m.**
Kirk-Stauffer **22 Sessions: Jan. 8 to March 21**

Dance Theater Northwest (DTNW)

2811 Bridgeport Way W #24
 University Place 98466



EXPLORE & TRAVEL

NEW! Ireland for Travelers – Essential Tips & Tools

For travelers planning to visit the Emerald Isle, either on their own or with a tour, this class teaches cultural norms, tourist faux pas, travel documents and money, getting around, accommodation sources, safety, foods to try, packing tips, sights to see (or avoid), and more. Receive a comprehensive class handout loaded with resources to make your travel planning easier. Shyla and Dan Bare, international travel experts and authors of the "Before You Go Abroad Handbook," have visited Ireland more than a dozen times.

Item W040 **PUY LSC 171** **Fee: \$39**
Saturday **11 a.m. to 1:30 p.m.**
Bare **1 Session: March 16**

Exploring Washington

We all know how beautiful Washington state is, but in this course you will be introduced to many new and exciting places and features you never knew were here. We'll show you great gardens, forts, lighthouses, scenic state parks, geological features, boat rides, and must-see places in Pierce and Thurston county. You'll leave knowing where to explore next!

Item W041 **FS OLY 208** **Fee: \$99**
Wednesday **6:30-8:30 p.m.**
Kaynor **4 Sessions: Feb. 20 to March 13**



Bird Watching in Washington

This is a perfect class for the beginning to intermediate level birders. Learn to identify nearly 300 bird species found in Washington. You'll learn identification of specie, habitat, season, locations, tools needed, birding techniques, safety and ethics. A field trip will enhance your learning experience. David Kaynor is a member of the Washington Ornithological Society. *Recommended Materials:* "National Geographic Society Field Guide to North American Birds," 6th or 7th edition available at local books stores or Amazon.com.

Item W042 **FS OLY 208** **Fee: \$129**
Wednesday **6:30-8:30 p.m.**
Kaynor **6 Sessions: Jan. 9 to Feb. 13**



Join Pierce College on the **Highlights of England, Scotland and Ireland Tour, Aug. 8-19!** See **page 23** for details.

FAMILY

Genealogy: Discover Your Ancestors Series II

This very popular course is back with Series II. You'll continue to learn more about your genealogy and your ancestors by using a variety of lesser known sources, including county and family histories, maps, atlases, gazetteers, land records, courthouse records, wills and probate, immigration, naturalization, passenger lists and medical records. Gain skills in the research process, on-site research planning, using timelines and chronologies, organizing paper, books, digital files, and the Genealogical Proof Standard. Course is held in a computer lab so everyone can explore their family history.

Item W043 **PUY CTR 276** **Fee: \$129**
Wednesday **6-8 p.m.**
Camarata **6 Sessions: Jan. 30 to March 6**



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 W063 **PUY LSC 171** **Fee: \$99**
Tuesday **6:30-8 p.m.**
Kernc **6 Sessions: Jan. 8 to Feb. 12**



HEALTHY EATING

Basic Bread Making **M**

It's amazing how flour, salt, yeast, butter and water can bring people together. Come learn to bake bread. You'll learn simple, yet basic techniques in bread-baking. Recipes provided. Bring an apron to class and get ready to bake!

Item W046 **PUY CDP** **Fee: \$59**
Saturday **9 a.m. to 1 p.m.**
Belt **1 Session: Jan. 12**

Item W047 **PUY CDP** **Fee: \$59**
Saturday **9 a.m. to 1 p.m.**
Belt **1 Session: March 2**

NEW! Diet Myths Preventing You from Losing Weight & Keeping it Off

Do you struggle with your weight? Tired of dieting only to gain it all back again and again? Discover the six culprits preventing you from losing weight. Learn about what stalls your metabolism, keeping the weight on. Learn three important keys to losing weight and keeping it off. Uncover foods that increase your cravings and cause you to hold onto excess weight. Take home strategies and recipes for meals that fire up your metabolism. Stop the roller coaster dieting and lose the weight for good!

