

QUARTERLY BULLETIN and COMMUNITY & CONTINUING EDUCATION SCHEDULE

POSSIBILITIES

FALL TERM 2023

PIERCE COLLEGE

MY LEGACY

Pierce College student Samuel Pena-Rojas continues family legacy, sets a path for the future at Pierce College. pg. 1

Think you can't afford college? Think again! Discover funds available for your education on pg. 7

Fall term registration open now!



PIERCE COLLEGE STUDENT LOOKS FORWARD TO TAKING NEXT STEP TOWARD HIS DREAM CAREER



For Samuel Pena-Rojas, Pierce College is a family affair.

Pena-Rojas decided to enroll at Pierce College after both of his aunts attended – one to complete her GED, the other to earn a two-year degree. The son of undocumented immigrants, Pena-Rojas said that family legacy is something he is striving for.

"I don't see myself satisfied with only completing a degree and moving on. I see myself working with my community and volunteering to give those same opportunities I was given back to my community," Pena-Rojas said. "I want my legacy to be a foundation. A foundation that sets a path for the newer generations."

In the winter of 2024, Pena-Rojas will complete his Associate Degree in Business before transferring to the University of Washington-Tacoma to pursue a Bachelor's Degree in Business Administration.

At Pierce College, Pena-Rojas says he's found a wide range of opportunities that led him

to his academic pursuits. His long-term goals include a future Master's Degree in Business Analytics and, one day, a Doctorate.

"The best way to progress is to make those larger goals that give you a sense of purpose," Pena-Rojas said. "Pierce College is the door that brings me to these new opportunities and because of that, I'm able to prove my worth and shine."

Pena-Rojas decided to pursue a business degree because of his interest in math and statistics. He said he enjoys how mathematical skills are all about learning concepts and applying them to a variety of problems – something he hopes to employ in his future career as a Financial or Data Analyst.

"I like to do research and come up with findings and show how those findings have an impact on business moves," Pena-Rojas said. "That makes it not only fun but purposeful. I hope to be able to create projects that have a real impact and that's what drives me toward a future in business."

In addition to his studies, Pena-Rojas also works in the Office of Student Life as an Administrative Senator on the Student Government Team. He is also the recipient of a Pierce College Foundation scholarship which he says has allowed him to focus on his education and not work tirelessly just to afford to attend college.

As for the distant future, Pena-Rojas says one day he hopes to become a college professor and give back the kind of care and support he received at Pierce College.

"The impact that you can have in higher education, that's not just a job – there is a real purpose behind it," Pena-Rojas said. "Being a student at Pierce is so much more than attending a 2-year institution and transferring to complete a degree," he added. "It's about setting milestones with my family and proving what was once seen as impossible is possible. It's about being given a chance and being cared for despite where I come from or how I came to be." ■

PIERCE NEWS

SMALL BUSINESS DEVELOPMENT CENTER AT PIERCE COLLEGE PROVIDES ONE-TO-ONE SUPPORT FOR SMALL BUSINESS GROWTH

Pierce College Puyallup is proud to be the home of a new office for the Small Business Development Center (SBDC). The Washington SBDC is a network of more than 40 expert business advisors across the state working to help entrepreneurs and small business owners start, grow or buy/sell a business.

"We are thrilled to partner with Pierce College and expand services to small business

owners across Pierce County," said Sheryl McGrath, state director of the Washington SBDC. "Pierce College's commitment to economic development and serving underrepresented community groups aligns well with the mission of the SBDC and our collaboration is already making a difference."

This is not the first partnership between Pierce College and the Washington SBDC.

In the fall of 2022, they co-sponsored a 16-week business development program for more than two dozen BIPOC business owners. The Business Collaborative project – created and implemented by NEXT consulting – featured four group training sessions, more than a dozen individual advising hours and a hand-off to SBDC advisors, including Jamieson, for further assistance.

Liz Jamieson, the SBDC certified business advisor with more than 20 years of experience, opened her office on the Pierce College Puyallup campus earlier this year. She provides one-on-one, confidential advising to small business owners at any stage of development.

While Jamieson's background is in ecommerce and online marketing, she has been assisting small business owners and entrepreneurs with a variety of projects for over 20 years, such as:

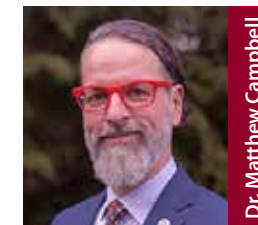
loan applications, lead generation, social media marketing, cashflow management, marketing plans, business formation, online sales, HR issues and other business challenges.

Jamieson said she is thrilled to have her office on the Pierce College Puyallup campus. "The energy here is palpable," Jamieson said. "I love stealth listening in to classes and I look forward to getting to know the campus community."

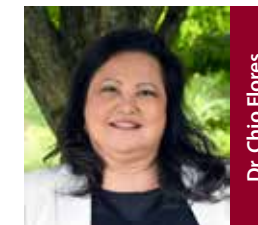
Jamieson – who joined SBDC in 2020 – helped more than 125 small business owners in 2022 alone. Her assistance helped business owners access more than \$2.5 million in capital, save or create 172 jobs and start 12 different businesses.

To set up an appointment with Jamieson, email washington@wsbdc.org, visit www.wsbdc.org or call 833-492-7232. ■

PIERCE COLLEGE ANNOUNCES SELECTION OF NEW PRESIDENTS



Dr. Matthew Campbell



Dr. Chio Flores

After a nationwide search, Pierce College is pleased to announce the selection of two new Presidents for our Fort Steilacoom and Puyallup campuses.

Dr. Matthew Campbell became President of Pierce College Fort Steilacoom on May 1, and Dr. Chio Flores became the President of Pierce College Puyallup on June 1.

"Both Dr. Flores and Dr. Campbell understand the educational landscape in Washington and have deep experience in building equitable systems to strengthen college access and success," said Pierce College Chancellor and CEO Dr. Julie White. "I look forward to working with these talented leaders to advance Pierce College's work in engaging with our communities as we relentlessly pursue our mission of creating quality educational opportunities for a diverse community of learners to thrive in an evolving world."

Dr. Chio Flores served as Vice President for Student Services and Enrollment Management at Wenatchee Valley College (WVC). She holds a Doctor of Philosophy in Higher Education and Administration from Washington State University, a Master of Business Administration from Eastern Washington University and a Bachelor of Arts in Business from Eastern Washington University.

"I am excited and honored to join Pierce College's highly gifted and dedicated faculty and staff," Flores said. "I am eager to work alongside Pierce's amazing team as we advance the college's anti-racism efforts to better serve the community and most importantly, our students."

Dr. Matthew Campbell served as Interim President, Pierce College Puyallup and previously served as Vice President of Learning and Student Success at Pierce College Puyallup. Campbell holds a Doctor of Education in Educational Leadership and Policy Studies from Temple University, a Master of Education in Educational Leadership and Policy Studies from the University of Washington and a Bachelor of Arts in Political Science from the University of Delaware.

