

COMMUNITY & CONTINUING EDUCATION

WINTER QUARTER 2020
NONCREDIT COURSES

ONLINE CLASSES

PAGE 24

THREE EASY WAYS TO REGISTER

3



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 W026** **PUY CTR 276** **Fee: \$139** ← Course Fee
 Course Day(s) → **Tuesday and Thursday** **2 Sessions: Jan. 14 and 16** **6-9 p.m.** ← Course Times
 Instructor → **Stocke** ← Course Location (site/bldg/room)
 Course Date(s) → **2 Sessions: Jan. 14 and 16** ← Course Date(s)

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



MAKE & TAKE

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



HOT CLASSES

This class is HOT! Register early!



SUPPLY FEE

Supply fees apply to some classes. These are separate fees payable to the instructor on the first day of class. Cash only please. Look for this symbol for classes where this applies.

Drawing Celtic Knotwork Workshop

This drawing course is steeped in historical knotwork construction, intuitive meditation and creativity. You will learn how to construct basic to complex interwoven knots by learning the concepts of creation such as open/closed spaces, mirroring the image, repeated patterns and color choice/medium. By the end of the workshop you will be able to create and construct a journey mandala while gaining some confidence in trusting your own intuition.

SUPPLY FEE: \$10

Item W009	PUY LSC 128	Fee: \$39
Saturday		9 a.m. to noon
Sattler		1 session: Feb. 22



PERSONAL ENRICHMENT

ART & CREATIVITY

NEW! Drawing Your Pet Workshop

You don't need to be a skilled artist in order to draw a picture of your pet. All you need is a photo, instruction and basic drawing supplies. Come spend a fun morning drawing and discover how happy it makes you as you draw your pet with either pencil or pen. Please email ce-questions@pierce.ctc.edu for supply list.



Item W001	PUY AAH 236	Fee: \$39
Saturday		9 a.m. to 12 noon
Ward		1 session: Feb. 8

Drawing and Sketching for All Skill Levels

If you want to learn or hone your drawing skills or just want to have fun, bring your paper and pencils to this five-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. Email ce-questions@pierce.ctc.edu for supply list.

Item W002	PUY AAH 133	Fee: \$99
Thursday		6-8 p.m.
Ward		5 sessions: Jan. 16 to Feb. 13

NEW! Intermediate/Advanced Colored Pencil Drawing

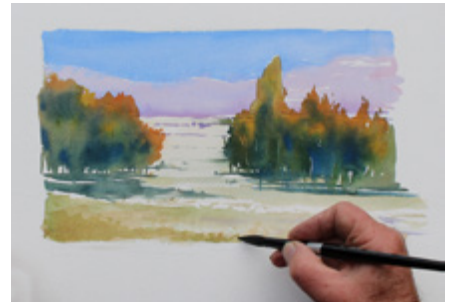

For those of you who love to work slowly with an infinite variety of detail, this colored pencil class is for you. We will draw from observation with various techniques. Layering, mixing and outlining methods will be covered as well as surfaces to give you rich detail or texture. Email ce-questions@pierce.ctc.edu for supply list. *No class Jan. 20 and Feb. 17.*

Item W003	PUY AAH 236	Fee: \$99
Monday		6-8 p.m.
Ward		5 sessions: Jan. 13 to Feb. 24

NEW! Beginning Watercolor

Basic Watercolor instruction for the beginner to intermediate watercolorist including the best materials to use, design, value, color mixing, plus lots of tips and tricks. Easy to follow demonstrations with lots of one-on-one help. We will be painting landscapes, still life and a portrait. Supplies will be discussed during the first class session.

Item W004	PUY AAH 236	Fee: \$129
Thursday		6-8 p.m.
Snowden		6 sessions: Jan. 9 to Feb. 13

Summer 2020
KIDS COLLEGE STEM CAMP

See our Spring Possibilities bulletin for more information!

POSSIBILITIES. REALIZED.



NEW! Painting with Coffee ☕

Learn how to paint with instant coffee! A fun class with an overview of how to apply the coffee and a short demonstration. Subject material will be supplied or bring any subject you would like to paint - landscape, portrait or still life and you'll be amazed at the results. All supplies provided. **SUPPLY FEE: \$5**

Item W005 **PUY AAH 236** **Fee: \$49**
Saturday **10 a.m. to 2 p.m.**
Snowden **1 session: Jan. 11**

NEW! Wet on Wet Watercolor Flowers 💧

Learn how to paint a wet on wet watercolor of flowers. There will be a short demonstration then you can use supplied reference material or bring your own floral subject. Lots of one-on-one help. You'll want to take your painting home and hang it up. *Bring your own watercolor supplies or pay a* **SUPPLY FEE: \$5**

Item W006 **PUY AAH 236** **Fee: \$49**
Saturday **10 a.m. to 2 p.m.**
Snowden **1 session: Jan. 25**



NEW! Experimental Acrylic Painting 💰

In this 4-week course we will build upon the basic skills needed to create beautiful pieces of acrylic art. Our first session will include a course overview, supply list (needs and wants) and an introduction to abstract design. We will be experimenting with different types of acrylic application, such as texture use, light and dark contrast, impressionism, and paint pouring! For our first class, you will need to bring a one-inch flat brush and a 1/4-inch angle brush. *No class Jan. 20.* **SUPPLY FEE: \$15**

Item W008 **PUY AAH 238** **Fee: \$99**
Monday **6-8:30 p.m.**
Sattler **4 sessions: Jan. 6 to Feb. 3**

NEW! Introduction to Paper Art 💰

Let's create! In this fun workshop, we will look at ways to use colorful sheets of paper to make small handmade books, paper puppets and unique paper art compositions. We will be making button books and collage art in addition to other creations. **SUPPLY FEE: \$10**

Item W010 **PUY LSC 128** **Fee: \$39**
Saturday **9 a.m. to noon**
Sattler **1 session: Jan. 18**

NEW! Blank Book Making 💰

Would you like to document your personal journey by making your own personalized book or journal? Are you looking for a unique, one-of-a-kind gift that anyone can use? In this fun workshop you will create a cover using watercolor inks to match complimentary paper which will then be combined to construct a book. You will be instructor led through each step, which will include folding, gluing and sewing folios together. Supplies included are blank paper for writing, book board, thread, needle, paper snippets and glue. If you have any paper ephemera (ticket stubs, playbills, train/airplane tickets, etc.) you would like to add please feel free to bring it with you to class. **SUPPLY FEE: \$10**