Item W049 **PUY LSC 126** **Fee: \$29**
Saturday **1-2:30 p.m.**
Blakeney **1 Session: March 2**

NEW! Eating for Energy

Tired of being tired all the time? Exhausted, fatigued, run down? Discover the six culprits that are keeping you exhausted and what you can do to turn things around. Learn the fastest ways to increase your energy for good. Learn about the foods and drinks that are the top energy stealing offenders. Leave class with a simple strategy you can implement immediately to avoid the mid-afternoon slump. Take home five recipes to experiment with five power-house energy boosting foods to integrate into your diet. Join us for an energy boosting class that has the potential to change your life for good.

Item W050 **PUY LSC 126** **Fee: \$29**
Saturday **10-11:30 a.m.**
Blakeney **1 Session: Jan. 26**

Natural Immunity Boosters

Tired of being sick every winter? Learn how to increase your immunity using certain foods, teas, essential oils and herbal supplements as well as other natural techniques. We will cover how to prevent colds, flu, allergies and general immune enhancement. *Class includes a handout and eBook.*

Item W045 **PUY LSC 128** **Fee: \$29**
Saturday **10-11:30 a.m.**
Bailey **1 Session: Jan. 26**

Sugar Detox **M**

Addicted to sugar and simple carbs? Do you suffer from dramatic, or not so dramatic, blood sugar spikes and crashes? 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 preparation 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), and learn how to listen carefully to your body and know what it needs. Included is a step-by-step guide through the sugar detox, a specifically designed cookbook, meal plans/menus, shopping lists, and other useful information. *Bring a \$15 supply fee payable to the instructor for the cost of the guide.*

Item W051 **FS OLY 205** **Fee: \$69**
Wednesday **7-8 p.m.**
Blakeney **5 Sessions: Jan. 9 to Feb. 6**

Item W052 **PUY LSC 126** **Fee: \$69**
Saturday **10-11 a.m.**
Blakeney **5 Sessions: Feb. 16 to March 16**



Cooking with Herbs & Spices **M**

Put a little spice in your life, or at least in your food. Come learn the best herbs and spices that can enhance the flavor of your favorite dishes, as well as how to make your own seasoning blends. We'll 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. *Bring a \$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 W048 **PUY LSC 128** **Fee: \$29**
Saturday **Noon to 1:30 p.m.**
Bailey **1 Session: Jan. 26**

Healthy Herbal 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! *Bring a \$5 supply fee payable to the instructor for the cost of making your own blend.*

Item W044 **PUY LSC 128** **Fee: \$29**
Saturday **Noon to 1:30 p.m.**
Bailey **1 Session: Jan. 12**



READY TO REGISTER?

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

M This class is HOT! Register early! **M** Make and take

READY TO REGISTER? Go online at www.PierceCE.com or call 253-864-3330

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 W077 PUY AAH 236 **Fee: \$19**
Wednesday **6-7:30 p.m.**
Nelson **1 Session: Jan. 23**

Item W078 PUY AAH 133 **Fee: \$19**
Tuesday **6-7:30 p.m.**
Koleszar **1 Session: Feb. 5**

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 W079 PUY AAH 133 **Fee: \$19**
Tuesday **6-7:30 p.m.**
Koleszar **1 Session: March 5**

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 W080 PUY AAH 133 **Fee: \$19**
Tuesday **6-7:30 p.m.**
Koleszar **1 Session: Jan. 8**

