

Corporate & Continuing Education Center

Expect
Excellence

FALL 2015

Business Intelligence Certificate Programs

Make better data-driven
business decisions

Enroll in a free information
session today. Page 11.



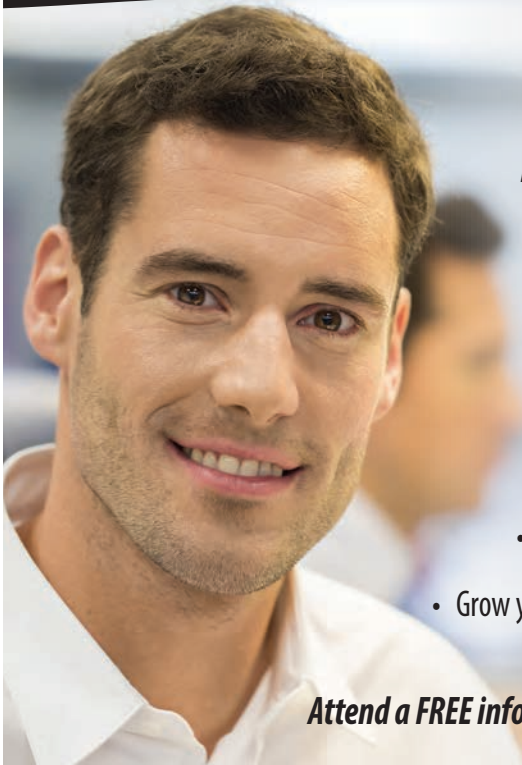
EverettCC.edu/CCEC

OUR MISSION

We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.

- Professional Development
- Small Business Acceleration
- Customized Training
- Personal Interest

SMALL BUSINESS ACCELERATOR



Accelerate your company's growth and profit

- Apply the latest strategies to grow and improve your business
- Increase your market share and customer loyalty
- Maximize your return on investment
- Grow your business faster while working less

Attend a FREE information session and get started.

Enroll today at EverettCC.edu/Accelerator or 425-267-0150

Contact Corporate & Continuing Education Center

Corporate & Continuing Education Center office is located at:
2333 Seaway Boulevard, Everett, WA 98203.

Office Hours: 7am–7pm, Monday–Thursday | 7am–5pm, Friday | 8am–12pm, Saturday

Customer Service and Registration
learn@everettcc.edu
425.267.0150

Customized Training
trainingsolutions@everettcc.edu
425.267.0162

TABLE OF CONTENTS

AEROSPACE & MANUFACTURING

Aviation Ground School	5
Electronics & Troubleshooting Certificate	6
Manufacturing Operations Management	7
Soldering and Inspection Certifications	5

BUSINESS & PROFESSIONAL DEVELOPMENT

Accounting & Finance	13
----------------------	----

CERTIFICATE PROGRAMS

Electronics & Troubleshooting	7
High Performance Management	15
Human Resources Management	16
Lean Six Sigma Green Belt	18
Non-Profit Management	14
Project Management	20
SQL Server Developer	11

CERTIFICATIONS

Flagging & Traffic Control	22
Forklift Operator	22
Personal Trainer	22

COMPUTERS & TECHNOLOGY

CATIA v5	8
Computer Basics & Desktop Applications	9
Database	11
Network	12
Programming	12
Graphics, Publishing, & the Web	12

HEALTH & FITNESS

27

ONLINE LEARNING

24

PERSONAL & PROFESSIONAL EXCELLENCE

Personal & Professional Excellence	21
------------------------------------	----

PERSONAL INTEREST

Creative Writing	26
Personal Business, Finance & Investment	24
Personal Growth & Development	25
Photography	26
Sewing	23
Creative Arts	23
Music	23
World Languages	26

COURSE INDEX

29

Did You Know?

Cascadia College and EvCC's Corporate & Continuing Education Center have partnered together to offer courses and certificates to individuals who live and work in the cities of Bothell, Mill Creek, Woodinville, Kirkland, Redmond, and surrounding areas.

We have over 70 courses offered at Cascadia College located in Bothell this Fall.

Individual courses and certificates are offered in the following topics:

- Aerospace & Manufacturing
- Business & Professional Development
- Computer & Information Technology
- Personal Interest

Bothell courses are listed throughout the schedule with a gray box. Below is an example of what a course looks like with two separate locations.

WordPress (1.2 CEUs)

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

ITEM 8838-B451	J. AGUILERA	Bothell, CC1-211
3 Tuesdays	Jul. 15 - Jul. 29	5:30 - 9:30PM
ITEM 8839-B451	J. AGUILERA	CCEC - Everett, 125
2 Saturdays	Aug. 9 - Aug. 16	9:00AM - 4:00PM

This course is held at Cascadia College in Bothell.

This course is held at Everett Community College's Corporate & Continuing Education Center in South Everett.

It's easy to sign up for any course offered in Bothell or at Everett Community College

Online: www.EverettCC.edu/CCEC **Phone:** 425.267.0150 **In Person:** 2333 Seaway Blvd., Everett, WA 98203

There are no added costs for parking in either location!

EverettCC.edu/CCEC

Every effort is made to ensure that the information and Fees in this publication are accurate. However, changes and corrections do occur. Therefore, the provisions of this publication are not to be construed as a contract between the student and Everett Community College Corporate and Continuing Education Center. The College reserves the right to change any provision, Fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes may apply not only to prospective students, but also to those currently enrolled. Advance notification will be given to students whenever possible.

CORPORATE AND CONTINUING EDUCATION CENTER Schedule (USPS 024-884, Vol. 8, No. 2) is published quarterly by Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390. Periodicals postage is paid at Everett, WA. Postmaster: Send address changes to Corporate & Continuing Education Center c/o Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390.

Certificates & Certifications



Certificate Programs

- C# Certificate, page 12
- Electronics & Troubleshooting, page 6
- High Performance Management, page 15
- Human Resources Management, page 16
- Lean Six Sigma Green Belt, page 18
- Manufacturing Operations, page 7
- Non-Profit Management, page 14
- Project Management, page 20
- SQL Server Developer, page 11
- UGotClass Online Certificates, page 24

Certifications

- Certified IPC Specialist (Soldering), page 5
- Flagging & Traffic Control, page 22
- Personal Trainer, page 22
- Forklift Operator Certification, page 22

Attend a FREE information session

Contact our customer service team at learn@everettcc.edu or by calling (425) 267-0150 to register.

A & P Test Preparation page 5

- Tuesday, Sept 1, 5:00 - 6:00PM, Everett

Aviation Ground School - Private Pilot page 5

- Tuesday, Sept 1, 5:00 - 7:00PM, Everett

Business Intelligence & Implementation Certificate page 11

- Tuesday, September 8, 6:00 - 7:00PM, Everett

C# Certificate page 12

- Saturday, September 19, 11:00AM - Noon, Bothell

Electronics & Troubleshooting page 6

- Tuesday, September 1, 1:00 - 2:00PM, Everett

High Performance Management Certificate page 15

- Wednesday, September 9, 6:00 - 7:30PM, Bothell
- Wednesday, September 16, 6:00 - 7:30PM, Everett
- Monday, December 14, 6:00 - 7:30PM, Bothell
- Tuesday, January 5, 6:00 - 7:30PM, Everett

Human Resources Management Certificate page 16

- Monday, August 24, 6:00 - 7:30PM, Everett
- Tuesday, September 1, 6:00 - 7:30PM, Bothell
- Monday, December 7, 6:00 - 7:30PM, Bothell
- Tuesday, December 15, 6:00 - 7:30PM, Everett

Lean Six Sigma Green Belt Certificate page 18

- Wednesday, August 26, 6:00 - 7:30PM, Everett
- Tuesday, September 8, 6:00 - 7:30PM, Bothell
- Tuesday, December 8, 6:00 - 7:30PM, Bothell
- Wednesday, December 9, 6:00 - 7:30PM, Everett

Non-Profit Management page 14

- Thursday, September 10, 6:00 - 7:30PM, Everett
- Wednesday, December 2, 6:00 - 7:30PM, Everett
- Thursday, January 7, 6:00 - 7:30PM, Bothell

Project Management Certificate page 20

- Tuesday, August 25, 6:00 - 7:30PM, Bothell
- Thursday, September 3, 6:00 - 7:30PM, Everett
- Tuesday, December 1, 6:00 - 7:30PM, Bothell
- Thursday, December 10, 6:00 - 7:30PM, Everett

Small Business Accelerator back cover

- Tuesday, August 18, 4:00 - 5:00PM, Everett
- Thursday, August 27, 6:00 - 7:00PM, Bothell
- Wednesday, September 2, 3:00 - 4:00PM, Everett

SQL Server Certificates page 11

- Tuesday, September 8, 6:00 - 7:00PM, Bothell

Aerospace

Assemble and Fly Your UAV (1.6 CEU's)

Unmanned Aerial Vehicles or Drones, is a new, exciting, and rapidly growing field. Interested but don't know where to start? This class is for you! You'll assemble and fly a quadcopter while learning terminology and skills you can apply to building larger and more complex aircraft in the future. The first three classes are dedicated to building the quad. Soldering, basic electricity, component identification, blue-print reading, and assembly will be learned and practiced. Terminology as it relates to batteries and electrical components will be covered along with basic rules as regulated by the FAA and AMA. The final class will be flying your new quad to show off your hard work! You will need a quadcopter kit and radio transmitter. Please visit everettcc.edu/coursematerial for details. Fee: \$575

ITEM 9123-B562 T. Harbick CCEC - Everett, 240
4 Saturdays Sept. 19 - Oct. 10 8:00AM - 12:00PM
Class on Oct. 10 will be offsite to fly your UAV.

A & P Test Preparation

FREE Information Session: A & P Test Preparation

ITEM 9110-B562 R. PATTISON, B. DAVIS CCEC - Everett, 116
1 Tuesday Sept. 1 5:00 - 6:00PM

WKT—Written Knowledge Test Preparation (1.0 CEUs)

This license test preparation training program prepares you to test for an FAA Mechanic's Certificate with an Airframe, Powerplant or A&P rating. This course is a computer-guided Written Knowledge Test (WKT) Prep course. Fee: \$145

ITEM 9158-B562 R. PATTISON, B. DAVIS CCEC - Everett, 125
2 Sessions T/W Sept. 15 - 16 5:00 - 9:00PM

This is a computer guided course in a computer lab

General Knowledge—Oral and Practical Exam Preparation (1.2 CEUs)

Fee: \$495
ITEM 9159-B562 R. PATTISON, B. DAVIS Aviation - PFC, 8008
3 Sessions T/W/Th Sept. 22 - 24 5:00 - 9:00PM

Airframe—Oral and Practical Exam Preparation (1.2 CEUs)

Fee: \$495
ITEM 9160-B562 R. PATTISON, B. DAVIS Aviation - PFC, 8008
3 Sessions T/W/Th Sept. 29 - Oct. 1 5:00 - 9:00PM

Powerplant—Oral and Practical Exam Preparation (2.0 CEUs)

Fee: \$495
ITEM 9161-B562 R. PATTISON, B. DAVIS Aviation - PFC, 8008
4 Sessions T/W/Th/Sa Oct. 6 - 10 5:00 - 9:00PM
Saturday's class is 8:00am - 5:00pm. This class is a practical knowledge lab.

Aviation Ground School

FREE Information Session: Aviation Ground School - Private Pilot

ITEM 9393-B562 O. NAIMI CCEC - Everett, 218
1 Tuesday Sept. 1 5:00 - 7:00PM

Aviation Ground School - Private Pilot (6.0 CEUs)

Concepts and practical applications to prepare student for beginning private pilot flight lessons or review. Course covers aerodynamics, weather, navigation, airport/airspace operations, communications and Federal Air Regulations. Certificate provided to take FAA written exam upon successful completion. Fee: includes course book, text book, FAR's, AIM, Private Pilot test guide book, plotter, mechanical flight computer and chart. May qualify for Boeing Learning Together program. Fee: \$465

ITEM 9392-B562 O. NAIMI CCEC - Everett, 218
20 Sessions T/Th Sept. 15 - Nov. 19 10:00AM - 1:00PM
ITEM 9390-B562 O. NAIMI CCEC - Everett, 218
20 Sessions T/Th Sept. 15 - Nov. 19 5:00PM - 8:00PM

Soldering and Inspection Certifications

Lead Free Hands On Soldering Training and Assembly (1.6 CEUs)

Provides basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. Topics include an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40% lecture and 60% hands-on exercises. Certificate granted upon successful completion of all modules. Each module includes comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee: \$345

ITEM 9129-B562 K. KUHN CCEC - Everett, 240
4 Sessions M/T/W/Th Sept. 14 - 17 3:00 - 7:00PM
ITEM 9146-B562 K. KUHN CCEC - Everett, 240
2 Saturdays Oct. 17 - 24 8:00AM - 5:00PM

IPC J-STD-001 Certification (3.2 CEUs)

Enhance employee skills and performance in high tech, aerospace and medical electronics manufacturing. The Certified IPC Specialist (CIS) program provides individuals with a portable credential that recognizes their soldering skills and understanding of this internationally recognized standard. Certification is valid for two years. Course Fee: covers: classroom and laboratory training, a written exam, skills evaluation, a copy of the standard and registered certification with IPC. Previous Soldering Experience or Certification class required. Fee: \$765

ITEM 9151-B562 K. KUHN CCEC - Everett, 240
8 Sessions M/T/W/Th Sept. 21 - Oct. 1 3:00 - 7:00PM

IPC-A-610 CIS Certification (2.4 CEUs)

This internationally-recognized certification is officially recognized by the Department of Defense and is often used as a prerequisite when hiring for positions in electronics manufacturing. Learn to determine what is an acceptable or defect condition on a completed printed circuit board. Additional topics include: tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) Assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification granted upon successful completion of the training. Certification is valid for two years. One copy of an IPC-A-610E Manual included. Fee: \$575

ITEM 9023-B562 K. KUHN CCEC - Everett, 240
6 Sessions M/T/W/Th Oct. 5 - 13 3:00 - 7:00PM

Wire and Cable Harness Assembly with IPC/ WHMA-A-620 Certification (4.0 CEUs)

This combined course will develop or enhance skills needed in the field of Mechanical Assembly and Cable Harness manufacturing. Course topics include cable and connector identification, crimping, interconnect requirements, splicing, wire preparation and tinning, cable dressing and retention, routing requirements, marking, identification, and cable testing. The IPC/ WHMA-A-620 certificate, provides individuals with a portable internationally recognized credential and offers recognition, legitimacy and value throughout the electronics industry. Fee: \$925

ITEM 9150-B562 K. KUHN CCEC - Everett, 240
5 Sessions F/Sa Nov. 6 - 20 8:00AM - 5:00PM
Class Meets Friday and Saturdays.