Item W007 **PUY LSC 128** **Fee: \$49**
Saturday **10 a.m. to 2 p.m.**
Sattler **1 session: Feb. 15**



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 W011 **PUY HEP 206** **Fee: \$99**
Saturday **9-10 a.m.**
Llanos **8 sessions: Jan. 11 to Feb. 29**

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 W012 **PUY HEP 206** **Fee: \$99**
Saturday **10:15-11:15 a.m.**
Llanos **8 sessions: Jan. 11 to Feb. 29**

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 W013 **PUY HEP 206** **Fee: \$99**
Saturday **11:30 a.m. to 12:30 p.m.**
Llanos **8 sessions: Jan. 11 to Feb. 29**

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.*

Item W018 **DTNW** **Fee: \$129**
Thursday **6-7 p.m.**
DTNW **11 sessions: Jan. 9 to March 19**

Item W019 **DTNW** **Fee: \$119**
Saturday **9-10 a.m.**
DTNW **10 sessions: Jan. 11 to March 14**

Dance Theater Northwest (DTNW)

2811 Bridgeport Way W #24, University Place 98466



Chakra Workshop 💰

Chakras are our bodies' inner energy centers that help us function on all levels. When we activate our chakras, we help to heal emotional wounds and physical ailments, balance our circadian rhythm 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. **OPTIONAL SUPPLY FEE (BOOK): \$15**

Item W017 **PUY LSC 150** **Fee: \$29**
Saturday **10 a.m. to noon**
Bailey **1 session: Feb. 22**

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 class you will learn smudging techniques, meditations and which plants are safe to use for smudging. You will make your own cedar smudge stick, smudge herb blend kit with shell and feather. Class includes handout, guide and eBook. **SUPPLY FEE: \$10**

Item W014 **PUY LSC 150** **Fee: \$29**
Saturday **12:30-2:30 p.m.**
Bailey **1 session: Feb. 22**

Navigating the New Year Using Astrology and Tarot

This popular recurring course uses astrology and tarot to help you develop and understand your own intuitive powers. To understand this course we do ask that you have a basic understanding of the Tarot. We'll study cycles and trends in your life, how to work with daily transits using the monthly calendar, compatibility charts, celebrity charts and your solar returns for 2020. Bring your favorite tarot deck to class.

Item W016 **FS OLY 203** **Fee: \$99**
Thursday **7-9 p.m.**
Tognetti **7 sessions: Jan. 30 to March 12**

Detox for a New You

If your New Year's resolution is to "lose weight" or "get healthier" then detoxification is a great starting point. We are all exposed to toxins everyday from our environment, workplace, personal care products, and what we consume. From time to time, depending upon your lifestyle and level of exposure, our bodies need to "detox" by undergoing a 2-step detoxification process. In this workshop you will learn how to safely detox and create your own customized program using herbs, diet and other natural substances. Class includes ebook and informative handout.

Item W015 **PUY LSC 150** **Fee: \$29**
Saturday **10-11:30 a.m.**
Bailey **1 session: Jan. 11**

CAREER & TRADE SKILLS

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 5999 ONLINE Fee: \$199

CATIA V5 Essentials

Learn all about CATIA basics with five self-paced online courses bundled into a discounted price. Training includes: Introduction to CATIA V5, Assembly Design Fundamentals, Sketcher & Auto Constraint, Part Design Fundamentals, and Part & Product Integration. Courses are popular for employment in machine shops and at Boeing. *Company vouchers accepted.*

Item W023 PUY ADM 136 Fee: \$2,309
Friday and Saturday 8 a.m. to 4:30 p.m.
Rillos 2 sessions: Jan. 31 and Feb. 1

* For information on online CATIA V5 courses, please call 253-840-8453 or email ce-questions@pierce.ctc.edu

CATIA V5 NC Programming

Learn how to create 3 axis NC programs using CATIA V5. Starting with a sample part to machine, the class will cover how to create the proper Spec tree structure to facilitate a multi position program. Using Pocket, Surface and Profile milling, as well as drilling, we will program the part to completion. We will also create the Operator Docs. *Prerequisite: Students must have prior CATIA V5 knowledge or have taken the "CATIA V5 Fundamentals Bundle" web simulation training. Company vouchers accepted.*

Item W024 PUY CTR 276 Fee: \$3,409
Friday, Saturday and Sunday 8 a.m. to 4:30 p.m.
Rillos 3 sessions: Feb. 14-16

"I had no experience with CATIA prior to the class, but with the focused, well planned program, I was able to navigate and create confidently and efficiently. My instructor, Kaae Rillos, had extensive industry experience and his presentations were both professional and enjoyable. I am confident that I will be able to successfully apply my new skills to my job and progress in my career." – David Kramer



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 W020 PUY LSC 128 Fee: \$79
Saturday 9 a.m. to 4 p.m.
Pollard 1 session: Jan. 18

Item W021 PUY LSC 128 Fee: \$79
Saturday 9 a.m. to 4 p.m.
Pollard 1 session: Feb. 15

Item W022 PUY LSC 128 Fee: \$79
Saturday 9 a.m. to 4 p.m.
Pollard 1 session: March 14

COMPUTERS & TECHNOLOGY

Beginning Computers for 50+

Want to begin using a computer? Need practice using a mouse and keyboard? 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 email 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.

Item W029 PUY CTR 276 Fee: \$139
Monday and Wednesday 6-9 p.m.
Stocke 2 sessions: Feb. 10 and 12

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 W027 PUY CTR 276 Fee: \$139
Tuesday and Thursday 6-9 p.m.
Stocke 2 sessions: Feb. 25 and 27

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 W025 PUY CTR 276 Fee: \$69
Tuesday 6-9 p.m.
Stocke 1 session: Jan. 21

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 W030 PUY CTR 276 Fee: \$139
Tuesday and Thursday 6-9 p.m.
Stocke 2 sessions: Jan. 28 and 30

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 W026 PUY CTR 276 Fee: \$139
Tuesday and Thursday 6-9 p.m.
Stocke 2 sessions: Jan. 14 and 16



More personal computer courses offered online! See page 29



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 will enhance the dance experience.*

Item W032 **PUY HEP 206** **Fee: \$99**
Thursday **6-7 p.m.**
Behr **5 sessions: Jan. 9 to Feb. 6**

NEW! Basic Ballroom Dance Continued

Extend your fun! Continue dancing by learning 3 new dances; The Rumba, Cha-Cha and Salsa! This is still an introductory level course so if you have not taken Basic Ballroom Dance, no problem! In addition to learning the dances we will learn to appreciate the music because "music dictates the dance," rhythm, styling and partner connections. You will learn to listen to the music at any venue and be confident enough to get out on the dance floor. Partners are recommended but not required. *Smooth-soled shoes enhance the dance experience.*

