Continuing Education

SCHEDULE

Find your path to success

JANUARY  |  FEBRUARY  |  MARCH  |  2014

Personal Interest Classes  3
Job & Career Training Classes  8

Registration begins Nov. 14
tacomacc.edu/ce
Contents

PERSONAL INTEREST

Arts & Creativity ........................................ 3
Business & Finance .................................... 4
Computers ................................................. 4
Family .................................................... 5
Fitness ...................................................... 6
Health ...................................................... 6
World Languages ....................................... 6
Writing ..................................................... 7

JOB & CAREER TRAINING

Building Career Training .............................. 8
Business & Computers ................................. 8
Green Career Training ................................. 9
Health ...................................................... 9

CERTIFICATION & TESTING CENTER

Test Prep .................................................. 11

Continuing Education
Policies & Procedures ................................. 11

Register

ONLINE at www.tacomacc.edu/ce. It’s fast and easy! A confirmation email is sent upon registration. You may also register by PHONE at 253.566.5020 or come in person to Bldg. 6 at the Tacoma campus.
Arts & Creativity

NEW! Drawing from Photos
This 6-week class will teach participants methods for combining, modifying, transferring, enlarging images, and techniques for maintaining good tonal quality when working in pencil from photos.
X143 Jan. 8-Feb. 12 W Schlaudraff 6:30-7:30p $75

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. (8 sessions)
X126 Jan. 14-Mar. 4 Tu Doss 7-8:30p $99

Mandolin
Participants will learn how to hold and tune their mandolin, picks, chops and various strumming techniques. Then participants will apply those skills to tempo and tremolo to start playing songs. Bring your mandolin in playing condition and a flat pick to class.
X124 Jan. 16-Mar. 6 Th Doss 7-8:30p $99

Ukulele
No musical experience necessary! Learn to play soprano, concert or tenor ukulele. (Sorry, curriculum doesn’t support the BARITONE ukulele). Course covers a wide variety of music including: Led Zeppelin, Pink Floyd, Hawaiian songs and more. (8 sessions)
X160 Jan. 15-Mar. 5 W Doss 7-8:30p $99

NEW! Introduction to Mosaics
Create your own piece by choosing from a variety of tesserae provided by the instructor. All required materials and supplies are included and provided by the instructor. A $15 materials fee is payable to the instructor at the first class (cash only please). Previous mosaic experience is not necessary. (8 sessions)
X130 Jan. 3-Jan. 24 F Alexander 1-3p $65

NEW! Valentine’s Day Mosaics
Ages 15 and up. Nothing says I LOVE YOU like a personal, one-of-a-kind gift you made yourself, in gorgeous shades of red, pink, violet, lavender, and more. Choose from picture frames, heart shapes, mirrors, trinket boxes, and more - all provided by the instructor - or bring your own treasure to transform. All mosaic tesserae, adhesive, grout and supplies are also provided. A $15 materials fee is payable to the instructor at the first session (cash only please). Previous mosaic experience is not necessary, and previous students are welcome to come back and use their skills! (4 sessions)
X131 Feb. 7-Feb. 28 F Alexander 1-3p $65

NEW! Creating Better Photos from A-Z -- Part 1
Part 1 teaches participants about composition, lighting, camera functions, how to take better photos, and problem solving. Loaded with hands-on, in-class and weekly photography assignments to improve skills. Bring Point-and-Shoot Camera or your best DSLR and have fun learning more about photography. $2 class fee for 100+ pages of handouts for easy reference.
X176 Jan. 7-Feb. 4 Tu Kehr 6:30-8:30p $89

NEW! Creating Better Photos from A-Z -- Part 2
Prerequisite: Part 1. Part 2 builds on knowledge gained in Part 1. How to better control light, proper shooting techniques for various types of photos, developing your own “style.” More hands-on, in-class and weekly photography assignments to improve your skills. Bring Point-and-Shoot or DSLR and have fun learning more about photography from A-Z. $2 class fee for 100+ pages of handouts for easy reference.
X177 Feb. 11-Mar. 11 Tu Kehr 6:30-8:30p $89
Fundamentals of Digital Photography
This 10-week class is a combination of Beginning & Intermediate Digital Photography. Participants will learn all the basics of their digital camera. Controls, settings and how to use them. (10 sessions)
X179 Jan. 15-Mar. 19 W Dungan 6:30-8:30p $150