ELECTRONICS & TROUBLESHOOTING CERTIFICATE

Short-term training for high demand jobs.

- Professional Development
- Industry Certification
- Flexible schedules to meet your needs

Electronics & Troubleshooting Certificate

Certificate requires completion of 170 course hours:

REQUIRED COURSES (146 hours)	HOURS
Basic Electronics & Troubleshooting	72
Intermediate Electronics & Troubleshooting	40
Lead Free Hands on Soldering Training & Assembly	16
Network Fundamentals	18

ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate or take classes individually.

ATTEND A FREE INFORMATION SESSION

Tuesday, September 1, 1:00 - 2:00PM, CCEC-Everett

For more information, go to
EverettCC.edu/Aerospace

Questions about the program?
Contact Customer Service at (425) 267-0150
or learn@everettcc.edu

Electronics & Troubleshooting Certificate

FREE Information Session: Electronics & Troubleshooting Certificate

Learn about Everett Community College's Electronics and Troubleshooting Certificate Program. In this FREE one hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered, while learning if the Electronics and Troubleshooting program is right for you. Registration required.

ITEM 9162-B562 R. YOUNG, K. KUHN CCEC - Everett, 240
1 Tuesday Sept. 1 1:00 - 2:00PM

Basic Electronics & Troubleshooting (7.2 CEUs)

Intensive hands-on training for students to develop the skills and knowledge needed for troubleshooting electronic systems. Emphasis will be on component and circuit operations as well as analysis and documentation. The course is divided into two modules. The first provides a fundamental knowledge of electronic components, circuits and testing. The second covers the techniques for analyzing and repairing failures in electronic equipment and systems. Topics include safety, signal tracing and troubleshooting methodology. Fee: \$1,450

ITEM 9152-B562 R. YOUNG CCEC - Everett, 240
18 Sessions M/T/W/Th Sept. 16 - Oct. 15 9:00AM - 1:00PM
ITEM 9153-B562 R. YOUNG CCEC - Everett, 240
18 Sessions M/T/W/Th Nov. 16 - Dec. 17 3:00 - 7:00PM

Intermediate Electronics and Troubleshooting (4.0 CEUs)

Intensive hands-on training to build on the skills learned in the Basic Electronics and Troubleshooting class. Emphasis will be on understanding and broadening the use of equipment (DMM, function generators, bench top power supplies, oscilloscopes) to troubleshoot, test and align circuits and equipment. Topics include: analysis and troubleshooting techniques for AC and DC power conversion and electro-mechanical interface circuits and electronic sensors. Prerequisite: successful completion of Basic Electronics and Troubleshooting or similar experience. Fee: \$1200

ITEM 9124-B562 R. YOUNG CCEC - Everett, 240
10 Sessions M/T/W/Th Jan. 19 - Feb. 3 3:00PM - 7:00PM

Lead Free Hands On Soldering Training and Assembly (1.6 CEUs)

This course provides basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. Topics include an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40% lecture and 60% hands-on exercises. Certificate granted upon successful completion of all modules. Each module includes comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee: \$345

ITEM 9129-B562 K. KUHN CCEC - Everett, 240
4 Sessions M/T/W/Th Sept. 14 - 17 3:00 - 7:00PM
ITEM 9146-B562 K. KUHN CCEC - Everett, 240
2 Saturdays Oct. 17 - 24 8:00AM - 5:00PM

Network Fundamentals (1.8 CEUs)

Learn to perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee: \$450

ITEM 8836-B562 N. DEVOGEL CCEC - Everett, 239
3 Sessions Th/F/Sa Oct. 15 - 17 9:00AM - 3:45PM

ELECTRONICS & TROUBLESHOOTING CERTIFICATE ELECTIVES

IPC J-STD-001 Certification (3.2 CEUs)

See page 5 for course description and details.

IPC-A-610 CIS Certification (2.4 CEUs)

See page 5 for course description and details.

Wire and Cable Harness Assembly with IPC/WHMA-A-620 Certification (4.0 CEUs)

See page 5 for course description and details.

Quality Control Essentials (3.0 CEUs)

See page 7 for course description and details.



MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE

Enhance the skills required for success in today's global economy.

- Acquire the knowledge required to be successful in production & distribution careers
- Obtain an understanding of inventory planning and control, including operations management
- Gain exposure to industry guided training such as managing operations and manufacturing management
- APICS aligned

Manufacturing Operations Management Certificate

Certificate requires completion of 144 course hours:

REQUIRED COURSES (120 hours)	HOURS
Inventory Management Essentials	30
Principles of Operations Planning	30
Principles of Manufacturing Management	30
Principles of Managing Operations	30

ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate or take classes individually.

For more information, go to EverettCC.edu/ManufacturingCert

Questions about the program?
Contact Customer Service at (425) 267-0150
or learn@everettcc.edu

Quality Control Essentials (3.0 CEUs)

Learn how to help their organizations improve the quality of products and processes. It also covers the fundamentals of inspection, testing, and metrology—three areas that provide a foundation for becoming an inspector in a manufacturing company. Its contents are aligned with ASQ's Certified Quality Inspector program. Fee: \$795

ITEM 9112-B562 K. KUHN CCEC - Everett, 239
5 Saturdays Oct. 24 - Nov. 21 8:30AM - 3:30PM

MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE ELECTIVES

Managing Small Projects (.6 CEUs)

See page 21 for course description and details.

Root Cause Analysis & Investigation (.9 CEUs)

See page 19 for course description and details.

High Performance Management Essentials (1.5 CEUs)

See page 15 for course description and details.

Project Team Management (1.5 CEUs)

See page 20 for course description and details.

Machine Operator

CNC Operator Series (Modules 1 - 5) (9.6 CEUs)



Enhance or develop a new skill set as a Machine Operator, whether you are a newly hired, promoted or experienced machinist. You will learn how to safely operate CNC mills, how to read, interpret and compile codes and practice using these codes to set up jobs. In addition, you will learn how to make better parts and how to inspect them more accurately. Enroll in all five classes (see below) for a savings of \$300!

The CNC Operator Series includes Modules 1 - 5:

- Maching Basics (Module 1)
- Codes - Read, Interpret, Compile (Module 2)
- Set ups - Start to Tryout (Module 3)
- Making Better Parts (Module 4)
- Inspecting Parts (Module 5)

Fee: \$3425

ITEM 9009-B562 M. WASHBURN Aviation - PFC, C-82
24 Sessions T/Th Sept. 15 - Dec. 10 5:00 - 9:00AM

This class meets at the Aviation Facility in Hanger C-82. Students will need to bring picture ID the first day of class. There is no class November 24 and 26.

CNC Operator: Machining Basics (Module 1) (1.6 CEUs)



This foundational course will help equip you with new skills or update your current skills set to safely operate CNC mills: Using clamps vises and fixtures, Recognizing dull cutters, Basic tool selection, Operator controls, Cold starting and Emergency stops. Fee: \$625

ITEM 9115-B562 M. WASHBURN Aviation - PFC, C-82
4 Sessions T/Th Sept. 15 - 24 5:00 - 9:00PM

CNC Operator: Codes - Read, Interpret, Compile (Module 2) (1.6 CEUs)



Provides you with specific skills reading, interpreting and compiling codes. Specifically how to write G and M codes and how these are used in programs and error proofing CNC programs. Fee: \$625

ITEM 9116-B562 M. WASHBURN Aviation - PFC, C-82
4 Sessions T/Th Sept. 29 - Oct. 8 5:00 - 9:00PM

CNC Operator: Set ups - Start to Tryout (Module 3) (2.0 CEUs)



Reinforce the skills of a newly hires, promoted or experience machinist. This course prepares you to practice using codes to set up jobs, identify common mistakes and learn time saving practices. Fee: \$750

ITEM 9117-B562 M. WASHBURN Aviation - PFC, C-82
5 Sessions T/Th Oct. 13 - 27 5:00 - 9:00PM

CNC Operator: Making Better Parts (Module 4) (2.8 CEUs)



This hands-on course provides 28 hours of in lab time, working on different CNC machines to practice your technique and gain insight and input from instructors and other machinists. Fee: \$1,100

ITEM 9118-B562 M. WASHBURN Aviation - PFC, C-82
7 Sessions T/Th Oct. 29 - Nov. 19 5:00 - 9:00PM

Washington Association of Building Officials (WABO) Testing is available to welding program students and to the general public every Friday by appointment. You must schedule an appointment by calling 425-388-9096.

For more information, go to:
EverettCC.edu/ManufacturingCert

WANT TO ENHANCE YOUR MACHINIST SKILLS?

We have 5 Short Term CNC Machine Operator Courses to help enhance existing skills or introduce a new skill set. These classes can be taken alone or **Sign up for Modules 1-5 as a comprehensive 96 hour program for \$300 in savings!**

See Machine Operator Courses on page 7 for more details.

Get started now! Call 425-388-9570 or visit EverettCC.edu/Machining

Meet Your Instructor: Matt Washburn

• **CNC Operator: Machining Basics (Module 1)** *page 7*

• **CNC Operator: Codes - Read, Interpret, Compile (Module 2)** *page 7*

• **CNC Operator: Set ups - Start to Tryout (Module 3)** *page 7*

• **CNC Operator: Making Better Parts (Module 4)** *page 7*

• **CNC Operator: Inspecting Parts (Module 5)** *page 8*

Matt has nearly 20 years experience working as an aerospace Machinist. His skill set includes CNC Mill and Lathe, Manual Mill and Lathe and is a skilled CNC Programmer. As a subject matter expert, Matt has been instrumental in setting up extensive training programs both onsite, with other local and regional aerospace companies and with Everett Community College. He attended Western Washington University and is currently working for a large aerospace company.



See page 7 for more information.

Stay connected with us on facebook for the most up-to-date information.



facebook.com/EvccContinuingEducation

CEUs and Clock Hours

If an employer, agency, or other third-party is paying your Fee; do you need proof of completion?

You may request Continuing Education Units (CEUs) or Clock Hours for your class or workshop.

CNC Operator: Inspecting Parts (Module 5) (1.6 CEUs)



In this final course, students who have not taken Module 4 - Making Better Parts, will need to bring a sample of their work. Students will learn how to inspect a machined part by learning how to better use precision measuring tools and their function in machining. Fee: \$625

ITEM 9119-B562	M. WASHBURN	Aviation - PFC, C-82
4 Sessions T/Th	Dec. 1 - 10	5:00 - 9:00PM

CATIA

CATIA V5 Boot Camp (2.5 CEUs)

Obtain the fundamentals of CATIA V5 in a three day "hybrid" training method that combines instructor-led sessions with web-based training. You will meet and learn CATIA V5 with an instructor in a classroom setting. Once complete, students can continue to practice at home and will receive two years of access to the online simulation training. Fee: \$2,945

Boot Camp includes the first five classes recommended for those new to CATIA:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

ITEM 8910-B562	K. RILLOS	CCEC - Everett, 109
3 sessions F/Sa/Su	Oct. 9 - 11	8:00AM - 5:00PM
ITEM 8915-B562	K. RILLOS	CCEC - Everett, 109
3 sessions F/Sa/Su	Nov. 13 - 15	8:00AM - 5:00PM

CATIA V5 Online "Package" (4.0 CEUs)

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll and start a class at any time. You have 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this "Online Package" which includes the first five classes, for a saving of \$200! Fee: \$1,875

ITEM 8923-B562	K. RILLOS	ONLINE
----------------	-----------	--------

CATIA V5 Introduction To CATIA (.8 CEUs)

Fee: \$415

ITEM 8930-B562	K. RILLOS	ONLINE
----------------	-----------	--------

CATIA V5 Assembly Design Fundamentals (.8 CEUs)

Fee: \$415
ITEM 8931-B562 K. RILLOS ONLINE

CATIA V5 Sketcher & Auto-Constraints (.8 CEUs)

Fee: \$415
ITEM 8932-B562 K. RILLOS ONLINE

CATIA V5 Part & Product Integration (.8 CEUs)

Fee: \$415
ITEM 8934-B562 K. RILLOS ONLINE

CATIA V5 Drafting Fundamentals (.8 CEUs)

Fee: \$415
ITEM 8935-B562 K. RILLOS ONLINE

CATIA V5 Assembly Design Advanced (.8 CEUs)

Fee: \$415
ITEM 8938-B562 K. RILLOS ONLINE

CATIA V5 Wireframe Fundamentals (.8 CEUs)

Fee: \$415
ITEM 8970-B562 K. RILLOS ONLINE

CATIA V5 Introduction To Surfacing (.8 CEUs)

Fee: \$415
ITEM 8936-B562 K. RILLOS ONLINE

CATIA V5 Surfacing Operations (.8 CEUs)

Fee: \$415
ITEM 8937-B562 K. RILLOS ONLINE

CATIA V5 Functional Tolerance & Annotation (.8 CEUs)

Fee: \$415
ITEM 8939-B562 K. RILLOS ONLINE

Computer Basics & Desktop Applications

Welcome to Computers (.6 CEUs)

Get to know Windows basics – even if you have limited or no computer experience. Explore the Windows environment and general computer concepts. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; plus how to create, organize, and manage folders. Discover Windows accessories, common tools and programs available and how to customize the desktop to suite your needs and add shortcuts. Textbook included (\$20 value). Fee: \$195

ITEM 8922-B562	W. BERKLEY	CCEC - Bothell, CC1-211
1 Saturday	Aug. 29	9:00AM - 4:00PM
ITEM 8925-B562	W. BERKLEY	CCEC - Everett, 125
1 Saturday	Sept. 19	9:00AM - 4:00PM

Access 2013 Level 1: The Basics (.7 CEUs)

Virtually everyone is affected in some way by the need to manage data, with most workplace roles involving some form of data management. This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Topics include getting started with access, working with table data, querying a database, creating advanced queries, generating reports, and customizing the access environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse and good working knowledge of Word and Excel highly recommended. Textbook included (\$20 value). Fee: \$195