"Pierce College is an amazing community and I look forward to continuing our actions to center Black and Brown student excellence and advancing equitable access and success to move us all closer to education's promise of economic and social mobility," Campbell said.

Both Campbell and Flores will work closely with Chancellor White, local communities, and Pierce College's faculty and staff; bringing their unique lived and professional experiences to contribute to the transformative value of a community college education. ■

PROGRAMS

AT PIERCE COLLEGE



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 in Arts (AA-DTA)

Associate in 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 six 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 Construction Management** – Students who complete the Associate in Construction Management can seamlessly transition into the Bachelor of Applied Science in Construction Management (BAS CM). The BAS CM provides greater depth into the skills and knowledge needed to gain employment within the construction management field.

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 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 in mind.



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 (BEAd)

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

Administrative Assistant Medical Office
 Administrative Office Assistant
 Applied Accounting
 Applied Business (AAS)
 Applied Business (AAS-T)
 Computer Network Engineering
 Construction Management
 Criminal Justice
 Data Management & Analytics
 Digital Design
 Early Childhood Education (AAS-T)*
 Emergency Medical Services (AAS-T)
 Fire Services Leadership and Management (FSLM)
 Health Information Technology & Analytics
 Emergency Management
 Kinesiology (AAS-T)*
 Medical Billing and Coding
 Military Technology and Leadership (AT)
 Network Engineering and Cyber Security
 Nursing (ADN)
 Occupational Safety and Health (AAS-T)^*
 Office Management
 Paraeducation (AAS-T)
 Physical Therapist Assistant^^++
 Social Service/Behavioral Health
 Veterinary Technology**

CERTIFICATES

Accounting Office Assistant
 Accounting Technology
 Administrative Assistant Medical Office
 Administrative Office Assistant
 Application Development & Analytics
 Bookkeeping
 Business
 Business and Data Analytics
 Business Technology (IBEST)
 CISCO Cyber Security
 Computer Systems Administration
 Construction Management
 Construction Safety Technician
 Crime Analysis and Investigations
 Criminal Justice
 Disaster Risk Management
 Emergency Medical Services
 EMS Paramedic
 EMT
 Entrepreneurship
 Explorer/Cadet Pre-Law Enforcement
 Fitness Coach
 Forensic Technology
 Health Information Technology
 Healthcare Information Technology
 Emergency Management
 Human Resource Management
 LPN to RN Bridge
 Medical Billing and Coding

Microsoft On-Premises and Cloud Systems Administration
 Microsoft Systems Administrator
 Network Infrastructure
 Paraeducator - Initial Certificate
 Paraeducator - State Initial Certificate
 Personal Training
 Project Management
 Project Management Short Certificate
 Sales
 Entrepreneurship
 Social Media Marketing
 Social Service/Behavioral Health
 State Early Childhood Education
 State Initial Early Childhood Education
 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 - Home Visitor/Family Engagement
 State Short Early Childhood Certificate of Specialization - Infant Toddler Care
 State Short Early Childhood Education Certificate of Specialization - School-Age Care
 Supervision and Management
 Tribal Homeland Security Emergency Management
 UX/UI Design
 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)

STUDENT LIFE

AT PIERCE COLLEGE

Here at Pierce College, we believe in creating quality educational opportunities for a diverse community of learners to thrive in an evolving world. Student Life plays a huge role in making this mission possible.

Student Life enables students to connect to the college and play an integral part in student retention and student success. The programs and activities that we create and support help students develop the skills needed to succeed in college, the workplace and in society.

Go Raiders!

Clubs and Organizations – A great way to find students with common interest is to join a club! If you don't see a club that interests you, think of creating one. Clubs are student led and initiated communities on campus. For more information about clubs, or how to begin a new one, visit the Student Life Office or visit the Clubs web page.
www.pierce.ctc.edu/student-programs



Student Government – The Associated Students of Pierce College Fort Steilacoom (ASPCFS) Student Government holds meetings throughout the quarter which are open to all students. Some of the areas where Student Government is involved are chartering new clubs, recruiting students for a variety of college committees and councils, participating in state legislative trainings, and much more! Joining Student Government is a great way to get involved and be a leader on campus. Student Government positions open in early spring quarter, if you are interested in joining the team for the following academic year.



EXPERIENCE PIERCE

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

■ Tour sign up: www.pierce.ctc.edu/visit



Start Next Quarter

The training you need for the job you want

Washington's Community Colleges offer hundreds of students free and reduced tuition, books and fees every quarter. We want you to get the skills and education you need to find a stable career at a competitive salary, and we have programs and resources we want to make available to eligible students.

■ SNQ serves as both an outreach tool and an education tool, connecting potential students with educational programs and possible funding sources. Because this tool is shared by multiple schools, an individual may start the survey not knowing where they would like to take courses but finish informed of the options at Pierce College.

■ Individuals complete a short survey that can show them which Workforce funding programs they may be eligible for. This information is then provided to Workforce staff so that we can address those programs when talking with the community member.

■ At the end of the survey, individuals are directed to sign up for a workshop/orientation. These workshops/orientations are scheduled with Workforce staff, giving that individual personal attention to further determine what programs they may be eligible for, providing detailed information about Pierce College, and making direct and intentional referrals to additional resources.

Take the survey now at www.startnextquarter.org
It's short, free, and anonymous.

Need Help Now?

Visit Pierce Advocacy and Resource Connections (PARC) <https://www.pierce.ctc.edu/help> to find assistance with food, housing, jobs, financial aid, counseling and more. Here, you'll find campus and community resources to support you through your college journey.

RUNNING START

THIS IS YOUR JUMPSTART!



Running Start is a statewide college program for academically qualified juniors and senior high school students to enroll in courses to fulfill high school graduation requirements and earn college credit.



RUNNING START BASICS

- Dual credit program for HS juniors and seniors
- Available fall, winter, and spring terms
- May take up to 15 college level credits per term
- Tuition paid through Running Start
- Students qualifying for fee waiver can take up to 20 credits
- 15 credits = full time class load
- 100-level courses and above
- 1 high school credit = 5 college credits

HOW DOES A STUDENT QUALIFY?

- Must be a Junior or Senior in high school
- ENGL&101 Placement
 - All students are required to take English Guided Self-Placement
 - MUST place into ENGL&101 (English Composition)
- College math placement
 - Math completed at high school for high school graduation requirements
 - To take college-level math for an associate degree, students must take Math Guided Self-Placement

WHAT ARE THE BENEFITS?