Item W033 **PUY HEP 206** **Fee: \$99**
Thursday **6-7 p.m.**
Behr **5 sessions: Feb. 13 to Mar. 12**

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 W028 **PUY CTR 276** **Fee: \$139**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 sessions: Feb. 4 and 6**

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 W031 **PUY CTR 276** **Fee: \$129**
Tuesday and Thursday **6-9 p.m.**
Stocke **2 sessions: March 10 and 12**



HEALTHY EATING

NEW! The Importance of Decoding Food Labels

Food labels are changing by 2020 and we've been taught to look at them for many different reasons which is why it can be easy to feel overwhelmed and misinformed. You will gain label reading skills intended to make it easier for you to make quick, informed food choices that contribute to a healthy diet. Come learn about what to avoid, what to look for, and how to make simple, logical and healthy choices for yourself and your family.

Item W043 **PUY LSC 111** **Fee: \$29**
Saturday **11 a.m. to 12:30 p.m.**
Blakeney **1 session: Jan. 18**

Beginning Adult/Teen Tap

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 W034 **DTNW** **Fee: \$129**
Wednesday **6:40-7:40 p.m.**
DTNW **11 sessions: Jan. 8 to March 18**

Dance Exercise

Need inspiration to keep going, stay in shape, have fun and lose weight? Dance exercise is a moderately paced workout with 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 W035 **DTNW** **Fee: \$79**
Tuesday and Thursday **4:45-5:45 p.m.**
DTNW **22 sessions: Jan. 7 to March 19**

Dance Theater Northwest DTNW
 2811 Bridgeport Way W #24
 University Place 98466

Make Your Own Healthy Tea Blend 🍵💰

Tea is the number one beverage in the world. Learn why this delicious beverage can help you lose weight and detox, while providing valuable nutrition. Herbal tea blends are mixtures of flowers, leaves, berries, bark or roots. Learn how to make high quality loose leaf tea blends with herbs that are caffeine free. These blends can also be added to your favorite black or green teas. We will sample different types of "loose leaf" teas that can be put inside tea bags or brewed inside a diffuser. Great for gift giving or for your own enjoyment! Includes a handout, recipes and eBook. You will be able to make two tea blends. **SUPPLY FEE: \$10**

Item W046 **PUY LSC 150** **Fee: \$29**
Saturday **12-2 p.m.**
Bailey **1 session: Jan. 11**



Cooking with Herbs and Spices

In this workshop we will discuss incorporating herbs and spices into our everyday diet, those that can enhance the flavor and nutrients into your favorite dishes, as well as learning many new recipes. We will cover which herbs, spices and edible flowers do well with meats, veggies, desserts and cocktails and how to create flavored oils, extracts, butters, vinegars and other condiments. Includes a handout, herb & spice cooking chart, recipes and eBook.

Item W047 **PUY LSC 150** **Fee: \$29**
Saturday **10 a.m. to 12 p.m.**
Bailey **1 session: Jan. 25**

Create Your Own Herb and Spice Blend

Students will learn the basics about using common herbs and spices and how they complement each other in many types of regional blends. There is also opportunity to create your own unique blends using the herbs and spices provided with or without salt or pepper. The different types of salts will be discussed, including smoked pink, red and black salts. We will cover Asian, Mexican, Indian and Mediterranean single and combination blends like Curry, Graham Marsala and the Peppers plus many more. Includes a handout, herb & spice cooking chart, recipes and eBook. You will have the chance to make two of your own blends. **SUPPLY FEE: \$10**

Item W048 **PUY LSC 150** **Fee: \$49**
Saturday **12:30-2:30 p.m.**
Bailey **1 session: Jan. 25**

Make Kombucha at Home

Come and see how simple and inexpensive kombucha is to make yourself! You'll learn about the health benefits, see a hands-on demonstration on how to start a batch, and taste samples to find your favorite. You will leave with supplies and instructions on how to start your own batch at home! Please bring a clean quart jar with a snug fitting lid. **SUPPLY FEE: \$5**

Item W040 **PUY LSC 126** **Fee: \$29**
Saturday **12-1:30 p.m.**
Malmgren **1 session: Feb. 8**

Deciphering Herbal Supplements

Herbs are "nature's whole food vitamin" – better than any synthetic, generic vitamin found on drugstore shelves. We will discuss popular supplements and how they may differ. 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. Includes a handout with recipes and an eBook.

Item W041 **PUY LSC 150** **Fee: \$29**
Saturday **12-1:30 p.m.**
Bailey **1 session: Jan. 18**

Eating for Energy

Discover the six culprits that are keeping you exhausted and what you can do to turn things around. 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 which are made up of five powerhouse energy boosting foods to integrate into your diet. This class has the potential to change your life for good!

Item W042 **PUY LSC 111** **Fee: \$29**
Saturday **9:30-11:30 a.m.**
Blakeney **1 session: Feb. 22**

NEW! Gluten-Free Soups, Stews and Comfort Foods

Comfort foods, soups, and stews are perfect for winter, but can sometimes be hard if you are following a gluten-free diet. Almost all processed soups have gluten added to them, but it is simple and easy to make your own soups, stews and comfort foods leaving the gluten to the manufacturers. Three tasty recipes will be demonstrated: Chicken Boy Choy Soup, Italian Sausage Stew, and Paleo-style Gluten-free Shepard's Pie. You will take home a small cookbook with these recipes and more. **SUPPLY FEE: \$15**

Item W039 **PUY CPD** **Fee: \$49**
Saturday **11:30 a.m. to 2:30 p.m.**
Blakeney **1 session: Jan. 25**

NEW! Healthy Gluten-Free Quick Weeknight Dinners

Learn how to make quick, healthy and gluten-free meals for your busy weeknights or any time. In this three-hour class, the instructor will demonstrate three recipes. We'll cook Easy Chicken Stir Fry, Mission Style Vegetarian Lettuce Tacos, and Mediterranean Buddha Bowls. You will take home a small cookbook with these recipes and more. **SUPPLY FEE: \$15**

Item W038 **PUY CPD** **Fee: \$49**
Saturday **12-3 p.m.**
Blakeney **1 session: Feb. 29**

Sugar Detox

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. **SUPPLY FEE: \$15**

Item W045 **PUY LSC 111** **Fee: \$59**
Saturday **9:30-10:30 a.m.**
Blakeney **5 sessions: Jan. 11 to Feb. 8**

Item W044 **FS OLY 205** **Fee: \$59**
Wednesday **7-8 p.m.**
Blakeney **5 sessions: Jan. 8 to Feb. 5**

NEW! Vegan Dishes for Everyone

If you're a vegan, transitioning to veganism, like to eat vegan sometimes or just love different foods, then this class is for you! We will make two different, delicious and nutritious dishes. The first will be roasted cauliflower, sweet potatoes and chickpeas with Indian spices. The second will be French lentils with fresh thyme and balsamic vinegar. **SUPPLY FEE: \$10**

Item W036 **PUY CPD** **Fee: \$39**
Saturday **10 a.m. to noon**
Patel **1 session: Feb. 22**

NEW! What is Gluten and Should I Give It Up?

