

# Continuing Education



Online Classes  
and Career  
Training for  
*Today's  
In-Demand  
Fields*

## WHAT'S **NEW?**

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**Winter 2012  
Class Schedule**



[www.tacomacc.edu/ce](http://www.tacomacc.edu/ce)

## Continuing Education

### REGISTER EARLY!

By registering early you can avoid the disappointment of missing out on a class that is already full, and you can help prevent a class from cancelling due to low enrollment (cancellation of a class is usually determined one business week prior to the class start date).

Payment is due in full at time of registration. Continuing Education classes do not qualify for financial aid.

### CLASS LOCATIONS

Important! All classes are at the Tacoma Campus unless otherwise noted. Address and map of class location provided upon registration.

### CONTACT INFORMATION

Call Beth Davis,  
Program Support Supervisor  
at 253.566.5008  
or email [bdavis@tacomacc.edu](mailto:bdavis@tacomacc.edu).

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### CEUs and Clock hours

Clock Hours, or Continuing Education Units (CEUs) are offered in many fields for an additional \$20 per class. CEUs and Clock Hours will only be granted to students who register for them at least one week prior to class start date.

## Winter 2012

Tacoma Community College  
CONTINUING EDUCATION SCHEDULE  
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**Go ONLINE** to register: [www.tacomacc.edu/ce](http://www.tacomacc.edu/ce)

Open to the public by appointment  
**253.460.4364**



## CERTIFICATION & TESTING CENTER

We're here to help you advance your career through professional certification. The Certification & Testing Center provides a comfortable testing environment in our state-of-the-art facility.

**Typing Tests:** Typing tests can often be taken on a walk-in basis. Please bring the receipt from the cashier at test time. Typing test fees are \$10.

**MOS, Microsoft Office Specialist Tests:** MOS tests can often be taken on a walk-in basis. Please bring the receipt from the cashier at test time. Test launch fee is \$20. Certiport tests may be purchased through Certiport at the Test Center.

**We are an authorized testing center for:** Prometric, CASTLE, PSI, WorkKeys, CASAS, Certiport, Kryterion, ACT, Lasergrade, MSSC, and ATI.

Testing fees may apply.  
 The Cashier's office is located in Bldg. 14 on the TCC Campus.

## Business and Computers [\[ONLINE\]](#)

### Administrative Medical Specialist with Medical Billing and Coding [\[ONLINE\]](#)

*Prerequisite:* A basic understanding of *Medical Terminology*. Nationally recognized and most popular due to a demand in the field. This course will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder.

**X501**

**\$1,995**

### Medical Billing & Coding Career Certificate Program [\[ONLINE\]](#)

*Prerequisite:* A basic understanding of *Medical Terminology*. One of the fastest growing occupations in the health care industry. A Career Certificate in Medical Coding and Billing will show future employers that you are well trained in billing, medical codes, creating paper records, generating billing statements, researching and auditing claims, and more.

**X503**

**\$1,595**

### Medical Terminology [\[ONLINE\]](#)

This nationally recognized online course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions.

**X505**

**\$595**

### Medical Transcriptionist Career Certificate Program [\[ONLINE\]](#)

*Prerequisite:* A basic understanding of *Medical Terminology*. Demand for medical transcriptionists is high, and employers favor transcriptionists who have completed a post-secondary training program such as this one. Learn how to produce a wide variety of medical reports and documents, including discharge summaries; history and physical examination reports; operative, consultation, and autopsy reports; diagnostic imaging studies; progress notes; referral letters; and more.

**X506**

**\$1,595**

## Business and Computers, cont.

### Project Management [ONLINE]

Project management is growing exponentially. Expertise in project management is a source of security, prosperity and power. To take the Project Management Professional (PMP) certification test, 35 contact hours of project management education are needed. These hours must include content on project quality, scope, time, cost, human resources, communications, risk, procurement, and integration management.

**X510** \$1,495

### Microsoft Office Specialist 2007 [ONLINE]

The Microsoft Office Specialist (MOS) Online Training Program (formerly Microsoft Certified Application Specialist, or MCAS) is the only performance-based certification program approved by Microsoft to assess and validate computer skills using Microsoft Office 2007 Excel, Word, PowerPoint, Access, and Outlook, as well as the Windows Vista operating system. This program will teach you to master these programs while preparing you for certification.

