

COMMUNITY & CONTINUING EDUCATION



Get outside in the garden this summer! Join instructor Kerri Bailey in her virtual classroom and learn new gardening skills. See page 16 for details.

TWO EASY WAYS TO REGISTER

- 2**  **Online**
www.PierceCE.com
- 2**  **By phone**
253-864-3330

COME *Zoom* WITH US!

Take our Personal Enrichment classes virtually with Zoom. It's fun and easy! No account or password required. Just click your assigned link to connect with your instructor and their virtual classroom.

NEED HELP REGISTERING? Call 253-864-3330



VIRTUAL CLASSES

This class is offered virtually through Zoom.



HOT CLASSES

This class is HOT! Register early!

HOW TO READ THIS SCHEDULE

- Course Title → **Digital Photography** ☉
- Course Description → This popular digital camera course is full of great...
- Location → **VIRTUAL**
- Course Day(s) → **Tuesday**
- Instructor → **Kehr**
- Fee: \$149 ← Course Fee
- 6:30-8:30 p.m. ← Course Times
- 4 sessions: June 23 to July 14 ← Course Date(s)

Virtual PERSONAL ENRICHMENT

After registering, contact ce-questions@pierce.ctc.edu to receive more information and to provide your email address.

Body, Spirit, Mind AND Soul

Developing Your Insight and Intuition 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 the year. Bring your favorite tarot deck to class.

VIRTUAL **Fee: \$99**
Thursday **7-9 p.m.**
Tognetti **7 sessions: June 25 to Aug. 6**



Arlene Tognetti

Arlene Tognetti has been teaching astrology and tarot classes for the past 15 years through Pierce College Community and Continuing Education. She offers classes in astrology and tarot for the beginner, intermediate and advanced student. Astrology and tarot are the two metaphysical modalities that Tognetti uses to help students develop their own intuition. Students will develop this skill via video and one-to-one readings with charts and tarot.

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.

ONLINE **Fee: \$199**



Laurie Swan, PhD, DPT, PT, CEEAA

Laurie Swan is recognized nationally for providing high quality continuing education courses that focus on vestibular rehabilitation, balance training, and fall prevention in the elderly. Laurie received her Doctor of Physical Therapy degree from the University of Puget Sound, as well as a PhD in Applied Experimental Psychology from Central Michigan University.

Laurie has worked closely with the Department of Health, State of Washington to disseminate a fall prevention program (Stay Active & Independent for Life) in the public health sector, and this program is now recognized as one of the leading evidence-based programs in the country.

Laurie is recognized as a "Certified Exercise Expert for Aging Adults" through the Geriatrics Section of the American Physical Therapy Association.



NEW! CATIA 3DExperience Design Essentials

3DExperience (3DX) is the latest generation of CATIA. This is the version that all aircraft companies will be switching to in the near future. Although there are many similarities with CATIA V5, there are also many improvements and changes to make it easier to design with. The biggest change is that all data is now stored in the cloud, allowing easier team work and access from any compatible computer. We have made this easy to learn at your pace using our downloadable CAD Simulator software (PC Win8 and above) which will mimic 3DX for our training scenario. Training examples were developed by experts in aircraft engineering and tooling design. The course covers an introduction, assembly design, sketcher and part design.

Online access for 1 year.

4.0 CEUs **ONLINE**

~~Fee: \$2,199~~

CATIA V5 Design Essentials

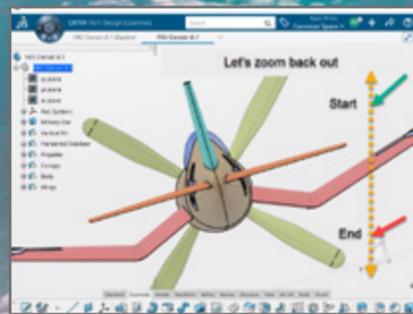
CATIA V5 has been the main design and manufacturing platform for most aerospace and automotive companies since 2004. Although most will be switching to CATIA 3DExperience (3DX) in the near future, many legacy programs will stay on V5. We have made this training easy to learn at your pace using our downloadable CAD Simulator software (PC Win8 and above) which will mimic V5 for our training scenario. Training examples were developed by experts in aircraft engineering and tooling design. The course covers an introduction, assembly design, sketcher and part design. Online access for 1 year.

4.0 CEUs **ONLINE**

~~Fee: \$2,199~~

"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



SUMMER SPECIAL
2 FOR THE PRICE OF 1!
 Both CATIA classes for just \$2,199

"I would like to point out that Kaae's CATIA V5 training class was the best CAD training class I have ever had and I have been trained in many in my career. Kaae is a great presenter and trainer, and he definitely demonstrates teaching characteristics that make CATIA V5 fun and easy to learn. In addition, the schedule is quite flexible and enabled me to take classes even though I was busy. I would like to thank you Kaae for the great experience I had in your CATIA V5 class. I would definitely recommend you and your classes!"

- Oleg Ivanov



Kaae Rillos

Kaae Rillos has been in the aerospace industry for 41 years, specializing in NC Programming, Composites, Tool Design, Automation and Engineering. He has been teaching CATIA since 2003 and brings a great sense of humor to his classroom. He has a Bachelor of Science in Manufacturing Engineering and graduated Cum Laude from Boston University.

READY TO REGISTER?

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

After registering, contact ce-questions@pierce.ctc.edu to receive more information and to provide your email address.

Healthy Eating

Eating for Energy ☺

Are you tired of being tired all the time? Exhausted, fatigued, run down? Discover the six culprits that are keeping you exhausted and what you can do to turn things around. Learn the fastest ways to increase your energy for good. Learn about the foods and drinks that are the top energy-stealing offenders. Leave class with a simple strategy you can implement immediately to avoid the mid-afternoon slump. Take home five recipes to experiment with 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!

VIRTUAL

Saturday Blakeney

Fee: \$29

11 a.m. to 1 p.m.

