



Get IN. Get OUT. **EARN MORE.**

Interested in WV Department
of Education approved teacher
re-certification courses?

See Page 12 for details.

Learn Teaching Tools That Work!

 **PIERPONT**
COMMUNITY & TECHNICAL COLLEGE
CONTINUING EDUCATION

MECHATRONICS



A troubleshooting technician (Mechatronics graduate) can find work anywhere there is machinery that needs to be installed, maintained, or repaired. This might include local companies such as:

- Swanson Industries
- WVU Hospitals
- FirstEnergy
- Novelis
- Corhart Refractories Company
- Armstrong Wood Products
- Weyerhaeuser
- Mylan Pharmaceuticals
- Chemtura Corporation

See Page 19 for more details.

Real Skills for the Real World



How to Register

1. ONLINE

www.pierpont.edu/ce

2. PHONE

Call 304.367.4920

M-F, 8am to 4pm

(Credit/Debit Card required)

3. FAX

Fax Your Registration Form

(Page 27) to 304.333.3671

(Credit/Debit Card required)

4. MAIL

Send your Registration Form and payment to:

Pierpont Continuing Education

320 Adams Street - Suite G01

Fairmont, WV 26554

5. WALK IN

320 Adams Street - Suite G01

(Ground Level) M-F, 8am to 4pm

Visit us at the Veteran's Square Building in

Downtown Fairmont.

OUR MISSION

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont strives to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

BUSINESS & MANAGEMENT

4



INFORMATION TECHNOLOGY

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TEACHER RECERTIFICATION

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HEALTHCARE CAREERS

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ENERGY, MANUFACTURING & TRADES

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TESTING & EXAM PREP

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PERSONAL ENRICHMENT

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Supervisory & Leadership

FUNDAMENTALS OF SUPERVISION & MANAGEMENT

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. *Instructor: Adesso*

ONLINE (MONTHLY)

\$149

LEADERSHIP

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. *Instructor: Morton*

ONLINE (MONTHLY)

\$149

MANAGING CUSTOMER SERVICE

As a manager, you probably interact with customer service personnel every day. But are you empowering your organization with quality customer service suggestions? In this six-week online course, you'll discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. *Instructor: Swaim*

ONLINE (MONTHLY)

\$149

ALSO AVAILABLE:

- Fundamentals of Supervision and Management II
- Managing IT Professionals
- Building Teams that Work!
- Keys to Effective Communication

Project Management

PROJECT MANAGEMENT

The field of project management is growing exponentially, and so is the demand for highly qualified project management professionals. Whether you are looking to develop practical applications for the workplace, preparing for your Project Management Professional (PMP) exam, or getting PMI CEU's we have the right program for you! **Call for more information.**

304.367.4920

Human Resources

PAYROLL PRACTICE & MANAGEMENT CERTIFICATE

If you want to become a payroll specialist or update your skills, you need our Payroll Practice and Management Online training program. The course will provide the training you need, and it will also help prepare you for the Certified Payroll Professional (CPP) test given by the American Payroll Association.

ONLINE (80 HOURS)

\$1695

EMPLOYMENT LAW FUNDAMENTALS

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. *Instructor: Nevers*

ONLINE (MONTHLY)

\$145

UNDERSTANDING THE HUMAN RESOURCE FUNCTION

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered. *Instructor: Nevers*

ONLINE (MONTHLY)

\$145



Classroom,
Online and Customized
Training Available.

Call or visit our website today.



FEDERAL ACQUISITION MANAGEMENT

WOULD YOU LIKE TO SECURE A CONTRACT WITH THE WORLD'S LARGEST CONSUMER?

Federal Acquisition Management (FAM) is your ticket to drastically increasing your bottom line. Federal contracting is a complex, highly collaborative process that requires a very detailed understanding of the numerous federal business rules that determine the path a single acquisition may take.