**X519** \$1,895

### Microsoft Office 2007 Master [ONLINE]

The Microsoft Office 2007 Master Online Training Program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Microsoft Office 2007: Excel, Word, PowerPoint, and Outlook. This online program will prepare you for certification while teaching you basic through advanced skills with Microsoft office 2007 programs.

**X520** \$1,595

### Web Design [ONLINE]

The Web Design Online Certificate Program will teach you to develop the visual graphic and information design skills required to create compelling websites. You'll learn professional applications for Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash.

**X523** \$5,595

## Construction & Building Career Training

### Flagging and Traffic Control Certification

Control the movement of traffic through construction and maintenance zones. Upon successful completion of this one-day course, you will be certified and issued an ID card valid for three years in Washington, Oregon, Idaho and Montana. Students must be 18 years of age or older. Pre-registration required. Fee includes textbook and ID card.

**X200** 1/14 Sa Miller  
8:30am-4:30pm \$60

**X201** 2/11 Sa Miller  
8:30am-4:30pm \$60

**X202** 3/10 Sa Miller  
8:30am-4:30pm \$60

### Forklift Operator Certification

Become infrastructure ready. Learn the skills to maneuver a forklift and become safety certified. Instruction includes equipment knowledge, environments where forklifts will operate, and the skill to move product safely. Also included is driving a forklift in an obstacle course utilizing safety and productivity techniques. This is a state and OSHA course (TITLE 29 CFR 1910.178) and is appropriate for all skill levels. Must be 18 years or older. Upon successful completion, students will receive a three-year certification card. Course handouts included in course fee.

**X203** 1/21 Sa Daugherty  
8am-4pm \$199

**X204** 2/25 Sa Daugherty  
8am-4pm \$199

**X205** 3/31 Sa Daugherty  
8am-4pm \$199

## Green Business

[ONLINE]

**Train for a new career with a focus on green, clean-tech, and sustainable business practices.**

Courses are offered in the areas of: Entry Level Green Training, Energy Auditing, LEED Certification, Renewable Energy Training, Indoor Air Quality, Sustainability Training and Environmental Training.

Classes start at \$299 and range from six weeks to eight months in length.

For course descriptions and registration info, visit [www.theknowledgebase.org/tacomacc/](http://www.theknowledgebase.org/tacomacc/)



## Nursing Assistant Certified NOTE:

Students must register in person at the Tacoma Campus in Bldg 6.

Payment is due in full at time of registration.

Students who have registered have until 2 p.m. on Dec. 29, 2011 to turn in the following forms:

- Proof of CPR Certification for Health Care Providers
- Proof of a Negative 2-Step Tuberculosis Test
- Health Clearance form\*
- Background Check form\*


*\*These forms are provided and can be obtained in advance at the Continuing Education Dept. in Bldg. 6.*

## Health and Wellness

### Nursing Assistant Certified

Becoming a Nursing Assistant Certified is the perfect stepping-stone into a career as a nurse. NACs usually work in hospitals and clinics, and are on the front line of patient care.

Students need to be able to read, write and speak English well enough to communicate effectively (ESL Level 6 as determined by the CASAS assessment). This program is 10 weeks and attendance is required in full in order to complete the course.

This class does not qualify for financial aid. Transcript option allows NAC course to show up on an official TCC transcript, it is non-graded and non-transferable. 