- Graduate from high school while completing an associate degree
- Experience a diverse adult learning environment and student community
- Grow a partnership with college student services and faculty and enjoy the freedom to explore your academic choices
- Early access to your Career Pathway w/multiple degree and class scheduling options
- Engage in college activities and events (except intercollegiate athletics)

www.pierce.ctc.edu/running-start



FUNDS FOR COLLEGE

ARE YOU INTERESTED IN GOING TO SCHOOL?

The following resources are available to assist with tuition and additional supports while earning a certificate or degree.



Federal and state grants may be awarded to students with financial need. Unlike loans, they do not need to be repaid. Students must complete the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) each academic year to receive aid.



Student loans are borrowed money that must be repaid. Some loans are based on financial need, while others are not.



Work Study provides part-time employment to students. This program is available to students enrolled at least part time, and allows students to work both on and off campus. The funds do not need to be repaid.



Scholarships are available from both the college and outside sources. Some scholarships are open to all students in any program, while other scholarships are limited to students in specific programs.



Veterans Benefits are available to assist both veterans and spouses/dependents of veterans.



Worker Retraining may assist with the costs of tuition, books, and transportation for individuals who have received unemployment benefits in the last 48 months, veterans who have separated from the military in the last 48 months, or active duty service members who will separate within the next 12 months.



Opportunity Grants may assist with the costs of tuition, fees, books, and support services to low-income students in an approved program.



WorkFirst may assist with tuition, books, and support services for students receiving TANF, referred by DSHS, and pursuing an eligible program.



BFET (Basic Food Employment & Training) may assist with tuition, books, and support services for students receiving SNAP and pursuing an eligible program.

COMMUNITY & CONTINUING EDUCATION

FALL TERM 2023
NONCREDIT COURSES

Join instructor Betsy Ward in any of her four art classes being offered this term. See page 9 for details.

Watercolor on paper by Betsy Ward



www.PierceCE.com

\$\$\$ RAIDER BUCKS \$\$\$



RAIDER BUCKS

To learn more about these programs, go to www.pierce.ctc.edu/financial-aid-aid-types

PERSONAL ENRICHMENT CLASSES

PAGE 9

PERSONAL DEVELOPMENT
Explore new interests, develop new skills, and find your creative outlet.

ONLINE CLASSES

PAGE 15

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.

KEY FOR PERSONAL ENRICHMENT COURSES

Course Title	→	Flagging	
Course Description	→	Certified flaggers are responsible for...	
Style	→	IN PERSON	PUY CTR 276 Fee: \$79 ← Course Fee
Course Day(s)	→	Friday	9 a.m. to 4 p.m. ← Course Times
Instructor	→	Pollard	1 session: Feb. 3 ← Course Date(s)
			Location: campus/bldg/room
			PUY = Puyallup FS = Fort Steilacoom

Zoom WITH US

Courses marked **VIRTUAL** are conducted via Zoom. No account or password required. Just click your assigned link to connect with your instructor and their virtual classroom.

Online CLASSES

Courses marked **ONLINE** start anytime you choose! Access granted for 3 months.

In Person CLASSES

Courses marked **IN PERSON** are conducted face to face with your instructor.

PERSONAL ENRICHMENT

NONCREDIT

Art and Creativity

NEW! Sketching Fundamentals Workshop

Come and sketch your surroundings on our lovely campus. You can focus on the trees, foliage, buildings, or whatever you like. SUPPLIES: Please bring a pencil, Sharpie marker (extra fine tip) and a sketch book or sketch paper. You are welcome to bring colored pencils or watercolor pencils if you like, but they are not required.

IN PERSON PUY Fee: \$59
Saturday 9 a.m. to noon
Ward 1 session: October 21

HOT! Drawing Fundamentals

If you want to learn to draw, hone your skills or just have fun, bring your paper and pencils to this fun 6-week course. You will learn to draw from observation and other techniques. Line quality and shading methods will also be explored. **Contact CE-Questions@pierce.ctc.edu for a supply list prior to the start of class. No class Oct. 31**

IN PERSON PUY Fee: \$129
Tuesday 6 - 7:30 p.m.
Ward 6 sessions: Oct. 3 to Nov. 14



Watercolor Holiday Notecards Workshop

Wow! Have you seen the high price of greeting cards?! If you have always wanted to create your own Christmas or holiday cards, this may be the class for you. You'll learn the basics of watercolor painting, including wet and dry techniques as well as color blending. It's easier than you think and a lot of fun! Spend a cozy morning creating! **Contact CE-Questions@pierce.ctc.edu for a supply list prior to the start of class.**

IN PERSON PUY Fee: \$59
Saturday 9 a.m. - noon
Ward 1 sessions: Nov. 18

NEW! Watercolor Your Vacation

Gather some photos from your last vacation or event and learn to paint your memories! This could be a place, what you ate, people, anything! This is a fun class where you will learn to quickly paint from photos. Super fun! **Contact CE-Questions@pierce.ctc.edu for a supply list.**

IN PERSON PUY Fee: \$139
Thursday 6 - 8 p.m.
Ward 6 sessions: Oct. 5 to Nov. 9

Body, Health, Spirit, Mind & Soul

Chakra Workshop

Chakras are our bodies' inner energy centers that help us function on all levels. When we activate our Chakras we help to heal emotional wounds and physical ailments, balance our circadian rhythm and enhance inner peace. This class covers the basics of the seven main Chakras and how to align them using crystal chakra kits, essential oils, meditation and herbs. **Class includes a handout, Chakra Test and eBook.**

IN PERSON PUY Fee: \$39
Saturday 10 - 11:30 a.m.
Bailey 1 session: Dec. 2

A Good Night's Sleep

Although the perfect night's sleep may not exist, a good night's sleep is attainable. Many of us are sleep deprived and are looking for quick solutions that usually only work temporarily. In this class, you will discover how to develop long term healthy sleep habits by balancing our circadian rhythms through a variety of techniques. We will learn emotional coping methods for stress/anxiety, deep breathing techniques, managing our sleep environment, useful herbal supplements as well as those to avoid; and how our diet, exercise and hydration affects our sleep. **Class includes a handout and eBook.**

IN PERSON PUY Fee: \$39
Saturday 12 - 1:30 p.m.
Bailey 1 session: Dec. 2

NEW! Certificate in Healing Environments for Body, Mind, and Spirit

Optimal Healing Environments (OHEs) are those environments in which characteristics of the individuals and various elements of the organization are focused on social, psychological, physical, cultural, and spiritual components that support and enhance the inherent healing capacities of the individuals who live and work in the environment. Healing relationships, the powerful effect of evidence-based design and all its elements (color, sound, light, art), a focus on nature, the impact of technology on health, and the important environment aspects of health such as clean air and water are all explored in this innovative certificate program. (16 course hours) **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

Stretching and Conditioning

Basic conditioning to increase mobility and strength. Ideal for non-dancers and gently paced for adults to improve postural alignment, core strength, and flexibility – not cardio. **Please bring a yoga mat to class for floor work. No class Nov. 1.**

IN PERSON DTNW* Fee: \$139
Wednesday 9 - 10 a.m.
Kirk-Stauffer 6 sessions: Sept. 27 to Nov. 8

Developing Your Intuition Using Astrology and Tarot

This popular course is back! Use 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.