ITEM 8921-B562	C. HANKS	CCEC - Bothell, CC1-231
1 Saturday	Sept. 19	8:30AM - 4:30PM
ITEM 8920-B562	C. HANKS	CCEC - Everett, 126
1 Friday	Oct. 30	8:30AM - 4:30PM

Access 2013 Level 2: Beyond the Basics (.7 CEUs)

Build upon your experience using Access and basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Topics include: designing a relational database, joining tables, organizing a database for efficiency, sharing data across applications, and advanced reporting. Prerequisites: Access 2010 or 2013 Level 1 or equivalent experience. Textbook included (\$20 value). Fee: \$195

ITEM 8924-B562	C. HANKS	CCEC - Everett, 126
1 Friday	Nov. 13	8:30AM - 4:30PM

Excel 2013 Level 1: Spreadsheet Basics (.7 CEUs)

Learn the basic concepts of spreadsheets with hands-on practice using Microsoft Excel 2013. Topics include creating and saving a basic worksheet; performing calculations; modifying and formatting a worksheet, as well as printing and managing workbooks. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8961-B562	S. SAUNDERS	CCEC - Bothell, CC1-231
1 Saturday	Sept. 12	8:30AM - 4:30PM
ITEM 8863-B562	C. HANKS	CCEC - Everett, 126
1 Friday	Oct. 2	8:30AM - 4:30PM

Excel 2013 Level 2: Beyond Excel Basics (.7 CEUs)

Build on the basic skills taught to better enable you to produce advanced spreadsheets. Discover how easy it is to increase your productivity, streamline repetitive tasks, and enhance the visual effectiveness and appeal of your spreadsheets. Topics include customizing the excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, slicers, and PivotCharts. Prerequisite: Excel 2010 or Excel 2013 Level 1 or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8928-B562	S. SAUNDERS	CCEC - Bothell, CC1-231
1 Saturday	Sept. 26	8:30AM - 4:30PM
ITEM 8912-B562	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Oct. 16	8:30AM - 4:30PM

Excel 2013 Level 3: Complex Workbooks (.7 CEUs)

Continue to develop your Excel skills beyond functions, formulas, features and functionality. This course will advance your skill set to enable you to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, import and export data, and use Excel with the web. Topics include working with multiple worksheets and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, and presenting your data visually. Prerequisite: Excel 2010 or 2013 Level 1 and 2 or equivalent knowledge. Text book included (\$20 value). Fee: \$195

ITEM 8907-B562	S. SAUNDERS	CCEC - Bothell, CC1-231
1 Saturday	Oct. 24	8:30AM - 4:30PM



LinkedIn Groups

EvCC Business & Industry Solutions

Discuss employee training opportunities and discover what employer resources are available through EvCC.

EverettCC.edu/CCEC

PowerPoint 2013 Level 1 (.7 CEUs)

Create more effective and engaging presentations by learning the PowerPoint tools that enable you present your message in a more clear, organized, and engaging manner. Gain the ability to organize your content, enhance it with high-impact visuals, and deliver your message in a manner that will better reach your intended audience. Topics include, developing a PowerPoint presentation, performing advanced text editing, adding graphical elements, modifying objects, adding tables and charts, and preparing to deliver your presentation. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included (\$20 value).

ITEM 8969-B562	S. SAUNDERS	CCEC - Everett, 126
1 Saturday	Nov. 21	8:30AM - 4:30PM

Word 2013 Level 1: Word Processing Basics (.7 CEUs)

Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. Topics include: getting started with word, editing a document, formatting text and paragraphs, adding tables, managing lists, inserting graphic objects, controlling page appearance, proofing a document, and customizing the word environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8974-B562	C. HANKS	CCEC - Everett, 126
1 Friday	Sept. 18	8:30AM - 4:30PM
ITEM 8967-B562	S. SAUNDERS	CCEC - Bothell, CC1-231
1 Saturday	Oct. 3	8:30AM - 4:30PM

Word 2013 Level 2: Beyond Word Basics (.7 CEUs)

This course builds on the topics presented in Word Level 1, which taught participants the skills needed to create a variety of documents. This course provides participants to the skills required to customize tables, charts, and styles and to modify pictures. Course topics include working with tables and charts, customizing formats using styles and themes, using images in a document, creating custom graphic elements, inserting content using quick parts, controlling text flow, using templates, using mail merge, and using macros. Prerequisite: Word

Meet Your Instructor: Bob Young

• **Electronics & Troubleshooting Certificate** *page 6*

• **Basic Electronics & Troubleshooting** *page 6*

Bob Young is the President of FIFO Networks and a practicing instructor of Wired and Wireless Technology. He has over 29 years of communications electronics experience, including satellite and cellular systems, and specializes in new technology evaluation and deployment. For the last several years he has been traveling throughout the U.S. to deliver customized training to employees from Verizon Wireless, AT&T, T-Mobile, Sprint-Nextel, Microsoft, Comcast, Boeing, and more. He has served on various industry advisory councils and was previously the Director of National System Development at Western Wireless Corporation (Cellular ONE).



See page 6 for more information.

2010 or 2013 Level I or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8973-B562	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Oct. 9	8:00AM - 4:00PM
ITEM 8968-B562	S. SAUNDERS	CCEC - Bothell, CC1-231
1 Friday	Oct. 23	8:30AM - 4:30PM

Word 2013 Level 3: More Complex Documents (.7 CEUs)

Learn the Word 2013 features that are commonly used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2013 enable you to revise, manage, and secure your business documents. Fee: \$195

ITEM 8952-B562	S. SAUNDERS	CCEC - Bothell, CC1-231
1 Saturday	Nov. 14	8:30AM - 4:30PM

SharePoint Foundations 2010: Level 1 (1.4 CEUs)

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access

the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site. Prerequisite: Windows, file management and browser experience. Textbook included (\$45 value). Fee: \$395

ITEM 8929-B562	C. HANKS	CCEC - Everett, 125
2 Sessions F/Sa	Nov. 6 - 7	8:30AM - 4:30PM

SharePoint Foundations 2010: Level 2 (1.4 CEUs)

Learn to manage team sites as a site owner and as a Windows SharePoint Services administrator. Manage document libraries, work flow, security, site usage and maintenance. This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals. Prerequisite: SharePoint Level 1. We also recommend some familiarity with basic Windows server concepts such as Windows 2003, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS). Textbook included (\$45 value). Fee: \$395

ITEM 8971-B562	C. HANKS	CCEC - Everett, 125
2 Sessions F/Sa	Nov. 20 - 21	8:30AM - 4:30PM



BUSINESS INTELLIGENCE: SQL SERVER DEVELOPER CERTIFICATE PROGRAM

Make better data-driven business decisions.

- Make sound business decisions based on accurate and current information
- Leverage productive analytical techniques that drive better risk assessments and business potential
- Attend classes at an official Microsoft IT Academy school Registered Education Provider

SQL Server Developer Certificate

Certificate requires completion of 72 course hours:

REQUIRED COURSES (72 hours)	HOURS
Databases Designs and Concepts	12
SQL Programming Level 1	12
SQL Programming Level 2	12
SQL Server Administration	24
Data Warehouse Design	12

ATTEND A FREE INFORMATION SESSION

Tuesday, September 8, 6:00PM - 7:00PM, Bothell

For more information, go to
www.everettcc.edu/BusinessIntelligence

Questions about the program?
Contact Customer Service at (425) 267-0150 or
learn@everettcc.edu

Database

FREE Information Session: SQL Server Certificates

Learn how Everett Community College's Business Intelligence Certificates can advance your career, or help your business get the right information to the right people. Classes focus on Microsoft's BI servers; SQL Server, Integration Server (SSIS), Analysis Server (SSAS), and Reporting Server (SSRS), but subjects are also applicable other vendor's BI software. Get your questions answered, while learning if the Business Intelligence Certificate is right for you.

ITEM 8821-B562	R. ROOT	CCEC - Bothell, CC1-211
1 Tuesday	Sept. 8	6:00 - 7:00PM

SQL Server Developer Series (7.2 CEUs)

Learn foundational skills needed for Microsoft's SQL Server 2012 administration and development. You move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. In addition, this series of classes is designed to help you prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Enroll in all five classes (see below) for a savings of \$100!

- Database Designs and Concepts
- SQL Programming Level 1
- SQL Programming Level 2
- SQL Server Administration
- Data Warehouse Design

Fee: \$1,965

ITEM 8899-B562	R. ROOT	CCEC - Bothell, CC1-211
18 Sessions T/Th	Sept. 29 - Dec. 8	5:30 - 9:30PM

Please see individual courses for schedule details. SQL programming classes meet Mondays and Wednesdays. No class Nov. 19, Nov. 24, and Nov. 26.

Databases Designs and Concepts (1.2 CEUs)

Learn how to create real-world, professional databases. In this class you will see how data base designs affect usability and performance and how you can design for both. You will learn the rules of 'normalization' and when to bend those rules as you create multiple database prototypes in class. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows Operating System. Textbook included (\$50 value). Fee: \$345

ITEM 8901-B562	R. ROOT	CCEC - Bothell, CC1-211
3 Sessions T/Th	Sept. 29 - Oct. 6	5:30 - 9:30PM

SQL Programming Level 1 (1.2 CEUs)

Learn the basics of SQL programming. Create and run SQL statements and the statements that matter most to database professionals. Topics include; Insert, Updates, Deletes, Joins, Group By, Aggregates, and many more SQL programming statements. This class will be taught using Microsoft SQL server; the concepts learned are applicable to all database software. Prerequisites: Databases Designs and Concepts or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8905-B562	R. LEICKLY	CCEC - Bothell, CC1-211
3 Sessions M/W	Oct. 7 - 14	5:30 - 9:30PM

SQL Programming Level 2 (1.2 CEUs)

Learn advanced SQL programming techniques using 'store procedures' and other programming constructs. You will create many in-class examples that you can use on the job. Topics include; Views, Function, Stored Procedures, Indexing, Security, and many more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming level 1 or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8906-B562	R. LEICKLY	CCEC - Bothell, CC1-211
3 Sessions M/W	Oct. 19 - 26	5:30 - 9:30PM

SQL Server Administration (2.4 CEUs)

How do you manage databases and security configurations in SQL 2012? Come and discover the answers with us in this class! Topics include: Server and database configurations, SQL Agent automation, security, indexing and performance tuning. This class will be taught using Microsoft SQL server 2012, but concepts learned are applicable to all version of Microsoft SQL server. Fee: \$685

ITEM 8903-B562	R. ROOT	CCEC - Bothell, CC1-211
6 Sessions T/Th	Oct. 29 - Nov. 17	5:30 - 9:30PM

**Parking
is included
with paid
registrations!**

Data Warehouse Design (1.2 CEUs)

What's the difference between a standard database and a data warehouse database? What is a Star or Snowflake schema? In this class you will find the answers to these questions and others as you create functioning data warehouses. By using simple examples and explaining complex jargon in everyday terms this class will take the mystery out of data warehouse design. Topics include; Star and Snowflake schemas, Fact and Dimension table designs, Measures and Dimensional attributes, and much more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8904-B562	R. ROOT	CCEC - Bothell, CC1-211
3 Sessions T/Th	Dec. 1 - 8	5:30 - 9:30PM

Graphics, Publishing, & the Web

WordPress (1.2 CEUs)

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

ITEM 8942-B562	J. AGUILERA	CCEC - Bothell, CC1-231
3 Saturdays	Nov. 7 - 21	1:00 - 5:00PM

Editing Cellphone Images for Printing and the Web (1.2 CEUs)

We shoot hundreds of images with our cell phones and they stay on the device for years, never see the light of day. In this class you will learn to upload your images from your cell to your computer for editing, in preparation for posting on the web or reproduction on any personal or commercial printer, social sharing, and more. Fee: \$315

ITEM 8942-B562	J. AGUILERA	CCEC - Everett, 126
3 Tuesdays	Nov. 17 - Dec. 8	6:30 - 9:30PM

Mobile Design & Development Essentials (1.2 CEUs)

Learn to build compelling, easy-to-use web sites that are optimized for today's mobile devices by identifying the differences between the

mobile and desktop content, identifying how the differences should influence web design decisions. Students will use some features of HTML5 and CSS3 to build a modern mobile web experience. No previous experience required. social sharing, and more. Fee: \$315

ITEM 8942-B562	J. AGUILERA	CCEC - Everett, 126
3 Tuesdays	Oct. 20 - Nov. 10	6:30 - 9:30PM

Network

Network Fundamentals (1.8 CEUs)

Learn to perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee: \$450

ITEM 8836-B562	N. DEVOGEL	CCEC - Everett, 239
3 Sessions Th/F/Sa	Oct. 15 - 17	9:00AM - 3:45PM

Programming

FREE Information Session: C# Certificate Program

Learn about Everett Community College's New C# Certificate Program. In this FREE one hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered, while learning if the C# program is right for you. Registration required.