- Federal Acquisition Overview
- Financial Requirements
- Planning for Strategic Growth
- Negotiated Procurement
- Marketing & Winning
- Federal Contracts
- Contract Management
- CWE, Fairmont
- \$250 per course / \$1295 for series



Barbara Weaver, Instructor

The facilitator for this program is Barbara Weaver of the Office of Government Contracting, U.S. Small Business Administration. In this capacity, she is responsible for providing support, training and advocacy to small businesses doing business with the federal government. She also provides oversight of federal contracting offices and prime federal contractors to ensure that small businesses have an equitable opportunity to participate in federal prime acquisitions and subcontracts.

Strengthening Businesses & Industries

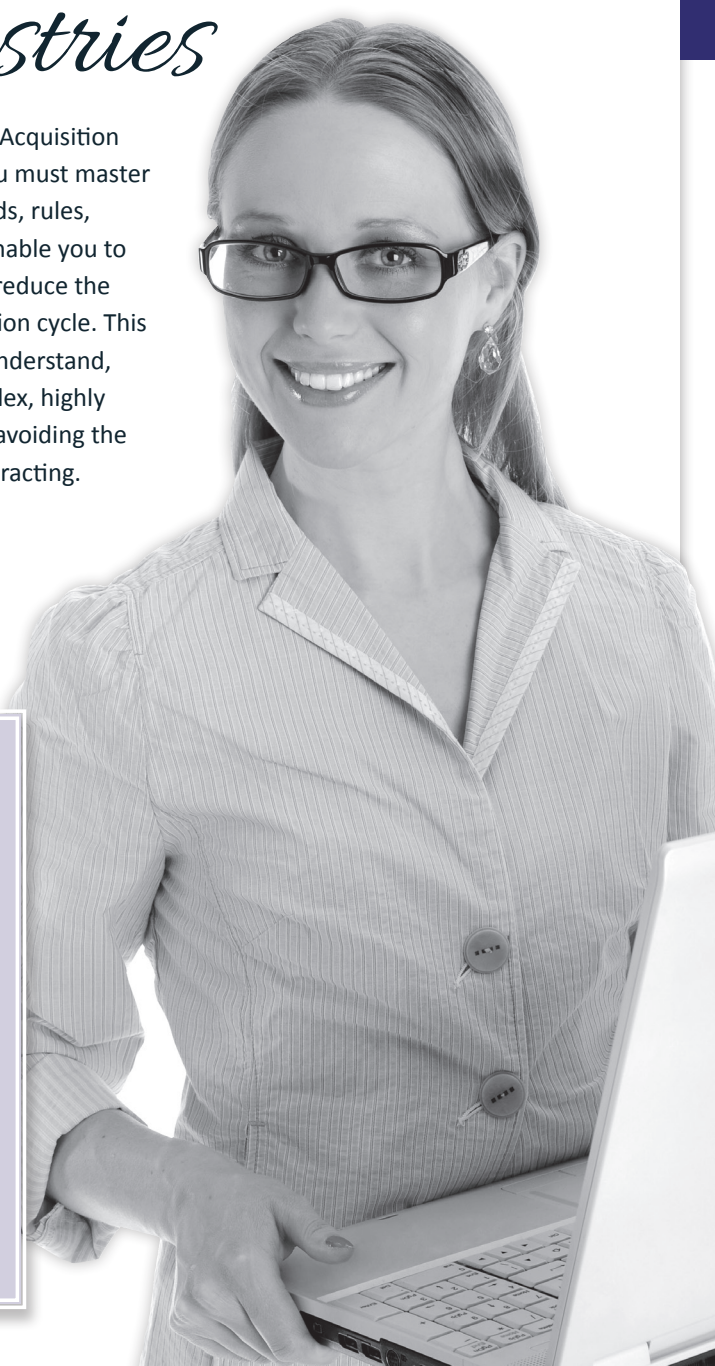
To be successful in the Federal Acquisition Management environment, you must master a host of governmental methods, rules, and requirements which will enable you to boost your cost efficiency and reduce the time consumed by the acquisition cycle. This program teaches you how to understand, manage and excel in this complex, highly collaborative process — while avoiding the common pitfalls in federal contracting.



"The Federal Acquisition Management course is well organized, interesting, and extremely relevant for a business that works with the federal government. I use the information from this class on a daily basis and have found that it gives me the foundation I need to successfully navigate the federal procurement process."