IN PERSON FS Fee: \$119
Saturday 7 - 9 p.m.
Tognetti 7 sessions: Sept. 28 to Nov. 9

Career & Trade Skills



Flagging (In-person)

Certified flaggers are responsible for worker and public safety during road construction, utility work and maintenance operations. Through visual movements and appearance, flaggers must establish authority and confidence so traffic will respond in time and consistently with the need to stop, change lanes, proceed more slowly or maneuver as necessary around the work site. This course prepares students to receive a flagger certification card, which is valid for three years in Washington, Oregon, Idaho and Montana. Students must be at least 18 years old. There is an open-book test at the end of class in which you must have a passing score of 80 percent in order to receive your certification. **Book included in course fee. Bring a sack lunch.**

IN PERSON PUY Fee: \$79
Friday 9 a.m. to 4 p.m.
Pollard 1 session: Sept. 29

IN PERSON PUY Fee: \$79
Friday 9 a.m. to 4 p.m.
Pollard 1 session: Oct. 27

IN PERSON PUY Fee: \$79
Saturday 9 a.m. to 4 p.m.
Pollard 1 session: Nov. 18

IN PERSON PUY Fee: \$79
Friday 9 a.m. to 4 p.m.
Pollard 1 session: Dec. 8

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. 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. Continuing Education Units (CEUs) are included in the course fee.

ONLINE Sept. 26 to Dec. 14 Fee: \$299

NEW! Managing Remote Teams

In this course, you will discover expert information, practical advice, valuable tips, and helpful scenarios that take you smoothly and at your own pace from "not quite sure" to confident. You will also explore critical topics of communication, collaboration, culture, and diversity; examine organizational structure and support; learn new techniques for recruiting, hiring, and onboarding remotely; and tackle team productivity, effective feedback, and conflict issues. Before you know it, you will find that you have a whole new toolkit to help you keep your remote team happy, productive, motivated, and successful. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

Computers

NEW! Computer Skills for the Workplace

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 365 to provide the fundamental computer competencies you need to prosper in a modern workplace. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

NEW! Introduction to Microsoft Excel 2016

Learn to quickly and efficiently use Microsoft Excel 2016 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experienced Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro. If you would like the 2019 version, contact CE-Questions@Pierce.ctc.edu. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$149

NEW! Introduction to Microsoft Word 2016

Microsoft Word is used in nearly every modern workplace. In this course, you will master all the basics of this powerful word-processing program, including how to type and edit text, and how to format, spell check, and print documents. You will also learn dozens of different ways to modify the appearance and content of your documents and how to catch errors with Word's spell and grammar checker. After completing the course, you will be able to use Word confidently at home or on the job. If you would like the 2019 version, contact CE-Questions@Pierce.ctc.edu. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$149

NEW! Keyboarding

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

NEW! First Steps: Fundamentals of Computers for Seniors

This is a beginner-friendly hands-on course in a computer lab setting designed to ease seniors into a comfortable, confident, everyday use of computers. We start with fundamental computer components and basic hands-on operations. This is followed by internet browsing and email communication including practical skills like making a safe password and understanding common acronyms. An introduction to social media and online learning are a few of the next topics addressed. We end the course with special topics like exploring AI and visiting useful, interesting websites. In essence, this course aims to bridge the gap for seniors, making technology accessible, understandable, and an enjoyable part of everyday life. Take your first steps with us into the exciting world of computer technology.

IN PERSON PUY Fee: \$159
Wednesday 6:30 - 8:30 p.m.
Evers 5 sessions: Sept. 20 to Oct. 18

* DTNW - Dance Theatre Northwest
2811 Bridgeport Way W., Suite #24
University Place, WA 98466

Dance, Fitness & Training

HOT! Women's Welcome2Golf at Chambers Bay

Welcome2Golf is your perfect on-ramp to the game. Four group lessons to get you from the lesson tee to the golf course. This Women's only class includes six hours of instruction. The last class includes a game-like experience. Free rental set equipment for each class provided which includes club fitting.

IN PERSON **CB*** Fee: \$149
Monday 3:30 - 5 p.m.
Dent 4 sessions: Oct. 9-30

HOT! Co-ed Welcome2Golf at Chambers Bay

Welcome2Golf is your perfect on-ramp to the game. Four group lessons to get you from the lesson tee to the golf course. This Men and Women's combined class includes six hours of instruction. The last class includes a game-like experience. Free rental set equipment for each class provided which includes club fitting. **Register early!**

IN PERSON **CB*** Fee: \$149
Saturday 10 - 11:30 a.m.
Dent 4 sessions: Sept. 30 - Oct. 21

IN PERSON **CB*** Fee: \$149
Wednesday 2 - 3:30 p.m.
Dent 4 sessions: Oct. 4 - 25



Breathwork for Better Health

In this 4-week course you will begin to explore the ways the breath affects the nervous system to influence your overall health and wellness. You will learn breathing techniques that can be used to bring calm and balance to the nervous system. With a more balanced nervous system you can experience less stress, lower anxiety, boosted digestion, and better rest.

IN PERSON **PUY** Fee: \$69
Saturday 9 - 10 a.m.
DeLuca 4 sessions: Oct. 7 - 28

Qigong in the Morning

Qigong is a thousand year old discipline designed to improve physical and mental health. This class will introduce the movements of Mawangdui Daoyin, a system based on the famous silk paintings unearthed from an archaeological excavation at Changsha, Hunan Province. Also included will be Meridian Tapping, breathwork and preliminary warmups. Qigong in the Morning will promote a calm and focused mindset while increasing energy levels and setting a positive tone for the rest of the day!

IN PERSON **PUY CTR 102** Fee: \$119
Saturday 8 - 9 a.m.
Llanos 8 sessions: Oct. 7 to Nov. 25

Tai Chi – Beginning

This course is designed to accommodate the beginner. Emphasis will be placed on establishing a solid foundation of fundamentals. You will enhance internal strength and energy while improving your balance, vitality, and stamina. Tai Chi is known to relieve inner stress and help calm the mind.

IN PERSON **PUY CTR 102** Fee: \$119
Saturday 11:45 a.m. to 12:45 p.m.
Llanos 8 sessions: Oct. 7 to Nov. 25

Tai Chi – Intermediate

This course is for students who have completed Beginner's Tai Chi. Course content reviews Section 1A of the Yang Family Long Form moving into Section 1B (completing the form) and into a deeper understanding of breath and movement while following the Classics of Tai Chi.