ITEM 8810-B562	C. TORKKO	CCEC - Bothell, CC1-211
1 Saturday	Sept. 19	11:00AM - 12:00PM

C# Level 1 (2.4 CEUs)

Learn to program using Microsoft's Visual Studio and the C# language. In this class you will learn to use basic programming constructs such as loops, conditionals, and methods to create simple applications. You will see how easy it is to start your programming career using the C# language. This class will be taught using Visual Studio 2012, but the concepts learned are

applicable to previous version of Visual Studio and C#. Textbook included (\$30 value). Fee: \$785

ITEM 8811-B562	C. TORKKO	CCEC - Bothell, CC1-211
6 Saturdays	Sept. 26 - Oct. 31	1:00 - 5:00PM

C# Level 2 (2.4 CEUs)

Learn the concepts and implementation of Object Oriented Programming (OOP). This class focuses on the practical use of OOP's three key aspects; Inheritance, Abstraction, and Polymorphism. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. Fee: \$785

ITEM 8812-B562	C. TORKKO	CCEC - Bothell, CC1-211
6 Saturdays	Nov. 7 - Dec. 19	1:00 - 5:00PM
No Class Nov. 28		

Foundations of Python (1.5 CEUs)

In this course you will learn the basics of programming in Python; including an introduction on how to use variables, constants, and collection for storing data, use conditional and looping statements to control your programs flow, and how to build interactive scripts. The course is taught online through Canvas, the use of videos, texts, and hand-on activities. Students will communicate with and be guided by an industry professional/instructor though online media. Required textbook: See website. Fee: \$495

ITEM 8814-B562	R. ROOT	Online
10 Mondays	Oct. 5 - Dec. 7	

Programming in HTML5 with JavaScript and CSS3 (40 CEUs)

This course provides an introduction to HTML5, CSS3, and JavaScript, helping students gain basic programming skills. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application. Fee: \$1095

ITEM 8813-B562	R. ROOT	CCEC - Bothell, CC1-211
12 Sessions T/W/Th	Oct. 8 - Oct. 29	5:30PM - 9:30PM

Accounting & Finance

Bookkeeping Basics (.6 CEUs)

An overview of key concepts, practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). Topics include the

BACHELOR OF ARTS IN MANAGEMENT (BAM)

Customizable education programs that lead toward a
Bachelor of Arts in Management – Organizational Excellence Degree
 through a partnership between EvCC and City University of Seattle

JUMP START YOUR CAREER

- Courses are designed for the busy adult
- Receive up to 45 college credits for previous documented industry trainings and other classes
- Earn professional certificates first, and stack your education to earn your degree

CHOOSE PROFESSIONAL CERTIFICATES TO APPLY TOWARDS YOUR DEGREE

- Project Management
- High Performance Management
- Human Resources Management
- Manufacturing Operations Management
- Lean Six Sigma

Questions? Email SkillForce@everettcc.edu or EverettCC.edu/BAM

accounting cycle, an introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You'll review financial statements (profit and loss, and balance sheet), how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: \$195

ITEM 8980-B562	C. MILLS	CCEC - Everett, 110
2 Thursdays	Sept. 10 - 17	4:00 - 7:00PM
ITEM 8981-B562	C. MILLS	CCEC - Bothell, CC1-041
2 Mondays	Nov. 9 - 16	5:00 - 8:00PM

QuickBooks Essentials (.9 CEUs or 9 CPEs)

Improve your business productivity by saving time and money. Learn to manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included (\$90 value). Prerequisite: Proficiency with navigating Windows and drop-down menus. Recommended prerequisite: Bookkeeping Basics. Textbook and course instruction based on QuickBooks 2015. Fee: \$315

ITEM 8966-B562	C. MILLS	CCEC - Bothell, CC3-135
3 Tuesdays	Sept. 8 - 22	5:00 - 8:00PM
ITEM 8963-B562	C. MILLS	CCEC - Everett, 125
3 Tuesdays	Oct. 6 - 20	5:00 - 8:00PM

Understanding Budgets (.9 CEUs)

Understand the fundamentals of budgeting, the tools and processes to build and manage a budget, and some useful skills targeted at building and managing budgets for businesses from company financial data. Budgets are the means by which financial assets are planned, controlled and strategically managed. An effective budget provides strategic planning and the tools for tracking specific goals. Required textbook: See website. Fee: \$265

ITEM 9879-B562	L. POPOVICH, MBA	CCEC - Bothell, CC1-211
3 Thursdays	Sept. 10 - 24	6:00 - 9:00PM
ITEM 9014-B562	D. THOMPSON	CCEC - Everett, 110
3 Tuesdays	Dec. 1 - 15	6:00 - 9:00PM

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

Learn how to read, prepare, and analyze income statements, balance sheets, and statement of cash flows to make sound financial decisions, allocate resources, and accurately budget expenses. Acquire a financial toolkit that you can use for real-world situations. Course content includes: financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits, fraud, and reflection on the post-Enron era. Required textbook: see website. Fee: \$370

ITEM 8985-B562	J. DAS	CCEC - Everett, 110
5 Wednesdays	Oct. 7 - Nov. 4	6:00 - 9:00PM
ITEM 9861-B562	J. DAS	CCEC - Bothell, CC1-041
5 Thursdays	Nov. 5 - Dec. 10	6:00 - 9:00PM
No class November 26, 2015		

Meet Your Instructor



Joanne Conger
 MNPL

- **Volunteer Management**, page 14
- **Fundraising Essentials**, page 14

Joanne Conger, MNPL, has served diverse communities in the nonprofit sector in Snohomish, Skagit, and King Counties for nearly 20 years. She has served as volunteer manager, development director and executive leader for agencies working with the homeless, victims of domestic violence, and those formerly incarcerated. She has secured over \$3,000,000 in private and governmental funding for organizations from small grassroots agencies to those nationally recognized. Beginning her education at EvCC, she now holds a Masters in Executive Nonprofit Leadership from Seattle University and a B.A. in Human Services from WWU. For the past five years, she has operated her own nonprofit management consulting business. Outside of her work, she volunteers for organizations such as Facing Homelessness and The Bill of Rights Monument Project. She has also served on the boards of the Center for Ethical Leadership and The Historic Everett Theater and is the author of "Planning Services Projects for the Homeless," and "Strong Woman's Playbook."

CERTIFICATE PROGRAMS



NON-PROFIT MANAGEMENT CERTIFICATE

Increase your expertise in fundraising, grants, marketing & communications.

- Practical training that can be applied immediately in the workplace
- Instructors are current practitioners and experienced in the field of non-profit management
- Flexible schedules including evening classes for working professionals

Non-Profit Management Certificate

Certificate requires completion of 99 course hours:

REQUIRED COURSES (66 hours)	HOURS
Leading Boards that Lead	9
Fundraising Essentials	6
Grant Management Essentials	12
Grant Writing Essentials	9
Next Level Leadership	24
Volunteer Management	6

ELECTIVE COURSES (33 HOURS)

For currently offered elective courses view our website

ATTEND A FREE INFORMATION SESSION

Thursday, September 10, 6:00PM - 7:00PM, Everett

Wednesday, December 2, 6:00PM - 7:30PM, Everett

Thursday, January 7, 6:00PM-7:30PM, Bothell

For more information, go to
EverettCC.edu/NonProfitCert

Questions about the program?
Contact Customer Service at (425) 267-0150
or learn@everettcc.edu

Non-Profit Management

Grant Writing Essentials (.9 CEUs)

Learn the basics of grant writing for organizations with hands-on opportunities to test your skills. Course includes finding grant opportunities, making the determination to apply for the grant, making a compelling case, budgeting, writing basics and application how-to's. You will leave with fundamental skills that can be used to develop convincing proposals. Required textbook: *See website*. Fee: \$198

ITEM 9906-B562	A. PERSELL	CCEC - Bothell, CC3-135
3 Thursdays	Sept. 17 - Oct. 1	6:00 - 9:00PM

Grant Management Essentials (1.2 CEUs)

Now that you have won the grant, what's next? This course provides a comprehensive overview of grant management fundamentals including accountability, achieving outcomes, strategic outreach, staying within the budget, reporting, interfacing with your grant officer, working with subcontractors and modifications. The class includes practical concepts applicable to a range of funding sources. Prerequisites: Grant Writing Essentials. Recommended textbooks: *See website*. Fee: \$225

ITEM 9864-B562	A. PERSELL	CCEC - Bothell, TBD
4 Thursdays	Oct. 29 - Nov. 19	6:00 - 9:00PM

Grant Writing and Grant Management Essentials package (2.1 CEUs)

Register for the Grant Writing/Grant Management Essentials package and save. Total package cost is \$375.

ITEM 9071-B562	A. PERSELL	CCEC - Bothell, TBD
7 Thursdays	Sept. 17 - Nov. 19	6:00 - 9:00PM

Grant Writing Essentials: Thursdays September 17, 24 and October 1. Grant Management Essentials: Thursdays October 29, November 5, 12 and 19.

Leading Boards That Lead (.9 CEUs)

Learn the tools necessary to be an effective board leader. Course includes best practices to board operations, legal and ethical requirements, communication with the board and with the public, and recruiting and leading board members. Required texts: *see website*. Fee: \$198

ITEM 9865-B562	A. PERSELL	CCEC - Everett, 110
3 Thursdays	Dec. 3 - 17	6:00 - 9:00PM

Volunteer Management (.6 CEUs)

Learn the fundamental skills related to managing volunteers, including recruiting, legal factors, motivating to obtain best work, giving feedback and what to do when challenges arise. Required text: *see website*. Fee: \$175

ITEM 9866-B562	J. CONGER, MNPL	CCEC - Bothell, CC2-358
2 Tuesdays	Nov. 3 - 10	6:00 - 9:00PM

Fundraising Essentials (.6 CEUs)

Learn the essentials to fundraising, including types of funding sources, and how to identify the funding source that may be right for your organization. Course content will also focus on communication, key roles and the competing environment for securing funding. Required text: *see website*. Fee: \$175

ITEM 9867-B562	J. CONGER, MNPL	CCEC - Everett, 109
2 Mondays	Oct. 12 - 19	6:00 - 9:00PM

Next Level Leadership (2.4 CEUs)

See page 15 for course description and details.

NON-PROFIT MANAGEMENT CERTIFICATE ELECTIVES

Managing Small Projects (.6 CEUs)

See page 21 for course description and details.

Understanding Budgets (.9 CEUs)

See page 13 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 13 for course description and details.

Project Management Essentials (1.5 CEUs)

See page 20 for course description and details.

Managing Employee Performance (1.5 CEUs)

See page 16 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning & Problem Solving (.6 CEUs)

See page 21 for course description and details.

High Performance Management Essentials (1.5 CEUs)

See page 15 for course description and details.



HIGH PERFORMANCE MANAGEMENT CERTIFICATE

Learn to improve your people, processes and profits.

- Lead others with confidence and purpose
- Develop a culture of performance
- Acquire practical financial knowledge and skills for a business environment
- Prepare to test for the ASQ Certification in CMQ/OE

Certificate requires completion of 124 required and elective course hours:

REQUIRED CORE COURSES (84 hours)	HOURS
High Performance Management Essentials	15
Introduction to Performance Excellence	15
Financial Intelligence for Non-Financial Managers	15
Next Level Leadership	24
High Performance Management Cert. Capstone	15

ELECTIVE COURSES (40 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Wednesday, September 9; Bothell, 6:00 - 7:30PM
 Wednesday, September 16; Everett, 6:00 - 7:30PM
 Monday, December 14, Bothell, 6:00 - 7:30PM
 Tuesday, January 5, Everett, 6:00 - 7:30PM

For more information, go to
EverettCC.edu/MgmtCert

Questions about the program?
 Contact Customer Service at (425) 267-0150
 or learn@everettcc.edu

High Performance Management

High Performance Management Essentials (1.5 CEUs)

Learn how to manage in today's competitive global environment. From problem definition to developing a plan of action, explore the best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, diversity – and fitting it all together to achieve organizational goals. Required textbook: *See website*. Fee: \$375

ITEM 9057-B562	L. POPOVICH, MBA	CCEC - Bothell, CC1-021
5 Mondays	Nov. 16 - Dec. 14	6:00 - 9:00PM

Introduction to Performance Excellence (1.5 CEUs)

Learn tools, techniques, and approaches to managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee: \$375

ITEM 9885-B562	L. POPOVICH, MBA	CCEC - Bothell, CC3-123
5 Mondays	Sept. 21 - Oct. 19	6:00 - 9:00PM

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 13 for course description and details.

Next Level Leadership (2.4 CEUs)

Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity, and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate, and elevate employee performance; and learn how to communicate with credibility, persuasiveness, and passion to affect positive change. Required textbook: *See website*. Fee: \$850

ITEM 9067-B562	C. GATES	CCEC - Everett, 116
8 Wednesdays	Oct. 14 - Dec. 16	6:00 - 9:00PM

No class November 11 and 25.

HIGH PERFORMANCE MANAGEMENT CERTIFICATE ELECTIVES

Lean Practices Overview (.35 CEUs)

See page 18 for course description and details.

Lean for the Office (.8 CEUs)

See page 19 for course description and details.

Project Management Essentials (1.5 CEUs)

See page 20 for course description and details.

Virtual Teams - Managing Projects Today (.6 CEUs)

See page 21 for course description and details.

Microsoft Project For Project Managers (1.5 CEUs)

See page 20 for course description and details.

Project Risk Management Essentials (.9 CEUs)

See page 21 for course description and details.

Project Team Management (1.5 CEUs)

See page 20 for course description and details.

Managing Employee Performance (1.2 CEUs)

See page 16 for course description and details.

Root Cause Analysis and Investigation (.6 CEUs)

See page 19 for course description and details.

Agile Project Management (.6 CEUs)

See page 21 for course description and details.

Understanding Budgets (.9 CEUs)

See page 13 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning and Problem Solving (.6 CEUs)

See page 21 for course description and details.

