QUARTERLY BULLETIN and COMMUNITY & CONTINUING EDUCATION SCHEDULE

POSSIBILITIES

SUMMER QUARTER 2020

PIERCE COLLEGE

#PIERCE COLLEGE Together

PIERCE COLLEGE

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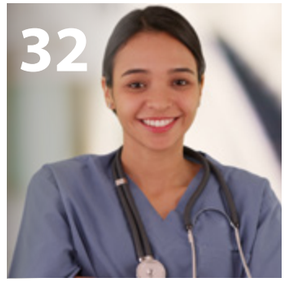

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Getting Started

Register today!

Summer quarter classes begin July 1

1 ADMISSIONS APPLICATION

Submit an admissions application at **www.pierce.ctc.edu/apply-admission** or visit the admissions office.
FS: 253-964-6501 | **PY:** 253-864-3254

The Bachelor of Applied Science degrees, Veterinary Technology, Nursing and International Education require special admission procedures.

2 EXPLORE FUNDING

Apply for financial aid (grants and loans) and learn about payment options.

For more funding options and timelines visit:
www.pierce.ctc.edu/pay-college
Financial Aid: 253-964-6544

3 DETERMINE YOUR STARTING POINT

Placement for English, reading and math classes can be determined in multiple ways such as Smarter Balanced Assessment scores, high school or college transcripts, placement reciprocity, or a computer-based assessment.
www.pierce.ctc.edu/testing-centers
FS: 253-964-6521 | **PY:** 253-840-8343

4 GET CONNECTED

Log in to MyPierce to set up your student email and complete the Student Guide. After you've finished the guide, you will schedule your advising appointment.
www.pierce.ctc.edu/get-connected
FS: 253-964-6705 | **PY:** 253-840-8431

5 REGISTER FOR CLASSES

After seeing your advisor, register for classes and pay your tuition and fees.
www.pierce.ctc.edu/register-and-pay
FS: 253-964-6615 | **PY:** 253-840-8413

FS - Fort Steilacoom campus | **PY** - Puyallup campus

The best way to get to know Pierce College is to visit the campus virtually! We welcome you to experience both of our beautiful campuses and learn more about how we can help you get started on your educational path. Take a virtual tour today:

» **https://tour.lcp360.com/nocache/pierce/**

IMPORTANT DATES

Last day to withdraw/continuous entry registration ends	**May 20**
Memorial Day - *college closed.*	**May 25**
Summer/fall registration begins *(currently enrolled students)*	**June 1**
Open summer and fall quarter registration begins	**June 8**
Spring quarter finals	**June 17-19**
Virtual graduation	**June 19**
Summer quarter begins	**July 1**
Independence Day observed - *college closed*	**July 3**
Last day to add classes.	**July 14**
Last day to withdraw.	**Aug. 4**
Last day of instruction.	**Aug. 20**
Fall quarter begins	**Sept. 21**

*The full academic calendar is at **www.pierce.ctc.edu***

»» *Apply Now!* ACCEPTING APPLICATIONS FOR SUMMER AND FALL ««

COMMUNITY & CONTINUING EDUCATION

Check out our courses starting on page 12!
Visit our website at **www.PierceCE.com**

PIERCE COLLEGE ADAPTS TO 'NEW NORMAL,' HELPS STUDENTS REACH GOALS IN SPITE OF CHALLENGING CIRCUMSTANCES

By Kate Frerichs

For many Pierce College students (and employees, too!), home is now daycare, school, and sometimes workplace, all rolled into one. As we all continue adapting to these challenging times, Pierce College is working harder than ever to continue providing students with quality educational opportunities in a safe and healthy way.

With all of our classes meeting remotely for the duration of spring quarter, our professors are ready to do what they can to help students be successful. Faculty members have created unique online experiences to help students meet learning outcomes while staying on track to reach their educational goals. Summer quarter will be completely online with the exception of certain high-priority labs and programs that cannot be effectively taught through online coursework.

For fall quarter, we will continue to be primarily online with a broader but still limited set of choices for face-to-face coursework, if conditions make it possible.

The college has built a number of support systems in response to COVID-19, allowing students to connect with advisors, financial aid representatives, tutors and more, through Zoom teleconferencing, phone, email and more. Students without access to a computer or internet at home have been borrowing Chromebooks and Wi-Fi hotspots from the college. We also developed a comprehensive Student Support Center on the college's website to provide students with a centralized resource center, where they can find information on how to contact our departments remotely, how to access their virtual classrooms, and even how to obtain assistance with basic needs such as housing, food, childcare and more.

A web page of Frequently Asked Questions is updated regularly to address common concerns and issues students may have.

As computer screens and other devices keep us connected during these times of social distancing, it's more important than ever to find creative ways to stay engaged. The Offices of Student Life at Pierce College Fort Steilacoom and Puyallup have been developing fun, thought-provoking virtual events to strengthen our sense of community this quarter. Be sure to follow us on Facebook, Twitter and Instagram for details on virtual events and activities.

The Class of 2020 will be graduating this June under quite interesting circumstances, and we're planning an equally memorable virtual commencement ceremony to celebrate these students. This ceremony will capture the traditional commencement experience with every graduate being recognized by name with a personalized photo. We'll have the same speeches and awards, all enjoyed from our homes, with our families and friends watching in real time. These special grads will also have the option to walk in next year's commencement ceremony, if they would like.

As we continue to move through these uncertain times, we remain committed to our students' success. We look forward to continuing to create quality educational opportunities for a diverse community of learners to thrive in an evolving world. ■

Pierce Points of Pride

Awarded TOP 5 COMMUNITY COLLEGE IN THE NATION

THE ASPEN INSTITUTE
ASPEN PRIZE FOR COMMUNITY COLLEGE EXCELLENCE
RISING STAR
Pierce College Fort Steilacoom
2019

* www.collegespark.org/wp-content/uploads/2018/01/Guided-Pathways-press-release-180116.pdf ** www.aaccnche.edu/programs/aacc-pathways-project/pathways-participants/

15,700

Pierce College is the largest college in Pierce County, serving more than **15,700** students annually.

94%

Pierce College has **increased** its graduation rate by 94% over the last eight academic years.

67%

FIRST-GENERATION COLLEGE STUDENTS

AVERAGE CLASS SIZE **15**

PATHWAYS FOR SUCCESS

Pierce College was selected as one of five colleges in the state*, and one of 30 in the nation**, to implement Guided Pathways. Guided Pathways simplifies course choices, helping students make the most efficient use of their time and money.

