Spring Quarter Classes

New Program: Medical Office Assisting

Community Education
Whether it’s in person, online or a custom mix of the two, our flexibility is a good fit for your busy life. With locations in Port Angeles, Port Townsend and Forks, we’re conveniently located for you to get the education you want and the support you need.

Apply Now
PORT ANGELES
(360) 452-9277
1502 E Lauridsen Blvd
Port Angeles, WA 98362

PORT TOWNSEND
(360) 385-4605
Fort Worden State Park
202 Eisenhower Ave
Port Townsend, WA 98368

FORKS
(360) 374-3223
481 S Forks Ave
Forks, WA 98331

TABLE OF CONTENTS

4 GET STARTED
7 $2.2 MILLION GRANT
8 MEDICAL OFFICE ASSISTING
11 FOUNDATION SCHOLARSHIPS
12 DEGREES & CERTIFICATES
14 SPRING QUARTER CLASSES
16 INDIGENOUS PERSPECTIVES
18 MANUFACTURING PROGRAM
20 WORKER RETRAINING
21 COMMUNITY AND BUSINESS EDUCATION
GET STARTED

1. **Apply / Reapply**
   pencol.edu/getstarted
   Apply online or in person. There is no application fee. The earlier the better.

2. **Find money**
   pencol.edu/financial/apply-for-aid
   Begin the process of applying for financial aid and scholarships.

3. **Take placement assessment***
   pencol.edu/admissions/testing-center
   *Not all classes require a placement assessment.

4. **Get oriented**
   pencol.edu/admissions/new-student-orientation
   Online orientation is available for students who live out of the area.

5. **Meet with an advisor and register**
   pencol.edu/advising
   Meet with an advisor to create your roadmap for success and register for classes.

6. **Pay tuition**
   pencol.edu/financial/payment-options
   Pay your tuition and fees with the online payment option, in person, or by mail. A payment plan option is available too.

---

SCHOLARSHIPS
(360) 417-6390
Students who are or will be attending PC can apply for a number of scholarships

WORK-STUDY
(360) 417-6359
Students gain work experience while earning money for college

BFET
(360) 417-6296
Provides job search training, educational services, skills training and more to Basic Food (SNAP) recipients

---

NONDISCRIMINATION STATEMENT: Peninsula College does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities. Coordination of compliance is the responsibility of the Human Resources Officer, PC HR Office, (360) 452-9277.

CONFIDENTIALITY OF STUDENT RECORDS: Peninsula College follows the Family Educational Rights and Privacy Act (FERPA). For more information, visit pencol.edu/407-confidentiality-student-records-ferpa
OUT OF 4 PC STUDENTS RECEIVE MONEY TO HELP PAY FOR COLLEGE

**OPPORTUNITY GRANT**
(360) 417-5694
Assists low-income Washington state residents who have not yet earned a degree (Associate or higher)

**TUITION PAYMENT PLAN**
(360) 417-6232
Apply to have your tuition and fees divided into three payments

**WORKFIRST PROGRAM**
(360) 417-6296
Assists parents receiving Temporary Assistance for Needy Families (TANF) who want to further their education

**WORKER RETRAINING**
(360) 417-6263
Provides tuition free retraining opportunities for laid off, unemployed and underemployed workers

**FINANCIAL AID**
(360) 417-6390
Start your financial aid file while you complete your other college application requirements

**COMMUNITY RESOURCES**
(360) 417-6340
Organizations that provide resources, both career oriented and financial, for students and the community

**VETERANS BENEFITS**
(360) 417-6224
Veterans and veterans’ dependents may qualify for veterans educational benefits

**STUDENT LOANS**
(360) 417-6390
Funded by the federal government and available to students
### SPRING QUARTER IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising week</td>
<td>Feb 11-15</td>
</tr>
<tr>
<td>Registration begins</td>
<td>Feb 22</td>
</tr>
<tr>
<td>Financial aid application due</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Tuition due</td>
<td>Mar 21</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Apr 5</td>
</tr>
<tr>
<td>First day of quarter</td>
<td>Apr 8</td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>May 27</td>
</tr>
<tr>
<td>Last day of quarter</td>
<td>Jun 21</td>
</tr>
<tr>
<td>Commencement</td>
<td>Jun 22</td>
</tr>
</tbody>
</table>

Washington’s Community Colleges offer hundreds of students free and reduced tuition, books and fees every quarter. Get the skills and education you need to find a stable career at a competitive salary. Take advantage of our programs and resources available for eligible students.

1. Take a short survey
2. Attend a workshop
3. Apply for college

Visit startnextquarter.org
Peninsula College Receives $2.2 Million Grant to Help Students Succeed

Equipment benefiting students with disabilities, peer mentors, signage to improve campus navigation, and a Success Navigator position are just a few of the improvements planned at PC following a recent $2.2 million federal Department of Education grant award.

With an eye toward fostering a culture of equity and inclusion, and achieving excellence in teaching and learning, funds will be used for projects such as:

• Increasing retention, graduation, and transfer particularly for underserved students
• Establishing a new Career Pathways Center to improve students’ career readiness and employment success
• Establishing a Veteran’s Center
• Creating a Center for Teaching and Learning
• Developing and installing five culturally relevant wayfinding signs to improve campus navigation and promote a safe welcoming climate for all students
• A full time Career Pathways Director, Longhouse Director and an Executive Director for Teaching and Learning will be hired as a result of the grant. Part time roles include a Success Navigator, Grants Management Coordinator and peer mentors as needed

The grant period began October 1, 2018, and the college will receive roughly $450K per year for five years. The total cost of the Peninsula College PACE Project is $2,762,938, with the US Department of Education funding 81% of total costs ($2,227,618), and Peninsula College contributing the remaining 19% ($535,320) of project costs.

Approximately $85,000 per year from the grant will go toward building an unrestricted endowment, to support expansion of student success programs. The Peninsula College Foundation has committed to matching that amount, dollar for dollar. Over the course of the five-year grant period, $1,000,000 will be endowed—$425,000 from the grant, $425,000 in matching funds from the Foundation, and an additional $150,000 that the Foundation has committed to raise in support of students and the College.
If you’ve visited the reception area in our new Allied Health Building, you know that our “learning space reflects the earning space.” The front desk, office and waiting area are just what you’d expect to find in a high quality medical clinic.