	\$750 non-transcript option	\$850 transcript option
<b>X211</b>	<b>1/9-3/23</b>	<b>Staff</b>
<i>First 7 weeks</i>	Lectures: M/Th	9:30am-12:30pm
	Labs: W	8am-12pm
<i>Last 3 weeks</i>	Clinicals: M/W	6am-1:30pm
<b>X212</b>	<b>1/9-3/23</b>	<b>Staff</b>
<i>First 7 weeks</i>	Lectures: M/Th	9:30am-12:30pm
	Labs: W	12-4pm
<i>Last 3 weeks</i>	Clinicals: Tu/F	6am-1:30pm
<b>X213</b>	<b>1/9-3/23</b>	<b>Staff</b>
<i>First 7 weeks</i>	Lectures: M/Th	9:30am-12:30pm
	Labs: Sa	9am-1pm
<i>Last 3 weeks</i>	Clinicals: Th/Sa	6am-1:30pm
<b>X214</b>	<b>1/9-3/23</b>	<b>Staff</b>
<i>First 7 weeks</i>	Lectures: M/Th	6-9pm
	Labs: F	5-9pm
<i>Last 3 weeks</i>	Clinicals: Th/F	2-9:30pm
<b>X215</b>	<b>1/9-3/23</b>	<b>Staff</b>
<i>First 7 weeks</i>	Lectures: M/Th	6-9pm
	Labs: W	4-8pm
<i>Last 3 weeks</i>	Clinicals: M/Tu	2-9:30pm
<b>X216</b>	<b>1/9-3/23</b>	<b>Staff</b>
<i>First 7 weeks</i>	Lectures: M/Th	6-9pm
	Labs: Sa	2-6pm
<i>Last 3 weeks</i>	Clinicals: W/Sa	2-9:30pm

### Alcohol/Drug Information School — Training for Trainers (ADIS-TOT)

Approved course by Division of Alcohol and Substance Abuse for individuals wanting to become certified as Alcohol/Drug Information School (ADIS) trainers. Includes a complete review of the new ADIS curriculum from the Change Companies, which emphasizes decision making and the “stages of change” model. Fee includes facilitators manual. Recommended course prerequisite: Survey and Pharmacology of Alcohol and Drugs. (14 CE hours or 1.4 CEUs)

<b>X218</b>	2/11 & 2/18	Sa	Towey
	8:30am-4:30pm	\$199	

**NEW! Professional Ethics and the Law for Counselors**

Learn to protect yourself and your clients. Topics include federal and state laws and administrative codes: 42 CFR, WAC 246-810 and RCW 13.130. Course will also address legal and ethical issues surrounding dual relationships, confidentiality and informed consent. Instructor Mike Towey is a specialist in ethics training for community programs (4 CE hours or .4 CEUs)

**X217** 1/21 Sa Towey  
9am-4pm \$60

**HIV-AIDS Independent Study for Health Professionals**

This seven-hour DVD program prepares you to meet the AIDS education requirements mandated for health care professionals by Washington state. Self-instructional DVDs may be checked out for seven days. A certificate of completion will be issued after successfully completing the exam and return of DVDs. Meets licensing requirements for all occupations except EMTs. Kits are checked out every Wednesday and must be returned the following Tuesday. Reservations are required to ensure availability. Call 253.566.5020 to reserve your kit.

**X230** Arranged W \$55



**Test Preparation**

**LSAT Admissions Test for Law Schools Test Prep**

Our full-length classroom course is designed for students who are committed to achieving high LSAT scores. Students attend three-hour classes twice a week for 10 weeks, working through an immense amount of material, including pre- and post-practice tests. 

**X240** 1/3-3/15 Tu/Th Woodmen  
6-9pm \$1,250

**AHIT Certifications**

Tacoma Community College and American Home Inspectors Training (AHIT) have teamed up to offer you the nation’s leading home inspection training and marketing support programs to enable you to either start and operate your own successful home inspection business or to be a significant contributor in an established company. Our step-by-step processes and extensive experience coupled with our proven track record of successfully preparing and supporting thousands of home inspectors makes this program the right choice for you.



**NEW! Home Inspection Training**

Our hands-on programs will show you how to succeed as a professional home inspector. Perform two to three actual inspections with our instructors. Classes are offered in Washington.

**\$3,995**

**NEW! Locksmith Certification [ONLINE]**

There’s more to a locksmith than just picking locks. It is a profession that combines knowledge with communication skills and business savvy. Our online training course, developed in conjunction with AHIT, offers you the best locksmithing training program in North America. The technical study modules – together with audio and visual tutorials, photos of numerous scenarios, and practice exercises and quizzes – will provide you with a step-by-step process for executing a complete, thorough, professional locksmithing business. Course also includes information on how to successfully start up, market, and build your own business so that you are earning income as quickly as possible.