1 session: Aug. 1

Sugar Detox 🔥 ☺

Addicted to sugar and simple carbs? Do you suffer from dramatic, or not so dramatic, blood sugar spikes and crashes? Learn to detox your body of sugar and simple carbs and stop craving them for good! By eating a healthy, well-balanced, protein-rich, omnivorous diet for 21 days, we will teach our bodies not to crave sugar. We start with a preparation week to get you ready to detox; then 21 days of the actual detox; followed by a final virtual 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.

VIRTUAL

Thursday Blakeney

Fee: \$59

7:30-8:30 p.m.

5 sessions: July 16 to Aug. 13

Diet Myths Preventing You from Losing Weight and Keeping it Off ☺

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

VIRTUAL

Saturday Blakeney

Fee: \$29

9:30 to 11 a.m.

1 session: Aug. 1



NEW! Prevent, Reduce and Reverse Diabetes ☺

Have you heard the dreaded word "diabetes" from your doctor? Maybe it was metabolic syndrome or insulin resistance. You may already have diabetes, pre-diabetes, or you just want to be sure to avoid any future problems. The great news is that all of these forms of diabetes can be prevented, dramatically reduced or even reversed with simple lifestyle changes in diet, movement and even stress levels. Join Lisa Blakeney as she shares ways to naturally prevent or reverse diabetes. She will help you to get started eating healthier as well as provide an action plan to get you on your way to a diabetes-free life.

VIRTUAL

Saturday Blakeney

Fee: \$39

11 a.m. to 1 p.m.

1 session: July 18

Sugar Blues Workshop ☺

Addicted to sugar? Struggling with all kinds of sweets and cravings you can't control? Find yourself eating too much sugar each and every day, even when you try not to? You might have the Sugar Blues. Come learn about why we are all addicted to sugar, and what you can do about it. You'll learn 10 ways to stop sugar cravings as well as lots of other valuable information to help you kick your sugar habit.

VIRTUAL

Saturday Blakeney

Fee: \$29

9-10:30 a.m.

1 session: July 18



Lisa Blakeney, INHC

Lisa Blakeney is an Integrative Nutrition Health Coach (INHC) who helps people with diet, weight and lifestyle changes. With her formal training at the world's largest nutrition school, the Institute for Integrative Nutrition, and her passion for lifelong learning and growing, she has not only learned nutrition, but she has also learned how to share her passion and knowledge with others. As a health coach, Lisa helps people discover their healthy, happiest selves by maximizing their nutrition, and teaching them to be more aware of the world's outside influences. Lisa provides support, encouragement, tips, tricks and accountability along the journey to a happier, healthier and more fulfilling life.

After registering, contact ce-questions@pierce.ctc.edu to receive more information and to provide your email address.

Home & Garden

How to Build a Water Feature in a Weekend ☺

This workshop was popular last year, so register early to avoid disappointment. Learn how to build fountains, bubblers and small ponds that can be built or assembled in a weekend. There are so many unique ways to bring the element of water into the garden as well as sizes and styles that won't break your bank. Class includes handout and eBook.

VIRTUAL **Fee: \$39**
Saturday **10 a.m. to noon**
Bailey **1 session: June 27**

NEW! Edible Year-Round Gardening ☺

Combine function with form by using edible plants in your landscape. Flowers, fruits, herbs and veggies can be both attractive and useful for cooking, baking, fresh eating and for beverages. Learn which plants you can grow and when, what can be used for crafts, cooking and canning while cutting down on your grocery bill. We will also discuss warm season vs. cool season veggies as well as growing techniques for indoors and out. Includes an eBook and handout.

VIRTUAL **Fee: \$29**
Saturday **10-11:30 a.m.**
Bailey **1 session: July 18**

NEW! Create Your Own Healthy Iced Teas ☺

Cool down with a refreshing glass of your favorite iced tea concoction! Learn how to brew and blend your own delicious and nutritious creations using black, green, red and herbal tea blends using several methods. Tea is the second most popular drink in the world, so versatile it can be a healthy alternative to sugary drinks – great for parties and cocktails. Class includes an eBook.

VIRTUAL **Fee: \$29**
Saturday **Noon to 2 p.m.**
Bailey **1 session: July 18**

NEW! Create Your Own Herbal Medicine and Culinary Garden ☺

There is nothing like the taste of fresh herbs and flowers straight from the garden! When you grow your own herbs, you are assured of their quality while adding your personal energy into these plants. In this class, you will learn how to create and care for your own organic garden stocked with herbs best used for cooking, medicines and making amazing tea beverages. We will discuss growing techniques in soil and in water (Aquaponics), as well as how and when to harvest and store herbs for later use. Includes an eBook.

VIRTUAL **Fee: \$29**
Saturday **12-1:30 p.m.**
Bailey **1 session: Aug. 1**

Cooking With Herbs – Summer BBQ ☺

Put a little spice in your life, or at least in your food! In this class, we will discuss how to use and process both fresh and dried herbs and spices in order to enhance the flavor of your favorite summer dishes, as well as increase your nutritional intake. We will learn how to make our own seasoning blends, BBQ rubs, dressings and salads. Includes a handout, recipes and eBook.

VIRTUAL **Fee: \$29**
Saturday **12:30 - 2 p.m.**
Bailey **1 session: June 27**

NEW! Herbs Every Day ☺

Herbs are food and vitamins as well as medicine – that's why it is important to use them on a daily basis. Choosing which herbs work most effectively can be confusing and intimidating. In this class, you will learn why and how this process works by understanding herbal energetics and the three body types or doshas. We will also discuss the different herbal forms and how to infuse herbs into your lifestyle from practicing herbalist with 30 years of experience. Class includes a handout & eBook.

VIRTUAL **Fee: \$29**
Saturday **10-11:30 a.m.**
Bailey **1 session: Aug. 1**



Kerri Bailey, BS, CH

Kerri Bailey, Biologist and Certified Herbalist, has been working with herbs and studying botany for more than 30 years. Kerri graduated from Indiana University of Pennsylvania in 1991 with a Bachelor of Science degree in Biology, then continued her studies in Herbal Medicine and Horticulture at Highline Community College.

