CORPORATE AND CONTINUING EDUCATION

Myers-Briggs for Work Groups
Build a stronger, more effective team and a healthier organization using the Myers-Briggs type indicator assessment.

MBTI is one of the most widely-used psychological instruments for describing and measuring personality characteristics. The MBTI will help you understand your employees’ strengths, weaknesses, and the way they perceive and process information.

There are 16 Myers-Briggs personality types and once a type is determined, an employee will have a better understanding of the best way to approach work, manage their time, problem solve, make decisions and deal with stress.

To learn more about using the MBTI Instrument with teams and work groups contact Hahli Clark, 360.442.2611, hclark@lowercolumbia.edu.

Certifying Essential Work Skills
The National Career Readiness Certificate™ (NCRC®) is based on an individual’s performance on three WorkKeys® skills assessments: Applied Mathematics, Locating Information, and Reading for Information.

These assessments measure a range of essential work skills, including the ability to:

• Perform basic mathematic operations relevant to the workplace
• Read and understand documents commonly found in the workplace
• Find information presented in common workplace graphics
• Determine the relevance of written information to work-related tasks
• Apply information derived from graphics to work-related problems

The NCRC gives individuals proof that they possess the skills employers deem essential to workplace success.

Cowlitz County is a Work Ready Community! Earn your certificate today. Call 360.442.2601 or 360.442.2611 for more information.

Mental Health First Aid Training
Just as CPR helps you assist an individual having a heart attack, even if you have no clinical training, Mental Health First Aid helps you assist someone experiencing a mental health related crisis. In the Mental Health First Aid course, you learn risk factor and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.

The 8-hour Mental Health First Aid course helps participants not only gain confidence in their capacity to approach and offer assistance to others, but also to improve their own personal mental health.

Call 360.442.2611 for more information or to inquire about upcoming classes.

Grant Writing Basics for Small Organizations
This course will prepare students for writing grant proposals to local and regional funding organizations, searching for funders and matching your organization’s project with the appropriate foundation. The course will cover the elements of a grant proposal, budget development and providing evaluation and metrics to measure the impact of your project on your community. The presentation includes ample time for questions/answers and audience discussion. (Palmer)

Outcomes for learning: The ability to evaluate the best funder and prepare a grant proposal including:

• Evaluating appropriate funding sources to match your needs
• Creating a checklist to prepare your application for funding
• Practice in drafting a case statement, a hands-on exercise

Thursday, September 29 and October 6
8 a.m.-12 p.m., Don Talley Building, Room 201
$89
About Corporate and Continuing Education

For the latest information about Continuing Education, see lowercolumbia.edu/ce or visit us on Facebook at “Lower Columbia College Continuing Education.”

It’s easy to sign up for classes:
- Sign up online at lowercolumbia.edu/ce
- OR call 360.442.2840 or 360.442.2600 to sign up over the phone with a Visa or a MasterCard. If we are away from the phone, please leave your name and return phone number on our voicemail and we will call you back.
- OR fill out the form at the back of this schedule and mail it to us with a check, money order, or credit card information
- OR fax the form to 360.442.2609 with credit card info.

Questions? Call us!
Continuing Education: 360.442.2840 or 360.442.2600
Business & Workforce Training:
360.442.2601 or 360.442.2611
Caregiving: 360.442.2602

Refund Policy:
A refund will be made to students who officially withdraw from a class according to this schedule: 100% Refund will be issued up until the end of the first instructional week. 50% Refund will be issued up until the end of the third instructional week. Non Refundable after the third week of class. If the course is canceled, a full refund will be made.

Continuing Education Online:
We offer online, short-term, non-credit courses for personal or professional development. To register for any of these classes or to view more course listings, in addition to the ones we have listed throughout, go to the provider websites listed below. Our online providers include:

■ ED2GO—
www.ed2go.com/lccbic
The Ed2go online instruction center is the leader in online learning for adults, providing quality online continuing education courses geared for you! These 6-week, highly interactive classes start the third Wednesday of each month. Most require only Internet access and an email account. Choose from Career & Professional, Computers & Technology, Personal Development, Writing & Publishing, and more!