**\$795**

**Register directly! Go to [www.ahit.com/affiliates/tcc](http://www.ahit.com/affiliates/tcc) or call 877.838.0959.**

## Online Courses for **TEACHERS**

**6** week classes start  
1/18, 2/15 and 3/21

Sharpen your skills, or learn new ones with our instructor facilitated online courses. Online Continuing Education courses run for six weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. **You can complete any course entirely from your home or office. Any time of the day or night.** Class subjects include:

- Solving Classroom Discipline Problems
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- The Creative Classroom
- Integrating Technology in the K-5 Classroom
- Understanding Adolescents
- Leadership
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Writing: Grades 4-6
- Working Successfully with Learning Disabled Students
- An Introduction to Teaching ESL/EFL
- Solving Classroom Discipline Problems II

Most courses are only \$94.

Enroll Today!

Details on any of these courses can be found at [www.tacomacc.edu/ce](http://www.tacomacc.edu/ce).

You can also reach us by calling **253.566.5020**.

## ARTS & CREATIVITY

### Drawing for the Non-Artist 1

Learn how to observe the world the way an artist sees, then draw the illusion that represents the three-dimensional world around us. Acquire sketch techniques that you can use to illustrate notes and letters, lectures and instruction, or document life or vacation experiences. Minimal supplies required.

<b>X127</b>	1/4-2/8	W	Schlaudraff
	6:30-8:30pm	\$75	

### Drawing for the Non-Artist 2

“Drawing for the Non-Artist 2” builds upon the knowledge and skills gained in Level 1. We will spend three weeks learning to apply these skills to a variety of subject matter utilizing creative and fun sketching and drawing techniques.

<b>X128</b>	2/15-2/29	W	Schlaudraff
	6:30-8:30pm	\$45	

### Drawing for the Non-Artist Combo

Register for *Drawing for the Non-Artist 1 and 2* and save \$13.

**X129 \$107**

### Guitar 1

Bring your acoustic or electric guitar (no bass) to class in playable condition. Learn tuning, basic chords, picking, strumming, chord progressions and rhythm techniques. A beginner course for ages 16 and up.

<b>X126</b>	1/3-2/21	Tu	
Doss		7-8:30pm	\$99



### Mandolin 1

The mandolin's unique sound is found in jazz, blues, bluegrass, folk and country music. Participants will first learn how to hold and tune their mandolin and then learn about picks, chops and various strumming techniques. Once participants learn scales they will apply them to tempo and tremolo and start playing songs. A beginner course for ages 16 and up.

<b>X125</b>	1/4-2/22	W	Doss
	7:00-8:30pm	\$99	

**NEW! Ukelele**

No musical experience necessary! This course is designed for participants who have never played an instrument before. It is also a great refresher course for those who have some experience playing the ukulele. Participants will build on the previous lesson, add new skills with chords, and new songs. Participants should be able to play two to three songs by the end of the course. Course covers a wide variety of music including: Led Zeppelin, Pink Floyd, Hawaiian songs and more.

**X160** 1/5-1/26 Th Doss  
7-8:30pm \$45

**Welcome to Digital Photography!**

This class will cover the basics of digital cameras, including the fundamentals of basic composition, depth of field, exposure control, adjusting to various lighting situations and how to analyze and troubleshoot problem digital photographs to determine root causes and how to overcome them. Also includes an overview of the capabilities common to most digital cameras (not concentrating on any one specific camera type or brand), including understanding how cameras work, selecting camera settings, getting the best possible image quality, downloading images from the camera to the computer, organizing photos on the computer, basic digital image processing with Adobe Photoshop, and examining the various possibilities for presenting images to friends and family. What to bring: Your point-and-shoot or DSLR digital camera (with a fully charged battery), the user's manual, downloading cables and a sense of play.