Pruning Your Landscape

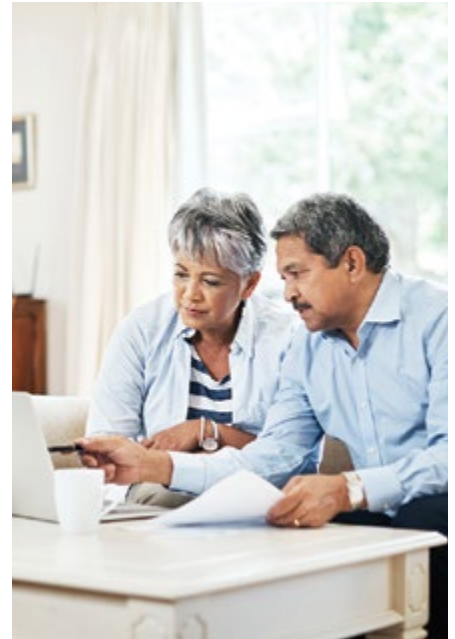
A fabulous landscape is not only well planted, it is properly groomed. Pruning is not only for the appearance, it can enhance the health of your trees, shrubs and perennials by decreasing risk from disease and insect damage. In this class you will learn basic techniques, tools and equipment, what times of the year to prune as well as how to dead head flowers for prolific blooms. We will have a shrub to practice on for demonstration purposes. *Includes a handout and eBook.*

Item W061 PUY LSC 111 **Fee: \$29**
Saturday **Noon to 1:30 p.m.**
Bailey **1 Session: March 16**

NEW! Understanding and Growing Roses

Have you ever wanted to plant a rose garden, but have been reluctant because roses are so hard to grow? The reality is that successful rose gardens are no more difficult to grow than any other flowers. Novices, as well as experienced gardeners will be enriched knowing the different rose types, how to purchase roses, planting new roses, dead-heading techniques, proper winterization of your roses, fall, spring and winter pruning techniques, as well as feeding and pest control methods for a beautifully satisfying rose garden. Greg Madsen has been an avid rose grower since 1998. He currently grows almost 200 roses at his home and is an active speaker and demonstrator at local nurseries. He has been an active member at the Puyallup Rose Society since 2001 and is an ARS accredited rose judge for the American Rose Society.

Item W062 PUY LSC 150 **Fee: \$99**
Thursday **7-9 p.m.**
Madsen **4 Sessions: Feb. 7-28**



PERSONAL ENRICHMENT

NEW! Health Care and Your Retirement

This informative presentation addresses what steps you should take now to prepare for future health care costs and help ensure your retirement savings stay healthy. Bring your questions!

Item W081 PUY AAH 133 **Fee: \$19**
Tuesday **6-7:30 p.m.**
Nelson **1 Session: Feb. 19**

NEW! Tax-Free Investing: It's Not What You Make, It's What You Keep

Come and learn the benefits and considerations of choosing investments that offer tax advantages. You'll learn tax-advantaged investments and their features, tax-free investment returns vs. taxable investment returns, three ways to purchase municipal bonds and how tax-free investing can help you achieve your goals faster.

Item W082 PUY AAH 131 **Fee: \$19**
Wednesday **6-7:30 p.m.**
Nelson **1 Session: March 13**



More online finance and investing courses on page 26 and 31

This class is HOT! Register early! **M** Make and take

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 Jan. 21 and Feb. 18.*

Item W071 **FS OLY 283** Fee: \$49
Monday-Thursday 1-1:50 p.m.
Jardine-Tobin 42 Sessions: Jan. 7 to March 21

Item W072 **PUY AAH 102** Fee: \$49
Monday-Thursday Noon to 12:50 p.m.
Owen 42 Sessions: Jan. 7 to March 21

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 repertory, 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 Jan. 21 and Feb. 18.*

Item W074 **PUY AAH 102** Fee: \$49
Monday-Thursday 1-1:50 p.m.
Owen 42 Sessions: Jan. 7 to March 21

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.

Item W075 **PUY AAH 102** Fee: \$49
Tuesday 7:30-9:30 p.m.
Staff 11 Sessions: Jan. 8 to March 19

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 Jan. 21 and Feb. 18.*

Item W076 **PUY AAH 102** Fee: \$49
Monday 7:30-9:30 p.m.
Naze 10 Sessions: Jan. 7 to March 18



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 W066 **FS OLY 203** Fee: \$69
Thursday 6-8 p.m.
Voices for All 1 Session: Jan. 24

Item W067 **PUY AAH 131** Fee: \$69
Wednesday 6-8 p.m.
Voices for All 1 Session: March 6

Yes! You Can Play the Ukulele!