BEST FOR VETS 2020 MILITARY TIMES COLLEGES

For Veterans, Pierce College is rated

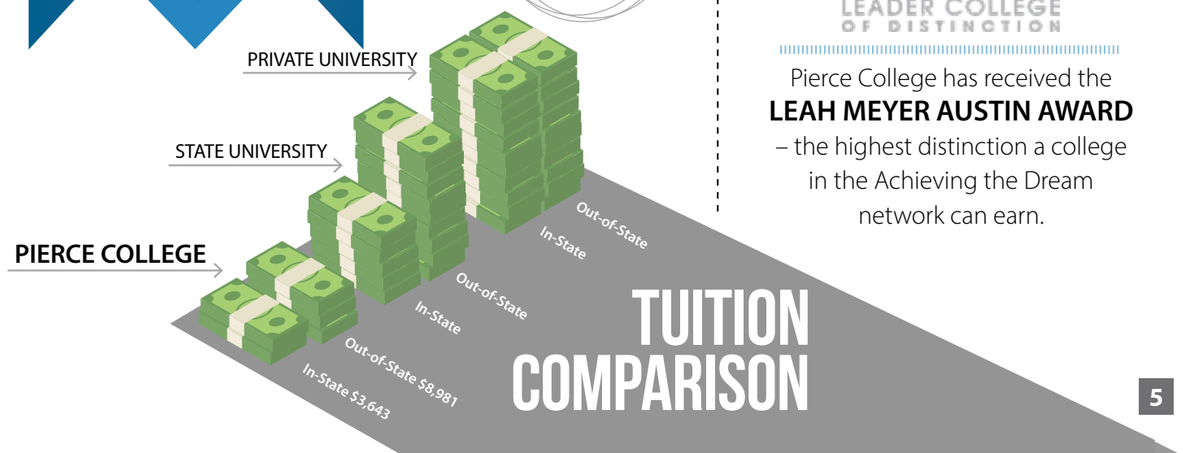
#1 BEST FOUR YEAR COLLEGE IN THE STATE

#25 BEST FOUR YEAR COLLEGE IN THE NATION

by the Military Times

Achieving the Dream LEADER COLLEGE OF DISTINCTION

Pierce College has received the **LEAH MEYER AUSTIN AWARD** – the highest distinction a college in the Achieving the Dream network can earn.



Programs

UNIVERSITY TRANSFER DEGREES

If your goal is a bachelor's degree or beyond, it makes sense to attend Pierce College for your first two years. You'll pay a fraction of the cost for the same education and enjoy small class sizes and hands-on learning.

- Associate of Arts (AA-DTA)
- Associate of Science (AS-T)
  - AS-T Track 1 for science pre-majors in biological sciences, chemistry, environmental/resource sciences, geology and earth science
  - AS-T Track 2 for science pre-majors in engineering, computer science, physics and atmospheric sciences
- Associate in Biology (DTA/MRP)
- Associate in Business (DTA/MRP)
- Associate in Construction Management (DTA/MRP)
- Associate in Math Education (DTA/MRP)
- Associate in Music (DTA/MRP)
- Associate in Pre-Nursing (DTA/MRP)

BACHELOR OF APPLIED SCIENCE DEGREES

Pierce College now offers the following five Bachelor of Applied Science degrees:

BAS in Applied Business Management** – The Bachelor in Applied Science in Applied Business Management (BAS-ABM) is a cohort-based, full-time, two-year program. With this affordable, convenient and quality baccalaureate degree, you gain 21st century technical, transferable and lifelong-learning skills employers demand.

BAS in Dental Hygiene** – This program enjoys national acclaim and recognition for consistently graduating clinically skilled and intellectually strong dental hygienists.

BAS in Fire Services Leadership and Management** – This professional development program trains existing fire service professionals to navigate the administrative, technical and operational demands of fire departments.

BAS in Homeland Security Emergency Management** – This online and hybrid program is part of a guided career pathway designed to prepare students to become 21st century emergency management professionals.

BAS in Teaching** – This degree leads to teacher licensure with dual endorsements in both P-3 education and P-3 special education. The program was designed with best practices in teacher preparation.

TRANSITIONAL EDUCATION

Whether you need to finish your high school diploma or learn English, Pierce College has a program to help you build your educational foundation.

- Pierce College Adult Diploma (PCAD)
- Basic Education for Adults (BEdA)
- English as a Second Language (ESL)
- General Education Development (GED)

PROFESSIONAL/TECHNICAL DEGREES AND CERTIFICATES

Pierce College's professional/technical degrees and certificates are designed to provide students with the technical and related skills needed for successful employment.

DEGREES

- Admin. Assistant Medical Office
- Applied Accounting
- Applied Business*
- Computer Network Engineering
- Construction Management
- Criminal Justice
- Database Management and Design
- Digital Design
- Early Childhood Education*
- Fire Services Leadership and Management+*
- General Office Administrative Assistant
- Health Informatics and Integrated Technology
- Homeland Security Emergency Management
- International Business
- Kinesiology*
- Medical Billing and Coding
- Nursing (ADN)**
- Occupational Safety and Health Technician^*
- Office Management
- Paraeducation
- Physical Therapist Assistant^^++
- Social Service/Mental Health
- Veterinary Technology**

CERTIFICATES

- Accounting Office Assistant
- Accounting Technology
- Application Development
- Bookkeeping Office Assistant
- Business
- Business Analysis
- Computer Systems Administration
- Construction Management
- Construction Safety Technician^
- Crime Analysis and Investigations
- Criminal Justice
- Emergency Medical Services
- Emergency Medical Technician
- Entrepreneurship
- Explorer/Cadet Pre-Law Enforcement
- Fitness Coach
- Forensic Technology
- General Office Assistant
- Healthcare Database Management and Design
- Homeland Security Emergency Management
- Human Resource Management
- Integrated Business Technology
- LPN to RN Bridge
- Medical Billing and Coding
- Medical Office Assistant
- Microsoft System Administrator
- Network Infrastructure
- Personal Training
- Project Management
- Short Project Management
- Social Media and Marketing
- Social Service/Mental Health
- State Early Childhood Education Certificate
- State Initial Early Childhood Education
- State Initial Paraeducation
- State Paraeducation
- State Short Early Childhood Certificate of Specialization - Administration
- State Short Early Childhood Certificate of Specialization - Family Child Care
- State Short Early Childhood Certificate of Specialization - General
- State Short Early Childhood Certificate of Specialization - Infants and Toddlers
- State Short Early Childhood Certificate of Specialization - School Age Care
- Supervision and Management
- Tribal Homeland Security Emergency Management
- Virtual Design and Construction for Construction Management

* Applied Science – Transfer Degree (AAS-T)
** Special admissions procedures apply
^ Collaboration with Edmonds Community College
^^ Collaboration with Whatcom Community College
+ Collaboration with the Tacoma Fire Department
++ Associate in Science (AS)

Services

ACCESS AND DISABILITY SERVICES
253-964-6468
www.pierce.ctc.edu/ads
If you are a student with disabilities, you can access accommodations and support as well as educational planning, advising, assistive technology and learning strategies.