■ GATLIN EDUCATION SERVICES
www.gatlineducation.com/lccbic
LCC, in partnership with Gatlin Education Services (GES), offers online open-enrollment programs designed to provide skills necessary to acquire professional level positions for many in-demand occupations. These programs are developed by a team of professionals from each field. Instructors/mentors are actively involved in your learning experience, responding to questions or concerns and encouraging and motivating students to succeed.

Areas of interest include: Healthcare & Fitness, Business & Professional, IT & Software Development, Management & Corporate, Media & Design, Hospitality & Gaming, Skilled Trades & Industrial, Sustainable Energy & Going Green, and more!

Art & Culture

Painting Techniques
Gain control of the art of painting. We will take painting from palette layout to finished works through the investigation of tools, material handling, color mixing, and traditional techniques. The class is designed for those who are embarking on painting as well as those with experience who want to refine their skills and techniques. Although acrylics will be preferred, students with experience who work in oils are encouraged to use that medium. MAN 109 (Wade) $95

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Glass Painting
Discover the art of painting on glass. In this age of repurposing, glass painting is a great way to give new life to old windows, mirrors, Mason jars, and numerous other glass items. We will investigate methods for transferring images onto glass, preparing surfaces, and applying paints made for this unique application. From decorative applications to creating sophisticated finished imagery. MAN 109 (Wade) $75

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Colored Pencil Techniques
Investigate the rich color possibilities of the colored pencil. This course will examine techniques for loose sketching, embellishing ink drawings and photocopied images, and drawing on toned surfaces. Artists can work in a highly detailed method, or abstractly. We will investigate a variety of blending, layering, burnishing, and direct drawing techniques. Students with all levels of experience will find the colored pencil an extremely flexible and vibrant drawing tool. DTV 201 (Wade) $75

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Metal Art
This class will inspire you to find scraps and assist you in exploring different techniques to express your creative side. You will review safety and welding techniques and develop and understanding of different materials and how to manipulate them. You will explore different forms of metal sculptures and even produce a work of your own art by class end. Previous welding experience is preferred, work at your own pace. LCC Welding Shop (Fountain) $99

To register or for more information, call 360.442.2840.

Community Choir
Every voice matters in this class of community members. Participate and harmonize with peers as you expand and develop your vocal range. You will also have the opportunity to perform in the Rose Center! RCA 102 (Challed)

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Symphonic Band
Non-credit section for community members. Offers rehearsal and performances of standard concert band repertoire. Activities of this college/community band include performances for special civic events in community and public concerts. Instructor approval is required to enter this course. RCA 102 (Davis)

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Health & Wellness

Aquatic Fitness
Did you know that exercising in water makes you feel up to 90 percent lighter, according to the American Council on Exercise? This reduces the impact on your joints, creating an ideal exercise environment for those with arthritis, back problems, foot/leg injuries and knee problems and is also perfect for pregnant women. Students in our aquatic fitness program benefit by burning calories, building strength as they work against 12 times the resistance of air, and increasing metabolism. Join our aquatic instructor at the Dick Mealy Pool as she leads you through a variety of exercises to get you moving and feeling great! (Dickey) $69

CLCE 035 A 8225 MTTh 9/12-12/8 12-12:55 p.m.

Zumba Fitness
I’ve never heard of a party where you can burn 540 calories in an hour, but in Zumba Fitness with Tracy Davis you can! The Zumba workout combines high-energy dance moves with traditional exercises such as lunges, squats and arm curls. Upbeat music like the merengue, salsa and mambo keep the energy high but alternate between slow and fast, keeping you on your toes! Zumba is fun to do and can be a great way to lift your spirits all while getting into shape! GYM 210 (Davis) $59

Session One - No class 11/24
CLCE 030 A 8195 TTh 9/13-11/3 5:30-6:30 p.m.
Session Two
CLCE 030 B 8196 TTh 11/8-12/22 5:30-6:30 p.m.