CERTIFICATE PROGRAMS



HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

- Learn practical skills you can apply tomorrow
- Instructors are current experts in the field of HR
- Courses count toward PHR® and SPHR® recertification Guide
- Evening classes designed for working professionals

Certificate requires completion of 99 required and elective course hours:

REQUIRED CORE COURSES (78 hours)	HOURS
Human Resources Essentials	9
Employment Law	12
Talent Management - Finding and Keeping the Best	12
Managing Employee Performance	12
Total rewards	12
HR Systems and Metrics	12
HR Certificate Capstone	9

ELECTIVE COURSES (21 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Monday, August 24; Everett, 6:00 - 7:30PM
 Tuesday, September 1; Bothell, 6:00 - 7:30PM
 Monday, December 7; Bothell, 6:00 - 7:30PM
 Tuesday, December 15; Everett, 6:00 - 7:30PM

For more information, go to
EverettCC.edu/HrCert

Questions about the program?
 Contact Customer Service at (425) 267-0150



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

Human Resources Management

Human Resources Essentials (.9 CEUs)

An introduction to the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession, learn the competencies required to be successful as an HR practitioner, and acquire information on HR industry certifications. This is the recommended starting point for the HR Certificate Program. Required textbook: *See website*. Fee: \$195

ITEM 9863-B562	C. MALONE, SPHR	CCEC - Bothell, CC2-358
3 Tuesdays	Sept. 8 - 22	6:00 - 9:00PM
ITEM 9078-B562	E. DIRKES, SPHR	CCEC - Everett, 117
3 Thursdays	Sept. 10 - 24	6:00 - 9:00PM

Employment Law (1.2 CEUs)

Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations, and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations. Prerequisite: HR Essentials. Required textbook: *See website*. Fee: \$235

ITEM 9079-B562	M. SUMMERS, SPHR	CCEC - Everett, 116
4 Thursdays	Oct. 1 - Oct. 22	6:00 - 9:00PM

Talent Management: Finding and Keeping the Best (1.2 CEUs)

Finding and keeping talented employees is a key to the success of any organization. Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent. Prerequisite: Human Resources Essentials. Required textbook: *See website*. Fee: \$235

ITEM 9080-B562	E. DIRKES, SPHR	CCEC - Bothell, CC1-041
4 Thursdays	Oct. 1 - 22	6:00 - 9:00PM

Managing Employee Performance (1.2 CEUs)

Drive high performance by supporting and motivating employees to do their best work. Develop and administer a performance management system; manage complaints and conflicts, implement progressive discipline, and navigate the termination process while protecting employee rights. This course has been approved for 12 (General) recertification

credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Prerequisite: HR Essentials. Required textbook: *See website*. Fee: \$235

ITEM 9081-B562	M. SUMMERS, SPHR	CCEC - Everett, 218
4 Wednesdays	Sept. 30 - Oct. 21	6:00 - 9:00PM

Total Rewards (1.2 CEUs)

Employee compensation and benefits often represent an organization's greatest expense. Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits. Prerequisite: Human Resources Essentials. Required textbook: *See website*. Fee: \$235

ITEM 9063-B562	E. DIRKES, SPHR	CCEC - Bothell, CC2-358
4 Wednesdays	Sept. 23 - Oct. 14	6:00 - 9:00PM

HR Systems and Metrics (1.2 CEUs)

HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. The basics of HR information management systems; record keeping requirements for HR; selecting and implementing a new HRIS; HR metrics calculating; and researching HR issues on the Internet are all covered. Enrollment dependent upon successful completion of other core courses (sans capstone). Required textbook: *See website*. Fee: \$240

ITEM 9083-B562	C. MALONE, SPHR	CCEC - Bothell, CC1-041
4 Tuesdays	Oct. 20 - Nov. 10	6:00 - 9:00PM

Human Resources Certificate Capstone (.9 CEUs)

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. You'll apply a best practice framework to analyze scenarios, determine the issues and risks, and recommend steps for a solution. Prerequisites: Completion of the core classes in the Human Resources Certificate Program. Fee: \$180

ITEM 9084-B562	C. MALONE, SPHR	CCEC - Bothell, CC2-358
3 Mondays	Nov. 16 - 30	6:00 - 9:00PM

HUMAN RESOURCES MANAGEMENT CERTIFICATE ELECTIVES

Employee Training and Development (.6 CEUs)

Most HR professionals will be involved at some level in employee training and development. Learn about the theory of adult learning; how training and development differ; conducting a needs analysis to determine training needs; developing training and/or managing external

training vendors; and evaluating training effectiveness. This highly interactive class will include exercises that students can take back and use immediately within their organizations. Prerequisite: HR Essentials. Fee: \$150

ITEM 9086-B562 M. SUMMERS, SPHR CCEC - Bothell, CC2-358
2 Tuesdays Oct. 6 - 13 6:00 - 9:00PM

Safety and Security (.9 CEUs)

Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics of worker's compensation; effective ways to manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: Human Resources Essentials. Fee: \$180

ITEM 9087-B562 C. MALONE, SPHR CCEC - Everett, 238
3 Mondays Oct. 19 - Nov. 2 6:00 - 9:00PM

Strategic HR (.6 CEUs)

Are you working in HR and want to participate in management level and/or C-suite discussions? This program will help you learn about HR's role as a senior leader within an organization. In the class we will discuss the differences between a tactical versus strategic approach to people issues, as well as cover the competencies needed to be a true strategic HR business partner. Fee: \$150

ITEM 9373-B562 C. MALONE, SPHR CCEC - Everett, 109
1 Saturday Oct. 17 9:00AM - 4:00PM

Coaching for HR Professionals (.6 CEUs)

Come learn the tools to become an effective coach, an important skill-set for any HR professional. Coaching increases your ability to influence others, and allows you to help them realize their full potential by learning to solve problems for themselves. In this interactive course you will learn the basics of a coaching approach as well as practicing those skills in scenarios modeled on real-life HR situations. Fee: \$150

ITEM 9376-B562 C. MALONE, SPHR CCEC - Everett, 239
1 Saturday Sept. 19 9:00AM - 4:00PM

Recruitment and Retention: Becoming the Employer of Choice (.9 CEUs)

Want to make your organization an employer of choice? Learn the basics of employment branding to make your organization stand out in the recruiting arena, and how that same branding can lower your turnover rate and

ADDED ELECTIVES FOR HR CERTIFICATE PROGRAMS



Additional elective classes for the Human Resources Management Certificate program are coming soon!

Starting Fall Quarter, you can enroll in our **NEW "Essentials of Employee Handbooks & Job Descriptions class"**. See page XX for class details.

Stay tuned for additional new classes this year:

- **HR Investigations** – Winter Quarter
- **Social Media & HR** – Spring Quarter

Enroll now by calling 425-267-0150 or visit EverettCC.edu/CCEC

retain your best people. We'll look at some of the best branded companies and see how you can apply their process to your organization. We'll also look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite: Talent Management: Finding and Keeping the Best. Fee: \$180

ITEM 8993-B562 L. ROBBINS, SPHR CCEC - Everett, 117
3 Tuesdays Sept. 22 - Oct. 6 6:00 - 9:00PM

Personnel Issues - Tips and Tools (.6 CEUs)

Working through personnel issues is a key component of working in Human Resources. One of HR's main tasks is to help supervisors and managers deal with difficult employees behavior. In this two-night class we'll look at some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance. Fee: \$150

ITEM 8999-B562 C. MALONE, SPHR CCEC - Bothell, CC2-358
2 Mondays Sept. 14 - 21 6:00 - 9:00PM

Essentials of Employee Handbooks and Job Descriptions (.6 CEUs)



Employee handbooks and job description are two key pieces of HR documentation. They communicate policies and procedures, outline job requirements used for recruiting and ADA accommodation, and can be critical components when legal issues arise. In this interactive training we'll start with job descriptions, look at various methods for job analysis, what needs to be included, essential versus non-essential job

tasks, several suggested formats, and how to determine physical requirements for each job. In the second half of the class we'll review best practices for employee handbooks: what policies to include, what not to include, suggested phrasing from the NLRB and EEOC, and how to ensure your handbook stays relevant. Students should bring their organization's handbook and at least one sample job description to class to use in exercises. Recommended textbook: see website. Fee: \$195

ITEM 9453-B562 C. MALONE, SPHR CCEC - Everett, 110
2 Wednesdays Dec. 2 - 9 6:00 - 9:00PM

High Performance Management Essentials (1.5 CEUs)

See page 15 for course description and details.

Understanding Budgets (.9 CEUs)

See page 13 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 13 for course description and details.

Managing Small Projects (.6 CEUs)

See page 21 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning and Problem Solving (.6 CEUs)

See page 21 for course description and details.

CERTIFICATE PROGRAMS



LEAN SIX SIGMA GREEN BELT CERTIFICATE

**Transform your
organization into a leaner,
more efficient business.**

- Gain knowledge and skills to participate in and lead continuous improvement projects
- Prepare for the ASQ Green Belt Certification exam

Certificate requires completion of
120.5 required and elective course hours:

REQUIRED CORE COURSES (87.5 hours) HOURS

Lean Practices Overview	3.5
Basic Statistics for Continuous Improvement	12
Lean Six Sigma Green Belt-Foundations	18
Lean Six Sigma Green Belt-Advanced	18
Managing Small Projects	6
Project Team Management	15
Lean Six Sigma Project Capstone	15

ELECTIVE COURSES (33 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Wednesday, August 26; Everett, 6:00 - 7:30PM
Tuesday, September 8; Bothell, 6:00 - 7:30PM
Tuesday, December 8; Bothell, 6:00 - 7:30PM
Wednesday, December 9; Everett, 6:00 - 7:30PM

For more information, go to
EverettCC.edu/LeanSixSigma

Questions about the program?
Contact Customer Service at (425) 267-0150
or learn@everettcc.edu

Lean Six Sigma Green Belt

Lean Practices Overview (.35 CEUs)

This class provides participants with a basic understanding of Lean principles, and how they are applied to the workplace. Lean is a systematic management approach designed to improve the production process, and enhance the method of providing a product or service to a customer in the shortest time at the lowest cost. Lean focuses on reducing or eliminating the eight types of waste, which commonly account for 95 percent of the total process time. Course content provides an introduction to the Lean system, including Lean tools such as: Just in time, Kanban, Standard Work, 5s and 5 Whys. Class is taught by a Six Sigma Black Belt instructor. Fee: \$110

ITEM 9015-B562	N. NAVARRO, MBA	CCEC - Everett, 218
1 Thursday	Sept. 10	5:00 - 8:30PM

Basic Statistics for Continuous Improvement (1.2 CEUs)

Many students wanting to improve their process improvement skills using the Six Sigma methodology can become intimidated by the math and statistics required by this data analysis tool. This course will provide high-level, hands-on training of how statistics are used in Six Sigma, including what statistics are, how they are generated and interpreted, how they are used in process control, how they are used to compare before and after process improvements, and how they are shown using graphs and charts. Very basic algebraic equations will be reviewed as needed to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required textbook: *See website*. Course taught by a Six Sigma Master Black Belt. Fee: \$298

ITEM 9016-B562	N. NAVARRO, MBA	CCEC - Everett, 109
2 Saturdays	Oct. 17 - 24	8:00AM - 2:30PM
ITEM 9884-B562	N. NAVARRO, MBA	CCEC - Bothell, CC1-041
2 Saturdays	Nov. 7 - 14	9:00AM - 3:30PM

Lean Six Sigma Green Belt - Foundations (1.8 CEUs)

A practical approach to Six Sigma. Learn best practices that can be applied immediately in your work and build a foundation for further understanding and development in the area of work process improvement. Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and the applicable tools and techniques. Understand quality principles and systems, strategy, process management, lean principles in the organization, team management and best practices for continuous improvement. This course covers a foundation of learning applicable to the American Society for Quality (ASQ) Body of Knowledge for Six Sigma Green Belt (SSGB) certification. Required textbook: *See website*. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt instructor. Fee: \$389

ITEM 9012-B562	C. LINDSTROM	CCEC - Everett, 218
5 Mondays	Sept. 14 - Oct. 12	6:00 - 9:00PM

Lean Six Sigma Green Belt - Advanced (1.8 CEUs)

Building on the Six Sigma Green Belt Foundations course, Advanced Topics introduces more concepts, tools and techniques for the phases of a Six Sigma improvement initiative, namely strategy, deployment and execution of a Six Sigma DMAIC project. Learn best practice approaches that can be applied immediately in your work. Enhance the understanding of the DMAIC (define, measure, analyze, improve and control) approach with additional concepts related to quality principles and systems, strategy, process management, lean principles in the organization, team management and best practices for continuous improvement. Prerequisite: Lean Six Sigma Green Belt-Foundations. This course completes the coverage for the American Society for Quality (ASQ) Body of Knowledge. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt instructor. Fee: \$389

ITEM 9013-B562	C. LINDSTROM	CCEC - Everett, 110
6 Tuesdays	Oct. 13 - Nov. 17	6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

See page 21 for course description and details.

Project Team Management (1.5 CEUs)

See page 20 for course description and details.

LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

Lean Six Sigma Green Belt Test Preparation (1.2 CEUs)

This Lean Six Sigma Green Belt test preparation course primes participants for the American Society for Quality's (ASQ) Green Belt certification exam. Designed for those who have completed all of the core requirements of the Lean Six Sigma (LSS) Green Belt Certificate program, participants learn useful tips, tricks to use and traps to avoid in taking the test. The course contains multiple exercises and timed sample exams designed to improve speed and testing performance within the LSS Green Belt Body of Knowledge (BOK). Prerequisites include: Lean Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, and LSSGB Advanced Topics. Students should have a moderate level of mastery in the LSS content and be registered with ASQ to take the upcoming exam prior to starting the class. The test prep class is scheduled immediately prior to the ASQ test and exam registration is closed by the time the course begins. Required textbook: *See website*. Class is offered in partnership with Ceptara and is taught by Ceptara Six Sigma Black Belt Instructor. Fee: \$365

ITEM 9020-B562 C. LINDSTROM CCEC - Everett, 218
4 Sessions M/T Nov. 23 - Dec. 1 6:00 - 9:00PM
Class meets November 23, 24, 30 and December 1.

High Performance Management Essentials (1.5 CEUs)

See page 15 for course description and details.

Root Cause Analysis & Investigation (.6 CEUs)

Learn the foundational tools required in any process improvement approach. Organizations often focus on symptoms of problems rather than seeking out the true root causes. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and avoid having to address the same problem repeatedly. Fee: \$185

ITEM 9019-B562 N. NAVARRO, MBA CCEC - Everett, 116
2 Mondays Oct. 19 - 26 6:00 - 9:00PM

Lean for the Office (.8 CEUs)

This is a full-immersion Lean office simulation. Participants will apply Lean concepts and tools to improve a professional business process. This training provides a hands-on learning experience. Participants will experience what

it's like to analyze an office process, discover waste, apply a suite of Lean tools and methods to remove waste from the process, and finally implement their improved process. Participants will be able to take what they learn and apply it to their own business processes. Fee: \$280

ITEM 9005-B562 N. NAVARRO, MBA CCEC - Bothell, CC1-041
1 Saturday Oct. 10 9:00AM - 5:30PM

Virtual Teams - Managing Projects Today (.6 CEUs)

See page 21 for course description and details.

Earned Value Management (.6 CEUs)

See page 21 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 13 for course description and details.

Understanding Budgets (.9 CEUs)

See page 13 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning & Problem Solving (.6 CEUs)

See page 21 for course description and details.