ASPIRE
FS: 253-964-6300
www.pierce.ctc.edu/aspire
ASPIRE aims to improve enrollment, retention and completion rates of underrepresented Asian American, Pacific Islander and low-income students.

eLEARNING
253-964-6244
www.pierce.ctc.edu/elearning
Using technology, eLearning allows you the freedom, flexibility and control to earn a certificate or degree on your own schedule.

INTERNATIONAL EDUCATION
253-964-6229
www.pierce.ctc.edu/ie
Students from around the world can earn degrees at Pierce College while strengthening their English skills, exploring American culture, and sharing their own culture with local students. In addition, American students can take advantage of Pierce's opportunities to study abroad.

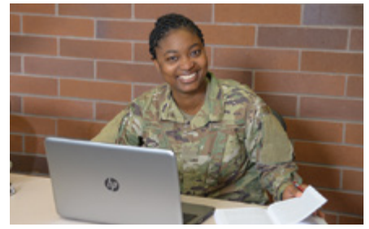
JOB AND CAREER CONNECTIONS
253-964-6265
www.pierce.ctc.edu/workforce-connections
Resources for students, alumni, staff and community members to explore career options, education pathways and connect with internships and employment.

MILITARY EDUCATION
Fort Lewis: 253-964-6567
McChord: 253-964-6606
www.pierce.ctc.edu/jblm
Two education centers at Joint Base Lewis-McChord offer accelerated programs open to active-duty military personnel, their family members, VA benefit recipients and civilians.

RUNNING START
FS: 253-964-6705 | **PY:** 253-840-8431
www.pierce.ctc.edu/running-start
Academically qualified high school juniors and seniors can take college-level courses at Pierce College, earning both high school and college credit tuition-free.

TRiO STUDENT SUPPORT SERVICES
FS: 253-912-3644
www.pierce.ctc.edu/trio
The TRiO program at Pierce College Fort Steilacoom provides extra support and assists students in transferring to four-year colleges or universities.

TUTORING
FS: 253-964-6737 | **PY:** 253-864-3258
www.pierce.ctc.edu/tutoring
Pierce College offers a variety of academic support services to meet individual needs of students.



VETERANS SERVICES
FS: 253-964-6505 | **PY:** 253-864-3194
www.pierce.ctc.edu/veterans
Specialized staff at both campuses are here to help veterans through the process of receiving VA Education Benefits. The Veterans Resource Center at Pierce College Fort Steilacoom has a textbook lending library, study areas, computers and a comfortable space for meeting other student veterans and learning about local resources.

WORKFORCE
253-964-6265
www.pierce.ctc.edu/workforce
Workforce programs help you reach new career goals by finding the program that works for you and your family, giving you the support you need to succeed.

COLLABORATIONS

UNIVERSITY of WASHINGTON TACOMA

Interested in transferring to University of Washington Tacoma? Contact Maria Reyes at Mreyes@pierce.ctc.edu or 253-912-2399 x5593 for help.

CWU Central Washington University

Central Washington University operates an extension site at Pierce College Fort Steilacoom, allowing students to earn bachelor's degrees in Lakewood.

INVISTA PERFORMANCE SOLUTIONS

Invista Performance Solutions is a workforce training resource that provides customized, targeted employee training for businesses.

PIERCE IN THE NEWS

FREE MONEY FOR COLLEGE: INTRODUCING THE WASHINGTON COLLEGE GRANT

Thanks to the new Washington College Grant, education and training beyond high school is becoming even more affordable for low- and middle-income students. For those who qualify, the grant guarantees that you'll get the full Washington College Grant award, eliminating wait lists and letting students start any quarter with the full grant award.

An eligible student from a family of four making about $50,500 will receive a full financial aid award that covers the cost of tuition plus state-mandated fees. Partial grants are available for families making up to the state's median family income of around $97,000 per year.

The first step toward pursuing funding is to complete a federal or state financial aid application: Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA). Students should submit the FAFSA as soon as possible starting Oct. 1, for the following academic year (include Pierce College, school code 005000, in your list of schools).

For more information and to access the estimated award and eligibility chart, please visit *www.pierce.ctc.edu/washington-college-grant*. ■

STUDENTS CAN APPLY FOR CARES ACT FUNDING TODAY!

Pierce College students who have been financially impacted by the COVID-19 outbreak now have access to emergency funding through the Coronavirus Aid, Relief and Economic Security (CARES) Act. The college has received a federal funding package to use in part to assist students with expenses related to disruptions to their education due to the pandemic. Here are a few details about how this funding will work, and how you can apply:

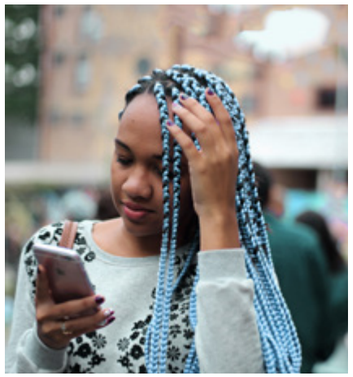
- Students will apply for funding via an application process, where you will describe how you have been impacted, along with your overall financial need.
- Students who have been financially impacted by the coronavirus outbreak are encouraged to apply for funding – even if you have never applied for Financial Aid before.
- These funds are similar to grants, and do not need to be repaid.
- Although there is no standard award amount for these grants, Financial Aid representatives will look into all funding options available to fill in any gaps in your financial need.
- We anticipate a high volume of applications, but expect to process them quickly.

For more information and to apply for funding, please visit https://www.pierce.ctc.edu/student-support. From there, expand the "Financial Support" FAQ and scroll down to find the link to the application in the CARES Act section. ■

EXCITING CHANGES ARE HERE THANKS TO CTCLINK TRANSITION

All of Washington's community and technical colleges are transitioning to ctcLink, replacing an outdated computer system built in the 1980s. ctcLink provides a set of common, mobile-friendly tools for students to manage their college business online, at any time. Pierce College is now fully up and running with ctcLink as of May 2020.

Students now enjoy 24/7 access to an online student center, where they can register for classes, view transcripts, obtain messages and notifications, review and accept financial aid awards, and much more.



The college is prepared to support students and employees through this transition, and is offering a variety of training and educational opportunities related to ctcLink. We expect this new integrated technology will be a valuable asset in helping students achieve their educational goals.

Current students, don't forget to check your student e-mail for important information and instructions related to ctcLink. ■

Events at Pierce

Tickets for these Pierce College events and more available at ***PierceCollegeEvents.com***

ART *All exhibits are free and open to the public*

Please see the Pierce College Fine Arts Galleries website for more information concerning upcoming exhibits.

www.pierce.ctc.edu/galleries

17th Annual PIERCE COLLEGE SCHOLARSHIP SCRAMBLE

Thursday, August 20, 2020
Eagle's Pride Golf Course

PIERCE COLLEGE SCHOLARSHIP SCRAMBLE

www.pierce.ctc.edu/foundation-events

SCIENCE DOME

Fort Steilacoom, Rainier Bldg. RAI 263
www.PierceCollegeDome.com

Space Camp includes numerous indoor and outdoor activities designed to engage campers through observation, reasoning and hands-on experience.