Introduction to Interior Design [ONLINE]
Master design skills step-by-step while completing your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. (6-week online class)
X455 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Event Management and Design [ONLINE]
Whether you’re already working in the field or planning to enter the profession, participants will learn about research, design, time management, coordinating volunteers, hiring vendors and caterers, sound and light technicians, entertainment, budgeting, pricing, and more.
X579 $1,995

Basic Sewing
Don’t let that sewing machine gather dust! Students will learn the mechanics of their sewing machine, the accessories, how to thread and sew, as well as the basics of pattern reading and project construction. Students need to bring their own machine. (4 sessions)
X193 Jan. 14-Feb. 11 Tu Dean 6:30-8:30p $59

Intermediate Sewing
Got the basics? Take your sewing to the next level! Join us for the next step where we learn how to make buttonholes, install zippers and move on beyond straight lines. (4 sessions)
X195 Feb. 18-Mar. 18 Tu Dean 6:30-8:30p $59

Business & Finance

Accounting Fundamentals [ONLINE]
Suitable for both small businesses and individual households, this course is sure to increase financial awareness and accountability.
X300 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Accounting Fundamentals 2 [ONLINE]
Advance your current financial awareness and accountability while also gaining a marketable skill.
X301 Classes start Jan. 15, Feb. 19, Mar. 19 $99

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 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Computers

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 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Creating Web Pages [ONLINE]
Learn how to design, create, and post your very own site on the internet’s World Wide Web.
X372 Classes start Jan. 15, Feb. 19, Mar. 19 $99
Introduction to Flash CS6 [ONLINE]
Learn the fundamentals of using Adobe Flash CS6 to create engaging Web pages, mobile apps, Flash movies, animation, graphics, and interactive applications.
X393 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Introduction to Dreamweaver CS6 [ONLINE]
In these step-by-step lessons, you’ll build an in-class website using Adobe Dreamweaver CS6—and in the process, you’ll discover how to plan a website from the ground up.
X446 Classes start Jan. 15, Feb. 19, Mar. 19 $99

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 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Introduction to SQL [ONLINE]
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language.
X448 Classes start Jan. 15, Feb. 19, Mar. 19 $99

QuickBooks 2012 [ONLINE]
Learn how to manage multiple company files and how to export and import list data from one file to the next. QuickBooks 2012 software required.
X402 Classes start Jan. 15, Feb. 19, Mar. 19 $99

QuickBooks 2013 [ONLINE]
Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. QuickBooks 2013 software required.
X498 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Homeschool with Success [ONLINE]
Learn how to take your children out of school and make their transition to homeschooling both fun and effective.
X345 Classes start Jan. 15, Feb. 19, Mar. 19 $99

College Saving Strategies
Participants will learn how your college savings strategy could impact your taxes and child’s financial aid. We will also cover: costly mistakes to avoid and alternative ways to fill the funding gap. Book included.
X117 Jan. 16 Th North 6-7:30p $19

Smart Women, Smart Money
Designed specifically to help women create and maintain financial independence, this class includes practical steps to reduce worry and develop a sound financial strategy. Book included.
X118 Jan. 30 Th North 6-7:30p $19

Retirement Income and Estate Planning
This class will teach participants how to build, protect, and optimize your retirement income. Who needs a trust and who doesn’t? What does Medicare and Medicaid really cover? Book included.
X119 Feb. 13 Th North 6-8p $19

Social Security: Strategize to Maximize
This class will give participants a better understanding of the Social Security program and will teach you how to estimate and optimize your benefits. Book included.
X120 Feb. 27 Th North 6-7p $19

Investment Basics
Learn the fundamental of managing and accumulating money. Topics include: inflation, financial goals, risk, return, bonds, stocks, and asset allocation.
X121 Mar. 13 Th North 6-8p $19

Long Term Care
Create a smart strategy in case you need extended care in your retirement. What can you expect from health insurance, Medicare, Medicaid and VA benefits. This class is informative only. No solicitation of insurance products will be made. Book included.
X122 Mar. 20 Th North 6-7:30p $19
Fitness