Lean Six Sigma Yellow Belt Essentials (1.8 CEUs)

The LSS Yellow Belt course is built to educate participants on the basic vocabulary of Lean and Six Sigma and to introduce several Lean tools to practice. The first four sessions of the course are meant to educate the participants in areas such as; the history and value of Lean and Six Sigma, introduction to system's thinking, A3 and Kaizen improvement approaches, organizational measurement strategies, voice of the customer, project and process management, root cause analysis, waste elimination, cycle time reduction, dynamic idea generation and the visual factory. The final two sessions use the A3 improvement approach to take the student through a short improvement exercise. Student should have a project in mind and a draft problem statement to be used as the ongoing exercise at the start of the class. For students planning to take the ASQ Yellow Belt exam, pre-registration is required through ASQ. This class is scheduled immediately prior to the ASQ test and exam registration is closed by the time the course begins. Fee: \$389

ITEM 9874-B562 P. DETROIT CCEC - Bothell, CC1-041
6 Sessions M/W Sept. 14 - 30 6:00 - 9:00PM

Meet Your Instructor



Chris Lindstrom

- **Lean Six Sigma Green Belt - Foundations**
page 18
- **Lean Six Sigma Green Belt - Advanced**
page 18
- **Lean Six Sigma Test Preparation**
page 19
- **Managing Priorities and Time**
page 21
- **Proactive Planning & Problem Solving**
page 21

Chris Lindstrom is the founder and managing partner at Ceptara Corporation in the greater Seattle area. Chris has over 25 years of management consulting experience with technology companies such as AT&T, T-Mobile, and Microsoft. He is a certified Lean Six Sigma Master Black Belt and senior member and board member of the Seattle American Society for Quality (ASQ) section. He has a Master's of Science degree in Electrical and Computer Engineering from the University of South Carolina with an emphasis in neural networks and artificial intelligence, and holds a Bachelors of Science degree in Electrical Engineering from the University of Nebraska.

CERTIFICATE PROGRAMS



PROJECT MANAGEMENT CERTIFICATE

High-demand skills. Highly respected program.

- Work-ready skills taught by project management professionals
- Classes count toward PMP® and CAPM® certifications
- Curriculum based off newest PBMOK® Guide
- Everett Community College is a PMI Registered Education Provider

Certificate requires completion of 99 required and elective course hours:

REQUIRED CORE COURSES (84 hours)	HOURS
Project Management Essentials	15
Project Planning and Scheduling Techniques	15
Project Execution and Control	15
Project Team Management	15
Microsoft Project for Project Managers	15
Project Management Capstone	9

ELECTIVE COURSES (15 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Tuesday, August 25; Bothell, 6:00 - 7:30PM
Thursday, September 3; Everett, 6:00 - 7:30PM
Tuesday, December 1; Bothell, 6:00 - 7:30PM
Thursday, December 10; Everett, 6:00 - 7:30PM

For more information, go to
EverettCC.edu/Project Management

Questions about the program?
Contact Customer Service at (425) 267-0150



The PMI Registered Education Provider logo is a registered service and collective mark of the Project Management Institute, Inc.

Project Management

Project Management Essentials (1.5 CEUs)

Project success doesn't just happen - it requires careful planning and effective management skills. This course will equip you with professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required textbook: *See website*. Fee: \$375

ITEM 9024-B562	M. MULLIN, PMP	CCEC - Everett, 116
5 Wednesdays	Sept. 9 - Oct. 14	6:00 - 9:00PM

No class September 16.

ITEM 9862-B562	G. HILLS, PMP	CCEC - Bothell, CC2-358
5 Thursdays	Sept. 10 - Oct. 8	6:00 - 9:00PM

Project Planning and Scheduling Techniques (1.5 CEUs)

Bringing your project in on time and on budget begins with effective planning and scheduling. Explore tools and strategies to define a new project or a new phase of an existing project, define initial scope and budget, develop the Project Charter, identify Stakeholders, and develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. Required texts: Same as PM Essentials course. Fee: \$375

ITEM 9028-B562	K. MCHUGH, PMP	CCEC - Bothell, CC1-021
5 Thursdays	Oct. 15 - Nov. 12	6:00 - 9:00PM

ITEM 9025-B562	E. STEWART, PMP	CCEC - Everett, 110
5 Mondays	Oct. 19 - Nov. 16	6:00 - 9:00PM

Project Execution and Control (1.5 CEUs)

Explore tools and processes to monitor and control a project to meet project requirements of time, cost, and quality. Class will include hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources all the way through project closure. Prerequisites: Project Planning and Scheduling Techniques. Required texts: Same as PM Essentials course. Fee: \$375

ITEM 9043-B562	D. SPAYTH, PMP	CCEC - Bothell, CC3-123
5 Tuesdays	Sept. 8 - Oct. 6	6:00 - 9:00PM

ITEM 9026-B562	D. THOMPSON	CCEC - Everett, 117
5 Wednesdays	Sept. 23 - Oct. 21	6:00 - 9:00PM

Project Team Management (1.5 CEUs)

Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills, and tools you need as Project Manager to achieve high

project team performance. Understand how to improve communication, motivate, inspire, and manage conflict with techniques you can apply the next day. I Speak Your Language text and questionnaire included. Prerequisite: Project Management Essentials or concurrent enrollment. Fee: \$395

ITEM 9934-B562	M. MULLIN, PMP	CCEC - Everett, 117
5 Tuesdays	Oct. 20 - Nov. 17	6:00 - 9:00PM

ITEM 8992-B562	D. SPAYTH, PMP	CCEC - Bothell, CC1-041
5 Wednesdays	Nov. 4 - Dec. 16	6:00 - 9:00PM

No class on November 11 and 25.

Microsoft Project For Project Managers (1.5 CEUs)

This course is designed to help you to use both the beginning and intermediate functionality of Project 2010 as a tool to manage projects. You will learn how to get started with Project; work with both PERT and GANTT charts; create a task list and organize them in a work breakdown structure; set up resources and assign those resources to tasks; format and print your plan and reports; track progress on tasks; import tasks from MS Excel; fine-tune your project; and finalize the project to implement the project plan. You will also create your own personal project of your choice. Prerequisite: Good working knowledge of Windows, Word and Excel highly recommended. This course is based on MS Office Project 2010 Step by Step by Carl Chatfield and Timothy Johnson. This 560-page workbook (\$30 value) is included. Fee: \$395

ITEM 8908-B562	M. ANNE ALDRICH	CCEC - Everett, 126
3 Saturdays	Sept. 12 - 26	8:00AM - 1:00PM

ITEM 8909-B562	M. ANNE ALDRICH	CCEC - Everett, 126
5 Thursdays	Sept. 17 - Oct. 15	6:00 - 9:00PM

ITEM 9873-B562	J. HOPPER	CCEC - Bothell, CC1-021
5 Tuesdays	Nov. 3 - Dec. 8	6:00 - 9:00PM

No class November 24.

Project Management Capstone (.9 CEUs)

This final Project Management Certificate course summarizes and reinforces program teachings in simulated real-world conditions. You will have an opportunity to practice application of the key tools and processes that professionals use to manage projects successfully. Participants take turns serving as Project Manager and as key stakeholders in scenario/case study formats using notes and materials from all previous courses for reference. Prerequisites: completion of all Project Management Certificate program required courses. Review of course notes from PM Essentials, Project Planning & Scheduling Techniques, Project Execution & Control, and

CERTIFICATE PROGRAMS / CERTIFICATIONS

Project Team Management to prepare to run a project as a Project Manager before class starts is expected. Fee: \$215

ITEM 9441-B562 S. THOMPSON, PMP CCEC - Everett, 109
3 Tuesdays Dec. 1-15 6:00 - 9:00PM

PROJECT MANAGEMENT CERTIFICATE ELECTIVES

Project Requirements Management (.9 CEUs)

Defining and Managing Project Requirements. Inadequate processes for requirements definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. You will also learn how to avoid common pitfalls of requirements definition and management. Required textbook: *See website*. Fee: \$215

ITEM 9033-B562 M. FISCHER CCEC - Bothell, CC2-358
3 Wednesdays Aug. 26 - Sept. 9 6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

Learn Project Management Institute tools, templates and techniques to manage your small projects effectively. Whether you are an experienced project manager or new to managing small projects, you will learn practical skills that you can put to work immediately. Class focuses on projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: Sandra Rowe, *Project Management for Small Projects*, ISBN-13: 978-1567261851 Fee: \$205

ITEM 9029-B562 D. THOMPSON CCEC - Everett, 110
2 Saturdays Nov. 7 - 14 9:00AM - 12:00PM

Virtual Teams - Managing Projects Today (.6 CEUs)

Learn practical tools and techniques for managing projects in today's global environment. Through case study analysis of real-life scenarios, identify common challenges and pitfalls of virtual teams and how to navigate them to ensure project success. Fee: \$175

ITEM 9031-B562 M. FISCHER CCEC - Everett, 218
2 Saturdays Sept. 19 - 26 9:00AM - 12:00PM

High Performance Management Essentials (1.5 CEUs)

See page 15 for course description and details.

Introduction to Performance Excellence (1.5 CEUs)

See page 15 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 13 for course description and details.

Earned Value Management (.6 CEUs)

Earned value management provides Project Managers and stakeholders an extremely useful tool to monitor project progress and indicate when corrective actions are necessary. Learn important concepts, skills and tools a Project Manager needs to implement earned value management. Learn how to successfully plan the project earned value structure, monitor project performance using earned value techniques and more accurately predict final project cost and schedule performance. Required textbook: *See website*. Fee: \$175

ITEM 9038-B562 STAFF CCEC - Bothell, CC1-021
2 Thursdays Dec. 3 - 10 6:00 - 9:00PM

Project Risk Management Essentials (.9 CEUs)

All projects involve risk. Learning and understanding basic Project Risk Management can lessen risk exposure, reduce costs and improve project outcomes. Aligned with the PMBOK, this course gives students an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Students will learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Emphasis is placed upon techniques that are widely applicable in project management environments. Prerequisite: PM Essentials course or concurrent enrollment. Fee: \$215

ITEM 9039-B562 S. THOMPSON, PMP CCEC - Everett, 239
Thursdays Sept. 3 - 17 6:00 - 9:00PM

Agile Project Management (.6 CEUs)

Learn how Agile compares to classic methods in project management and how it can help with changing requirements, shifted deadlines or other major project issues. If you are new to Agile you will learn how to apply fundamental techniques. For those already versed in Agile, we'll provide best practices, tools, and discussions on how companies are using Agile. Topics: iterative delivery of value, anticipating change, reducing project risk, and maintaining focus on priorities. Recommended prerequisite knowledge: Experience with software projects and basic computer literacy. Fee: \$205

ITEM 9034-B562 G. SMITH CCEC - Bothell, CC2-358
1 Friday Sept. 25 9:00AM - 4:00PM

Understanding Budgets (.9 CEUs)

See page 13 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning & Problem Solving (.6 CEUs)

See page 21 for course description and details.

Personal & Professional Excellence Series

Managing Priorities and Time (.6 CEUs)

What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: \$195

ITEM 9447-B562 C. LINDSTROM CCEC - Everett, 117
2 Sessions T/Th Sept. 22 - 24 10:30AM - 1:30PM

ITEM 9066-B562 C. LINDSTROM CCEC - Everett, 117
2 Sessions T/Th Sept. 22 - 24 2:30 - 5:30PM

Proactive Planning & Problem-Solving (.6 CEUs)

Do you Feel like you are always reacting to the situations around you? Stressed about too much work, too many fires to put out, communication issues, or lack of support from others? Learn to identify problems through recognition and analysis of their root causes, not just their symptoms which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: \$195

ITEM 9448-B562 C. LINDSTROM CCEC - Everett, 117
2 Sessions T/Th Sept. 15 - 17 10:30AM - 1:30PM

ITEM 9074-B562 C. LINDSTROM CCEC - Everett, 117
2 Sessions T/Th Sept. 15 - 17 2:30 - 5:30PM

CERTIFICATIONS

Flagging & Traffic Control

Flagging & Traffic Control Certification (.6 CEUs)

This course fulfills the WA State training requirements for certification as a flagger. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. Pre-registration is required at least three days before class start date; however, it is recommended you register two weeks in advance. Payment is due at the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. Fee: \$70

ITEM 9138-B562	M. FOY	CCEC - Bothell, CC3-123
1 Saturday	Aug. 22	9:00AM - 3:30PM
ITEM 9902-B562	M. FOY	CCEC - Everett, 110
1 Saturday	Aug. 29	8:00AM - 2:30PM
ITEM 9144-B562	M. FOY	CCEC - Bothell, CC1-041
1 Friday	Sep. 25	9:00AM - 3:30PM
ITEM 9137-B562	M. FOY	CCEC - Everett, 110
1 Saturday	Sep. 26	8:00AM - 2:30PM
ITEM 9145-B562	M. FOY	CCEC - Bothell, CC1-041
1 Saturday	Oct. 17	9:00AM - 3:30PM
ITEM 9901-B562	M. FOY	CCEC - Everett, 110
1 Saturday	Oct. 24	8:00AM - 2:30PM
ITEM 9141-B562	M. FOY	CCEC - Bothell, CC1-041
1 Monday	Nov. 9	9:00AM - 3:30PM
ITEM 9900-B562	M. FOY	CCEC - Everett, 110
1 Saturday	Nov. 21	8:00AM - 2:30PM
ITEM 9142-B562	M. FOY	CCEC - Everett, 110
1 Friday	Dec. 4	8:00AM - 2:30PM

Forklift Operator Certification (.5 CEUs)

Review and demonstrate OSHA forklift safety, complete a written exam and practical training assessment. Passing the class certifies the operator in class I, IV and V forklifts. The student who successfully completes the course will receive a certificate of achievement and Operator's card which is valid for three years. Fee: \$175

ITEM 9127-B562	B. BARTON	Off site
1 Saturday	Oct. 3	9:00AM - 2:00PM
The course is held at AMTEC on the main campus of EvCC.		
ITEM 9128-B562	B. BARTON	Off site
1 Saturday	Nov. 14	9:00AM - 2:00PM

The course is held at AMTEC on the main campus of EvCC.