Ages 13-18, July 27-31
Ages 6-9, July 31
Ages 10-12, Aug. 7

Hubble 30th Birthday Bash
Aug. 22

See website for more details.

See website for more details, dates subject to change due to COVID-19.
www.Piercecollegedome.com

Pierce College is committed to Equity, Diversity and Inclusion and to ensuring that no individual with a disability is excluded, or denied access due to the absence of auxiliary aids or services. We offer reasonable accommodations for all college sponsored activities. If you anticipate needing an accommodation or have questions about the physical access provided, please contact Access & Disability Services, 253-964-6468 or ADS@pierce.ctc.edu. Requests can be served most effectively if notice is provided at least 2 weeks before the event.

SUMMER CREDIT SCHEDULE: my.pierce.ctc.edu/webapps/classsched

Pierce College offers bachelor's degrees, associate degrees, and professional certificates in numerous programs of study (www.pierce.ctc.edu/). Career training opportunities prepare students for work in the fields like business, computers and technology, health care, communications and education. The college also offers adult basic education classes, English as a second language (ESL) classes, and community and continuing education classes.

Pierce College welcomes all students. Advisors (www.pierce.ctc.edu/advising) help resolve issues, answer questions, and provide information about the next best steps based on each individual's needs. The college ensures that the lack of English language skills is not a barrier to education, access to services, or activities.

Pierce College supports and values the dignity of each member of its community and visitors, and is committed to maintaining an environment free from discrimination and harassment. This commitment applies to all levels and areas of operations and programs and is intended to ensure that all students and employees are provided equitable opportunities to realize their goals and to function safely and effectively within the Pierce College environment.

Pierce College recognizes its responsibility under state laws and their implementing regulations to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Pierce College prohibits discrimination against and harassment of members of these protected classes, as well as any additional class(es) protected by local, state, or federal law. Any individual found to be in violation of this policy will be subject to disciplinary action up to and including the possibility of exclusion from Pierce College facilities, dismissal from Pierce College as a student, and/or dismissal from employment, as applicable.

Members of the college community, guests, or visitors who believe they have been the subject of discrimination or harassment should report the incident or incidents to the District Title IX/EEO Coordinator identified below. If the complaint is against that Coordinator, or if for some other reason a report cannot be made to the Coordinator, the complainant should report the matter to one of the alternate designees listed below.

District Title IX/EEO Coordinator
Holly Gorski
Pierce College Fort Steilacoom
Cascade Building, Room 207
9401 Farwest Drive SW
Lakewood, WA 98498-1999
253-964-6519 | HGorski@pierce.ctc.edu

District Section 504 Coordinator
Tami Jacobs
Pierce College Fort Steilacoom
Cascade Building, Room 380
9401 Farwest Drive SW
Lakewood, WA 98498-1999
253-964-6581 | tjacobs@pierce.ctc.edu

District Affirmative Action Officer –
Paula Henson-Williams - 253-864-3229 - phenson@pierce.ctc.edu

Deputy Title IX Coordinator - District Athletics – Duncan Stevenson - 253-964-6612 - dstevenson@pierce.ctc.edu

Deputy Title IX Coordinator - Pierce College Puyallup – Agnes Steward – 253-840-8403 - asteward@pierce.ctc.edu

Deputy Title IX Coordinator - Pierce College Fort Steilacoom – Tami Jacobs - 253-964-6581 - tjacobs@pierce.ctc.edu

Deputy Title IX Coordinator - Pierce College at Joint Base Lewis-McChord – Kelly Benson – 253-964-6716 - kbenson@pierce.ctc.edu

Information on how to report concerns about behavior that may have a negative impact on the climate can be found at www.pierce.ctc.edu/complaint-process. All reports of negative and inappropriate behaviors will be taken seriously. We believe that hearing about concerns presents an opportunity to consider any necessary improvements. Attempting to prevent someone from reporting a concern, and retaliating or attempting to encourage others to retaliate against someone who has raised concerns will not be tolerated.

Please also see our Discrimination and Harassment policy at www.pierce.ctc.edu/policy-discrimination-and-harassment

Pierce College에서는 많은 학문 분야(www.pierce.ctc.edu)에 대해 학사, 준학사 학위 및 전문 자격증을 제공합니다. 커리어 훈련 기회는 학생들이 비즈니스, 컴퓨터, 테크놀로지, 건강 관리, 커뮤니케이션 및 교육과 같은 분야에서 직업 준비를 할 수 있게 해줍니다. 칼리지는 또한 성인 기본 교육 수업, 제 2언어로써의 영어 (ESL) 및 커뮤니티와 지속 교육 수업을 제공합니다.

Pierce College는 모든 학생들을 환영합니다. 조언가들 (www.pierce.ctc.edu/advising)은 이슈를 해결, 질문에 답변하고 개별적 니드에 따라 다음 단계에 대한 정보를 제공합니다. 칼리지는 영어 미숙이 교육적 장애, 서비스나 활동에 대한 접근에 장애를 초래하지 않을 것을 보장합니다.

Pierce College는 커뮤니티 구성원과 방문자들의 존엄성을 지지 및 소중하게 여기며 차별 및 괴롭힘이 없는 환경을 유지하기 위해 노력하고 있습니다. 이러한 노력은 모든 운영 및 프로그램 수준 및 영역에 적용되며 모든 학생 및 직원들이 자신의 목적을 달성하고 Pierce College 환경에서 안전하고 효율적으로 기능할 수 있도록 동등한 기회를 부여받을 수 있도록 하기 위한 것입니다.

Pierce College는 인종, 색깔, 국적, 인지된 또는 신체적이나 정신적 장애, 임신, 유전적 정보, 성별, 송지향성, 성정체성, 결혼 상태, 신념, 종교, 명예 퇴역 군인 또는 군인 상태, 서비스견이나 동물의 사용에 기반한 차별을 중지, 해결 및 예방하기 위해 교육적 환경 및 직장을 조사, 해결, 시정 조치를 이행하는 주정부 법에 따른 그 책임 및 규정 이행을 이해하고 있습니다. Pierce College는 이러한 보호된 등급의 구성원 및 다른 지역, 주 또는 연방법으로 보호되는 등급의 구성원에 대한 차별 및 괴롭힘을 금지하고 있습니다. 이러한 정책을 위반하는 개인은 Pierce College 기관으로부터의 제외, Perce College로부터 학생 신분 또는 해당시 직원의 신분을 박탈의 징계 조치를 받을 수 있습니다.