In response to high community demand, we are pleased to offer our Medical Office Assisting Program fall quarter. Now you can train for work in medical offices, clinics, hospitals, home health and other healthcare settings right here on the Olympic Peninsula. Get the technology skills you need for medical office employment, including electronic medical billing and coding, bookkeeping and accounting, and charting in patient records.

As of January 14, 2019, Margaret Griset, Program Assistant for PC’s Medical Assisting Program, had identified 15 unfilled, entry-level healthcare positions in Clallam and Jefferson counties that MOA graduates could potentially secure. Positions ranged from Centralized Scheduling Representative to Clinical Care Coordinator and Medical Team Navigator.

"THE MOA DEGREE WOULD PREPARE A GRADUATE TO WORK AS AN ADMIN OR CUSTOMER SERVICE REPRESENTATIVE IN JUST ABOUT ANY INDUSTRY SO THIS COUNT IS BY NO MEANS COMPREHENSIVE," GRISET SAID.

Payscale.com indicates that Olympic Medical Center positions such as Patient Account Representative, Medical Records Coder, and Medical Office Assistant earn anywhere from $12.71 to $16.31 hourly.
Here’s what you’ll learn how to do

- Perform professionally in a legal and ethical manner as a medical office assistant/specialist
- Use medical language correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Purchase and distribute office supplies
- Manage documents, both paper and electronic, in a medical office
- Demonstrate knowledge in ICD-10 coding and electronic medical billing of multiple insurances
- Follow laws and regulations regarding patient privacy and confidentiality
- Format and generate various documents required in a medical office setting

Here’s what you’ll need (prerequisites)

- Be eligible to take English 101 and Math 90/91
- Permission of instructor/acceptance into MOA Program
- Immunizations and background checks are required before you can be placed into a local healthcare facility for your required on-the-job experience(s)

Apply today to get started in this high-demand field.

pencol.edu/discoverpc
Get your Bachelor’s Degree in Applied Management

This accredited degree is designed to fit your busy life and can be earned 100% online.

INTERESTED IN OTHER HEALTHCARE PROFESSIONS?

NOW ACCEPTING APPLICATIONS FOR THE 2019-2020 ACADEMIC YEAR

Interested in healthcare and planning to enroll in nursing or medical assisting courses this fall? Both programs have requirements that need to be completed before submitting your application, so don’t delay!

APPLICATION DEADLINES

Nursing - 9:00am May 1
Medical Assisting - 5:00pm June 1
Nursing Assistant Certified - accepts students up until the start of the quarter
START NEAR. GO FAR.
Peninsula College Foundation Scholarships Available for 2019-2020

over $100,000 in scholarships to be awarded

APPLICATION PERIOD
General: Jan 22-Apr 21
Nursing: Jan 22-Jul 21

APPLY ONLINE TODAY
theWashBoard.org
Search for “Peninsula College”

For a listing of all Peninsula College and Peninsula College Foundation scholarships available, visit theWashBoard.org, enter Peninsula College in the search bar. For additional scholarship information, application instructions, eligibility requirements, and notification information, visit pencol.edu/scholarships.
DEGREES & CERTIFICATES

Peninsula College offers an affordable, world class education to residents of Clallam and Jefferson counties and beyond, with campuses located in Port Angeles, Forks, and Port Townsend, as well as online. Most programs can be started any quarter. We also offer Adult Basic Education, English as a Second Language and High School 21+ courses.

<table>
<thead>
<tr>
<th>DEGREES &amp; CERTIFICATES</th>
<th>AAS, AAS-T, CERT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDITION STUDIES</strong></td>
<td></td>
</tr>
<tr>
<td>Addiction Counseling and Case Management</td>
<td>CERT</td>
</tr>
<tr>
<td>Addiction Counseling and Wellness</td>
<td>CERT</td>
</tr>
<tr>
<td>Addictive Drugs Studies</td>
<td>CERT</td>
</tr>
<tr>
<td>Youth Addiction Studies</td>
<td>CERT</td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE OFFICE SYSTEMS</strong></td>
<td>CERT</td>
</tr>
<tr>
<td>Accounting</td>
<td>AAS, AAS-T</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>AAS, AAS-T</td>
</tr>
<tr>
<td>Computer Applications Support Specialist</td>
<td>AAS</td>
</tr>
<tr>
<td>Legal</td>
<td>AAS</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>AAS, AAS-T</td>
</tr>
<tr>
<td>Administrative Software Specialist</td>
<td>CERT</td>
</tr>
<tr>
<td>Healthcare Documentation I</td>
<td>CERT</td>
</tr>
<tr>
<td>Healthcare Documentation II</td>
<td>CERT</td>
</tr>
<tr>
<td>Legal Assistant I</td>
<td>CERT</td>
</tr>
<tr>
<td>Legal Assistant II</td>
<td>CERT</td>
</tr>
<tr>
<td>Medical Office Coordinator</td>
<td>CERT</td>
</tr>
<tr>
<td>Office Assistant I</td>
<td>CERT</td>
</tr>
<tr>
<td>Office Assistant II</td>
<td>CERT</td>
</tr>
<tr>
<td>Receptionist</td>
<td>CERT</td>
</tr>
<tr>
<td><strong>ADVANCED MANUFACTURING</strong></td>
<td></td>
</tr>
<tr>
<td>CNC Machining Programming</td>
<td>CERT</td>
</tr>
<tr>
<td>Composites Recycling</td>
<td>CERT</td>
</tr>
<tr>
<td><strong>ASSOCIATE IN ARTS</strong></td>
<td>AA</td>
</tr>
<tr>
<td><strong>ASSOCIATE IN BUSINESS</strong></td>
<td>AB</td>
</tr>
<tr>
<td><strong>ASSOCIATE IN COMPUTER SCIENCE</strong></td>
<td>CSA</td>
</tr>
<tr>
<td><strong>ASSOCIATE IN MATH EDUCATION</strong></td>
<td>AM</td>
</tr>
<tr>
<td><strong>ASSOCIATE IN NURSING</strong></td>
<td>RNDT</td>
</tr>
<tr>
<td><strong>ASSOCIATE IN SCIENCE</strong></td>
<td>AS</td>
</tr>
<tr>
<td><strong>AUTOMOTIVE TECHNOLOGY</strong></td>
<td>AAS, AAS-T</td>
</tr>
<tr>
<td>Automatic Transmissions and Transaxles</td>
<td>CERT</td>
</tr>
<tr>
<td>Brake Systems</td>
<td>CERT</td>
</tr>
<tr>
<td>Electrical - Electronics Systems</td>
<td>CERT</td>
</tr>
<tr>
<td>Engine Performance</td>
<td>CERT</td>
</tr>
<tr>
<td>Engine Repair</td>
<td>CERT</td>
</tr>
<tr>
<td>Heating and Air Conditioning</td>
<td>CERT</td>
</tr>
<tr>
<td>Manual Drivetrains and Axles</td>
<td>CERT</td>
</tr>
<tr>
<td>Suspension and Steering</td>
<td>CERT</td>
</tr>
<tr>
<td><strong>BACHELOR OF APPLIED SCIENCE IN APPLIED MANAGEMENT</strong></td>
<td>BAS</td>
</tr>
<tr>
<td>Accounting</td>
<td>AAS, AAS-T, CERT</td>
</tr>
<tr>
<td>Entrepreneurship Foundations</td>
<td>AAS, AAS-T</td>
</tr>
<tr>
<td>Management</td>
<td>AAS, AAS-T, CERT</td>
</tr>
<tr>
<td>Business Foundations</td>
<td>CERT</td>
</tr>
<tr>
<td>Economics and Finance</td>
<td>CERT</td>
</tr>
<tr>
<td>Business Entrepreneurship</td>
<td>CERT</td>
</tr>
<tr>
<td>Business Environment</td>
<td>CERT</td>
</tr>
<tr>
<td>Business Technology</td>
<td>CERT</td>
</tr>
<tr>
<td><strong>COMMERCIAL DRIVER’S LICENSE (CDL)</strong></td>
<td>CERT</td>
</tr>
<tr>
<td><strong>COMPUTER APPLICATIONS TECHNOLOGY</strong></td>
<td>AAS, AAS-T, CERT</td>
</tr>
<tr>
<td>Computer Application Fundamentals</td>
<td>CERT</td>
</tr>
<tr>
<td>Computer Applications I</td>
<td>CERT</td>
</tr>
<tr>
<td>Help Desk Support Specialist</td>
<td>CERT</td>
</tr>
<tr>
<td>Excel Proficiency</td>
<td>CERT</td>
</tr>
<tr>
<td><strong>CONSTRUCTION TECHNOLOGY (FORMERLY GREEN BUILDING)</strong></td>
<td>AAS, CERT</td>
</tr>
<tr>
<td>Carpentry</td>
<td>CERT</td>
</tr>
<tr>
<td>Urban Homestead Carpentry</td>
<td>CERT</td>
</tr>
</tbody>
</table>
Construction Leadership - CERT
Cabinetry: Finish Carpentry - CERT
Engineered Building Materials - CERT