**X158** 1/4-2/8 W Dungan  
6:30-8:30pm \$75

**Beyond the Basics:  
Taking Your Digital Photography to the Next Level**

This class builds on what you learned in Welcome to Digital Photography. Participants will continue to explore the capabilities of their cameras and move into more advanced techniques of using Adobe Photoshop to size images for output, sharpening images, removing imperfections, correcting exposure, and adjusting saturation of color. Participants need to bring their point-and-shoot or DSLR digital camera (with a fully charged battery), the user's manual, downloading cables and a sense of play.

**X168** 2/15-3/21 W Dungan  
6:30-8:30pm \$75

**Photography Combo – Register for  
Welcome to Digital Photography  
and Beyond the Basics and save \$10.  
X170 \$140**

**Photoshop for Photographers: Beginning**

Enhance the images captured on your camera with Adobe's Photoshop. Learn to improve image composition, make global lighting and color changes, retouch by removing scratches, blemishes, and color casts. Both CS5 and Elements' procedures will be covered. Either work on the supplied desktop or bring your laptop loaded with either program and work directly on the supplied practice images. Materials included.

**X110** 1/3-1/24 Tu Dungan  
6:30-8:30pm \$75

**Photoshop for Photographers: Intermediate**

A continuation of beginning Photoshop, this class emphasizes more advanced techniques to enhance images utilizing both compositional and photographic improvement techniques such as masking, layering, filters, and area selection techniques. A workflow document and practice images will be provided.

**X111** 1/31-2/21 Tu Dungan  
6:30-8:30pm \$75

**Photoshop Combo – Register for  
Photoshop for Photographers: Beginning  
and Photoshop for Photographers: Intermediate  
and save \$10. X112 \$140**

**NEW! History of Photography**

Learn the history of photography from its invention in 1839 to the present day. Participants will examine the work of individual photographers and trace the major issues that influenced their work. Learn what it means to photograph, be photographed, and to view photographers as part of an audience.

**X167** 1/5-1/26 Th Dungan  
6:30-8:30pm \$30

**Introduction to Interior Design [ONLINE]**

Participants in this course will explore a career in interior design while learning how to transform plain living spaces into beautiful and functional rooms. As they master design skills step-by-step, they'll complete their first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Six-week online class.

**X455** Classes start 1/8, 2/15 and 3/21 \$94

## BUSINESS & FINANCE



### 6 Week Online Business Classes

Classes start 1/18, 2/15 and 3/21

#### Accounting Fundamentals [ONLINE]

Suitable for both small businesses and individual households, this course is sure to increase financial awareness and accountability.

**X300**

\$94

#### Accounting Fundamentals 2 [ONLINE]

Advance your current financial awareness and accountability while also gaining a marketable skill.

**X301**

\$94

#### Administrative Assistant Fundamentals [ONLINE]


Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

**X302**

\$94

## COMPUTERS


#### Computers for Absolute Beginners 1

Yes, you can use a computer! No requirements are needed for this class. You will learn just the basics of operating a computer, including the difference between using the keyboard and mouse. Other applications will be taught including Windows and the internet. 

**X120** 1/9-2/13 M Rowe  
6-8pm \$59

**X121** 2/27-3/26 M Rowe  
8-10pm \$59

#### Computers for Absolute Beginners 2

Expand your computer skills and learn tips for searching on the internet, how to create documents and perform basic desktop publishing. 

**X122** 2/27-3/26 M Rowe  
6-8pm \$59

#### Computers for Absolute Beginners Combo

Register for *Computers for Absolute Beginners 1 and 2* and save \$9. **X123 \$109**

#### **NEW!** Introduction to Social Media

This hands-on course will teach you to develop the skills required to use social networking to your advantage. Learn how to make connections with friends and family or with professionals who work in your field of interest and obtain the knowledge necessary to create your own blog utilizing Facebook, Twitter, Tumblr, RSS, Flickr, virtual worlds, Wikipedia and more.