차별이나 괴롭힘을 받았다라고 생각하는 칼리지 커뮤니티 구성원, 손님 또는 방문자는 아래의 교육구 타이틀 IX/EEO 코디네이터에게 그 사실을 보고하셔야 합니다. 코디네이터에 대한 불만사항을 접수할 경우 또는 코디네이터에게 어떤 사유로 보고를 하지 못하는 경우, 그 불만사항은 아래의 다른 지정인에게 보고되어야 합니다.

교육구 타이틀 IX/EEO 코디네이터
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Lakewood, WA 98498-1999
253-964-6519 | HGorski@pierce.ctc.edu

교육구 섹션 504 코디네이터
Tami Jacobs
Pierce College Fort Steilacoom
Cascade Building, Room 380
9401 Farwest Drive SW
Lakewood, WA 98498-1999
253-964-6581 | tjacobs@pierce.ctc.edu

교육구 확정적 조치 사무관 - Paula Henson-Williams – 253-864-3229 – phenson@pierce.ctc.edu

타이틀 IX 부코디네이터 – District Athletics Duncan Stevenson – 253-964-6612 – dstevenson@pierce.ctc.edu

타이틀 IX 부코디네이터– Pierce College Puyallup - Agnes Steward - 253-840-8403 – asteward@pierce.ctc.edu

타이틀 IX 부코디네이터– Pierce College Fort Steilacoom - Tami Jacobs – 253-964-6581 – tjacobs@pierce.ctc.edu

타이틀 IX 부코디네이터– Pierce College at Joint Base Lewis-McChord - Kelly Benson - 253-964-6716 – kbenson@pierce.ctc.edu

분위기에 부정적인 영향을 끼칠 수 있는 행동에 대한 우려사항을 보고하는 방법에 대한 정보는 www.pierce.ctc.edu/complaint-process에서 찾아보실 수 있습니다. 부정적 및 부적절한 행동에 대한 모든 보고는 모두 신중하게 고려될 것입니다. 그러한 문제에 대해 저희가 알아야 필요한 개선을 할 수 있는 기회가 생기게 됩니다. 그러한 우려에 대해 보고를 하는 것을 막으려는 시도와 그러한 우려를 제기하는 사람에 대해 보복을 하거나 보복을 장려하는 것은 용납되지 않습니다.

차별 및 괴롭힘 관련 정책을 보시려면 www.pierce.ctc.edu/policy-discrimination-and-harassment를 참조해주십시오.

В колледже Pierce College студенты могут получить степень бакалавра (bachelor), младшего специалиста (associate), а также сертификат специалиста по различным программам обучения (www.pierce.ctc.edu). Профессиональная подготовка позволяет студентам в дальнейшем работать в таких областях как бизнес, вычислительные системы и технологии, здравоохранение, коммуникации и образование. В колледже также предлагаются общеобразовательные курсы для взрослых, курсы английского языка для иностранцев (English as a second language, ESL), образовательные программы для населения и курсы повышения квалификации.

В колледже Pierce College рады всем студентам. Консультанты (www.pierce.ctc.edu/advising) оказывают помощь в решении проблем, отвечают на вопросы и предоставляют рекомендации по дальнейшим действиям учащихся с учетом их потребностей. Мы гарантируем, что недостаточное знание английского языка не помешает учиться, пользоваться услугами и участвовать в мероприятиях.

В колледже Pierce College ценят и уважают достоинство каждого преподавателя, студента и посетителя и не допускают дискриминации и агрессии. Эти принципы применяются на всех уровнях, во всех сферах деятельности и программах и призваны предоставить всем учащимся и сотрудникам равные возможности для реализации своих целей и обеспечить безопасную и эффективную работу в среде колледжа Pierce College.

Колледж Pierce College признает свою ответственность согласно законам штата и их исполнительным распоряжениям по расследованию, разрешению конфликтов, применению исправительных мер и мониторингу образовательной и рабочей среды с целью прекращения, устранения последствий и предотвращения дискриминации по признаку расы, цвета кожи, этнического происхождения, возраста, мнимых или имеющихся физических либо психических расстройств, беременности, генетических данных, пола, сексуальной ориентации, гендерной идентичности, семейного положения, убеждений, вероисповедания, статуса вышедшего в почетную отставку ветерана, отношения к воинской службе, либо использования обученной собаки-поводыря или других служебных животных. В колледже Pierce College запрещена дискриминация и агрессия в отношении представителей вышеперечисленных защищенных категорий, а также любых дополнительных категорий, которые находятся под защитой местного и федерального законодательства либо законов

штата. Любые лица, нарушающие настоящую политику, будут подвергнуты дисциплинарному взысканию вплоть до и включая возможность недопущения на объекты Pierce College, отчисления учащегося и (или) увольнения сотрудника.

Членам сообщества Колледжа, гостям или посетителям, которые полагают, что они подверглись дискриминации или агрессии, следует сообщить о происшедшем окружному координатору по соблюдению Раздела IX/EEO (политики равных возможностей), контактная информация которого указана ниже. Если жалоба направлена против координатора, а также при наличии других причин, не позволяющих поставить координатора в известность, следует сообщить о проблеме одному из указанных ниже уполномоченных сотрудников-заместителей.

Окружной координатор по соблюдению Раздела IX/EEO
Holly Gorski (Холли Горски)
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Окружной координатор по соблюдению Статьи 504
Tami Jacobs (Тэми Джейкобс)
Pierce College Fort Steilacoom
Cascade Building, Room 380
9401 Farwest Drive SW
Lakewood, WA 98498-1999 253-964-6581 | tjacobs@pierce.ctc.edu

Окружной ответственный исполнитель по политике равных возможностей — Paula Henson-Williams (Пола Хэнсон-Уильямс) — 253-864-3229 — phenson@pierce.ctc.edu

Заместитель координатора по соблюдению Раздела IX — District Athletics – Duncan Stevenson (Данкан Стивенсон) — 253-964-6612 — dstevenson@pierce.ctc.edu

соблюдению Раздела IX — Pierce College Puyallup — Agnes Steward (Агнес Стюард) — 253-840-8403 — asteward@pierce.ctc.edu

Заместитель координатора по соблюдению Раздела IX — Pierce College Fort Steilacoom — Tami Jacobs (Тэми Джейкобс) — 253-964-6581 — tjacobs@pierce.ctc.edu

Заместитель координатора по соблюдению Раздела IX — Pierce College в Joint Base Lewis-McChord — Kelly Benson (Келли Бэнсон) — 253-964-6716 — kbenson@pierce.ctc.edu

Информацию о том, как сообщить о своих опасениях, связанных с поведением, способным отрицательно повлиять на общую атмосферу, вы найдете на странице www.pierce.ctc.edu/complaint-process. Любые сообщения о негативном и неподобающем поведении будут приняты к сведению. Мы уверены, что сообщая о своих опасениях, вы прежде всего указываете нам на необходимость рассмотрения любых возможных вариантов улучшения ситуации. Мы не потерпим попыток препятствования какому-либо лицу, сообщающему о проблеме, применения ответных мер или склонения кого-либо к применению ответных мер в отношении лица, сообщающего о проблеме.