Students will learn about the large role gluten plays within the American diet and how recent medical science has implicated this protein in causing and sustaining inflammation and certain types of chronic illness. A portion of the course will also cover bulk meal preparation techniques, portion control, and other nutritional factors to consider when enacting dietary change. At the end of the course, students will receive a sample meal plan (breakfast, lunch, dinner, and dessert) and other resources based on their personal tastes and preferences. This is an informational course with no cooking involved.

Item W037 **PUY LSC 171** **Fee: \$49**
Saturday **11 a.m. to 12:30 p.m.**
Durrent **2 sessions: Jan. 18 and 25**



HOME & GARDEN

Basic Bread Making 🍞👤

Enjoy the smell of fresh bread baking in your home this fall and winter! In this popular course, we'll take the mystery out of making yeast bread and dinner rolls using simple no-fail tips and techniques. Come create and enjoy the thrill of baking once again. Recipes provided. *Bring an apron.*

Item W049 PUY CDP Fee: \$59
Saturday 9 a.m. to 1 p.m.
Belt 1 session: Feb. 8



How to Make Tamales 🍌👤💰

Wow! This class was HOT last quarter so be sure to register early! Tamales are corn husk-wrapped bundles filled with a corn-based dough called masa and a tasty filling. In this fun interactive class, you will learn how to make traditional Mexican tamales from scratch. You will learn how to prepare different types of fillings as well as how to prepare the masa and assemble and cook the tamales. All this while sipping on traditional Mexican hot chocolate. You will go home with a handout as well as some hot tamales to enjoy at home. **SUPPLY FEE: \$10**

Item W050 PUY CDP Fee: \$39
Saturday 10 a.m. to 12:30 p.m.
Palacios 1 session: Jan. 18

Item W051 PUY CDP Fee: \$39
Saturday 10 a.m. to 12:30 p.m.
Palacios 1 session: Feb. 1

Indoor Gardening

There is so much indoor gardening we can do during the winter to help to beat the blues! Grow your own indoor microgreen garden, fresh sprouts on the counter top, seed starting that saves money and a crash course on growing and caring for houseplants. So much information and ideas packed into this class!

Item W058 PUY LSC 150 Fee: \$29
Saturday 10-11:30 a.m.
Bailey 1 session: Feb. 1

The Perfect Houseplant

Houseplants are making a comeback in the decorating world and anyone can successfully grow them, at least after you take this workshop! Learn which houseplants and other indoor plants can be successfully grown in your home or office and how to easily care for them.

Includes a handout, toxic plant guide and eBook.

Item W054 PUY LSC 150 Fee: \$29
Saturday 12-1:30 p.m.
Bailey 1 session: Feb. 1



Essential Oil Blends for Winter 🌿💰

Essential oil blends are fun and easy to prepare by combining a variety of scents together diluted in a carrier oil. This blend can be

used "neat" directly on the skin as a fragrance or used as an ingredient to make other herbal products- sprays, bath oils, balms, additive, insect repellent, etc. Learn the basics on using essential oils and how to blend oils by choosing which ones go well together for desired results, especially for winter. Class includes a handout and eBook. You will have the opportunity to make two of your own blends. **SUPPLY FEE: \$10**

Item W059 PUY LSC 150 Fee: \$29
Saturday 10 a.m. to noon
Bailey 1 session: Feb. 8

Create a Natural Fragrance Spray 🌿💰

Learn how to make your own DIY fragrance sprays with natural ingredients customized to your liking and individual needs. These sprays can be used to scent the home, air, linens, clothes, pet bedding as well as on the body as a fragrance, insect repellent, facial toner or for rash relief. Easy to make for your personal use, family members or give as gifts. Class includes an instructional handout. You will have the opportunity to make two of your own fragrance blends. **SUPPLY FEE: \$10**

Item W060 PUY LSC 150 Fee: \$29
Saturday 12:30-2:30 p.m.
Bailey 1 session: Feb. 8

Natural Immunity Boosters

Are you 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, Recipes and eBook.

Item W055 PUY LSC 150 Fee: \$29
Saturday 10-11:30 a.m.
Bailey 1 session: Jan. 18

Beginning Flower Arranging 🌸👤

This course is ideal for beginners who are interested in learning the basics of flower arranging. Each week you will learn about different flowers, their properties and life expectancy, all while creating your own arrangements to take home. Please bring wire cutters, florist clippers, florist knife and scissors. Please do not bring kitchen paring knives.

Please register before January 9, so we can order the flowers.

Item W056 PUY LSC 150 Fee: \$179
Thursday 6-8 p.m.
Johnson 4 sessions: Jan. 9-30

NEW! Intermediate Flower Arranging 🌸👤

This course is for those who have already take a class in floral arranging and are interested in learning new techniques. We'll be working with different flowers and new products including deco wire, deco beads as well as high style components. **Please register before February 13, so we can order the flowers.**

Item W057 PUY LSC 150 Fee: \$229
Thursday 6-8 p.m.
Johnson 5 sessions: Feb. 20 to March 19

Create Lawn Envy 🌳

This class will take the confusion out of your lawn care chores. Once you know what grass needs are and then provide it at the proper times, you will achieve an amazing lawn that will create envy with your neighbors, or at least get them to tell you your secret. We will discuss natural lawn care and how to deal with common problems. Plenty of time for questions and answers.

Includes a handout and Ebook.