Lisa Fritsch

**Federal Acquisition
Management student**



Sales & Marketing

PROFESSIONAL SALES SKILLS

In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

ONLINE (MONTHLY)

\$149

ACHIEVING TOP SEARCH ENGINE POSITIONS

The entire SEO cycle is covered in detail, from primary keyword selection through the post-submission analysis. By the end of this course,

you will have the knowledge and the know-how to achieve top search engine positions!

Instructor: Viers

ONLINE (MONTHLY)

\$149

SMALL BUSINESS MARKETING ON A SHOESTRING

When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet. *Instructor: Thomas*

ONLINE (MONTHLY)

\$149

Entrepreneurship

ENTREPRENEURSHIP: STARTUP & BUSINESS OWNER MANAGEMENT

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

ONLINE (360 HOURS)

\$2195

CREATING A SUCCESSFUL BUSINESS PLAN

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. *Instructor: Solie-Johnson*

ONLINE (MONTHLY)

\$149

ALSO AVAILABLE:

- Start your own Small Business
- Start and operate your own Home-Based Business
- Real Estate Investing I & II



Business Administration

ADMINISTRATIVE PROFESSIONAL W/ MS OFFICE 2010 MASTER

As an administrative professional, you'll play an increasingly vital and skilled role in today's (and tomorrow's) office. Your job can encompass everything from project management to public relations and from staff management to special events.

This unique program will give you the skills you need to be a successful administrative professional, as well as a master of Microsoft's suite of programs. The Microsoft Office 2010 Master program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Excel, Word, Power Point, and Outlook.

ONLINE (380 HOURS)

\$2095

ACCOUNTING FUNDAMENTALS

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. *Instructor: Messier*

ONLINE (MONTHLY)

\$149

"I expected the course to be dry and tedious. Instead, I found it to be fun and interesting. The instructor often shared her own enjoyment of the process of accounting, and I began to catch her enthusiasm! I am now excited to begin keeping books for our family's business. I hope to take Level II soon. Thanks for making this available in a format that really works for a busy mom like me!"

—A. Martin

BUSINESS FINANCE FOR THE NON-FINANCIAL PROFESSIONAL

Using practical explanations and real-life examples, you will learn how money flows through a typical business. This course will help you understand basic financial information and use that information to make decisions that will positively affect your company's financial situation. *Instructor: Crabtree*

ONLINE (6 WEEKS)

\$149

Business Software

INTRODUCTION TO PEACHTREE ACCOUNTING

If you find day-to-day accounting a struggle, Peachtree is the perfect solution for you. With the power of this software on your side, you'll breeze through those routine accounting chores you used to dread!

ONLINE (MONTHLY)

\$145

See IT & Software (page 11) for Microsoft Office applications.

ALSO AVAILABLE:

- QuickBooks,
- QuickBooks for Contractors,
- Crystal Reports, and much More...



Workplace Essentials

INDIVIDUAL EXCELLENCE

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization.

ONLINE (MONTHLY) \$125

ALSO AVAILABLE:

- Grammar Refresher
- Math Refresher
- Keyboarding
- Resume Writing Workshop
- Twelve Steps to a Successful Job Search

COMPUTER SKILLS FOR THE WORKPLACE

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently.

ONLINE (MONTHLY) \$125

EFFECTIVE BUSINESS WRITING

Don't let small gaps in your business writing skills prevent you from reaching your full potential! By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

ONLINE (MONTHLY) \$125



Non-Profit Solutions

NON-PROFIT MANAGEMENT CERTIFICATE SERIES

With our enhanced online certificate program, you can develop the foundational skills you need to work succeed in the non-profit world. Perfect for new and experienced workers at all levels of your organization. (*Advanced certificates also available.*)

ONLINE (STARTS MONTHLY) \$595

REQUIRED:

- Introduction to Nonprofit Management
- Nonprofit Fundraising Essentials
- Marketing Your Nonprofit
- Writing Effective Grant Proposals

ELECTIVES (CHOOSE 1):

- Advanced Grant Proposal Writing
- Fundamentals of Supervision & Management
- Wow, What a Great Event!