См. также нашу Политику противодействия дискриминации и агрессии на странице www.pierce.ctc.edu/policy-discrimination-and-harassment

Pierce College ofrece licenciaturas, títulos asociados y certificados profesionales en numerosos programas de estudios (www.pierce.ctc.edu). Las oportunidades de capacitación profesional preparan a los estudiantes para el trabajo en los campos como negocios, computadoras y tecnología, cuidado de la salud, comunicaciones y educación. La universidad también ofrece clases de educación básica para adultos, clases de inglés como segundo idioma (ESL, por sus siglas en inglés) y clases comunitarias y de educación continua.

Pierce College les da la bienvenida a todos los estudiantes. Los asesores (www.pierce.ctc.edu/advising) ayudan a resolver problemas, responder preguntas y brindar información sobre los próximos mejores pasos en función de las necesidades de cada persona. La universidad se asegura de que la falta de habilidades en el idioma inglés no sea una barrera para la educación, el acceso a servicios o actividades.

Pierce College apoya y valora la dignidad de cada miembro de su comunidad y visitantes, y se compromete a mantener un ambiente libre de discriminación y acoso. Este compromiso se aplica a todos los niveles y áreas de operaciones y programas, y está destinado a garantizar que todos los estudiantes y empleados reciban oportunidades equitativas para cumplir sus objetivos y funcionar de manera segura y efectiva en el entorno de Pierce College.

Pierce College reconoce su responsabilidad bajo las leyes estatales y sus regulaciones de implementación para investigar, resolver, implementar medidas correctivas y monitorear el entorno educativo y el lugar de trabajo para detener, remediar y prevenir la discriminación con base en la raza, color, nacionalidad, edad, discapacidad física o mental real o percibida, embarazo, información genética, sexo, orientación sexual, identidad de género, estado civil, credo, religión, estado de veterano o militar con baja honorable, o el uso de un perro guía o animal de servicio entrenado. Pierce College prohíbe la discriminación y el acoso de los miembros de estas clases protegidas, así como de cualesquier clases adicionales protegidas por la ley local, estatal o federal. Cualquier individuo que se encuentre en violación de esta política será sujeto de medidas disciplinarias que pueden incluir la posibilidad de exclusión de las instalaciones de Pierce College, el despido de Pierce College como estudiante o el despido como empleado, según corresponda.

Los miembros de la comunidad universitaria, invitados o visitantes que crean que han sido objeto de discriminación o acoso deben informar el incidente o los incidentes al Coordinador del Título IX/EEO del Distrito identificado a continuación. Si la queja es contra

ese Coordinador, o si por algún otro motivo no se puede presentar un informe ante el Coordinador, el demandante debe informar el asunto a uno de los representantes alternos que se enumeran a continuación.

Coordinador del Título IX/EEO del Distrito
Holly Gorski
Pierce College Fort Steilacoom
Cascade Building, Room 207
9401 Farwest Drive SW
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Coordinador de la Sección 504 del Distrito
Tami Jacobs
Pierce College Fort Steilacoom
Cascade Building, Room 380
9401 Farwest Drive SW
Lakewood, WA 98498-1999 253-964-6581 | tjacobs@pierce.ctc.edu

Oficial de Acción Afirmativa del Distrito – Paula Henson-Williams - 253-864-3229 - phenson@pierce.ctc.edu

Vice Coordinador del Título IX - District Athletics – Duncan Stevenson - 253-964-6612 - dstevenson@pierce.ctc.edu

Vice Coordinador del Título IX - Pierce College Puyallup – Agnes Steward – 253-840-8403 - asteward@pierce.ctc.edu

Vice Coordinador del Título IX - Pierce College Fort Steilacoom – Tami Jacobs - 253-964-6581 - tjacobs@pierce.ctc.edu

Vice Coordinador del Título IX - Pierce College en Joint Base Lewis-McChord – Kelly Benson – 253-964-6716 - kbenson@pierce.ctc.edu

La información sobre cómo informar sobre inquietudes sobre el comportamiento que puede tener un impacto negativo en el clima está disponible en www.pierce.ctc.edu/complaint-process. Todos los informes de comportamientos negativos e inapropiados se tomarán en serio. Creemos que escuchar las inquietudes presenta una oportunidad para considerar cualquier mejora necesaria. No se tolerará el intento de evitar que alguien informe una inquietud y tomar represalias o intentar alentar a otros a tomar represalias contra alguien que haya planteado inquietudes.

Además, consulte nuestra política sobre Discriminación y Acoso en www.pierce.ctc.edu/policy-discrimination-and-harassment

Pierce Collegey提供諸多學科的學士學位、副學士學位以及專業證書（www.pierce.ctc.edu），為學生們在商務、電腦技術、衛生保健、通訊和教育等工作領域提供職業培訓機會。學院還提供成人基礎教育課程、英語（第二語言）（ESL）課程以及社區和繼續教育課程。Pierce College歡迎每一位學生。指導老師們（www.pierce.ctc.edu/advising）會幫助學生解決困難，回答學生的問題，並基於學生個人需求提供資訊，替他們做好未來規劃。學院承諾，英語能力的欠缺不會成為學生接受教育、獲得服務或參與活動的障礙。

Pierce College支持和重視校區成員及來訪者，並致力於維護沒有歧視和騷擾的校園環境。此聲明適用於學校營運和課程的所有層面及領域，旨在確保所有學生和雇員都擁有實現目標的公平機會，並得以在Pierce College安全高效的工作和學習。

Pierce College遵守州法律及其實施條例所規定的責任與義務，調□、制定、落實整改措施，監督教育環境及工作場所，制止、糾正和預防因下列原因導致的歧視：種族、膚色、國籍、年齡、潛在的或實際的身體或精神殘疾、懷孕、基因、性別、性取向、性別認同、婚姻狀況、信仰、宗教、榮退老兵或擁有軍籍、使用受訓導盲犬或其他服務動物。Pierce College禁止對受本聲明保護的課程成員的歧視和騷擾，也禁止對受地方、州或聯邦法律保護的任何其他課程成員的歧視和騷擾。任何被發現違反此政策的個人都將受到處分，如有類似違反情形，可能處分包含被驅逐出Pierce College機構，以及被退學和解雇。

任何認為遭受歧視或騷擾的校區成員、嘉賓或來訪者，可向下列地區第九修正案/EEO協調員舉報。如果是針對協　舉報，或因其他原因不適宜向協調員舉報，投訴者可向下列替代者之一舉報。