**X169** 1/9-3/19 M Wells  
6-8pm \$129



### 6 Week Online Computer Skills & Web Design in the Workplace

Classes start 1/18, 2/15 and 3/21

#### CSS and XHTML, Introduction [ONLINE]

**X374** \$94

#### Microsoft Access 2007, Introduction [ONLINE]

**X385** \$94

#### Microsoft Excel 2007, Introduction [ONLINE]

**X390** \$94

#### Microsoft Excel 2007, Intermediate [ONLINE]

**X391** \$94

#### Microsoft Word 2007, Introduction [ONLINE]

**X403** \$94

#### PHP and MySQL, Introduction [ONLINE]

**X413** \$94

#### PHP and MySQL, Intermediate [ONLINE]

**X414** \$94

#### QuickBooks 2009, Introduction [ONLINE]

**X420** \$94

#### QuickBooks 2010, Introduction [ONLINE]

**X405** \$94

#### Computer Skills for the Workplace [ONLINE]

Become more computer savvy and acquire practical applications for software most common to the workplace and fundamental computer competencies.

**X360** \$94

#### Creating Web Pages [ONLINE]

Learn how to design, create, and post your very own site on the internet's World Wide Web.

**X372** \$94

#### Dreamweaver CS3, Introduction [ONLINE]

Uncover the secrets of effective page layout and techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats.

**X377** \$94



Required textbook available at TCC bookstore.

**Dreamweaver CS3, Intermediate [ONLINE]**

Learn how to incorporate multimedia elements such as Flash video and audio. Discover the uses of XML and XSL.

**X378** **\$94**

**CSS and XHTML, Introduction [ONLINE]**

Acquire the foundation you'll need to master two critical and fast-growing new web languages. Learn how to create state-of-the-art websites using modern CSS and XHTML techniques.

**X374** **\$94**



See more online computer classes at [www.tacomacc.edu/ce](http://www.tacomacc.edu/ce)

**FAMILY**

**6 Week Online Class**  
Classes start 1/18, 2/15 and 3/21

**Homeschool with Success [ONLINE]**

To ensure you're well prepared to meet your children's needs, we'll discuss learning styles and how they affect homeschooling. Learn how to take your children out of school and make their transition to homeschooling both fun and effective. We'll talk about children that need extra attention, both special needs and gifted, and a variety of types of homeschooling so you can choose the one that best fits your family's lifestyle.

**X345** **\$94**

**HEALTH**

**6 Week Online Health Care Classes**  
Classes start 1/18, 2/15 and 3/21

**Medical Terminology [ONLINE]**

This course teaches medical terminology from an anatomical approach. Word associations are provided as a learning tool.

**X436** **\$94**

**Medical Coding [ONLINE]**

Take the first steps toward a lucrative career as a medical coder! In this course, you will learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment or surgical procedure.

**X435** **\$94**

**MATH**

**6 Week Online Math Classes**  
Classes start 1/18, 2/15 and 3/21

**Math Refresher [ONLINE]**

This course will show participants how to use math to their advantage. Participants will learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You'll find out how to calculate interest rates and you'll develop a better understanding of mortgages, credit cards, and other types of loans.

**X358** **\$94**

**RECREATION & FITNESS**

**Zumba**

Energize yourself with this hot, new fitness craze! Zumba combines upbeat music with dance steps from around the world (merenge, salsa, cha-cha, regaeton, swing, Greek, hip-hop, belly dancing and calypso). It's so much fun, you won't notice you're working out! All abilities and fitness levels are welcome. Before beginning any exercise routine you should first consult a physician.

**Session 1**

<b>X137</b>	1/3-2/9 5:20-6:20pm	Tu&Th \$40	DeGolier
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**Session 2**

<b>X142</b>	2/14-3/22 5:20-6:20pm	Tu&Th \$40	DeGolier
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**Zumba Combo - Register for both Zumba sessions and save \$10.** **X139** **\$70**

**NEW! Zumba Toning**

Combines targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba moves to create a calorie-torching, strength-training, dance fitness-party. Participants use dance and weights to enhance rhythm and tone all their target zones, including arms, abs, glutes and thighs. Zumba Toning is the perfect way for enthusiasts to sculpt their bodies naturally while having fun.

<b>X161</b>	1/9-3/26 6-7pm	M \$35	DeGolier
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**NEW! Kundalini Yoga**

The ancient tradition of Kundalini Yoga uses movement, breath, meditation, and sound (mantra) to help relieve stress, increase vitality, flexibility and stamina while enhancing your concentration. Kundalini Yoga also brings awareness and integration to body, mind, and soul. Come learn how to replenish, relax deeply, develop a meaningful practice and learn about yogic lifestyle. Bring: yoga mat, blanket, cushion, and wear comfortable clothes.