Israeli Folk Dance
Israeli folk dancing is a vibrant movement that is very much a part of every-day Israeli culture. Each dance is choreographed for a specific song. (11 sessions) No class Thanksgiving week.
X116 Jan. 15-Mar. 19 W Noga 7:30-9:30p $39

Yoga
Come learn the basics with a mixture of students: beginners and experienced yogis welcome. Students will need to provide their own yoga mat and 8’ strap. (12 sessions)
X198 Jan. 13-Feb. 17 M W McCullough 6-7p $35
X199 Feb. 24-Mar. 26 M W McCullough 6p-7p $35

Zumba!
Zumba combines upbeat music with dance steps from around the world. All abilities and fitness levels are welcome. Before beginning any exercise routine you should first consult a physician. (11 sessions)
X137 Jan. 7-Feb. 13 Tu/Th DeGolier 5:20-6:20pm $35
X142 Feb. 18-Mar. 27 Tu/Th DeGolier 5:20-6:20pm $35

Health

NEW! Basic Self-Hypnosis Training
Participants will learn the basic understanding of hypnosis and how to use and teach self-hypnosis techniques to manage stress, pain management, self esteem, goal setting and achievement. Participants will have an understanding of subconscious mind, conscious mind and basic brain wave patterns. (54 hours). Textbook fee not included in the course fee.
X175 Jan. 7- Mar. 6 W 6-9p/Sa 10a-1p Large $249

Luscious, Low-fat, Lightning-Quick Meals [ONLINE]
Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!
X476 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Start Your Own Edible Garden [ONLINE]
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season.
X464 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Medical Terminology [ONLINE]
This course teaches medical terminology from an anatomical approach. Word associations are provided as a learning tool.
X436 Classes start Jan. 15, Feb. 19, Mar. 19 $94

Medical Coding [ONLINE]
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 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Explore a Career in a Dental Office [ONLINE]
You will master basic dental terminology and anatomy, discover how to create a patient chart, and identify the privacy rules that are crucial to proper dental office management.
X441 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Become an Optical Assistant [ONLINE]
We’ll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales.
X442 Classes start Jan. 15, Feb. 19, Mar. 19 $99

World Languages

Speed Spanish [ONLINE]
With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno!
X353 Classes start Jan. 15, Feb. 19, Mar. 19 $99

French [ONLINE]
Learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant.
X350 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Japanese [ONLINE]
Learn useful conversational phrases and vocabulary words. Participants will have a cultural knowledge only an insider has.
X351 Classes start Jan. 15, Feb. 19, Mar. 19 $99

Instant Italian [ONLINE]
Participants will read, hear, and practice dialogues based on typical situations that you’re likely to encounter while staying in Italy.
X352 Classes start Jan. 15, Feb. 19, Mar. 19 $99
eMarketing Essentials Certificate
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. $495

Substitute Teacher Preparation
Develop a sub notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. $145

Management Boot Camp
Learn how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). $295

Creating Cell Phone Apps for Your Business
Step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android and iPhone platforms. $245

Introduction to Social Media
Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. $195

To register for these and many more courses visit www.yougotclass.org/catalog.cfm/Tacomacc
Building Career Training

Flagging and Traffic Control Certification
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.

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Forklift Operator Certification
Learn the skills to maneuver a forklift and become safety certified. 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. Fee includes handouts.

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Business & Computers

Comp TIA A+ Certification Training [ONLINE]
The CompTIA™ A+ program will prepare you for two CompTIA™ A+ certification exams: A+ Essentials and A+ Practical Application. Adobe Flash Player and Adobe Acrobat Reader are required.
X517   $1,695

Human Resources Professional
Master the skills needed to gain an entry-level position in the popular field of human resources. Prepare to take the PHR (Professional in Human Resources) certification exam.
X466   $1,595

AutoCAD 2011 with AutoCAD 3D [ONLINE]
This program will give you the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam. A perpetual student AutoCAD 2011 license is included in the cost of the program.
X533 $3,295