This entry-level class will be the perfect fit for you whether you're brand new to the ukulele (uke) or if you're finding it a challenge to learn the instrument online. All the basics will be covered, from how to tune and hold the uke, how to properly fret notes and chords, useful strumming patterns, and more. And by week three, you'll be playing familiar songs!

Item W068 **PUY AAH 131** Fee: \$119
Tuesday 6-7:30 p.m.
Saxon 6 Sessions: Jan. 8 to Feb. 12

Item W069 **PUY AAH 131** Fee: \$99
Tuesday 7:30-9 p.m.
Saxon 5 Sessions: Feb. 19 to March 19

NEW! Pop Goes the Ukulele

Learn to play pop and rock songs by ukulele (uke)-playing (or uke-compatible) popular artists such as Meghan Trainor, Train, Jimmy Buffett, Jason Mraz and The Beatles while increasing your chord knowledge and uke skills. Bring your soprano, concert or tenor uke and let's get ready to rock! *Prerequisite: Ability to play at least 6 chords on the uke.*

Item W070 **PUY AAH 131** Fee: \$99
Tuesday 6-8 p.m.
Saxon 5 Sessions: Feb. 19 to March 19

Piano, Beginning

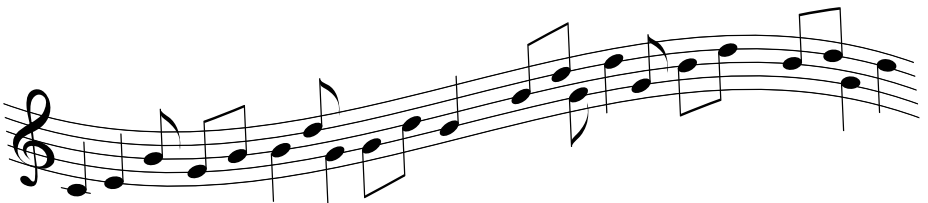
Learn to play the piano! You will gain a basic understanding of music notation and the structure behind the tunes you play. No previous keyboarding or music reading skills are needed to get started. *Bring a copy of "Alfred's Basic Adult Piano Course Lesson Book – Level One" to the first class session.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

Item W064 **PUY AAH 205** Fee: \$129
Tuesday 6:30-8:30 p.m.
Davidson 5 Sessions: Jan. 15 to Feb. 12

Beginning Guitar

In this beginning-level course, you will learn to tune, hold, strum your guitar, learn names of strings and basic chords. You will also learn new practice skills and how to apply them at home. Online learning materials are available for \$6 or physical copies are available in class for \$12.

Item W065 **PUY AAH 131** Fee: \$119
Wednesday 6:30-8 p.m.
Wood 6 Sessions: Jan. 9 to Feb. 13



READY TO REGISTER?

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

PHOTOGRAPHY

Basic Digital Photography

This fun course is open to beginning and intermediate-level photographers. You'll learn about lighting, composition, focusing techniques and more. You will receive a 200+ page reference manual of all materials covered in class. Point-and-shoot as well as DSLR cameras welcome. *Bring your camera and fully charged batteries.*

Item W083 PUY LSC 171 Fee: \$159
Wednesday 6:30-8:30 p.m.
Kehr 5 Sessions: Jan. 9 to Feb. 6

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 three 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 W084 PUY LSC 171 Fee: \$149
Wednesday 6:30-8:30 p.m.
Kehr 4 Sessions: Feb. 13 to March 6



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



THE BEST OF ENGLAND, SCOTLAND AND IRELAND WITH PIERCE COLLEGE

Aug. 8-19, 2019

Embark on a guided tour of England, Scotland and Ireland, which will take you from cosmopolitan London to the medieval city of Edinburgh. Then, pass through the Lake District and Wales as you travel between Scotland and Ireland. After arriving in the Emerald Isle, grab a pint (or a few) with Dubliners and make your way along the scenic Ring of Kerry and Cliffs of Moher, taking in stunning sea views as you go.