IT Certifications

CISCO CCNA CERTIFICATION TRAINING

Get the essential knowledge to install, configure, and operate simple routed LANs and WANs. You'll learn about switched LAN Emulation networks made up of Cisco equipment while you prepare for Cisco certification. The program provides focused coverage of Cisco router configuration procedures, which are mapped to exam objectives to prepare you for Cisco Exam 640-802.

ONLINE (100 HOURS)

\$2095

ALSO AVAILABLE:

- AutoCAD
- AutoCAD 3D
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Forensic Computer Examiner
- Help Desk Analyst: Tier 1
- MCSA
- MCTS: SQL Server
- MS Certified IT Professional
- More...

Desktop Applications

INTRODUCTION TO MICROSOFT EXCEL 2010

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. In this easy online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you're done, you'll be using Excel like a professional.

Instructor: Wambolt

ONLINE (MONTHLY)

\$149

ALSO AVAILABLE:

- Introduction through Advanced Courses in Microsoft Office Suite
- Networking
- Programming
- PC Security

Media & Design

DIGITAL ARTS CERTIFICATE

Looking to make your mark in the digital arts? The Digital Arts Online Training Program will give you the education you need. You'll gain hands-on experience in fundamental technical and creative skills in digital imaging, traditional drawing, and digital illustration. You will master the intricacies of Adobe Photoshop and Illustrator, build your understanding of color, and explore the representation of form through vector illustration and drawing.

ONLINE (360 HOURS)

\$5995

ALSO AVAILABLE:

- Marketing Design Certificate
- Graphic Design w/ Photoshop
- Adobe Creative Suite
- Web Design Certificate
- Mobile Web Developer
- More...

CALL US AND REGISTER TODAY!

Pierpont provides many of the nation's leading, in-demand IT Certifications, Training, Test Prep, and Exams. Check online for complete list and details.

**Most Classes
Only \$125**

Learn Teacher Tools That Work!

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.

WEST VIRGINIA TEACHERS

We provide high-quality, low-cost, WV Department of Education approved Teacher Re-Certification courses. Courses are equivalent to 1.5 credit.

TOPICS INCLUDE:

- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Creating K-12 Learning Materials
- Using the Internet in the Classroom
- Guided Reading and Writing
- Microsoft Word in the Classroom
- The Creative Classroom



CLASSROOM TECHNOLOGY COURSES ALSO AVAILABLE.

Medical Administration & Coding

JOIN ONE OF THE FASTEST GROWING PROFESSIONS IN ALLIED HEALTH!!!

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical operations, which includes medical administration, diagnostic and procedural coding and insurance forms processing. The Medical Billing and Coding programs offered online and in person through Pierpont Continuing Education will give you the skills you need to be competitive in the healthcare market.

EXPLORE A CAREER IN MEDICAL CODING	\$149
MEDICAL BILLING AND CODING	\$1695
MEDICAL BILLING AND CODING W/ TERMINOLOGY	\$1995
ADMIN. MEDICAL SPECIALIST W/ BILLING AND CODING	\$2095
ADMIN. MEDICAL SPECIALIST W/ BILLING AND CODING & TERMINOLOGY	\$2395

*Pre-requisite: Anatomy & Physiology, Medical Terminology, or related experience (may require exam). Full details available at: www.pierpont.edu/ce or (304) 367-4920

Call or visit our website today.

Medical Specialty

PHARMACY TECHNICIAN

Prepare for entry-level pharmacy technician positions by learning medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. Our Pharmacy Technician Program will give you hands-on practice in retail pharmacy procedures through online lab modules.

ONLINE (300 HOURS) \$2095

Medical Essentials

HIPAA COMPLIANCE

In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, ARRA, and HITECH. We'll use real-world examples to help explain the Privacy Rule, which governs patient rights, disclosure of protected health information (PHI), business associates, and many other relationships within the health care industry.

ONLINE (MONTHLY) \$149

CERTIFICATE PROGRAMS IN:

- Administrative Dental Assistant
- Complementary and Alternative Medicine
- End of Life Care
- Gerontology
- Human Growth & Development
- Holistic and Integrative Health
- Integrative Mental Health
- Issues in Oxygenation
- Pain Assessment and Management
- Perinatal Issues
- Spirituality, Health and Healing



Medical Essentials Cont.