Pilates Core Challenge
Pilates is a form of exercise that emphasizes the balanced development of the body through core strength, flexibility and awareness to support a graceful movement. Focusing on 6 principles, your Pilates workout will incorporate centering, control, flow, breath, precision and concentration. As core strength is the corner stone of Pilates, you will develop your core strength and stability throughout your entire torso, helping to create a stronger YOU! GYM 210 (Poole) $60

Session One
CLCE 034 A 8215 MW 9/26-10/26 5:30-6:30 p.m.
Session Two
CLCE 034 B 8220 MW 10/31-11/30 5:30-6:30 p.m.

Better Bones and Balance
Wouldn’t you love to improve your balance and strength? In our Better Bones and Balance classes, you will do just that! These classes have been designed to gradually improve balance and strength and significantly slow the rate of bone loss. Our classes are safe for individuals with osteoporosis and osteopenia. Bring a pair of indoor shoes, a mat and hand weights (3, 4, or 5 pounds). Classes meet at Youth and Family Link Gym. (Swanson, Bain) $49

Session One - No class 10/31-11/3
CLCE 036 A 8230 MW 9/12-11/16 7-7:50 a.m.
CLCE 036 B 8235 MW 9/12-11/16 8-8:50 a.m.
CLCE 036 C 3240 MW 9/12-11/16 9-9:50 a.m.

Session Two - No class 12/19-12/29
CLCE 036 D 8231 MW 11/28-2/8 7-7:50 a.m.
CLCE 036 E 8236 MW 11/28-2/8 8-8:50 a.m.
CLCE 036 F 3241 MW 11/28-2/8 9-9:50 a.m.

Beginning Better Bones & Balance
For beginners or anyone who prefers a lower intensity class. Please bring hand weights (3, 4, or 5 pounds). Classes meet at the Youth and Family Link Gym. (Bain) $49

Session One - No class 10/31-11/3
CLCE 032 A 8205 MW 9/12-11/16 10-10:50 a.m.

Session Two - No class 12/19-12/29
CLCE 032 B 8206 MW 11/28-2/8 10-10:50 a.m.

Basic Better Bones and Balance
This class is for you if you have not exercised for a while, or you’re being released from a medical injury. Stretching, strengthening and having fun is the basis for this class. Some standing and lots of chair exercising. The power of movement is what it’s all about. Classes meet at the Youth and Family Link Gym. (Bain) $49

Session One - No class 10/31-11/3
CLCE 033 A 8210 MW 9/12-11/16 11-11:50 a.m.

Session Two - No Class 12/19-12/29
CLCE 033 B 8211 MW 11/28-2/8 11-11:50 a.m.

Low Impact Aerobics
If you register for Low Impact Aerobics and currently take Better Bones and Balance, it’s $14. If you are registering for just Low Impact Aerobics, it’s $20.

This is a great way to increase stamina, flexibility and cardio endurance. Movements are gentle on the joints and easy to follow. From beginning to advanced levels of intensity, work at your own pace! Classes meet at the Youth and Family Link Gym. (Bain)

Session One - No class 10/31-11/3
CLCE 031 A 8200 Th 9/15-11/17 10:15-11:05 a.m. $14
CLCE 031 B 8201 Th 9/15-11/17 10:15-11:05 a.m. $20

Session Two - No class 12/19-12/29
CLCE 031 A 8202 Th 12/1-2/9 10:15-11:05 a.m. $14
CLCE 031 B 8203 Th 12/1-2/9 10:15-11:05 a.m. $20
**Travel & Outdoors**

**Champoeg Living History:**
**Fur Trappers Encampment-**NEW
Journey back in time and visit an authentic fur trapper’s encampment. In the early 1800’s the bank of the Willamette River at Champoeg was home to fur trappers and their families. You will get to walk through the tents and work stations, watch demonstrations of trapping, shooting and cooking. You’ll get a glimpse at what life was really life for these men and their families. It will be a day to remember!
(Staff) $30
CLCE 038 A 8550 Sa 9/24 9 a.m.-4 p.m.