Personal Trainer

Personal Trainer National Certification (3.6 CEUs)

Become a Certified Personal Trainer. This class prepares you to work with clients one-on-one. Lecture includes anatomy, exercise physiology, nutrition, muscle and skeletal injuries, and health screening. The National Exam is held on the ninth week. You will then participate in a 30-hour internship program where you will have the opportunity to network with employers and get valuable experience applying your skills. You will receive your national certification after you have successfully completed the National Exam, your internship, and proof of CPR/AED certification. For more information and to order your textbook visit www.witseducation.com or call 1-888-330-9487. It is recommended you order your textbook early and study the material immediately as this is a challenging course for the novice. You must be 18 years or older. Fee: \$680

ITEM 9909-B562	STAFF	CCEC - Bothell, CC1-011
18 sessions T/Th	Sept. 29 - Dec. 3	6:30PM - 8:30PM
Class meets Tuesdays at Cascadia College and Thursdays at Latitude 47 Fitness, 18421 Highway 99, Suite H, Lynnwood. Class will not meet on Nov. 24 and Nov. 26		
ITEM 9310-B562	STAFF	CCEC - Everett, 117
9 Saturdays	Oct. 3 - Dec. 5	11:00AM - 4:00PM
Class meets 11am-1pm at EvCC's Corporate & Continuing Education Center and 2pm-4pm at Columbia Athletic Club, 505 128th Street SE, Everett. Class will not meet on Nov. 28.		

Online Personal Trainer Continuing Education Classes

World Instructor Training School (WITS) and EvCC Corporate & Continuing Education now bring you approved Continuing Education classes for Athletic and Personal Fitness Trainers, Occupational Therapists, and Therapeutic Massage & Bodywork all online, anytime, anywhere. Don't let your certification lapse for lack of fulfilling your CE requirements! For full course descriptions, more information, or to register go to www.witseducation.com/fit/affiliates/everettcc-affiliate/

Building Blocks of Sports and Exercise Nutrition (2 CEUs)	\$59.95
Sport and Exercise Nutrition: Special Considerations (2 CEUs)	\$59.95
Developing your Business Strategy (2 CEUs)	\$59.95

Identifying your Products and Services (2 CEUs)	\$59.95
Setting Prices for Profitability (2 CEUs)	\$59.95
Promotion and Sales Basics (2 CEUs)	\$59.95
Retaining Club Members (2 CEUs)	\$59.95
Club Management: Facility Set Up and Design (2 CEUs)	\$59.95
Club Management: Human Resources and Staffing (2 CEUs)	\$59.95
Club Management: Programming Essentials for Member Retention (2 CEUs)	\$59.95
Developing Relationships: The Key to Success (2 CEUs)	\$59.95
Developing your Marketing and Promotion Strategy (2 CEUs)	\$59.95
Establishing Your Brand and Image (2 CEUs)	\$59.95
Finance and Budgets: What Every Fitness Professional Must Know! (2 CEUs)	\$59.95
Attracting Club Members (2 CEUs)	\$59.95
Insider Secrets of Advertising and Marketing for Fitness Professionals (6 CEUs)	\$110
Business Success for Fitness Professional (6 CEUs)	\$110
Pregnancy Fitness (6 CEUs)	\$110
Exercise Program Design for Special Populations (6 CEUs)	\$110
Personal Trainer Foundations (9 CEUs)	\$195
Personal Trainer Practical Review (9 CEUs)	\$195
Group Exercise Instructor Foundations 102 (9 CEUs)	\$195
Group Exercise Instructor Practical Review 102 (9 CEUs)	\$195
Older Adult Fitness Instructor Foundations (9 CEUs)	\$195
Youth Fitness Instructor Foundations (9 CEUs)	\$195
Youth Fitness Instructor Practical Review (9 CEUs)	\$195

ONLINE & HYBRID CERTIFICATIONS

Fitness Management Certification (18 CEUs)	\$399
Lifestyle Fitness Coaching Certification (11 CEUs)	\$399
Older Adult Fitness Specialist Certification (12 CEUs)	\$599
Group Exercise Instructor Certification (36 CEUs)	\$599

Creative Arts

Beginning Drawing (1.2 CEUs)

Drawing is the foundation of the visual arts, anyone can learn to draw! This class will build a solid foundation of drawing skills to strengthen your ability to express your creativity! The instructor will demonstrate specific techniques such as how to render realistically using line and contour, shape and form, light and shadow, space and depth, proportion and perspective. Principles of composition will also be covered. All Levels of Skill Welcome. Please visit EverettCC.edu/CCEC/Resources for required supply list. Fee: \$169

ITEM 9219-B562	C. COLLINS FREEMAN	CCEC - Bothell, CC3-201
6 Tuesdays	Sept. 22 - Oct. 27	6:30 - 8:30PM
ITEM 9894-B562	C. COLLINS FREEMAN	CCEC - Everett, 116
6 Saturdays	Sept. 26 - Nov. 7	10:00AM - 1:00PM

No class on Oct. 17.

Beginning Watercolor (1.2 CEUs)

Discover the magic of watercolor painting! Learn about watercolor paper, paints, brushes, values and drawing in a fun, nurturing atmosphere. You'll be amazed at how fast you progress. Learn to see like an artist, develop basic drawing and brushstroke skills. Discover the value of light and shadow to add drama to your paintings. Participate in creative exercises and build the skills to take your artwork to the next level. All level of skills welcome. Please visit EverettCC.edu/CCEC/Resources for required supply list. Fee: \$169

ITEM 9234-B562	C. COLLINS FREEMAN	CCEC - Bothell, CC3-201
6 Thursdays	Sept. 24 - Oct. 29	6:30 - 8:30PM
ITEM 9232-B562	C. COLLINS FREEMAN	CCEC - Everett, 218
6 Saturdays	Sept. 26 - Nov. 11	2:00 - 5:00PM

No class on October 17.

Oil Painting with Color Theory (1.0 CEUs)

No art medium smells as wonderful or handles as beautifully as Oil Paint! The physical properties of oil color are wonderful and very different from acrylics, or any other medium. Come and learn how to handle, mix and paint with oil. Learn all about the properties of color too! Value, intensity, hue, shade, tint, primary, secondary and tertiary colors. See website for supply list. Fee: \$169

ITEM 9278-B562	T. LARKIN	CCEC - Bothell, CC3-234
5 Thursdays	Oct. 22 - Nov. 19	6:00 - 8:00PM

Holiday Watercolor Cards (.2 CEU's) NEW!

Three hour workshop with Charlene Collins Freeman creating your own watercolor winter holiday cards. All supplies provided, a \$10 value.

Students will take home however many cards they create during the workshop. Fee: \$39

9389-B562	C. COLLINS FREEMAN	CCEC - Everett, TBD
1 Thursday	Nov. 19	6:30PM - 8:30PM

Ready, Set, Sew: Basic-Advanced Sewing Techniques

Discover the basics or explore advance technique in how to use a sewing machine, understand sewing vocabulary, use a retail paper pattern or learn how to make your own and find how various sewing notions will make sewing easier. The atmosphere is fun and flexible. Recommendation: Bring your own sewing machine and sewing supplies. Register early class limit is 6. Fee\$160

9209-B562	K. ERICKSON	Off site
4 Saturdays	Sep. 12 - Oct. 3	10:00AM - 1:00PM

Class meets at Grow Washington at 3013 Colby Ave in Everett

Kirkland Arts Center

Everett Community College's Corporate & Continuing Education Center (EvCC CCEC) is a partner with the Kirkland Arts Center (KAC). KAC offers classes for toddlers, youth, teens, and adults year round. Classes are available weekdays, both daytime and evening, as well as weekends. Topics include but are not limited to Art History, Ceramics, Digital Media, Drawing, Glass, Painting, Printmaking, Watercolor, and many more. To view classes visit <http://www.kirklandartscenter.org>

If you are interested in these courses through KAC and are also interested in earning clock hours, you must register with EvCC CCEC as well as KAC.

Music

Everett Chorale

Love to sing? If you are looking for an outlet for your passion, this is the program for you! Enjoy learning a variety of choral music and have the opportunity to perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. The 90 voice Everett Chorale performs at the Everett Performing Arts Center. The rehearsal location is Trinity Lutheran College at 2802 Wetmore Ave. in Everett. Special performance dress is required. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a \$5 registration Fee: which

Meet Your Instructor



Tina Larkin

- **Fiddle by Ear, page 24**
- **Oil Painting with Color Theory, page 23**

Tina Larkin has taught art and music for over 20 years. She is an award-winning Seattle-based musician and visual artists. An accomplished musician, Tina performs Original, Celtic, and Early/Neoclassical music across North America and Europe on harp, viola and fiddle. She has performed with the Lanark Scottish Fiddle Orchestra from 2007-09, as part of Fortuity Duo, and with the Portsmouth Ohio Symphony. Tina graduated with a BFA with Honors in Painting from Pratt Institute in New York and holds an MFA in Visual Art from Florida State University. She wrote the "Figure Drawing" chapter for the Florida State University - School Of Fine Art Foundations text. Her oils, drawings and watercolors are in private collections throughout North America and Germany.

is non-refundable. For more information visit www.everettchorale.org. Fee: \$50

ITEM 9294-B562	STAFF	Offsite
12 M, 1 Sun, 1 Sat	Sept. 14 - Nov. 30	7:00 - 9:30PM

Final rehearsal, Friday, December 4;

Performances on Saturday, December 5 and Sunday December 6.

Corporate & Continuing Education Center in partnership with LERN

LERN is a national partnership comprised of a network of 4,000 members serving the lifelong learning needs of individuals and organizations in our community. Through quality programming, courses are designed to offer practical, how-to information in order for learners to gain the knowledge and skills necessary to succeed in the 21st century.

For detailed course outlines, demos, frequently asked question and student reviews, visit yougotclass.org/catalog.cfm/EverettCC

— EARN A CERTIFICATE OR TAKE CLASSES INDIVIDUALLY —

Certificate in Customer Research	\$395	Intercultural Communications	\$195
Certificate in Customer Service	\$245	Evernote	\$195
Certificate in Data Analysis	\$495	Google +	\$195
Introduction to Data Analysis	\$195	Instagram for Business	\$195
Intermediate Data Analysis	\$195	Managing Social Media Platforms Certificate	\$495
Advanced Data Analysis	\$195	Twitter	\$195
Cyber Security for Managers	\$245	Facebook for Business	\$245
The Business Plan	\$195	LinkedIn for Business	\$195
Funding Your Business	\$195	Social Media for Business Certificate	\$495
eMarketing Essentials Certificate	\$495	Introduction to Social Media	\$195
Improving Email Promotions	\$195	Marketing Using Social Media	\$195
Boosting Your Website Traffic	\$195	Integrating Social Media	
Online Advertising	\$195	in Your Organization	\$195
Google Apps for Business	\$195	Certificate in Designing Webinars	\$345
Google Analytics	\$1195	Designing Successful Webinars	\$195
Inbound Marketing Certificate	\$495	Managing & Marketing Webinars	\$195
Introduction to Inbound Marketing	\$195	Developing Hybrid Courses	\$195
Content Marketing	\$195		
Advanced Inbound Marketing	\$195		
Mobile Marketing Certificate	\$595		
Introduction to Mobile Marketing	\$195		
Creating Cell Phone Apps			
for your Business	\$245		
Advanced Mobile Marketing	\$245		
Podcasting	\$245		
Video Marketing Certificate	\$395		
Video Marketing	\$245		
YouTube for Business	\$245		



Fiddle by Ear (1.2 CEUs)

Have you ever wanted to learn how to grow your musical side? Come and learn to play lovely Irish and American tunes, develop ear training, and have lots of fun and comradery in the process. This class is for beginners and those who may want a refresher course. Please bring your fiddle, bow, rosin and a device for recording. Students needing information on renting an instrument please email tinalarkinmusic@live.com. Fee: \$129

ITEM 9262-B562 T. Larkin CCEC - Bothell, CCI-021
6 Tuesdays Sept. 29 - Nov. 3 6:00 - 8:00PM

Personal Business, Finance, & Investment

Social Media for Results (.6 CEUs)

You've been blogging and using social media for a while, but you feel stuck. Why aren't you getting the traffic, comments, likes, and shares you envisioned? Is there something you could be doing differently? During this course, we'll revisit the basics you may be neglecting, and we'll explore advanced techniques for beefing up your online presence. Fee\$139

ITEM 9244-B562 L. CHRISTIANSON CCEC - Everett, TBD
1 Saturday Oct. 17 9:00AM - 3:00PM

Create a Website for Fun, Profit and Business (.5 CEUs)

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or business website in 60 minutes. Covers social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus, how to create money generating Affiliate websites. Taught by a multi award-winning instructor and published author from Seattle. Fee: \$89

ITEM 9098-B562 K. BOYD CCEC - Everett, 109
1 Monday Sept. 21 6:00 - 9:30PM

eBay Series (.6 CEUs)

Enroll in both courses for a savings of \$38! Fee: \$100

ITEM 9198-B562 K. BOYD CCEC - Everett, 110
2 Sessions T/W Sept. 22 - 23 6:00 - 9:00PM

eBay 1: The Basics of Selling (.3 CEUs)

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal.

Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Fee: \$69

ITEM 9196-B562 K. BOYD CCEC - Everett, 110
1 Tuesday Sept. 22 6:00 - 9:00PM

eBay 2: Advanced Selling Strategies (.3 CEUs)

Learn the "Insider Tips and Strategies" that will draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, what to avoid and how to use Drop Shippers to minimize inventory costs. Includes eBay research, marketing and photography tips, eBay Stores, plus how to find reputable suppliers. Taught by multi-award winning eBay instructor and published author from Seattle. Fee: \$69

ITEM 9197-B562 K. BOYD CCEC - Everett, 110
1 Wednesday Sept. 23 6:00 - 9:00PM

How To Start A Business (.3 CEUs)

You've thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee: \$69

ITEM 9097-B562 M. O'DELL CCEC - Everett, 109
1 Thursday Oct. 15 6:00 - 9:00PM

Rejuvenate Your Retirement™ (.4 CEUs)

Make the most of your retirement and get a breakdown of financial strategies designed to aid tax-efficient income planning, lifestyle preservation, inflation protection and providing a legacy. Money is only one aspect of post-retirement planning and we introduce fun and fulfilling activities such as travel, sports, crafts, socializing, business ventures and lifelong learning. This course includes a 145-page illustrated workbook. Couples may attend together for a single registration Fee. Fee: \$59

ITEM 9193-B562 T. MCILRATH CCEC - Everett, 116
2 Tuesdays Aug. 18 - 25 9:00 - 11:00AM

ITEM 9194-B562 T. MCILRATH CCEC - Everett, 116
2 Thursdays Aug. 20 - 27 9:00 - 11:00AM

Retirement Planning Today® (.6 CEUs)

Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited so register today.