CRIMINAL JUSTICE - AAS, AAS-T, CERT

CYBERSECURITY & COMPUTER FORENSICS - AAS, AAS-T, CERT

EARLY CHILDHOOD EDUCATION (ECED) - AAS, CERT
  State Certificate
  Specialization - General
  Specialization - Infants and Toddlers

EMERGENCY MEDICAL TECHNICIAN - CERT

ENTREPRENEURSHIP - CERT

HIGH SCHOOL DIPLOMA

HOMELAND SECURITY/EMERGENCY - AAS

HONORS PROGRAM: ASSOCIATE IN ARTS, BUSINESS, SCIENCE - AA, AB, AS

HOSPITALITY AND ECOTOURISM - AAS
  Event Planning - CERT
  Adventure Travel Leadership - CERT

INFORMATION TECHNOLOGY/SYSTEM ADMINISTRATION - AAS, AAS-T

MEDICAL ASSISTING - AAS, CERT

MULTIMEDIA COMMUNICATIONS - AAS
  Graphics - AAS, AAS-T
  Web Design - AAS, AAS-T
  Digital Image Editing
  Digital Layout Design
  Digital Photography
  Digital Video
  Digital Storytelling 3D Design

Journalism Foundations - CERT
Web Design - CERT
Advanced Web Design - CERT

NURSING ASSISTANT - CERT

SUSTAINABLE AGRICULTURE: FOOD SYSTEMS - CERT

WELDING TECHNOLOGY - AAS, CERT
  Arc Welding
  Beginning Welding
  Intermediate Welding
  TIG Welding
  Wire-Feed Welding
  Welding Basics
  Aluminum Welding

BAS Bachelor of Applied Science
AA Associate in Arts
AB Associate in Business
CSA Associate in Computer Science
AM Associate in Math Education
RNDT Associate in Nursing
AS Associate in Science
AAS Associate in Applied Science
AAS-T Associate in Applied Science Transfer
CERT Certificate
  Also offered in Forks
  Also offered in Port Townsend
  Also offered online
SPRING QUARTER CLASSES

ACCOUNTING
Principles of Accounting III

ADDCITION STUDIES
Family Treatment/CD I
Relapse Prevention
Group Counseling
Youth CD Counseling
Teaching Skills for Counseling
Internship
Case Management for Professionals

ADMINISTRATIVE OFFICE SYSTEMS
Database Applications I
Medical Terminology I
E-Communications
Business Communications
Integrated Business Projects
Internship
Healthcare Documentation I & II
Integrated Studies - Honors

ADVANCED MANUFACTURING
Intro to CAD
CNC Operations

ART
Art Appreciation
3-Dimensional Form/Design
Life Drawing
History of Art III
Intro to Painting
Intermediate Painting
Advanced Painting
Intro to Ceramics: Hand
Intro to Ceramics: Wheel Throw
Intermediate Ceramics Hand
Intermediate Ceramics Wheel Throw
Special Topic Studio Art I, II & III

ASTRONOMY
Survey of Astronomy

AUTOMOTIVE TECHNOLOGY
Basic Automotive Engines
Auto Electrical Systems I
Engine Performance III, Driveability
Manual Drivetrains and Axles
Automotive Repair
Internship

BACHELOR OF APPLIED SCIENCE IN
APPLIED MANAGEMENT (BAS)
Managerial Accounting
Applied Financial Management
Operations Management
Strategic Management/Policy
Internship

BASIC EDUCATION FOR ADULTS
Basic Education Levels 1-6
English as a Second Language 1-6
GED® Preparation
High School Diploma