**X162** 1/28-3/17 Sa Balch  
10:30am-12pm \$40



**WORLD LANGUAGES**

**French**

Whether you are preparing for a trip to Paris or just want to extend the boundaries of your cultural awareness, you will enjoy this class. As the French say: “il faut saisir l’occasion” (take advantage of the opportunity).

**French 101**  
**X108** 1/11-2/29 W MacKay  
6-8pm \$94

**French 102**  
**X109** 1/12-3/1 Th MacKay  
6-8pm \$94

**Basic Spanish**

Learn basic Spanish grammar and simple phrases that will enable you to cope with common situations when traveling, or when dealing with Spanish speakers. Some conversation and cultural insights are included. Textbook included. No class on Feb. 20.

**X100** 1/23-3/5 M Adams  
6:30-8:30pm \$99

**6 Week Online Language Classes**  
Classes start 1/18, 2/15 and 3/21

**Speed Spanish [ONLINE]**

This powerful course teaches six easy strategies you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno!

**X353 \$94**

**Instant Italian [ONLINE]**

This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You’ll read, hear, and practice dialogues based on typical situations that you’re likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings.

**X352 \$94**

**WRITING**

**6 Week Online Writing Classes**  
Classes start 1/18, 2/15 and 3/21

**A to Z Grant Writing [ONLINE]**

Get the skills and tools you need to enter the exciting field of grant writing!

**X325 \$94**

**Advanced Grant Proposal Writing [ONLINE]**

Write winning proposals that get funded. Learn what to do—and, more importantly what not to do—on every part of your proposal. Become an expert at ferreting out corporate, foundation and government grant makers, and learn how to tailor your responses to information found in the peer review criteria.

**X326 \$94**

**Resume Writing Workshop [ONLINE]**

Create an effective resume and transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing. YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction.

**X311 \$94**

## RESIDENTIAL POSTAL CUSTOMER



## Continuing Education REGISTRATION & INFORMATION

### REGISTER EARLY!

By registering early you can avoid the disappointment of missing out on a class that is already full and you can help prevent a class from cancelling due to low enrollment (cancellation of a class is usually determined one business week prior to the class start date).

Payment is due in full at time of registration. Continuing Education classes do not qualify for financial aid.

### REGISTRATION & PAYMENT OPTIONS

All classes are payable in full at the time of registration. Confirmation will be sent to students for all registrations.



**ONLINE** at [www.tacomacc.edu/ce](http://www.tacomacc.edu/ce)



**BY PHONE** 253.566.5020

Monday-Friday, 8am-5pm.  
Payment can be made with  
VISA or MasterCard.



**IN PERSON** at the Tacoma Campus

Bldg. 6, 6501 S. 19<sup>th</sup> Street, Tacoma  
Monday-Friday, 8am-5pm  
Payment can be made with credit card,  
check, cash, or money order. The Tacoma  
office will accept cash payments through  
the cashier's office in Bldg. 14 during  
business hours.

### POLICIES & PROCEDURES

**These courses do not qualify for financial aid.  
Workforce and Military Assistance may apply.**

**REFUND POLICY:** A written request for a refund must be received at least seven calendar days before the first day of class. Then, the class fee minus a \$20 processing fee, will be returned to the student. The student may transfer the full class fee to another course within 90 days of submitting their request. There are no refunds for requests received within seven days of the start of the class or after the class has started.

**NOTE:** Students who are registered for the Nursing Assistant Certified program but have not met the prerequisites of the class are subject to being dropped without a refund.

**CANCELLATION:** In the event that a Corporate and Continuing Education class is cancelled, all effort will be made to contact all registered students. A 100 percent refund will be issued within 21 days; no further action from the student is necessary.

**CEUs AND CLOCK HOURS:** Clock Hours, or Continuing Education Units (CEUs) are offered in many fields for an additional \$20 per class. CEUs and Clock Hours will only be granted to students who register for them at least one week prior to class start date.