IN PERSON **PUY CTR 102** Fee: \$119
Saturday 10:30 - 11:30 a.m.
Llanos 8 sessions: Oct. 7 to Nov. 25

Tai Chi – Advanced

This course is for students who have completed both Beginner and Intermediate classes. Course content reviews form refinements on Sections 1 and 2 with deeper studies on the Classics and Martial aspects of the form.

IN PERSON **PUY CTR 102** Fee: \$119
Saturday 9:15 - 10:15 a.m.
Llanos 8 sessions: Oct. 7 to Nov. 25

HOT! Beginning Tap Dancing

Have you always wanted to learn to Tap dance but didn't know where to start? This is the place to discover the fun and joy of Broadway style and rhythm tap dance or refresh your skills if it has been a while since your tap shoes have been on. A fun, energetic and welcoming group that is geared to adults and teens with an emphasis on basic rhythms and moves. Learn a new vocabulary: brush, flap, hop, shuffle, stomp, stamp, how to do basic turns. Tap Shoes are required. You can contact the studio for additional information on dancewear or attire for class. DTNW can be reached at 253-565-5149 or dancetnw@gmail.com. Please park in the back lot and come in through the back entrance.

IN PERSON **DTNW*** Fee: \$139
Monday 6 - 7 p.m.
Kirk-Stauffer 10 sessions: Oct. 9 to Dec. 11

NEW! Intermediate Tap Dancing

Move to the next level in Tap dance with dance combinations and routines created to move just beyond beginner and intro tap. Both Broadway style and rhythm tap dance basics will be included along with a basic warmup. Even if it has been a while, this class might be a good fit for you as an alternative to absolute beginner. A fun, energetic and welcoming group that is geared to adults and teens. **Tap shoes are required. You can contact the studio for additional information on dancewear or attire for class. DTNW can be reached at 253-565-5149 or dancetnw@gmail.com. Please park in the back lot and come in through the back entrance. No class on Nov. 24.**

IN PERSON **DTNW*** Fee: \$139
Friday 5 - 6 p.m.
Kirk-Stauffer 10 sessions: Sept. 29 to Dec. 8

* DTNW - Dance Theatre Northwest
 2811 Bridgeport Way W., Suite #24
 University Place, WA 98466

* CB - Chambers Bay Golf Course
 6320 Grandview Dr. W.
 University Place, WA 98467

Home & Garden

Putting Your Garden to Bed

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

IN PERSON **PUY** Fee: \$39
Saturday 10 - 11:30 a.m.
Bailey 1 sessions: Oct. 7



Edible Year-Round Gardens

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, that can be used for crafts, cooking, canning while cut down your grocery bill. We will discuss warm season vs. cool season veggies as well as growing techniques for indoors and out. **Includes an eBook and Handout.**

IN PERSON **PUY** Fee: \$39
Saturday 12 - 1:30 p.m.
Bailey 1 sessions: Oct. 7

HOT! Herbal Medicine Chest

Learn how to stock your herbal medicine chest with easy to make home remedies using herbs, spices, and other natural ingredients. Fun to do with friends and family. Explore what you can create in your own kitchen and share with friends and family. Join Certified Herbalist Kerri Bailey as she shares her 30 years of experience and recipes with you. Students will learn how to make herbal vitamins; tinctures and extracts; balms and butters; herbal sprays; essential oil blends; tea blends; and bath salts. **Class includes a handout and an eBook.**

IN PERSON **PUY** Fee: \$39
Saturday 10 - 11:30 a.m.
Bailey 1 sessions: Oct. 21

NEW! Tea Thyme Make and Take

Enjoying tea is not just for afternoons! There are many types – black, green, white, red and herbal, with flavors ranging from earthy, spicy, and minty to fruity that are delicious and nutritious. Teas can be appreciated hot or cold and may or may not contain caffeine. Learn the basics of the tea plants, how teas are developed and flavor profiles. We will examine the many ways to brew your perfect cup while we will sample several types and while learning how to create your own unique tea blend with combinations of herbs, flowers and tea. These loose- leaf teas can be put inside tea bags or brewed inside a diffuser. Great for gift giving or for your own enjoyment! **SUPPLY FEE: \$10 due at the start of class for tea tasting supplies and one tea blend. Class includes a handout with recipes, tea samples and eBook.**

IN PERSON **PUY** Fee: \$39
Saturday 12 - 2 p.m.
Bailey 1 sessions: Oct. 21

HOT! Growing Mushrooms

Don't be in the dark about growing mushrooms! Learn how you can grow several types of delicious culinary and medicinal mushrooms both inside your home and outside in the garden. We will discuss growing methods, care, harvesting, storing, cultivating and acquiring spore kits. Includes handout, eBook, recipes, grow & mushroom ID guide.

IN PERSON **PUY** Fee: \$39
Saturday 10 - 11:30 a.m.
Bailey 1 sessions: Nov. 4

NEW! Create Spice Blends Make and Take

Put a little spice in your life, or at least in your food! In this class we will discuss herbs and spices that can enhance the flavor of your favorite dishes, as well as how to make your own seasoning blends. We will cover Asian, Mexican, Indian and Mediterranean single and combination blends like curry, garam masala, peppers and many more. **Includes a handout, herb and spice cooking chart, recipes and eBook. You will get to make your own herb and spice blends. SUPPLY FEE: \$5 due to instructor for each spice blend you create.**

IN PERSON **PUY** Fee: \$39
Saturday 12 - 2 p.m.
Bailey 1 sessions: Nov. 4

NEW! Herbal Balm, Bars & Butters

Balms are natural moisturizers that you can make with a few basic ingredients – with or without fragrance. They are perfect for chapped skin and as a wound remedy for cuts and scrapes. Use on your face, lips, hands and feet. Learn how to make basic herbal balms using oils, waxes, butters & essential oils during this demonstration class. You will get recipes and instructional handout on how to make this versatile product – balms, bars and butters for gifts and personal use. We will also discuss ingredients, techniques and supplies needed. **Includes eBook and balm sample.**

IN PERSON **PUY** Fee: \$39
Saturday 10 - 11:30 a.m.
Bailey 1 sessions: Nov. 18



HOT! Aroma Herbs Make and Take

Learn how to create all natural "Aroma Herbal Products" using plant-based oils, herbal extracts, flower waters and essential oils. They are fun and easy to prepare by combining a variety of scents and ingredients to make Aroma Skin Oil Blends and Aroma Herbal Sprays in 2 oz cobalt blue glass bottles with spray or pump top. The skin oil blend is a fast absorbing "lotion" used directly on the skin as a fragrance or to improve its condition. The herbal spray can be used as a fragrance and as a toner to tighten and improve skin elasticity. Learn the basics on using essential oils and how to blend oils by choosing which ones go well together for desired results sampling over 50 different essential oils. **Class includes an informative handout, eBook and two products to take home (2oz cobalt blue glass bottles with spray or pump top). SUPPLY FEE: \$15 due at the start of class.**