BIOLOGY
Intro to Marine Biology
Survey of Biology
General Bio/Cell Biology Emphasis
Organismal Physiology
Human Anatomy & Physiology II
Microbiology
Field Investigations in Nearshore Topics
Elwha Lake Bed Restoration

BOTANY
Intro to Botany

BUSINESS
Intro to Business
Operations Management
Management Info Systems
Managerial Finance
Integrated Studies - Honors

CHEMISTRY
Chemical Concepts w/ Lab
Intro to Chemistry
Intro to Organic/Biochemistry
General Chemistry w/ Lab III

COMMUNICATION STUDIES
Intro to Mass Media
Public Speaking
Newspaper Production I-VI

COMPOSITE STRUCTURES
Intro to Composites Recycling
Composites Tooling

COMPUTER APPLICATIONS
TECHNOLOGY
Powerpoint Quick Course
Windows Computing Overview
Word Basics
Excel Basics
Access Basics
Intro to Microsoft Word
Intermediate MS Excel
Internship

COMPUTER BASED TRAINING
Intro to Keyboarding

COMPUTER SCIENCE
Computer Science II w/ Java

CONSTRUCTION TECHNOLOGY
(FORMERLY GREEN BUILDING)
Finish Carpentry
Roof Systems and Roofing
Alternative Building Methods
Community, Backyard Farming
Construction Management
Small Farm, Backyard Carpentry

CRIMINAL JUSTICE
Intro to Corrections
Juvenile Justice
Criminal Investigation
Ethics in Criminal Justice

CYBERSECURITY & COMPUTER FORENSICS
Cybersecurity II
Internship
Integrated Study - Honors

DRAMA
Acting I & II
Theatre Production/Design

EARLY CHILDHOOD EDUCATION
Health, Nutrition, Safety
Intro to ECE
Practicum I-III
Infants and Toddlers
Language, Literacy Development
Internship

ECONOMICS
Intro to Economics

EDUCATION
Guiding Behavior
Child, Family, Community

ENGLISH
Fundamentals of English
English Composition I & II
Literary Magazine Production III, VI
Creative Writing I & II
Children's Literature
American Literature II

ENVIRONMENTAL SCIENCE
Survey of Environmental Science
Nature of Science

FIRST AID
Industrial First Aid
Basic Industrial First Aid
Emergency Medical Tech
First Aid for Healthcare Providers
### GENERAL STUDIES
- Studium Generale
- Student Leadership

### GEOGRAPHY
- Intro to Physical Geography
- Intro to Physical Geography

### HEALTH EDUCATION
- HIV/AIDS Licensure - 4 hr
- HIV/AIDS Licensure - 7 hr
- Health and Wellness

### HISTORY
- World Civilizations I
- World Civilizations II
- U.S. History I
- U.S. History II
- Labor Movements

### HOMELAND SECURITY / EMERGENCY MANAGEMENT
- Public Information Officer
- Emergency Response Awareness
- Exercise Design and Evaluation
- Workbased Learning Experience

### HONORS
- Interdisciplinary Seminar I
- Intro to Honors Project
- Honors Capstone Project
- Honors Project

### HOSPITALITY & ECOTOURISM
- Marketing for Hospitality
- Dining Room Management
- Hospitality Internship
- Sustainable Tourism
- Adventure Travel Leadership and Guiding

### HUMAN DEVELOPMENT
- Development Education I
- Online Classroom Success
- Occupational Exploration
- Resume Writing
- Interview Skills
- Human Relations

### HUMANITIES
- Policy, Ethics, Health III

### INTEGRATED STUDIES
- Intro to Indigenous Humanities
- Understanding Humanities
- Popular Culture

### INFORMATION STUDIES
- Research in Health and Social Sciences

### INFORMATION TECHNOLOGY
- Database Design and Implementation
- Intro to Operating Systems

### MATH
- Applied Math/Prof Tech I
- Intro to Algebra
- Essentials Intermediate Algebra
- Intermediate Algebra
- Math in Society
- Pre-calculus I
- Pre-calculus II
- Intro to Statistics
- Calculus I: Analytical Geometry
- Calculus II: Analytical Geometry
- Differential Equations

### MEDICAL ASSISTING
- Anatomy & Pathophysiology II
- Medical/Ethical/Legal Comm
- Clinical Skills for Med Assis II

### MULTIMEDIA
- Intro to Multimedia Graphics
- Directing and Production
- E-Book Design and Publishing
- Mobile Application Development
- Web Content Management Systems
- Advanced Digital Photography
- Database Driven Websites
- Graphic Design Portfolio
- Digital Storytelling
- Internship
- Integrated Study- Honors

### MUSIC
- Music Appreciation
- History of Rock and Roll
- Jazz Ensemble
- Jazz Improvisation Seminar
- Vocal Ensemble
- Beginning Piano
- Intro to Guitar

### NURSING ASSISTANT, CERTIFIED
- Nursing Assistant Certified

### NURSING
- Nursing III Theory
- Nursing III Lab
- Nursing VI Theory
- Nursing VI Lab

### NUTRITION
- Nutrition in Healthcare III
- Intro to Human Nutrition

### PHYSICAL EDUCATION
- Aerobic Fitness
- Aerobic Fitness II
- Conditioning and Wellness
- Yoga
- Yoga II
- Tae Kwon Do
- Weight Training I & II
- Weight Training III
- Adv Soccer Men I-III
- Adv Soccer Women I-III

### PE PROFESSIONAL
- Advanced Coaching for Youth

### PHILOSOPHY
- Intro to Philosophy
- Ethics

### PHYSICS
- General Physics w/ Lab III
- Engineering Physics III

### POLITICAL SCIENCE
- Intro to Political Science
- American Government
- Comparative Government

### PSYCHOLOGY
- General Psychology
- Lifespan Psychology

### SOCIOLoGY
- Intro to Sociology
- Sociology of Gender, Sexuality

### SOCIAL SCIENCE / GLOBAL ISSUES
- Global Issues

### SPANISH
- Spanish II
- Spanish III

### WELDING
- Beg Welding and Metal Fab III
- Adv Welding and Metal Fab III

### ZOOLOGY
- Intro to Zoology

---

Selects Offered in Port Angeles
Offered online
Offered in Port Townsend
Offered in Forks
Visit Peninsula College’s House of Learning Longhouse and you will find a welcoming, busy and vital space, where local tribes, students, educators, and the larger community can meet, learn, and interact.