Microsoft Office 2010 Master Certification Training [ONLINE]
Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification. In order to take this program you will need Microsoft Office 2010: Word, Excel, PowerPoint and Outlook, full retail version.
X547 $1,595

Web Design [ONLINE]
Learn professional applications for Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash.
X523 $5,595

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

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

Health

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. Fee includes facilitators manual. (14 clock hours or 1.4 CEUs)
X218 | Feb. 15 & Feb. 22 | Sa | Towey
8:30am-4:30pm | $199

HIV-AIDS Independent Study for Health Professionals
This seven-hour DVD kit prepares you to meet the AIDS education requirements mandated for health care professionals by Washington state. A certificate of completion will be issued after successfully completing the exam. Call 253.566.5020 to reserve your kit.
X230 | Arranged | W | $60

Administrative Dental Assistant [ONLINE]
Learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding.
X500 | $1,595

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. 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.
X505 | $595
Medical Transcriptionist Career Certificate Program

[ONLINE]
Prerequisite: A basic understanding of Medical Terminology. 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

ICD-10 Medical Coding  [ONLINE]
This online program offers you comprehensive, robust training in diagnostic and procedural coding, using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals.

X534  $1595

Certified Personal Trainer  [ONLINE]
This program blends the best of academic and hands-on training, offering: 15 hours of online theory in the comfort of your own home; 15 hours of practical “hands-on” training over a four-day period; and 30 hours of internship to give you real-world experience.

X536  $995

NURSING ASSISTANT CERTIFIED

Becoming a Nursing Assistant Certified is the perfect stepping-stone into a career as a nurse. 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).

For schedule info go online to www.tacomacc.edu/ce or stop by Bldg. 6 to pick up a packet.

$900

Prerequisites: Students must provide proof of CPR certification for Health Care Providers, a 2-Step TB test, and pass a background check. Documentation is required no later than 3 p.m. on Jan. 23, 2014. Students must register in person at the Tacoma Campus in Bldg 6. Payment is due in full at time of registration.

Classes start Jan. 27, 2014.
We’re here to help you advance your career through professional certification. The Center provides a comfortable testing environment in our state-of-the-art facility.

**Typing Tests:** Please bring the receipt from the cashier at test time. Typing test fees are $25.

**MOS, Microsoft Office Specialist Tests:** Test launch fee is $30. 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, ATI, Pearson Vue and GED.

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

**GED Testing**

GED testing now offered in the Certification & Test Center. Go to: www.gedtestingservice.com to schedule your test.

For prep tests and classes call 253.566.5144.

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**Test Prep**

**NEW! SAT/ACT Prep [ONLINE]**

This course will prepare participants for both the SAT and ACT tests which are required by universities and colleges throughout the U.S. as part of their evaluation package.

X397 Classes start Jan. 15, Feb. 19, Mar. 19 $99

**NEW! GRE Preparation - Part I (Verbal and Analytical) [ONLINE]**

Participants will learn question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks.

X348 Classes start Jan. 15, Feb. 19, Mar. 19 $99

**NEW! GRE Preparation - Part 2 (Quantitative) [ONLINE]**

Math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE’s unique new question formats.

X349 Classes start Jan. 15, Feb. 19, Mar. 19 $99

**Basic CompTIA A+ Certification Prep [ONLINE]**

This course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices.

X467 Feb. 11-Mar. 11 Tu Kehr 6:30-8:30p $89

**CompTIA Network+ Certification Prep [ONLINE]**

Learn everything you need to know to select, install and service video, sound and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it.

X489 Classes start Jan. 15, Feb. 19, Mar. 19 $99

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**Policies & Procedures**

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

**Refund Policy:** A phone contact request for a refund must be received at least 48 hours before the first day of class. Then, the class fee minus a $20 processing fee, will be returned to the student. There are no refunds for less than 48 hours requests received prior to 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 Continuing Education class is cancelled, all efforts will be made to contact all registered students. A full refund will be issued within 21 days.
Take online courses from the comfort of your home, office or favorite place ... at times that are most convenient for you.

Find your class at tacomacc.edu/ce

Become a Certified Nursing Assistant in just 9 weeks! See page 10 for details.