Music AND Voice

Introduction to Voiceovers: Getting Started in Voice Acting

"Wow, you have a great voice!" Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" If so, you could have what it takes to begin working as a professional voiceover artist. In this one-time, ninety-minute 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.

ONLINE **Fee: \$69**
ARRANGED **90 minutes**

Photography

NEW! Cell Phone Photography ☺

This all-new three week course on SmartPhone Photography is perfect for those who want to take better photos with the camera that's always with you. Fun learning activities and assignments will be presented. We'll cover topics such as lighting, focus, composition, trouble-shooting, apps, and more. Please note that this quarter, the course will be offered online only.

VIRTUAL **Fee: \$79**
Wednesday **6-8:30 p.m.**
Kehr **3 sessions: June 24 to July 8**

Digital Night Photography ☺

If you can take photos at night, you'll be able to photograph any time, anyplace. Covers topics like gear you'll need, finding good places for night photography, composition, troubleshooting, and more. Please note that this quarter, the course will be offered online only.

VIRTUAL **Fee: \$79**
Wednesday **6:30-8:30 p.m.**
Kehr **3 sessions: July 15-29**

Digital Photography ☺

This popular digital camera course is full of great demonstrations and examples which will be presented remotely. Fun learning assignments will be offered as well. Perfect for any experience level. Point-and-shoot as well as DSLR cameras welcome. Please note that this quarter, the course will be offered online only.

VIRTUAL **Fee: \$149**
Tuesday **6:30-8:30 p.m.**
Kehr **4 sessions: June 23 to July 14**

Portrait Digital Photography Workshop ☺

Portrait photography captures the personality of the subject by using effective lighting, backdrops, and poses. In this fun workshop, you will learn tips and tricks you never even thought of to enhance your own portraits. Please note that this quarter, the course will be offered online only.

VIRTUAL **Fee: \$39**
Tuesday **6:30-8:30 p.m.**
Kehr **1 session: July 28**

Landscape Digital Photography Workshop ☺

Landscape photography is the art of capturing pictures of nature and the outdoors in a way that brings your viewer into the scene. From grand landscapes to intimate details, the best photos demonstrate the photographer's own connection to nature and capture the essence of the world around them. This two-hour workshop will cover tips, tricks, and hacks you'll want to know that will help you take better Landscape photos. Please note that this quarter, the course will be offered online only.

VIRTUAL **Fee: \$39**
Tuesday **6:30-8:30 p.m.**
Kehr **1 session: July 21**



Dana Kehr

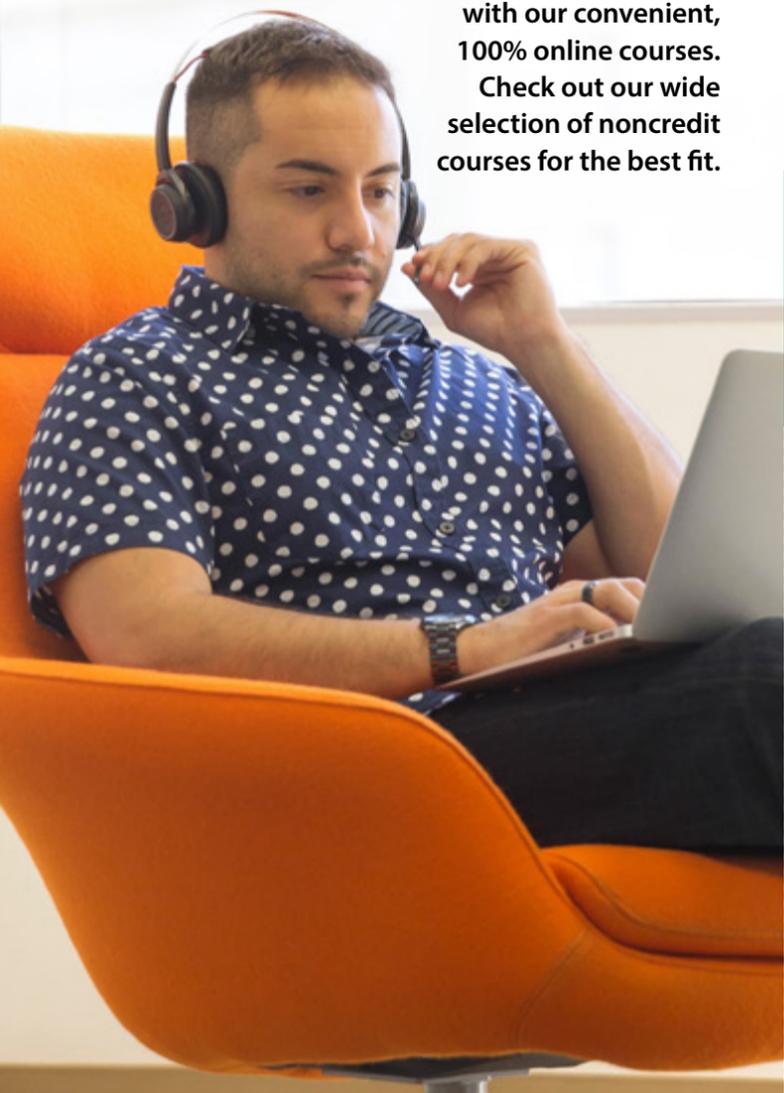
Dana Kehr has more than 18 years of experience as a professional photographer, and has taught more than 1,000 students how to use their cameras to the best of their abilities. He is also a published freelance writer and photographer, certified architectural photographer, and member of the Professional Photographers of America association. He has spent 10 years creating and teaching photography classes in the community.

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.