地區第九修正案/EEO協調員
Holly Gorski
Pierce College Fort Steilacoom
Cascade Building, Room 207
9401 Farwest Drive SW
Lakewood, WA 98498-1999 253-964-6519 | HGorski@pierce.ctc.edu

地區第504條款協調員
Tami Jacobs
Pierce College Fort Steilacoom
Cascade Building, Room 380
9401 Farwest Drive SW
Lakewood, WA 98498-1999
253-964-6581 | tjacobs@pierce.ctc.edu

地區反歧視運動官員 – Paula Henson-Williams - 253-864-3229 - phenson@pierce.ctc.edu

第九修正案副協調員 - District Athletics區體育署 – Duncan Stevenson - 253-964-6612 - dstevenson@pierce.ctc.edu

第九修正案副協調員- Pierce College Puyallup – Agnes Steward – 253-840-8403 - asteward@pierce.ctc.edu

第九修正案副協調員- Pierce College Fort Steilacoom – Tami Jacobs - 253-964-6581 - tjacobs@pierce.ctc.edu

第九修正案副協調員- Pierce College at Joint Base Lewis-McChord – Kelly Benson – 253-964-6716 - kbenson@pierce.ctc.edu

如您想瞭解如何舉報可能會對您產生負面影響的事件，請點擊 www.pierce.ctc.edu/complaint-process。所有針對負面和不當行為的舉報都將被認真審□。我們相信認真聽取您所擔憂的問題，能□促進學院工作不斷改進。我們絕不容許任何人企圖阻攔他人舉報，也絕不容許報復或企圖教唆他人報復舉報者。

您也可以點擊下列網址，□看我院關於歧視與騷擾的相關政策。www.pierce.ctc.edu/policy-discrimination-and-harassment

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

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	FORT STEILACOOM	PUYALLUP
Information	253-964-6500	253-840-8400
Admissions	253-964-6501	253-864-3254
	www.pierce.ctc.edu/admissions	
Advising Center	253-964-6705	253-840-8431
	www.pierce.ctc.edu/advising	
Financial Aid	253-964-6544	253-964-6544
	www.pierce.ctc.edu/financial-aid	
Registration	253-964-6615	253-840-8400
	www.pierce.ctc.edu/register-and-pay	
Bookstore	253-964-6508	253-840-8411
	www.pierce.ctc.edu/bookstores	
Campus Safety	253-964-6751	253-840-8481
	www.pierce.ctc.edu/campus-safety	
Testing Center	253-964-6521	253-840-8343
	www.pierce.ctc.edu/testing-centers	

For directions, campus maps and building floor plans, see page 39 or visit:
www.pierce.ctc.edu/maps

For parking permits, courtesy services, traffic/parking rules, student code of conduct, district policies and more, visit **www.pierce.ctc.edu/campus-safety**.

SUMMER QUARTER 2020
NONCREDIT COURSES

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

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 — **Fee: $149** ← Course Fee
Course Day(s) → **Tuesday** — **6:30-8:30 p.m.** ← Course Times
Instructor → **Kehr** — **4 sessions: June 23 to July 14** ← Course Date(s)

www.Pierce.CE.com

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.

VIRTUAL CLASSES

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.

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

VIRTUAL CLASSES

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 **Fee: $29**
Saturday **11 a.m. to 1 p.m.**
Blakeney **1 session: Aug. 1**

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 **Fee: $29**
Saturday **9:30 to 11 a.m.**
Blakeney **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 **Fee: $59**
Thursday **7:30-8:30 p.m.**
Blakeney **5 sessions: July 16 to Aug. 13**

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 **Fee: $39**
Saturday **11 a.m. to 1 p.m.**
Blakeney **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 **Fee: $29**
Saturday **9-10:30 a.m.**
Blakeney **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! 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 a 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**

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**

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-mintue 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

PAGE 20

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*

Professional.PierceCE.com

CERTIFICATES

NONCREDIT ONLINE

PAGE 24

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.*

Business.PierceCE.com

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

JUST FOR EDUCATORS

NONCREDIT ONLINE

PAGE 28

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*

Educators.PierceCE.com

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

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

TEACHER TRAINING

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

BENEFITS:

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

HOW LONG?	COST	BENEFITS
6-week courses	*Most individual courses only $139*	*Improved skills 24 clock hours*

Teachers.PierceCE.com

CAREER PROGRAMS

NONCREDIT ONLINE

PAGE 32

Prepare for employment

HEALTH CARE AND BUSINESS

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

BENEFITS:

- Start any time and work at a pace that suits your individual style
- Complete in 6-12 months
- Most training programs include industry approved certification exam vouchers
- In-depth study, all learning materials provided
- Approved for military vocational rehabilitation Chapter 31
- Approved for MyCAA military spouse funding ($4,000 per person)
- WorkSource/WIOA funding available for selected programs
- Financial assistance and payment plans available to those who qualify

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

Career.PierceCE.com

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

COMMUNITY & CONTINUING EDUCATION

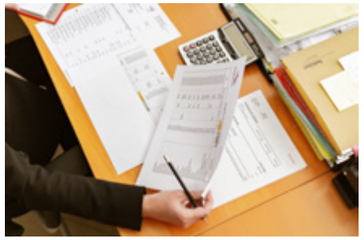
JOB SKILLS

NONCREDIT ONLINE

Most six-week courses ONLY $119!

Six-week courses start:

JUNE	JULY	AUG.	SEPT.
17	15	12	16



ACCOUNTING

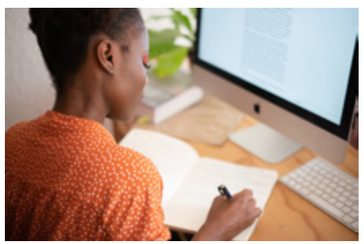
Gain marketable new skills in bookkeeping, financial reporting, payroll and more, with hands-on learning in accounting practices.

- 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

ONLINE CLASSES · NONCREDIT

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

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

ONLINE CLASSES · NONCREDIT

CEUs FOR | Nurses · Counselors · Physical Therapists · Medical Professionals

HEALTH AND MEDICAL

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

- Certificate in Brain Health
- Certificate in End of Life Care
- Certificate in Energy Medicine
- Certificate in Food, Nutrition and Health
- Certificate in Global Healing Systems
- Certificate in Healing Environments for Body, Mind & Spirit
- Certificate in Healthy Aging
- Certificate in Holistic & Integrative Health
- Certificate in Meditation
- Certificate in Mindfulness
- Certificate in Music Therapy and Sound Healing
- Certificate in Spirituality, Health and Healing
- Introduction to Natural Health & Healing
- Certificate in Gerontology
- Certificate in Infectious Disease Control
- Certificate in Integrative Mental Health
- Certificate in Legal & Ethical Issues in Health Care
- Certificate in Pain Assessment & Management
- Certificate in Perinatal Issues
- Grammar & Writing for Health Professionals
- Handling Medical Emergencies
- HIPAA Compliance
- Human Anatomy & Physiology
- Human Anatomy & Physiology II
- Medical Math
- Medical Terminology

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

→ Also see our Career Programs in Health Care on pg. 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

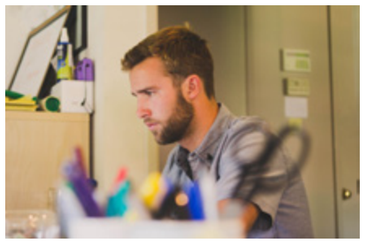
Master new skills by learning the fundamentals of management and business law. These courses are for supervisors and managers who want to improve management effectiveness.