Item W063 PUY LSC 150 Fee: \$29
Saturday 12:30-2:30 p.m.
Bailey 1 session: March 7

NEW! Easy Winter Comfort Foods 🍲💰

Disregard the carb count for a day and come learn to make some simple winter comfort foods that are tasty year-round! In this workshop you will learn how to make easy and quick old fashion comfort foods using healthy variations on a basic economical white sauce ... If you remember creamy potato soup, cheese sauce on your veggies, macaroni & cheese, and pudding from scratch like grandma's, this class is for you! Calorie and nutrition info will be available and it's not as bad as you might think! **SUPPLY FEE: \$5**

Item W052 PUY CDP Fee: \$29
Saturday 12-1:30 p.m.
Malmgren 1 session: Jan. 11

Pruning Your Landscape

This class will take the confusion out of your pruning chores. Once you know when, how and what to prune at the proper times, you will achieve an amazing landscape! We will discuss how and when to prune trees, shrubs, fruits, canes, berries, vines, grasses, perennials as well as dead heading and dormant spraying. Bring your questions and images for the instructor if desired. Includes a handout and Ebook.

Item W053 **PUY LSC 150** **Fee: \$29**
Saturday **10 a.m. to noon**
Bailey **1 session: March 7**

PERSONAL ENRICHMENT

NEW! DIY Drip Watering System

Love your summer plants but tired of being a slave to watering? Are you leaving on vacation and want your plants to survive? Come learn to install a drip watering system and have more time to enjoy your yard and healthier plants without the chore of watering. You'll learn about what options are right for your planning configuration; all while saving money on your water bill. Instructor will share lessons learned and tips for success during a hands-on demonstration for typical installation. You will also have the opportunity to sketch your yard layout so you know what to buy.

Item W062 **PUY LSC 126** **Fee: \$29**
Saturday **12-1:30 p.m.**
Malmgren **1 session: March 7**

NEW! The ABC's of Rose Care

In this informative workshop, you'll learn proper techniques on rose selection, planting and general rose care. We will also cover planning, spring pruning, rose disease and insect prevention. Plenty of time for questions and answers. Greg Madsen is a Master rosarian, exhibitor and judge.

Item W061 **PUY LSC 128** **Fee: \$39**
Saturday **10 a.m. to 1 p.m.**
Madsen **1 session: March 7**



MUSIC & VOICE

Beginning Guitar 🎸 💰

Come learn how to play your guitar quickly and easily in this fun course. You will learn the basics of reading music, how to hold and use a pick, tuning, chords, finger numbers, hand position, strum patterns and more. You'll also learn several songs, all with different styles and techniques. Please bring a functioning guitar and pick to class. **SUPPLY FEE: \$10**

Item W069 **PUY AAH 205** **Fee: \$99**
Wednesday **6-7:30 p.m.**
Herring **6 sessions: Jan. 8 to Feb. 12**

Songwriting 🎵

Have you ever wanted to write a song and didn't know where to start? This fun course is for you! We'll study word composition and phrasing, song arrangement, chord progressions as well as continuity of theme. Includes exercises in word phrasing, rhyme and poetry. You will also have the chance to share your individual ideas while forming your own songs! Ann Herring is an award winning songwriter who with her band at one time toured with Johnny Cash, Rodney Crowell, and Emmy Lou Harris.

Item W070 **PUY AAH 131** **Fee: \$79**
Tuesday **6-7:30 p.m.**
Herring **5 sessions: Jan. 7 to Feb. 4**

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 205** **Fee: \$69**
Thursday **6-8 p.m.**
VFA **1 session: Feb. 6**

Item W067 **PUY LSC 171** **Fee: \$69**
Thursday **6-8 p.m.**
VFA **1 session: Mar. 12**

Beginning Piano

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

Item W068 **PUY AAH 205** **Fee: \$129**
Tuesday **6:30-8:30 p.m.**
Davidson **5 sessions: Jan. 14 to Feb. 11**

LANGUAGE

Beginning Conversational Spanish 🎵

The best way to learn a language is through conversation. In this fun and relaxed beginning level course we'll teach you conversation skills which will allow you to communicate with others in Spanish. You'll learn the basics, such as how to ask for directions, order a meal, or ask the price of an item plus much, much more!

Item W065 **PUY LSC 171** **Fee: \$99**
Wednesday **6:30-8 p.m.**
Palacios **6 sessions: Jan. 15 to Feb. 19**

Beginning Conversational French

In this fun, interactive course you will learn how to express yourself in simple conversations, do 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. *Please bring a notebook.*

Item W064 **PUY LSC 171** **Fee: \$99**
Tuesday **6:30-8 p.m.**
Kern **6 sessions: Jan. 14 to Feb. 18**



More language courses offered online! See page 28

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.

Item W071 **FS OLY 284** **Fee: \$49**
Monday-Thursday **noon to 12:50 p.m.**
Rutherford **41 sessions: Jan. 6 to March 19**

Item W072 **PUY AAH 102** **Fee: \$49**
Monday-Thursday **noon to 12:50 p.m.**
Owen **41 sessions: Jan. 6 to March 19**

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.

Item W073 **PUY AAH 102** **Fee: \$49**
Monday-Thursday **1-1:50 p.m.**
Owen **41 sessions: Jan. 6 to March 19**

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 W074 **PUY AAH 102** **Fee: \$49**
Tuesday **7:30-9:30 p.m.**
Bove **11 sessions: Jan. 6 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.**

Item W075 **PUY AAH 102** **Fee: \$49**
Monday **7:30-9:30 p.m.**
Naze **9 sessions: Jan. 6 to March 19**

PERSONAL FINANCE

NEW! Combined Financial Series: Social Security - Your Questions Answered and Healthcare and Your Retirement

Two workshops in one – a \$9 savings! This educational combination workshop is ideal for anyone nearing retirement, or ages 55 and up who have uncertainties about Social Security and healthcare and your retirement. 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? You will also learn how to handle your 401(K), pension, or other employer sponsored retirement plan when you leave your job. Plenty of time for questions and answers, too!

Item W078 **PUY LSC 171** **Fee: \$29**
Thursday **6-8 p.m.**
Koleszar **1 session: Jan. 9**

NEW! Combined Financial Series: Social Security - Your Questions Answered and Your Money - Leave It, Move It, Roll It, Take It

Two workshops in one – a \$9 savings! This educational combination workshop is ideal for anyone nearing retirement, or ages 55 and up who have uncertainties about Social Security and healthcare and your retirement. 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? You will also learn the potential impact of rising healthcare costs on retirement savings. We'll cover Medicare coverage, cost, (including long-term costs) and available options for supplemental health care, including long-term care insurance. Plenty of time for questions and answers, too!

Item W079 **PUY LSC 171** **Fee: \$29**
Thursday **6-8 p.m.**
Koleszar **1 session: Feb. 13**

Foundations of Investing Seminar

Learn the basic rules for investing: develop a strategy, choose quality investments, diversify portfolio, invest for the long term and focus on what you can control. Come learn all the details. Plenty of time for questions and answers.