JOB SKILLS

NONCREDIT ONLINE

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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?	COST	BENEFITS
 6-week courses	 Most individual courses only \$119	 Improved skills
		

JUST FOR EDUCATORS

NONCREDIT ONLINE

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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 \$299	 30-45 clock hours
		

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
		

CAREER PROGRAMS

NONCREDIT ONLINE

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Prepare for employment

HEALTH CARE AND BUSINESS

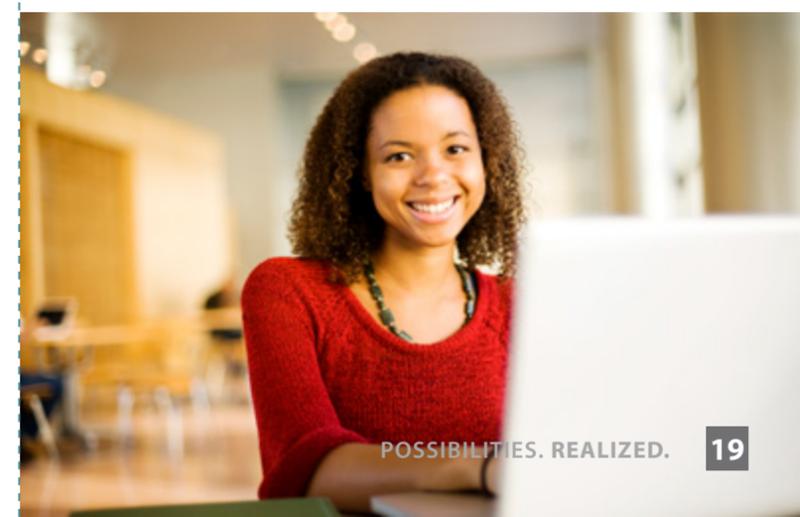
Prepare for employment in some of today's hottest careers with a comprehensive, affordable and self-paced online career training program. Begin these programs at any time and learn at your own pace.

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
		

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



CERTIFICATES

NONCREDIT ONLINE

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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?	COST	BENEFITS
 Complete a series of one month courses for a certificate.	 Ranges from \$195 to \$595. Take a certificate series and save!	 Improved skills plus resume-building certificates.
		

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

JOB SKILLS

NONCREDIT ONLINE

Most six-week courses
ONLY \$119!

Six-week courses start:

JUNE	JULY	AUG.	SEPT.
17	15	12	16

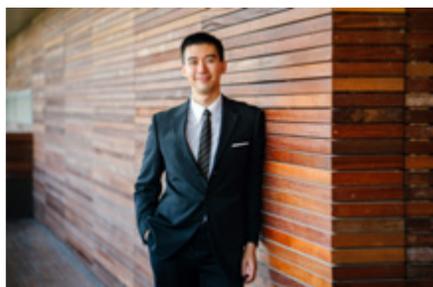
For detailed course descriptions, pricing, even more classes and to register, go to: **Professional.PierceCE.com**



ACCOUNTING

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

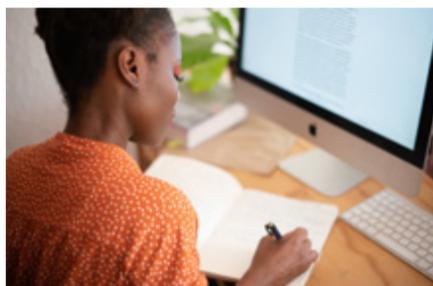
Accounting Fundamentals I
Accounting Fundamentals II
Crystal Reports
Performing Payroll in QuickBooks
Purchasing Fundamentals
QuickBooks



BUSINESS, OFFICE AND SALES

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

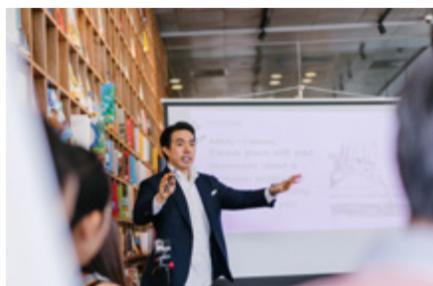
Administrative Assistant Applications
Administrative Assistant Fundamentals
Effective Selling
High Performance Organization
High Speed Project Management
Introduction to Business Analysis
Keyboarding
Mastery of Business Fundamentals
Professional Sales Skills
Sales Training
Talent and Performance Management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

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. 32!



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



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.

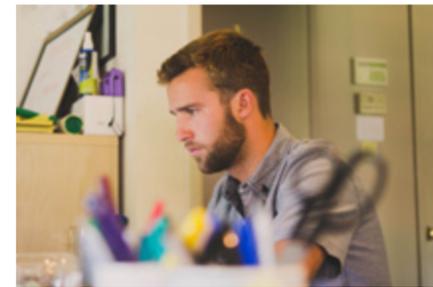
Building Teams That Work
 Creating a Successful Business Plan
 Employment Law Fundamentals
 Leadership
 Managing Customer Service
 Supervision and Management
 Understanding the Human Resources Function
 Workers' Compensation
 Workplace Law Essentials



PERSONAL COMPUTERS

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

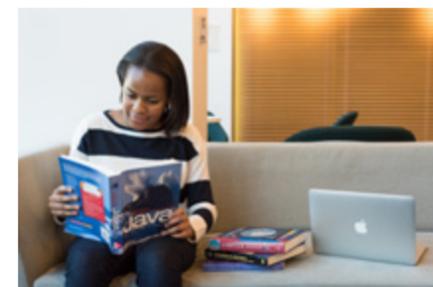
Computer Skills for the Workplace
 Microsoft Access
 Microsoft Excel
 Microsoft Outlook
 Microsoft PowerPoint
 Microsoft Project
 Microsoft Publisher
 Microsoft Windows
 Microsoft Word
 PC Security
 PC Troubleshooting
 Understanding the Cloud



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

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

Business.PierceCE.com



CHECK OUT OUR **HOT** CERTIFICATES

Accounting & Finance for Non-Financial Managers Certificate

\$495 48 hours

Successful people in the workplace use financial information in effective decision making. Learn about financial concepts and accounting processes used in most businesses and practical techniques to enhance your effectiveness. This course covers the seven steps in the accounting cycle, the fundamentals of cash and the financial information that drives your organization. The certificate covers:

Accounting & Finance for Non-Financial Managers
Cash is King
Financial Analysis & Planning for Non-Financial Managers

Bookkeeping Certificate *New!*

\$345 32 hours

Whether you're an entrepreneur, running a family business, or wanting to advance your career, this Bookkeeping Certificate will provide you with the knowledge to measure and manage the financial health of your business. This program focuses on cash basis accounting. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. The certificate covers:

Understanding Debits and Credits
General Ledger and Month-End Procedures
Closing Procedures and Financial Statements

Data Analysis Certificate

\$495 48 hours

Data analysis is one of the most sought-after skillsets in the workplace. Companies have vast amounts of data, but need people with the ability to analyze that data to see trends and make predictions. Perform inquiries that will be useful to your business, and gain the skills necessary to communicate results to others through ratings, graphs and user-friendly statistical reports. The certificate covers:

Introduction to Data Analysis
Intermediate Data Analysis
Advanced Data Analysis

Designing Webinars Certificate *New!*

\$345 32 hours

Discover the power of using successful webinars for your organization by acquiring techniques that will make your webinars winners with your audiences. Learn how to plan, budget, price and market webinars. Learn how to promote webinars and generate more customer leads and inquiries. Take home our webinar planning timeline. The certificate covers:

Designing Successful Webinars
Managing and Marketing Webinars

Digital Marketing Certificate *New!*

\$495 48 hours

This fundamental yet advanced introduction to eMarketing covers email promotions, web site traffic analysis, search engine optimization and online advertising. Relevant for any organization, including businesses, non-profits and government agencies. No eMarketing experience is necessary. Even if you're already at an advanced level, your expert instructors offer the latest information to address your toughest challenges. The certificate covers:

Boosting Your Website Traffic
Improving Email Promotions
Online Advertising

Entrepreneurship Certificate

\$495 48 hours

Boost your chances of success for your new or small business while reducing risks. Get the latest on planning your business, brainstorming business ideas and creating a checklist for going into business. Learn how to create a business plan that includes business feasibility, management and financial plans. Take away a step-by-step approach for attracting and keeping customers, making customer-driven marketing decisions and building a strong brand. The certificate covers:

Entrepreneur Boot Camp
The Business Plan
Entrepreneurial Marketing

Leading and Managing Virtual Teams Certificate *New!*

\$495 48 hours

Almost every business uses virtual teams. As the move to virtually teaming accelerates, gain the knowledge and skills to develop high performance virtual teams and contribute to their success. This certificate will benefit anyone who is a leader or member of a team that leverages virtual meetings and collaboration tools. Learn how to organize, empower and engage team members while building trust, commitment and respect. The certificate covers:

Introduction to Leading Virtual Teams
Leading & Mastering Virtual Meetings
Creating High Performance Virtual Teams

Managing Social Change Certificate

\$495 48 hours

Discover proven strategies for moving from advocacy to managing and achieving social change within the workplace and/or your community. Learn to apply various disciplines to cause organizational change and develop the personal skills and attitudes needed to implement change. Learn techniques to influence change strategies to improve your workplace, community and society. The certificate covers:

Change Management Skills
Change in the Workplace
Creating Community & Social Change

Management Certificate *New!*

\$595 48 hours

Enhance your management skills through this program for supervisors, managers and emerging leaders. Learn how to create clear expectations, engage and motivate employees and increase your effectiveness. Explore the principles of collaborative management and expand your collaborative skills. Discover what motivates each generation at work and what messages they value. The certificate covers:

Collaborative Management
Management Boot Camp
Managing Generations in the Workplace

Online Teaching Certificate *New!*

\$495 48 hours

For those new to or already teaching online. Get the best instruction from the foremost experts in online learning. This course covers building and improving online courses, fostering online discussion and student interaction, traditional assessments and online tests. Instructors are authors, speakers and consultants in online learning and teaching. The certificate covers:

Designing Online Instruction
Fostering Online Discussion
Advanced Teaching Online

Productivity & Time Management Certificate

\$595 48 hours

Maximizing productivity and the use of time is the primary way to increase profitability and success for people and organizations. Successful organizations are moving away from counting hours sitting in a chair toward producing results. Discover the top 10 most effective time management techniques. Learn about the latest productivity eTools and methods for documenting productivity. The certificate covers:

21st Century Strategies for Productivity & Time Management
Productivity eTools: Be Organized and Get Stuff Done
Managing Productivity

INSTRUCTORS WANTED



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

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

- Airbnb hosting
- Art, drawing, hand lettering, painting, sculpture or crafts
- Conversational languages: German, Italian
- 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
- Self-defense
- Self-improvement
- Seminars/lectures for 50+
- Soap making
- Sushi roll basics
- UFOs, sasquatch or ghost hunting
- Weaving
- Zoom meetings and classes

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.

Social Media for Business Certificate

\$495 48 hours

Learn how to communicate with and serve your customers through social media. Discover the new principles of communication that apply across all networks, how they work and possible uses for your business or organization. Whether you are new to social networks or already involved, you will gain an understanding of how to integrate social networks into successful marketing practices. The certificate covers:

- Introduction to Social Media
- Marketing Using Social Media
- Integrating Social Media in Your Organization

Supervisory & Leadership Certificate

\$395 32 hours

Your employees are your most valuable resource. Ensuring your team's efficiency is the key to your success. Get practical, insightful methods that are helpful for both new and experienced supervisors/managers. Learn about delegation, performance management and writing performance reviews. Improve your overall effectiveness as a leader. (only available as a certificate)

Workplace Communication Certificate

\$595 56 hours

Effective communication in the workplace is critical to your career advancement and success. Learn strategies for conflict management. Improve your negotiation skills for a win-win outcome by helping others to get what they want, so you get what you want. Discover more about yourself and others, using personality profiles to enhance work performance. The certificate covers:

- Conflict Management
- Negotiation: Get What You Want
- Using Personality Profiles for Work Performance

BUILD YOUR SKILLS WITH THESE POPULAR COURSES:

Applying Lean Sigma Practices to HR Functions	\$245/16 hours
Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts	\$195/16hours
Business Writing	\$195/16 hours
Collaborative Management	\$295/24 hours
Cyber Security for Managers	\$195/16 hours
Foundations of Supply Chain Management	\$245/16 hours
Google Analytics	\$195/16 hours
Key Essentials for Conducting Workplace Investigations	\$195/16 hours
Leadership Principles	\$145/16 hours
Podcasting	\$245/16 hours
Strategic Project Management Skills for HR Professionals	\$245/16 hours
Stress Management in the Workplace	\$145/16 hours
WordPress Fundamentals	\$195/16 hours
Your Workplace, Your Employees and the Law	\$195/16 hours

...and many more!