**Seattle Art Museum-**NEW
Join us for a trip to the Seattle Art Museum. SAM has been carved into Seattle’s landscape and has been the center for visual arts since 1933. Collections range from African to Ancient Mediterranean and focus on creating a connection between cultures and centuries. Be sure to visit Taste, which provides high quality, locally sourced food like soups, salads and sandwiches. (Staff) $40
CLCE 038 B 8555 Sa 10/22 8 a.m.-4 p.m.

**Computers & Technology**

**Computer Basics 1**
Create a foundation by learning basic skills that can be used with the Windows software. Learn to create, save and open simple documents and files. The instructor will help you feel comfortable with practice, repetition and clear understandable instructions. He will also be able to answer the questions about computers that you never understood and didn’t know how to ask. AAR110C (Staff) $39
CLCE 001 A 8000 TTh 9/20-10/6 4:30-6 p.m.

**Computer Basics 2**
This class emphasizes file management. Be more productive; make folders, move and organize files, and find lost files. Learn keyboard shortcuts, basic computer maintenance and new Windows skills. We will also learn to create basic Word and Excel documents. Basic computer skills or Computer Basics required. AAR 110C (Staff) $39
CLCE 002 A 8005 TTh 10/11-10/26 4:30-6 p.m.

**Internet and More**
Learn how to search the Web, use Face book, create your Favorites, download software and use “tabbed” browsing. Find out how to send attachments and study the basics of email etiquette. This is the class you don’t want to miss! Computer Basics or basic computer skills are required. AAR 110C (Staff) $39
CLCE 003 A 8010 TTh 11/1-11/17 4:30-6 p.m.

*Sign up for an individual course or take all three for $79! Save the cost of one class by taking all 3! Item #8015.*
Online Learning

Ed2go has over 300 instructor-facilitated online courses to choose from. Through well-crafted lessons, expert online instruction, and interaction with fellow students, you gain valuable knowledge at your convenience. Online continuing education courses begin each month and continue for six weeks. You can complete any course wherever you have internet access, any time of the day or night! Most courses are $99. Visit www.ed2go.com/lccbic or call 360.442.2602 for more information.

**Nonprofit Suite**
Whether you want to work for a non-profit or start one of your own, this discounted suite of courses will give you the foundation you need to get started. Courses include: Introduction to Nonprofit Management, Marketing your Nonprofit, and Nonprofit Fundraising Essentials. Register at www.ed2go.com/lccbic. Save $36 by signing up for this suite! $261

**Wow, What a Great Event!**
Discover proven techniques from a master event planner. Register at www.ed2go.com/lccbic $99

**Get Grants!**
Learn how to develop successful, fundable grant proposals from experts in the field. Register at www.ed2go.com/lccbic $99

**Advanced Grant Proposal Writing**
Gain an understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. Register at www.ed2go.com/lccbic $99

**Resume Writing Workshop**
Transform your tired, boring resume into a powerful tool that will help get you interviews. Register at www.ed2go.com/lccbic $99

**12 Steps to a Successful Job Search**
World-renowned author and career advisor shows you strategies to help you get the job you want in any economy. Register at www.ed2go.com/lccbic $99

**Jump-Start Your Career**
Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network. Register at www.ed2go.com/lccbic $99

**Soft Skills Suite**
This suite of courses teaches everything from working with tough personalities to making better business decisions. Courses include: Achieving Success with Difficult People, Interpersonal Communication, Skills for Making Great Decisions, and Individual Excellence. Register for the suite and save $47 off the individual class price at www.ed2go.com/lccbic $349

**Customer Service Fundamentals**

**Keys to Effective Communication**

**Discover Sign Language**
In this course, you’ll discover how to use this graceful, expressive language to communicate with the deaf. Register at www.ed2go.com/lccbic $99