IN PERSON **PUY** Fee: \$39
Saturday 12 - 2 p.m.
Bailey 1 sessions: Nov. 18

Language



HOT! Discover Sign Language

Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

HOT! Beginning French

Think you need multiple classes to understand beginner French? Discover how easy learning simple words and phrases for leisure and business can be. The Beginning Conversational French course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn French. This online course even includes audio so that you can hear and practice the language with little more than a click of your mouse! You will also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. The skills you obtain will not only allow you to carry on a French conversation with ease but become prepared to speak French in a wide variety of settings and situations. Upon successful course completion, you will know useful basic French that you can confidently use when traveling. You will also understand important tips to help you blend in with and relate to foreign cultures. You will be amazed at how easy it is to speak a new language! **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

HOT! Beginning Conversational Spanish – Level I

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

VIRTUAL **ZOOM** Fee: \$119
Tuesday 6 - 7:30 p.m.
Palacios 6 sessions: Sept. 26 to Oct. 31

Beginning Conversational Spanish – Level II

The best way to learn a language is through basic conversation. This is a continuation of the class "Beginning Conversational Spanish." In this class, we will continue adding vocabulary, introduce basic verbs and forming sentences. This course is ideal for those with more knowledge of Spanish. It is encouraged to have taken the Beginning Conversational Spanish Level I before taking this class.

VIRTUAL **PUY** Fee: \$119
Thursday 6 - 7:30 p.m.
Palacios 6 sessions: Sept. 28 to Nov. 2



Beginning Guitar

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

IN PERSON **PUY** Fee: \$119
Monday 5:30 - 7 p.m.
Herring 5 sessions: Oct. 9 to Nov. 6

Songwriting

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

IN PERSON **PUY** Fee: \$109
Wednesday 5:30 - 7 p.m.
Herring 4 sessions: Oct. 11 to Nov. 1

Music & Voice

Introduction to Voiceovers (Getting Started in Voice Acting)

"Wow, you have a great voice!" Have you heard that more times than you can count? If so, you could have what it takes to begin working as a professional voiceover artist. This course is offered as a 90-minute virtual video chat where you will receive one-on-one instruction. After registration, please email ce-questions@pierce.ctc.edu to schedule your one-on-one chat today! **Start anytime!**

VIRTUAL **ARRANGED** **VFA** Fee: \$69
 90 minutes.
 1 session: ONLINE

To register online, go to:

www.PierceCE.com



Photography

HOT! Secrets of Better Photography

Secrets of Better Photography will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera. This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portraiture, children's photography, pet photography, and digital editing. Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

HOT! Photographing Nature with Your Digital Camera

Nature photography can be a fun, relaxing, and exciting hobby! In this course, you'll learn about the many aspects of outdoor photography as well as how to master your digital camera's controls and features. With the knowledge you gain in this course, you'll be taking exceptional nature photos in no time. You'll explore composition and lighting issues and find out how to take beautiful photos of landscapes, flowers, trees, and water. Along the way, you'll delve into your camera's shutter speed and aperture controls so that you'll be able to capture the photos you really want. You will discover how to use your computer to process your photos and digitally correct the most common problems. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

NEW! Photographing People with your Digital Camera

Photographing people can be fun, exciting and complicated! This course will make taking beautiful pictures of adults, children and babies simple. You will start with the basic principles you need to know in order to become a people photographer. You will discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Learn portrait and formal group shots, where you will learn how to organize people, which angles to use, and which to avoid. You will become proficient in action photography, and you will learn some fun, creative ways to photograph children and babies. You will even gain expertise in filling your photographs with imagery, setting moods, and creating themes. **Start anytime!**

ONLINE 3 MONTH ACCESS Fee: \$129

Personal Planning

HOT! Planning for your End of Life

As the holidays get underway, your families will be thankful for the gift of end-of-life planning. Learn how to put your Will, final papers, and end-of-life information in order. Topics include important documents to have on file, helpful information for loved ones, and ideas for leaving a lasting memory. A checklist to follow and a resource list will be provided.

VIRTUAL **ZOOM** Fee: \$39
Saturday 10 a.m. to noon
Holmstrom 1 session: Oct. 28

Healthcare and Your Retirement

What keeps you up at night? Have you thought about Medicare? We'll be hosting a discussion on the ins and outs of your healthcare options as you near retirement! If you're approaching 65, this course is essential for preparation!

IN PERSON **PUY** Fee: \$29
Wednesday 6 - 8 p.m.
Loe 1 sessions: Oct. 25

NEW! Estate Planning – Introduction to the Basics

What is a will? Do I need a trust? How do I know which option is best for me? Please join us for this informative class to learn the basics of estate planning.

IN PERSON **PUY** Fee: \$29
Wednesday 6 - 8 p.m.
Loe 1 sessions: Nov. 8

NEW! Advanced Estate Planning

This course is designed to dig deeper into the estate planning process. We will discuss the more complex issues that arise when dealing with estates. Bring your questions and concerns so we can help discuss your options!

IN PERSON **PUY** Fee: \$29
Wednesday 6 - 8 p.m.
Loe 1 sessions: Nov. 15

401k Your Questions Answered

How do you get control of your deferred compensation? What steps can you take to keep your retirement plan safe, managed properly and still grow? Join us and learn about your choices when it comes to your retirement funds! You've got options!

IN PERSON **PUY** Fee: \$29
Wednesday 6 - 8 p.m.
Loe 1 sessions: Oct. 11

Ready or Not: Preparing for the Financial Unexpected

Do you own a fire extinguisher? Does your car have a spare tire? More than likely, you do. Have you given any thought to what happens when something worse happens? Join us to learn what steps you can take to prepare financially for those unexpected events that can turn our lives upside down.

IN PERSON **PUY** Fee: \$29
Wednesday 6 - 8 p.m.
Loe 1 sessions: Dec. 6

SEPT.	OCT.	NOV.	DEC.
13	18	15	13

Most six-week courses
ONLY \$129!



FREQUENTLY ASKED QUESTIONS

- **How do I find out more about these classes?** Go to Professional.PierceCE.com for detailed course descriptions, pricing, more classes and registration.
- **Do I have to attend a classroom in-person to take a course?** No. Our courses are entirely online. You can work on course material wherever and whenever you have Internet access.
- **What can I expect from an online course?** While content will vary depending on the subject, all courses feature instructional text and a final exam. Many courses also include supplemental learning material, such as assignments, quizzes, audio, video, infographics, and hands-on labs. You do not need to be logged on at a specific time each day.
- **What does “Instructor Led” mean?** Instructor-Led courses operate on rolling monthly basis, with four available start dates. After enrolling, you will receive new lessons on a set schedule over a six-week period. Two lessons are released each week – one on Wednesday and one on Friday. The final exam is released consecutively with the 12th lesson. You will then have two weeks to complete the exam.
- **What does “Self-Paced” mean?** Self-Paced Tutorial courses are open enrollment, meaning you can enroll and start a course any time it is convenient. After enrolling, you will receive all lessons immediately and have three months access to complete the course content. Self-Paced Tutorial courses do not have extensions.