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

This course teaches medical terminology from an anatomical approach. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. *Instructor: Best*

ONLINE (MONTHLY) **\$149**

ALSO AVAILABLE:

- Human Anatomy and Physiology II,
- Medical Math, Spanish for Medical Professionals, and more...

HUMAN ANATOMY AND PHYSIOLOGY

Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. You'll also learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we'll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. *Instructor: Trimble*

ONLINE (MONTHLY) **\$149**

Fitness Careers

PERSONAL FITNESS TRAINER

Our Personal Fitness Trainer programs will give you the knowledge, skills, and abilities to implement a unique, medically based fitness model for your clients. Learn everything you'll need to know to become a confident, qualified personal trainer who clients clamor to work with. ACSM approved.

ONLINE (250 HOURS) **\$2195**

ALSO AVAILABLE:

- Advanced Personal Trainer
- Personal and Group Fitness Training for Older Adults
- Fitness Business Management



Continuing Ed Spotlight

JENNIFER DELLA' ZANNA graduated from Albright College in Reading, PA with a Bachelor of Arts degree. With 15 years' experience in the health care industry, she has worked as a medical transcriptionist, receptionist, medical assistant, practice administrator, biller, and coding specialist. She has written and edited courses and study

guides on medical coding, transcription, and using technology in health care. She regularly writes feature articles about health issues for online and print publications. Jennifer is a member of the American Academy of Professional Coders and the Association for Healthcare Documentation Integrity.

"If you are interested in learning about medical billing and coding, you will not find a better place to begin, nor a better person from whom to learn. Thanks to Jennifer I've found a new career. Her knowledge, gentle coaching and encouragement were key to building my confidence and my understanding of a complicated subject. Along with my highest recommendation and appreciation, I give Jennifer five stars!!" –I. Martinez

Coal, Oil & Gas Careers

APPRENTICE UNDERGROUND MINER PROGRAM (RED HAT)

Pierpont's 80-hour "new miner" course is designed to prepare students for the WV Office of Miner's Health and Safety's (MSHA) certification exam, which is required for a job as an entry-level underground coal miner. Trainees will be exposed to a general orientation in mining, mining health and safety, mine gases and ventilation, roof and ribs, haulage, emergency response, accident prevention and hazard recognition, and miner and operator rights and responsibilities. *Instructor: Moats*

MON-FRI, 5-10:20 PM

FOR 3 WEEKS

**CLASSES START MONTHLY
CWE, FAIRMONT**

\$400

**With an
amazing 99%
success rate,
Pierpont is the
area's leader
in Red Hat
Certification!**



Coal, Oil & Gas Careers

PETROLEUM TECHNOLOGY A.A.S. DEGREE

As the exploration and development of petroleum and shale gas resources expands in the Marcellus, Utica and other regional geological formations, excellent employment opportunities exist throughout this region and across the country for students who complete this program. See first page for more details!

IADC RIGPASS CERTIFICATION FOR OIL & GAS TRAINING

Approved by the International Association of Drilling Contractors (IADC), RigPass Certification prepares you for a job in the rapidly expanding Oil and Gas industry. As a Floorhand, also commonly referred to as a "Roughneck," you will learn the basic safe working practices and operational requirements essential to working on a drilling site.

With an **IADC RigPass Certification** from Pierpont Continuing Education, you are on your way to one of the most exciting, rewarding, and fastest growing careers anywhere. **PEC-Basic Orientation** also available.

**Call 304.367.4920 for details
or to schedule a customized
training for your employees.**

OIL & GAS TRAINING ALSO AVAILABLE ONLINE!!!

Pierpont is a fully accredited IADC Training Provider



Electricity Production & Distribution

CERTIFICATE IN POWER PLANT TECHNOLOGY

This one-year certificate program was developed to help assure the availability of a qualified workforce. This program is designed to prepare students for employment as power plant operators. Excellent employment opportunities exist in West Virginia and throughout the United States for workers with a Power Plant Certification from Pierpont!

CLASSES BEGIN EVERY FALL

CALL 304.367.4920 FOR DETAILS.