DID YOU KNOW?

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

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

Business.PierceCE.com

INVISTA PERFORMANCE SOLUTIONS TRANSFORMS PEOPLE, ORGANIZATIONS

- Leadership, Management, and Supervision
- Communication Skills
- Lean and Six Sigma Process Improvement
- Customer Service
- Industrial Manufacturing and Technical Skills
- Project Management
- Sexual Harassment and Workplace Violence Prevention
- Respectful and Inclusive Workplace

Are you or your business seeking training, coaching, consulting, or any other employee development programs? Your community and technical colleges in Pierce County have a partnership called Invista Performance Solutions (IPS) which provides these services directly to organizations in the community.

IPS customizes and delivers both live instructor-led and online training programs, seminars and courses specific to your organization's needs. Here are a few of our most popular offerings:

IPS, as your college partner, is also able to apply for employee training grants for your business to offset your organization's costs. We have a matching grant and a tax credit program. Funds are available right now!

IPS also has teams of expert consultants to help solve business and operational problems, guide change or strategy formation, or strengthen teams. Our coaches work closely with individuals to accelerate professional growth and performance.

For more information, please visit www.invistaperforms.org, call 253-583-8860 or email info@invistaperforms.org.



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.



CUSTOMIZED TRAINING



COACHING



CONSULTING

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





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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*

30 Clock Hours

Fee: \$244

Advanced Classroom Management: Children as Change Agents

Designed for education professionals serving children and youth presenting behavior problems in school or the community. This course focuses on interventions to help students change and manage their behavior. Previous knowledge of traditional behavioral concepts and strategies is required; we recommend you take an introductory behavior management course prior to this course.

Attention Deficit/Hyperactivity Disorder (ADHD)

Helps educators develop a deeper understanding of ADHD, intervention strategies and resources available beyond the classroom. This course covers the history of ADHD, methods to assess and identify students with the disorder, current treatments and referral processes for additional help.

Autism & Asperger's Disorder

This course describes Autism and Asperger's Disorder, including disorder characteristics, learning styles, communication weaknesses and intervention strategies. The course helps you understand the behavior of individuals with Autism spectrum disorders, and strategies for encouraging more appropriate behavior. Includes resources for educators, service providers and parents.

Build School Communities: Brain Smart Classroom Management

This course helps teachers build bonds between themselves and their students and between students and their classmates, to create "kindred class homes" with a foundation of acceptance, respect and shared purpose. For many students, classrooms are a safe refuge in an otherwise turbulent life.

Child Abuse

Designed to help the learner identify and teach students affected by child abuse and/or neglect, this course covers how to recognize the signs of physical, emotional and sexual abuse, and physical and emotional neglect. Participants will learn how to meet the special learning needs of abused or neglected children in the regular classroom. Working with parents and community agencies is also emphasized. *Note: This course meets the child abuse and neglect educational requirement in most states. Students are responsible for verifying that the course content meets specific state professional licensing agency requirements to ensure proper credit.*

Drugs & Alcohol in Schools

This course is designed to help the learner gain a more comprehensive understanding of the impact of alcohol and drugs in the classroom. It provides a contextual framework for understanding what students experience through their own substance use or that of persons close to them.

Early Childhood: Family-Centered Services

This course provides a new perspective on serving young children and their families, exploring family-centered services in relation to systems of care, family diversity and stresses faced by families. Family-Centered Services also examines the role of early childhood educators and ways to partner with parents and the community.

Educational Assessment

This course further develops conceptual and technical skills required by teachers to help identify educational goals and instructional strategies for students with special needs. Covers assessment for instructional programming and outlines procedures for designing or selecting, administering and interpreting informal assessment measures used in schools.

Harassment, Bullying & Cyber-Intimidation in Schools

Harassment, Bullying & Cyber-Intimidation in Schools defines sexual harassment, bullying and cyber-intimidation, along with the personal, social and legal ramifications of these behaviors. The course covers preventive strategies as well as how to address issues when they occur.

Inclusion

This course helps educators gain a better understanding of inclusion, a movement that advocates educating students with disabilities in general education classrooms. Covers key concepts and terms, the federal definition of students entitled to special services and the teacher's role in providing services to students in inclusive classrooms.

30 Clock Hours

Fee: \$244

Infant & Toddler Mental Health

This course helps educators gain a better understanding of infant and toddler mental health, child development and strategies for promoting positive relationships with children and their families. This course also lists resources for teachers and parents.

Reading & Writing in Content Area

Reading & Writing in Content Area focuses on teaching reading and writing in various secondary-level subject matter fields. Strategies are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards.

Reading Fundamentals #1: An Introduction to Scientifically-based Research

The purpose of this course is to improve your knowledge of science and the scientific process. This is the first course in a three-course series. *Note: It is recommended that the Reading Fundamentals courses be taken sequentially; however, it is not mandatory that all three courses be taken.*

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

This course covers the elements of effective instruction and the importance of reading instruction. *Note: It is recommended that the Reading Fundamentals courses be taken sequentially; however, it is not mandatory that all three courses be taken.*

Six Traits of Writing Model: Teaching and Assessing

This course discusses the importance of writing and why teachers should include writing as often as possible in all content areas. The course includes practical applications for assessing and teaching writing. The course covers the Six Traits of Writing Model and practical ways to use this model in the classroom.