- 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.

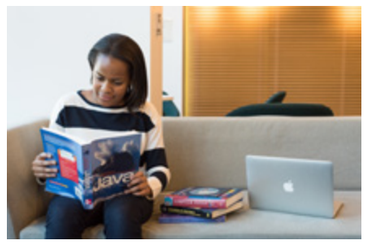
- Computer Skills for the Workplace
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Publisher
- Microsoft Windows
- Microsoft Word
- PC Security
- PC Troubleshooting
- Understanding the Cloud



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

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

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

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.

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!

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

Business.PierceCE.com

INSTRUCTORS WANTED

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

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

- 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.

INVISTA PERFORMANCE SOLUTIONS TRANSFORMS PEOPLE, ORGANIZATIONS

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:

- 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

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*.

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JUST FOR EDUCATORS
NONCREDIT ONLINE

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

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

GET YOUR CLOCK HOURS *Improve your classroom effectiveness*

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.

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

Educators.PierceCE.com

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.

ONLINE CLASSES • NONCREDIT

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	JULY	AUG.	SEPT.
17	15	12	16

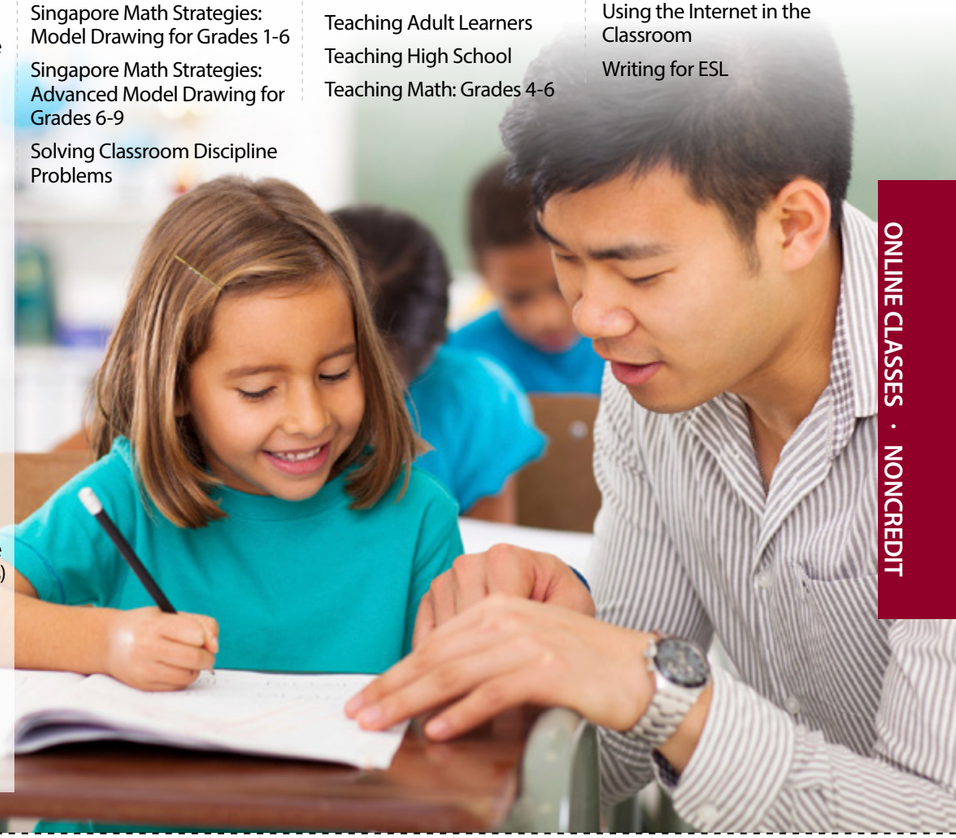
Most six-week courses ONLY $139!

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

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.

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 (CPPM)

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

Learn to handle a broad range of medical office management duties, including patient registration, scheduling, medical records management, accounts receivable, predicting revenue cycles, data entry, compliance regulations, human resources and business processes. This in-depth training prepares you to sit for the CPPM 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.

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

Career.PierceCE.com

CPC Certified Medical Administrative Assistant with Medical Billing and Coding

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

Designed for students with little or no experience in the health care field, this program covers the basics of medical office management, computer skills, medical terminology and medical billing and coding. Upon completion of the program, you will be prepared to sit for the CPC exam offered by the AAPC and the CMAA exam offered by NHA.

CPC Medical Billing and Coding

340 hours **$2,695** *(Exam voucher included)*

This program is for students new to a medical career. Gain a broad understanding of relevant legal, ethical and regulatory concepts. Build a foundation of medical vocabulary to better understand patient medical records and physician notes. Learn to function as an important member of the health care team by providing key skills such as abstracting from medical records, assigning codes to diagnoses and developing insurance claims using the ICD-10-CM, ICD-10-PCS, CPT and HCPCS Level II code books. Upon completion of the program, you will be prepared to sit for the CPC exam offered by the AAPC.

Certified Outpatient Coder

200 hours **$1,995**

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

Certified Inpatient Coder

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

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

Advanced Hospital Coding and CCS Prep

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

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

Certified Risk Adjustment Coder

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

Learn different models of risk adjustment (HCC, CDPS, HHS-ACA and Hybrid) and understand predictive modeling and its impact. You will also learn how to explain risk adjustment as it relates to financial matters, apply official coding guidelines, identify elements of medical records, document deficiencies for diagnosis coding and how to code in ICD-10-CM.

DID YOU KNOW?

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

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.

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.

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/pnwdhi or call 253-964-6248.

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

Cancellation of Courses

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

Weather and Emergency Related Closure Information

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

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.

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.

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.

MAP AND DIRECTIONS

PIERCE COLLEGE FORT STEILACOOM

9401 Farwest Dr SW, Lakewood 98498
253-964-6500

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

Buildings are coded as follows:

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

PIERCE COLLEGE PUYALLUP

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

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

Buildings are coded as follows:

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

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.

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

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