POWER SYSTEMS INSTITUTE – AAS DEGREE

In partnership with First Energy, the Power Systems Institute (PSI) Associate of Applied Science degree in Electric Utility Technology is a unique, two-year program that combines classroom learning with hands-on training. Students who successfully complete the program are well-qualified for careers as line workers and substation electricians in the electric utility industry.

CLASSES BEGIN EVERY FALL

CALL 304.367.4920 FOR DETAILS.

"At First Energy, we have seen first-hand the difference Pierpont Continuing Education makes in training students and future employees. They have a much better understanding of our industry and company and prepare the students to begin a career here at home with us. We have partnered together to train and hire graduates in the Power Plant Technical Program, which reduces our cost and time with in-house training programs."

—E. Murphy, First Energy Training Coordinator/Maintenance Manager



Aircraft Structures Training Program



This new 8-week training program is designed to train entry-level workers in the fundamental skills required for work in the aircraft assembly industry. Students will learn: Assembly Tools, Blueprint Reading, Fastener Pattern Layouts, Solid Rivet Installations, and Fastener Installation. No aviation experience necessary.

TO APPLY:

Students must submit a completed Application Form, Resume, and Cover Letter.

- No aviation experience required, however preference is given to individuals with tool and/or mechanical experience.
- Minimum of High School Diploma or GED is required.
- Applications will be reviewed and rated by a team from the RCB National Aerospace Center, as well as representatives from our industry partners, as they are received.
- Applicants will be notified of their status shortly after the registration deadline.

Approved students will then be scheduled for a Drug Test, Background Check, and WorkKeys Assessment.

- Cost of these screenings is \$100 - to be paid to Pierpont Continuing Education by the applicant.
- Only students successful completing these assessments will be granted entry into the ASTP program.

**Note: This program is partially funded by a WV state grant. Priority is given to WV residents. Non WV residents may still apply, but if accepted will have to pay the full \$4,500 tuition cost.*

***FREE**

CALL 304.367.4920 FOR DETAILS

MECHATRONICS – AAS DEGREE

West Virginia business and industry needs a skilled workforce of individuals who can understand, install, troubleshoot, and maintain advanced machinery. As a Pierpont Mechatronics student, you will study a combination of disciplines, including Mechanics, Electricity, Instrumentation, and Programmable Logic Controllers, while you develop multiple skills to enable you to become a part of our regional economic engine.

ALSO AVAILABLE:

- HVAC Technician
- Lean Mastery
- Six Sigma Black Belt
- Freight Broker / Agent, Certified Protection Officer
- More...

Register today!

OSHA & Workplace Safety

Pierpont offers the industry's leading OSHA and Workplace Safety Certification and Training Programs. Our programs are delivered on-site by experienced, qualified instructors and can be customized to meet your company's needs.

- OSHA 10 GENERAL INDUSTRY & CONSTRUCTION
- OSHA 30 GENERAL INDUSTRY & CONSTRUCTION
- FIRST AID | CPR
- 40 HOUR HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER)
- DEFENSIVE DRIVING (NATIONAL SAFETY COUNCIL)
- CONFINED SPACE ENTRY
- ADDITIONAL COURSES AVAILABLE.

Contact us for your customized and contract training needs.

OSHA[®]



Hospitality & Service

EVENT MANAGEMENT AND DESIGN

Get the knowledge to advance in the field of Event Planning. You'll build a foundation that you can use to build a career or start your own special event business.

ONLINE (300 HOURS) \$1995

CERTIFIED WEDDING PLANNER

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

ONLINE (300 HOURS) \$1495

Call or visit our website today.



Be Prepared

HIGH-STAKES TESTING SERVICES

Pierpont Continuing Education provides a secure, proctored environment where various tests for certification and licensing are administered. We have partnered with industry-leading computer based testing companies to provide a wide variety of in-demand tests. Testing services are provided in partnership with organizations including: ACT, WorkKeys, Castle Worldwide, Certiport, CLEP, PAN, and PearsonVue. Continuing Education also administers the TEAS test for the evaluation of academic skills for nursing admissions.