Completed in 2007, ?aʔkʷustaʔáwtxʷ was the first Longhouse built on a community college campus in the nation. From classes to special programs and gallery exhibitions, the House of Learning engages visitors from all walks of life.

This spring, the writings of Linda Tuhiwai Smith, Vine DeLoria, Mishuana Goeman, Leanne Betasamosake Simpson, Shawn Wilson, and other indigenous scholars will frame a new course entitled Introduction to Indigenous Humanities. Open to all students, this course will feature visits from local language teachers, poets, drummers, storytellers, artists, and other experts from area tribes as well as Alaska Native and other
indigenous artists and teachers. Indigenous students and alumni are working with PC instructor Kate Reavey to create the curriculum, assignments, and schedule for guest speakers.

“This course will not be based in the western paradigm, although comparisons will be useful,” Reavey said. “We will begin with a study of decolonizing methodologies (Tuhiwai Smith) and the indigenous paradigm (Wilson), which teach that humans are not at the center of importance. Relationships are.” Reavey said she will teach the course this year, but the goal is for a Native/Indigenous instructor to teach it in the future.

Dr. Reavey said the college is interested in establishing a Native/Indigenous perspective across the college curriculum to honor and recognize where we are.

Peninsula College also offers an AA Bridge Native Pathways Program which is an Associate of Arts degree inclusive of Native perspectives. Enrolled students complete a unique set of courses particularly relevant to tribal communities. It prepares students for The Evergreen State College’s Native Pathways Program Bachelor of Arts degree, and can also be transferred to other colleges and universities.

In 2015, faculty and staff created a Faculty Learning Community (FLC) to focus on “Engaging a Native/Indigenous Perspectives.” Their collaborative work has supported the Visiting Elders Project as well as the development of programming, curricula, and potential academic pathways.

The current goal of the FLC is to share place-based and indigenous curriculum and culturally-responsive teaching and learning. In 2018, the group was awarded a grant from PC’s Office of Instruction to arrange the research and curriculum development that have been on-going in Forks and Port Angeles into a systematic collection.

Looking ahead, PC administrators are considering an indigenous learning pathway at PC’s Forks location, where students would have the opportunity to earn a degree in a program where Indigenous approaches provide the framework for learning. This will require continual collaboration with Tribal partners, and the model for this pathway is being shaped and strengthened by the classes taught in Port Angeles and the on-going work of the FLC.

Come discover all that the Longhouse has to offer. Enroll now in our Indigenous Studies course, or visit campus to tour this vibrant, creative space.

Members of the community, along with students are encouraged to take advantage of the programs the Longhouse is offering this spring.

Native American Culture Fair
Student inspired and student-led, the Fair features a different theme each year and is a place where students from local schools share their tribal cultures, history, languages, and traditions with PC students and the local community.

Visiting Elders Project
Tribal elders share their experiences and indigenous knowledge in classrooms across campus. Students learn first-hand about Native/Indigenous knowledges and perspectives. In a closing reception, students and faculty reflect back to the elders, honoring the elders’ contributions and describing what they have learned.

Native Graduates Celebration
Native students graduating from Peninsula College are honored in a special celebration in the Longhouse. Family members join us as we proudly celebrate the accomplishments of these graduates.

Longhouse Gallery of Art
Featuring Native artists, The Longhouse Gallery of Art creates a space where artists can share their work and culture with the community. PC students, faculty, and staff. Exhibits rotate throughout the year and include work from professional artists and tribal elders as well as students, and collaborations between the Longhouse and tribal partners. The Great Room features artwork that is part of the Peninsula College permanent collection.
ADVANCED MANUFACTURING PROGRAM
REDESIGNED FOR IN-DEMAND CAREERS

Get valuable experience in a variety of manufacturing and fabricating environments in our newly redesigned Advanced Manufacturing Program. Using high tech manufacturing processes and different types of materials will prepare you for many jobs including:

- Composites technician
- Computer Numerically Controlled (CNC) operator and programmer
- Carbon fiber recycling technician

Classes start this fall and include non-destructive testing, metrology, computer aided design, CNC, composites recycling, machining and welding. Learn about the physical properties of advanced materials and train for composite processing skills that include vacuum bagging, resin infusion, composite oven curing, material use data entry, material resource procurement, CNC programming/operating, and clean room techniques.

Apply now and get started on your in-demand career.
Discover Peninsula College and check out all that PC has to offer at this family friendly event. Learn about academic and career training programs, student life, and resources while enjoying free food, games, and activities for the whole family, including a visit from our very own Pirate Pete.
Are you interested in Adult Basic Skills or professional programs like business, nursing, welding and criminal justice? Our Worker Retraining Program (WRT) may be able to help you with paying for classes, books, child care and transportation costs, as well as school supplies, including money for tools. WRT is designed to support teaching and training costs for underemployed and unemployed workers. Grants that you receive do have to be repaid.

WRT Offers:
- Help paying for classes
- Advising for classes and job search assistance
- Help finding additional money for training
- Connections to other agencies, programs and fund sources
- Help with state forms

Contact Brian Kneidl to find out if you qualify at bkneidl@pencol.edu or (360) 417-6263.

You may qualify for money to help pay for college.
COMMUNITY AND BUSINESS EDUCATION

Through numerous partnerships and collaborations, we offer educational opportunities that meet community needs. Classes, training and other resources targeting those seeking community enrichment, professional and business development, and job training opportunities are our mission.

Registration opens February 22.

For more information visit pencol.edu/ce
or contact Nicole Volkmann at (360) 417-6335 or nvolkmann@pencol.edu

REGISTRATION & PAYMENT OPTIONS: Registration is open to anyone 18 years of age or older. Tuition must be paid at the time of registration.

REFUND POLICY: There is no refund after the first class meets for Community Education classes.

CANCELLATION: In the event that a class is cancelled, all efforts will be made to contact registered students. A 100 percent refund will be issued and no further action from the student is necessary.

CLASS LOCATIONS: Please ensure that you check the location as many classes are scheduled at a variety of facilities throughout the region.

PORT ANGELES

Classes meet at the Peninsula College main campus, 1502 E Lauridsen Blvd, Port Angeles, unless otherwise noted.