MORE THAN A HUNDRED CLASSES TO CHOOSE FROM SUCH AS: Accounting, Business, Office and Sales, Business Writing, Communications, Computer Programming, Entrepreneurship and Small Business, Finance and Investing, Grant Writing and Non-Profit, Graphic and Web Design, Language, Management and Law, Personal Computers, Test Prep, IT Test Prep.

ACCOUNTING

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

BUSINESS, OFFICE AND SALES

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

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

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

COMPUTER PROGRAMMING

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

ENTREPRENEURSHIP AND SMALL BUSINESS

Marketing Your Business on the Internet
Publish and Sell Your eBooks
Small Business Marketing on a Shoestring
Start and Operate Your Own Home-Based Business
Start Your Own Small Business
Starting a Consulting Practice

FINANCE AND INVESTING

Introduction to Stock Options
Keys to Successful Money Management
Personal Finance
Real Estate Investing
Stock Trading
Stocks, Bonds and Investing: Oh, My! The Analysis and Valuation of Stocks Where Does All My Money Go?

GRANT WRITING AND NONPROFIT

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

LANGUAGE

Conversational French, Beginning
Conversational Japanese
Discover Sign Language
Instant Italian
Speed Spanish
Speed Spanish II
Speed Spanish III
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish for Medical Professionals II

GRAPHIC AND WEB DESIGN

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

MANAGEMENT AND LAW

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

PERSONAL COMPUTERS

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

TEST PREP

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

IT TEST PREP

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



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

START ANY TIME
Get industry certified in 6 months to a year!



ARE YOUR UNEMPLOYMENT BENEFITS RUNNING OUT?

If you are currently receiving WA unemployment benefits you might be eligible for special funding.

Find approved courses on Career Bridge at [CareerBridge.wa.gov](https://www.careerbridge.wa.gov)

- Some programs qualify for WorkSource/WIOA funding. Call 253-840-8451 for assistance.
- Some programs qualify for Trade Adjustment Act (TAA) funding.
- **Employer payments and company vouchers** are accepted for these courses. Call 253-840-8451 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.

ADMINISTRATIVE

Certified Administrative Professional
6 months, 100 hours, \$1,795
(Exam voucher included)

Executive Assistant
12 months, 460 hours, \$3,595
(Exam voucher included)

Professional Bookkeeping with QuickBooks Online with Payroll Practice and Management
12 months, 200 hours, \$3,845
(Exam voucher included)

ADMINISTRATIVE MEDICAL

Medical Billing and Coding
12 months, 370 hours, \$2,995
(Exam voucher included)

Certified Inpatient Coder
6 months, 170 hours, \$2,695
(Exam voucher included)

Certified Outpatient Coder
6 months, 200 hours, \$2,995
(Exam voucher included)

ICD-10 Medical Coding
6 months, 200 hours, \$1,795

Administrative Dental Assistant
6 months, 150 hours, \$1,995

Advanced Hospital Coding and CCS Prep
6 months, 100 hours, \$1,895
(Exam voucher included)

Certified Risk Adjustment Coder
6 months, 160 hours, \$1,495
(Exam voucher included)

Certified Health Unit Coordinator
6 months, 120 hours, \$1,495
(Exam voucher included)

Certified Medical Administrative Assistant
6 months, 160 hours, \$1,895
(Exam voucher included)

Certified Medical Administrative Assistant + Medical Terminology
9 months, 220 hours, \$1,995

Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist
12 months, 354 hours, \$2,745

Medical Interpreter (Spanish/English)
9 months, 200 hours, \$2,595

Certified Professional Medical Auditor
6 months, 80 hours, \$1,695
(Exam voucher included)

Medical Office Manager
18 months, 555 hours, \$3,995
(Exam vouchers included)

MEDICAL

Certified Clinical Medical Assistant (CCMA) + Certified Health Records Specialist (CEHRS)
12 months, 674 hours, \$3,995
(Exam vouchers included)

Certified EKG Technician
12 months, 170 hours, \$1,995
(Exam voucher included)

Pharmacy Technician
12 months, 400 hours, \$2,995
(Exam voucher included)

Sterile Processing Technician
12 months, 190 hours, \$2,795

BUSINESS

Advertising and Outreach Specialist
6 months, 100 hours, \$1,295

Business Coach
6 months, 100 hours, \$1,295

Certified Credit Counselor
6 months, 80 hours, \$1,995
(Exam voucher included)

Certified Internal Auditor
18 months, 300 hours, \$695

Certified Paralegal
12 months, 225 hours, \$2,695
(Exam voucher included)

The Complete Project Manager with CAMP and PMP Prep
12 months, 250 hours, \$2,245

Human Resources Professional
6 months, 150 hours, \$1,945

Human Resources Professional with Payroll Practice and Management
12 months, 250 hours, \$3,145

Lean Six Sigma Green Belt and Black Belt
12 months, 125 hours, \$2,545
(Exam vouchers included)

PMI Risk Management Professional
6 months, 50 hours, \$695

Professional Interpreter
6 months, 40 hours, \$995

DESIGN AND ART

Adobe Certified Professional
12 months 220 hours, \$2,795
(3 Exam vouchers included)

Graphic Design with Photoshop
9 months, 130 hours, \$2,445
(Software included)

Marketing Design Certificate
12 months, 360 hours, \$3,295

Multimedia Arts Certificate
12 months, 360 hours, \$3,545

Web Design Professional
12 months, 384 hours, \$3,345

INFORMATION TECHNOLOGY

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

CompTIA IT Fundamentals
6 months, 100 hours, \$895
(Exam voucher included)

Management for IT Professionals
6 months, 390 hours, \$2,295

SUPPLY CHAIN

Certified Supply Chain Professional
6 months, 120 hours, \$2,295

Freight Broker/Agent Training
6 months, 100 hours, \$1,895

Entry Level Driver Training for Class A
3 months, 40 hours, \$595

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

Career.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.

AI Machine Learning Boot Camp

This comprehensive six-month program correlates directly to the AI and ML industry, with high demand for AI/ML certified and trained professionals, as revenue generated by AI/ML products is estimated to reach \$156.5 billion worldwide. In addition, the U.S. average salary range is \$90,000 - \$185,000, depending upon experience—making this profession lucrative and fulfilling. By the end of this course, you will be prepared for job roles such as: Machine Learning Researcher, Data Scientist - Entry level, Research Analyst, Quantitative Researcher, AI and ML Developer, Data Science Engineer - Machine Learning.