Please note that some of the high-stakes tests listed are not scheduled through us; in which case you will need to contact the specific testing vendor. **For additional information regarding high-stakes testing services, please contact:** Michelle Duckworth 304.368.7254 or 304.367.4920

EXAM PREP

Whether you're preparing for college entrance exams, applying to graduate school, or seeking professional certification, the Test Prep Academy at Pierpont Continuing Education will help you perform your best!

- ACT
- SAT/PSAT
- GED
- GRE
- GMAT
- LSAT
- PRAXIS
- PMP

CLASSROOM & ONLINE COURSES AVAILABLE

Learn to Fly!



FLIGHT TRAINING PROGRAM

If you have dreamed of flying the skies, this is your chance! Pierpont C&TC is pleased to announce that you can now learn to fly through our Continuing Education program. This program is delivered at the NAEC (Benedum Airport), by the same instructors as our academic professional flight training. Cost varies per certification.

ALSO AVAILABLE:

- Private Pilot Certification
- Instrument Pilot Certification
- Flight Instructor Certification
- Multi Engine Pilot Certification
- Commercial Pilot Certification

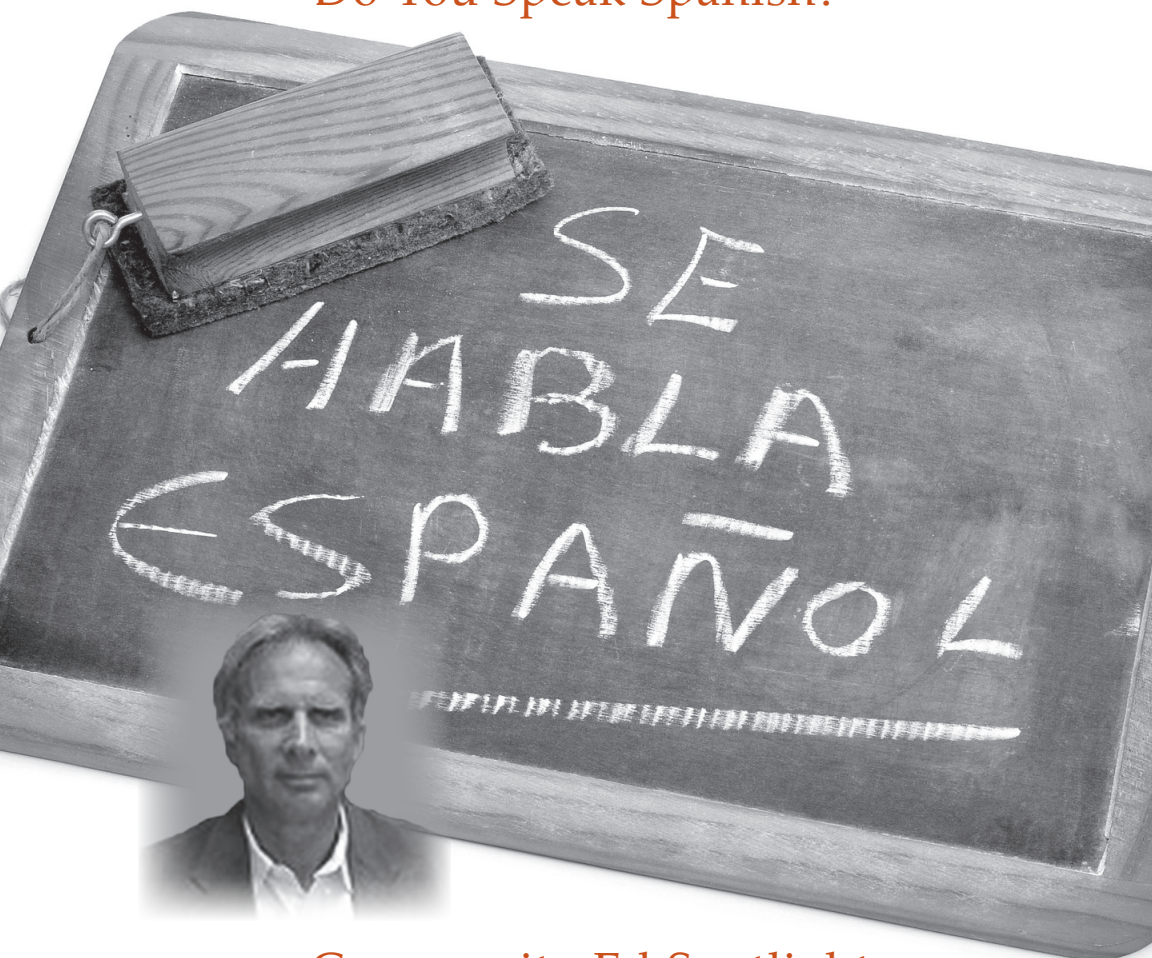
CALL US AND REGISTER TODAY!