All of the Arts

Beginning Botanical Drawing
Learn to draw plants and flowers with just four shapes. Botanical drawing can seem daunting, all those leaves and petals! By reducing the plants and flowers to four basic shapes it makes the process very manageable. Plants will “come alive” on your paper with graphite pencil and eraser.
For a detailed materials list, visit pencol.edu/ce/art-supplies
$177.00  1:00PM-4:00PM  F
Class meets at the Lincoln Center, 905 W 9th St, Port Angeles

Color Theory Fundamentals
Discover color theory and use of a color wheel to understand color harmony and color contrasts. Develop skills in color concepts like hue, value, and saturation. Apply color techniques to any art or craft medium with confidence.
$105.00  4:00PM-7:00PM  Th

Continuing Botanical Watercolor  NEW
Continuing with our study and exploration of Botanical Watercolors. For those who have completed my Beginning Botanical Watercolor or an equivalent.
For a detailed materials list, visit pencol.edu/ce/art-supplies
$177.00  1:00PM-4:00PM  F
Class meets at the Lincoln Center, 905 W 9th St, Port Angeles

Exploring Acrylic Paint
For beginning and intermediate artists. Learn to express yourself using acrylic paint. While the course will cover the basics of color theory composition and application, it will focus on releasing the creative force inside the student.
For a detailed materials list, visit pencol.edu/ce/art-supplies
$184.00  6:00PM-8:00PM  Th
Class meets at the Lincoln Center, 905 W 9th Port Angeles.

Item # N198  Department: C-AB014  Section: N

Exploring Clay
This class is designed for beginners with little to no experience and those continuing to refine their skills. The class will cover wheel throwing and hand building basics and will explore surface decoration, form, and glazing. Remember, clay is messy, dress appropriately and bring an old towel.
$324.00  5:30PM-8:30PM  M
Item # N120  Department: C-AE026  Section: N

Digital Media/Photo

Art + Technology: Photoshop 1
Introduction to Photoshop’s environment and tools. Enjoy a friendly tour through Photoshop’s work area including the menu bar, options bar, toolbox, active image area, and palettes. Open your digital toolbox and explore the power tools at your disposal. Find out why there is a magic wand, clone stamp, and history brush. Study shortcuts, saving, and navigation in Photoshop to make your time on the computer inspired not confusing.
$36.00  4:00PM-7:00PM  Tu
Item # N031  Department: C-D057  Section: N

Art + Technology: Photoshop 2
Selections, masks, and manipulation in Photoshop. Utilize Photoshop’s power by making selections in various ways. Learn about the marquees, lasso, magic wand, paths, and pens. Use masks to alter reality by combining different images together. Learn how to modify images by flipping, rotating, skewing, and making adjustments. Get control of layers and find out what they can do for you.
$36.00  4:00PM-7:00PM  Th
Item # N032  Department: C-D058  Section: N

Art + Technology: Photoshop 3
Painting with Pixels and Photo Enhancement Utilizing Photoshop. Spread out your color palette, line up your custom brushes, and create original artwork by dabbing lightly or smearing on thick layers and layers of pixels. Scan in inspiration and develop your personal style that evokes emotion and meaning like any artistic medium. Enhance your photography by using levels, curves, and other eye-popping techniques. Learn how to retouch photos and improve any image with a click of the mouse.
$36.00  4:00PM-7:00PM  Tu
Item # N033  Department: C-D059  Section: N
Meets: 4/16/2019 to 4/16/2019  |  Rm: M133  |  Instr: R. Brock

Art + Technology: Photoshop 4
Artistic Experiments and Results with Photoshop. Here’s where we get really creative and use Photoshop’s versatile work environment to launch your artistic productivity and apply it to physical art and craft projects. Develop the proper use of unlimited power and uncover the exploitation and excess of filters, effects, and blending modes. Vitalize your artistic expression and learn how to prepare your images for contact sheets, slideshows, and web galleries. Keep a journal of photos, drawings, marks, and personal iconography to invent projects and to release your boundless imagination.
$36.00  4:00PM-7:00PM  Th
Item # N034  Department: C-D060  Section: N
Meets: 4/18/2019 to 4/18/2019  |  Rm: M133  |  Instr: R. Brock

Art + Technology: Photoshop 5
Pen Power and Vector Tools using Photoshop and Illustrator Together. Learn how to utilize vector based tools in Photoshop and Illustrator as a means to link your creative intentions with digital flexibility. Gain the hand/eye coordination so that you will be able to create and transform graphic objects with the mighty pen.
$36.00  4:00PM-7:00PM  Tu
Item # N035  Department: C-D061  Section: N

Art + Technology: Photoshop 6
Animation exploration and construction in Photoshop. Learn how to create eye catching animations in Photoshop that motivate audiences into action. Discover moving media performance and application for social media, websites, and short videos.
$36.00  4:00PM-7:00PM  Th
Item # N036  Department: C-D062  Section: N

WordPress Website Design
WordPress websites and blogs create an online presence quickly and affordably and enable you to focus on content instead of code. Learn the essentials of adding and editing posts and pages, assigning categories and tags, embedding content from sources like YouTube. You will further explore how to optimize settings for web search placement; understand how themes and frameworks control the look and feel of your site; delve into master plug-in enhancements, learn social media integration and more. Online access between classes is required.
$138.00  4:00PM-7:00PM  Th
Item # N021  Department: C-C019  Section: N
Meets: 5/30/2019 to 6/13/2019  |  Rm: M133  |  Instr: R. Brock
Health & Wellness

Moving Ahead in Your Body’s Way from the Inside Out  NEW

Feldenkrais Awareness Through Movement® + Sensory Attention + Music-Moves Games help you to listen to your kinesthetic sense; be spontaneous; create personal expression; integrate not disconnect; use power from your trunk and grace from your limbs. No rhythm or partner needed. NOTE: Bring mat or blanket and wear clothing allowing unrestricted movement.

$147.50  4:00PM-5:15PM Th
Class meets at First United Methodist Church, 110 E 7th St, PA

Item # N114  Department: C-H050  Section: N

Job Training / Professional

Carpentry Open Workshop

Your shop away from home to construct projects of your choice. Students will be instructed on shop safety as well as the proper and safe use of basic hand and power tools. Students who can demonstrate their proficiency may get right to work. Project must be kept to a manageable size. Larger projects must obtain instructor approval.