Package includes

- 10 nights in handpicked hotels
- 10 breakfasts
- 4 dinners with beer or wine
- 6 guided sightseeing tours
- Expert tour director and local guides
- Private deluxe motor coach

Included highlights

Trafalgar Square, Big Ben, Buckingham Palace, Edinburgh Castle, local pub culture, St. Patrick's Cathedral, Rock of Cashel, Blarney Castle, Ring of Kerry, Cliffs of Moher

Tour pace

On this guided tour, you'll walk for about 1.5 hours daily across mostly flat terrain, including paved roads and cobblestone streets, with few hills or stairs.

View the full itinerary at

www.grouptoursite.com/tours/esiwithpiercecollege 

Questions? Call Tracy Clark at 253-840-8451.

 This class is HOT! Register early! **M** Make and take

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:

- 24-hour access
- 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

Learn more on **page 26** or visit
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TEACHER TRAINING

Improve your classroom effectiveness.
 Complete your clock hours online!

Learn more on **page 28** or visit
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Enhance your career

COURSES FOR EDUCATORS

In partnership with Virtual Education Software, inc. (VESi), Pierce College offers convenient, relevant and affordable online education courses for 30 or 45 clock hours.

FEATURING:

- Start anytime that is convenient for your schedule
- Tablet compatible
- Clock hours included

HOW LONG?



Complete your courses at your pace within one year of your registration date.

COST



Ranges from \$244 to \$294.

BENEFITS



30-45 clock hours

Learn more on **page 30** or visit Educators.PierceCE.com

BUSINESS TRAINING

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 \$595. Take a certificate series and save!

BENEFITS



Improved skills plus resume-building certificates.

Learn more on **page 31** or visit Business.PierceCE.com

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

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)
- Workforce WIOA funding available for selected programs
- 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.

Learn more on **page 32** or 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

- ⊕ Self-paced courses

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 Dec. 12, Jan. 16, Feb. 13 and March 13

⊕ **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

**MOST COURSES
ARE ONLY \$119**

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 new self-paced courses and finish faster!

- All lessons released when you start the course
- Complete material as soon as you like
- If you need more time you have three months of course access
- Student discussion boards available
- Perfect for students who do not need instructor feedback



Look for this icon to find our self-paced courses.

START ANY MONTH

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

Professional.PierceCE.com

⊕ Self-paced courses

NONCREDIT ONLINE

PROFESSIONAL DEVELOPMENT

Six-week
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.

A to Z Grant Writing

Advanced Grant Proposal
Writing

Common Core Standards in
English K-5

Content Literacy:
Grades 6-12

Creating Classroom Centers

Creating a Classroom Website

Creating the Inclusive
Classroom: Strategies for
Success

The Creative Classroom

Differentiating K-12
Assessments

⊕ Empowering Students with
Disabilities



Six-week online courses start Dec. 12, Jan. 16, Feb. 13 and March 13



Enhancing Language Development in Childhood

Get Assertive!

Get Grants!