Item W076 **PUY LSC 126** **Fee: \$19**
Wednesday **6-7:30 p.m.**
Nelson **1 session: March 18**

Healthcare and your Retirement

Come learn the potential impact of rising health care costs on retirement savings. Includes an introduction of Medicare coverage and costs, long-term care costs, available options for supplemental health care and long-term care insurance.

Item W077 **PUY LSC 126** **Fee: \$19**
Wednesday **6-7:30 p.m.**
Nelson **1 session: Jan. 29**



More online finance and investing courses on page 27

PHOTOGRAPHY

NEVER STOP LEARNING

Are you 50+?

OUR NEW
SENIOR EMERITUS
PROGRAM IS FOR YOU!

Digital Photography: Beginning/Intermediate 💰

This is an ideal course for beginning to intermediate level photographers who want to create better photos. We'll cover essentials like lighting, composition, and problem solving in a fun class, filled with many hands-on learning projects. Includes 200 page reference manual. Point-and-shoot as well as DSLR cameras welcome. **SUPPLY FEE: \$7. Bring your camera and fully charged batteries.**

Item W080 PUY AAH 131 Fee: \$159
Wednesday 6:30-8:30 p.m.
Kehr 5 sessions: Jan. 8 to Feb. 5

NEW! Digital Photography: Learn By Doing 💰

This is an ideal course for beginning to intermediate level photographers who want to create better photos. We'll cover essentials like lighting, composition, and problem solving in a fun class, filled with many hands-on learning projects. Includes 200 page reference manual. Point-and-shoot as well as DSLR cameras welcome. **SUPPLY FEE: \$7. Bring your camera and fully charged batteries.**

Item W083 PUY AAH 131 Fee: \$149
Wednesday 6:30-8:30 p.m.
Kehr 4 sessions: Feb. 26 to March 18

Digital Photography: Portraits 💰

This fun workshop will help you take better people portraits. It covers lighting, composition and lots of hands-on tips and tricks for better photos. Perfect for any experience level. Includes 25 page reference manual. Point-and-shoot as well as DSLR cameras welcome. **SUPPLY FEE: \$2. Bring your camera and fully charged batteries.**

Item W081 PUY AAH 131 Fee: \$29
Wednesday 6:30-8:30 p.m.
Kehr 1 session: Feb. 19

Digital Photography: Travel Shots 💰

Are you planning on taking a trip and want to take memorable photos to last a lifetime? Come learn about the camera gear you must have, and the techniques needed to document your journey. Includes 25 page reference manual. Point-and-shoot as well as DSLR cameras welcome. **SUPPLY FEE: \$2. Bring your camera and fully charged batteries.**

Item W082 PUY AAH 131 Fee: \$29
Wednesday 6:30-8:30 p.m.
Kehr 1 session: Feb. 12



Pierce College has long been a valuable member of the Pierce County community. Since our inception in 1967, we have worked hard to serve the distinct populations within our region.

We recognize that continuous learning is an essential characteristic of a thriving community. Therefore, we are excited to launch our Senior Emeritus program at Pierce College Puyallup, which will offer a broad range of noncredit programs and classes to serve the 50+ community.

If you have the desire to acquire a new skill, learn about healthy living strategies, express your artistic side, or gather with others who share your interests for stimulating lectures and conversation, we welcome you to enjoy these enriching learning opportunities at Pierce College.

Darrell Cain
President
Pierce College Puyallup

SPECIAL INTEREST

PERSONAL ENRICHMENT

SENIOR EMERITUS PROGRAM

NEW! 100 Candles: What the World's Oldest Have to Teach Us

Can you imagine blowing out 100 candles on your birthday cake someday? Believe it or not, centenarians (people who live to be 100 or more) are the second fastest growing age group in the United States and people 85 and over are the fastest growing group! We like the idea of living longer...but only if we live well. There are places in the world where people outlive Americans by 8-10 years. They have fewer diseases than we do and more energy. Would you like to find out what keeps them living long and strong? This seminar will help you discover where the world's oldest, healthiest people live and the secrets they have to share with us about aging well. You will learn nine of their best practices that will help you optimize your health and your longevity right away. Jeanie will take you on a memorable, guided exploration of what the oldest people around the world have to share. Come ready for a dynamic learning session that can add years to your life.

Item W086 **PUY AAH 131** **Fee: \$29**
Thursday **2:15-4:15 p.m.**
McKay **1 session: March 5**

NEW! Facebook and Finding Fake News

Social media, especially Facebook, is a way to connect with friends and strangers alike. It's a wonderful place to share information. It's also a place full of fake news and false information. Learn the Top 10 tips to spot stories on social media that are too good to be true. And don't be one of the many to accidentally spread false information.

Item W087 **PUY AAH 131** **Fee: \$29**
Tuesday **2:15-3:45 p.m.**
Josten **1 session: Feb. 25**

NEW! From the Crater to the Courtroom: A History of Volcano Hazard Management in Washington State

This presentation covers the State of Washington's preparedness, response and recovery to the eruption of Mount St. Helens and how those lessons learned are now applied to current preparedness for Mount Rainier. We'll also cover some of the natural and human history of Mount Rainier and take you to the summit to explore the wonder of one of the largest steam cave networks in the world caused by the volcano's heat.

Item W084 **PUY AAH 133** **Fee: \$29**
Wednesday **3-4:30 p.m.**
Lokey **1 session: Jan. 15**



NEW! On the Internet, Nobody Knows you're a Dog

Named after the famous New Yorker cartoon, this class will explore what to do when confronted with untrustworthy information or people online. We will practice real strategies and procedures you can use to verify online information and help you sift through the plethora of information out there to find what you can trust.

Item W085 **PUY LSC 206** **Fee: \$19**
Monday **3:15- 4:15 p.m.**
Caldwell **1 session: Feb. 3**

Astronomy for the Curious

This course is great for anyone who would like an introduction to astronomy. Topics include basic astronomy, star stuff (or the making of matter in the universe), tour of the solar system and other amazing sights in our galaxy.

Item W089 **FS OLY 102** **Fee: \$79**
Wednesday **6:30-8:30 p.m.**
Kaynor **3 sessions: Jan. 15-29**

Identifying Birds of Washington State

This is the perfect course for the beginner to intermediate level birders. Learn to identify over 300 bird species found in Washington. Includes identification of species, habitat and season, locations and tools needed. Also presented are birding techniques and ethics. 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 for purchase at local book stores or Amazon.com.