$345.00  6:00PM-9:00PM Tu
Class meets at the Lincoln Center, 905 W 9th St, Port Angeles

Item # N189  Department: C-J002  Section: N1

Flagging

State certification in flagging, traffic control, and safety. Upon successful completion, participants receive a certification card valid for three years. Fee includes handbook. Must be at least 18 years of age.

$108.00  9:00AM-4:00PM Sa
Class meets at the Lincoln Center, 905 W 9th St, Port Angeles

Item # N142  Department: C-JC008  Section: N1

Welding & Art

This course is designed for the artist and/or hobbyist and will cover welding safety, oxyacetylene welding, and wire feed welding. Various techniques of metal forming and design will be covered. New students are encouraged to contact instructor Kelly Flanagan at kflanagan@pencol.edu for a brief orientation.

For a detailed materials list, visit pencol.edu/ce/art-supplies

$426.00  6:00PM-9:00PM M
*No class 5/27 Memorial Day Holiday

Item # N187  Department: C-J001  Section: N

REGISTRATION OPENS FEB 22

Register online at pencol.edu/community-and-business-education

Olympic Peninsula

Earthquakes, Tsunamis and the Cascadia Megathrust Earthquake
Examine the science of seismology including the types of earthquakes and faults, and their distribution and destructive power, all within a plate tectonic setting. Students should bring snacks to class.

$47.00  5:00PM-7:00PM Tu

Item # N029  Department: C-O006  Section: N

Fishing the Peninsula

New to the area? Become familiar with the peninsula’s fishing opportunities. Fundamentals of the fisheries, tackle, technique and fishable waters will be covered; students to provide own transportation for Saturday field trip.

$162.00  6:00PM-8:00PM Tu
9:00AM-4:00PM Sa
Class meets at the Lincoln Center, 905 W 9th St, Port Angeles

Item # N010  Department: C-O074  Section: N

Geology of the Olympic Peninsula

Learn about the geology of the Olympic Peninsula and the geological processes that shaped our unique landscape. Classroom presentations will be followed by a field trip to important geological sites around the Peninsula including Dungeness Spit, Hurricane Ridge, Tongue Point, and Lake Crescent. Please wear durable walking shoes, bring something to drink and a sack lunch.

$139.00  5:30PM-8:30PM  F
8:30AM-5:00PM Sa

Item # N022  Department: C-O007  Section: N
**Special Features**

**An Afternoon with Rastaprof**: Immigration Policy

“This Land Is Your Land, This Land Is My Land”: Historical Perspectives on Immigration Policy, Law and Social Unrest.

America is indeed exceptional because it was a new nation founded on principles of inclusion, equality and liberty. Review from the beginning ideals, political movements and exclusionary laws.

$50.00  1:00PM-5:00PM  Sa

Item # N102  Department: C-SF019  Section: N

**The Mystical Poetry of Mawlana Rumi**

Explore the life and poetry of the great Sufi mystic and poet Mawlana Jalal ad-Din Rumi. The course will explore the themes, subject matter, and symbolism of Rumi’s poetry and make comparisons with similar poetic expressions in Zen Buddhism and Daoism.

$75.00  5:30PM-8:00PM  Tu

Item # N019  Department: C-SF011  Section: N
Meets: 5/7/2019 to 5/14/2019  |  Rm: E-330  |  Instr: D. May

---

**SEQUIM**

*Classes meet at the locations noted.*

---

**All of the Arts**

**Doodle Drawing Notes**

Doodle notes can be applied to so many different settings: from personal journaling to class notes to writing a business plan. It’s a fun way to be both expressive and practical. Beginners and bad drawers especially welcome. All materials included: sketchbook, pencils, sharpener & erasers - which you get to keep!

$125.00  1:00PM-3:00PM  W

Class meets at North Olympic Library, 630 N Sequim Ave, Sequim

Item # S019  Department: C-A005  Section: S

**Epic Skies over Sequim**

Paint the sky of your mind’s eye. Ever admired a beautiful sunrise or sunset or night sky and wanted to capture it in a way that your camera just couldn’t do? Using vibrant colored inks - learn how to create many different types of skies - from moody to happy little clouds (as Bob Ross would say). Similar to watercolors - colored inks offer more transparency and depth of color to create dramatic light effects. All materials included: colored inks, watercolor paper & you get to keep dip/crow quill pens and brushes!

$125.00  3:30PM-5:30PM  W

Class meets at North Olympic Library, 630 N Sequim Ave, Sequim

Item # S023  Department: C-A008  Section: S
Meets: 4/10/2019 to 5/1/2019  |  Rm:  |  Instr: M. Klein

---

**Express Yourself! Hand Lettering & Fabulous Fonts**

Turn your favorite phrases into works of art with expressive lettering using colored inks, calligraphy pens, stamps and collage. You don’t have to love your handwriting or know how to draw to create word art. Go bravely beyond bubble lettering to create 3D and shadow effects as well as fancy cursive scripts. Melissa Klein creates the chalkboard signs at Nash’s Farm store. All materials included: colored inks, watercolor paper & you get to keep dip/crow quill pens and brushes!

$125.00  3:30PM-5:30PM  W

Class meets at North Olympic Library, 630 N Sequim Ave, Sequim

Item # S018  Department: C-A008  Section: S

---

**Face It! Drawing Portraits Intermediate**

This class builds on Face It 101 - but is welcome to newcomers. Learn how to draw faces with lively expressions and intense emotions of people of all ages. Draw faces from different angles to create more dramatic compositions. Develop your light/shadow/shading techniques to make your drawings look more three dimensional. All materials included: sketchbook, pencils, sharpener & erasers - which you get to keep!

$125.00  1:00PM-3:00PM  W

Class meets at North Olympic Library, 630 N Sequim Ave, Sequim

Item # S017  Department: C-A007  Section: S
Meets: 4/10/2019 to 5/1/2019  |  Rm: ARR  |  Instr: M. Klein

---

**Health & Wellness**

**Whole Person Drumming**

Whole Person Drumming can be one of the best ways to health and vitality. Strengthen upper body while combining rhythm and breathing for deep relaxation. Learn techniques that nurture creativity and experience the power of listening and playing together as a community. Drums will be provided if you do not have one.

$72.00  10:30AM-12:00PM  Th

Class meets at 353 Chickadee Ln, Sequim

Item # S005  Department: C-H021  Section: S

**Continuing Whole Person Drumming**

Discover how the path of drumming opens a connection to a stronger, more vital YOU! Begin again. Rhythmic understanding can grow stronger by being in the field of pulsation. This class will cover: exercises for flexibility and strength, reviewing technique, learning new rhythms, singing and playing the drum simultaneously, enjoying your drum community!