Pierpont Lifelong Learners



A membership driven, non-credit, continuing education program for adults aged 50 and older interested in remaining mentally and socially active. For more information, visit us online at www.pierpont.edu/III.

Do You Speak Spanish?



Community Ed Spotlight

DAN MIKELS is a college instructor who has been teaching Spanish for more than 20 years. He holds a Master's degree and has authored and coauthored more than 20 educational products, including Speed Spanish, Fast French, and a variety of reading programs.

"I have been trying to learn Spanish for about 20 years...this is the first course I have taken in Spanish that made complete sense to me! Thank you!" –T. Humphreys

SPEED SPANISH

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

ONLINE (MONTHLY)

\$125

Register today!

Over 200 Courses Online!

Pierpont now offers a full line-up on high-quality, informative, affordable and fun online Community Education programs. We offer a 100% satisfaction guarantee on all of our online Personal Enrichment courses, so try one of our over 200 courses today!

HOME & GARDEN

- Introduction to Interior Design
- Start Your Own Edible Garden
- Wireless Networking
- Wow, What a Great Event!

ARTS

- Drawing for the Absolute Beginner
- Music Made Easy
- Introduction to Guitar
- Start Your Own Arts and Crafts Business

DIGITAL PHOTOGRAPHY

- Mastering Your Digital SLR Camera
- Photoshop for the Digital Photographer
- Photographing People
- Nature Photography

WRITING

- Pleasures of Poetry
- Beginning Writer's Workshop
- A Writer's Guide to Descriptive Settings
- Research Methods for Writers
- The Keys to Effective Editing
- Beginner's Guide to Getting Published

LANGUAGES

- Speed Spanish I, II & III
- Instant Italian
- Conversational Japanese
- Easy English I, II & III

HEALTH, WELLNESS & RECREATION

- Introduction to Natural Health & Healing
- Lose Weight & Keep it Off

MONEY MATTERS

- Keys to Successful Money Management
- Where Does All My Money Go?
- Protect Your Money, Credit & Identity

PERSONAL EXCELLENCE

- Goodbye to Shy
- Listen to Your Heart & Success will Follow
- Get Funny!
- Merrill Ream Speed Reading

YOUTH AND FAMILY

- Enhancing Language Development in Childhood
- Homeschool with Success
- Understanding Adolescents
- Managing Life as a Single Parent
- Genealogy Basics
- Assisting Aging Parents



For a complete listing of personal enrichment courses please visit www.pierpont.edu/ce.





Tuition Assistance & Financial Aid

Students enrolled in many of the career-focused certification courses are now eligible for tuition assistance through the West Virginia Higher Education Adult Part-time Student (HEAPS) Grant Program. The amount of financial award is based on individual need. Certification courses may also be eligible for funding through WorkForceWV. Pierpont Continuing Education also supports Veteran's Re-Education Act and other military benefits. Please call or visit www.pierpont.edu/ce for further information.

Registration Form

Name: _____ Address: _____ Phone: _____ Email: _____		Pierpont Continuing Education 320 Adams St., Ste. G-01 Fairmont, WV 26554 Phone: 304.367.4920 Fax: 304.333.3671 Online: www.pierpont.edu/ce	
Course & Title: _____ _____ _____ _____ _____ _____		Start Date & Fee _____ _____ _____ _____ _____ _____	
Total: _____		Payment Method: _____ Check payable to Pierpont CE ____ Visa ____ MC ____ Disc ____ AmEx Card Number: _____ 3 Digit Code: ____ Exp. Date: ____ Name on card: _____ Signature: _____	



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