This boot camp offers self-paced training that requires 15-25 hours a week to complete the curriculum. You will start with a powerful introduction to the current and historical context of AI, highlighting the massive opportunities in technology. This is followed by an introduction to AI and ML, progressing to data science programming with Python and SQL, and getting into ML and natural language processing (NLP). You will prepare to pass the Microsoft Azure AI Engineer Certification Exam AI-102: Designing and Implementing an Azure AI Solution.

Self-Paced, Online, Asynchronous **301 hours, 90-day duration of access** **Price: \$4,275**

CompTIA Security+ Training Boot Camp

Security+ holders have the knowledge and skills to help organizations proactively identify potential security risks and respond more quickly when incidents do occur. This boot camp includes five days of live training covering today's most critical information security issues and practices. You will leave fully prepared to pass the popular CompTIA Security+ SY0-601 exam and address real-world security challenges across the five areas outlined by the Security+ exam objectives: attacks, threats, and vulnerabilities, architecture and design, implementation, operations and incident response, and governance, risk, and compliance. You will also receive an exam voucher for the CompTIA Security+ certification exam with your enrollment.

45 hours **\$2,799** **Live Online, Instructor-Led**

Ethical Hacking Dual Certification Boot Camp (CEH and PenTest+)

5 Days, 90-day extended access to all course materials.

In this comprehensive boot camp you will gain the ability to quantitatively assess and measure threats to information assets — and discover where your organization is most vulnerable to hacking. You will learn ethical hacking methodologies and gain hands-on hacking experience in our cloud-hosted cyber range, including reconnaissance, gaining access to systems, exploiting vulnerabilities, and infiltrating data.

This boot camp also prepares you to earn two in-demand certifications: EC-Council Certified Ethical Hacker (CEH) and CompTIA PenTest+. From penetration testing to certified ethical hacker concepts, you will be ready to advance your career in cyber security upon course completion.

You will receive an exam voucher for the EC-Council CEH and the CompTIA PenTest+ certification exams with your enrollment.

45 hours **\$4,599** **Live Online, Instructor-Led**

Microsoft Azure Dual Certification Boot Camp

7 Days, 90-day extended access to all course materials.

This Boot Camp teaches you vital Microsoft Azure administration and security skills through hands-on labs, simulations, real-world application of skills, and expert instruction. The intensive training prepares you to pass the two exams necessary to become a Microsoft Certified: Azure Administrator Associate and Microsoft Certified: Azure Security Engineer Associate.

You will receive an exam voucher for the Microsoft: Azure Administrator (AZ-104) and the Microsoft: Azure Security Technologies (AZ-500) certification exams with your enrollment.

63 hours **\$4,399** **Live Online, Instructor-Led**

Cisco CCNA Associate & CyberOps Associate Training Boot Camp

7 Days, 90-day extended access to all course materials

This innovative seven-day boot camp is designed specifically for network engineers and administrators requiring full knowledge of Cisco router and switch configuration. You will gain hands-on experience by completing a series of labs in our Networking Cyber Range. The labs provide practical experience in a networking and switching environment and prepare you for the simulation-based questions you will find on the CCNA 200-301 exam.

In addition to gaining in-depth knowledge about network access, IP connectivity, IP services, and automation and programmability for Cisco networks, you will learn about the hottest area of networking: network security. Our expert instructors first prepare you to pass the CCNA exam. After passing that exam, you will then train directly on the Cisco Certified CyberOps Associate curricula — all in one sitting.

You will receive an exam voucher for the Cisco CCNA and the Cisco CyberOps certification exams with your enrollment.

60 hours **\$3,999** **Live Online, Instructor-Led**

GET YOUR CLOCK HOURS *One year access, start anytime!*

24 Clock Hours, Fee: \$149

SIX-WEEK CLASSES Teachers.PierceCE.com



Six-week courses start:
6-week access/24 course hours

SEPT.	OCT.	NOV.	DEC.
13	18	15	13

- 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

***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.





THE WASHINGTON SMALL BUSINESS FAIR is coming to Puyallup at Pierce College

Biz Fair is THE event that all current and aspiring small business owners should attend! This year will be the 27th annual Biz Fair, the longest running all government and nonprofit-run small business fair in Washington State. Biz Fair is free to attend and open to everyone.

Learn about valuable small business resources in the Exhibitor Resource Hall and attend educational seminars led by industry experts on a variety of topics including business planning, regulatory guidance, funding opportunities, and business management skills.

For details and registration please visit www.bizfair.org



REAL LIFE COUNTS AT PIERCE COLLEGE!

Your knowledge plus experience can equal college credit. Through Academic Credit for Prior Learning (ACPL) you may be able to accelerate your time to completion of your degree and save time and money by not repeating any classes you may not need.

Some of the ways you may have mastered college level learning are through:

- Workplace experience
- Military service and training
- Corporate training
- Business ownership
- Volunteer work
- Civic leadership

Want to learn more? Check out www.Pierce.ctc.edu/acpl or contact Rachelle McGinnis, Director of Community and Continuing Education at PierceCCEQuestions@gmail.com

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, 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

District Title IX Coordinator - Pierce College
Sean Cooke
253-840-8472 | scooke@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 - 253964-6716 - 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/policydiscrimination-and-harassment

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.

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.

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.

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

GETTING STARTED INFORMATION SESSIONS

Pierce College is now offering virtual Getting Started Information Sessions via Zoom. These sessions will last roughly 30 minutes and are designed for prospective students that have not completed any of our getting started steps yet. The sessions will include:

- Applying for admissions
- Financial aid information
- Placement testing
- General Q&A

For more information www.pierce.ctc.edu/visit

THE PIERCE COLLEGE LEADERSHIP TEAM

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	FORT STEILACOOM	PUYALLUP
Information	253-964-6500	253-840-8400
Admissions	253-964-6501 www.pierce.ctc.edu/admissions	
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Financial Aid	253-964-6544 www.pierce.ctc.edu/financial-aid	253-964-6544
Registration	253-964-6615 www.pierce.ctc.edu/register-and-pay	253-840-8413
Bookstore	253-964-6508 www.pierce.ctc.edu/bookstores	253-840-8411
Campus Safety	253-444-0325 www.pierce.ctc.edu/campus-safety	
Testing Center	253-964-6521 www.pierce.ctc.edu/testing-centers	253-840-8343

For directions, campus maps and building floor plans, 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.

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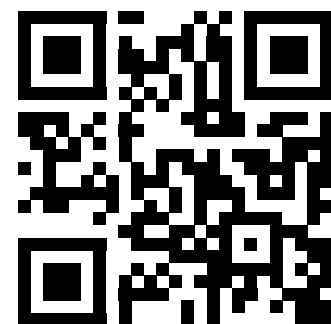
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Pierce College Student