$72.00  10:30AM-12:00PM  Th

Class meets at 353 Chickadee Ln, Sequim

Item # S006  Department: C-H022  Section: S

---
Creating Mobility in the Thoracic Spine  
Often overlooked and undertreated, the thoracic spine can contribute to neck pain, low back pain, shoulder dysfunction, and issues with respiration. If you find yourself suffering from mid-back pain or tension, spend most of your day sitting over your computer or noticed your slouched posture struggling to stand straight, you will benefit from learning more about your spine and mobility through this course.

$115.00  1:00PM-2:00PM  M
Class meets at Bodhi Tree Yoga Studio, 271 Blakely Blvd, Sequim

---

Home & Garden

Greenhouse-Paradise
Learn how to purchase and set up a greenhouse and maximize its use, including heating, ventilation, air circulation, pest control, germination and propagation. A field demonstration during the second session (4/29) will be included so dress appropriately. Please bring a sack lunch as needed.

$107.00  9:30AM-1:30PM  Su
Class meets at Dungeness River Audubon Center
2151 W Hendrickson Road, Sequim

---

All of the Arts

Writing Home: Connecting with our Home Ground  
Learn about the natural and cultural history of where we live through direct experiences. Each week, we’ll explore the trails around Fort Worden with our field notebook, recording what we observe in writing and sketches. Each participant will create a small book of their writing/sketching to reflect what they found. Bring an unlined journal and pen and dress for rain or shine.

$138.00  1:00PM-4:00PM  W

---

Language & Culture

Beginning Spanish
For beginners and on-going students of the Spanish language. A mixture of grammar, culture, pronunciation, listening and speaking.

$176.00  11:00AM-1:00PM  W

---

Intermediate Spanish
For intermediate on-going students of the Spanish language. A mixture of grammar, culture, pronunciation, listening and speaking.

$176.00  12:30PM-2:30PM  Th

---

Spanish Conversation
Continue your knowledge of the Spanish language. Class is conducted completely in Spanish and students should already have an intermediate level. A mixture of reading (generally short stories), grammar, culture and guided conversations.

$176.00  1:30PM-3:30PM  W

---

Native Plant Identification & Appreciation
Students will learn to identify common flowering plant families, genera and species, as well as conifer trees and ferns. Students will learn how to identify species using field keys and hand lenses. Plants will be studied in relation to the vegetation zones and ecosystems in which they are found. All supplies/equipment needed for this class will be provided. This course includes outside field excursions at Fort Worden, please dress appropriately.

$215.00  1:00PM-5:00PM  W
Class meets at Bodhi Tree Yoga Studio, 271 Blakely Blvd, Sequim
ONLINE CAREER TRAINING

Certified Bookkeeper
The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers.

$1995.00 ARR W

Item # G232 Department: LO-EI132 Section: L
Meets: ARR | Rm: Online | Instr: ARR

Certified Professional Life Coach (Exam Included) 
Professional life coaching has grown into a $2 billion industry, with demand for certified life coaches on the rise. More and more, organizations are hiring coaches to help their employees develop leadership capabilities and increase performance and productivity. This life coach certification course teaches the critical skills needed to establish a successful business.

$1795.00 ARR W

Item # G236 Department: LO-EI139 Section: L
Meets: ARR | Rm: Online | Instr: ARR

Food and Customer Service Skills Training 
This online program prepares students for careers in food services, restaurants, and the hospitality industry. The program emphasizes customer service skills that can be applied in a wide variety of settings. This is an excellent option for those already working in a food services environment and wanting to apply for management positions, or for those interested in starting new careers.

$850.00 ARR W

Item # G234 Department: LO-EI135 Section: L
Meets: ARR | Rm: Online | Instr: ARR

Payroll Practice and Management
This program is designed to help you prepare and provide a thorough review for the Certified Payroll Professional (CPP) exam administered by the American Payroll Association (APA). To qualify to sit for the exam you must meet the APA requirements.

$1795.00 ARR W

Item # G233 Department: LO-EI134 Section: L
Meets: ARR | Rm: Online | Instr: ARR

Veterinary Assistant
This online program will prepare you to become a productive member of a veterinary team. You’ll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

$1995.00 ARR W

Item # G229 Department: LO-EI129 Section: L
Meets: ARR | Rm: Online | Instr: ARR

Enroll Today!

ONLINE LEARNING
Choose from our growing catalog of instructor-led courses designed to teach you a new skill or refresh a current one. Our Career Training Programs are geared to place you into a new career in an in-demand field.

Online Courses
Instructor-Facilitated • 24-Hour Access • 6 Weeks of Instruction

Our instructors are famous for their ability to create warm and supportive communities of learners. Courses are available to you anytime, anywhere.

• Intro to Microsoft Excel
• Accounting Fundamentals
• Creating Web Pages
• Project Management Fundamentals
• A to Z Grant Writing
• Introduction to QuickBooks
• And many more

Career Training Programs
One On One Instructor Assistance • 24-Hour Access
All Materials and Books are Included

Prepare for employment in some of today’s hottest careers. Our online Career Training Programs are comprehensive, affordable, and self-paced. You can begin these programs at any time and learn at your own pace.

For more information contact Nicole Volkmann
(360) 417-6335 | nvolkmann@pencol.edu

CUSTOMIZED BUSINESS TRAINING
In today’s workplace environment, it is essential to maintain highly skilled and trained management and staff. Let PC assist you in analyzing your business’ workplace skills and developing a comprehensive training approach.

Training opportunities include:

• Microsoft Office
• Project Management
• Time Management
• Customer Service
• Problem Solving
• Leading in Today’s Workplace
• Managing Time and Priorities
• Managing Change
• Managing Employee Performance Issues
• and more

Instructors wanted!
Community Education is always looking for quality instructors
pencol.edu/ce/community-education-course-proposal-form
Grow as a person, grow as a professional in our community education courses.

From foreign languages to valuable workplace technology skills, we can help you reach for a new career, build skills for your current job, or energize your mind with a subject that interests you.

Registration opens February 22
REGISTER FOR COMMUNITY EDUCATION CLASSES

FEBRUARY 22