**Mastering Public Speaking**
Learn the secrets of effective public speaking and small group communication. Register at www.ed2go.com/lccbic $99

**Writing and Editing Value Suite**
Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses! Bundle includes: Grammar Refresher, Writing Essentials, and Effective Business Writing. Register for the suite and save $36.00 at www.ed2go.com/lccbic $261

**Beginning Writer’s Workshop**
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively. Register at www.ed2go.com/lccbic $99

**Responsive Web Design**
Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments. Register at www.ed2go.com/lccbic $99

**Creating WordPress Websites**
Discover how to easily create blogs and websites with the popular, free WordPress.com platform. Register at www.ed2go.com/lccbic $99

**Blogging and Podcasting for Beginners**
Learn how to create a blog and add a podcast using tools that you already have available on your computer. Register at www.ed2go.com/lccbic $99

Visit our Online Instruction Center for a complete catalog of courses at www.ed2go.com/lccbic

Are you passionate about a particular subject and would love to share with others? Continuing Education would like to speak to you! Call Leeann Curry at 360.442.2840 for more information!
Workforce Training

Purchasing and Supply Chain Management
The Purchasing and Supply Chain Management Online Training Program will introduce you to the fundamental aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and technology will also be explored in this program. The focus is on management and the skills and resources that a successful manager needs. Register at http://careertraining.ed2go.com/lccbic. $2,295

Six Sigma Black Belt
The Six Sigma Black Belt Online Training Program integrates Six Sigma with hands-on data analysis. The program material provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, DMAIC: Define the problem, Measure key aspects, Analyze data, Improve the process, Control the future process. You’ll also learn about deployment and project development approaches. All materials are included. Register at http://careertraining.ed2go.com/lccbic. $2,695

Freight Broker/Agent Training
This program will prepare you to start your own freight broker business or become a freight agent. Register at http://careertraining.ed2go.com/lccbic. $1,895

Certified Green Supply Chain Professional
Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you’ll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development. Register at http://careertraining.ed2go.com/lccbic. $1,595

Visit our Online Career Training Instruction Center
for a complete catalog of courses at http://careertraining.ed2go.com/lccbic

Flagger Certification

For more information or to register, please contact Mary Harris at 360.442.2602 or mharris@lowercolumbia.edu. Call or email for a current schedule. Flagger Re-Certification also available

Continuing Education for Caregivers
Caregivers are required to take 12 hours of Continuing Education per year. All courses are DSHS approved for caregiver continuing education. Family caregivers, nursing students, medical assistants, RNs, and LPNs may also take these courses. Please check with your sponsoring agency to determine the appropriate courses. For more information about caregiver training or a current schedule, please contact Mary Harris at 360.442.2602 or mharris@lowercolumbia.edu.

Nurse Delegation/Nurse Delegation Diabetes
A self-study training course for Nursing Assistants who will accept and perform tasks delegated by a Registered Nurse (RN). For more information, please contact Mary Harris at 360.442.2602 or mharris@lowercolumbia.edu.

HIV/AIDS Education for Health Care Providers
LCC offers both 4 and 7-hour HIV/AIDS certification that meets Washington Department of Health Professional Licensing requirements. Follow these steps to take your course: register in Admissions, purchase your text in the College Bookstore, and check out the DVDs in the LCC College Library. Complete instructions are included in your text. Contact Mary Harris, 360.442.2602 or mharris@lowercolumbia.edu, for additional information.

4 hour HIV/AIDS Certification, register for:
SFTY 046  6830  $40.00

7 hour HIV/AIDS Certification, register for:
SFTY 045  6825  $65.00
Advance your IT career!

**CompTIA™ Security+ Certification Training**

In this program, you’ll gain the skills you need to begin a career as a security professional and prepare to take the CompTIA™ Security+ exam. You’ll become proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident reporting, and vulnerability assessment. Learn the newest security protocols related to cloud computing, incident response, and the susceptibility of network-enabled devices and mobile devices to wireless networks.