Grammar for ESL

Guided Reading and Writing: Strategies for Maximum Student Achievement

Homeschool with Success

Integrating Technology in the Classroom

Leadership

Microsoft Excel in the Classroom

Microsoft PowerPoint in the Classroom

Microsoft Word in the Classroom

Praxis Core Preparation

Singapore Math: Number Sense and Computational Strategies

Singapore Math Strategies: Model Drawing for Grades 1-6

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

Solving Classroom Discipline Problems

Solving Classroom Discipline Problems II

Spanish in the Classroom

Survival Kit for New Teachers

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 Writing: Grades K-3

Teaching Writing: Grades 4-6

⊕ Understanding Adolescents

Using the Internet in the Classroom

Writing Effective Grant Proposals

Writing for ESL



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

Teachers.PierceCE.com

NONCREDIT ONLINE

COURSES FOR EDUCATORS

30 Clock Hours **Fee: \$244**

 Item R301 Advanced Classroom Management

 Item R302 Attention Deficit/Hyperactivity Disorder

 Item R303 Autism & Asperger's Disorder

 Item R305 Child Abuse

 Item R306 Drugs & Alcohol in Schools

 Item R307 Early Childhood: Family-Centered Services

 Item R311 Educational Assessment

 Item R312 Harassment, Bullying & Cyber-Intimidation in Schools

 Item R313 Inclusion

 Item R314 Infant & Toddler Mental Health

 Item R316 Reading & Writing in Content Area

 Item R317 Reading Fundamentals #1

 Item R318 Reading Fundamentals #2

 Item R330 Six Traits of Writing Model

 Item R320 Talented & Gifted

 Item R322 Teaching Diversity

 Item R321 Teaching Elementary Math Conceptually

 Item R323 Traumatized Child

 Item R327 Violence in Schools

45 Clock Hours **Fee: \$294**

 Item R304 Behavior is Language

 Item R308 Early Childhood: Observation & Assessment

 Item R309 Early Childhood: Program Planning

 Item R310 Early Childhood: Typical & Atypical Development

 Item R315 Learning Disabilities

 Item R319 Reading Fundamentals #3

 Item R329 Response to Intervention

 Item R331 Teaching Secondary Math Conceptually

 Item R324 Try DI!

 Item R326 Understanding & Implementing Common Core Standards

 Item R325 Understanding Aggression

 Item R328 Why DI? - An Introduction to Differentiated Instruction

**Register today!**

- 1** Visit Educators.PierceCE.com to register and pay.
- 2** Email your name, phone number and course title to ce-questions@pierce.ctc.edu to receive your log in information.*

**There are no refunds given once you have been issued your username and password information.*

Please note:

Pierce College recommends that you check with your school district and/or state licensing agency to verify these course offerings will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

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



Educators.PierceCE.com

NONCREDIT ONLINE

BUSINESS CERTIFICATES



CHECK OUT OUR **HOT** TOP 10 CERTIFICATES

- 1 Accounting & Finance for Non-Financial Managers Certificate**
 Q257 \$495 48 hours

- 2 Data Analysis Certificate**
 Q205 \$495 48 hours

- 3 Designing Webinars Certificate**
 Q206 \$345 32 hours

- 4 Leading & Managing Virtual Teams Certificate**
 Q260 \$495 48 hours

- 5 Managing Social Change Certificate**
 Q261 \$495 48 hours

- 6 Product Prototyping on a Budget Certificate**
 Q262 \$395 32 hours

- 7 Productivity & Time Management Certificate**
 Q258 \$595 48 hours

- 8 Social Media for Business Certificate**
 Q223 \$495 48 hours

- 9 Supervisory & Leadership Certificate**
 Q224 \$395 32 hours

- 10 Workplace Communication Certificate**
 Q213 \$595 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.

PROFESSIONAL DEVELOPMENT



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.
- Some courses qualify for Workforce WIOA funding. Call 253-840-8453 for assistance.

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)

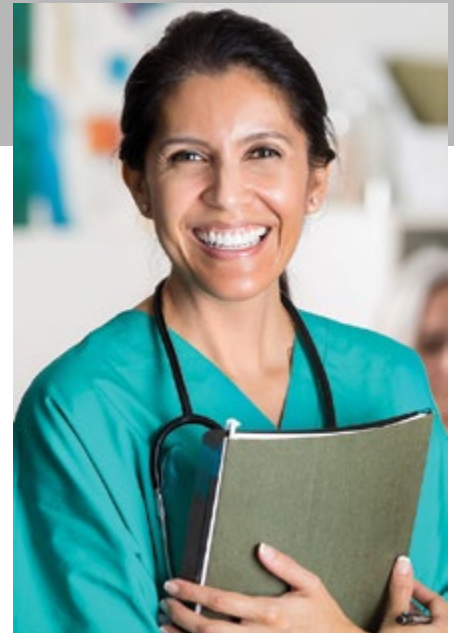
Prepare to be a versatile and valuable member of a health care team who can handle a broad range of duties, including patient registration, scheduling, medical records, accounts receivable, data entry, medical claims, insurance, electronic records and correspondence. Upon completion, you will be prepared 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.