Item W088 **FS OLY 102** **Fee: \$129**
Wednesday **6:30-8:30 p.m.**
Kaynor **7 sessions: Feb. 5 to March 18**



ONLINE CLASSES

NONCREDIT

PROFESSIONAL DEVELOPMENT

Advance your career, sharpen your skills or prepare for employment with our convenient, 100% online courses. Check out our wide selection of noncredit courses for the best fit.

ONLINE CLASSES

JOB SKILLS

NONCREDIT ONLINE

PAGE
26

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.

BENEFITS:

- 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



Professional.PierceCE.com

CERTIFICATES

NONCREDIT ONLINE

PAGE
30

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.

BENEFITS:

- 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?



Complete a series of one month courses for a certificate.

COST



Ranges from \$195 to \$595. Take a certificate series and save!

BENEFITS



Improved skills plus resume-building certificates.



Business.PierceCE.com

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





Improve your classroom effectiveness

GET YOUR CLOCK HOURS

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

BENEFITS:

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

HOW LONG?	COST	BENEFITS
 Complete courses at your pace within one year	 Ranges from \$244 to \$294	 30-45 clock hours
 Educators.PierceCE.com		

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.





No refunds are given once you have been issued your username and password information.

TEACHER TRAINING

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.

BENEFITS:

- 24-hour access
- Online discussion areas
- 6-week format
- Expert instructors
- New sessions start monthly
- Mobile device friendly

HOW LONG?	COST	BENEFITS
 6-week courses	 Most individual courses only \$139	 Improved skills 24 clock hours
 Teachers.PierceCE.com		


Prepare for employment

HEALTH CARE AND BUSINESS

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.

BENEFITS:

- 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)
- WorkSource/WIOA funding available for selected programs
- Financial assistance and payment plans available to those who qualify

HOW LONG?	COST	BENEFITS
 6-12 months	 Varies based on course length. See course listing for pricing.	 Career building certification
 Career.PierceCE.com		

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



JOB SKILLS

NONCREDIT ONLINE

Most six-week
courses
ONLY
\$119!

Six-week courses start:

DEC.
11

JAN.
15

FEB.
12

MAR.
18



ACCOUNTING

Gain marketable new skills in bookkeeping, financial reporting, payroll and more, with hands-on learning in accounting practices.

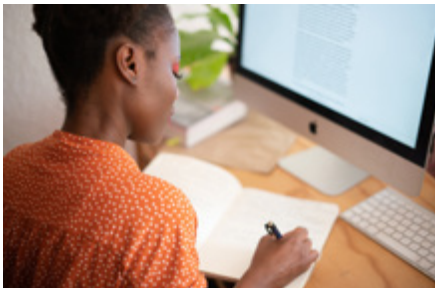
Accounting Fundamentals I
Accounting Fundamentals II
Crystal Reports
Performing Payroll in QuickBooks
Purchasing Fundamentals
QuickBooks



BUSINESS, OFFICE AND SALES

Thrive in business by learning office, customer service and sales skills that are in demand by high-performing organizations.

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



BUSINESS WRITING

Learn how to create strong written documents and use research tools to improve your career prospects, no matter what your field.

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



COMMUNICATIONS

Communication is key to conducting business and building strong personal and professional relationships. Explore verbal and nonverbal expression including personal style, listening and conflict management techniques.

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



COMPUTER PROGRAMMING

As the information technology industry rapidly grows, so do career and learning opportunities. Stay at the forefront with our computer programming courses.

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



ENTREPRENEURSHIP AND SMALL BUSINESS

Learn how to translate your dream of starting a business into effective action. Discover opportunities for entrepreneurship while gaining skills in sales and marketing.

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

Interested in accumulating wealth? These courses walk you through the steps to take to achieve true financial success.

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

Develop successful grant funding proposals that will outshine your competition. These courses are highly recommended for development professionals, educators, nonprofit agency staff and volunteers.

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



In a hurry?

Check out our
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

**CEUs
FOR****Nurses • Counselors • Physical Therapists • Medical Professionals****HEALTH AND
MEDICAL**

These courses are for those new to a medical career as well as people already established in the field seeking continuing education.

Certificate in Brain Health
 Certificate in End of Life Care
 Certificate in Energy Medicine
 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
 Certificate in Music Therapy and Sound Healing
 Certificate in Spirituality, Health and Healing
 Introduction to Natural Health & Healing

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
 Grammar & Writing for Health Professionals
 Handling Medical Emergencies
 HIPAA Compliance
 Human Anatomy & Physiology
 Human Anatomy & Physiology II
 Medical Math
 Medical Terminology

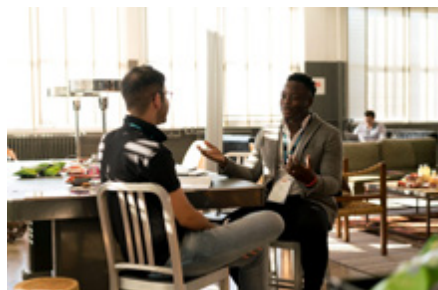
Accredited by the American Nursing Credentialing Center's Commission on Accreditation.

➔ **Also see our Career Programs in Health Care on pg. 34!**

ONLINE CLASSES**GRAPHIC AND WEB
DESIGN**

These courses are a must for graphic and web designers, providing tips and tools to help you master website design.

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

**LANGUAGE**

Language training can strengthen your communication skills and broaden your career opportunities. Our online language courses will help you gain a competitive edge in the workplace.

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



More language courses offered in a classroom setting! See page 20.



MANAGEMENT AND LAW

Master new skills by learning the fundamentals of management and business law. These courses are for supervisors and managers who want to improve management effectiveness.

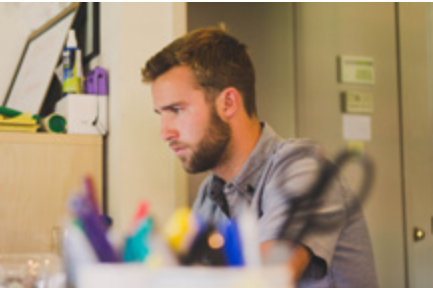
Building Teams That Work
Creating a Successful Business Plan
Employment Law Fundamentals
Leadership
Managing Customer Service
Supervision and Management
Understanding the Human Resources Function
Workers' Compensation
Workplace Law Essentials



PERSONAL COMPUTERS

Master the latest computer applications to help you advance in your career.