This program builds practical skills with hands-on labs that can be completed in remote and lab environments. (80 hours, $1,495)

**Forensic Computer Examiner**

As criminal defense attorneys and civil attorneys encountered law-enforcement examiners, the need for qualified civilian forensic computer examiners grew. Currently, there’s a huge demand for certified, qualified forensic computer examiners.

This comprehensive online program prepares you for a career in this emerging field. Learn to thoroughly examine digital media, and how to recover and interpret data and draw appropriate conclusions based on the data. Education on the ethics of computer forensics is also included. This program is hands-on and emphasizes learning by doing. (80 hours, 12 months to complete, $3,095)

http://careertraining.ed2go.com/lccbic/information-technology-software-development-programs

**SQL Series**

**Introduction to SQL** - Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques.

**Intermediate SQL** - In this course, you’ll learn advanced techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. ($174, Online)

**Fundamentals of Technical Writing**

This course will teach you the skills you need to succeed as a technical writer. You’ll learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. You’ll learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents both on paper and electronically. ($99, Online)

**Understanding the Cloud**

In this course you’ll explore how the cloud works, what drives its incredible growth, and how you can use cloud services. Start by looking at the building blocks of the cloud, where it started, and how it transitioned from an experiment into an unstoppable force. You’ll learn about the different kinds of clouds (public, private, and hybrid) and examine the concept of big data—the overwhelmingly huge amounts of data that make analysis so challenging—and how the cloud infrastructure enables data to zip across the globe at lightning speed. ($99, Online)

www.ed2go.com/lccbic

**Certificate in Data Analysis**

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course begins with a basic understanding of how to analyze data in a business setting and how business decisions involve comparing groups for differences. Learn to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. ($495, Online)

Next offerings:

**Introduction to Data Analysis**: June 6 - July 1
**Intermediate Data Analysis**: July 5 - 29
**Advanced Data Analysis**: August 1 - 26

www.yougotclass.org/catalog-complete.cfm/LCC
Sign up now!
Corporate and Continuing Education

**Student ID (if known)  DOB (mm/dd/yyyy)  Signature (required for enrollment)**

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<th>Have you ever attended classes at LCC?</th>
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### How did you hear about this class?  ____________________________________________________________  ____________________________________________________________

### Any other classes you’d like to see at LCC?  ____________________________________________________________  ____________________________________________________________

**The Student ID # is assigned by Lower Columbia College to provide specific identification for every student. Your Student ID Number is NOT your Social Security number.**

Mail your completed form with payment to complete enrollment.

**REFUND POLICY:** Written notice must be received 3 business days prior to the course start date in order to receive a refund on courses you have enrolled in. Refunds will be issued automatically if a course is closed or canceled.

Class enrollment is first-come, first-served. Register early to secure your place in your preferred courses.
1. Don Talley Building (DTV)
2. Gym & Fitness Center (GYM)
3. Steam Plant (SPL)
4. Vocational Building (VOC)
5. Applied Arts Building (AAR)
6. Science Building (SCI)
7. Physical Science Center (PSC)
8. Admissions Center (ADC)
   • Career Services
   • Cashiers
   • Disability Support Services
   • Financial Aid
   • Registration
   • Testing Center
9. Library- Alan Thompson (LIB)
   • eLearning
   • Regional University Center
   • Tutoring Center
10. Health and Science Building (HSB)
11. Rose Center for the Arts (RCA)
12. International Center (INC)
13. Main Building (MAN)
14. Administration Building (ADM)
15. Head Start/Home & Family Life (HFL)
16. Batting Barn (BTB)
17. Student Center (STC)
   • Bookstore
   • Dining
   • Student Activities Office
   • Student IDs/Information
18. Campus Services Building (CMS)
19. Head Start East Building (HSE)
20. Pavilion

Note: Buildings are not physically numbered. The numbers on this map are for key purposes only. Parking permits are required in all lots.
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