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



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 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! Autodesk Revit Architecture

120 hours \$2,595 (Exam voucher included)

In this program, you begin by learning about the user interface and basic drawing, editing and viewing tools. Then you learn how to build a 3D model with walls, doors, windows, floors, ceilings, stairs and more. Finally, you learn the processes that takes the model to the construction documentation phase where you learn to create sheets and annotated views using dimensions, text and tags as well as working with schedules. As a student, you can download a free version of the Autodesk Revit 2018 software that provides a three-year student version license. This program uses Autodesk certified curriculum and will give you all the skills you need to prepare for the Autodesk Revit Certified User exam.

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.

“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

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.

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.

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.



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 & 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.

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.

NEW! Video Game Design and Development

500 hours \$1,995

This is the place to start if you are seeking a professional career as a video game designer and developer. Using a comprehensive and analytical approach to game development, this program offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: programming languages, mathematics skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase where you will design, document, and create your own game using all of the programming and game art skills you learned in the core classes.

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.
- Some courses qualify for Workforce WIOA funding. Call 253-840-8453 for assistance.



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
- Drum Circle
- EFT Tapping
- Gardening
- iPad technology
- Line dancing
- Mindfulness
- Seminars/Lectures for 55+
- Sign language
- iPhone photography
- UFOs, sasquatch or ghost hunting

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.

YOU MAY BE ELIGIBLE FOR SPECIAL WORKFORCE FUNDING

Are you...

- Currently receiving WA unemployment benefits or have received within the last 48 months?
- Separated from the Military in the last 48 months?
- A parent receiving WorkFirst TANF?
- Receiving SNAP?
- Interested in a noncredit Online Career Training program?

Call 253-964-6265 for walk-in hours or an appointment.

K-12 CLOCK HOURS

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

EMPLOYER PAID TRAINING

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

CONTINUING EDUCATION UNITS (CEUs)

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

Questions? Call Lucinda at 253-840-8453.



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

YRQ:

Quarter Year 20 _____

Social Security Number _____

Student Identification Number (SID) _____



Mail completed form to:

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

- Summer Fall
 Winter Spring

Student Status

- New Male
 Returning Female

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

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

LAST NAME _____ **FIRST NAME** _____ **MIDDLE INITIAL** _____ **PREVIOUS LAST NAME (if applicable)** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

DAY TELEPHONE _____ **EVENING TELEPHONE** _____ **BIRTH DATE MM/DD/YR** _____ **EMAIL ADDRESS** _____

U.S. CITIZEN? Yes No*

If no, what type of VISA do you have?

- IMMIGRANT/PERMANENT RESIDENT - card # _____
 REFUGEE STUDENT VISA VISITOR

OTHER: _____

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

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

- Yes No

Need CEU's or Clock Hours?

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

- CEU's Clock Hours

What race do you consider yourself to be?

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

Are you of Spanish or Hispanic Origin?

- Yes (722) No (999)

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

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

OFFICE USE ONLY

- Phone in
 Mail in
 Walk in

Initials & Date _____

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

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

Student Signature: _____ Date: _____

TOTAL FEES: \$ _____

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



COMMUNITY & CONTINUING EDUCATION REGISTRATION AND POLICIES

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

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



Register Online

New and returning Community and Continuing Education students may register online and pay at www.PierceCE.com. 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 unregistered children to attend class sessions or sit unsupervised in public areas. Children under the age of 16 that want to register for a course not designated for children must be accompanied by a parent or guardian who is also registered and will be in attendance at all class sessions with them. Prior approval is required from the instructor. To make a request, please call 253-840-8451 and allow 10 days before the course begins for processing of your request. Children must be registered with their legal name and birthdate in order to participate.