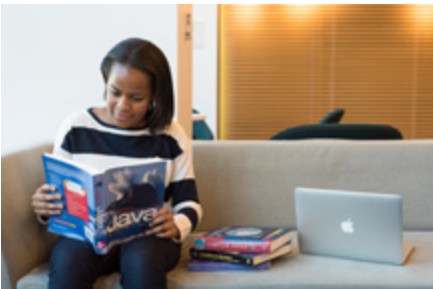
Computer Skills for the Workplace
Microsoft Access
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Project
Microsoft Publisher
Microsoft Windows
Microsoft Word
PC Security
PC Troubleshooting
Understanding the Cloud



TEST PREP

Need to analyze your strengths and weaknesses to prepare for standardized tests? These courses prepare you with study skills and knowledge of the required topics to help you ace your test.

GED Prep
GMAT Prep
GRE Prep I and II
LSAT Prep
Praxis Prep
SAT/ACT Prep



IT TEST PREP

Prepare for employment and career advancement in the information technology field. These test preparation courses help you gain in-demand skills and industry certifications to take your career to the next level.

CompTIA A+ Certification Prep (Basic)
CompTIA A+ Certification Prep (Intermediate)
CompTIA A+ Certification Prep (Advanced)
CompTIA Network+ Certification Prep
LPI Linux Essentials Exam Prep

For detailed course descriptions, pricing, even more classes and to register, go to:

Professional.PierceCE.com

CERTIFICATES

NONCREDIT ONLINE

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 Digital Marketing Certificate

Q913 \$495 48 hours

4 Management Certificate

Q220 \$595 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
<i>New!</i> Q912	Foundations of Supply Chain Management	\$245/16 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
Q848	Office Operations	\$195/16 hours
Q829	Onboarding New Employees	\$195/16 hours
Q817	Self-Publishing eBooks	\$195/16 hours

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, even more classes and to register, go to:

Business.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?

- Air BNB hosting
- Art, drawing, hand lettering, painting, sculpture or crafts
- Blogging
- Cell phone photography
- Classes for youth ages 7-15
- Conversational languages: German, Italian
- Cooking knife skills
- DIY
- Dog obedience
- Fencing
- Fitness
- History and current events lectures
- Home staging
- iPad technology
- Line dancing
- Mindfulness
- NIA-Mind body fitness
- Outdoor pursuits
- Pie making
- Reflexology
- Self-defense
- Self-improvement
- Seminars/lectures for 50+
- Soap making
- Sushi roll basics
- UFOs, sasquatch or ghost hunting
- Weaving

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.



CLASS IDEAS WELCOME!

Help us to enrich
your future

Pierce College Community and Continuing Education strives to offer classes that meet a wide range of interests.

Don't see a class you'd like to take?
Let us know what interests you by emailing
tclark@pierce.ctc.edu

PIERCE COLLEGE 
COMMUNITY & CONTINUING EDUCATION



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*



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JUST FOR EDUCATORS

NONCREDIT ONLINE

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.

No refunds are given once you have been issued your username and password information.

GET YOUR CLOCK HOURS *Improve your classroom effectiveness*

New!

ONLINE CLASSES



30 Clock Hours

Fee: \$244

Item R301	Advanced Classroom Management
Item R302	Attention Deficit/Hyperactivity Disorder
Item R303	Autism & Asperger's Disorder
Item R334	Build School Communities: Brainsmart Classroom Management
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!

- Start any time
- One-year access



For detailed course descriptions, pricing, even more classes and to register, go to:

Educators.PierceCE.com



Six-week courses start:

DEC.
11

JAN.
15

FEB.
12

MAR.
18

Most six-week
courses

ONLY
\$139!

TEACHER TRAINING

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

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

Enhancing Language Development in Childhood

Get Assertive!

Grammar for ESL

Guided Reading and Writing: Strategies for Maximum Student Achievement

Homeschool with Success

Integrating Technology in the Classroom (STEM Clock Hours)

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 for ESL

ONLINE CLASSES

For detailed course descriptions, pricing, even more classes and to register, go to:

Teachers.PierceCE.com

CAREER PROGRAMS HEALTH CARE

NONCREDIT ONLINE

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.

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

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.

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.

Certified Inpatient Coder

170 hours **\$2,495** (Exam voucher included)

Demand for medical coders will grow 13 percent by 2026, so there's no better time to advance your career. This online medical coding course will train you to become an AAPC Certified Inpatient Coder (CIC™). The CIC™ credential proves that you are an expert in hospital inpatient medical records review. Earning CIC™ certification requires previous work experience, so most professionals prepare for the exam while working full-time. With our flexible online format, you can prepare for the CIC™ exam on your own schedule. This course also includes a prepaid voucher that covers the exam cost. Previous knowledge of medical terminology and human anatomy is strongly recommended prior to enrolling.

Certified Professional Medical Auditor

80 hours **\$1,695** (Exam voucher included)

Designed for the experienced coder, this program covers audit scope and statistical sampling methods, medical record standards and audit abstraction, coding and reimbursement documentation compliance, category risk analysis, and communication. Upon completion, you will be prepared for the CPMA® exam offered by the AAPC.

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 **Fee Installment Plan**, you can make up to three interest-free payments. Contact cashiering at cashiering@pierce.ctc.edu or 253-964-6700.
- Some courses qualify for WorkSource/WIOA funding. Call 253-840-8453 for assistance.

MEDICAL BILLING AND CODING

CAREER PROGRAMS BUSINESS

NONCREDIT ONLINE



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.

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.

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.

UNEMPLOYED?

If you are currently receiving WA unemployment benefits you might be eligible for special funding. Find our approved courses on Career Bridge at CareerBridge.wa.gov.

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.

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 **Fee Installment Plan**, you can make up to three interest-free payments. Contact cashiering at cashiering@pierce.ctc.edu or 253-964-6700.
- Some courses qualify for WorkSource/WIOA funding. Call 253-840-8453 for assistance.

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

Career.PierceCE.com

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.

This publication is available in alternate formats on request. Please contact Access & Disability Services, 253-964-6468 or ADS@pierce.ctc.edu.

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.

MAP AND DIRECTIONS



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 Gravelly Lake Dr. Turn left 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 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 far left; turn left 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

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).

PIERCE COLLEGE at GRAHAM

Graham-Kapowsin High School
22100 108th Ave. E., Graham, WA 98338

PIERCE COLLEGE at SPANAWAY

Spanaway Lake High School
1305 168th St. E., Spanaway, WA 98387

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.

Postal Customer

Enroll Now! FOR WINTER
QUARTER



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COLLEGE
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