Talented & Gifted: Working with High Achievers

This course covers the history of exceptional students in relation to education, current law and accepted methods for referral, assessment and identification. It covers major program models and methods of differentiating instruction to meet the needs of these students in the regular classroom. Includes resources for teachers and parents.

Teaching Diversity

Designed to give the learner the knowledge and tools to effectively facilitate a diverse classroom, this course teaches how to understand differences in approaches to learning. Focuses on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture and family and community values.

Teaching Elementary Math Conceptually

Designed to expand your methodology for teaching Mathematics, this course explores an innovative teaching model for teaching concepts constructively and contextually. You will gain a deeper understanding of the underlying concepts of various math topics and how to teach those concepts to students. This course focuses on number sense, basic operations and fractions.

Traumatized Child

This course is designed to help teachers, school counselors and other educational staff reach and teach students affected by stress, trauma and/or violence. Participants will learn the signs of stress and trauma and explore how stress, violence and trauma affect a student's learning and development. The dynamics of domestic violence and community violence are also covered.

Violence in Schools

This course is designed to give participants an understanding of school violence and enhanced intervention strategies. Participants will gain a better understanding of violence and its motivations, as well as strategies to minimize the occurrence of violence in the school and community.



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

Educators.PierceCE.com

45 Clock Hours

Fee: \$299

Behavior is Language

This course offers a new perspective on student behavior and effective tools to facilitate positive student change. This course helps educators better understand what students are trying to communicate through the "language" of their behavior. Topics covered include behavioral techniques and intervention strategies to remediate disruptive behaviors, reduce classroom power struggles and help prevent educator burnout.

Early Childhood: Observation & Assessment

This course explores observation and assessment instruments, recommended practices and resources for infants, toddlers and preschoolers. Content includes an emphasis on observing children and assessing their early childhood learning environments.

Early Childhood: Program Planning

This course provides a new perspective on creating developmentally appropriate programs for children from birth through age eight. Defines curriculum, assessment, evaluation and program planning in relation to early childhood education.

Early Childhood: Typical & Atypical Development

This course explores contemporary best practices and perspectives on early childhood development. Content includes patterns of typical development for children from birth to six years. Emphasis is on individual differences, cultural influences and the impact of developmental delay and disability during infancy, toddlerhood and the preschool years.

English Language Learner: Language Acquisition

This course helps teachers understand concepts related to educating students whose first language is not English. The focus of this course is on the process of second language acquisition and the teacher's role. Topics include the legal obligations of schools and teachers to provide services and how to communicate with parents/guardians.

English Language Learner: Methods and Materials

Methods & Materials helps teachers understand concepts related to educating students whose first language is not English. This course covers creating lessons, creating a motivating learning environment, integrating the teaching of reading, writing, speaking, and listening skills while differentiating instruction.

Learning Disabilities

This course describes diverse theoretical approaches to handling learning disabilities in the classroom. This course covers program planning and implementation and the importance of positive partnerships with parents/caregivers. Major trends and unresolved issues in the field of learning disabilities are also discussed.

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment

This course focuses on learning to read, reading to learn and an introduction to reading assessment. Highlights the five elements of effective reading instruction. *Note: It is recommended that the Reading Fundamentals courses be taken sequentially; however, it is not mandatory that all three courses be taken.*

Response to Intervention (RTI)

RTI is a process schools can use to help students struggling with academics or behavior. Although RTI is primarily linked to special education and the early identification of learning problems, RTI is not just for students in special education. Every teacher will have students who are struggling, and RTI is a valuable tool.

Teaching Secondary Math Conceptually

This course explores an instructional methodology for teaching concepts constructively and contextually. The goal is to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts. Teaching methodologies support many federal and state standards. This course focuses on integers, fractions, factoring and functions.

Try DI!

Try DI! focuses on Differentiated Instruction (DI), an instructional framework aimed at creating supportive learning environments for diverse learning populations. Strategies taught are based on their effectiveness in the widest range of educational K-12 settings. This course follows Why DI?: An Introduction to Differentiated Instruction.

Understanding & Implementing Common Core Standards

This course covers the rationale for and design of the Common Core State Standards, the "Common Core Mindset" practitioners need for successful implementation and specific actions that can be taken for deeper implementation.

Understanding Aggression

This course focuses on violence, aggression in the classroom, youth gangs, aggression in sports and on television, the role of drugs and alcohol, and "hot spots" that can breed aggression and violence. It is designed to help school personnel become more aware of the causes of aggression and ways to intervene before it turns to violence.

Why DI? – An Introduction to Differentiated Instruction

This interactive computer-based instruction course provides an understanding of the framework and need for creating supportive learning environments for diverse learning populations. You will learn what is meant by Differentiated Instruction (DI) and the common myths associated with creating the differentiated classroom.

Register today!

- Start any time
- One-year access

Six-week courses start:

JUNE 17 **JULY 15** **AUG. 12** **SEPT. 16**

Most six-week courses

ONLY \$139!

TEACHER TRAINING

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

***P-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 · NONCREDIT

ONLINE CLASSES · NONCREDIT

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

Educators.PierceCE.com



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

Teachers.PierceCE.com

CAREER PROGRAMS HEALTH CARE

NONCREDIT ONLINE

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.



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.

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.



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

Career.PierceCE.com



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.

Medical Office Manager (CPM)

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 CPM exam 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.

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.

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.



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.

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.

CAREER PROGRAMS BUSINESS

NONCREDIT ONLINE

Administrative

Certified Administrative Professional *New!*

90 hours \$1,695 (Exam voucher included)

To be a successful administrative professional, you must possess skills to handle a wide variety of workplace tasks and scenarios. The Certified Administrative Professional (CAP) course serves two purposes. First, it prepares you to take the CAP exam offered by the International Association of Administrative Professionals (IAAP). Second, it provides you with a broad selection of essential skills and knowledge to effectively work as an administrative assistant in fields including business, education, technology and government. You will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. This course includes a voucher which covers the fee of the exam.

Certified Paralegal *New!*

255 hours \$2,495 (Exam voucher included)

Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government and public arenas. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer. Through a partnership with National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses.

AutoCAD/Autodesk

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 Inventor *New!*

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

Learn to master the fundamental skills required to prepare you for the Autodesk Inventor Certified User exam. The Autodesk Inventor online course begins by teaching you how to use and navigate the Autodesk Inventor interface. From there, you will learn how to create new part files, add sketches to the parts, and then use these sketches to create 3D solid geometry. You will also learn how to incorporate many additional features to both add and remove geometry. You will also learn how part designs can be combined with one another to create an assembly design. Additional assembly design tools are also covered, enabling you to learn how to create parts and features at the assembly level, as well as how to replace, duplicate, and restructure components in an assembly design, and generate a Bill of Materials.

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.



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

Business

Business Coach *New!*

100 hours \$1,295

Over 27 million Americans will be self-employed by 2020. Many of these entrepreneurs will rely on a business coach to help them thrive. Great business coaches leverage their own experience to help others realize their potential, grow and increase revenue. If you have previous success as an entrepreneur, coaching new business owners can be a rewarding and profitable career. This course will teach you how to become a successful business coach. You will learn the fundamentals of coaching, including how to create winning strategies and how to address professional challenges. You will be able to serve entrepreneurs, business owners, and other professionals using time-tested coaching methods.

Career Counselor *New!*

100 hours \$1,295

The average worker switches jobs more than 10 times in their career. With career pathways becoming more varied, good career advice is in demand. Career counselors help others develop their career with smart goals and clear directions. If you love to help others, career coaching can be a great profession. The Career Counselor course will help you assist others in their career journey. You will learn the stages of career development, the fundamentals of career planning and how to work with diverse audiences. You will be able to help jobseekers navigate their career change with meaningful results.

Certified Credit Counselor *New!*

80 hours \$1,995 (Exam voucher included)

Becoming a Certified Credit Counselor signifies that you have achieved a standard of excellence in the credit and personal finance counseling industry. Upon completing this course and passing the final exam, you will receive an industry-recognized Credit Counseling Certification from the National Association of Certified Credit Counselors (NACCC). The core financial and credit concepts knowledge gained in this course is key to helping clients successfully take control of their finances. Certified Credit Counselors empower and counsel the financially stressed, implement financial plans with clients and educate them on their finances.

Certified Internal Auditor *New!*

300 hours \$695

The Certified Internal Auditor (CIA) course teaches the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing. This training falls under the mandatory guidance of the International Professional Practices Framework (IPPF). This course also focuses on managing an internal audit project and culminates with concepts related to internal control, risk, governance and technology.

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.

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.

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.

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.

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

Career.PierceCE.com

Design

Adobe Certified Associate *New!*
220 hours \$2,595 (5 Exam vouchers included)

There is a strong workforce demand for Adobe Creative Suite skills. In the Adobe Certified Associate course, you will learn five of the most often-used Adobe programs: Dreamweaver, Illustrator, Photoshop, InDesign and Animate (formerly Flash). You will read short readings, complete exercises, and watch video demos and reviews of exercises, take quizzes and exams, and complete a professional project. By focusing on these five programs, you will learn how to put all the parts and pieces together to develop the Adobe Creative Suite skills needed to be professionals in the design field. This course includes a voucher to take the certifying exams.

Advertising and Outreach Specialist *New!*
100 hours \$1,295

Nearly every business uses some form of advertising to promote their products or services. Even in today's digital marketing arena, advertising professionals play a vital role in driving product awareness. This course will teach you how to create advertisements for print and digital media. Being successful in advertising requires more than just creative thinking, it requires research and project management skills. This course will also teach you how to couple creative and strategic thinking. You will learn how to analyze consumer motives, research markets, and use this data to plan and create advertisements.

Marketing Design Certificate *New!*
360 hours \$3,295

Looking to launch your career designing marketing or identity pieces for large companies or small businesses? The Marketing Design training course focuses on helping you develop technical skill and creative artistry using applied marketing principles. You'll complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding. You'll learn in-demand software programs that a marketing designer needs to know including Adobe Photoshop and Illustrator. You will build a skill set in digital image preparation and vector illustration while applying foundation design concepts in color, typography and identity design. Hands-on projects in this course focus on essential skills and provide you with experience in business-focused design scenarios.

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.

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.

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.

Information Technology

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.

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.

CompTIA IT Fundamentals *New!*
100 hours \$895 (Exam voucher included)

Prove that you know today's technologies with CompTIA IT Fundamentals. From networking and cybersecurity essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace. The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT). It's ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+.

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.

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.

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.

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.

Supply Chain

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.

Certified Green Supply Chain Professional *New!*
60 hours \$1,595

In this course, you will learn the essentials of green product standards and labeling as well as how to develop sustainability supplier courses, implement sustainable business practices, apply lean and green manufacturing strategies, and integrate these practices across the extended supply chain. By the end of this course, you will be prepared to take the Senior Certified Sustainability Professional Certification (SCSP) or Green Supply Chain Professional Certification (GSCP) offered by GreenSupplyChain.org. This sustainability certification is essential for professionals working in or preparing for leadership roles tasked to support the sustainable business practices and goals of their organization.

Freight Broker/Agent Training *New!*
180 hours \$1,895

From licensing and operations, to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States. As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. This course will provide you with the knowledge and resources needed to break into the shipping industry.

Purchasing and Supply Chain Management *New!*
300 hours \$2,295

This course will show you the integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this course. You'll also learn what makes a successful entrepreneur, and you'll develop an understanding of the basics of marketing management and the strategies involved in developing a marketing plan. The art of negotiation is covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness.



More Information

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 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.

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/pnw-dhi 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.

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.

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 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.