ITEM B562-9188 T. MCILRATH CCEC - Bothell, CC1-014
2 Saturdays Oct. 3 - Oct. 10 9:00AM - 12:00PM

ITEM B562-9192 T. MCILRATH CCEC - Bothell, CC1-014
2 Thursdays Oct. 6 - Oct. 13 6:30PM - 9:30PM

Second Career: Ready, Set Go Series (1.2 CEU's) NEW!

If you're like millions of others you've been laid off, you're doing the work of three people, you can't get a job interview in your field to save your life, or you are ready for retirement and want to still earn an income. Signs indicate maybe it's time for a second career. While many people think of second careers as an opportunity to follow their passion, sometimes moving on to another career is more a matter of wanting to have more control over your own future. In this program we will share tips and tools to you get started in the search for your next act. Full description and more details are online. Fee: \$159

ITEM B562-9198 L. POPOVICH CCEC-Everett, TBD
3 Saturdays Oct. 10 - Oct. 24 9:00AM - 1:00PM

Get Paid to Shop: Become a Mystery Shopper (.3 CEUs)

Yes, there is such a thing as a free lunch! Companies hire people to make observations on their stores and employees. They need the information to train workers and improve customer service, and the result is that you get to earn money while you shop and eat! Learn who is hiring, what companies expect, writing a great evaluation, tax reporting, common scams, and how to get started. Class cost includes workbook (\$25 value). Fee: \$59

ITEM 9199-B562 B. MOORADIAN CCEC - Bothell, CC3-134
1 Thursday Oct. 22 6:30 - 9:30PM

Work at Home Jobs for Real People (.3 CEUs)

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! The first half of this class focuses heavily on the marketing trick of scammers. Learn how to track emails, trace

IP addresses and research companies, giving you confidence to recognize scammers from legitimate work. The second part of the class will provide you with over 170 resources on how to make extra income as well as over 140 legitimate companies that hire at-home workers. Basic Internet and email skills required. Course Fee: includes \$25 book with listings. Fee: \$59

ITEM 9184-B562 B. MOORADIAN CCEC - Everett, 109
1 Wednesday Sept. 23 6:30 - 9:30PM

Personal Growth & Development

Discover Your Animal Totem (.3 CEUs)

Animal totems aid in self-discovery and release our imagination, giving us incredible avenues of self-expression and awareness. They also assist in understanding our past, and if we are attentive, our animal totems can reveal glimpses of our future. Join our journey and learn about common animal totems, traits associated with each, and meet your animal totem. You will also discover how to meditate and work with your animal guide. Fee: \$59

ITEM 9209-B562 S. PATRICK CCEC - Everett, 110
1 Saturday Nov. 14 1:00 - 4:00PM

Smudging and Personal Psychic Protection (.25 CEUs)

Learning how to smudge for yourself, others and your environment can be releasing. Smudging, an ancient practice of cleansing, can remove negativity, and balance energies. Psychic protection is another way of further clearing your physical, mental and spiritual bodies to promote feeling grounded. Join us to learn fundamental skills to improve your life. Fee: \$45

ITEM 9206-B562 S. PATRICK CCEC-Everett, 238
1 Saturday Sept. 12 1:00PM - 3:30PM

An Introduction to Voice Overs: Getting Started in Voice Acting (.2 CEUs)

Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that"? This fun and empowering workshop covers the different types of voice overs and what tools are needed in order to find success in the industry. Taught by a professional voice actor from Voice Acting Training Company, Voices For All. Fee: \$69

ITEM 9896-B562 V. FOR ALL CCEC - Bothell, CC2-358
1 Saturday Oct. 3 10:00AM - 12:00PM

PERSONAL INTEREST

Photography

Capturing the Fall Colors: Photography Workshop (.4 CEUs)

Fall is a great time of year for photographers as autumn leaves turn from summer green into a palette of warm colors. For most fall foliage photography, the name of the game is color saturation. That's easier said than done on bright overcast days that can make colors appear washed out. Come and get up-to-the minute intel on how to get the scene you want with the brightness and beauty that you get with the naked eye. Fee: \$79

ITEM 9177-B562	J. AGUILERA	CCEC - Bothell, CC1-021
1 Saturday	Oct. 3	9:00AM - 1:00PM

Lightroom for Photographers (1.2 CEUs)

Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can furrow the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom, to learn how to use it. Fee: \$199

ITEM 9176-B562	J. AGUILERA	CCEC - Bothell, CC1-021
4 Fridays	Sept. 25 - Oct. 16	5:30 - 8:30PM

Camera Fundamentals: A Basic Course

Take the mystery out of the buttons and dials on your camera. Bring your digital DSLR camera to class and explore manual settings; exposure and white balance and focus; techniques for sharper images; controlling light and depth of field with Aperture; and so much more. Also included are post-production options and how to get the images out of your camera and onto your computer for sharing. A tripod is recommended. Please visit everettcc.edu/ccec/resources for required textbook.

ITEM 9187-B562	A. LAWRENCE	CCEC - Bothell, CC2-358
3 Sessions M/Sa	Sept. 28 - Oct. 12	7:00 - 9:00PM

Fee: \$95. Class also meets 10am-1pm on Sept 10 at an offsite location.

World Languages

Spanish For Travelers Level 1 (1.6 CEUs)

Traveling to a Spanish-speaking country or just want to learn Spanish for fun? Join us for this relaxing, practical approach to acquiring basic Spanish vocabulary and useful phrases that will help you break the ice, whether on vacation, at work, or at home. Gain more confidence in communicating, learn travel tips and avoid the typical cultural faux pas that can take away from your travel enjoyment. Perfect for beginners or as a refresher course. Please visit everettcc.edu/ccec/resources for required textbook information. Fee: \$159

ITEM 9172-B562	B. JOHNSON	CCEC - Everett, 109
8 Mondays	Sept. 21 - Nov. 9	6:30PM - 8:30PM
ITEM 9876-B562	L. LORANG	CCEC - Bothell, TBD
8 Thursdays	Sept. 25 - Nov. 12	6:30 - 8:30PM

French for Travelers Level 1 (1.2 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Please visit everettcc.edu/ccec/resources for required textbook information. Fee: \$159

ITEM 9888-B562	C. DUCHESNE	CCEC - Bothell, TBD
8 Tuesdays	Sept. 29 - Nov. 17	6:00 - 8:00PM
ITEM 9011-B562	C. DUCHESNE	EvCC-Main, WHI, 341
8 Wednesdays	Sept. 30 - Nov. 25	6:00PM - 8:00PM

Italian for Travelers Level 1 (1.6 CEUs)

Come and learn the basics of Italian. Lessons and activities include common and useful expressions for everyday life and also information about Italian culture. Introduction to basic grammar, verb conjugation, vocabulary and pronunciation are designed to give the students immediate speaking ability in Italian. This class is a perfect introduction for someone with no experience in the language or a refresher for those planning a trip to Italy. The instructor is a native speaker who has been teaching adult students for many years. Please visit everettcc.edu/ccec/resources for required textbook information. Fee: \$159

ITEM 9186-B562	P. FIORENTINI	CCEC - Bothell, TBD
8 Wednesdays	Oct. 7 - Nov. 25	6:30 - 8:30PM

American Sign Language IV (ASL& 221) (5 credits)

Continuation of ASL& 121, 122, 123. Sequence of three courses at the intermediate level focusing on developing ASL fluency. Self-support, non-tuition class; additional fees may apply. Payment is due at time of registration. Last day for 100% refund is September 25. There is no 50% refund option. PR: ASL& 123 or equivalent. You must register through Enrollment Services for this class. Fee: \$513

ITEM 9487-B562	BONTRAGER L/LEFORS P	EvCC Main - Index 103
21 Sessions M/W	Sept. 21 - Dec. 2	5:00PM-7:10PM

Italian 1 (ITAL 121)

(5 credits)

Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Self-support, non-tuition class; additional fees may apply. Payment is due at time of registration. Last day for 100% refund is September 25. There is no 50% refund option. You must register through Enrollment Services for this class. \$513

ITEM 9460-B562	BERTOLDI R	Online
Sept. 21 - Dec. 4		

Creative & Novel Writing

True Stories (.4 CEUs)

Magazine editors & book publishers agree: the hottest trend these days is the telling of personal experiences. Learn how to access and format your memories and experiences for the purpose of creating articles, books, and souvenir memoirs. Come join the fun as we share our life stories. Fee: \$79

ITEM 9267-B562	A. HUFF	CCEC - Everett, 116
1 Saturday	Oct. 17	10:00AM - 2:00PM

Writing Features (.4 CEUs)

Ezines, magazines, & newspapers need a continuous supply of interviews, reviews, columns, how-to pieces, & personal experience essays. Learn to write powerful leads & headlines, use format templates for different kinds of features, & select reader grabbing topics. Fee: \$159

ITEM 9268-B562	A. HUFF	CCEC - Bothell, CC1-011
5 Wednesdays	Oct. 7 - Nov. 14	6:00 - 8:00PM

Portrait Books (.4 CEUs)

Words and pictures combine to capture the unique essence of your loved one, friend, or relative. This class will run step-by-step through creating this meaningful process. These can be the core of a fiction or historical book, a gift, or memorial tribute. A portrait book of a couple makes a great anniversary present or a narrative nonfiction family saga. Fee: \$79

ITEM 9214-B562	A. HUFF	CCEC - Everett, 218
1 Saturday	Nov. 14	10:00AM - 2:00PM

Character Development in Writing - Online (1.0 CEUs)

ITEM 9269-B562	A. HUFF	Online
----------------	---------	--------

Commas To Content: Edit Your Own Writing - Online (1.0 CEUs)

ITEM 9277-B562	A. HUFF	Online
----------------	---------	--------

Creating A Selling Novel - Online (1.0 CEUs)

ITEM 9275-B562	A. HUFF	Online
----------------	---------	--------

Do You Want To Be An Editor? - Online (1.0 CEUs)

ITEM 9274-B562	A. HUFF	Online
----------------	---------	--------

Freelance Writing - Online (1.0 CEUs)

ITEM 9271-B562	A. HUFF	Online
----------------	---------	--------

Plot, Theme, Setting, and Dialogue, for Fiction - Online (1.0 CEUs)

ITEM 9272-B562	A. HUFF	Online
----------------	---------	--------

Sell Your Nonfiction Book - Online (1.0 CEUs)

ITEM 9276-B562	A. HUFF	Online
----------------	---------	--------

Write About Your Life - Online (1.0 CEUs)

ITEM 9273-B562	A. HUFF	Online
----------------	---------	--------

Writing For Children - Online (1.0 CEUs)

ITEM 9268-B562	A. HUFF	Online
----------------	---------	--------

See Website for more creative writing courses.

Health & Fitness

Food as Medicine – Eating for Your Body Type (0.9 CEUs)

With so many different diets and health food fads it can be confusing to know what to eat. For over 5,000 years Oriental medicine has used food to both prevent and treat disease. We will discuss the three different body types, and what foods are good, and bad for them. You will learn important rules for eating, including

food combinations to avoid, and also why some health foods might be making you sick, including yogurt, nuts, fish, tomatoes, wine, and chocolate. We will also cover some of the diagnostic techniques of Oriental medicine and how to apply those to your food selections. You will never look at food the same again.

ITEM 9327-B562	D. FREEDMAN	CCEC-Everett, 218
3 Saturdays	Oct. 17 - Oct. 31	9:00AM - 12:00PM
ITEM 9328-B562	D. FREEDMAN	CCEC-Bothell, CC1-031
3 Thursdays	Nov. 5 - 19	6:00PM - 9:00PM

Weekday Wake-up Fitness Program (4.2 CEUs)

Starting a fitness program is easier than you think! Join us for a variety of fitness training. We'll start the week on Monday with ZUMBA®, a dance fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. Tuesday we'll work on cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. ZUMBA® will be repeated on Wednesday and cardiovascular training will be repeated on Thursday. This class is perfect for all shapes, sizes, and exercise levels. Class meets at the EvCC Walt Price Fitness Center; Multipurpose room (FIT 231) Mondays, Wednesdays; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: \$150

ITEM 9217-B562	S. TAGG, J. KEY	Fitness Center, 231
42 Sessions M/T/W/Th	Sept. 21 - Dec. 3	6:30AM - 7:30AM

Class will not meet on Nov. 11 and Nov. 26.

Weekday Wake-up Zumba Only (2.1 CEUs)

ITEM 9386-B562	J. KEY	Fitness Center, 231
21 Sessions M/W	Sept. 21 - Dec. 2	6:30AM - 7:30AM

Weekday Wake-up Cardio Only (2.1 CEUs)

ITEM 9384-B562	S. TAGG	Fitness Center, 148
21 Sessions T/Th	Sept. 22 - Dec. 3	6:30AM - 7:30AM

Midday Wellness Zumba (1.6 CEUs)

The middle of your day is perfect for a ZUMBA® workout! You'll be energized and ready to tackle the balance of your day. This dance-fitness class incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. ZUMBA® is "exercise in disguise" and designed for any fitness level and any age. Fee: \$50

ITEM 9181-B562	J. KEY	Fitness Center, 231
21 Sessions M/W	Sept. 28 - Dec. 9	12:15PM-1:00PM

Class will not meet on Nov. 11.

Midday Wellness Cardio Kickboxing (1.6 CEUs)

Jab, kick, hook and uppercut your way to a healthier you! Cardio kickboxing is a fun action-packed workout that combines aerobics, boxing, and dance moves based from the martial arts. This total-body workout can improve strength, aerobic fitness, flexibility, coordination, and balance. Fee: \$50

ITEM 9220-B562	T. ROBBINS	Fitness Center, 231
21 Sessions T/Th	Sept. 29 - Dec. 10	12:15PM-1:00PM

Class will not meet on Nov. 26.

Cardio Bootcamp (2 CEUs)

Join us and be surrounded by motivated individuals who'll inspire and push you in this circuit training program. All shapes, sizes, and fitness levels welcome. See website for class location. Fee is for one month session. Fee \$79

ITEM 9244-B562	A. MARTINEZ	5:30 - 6:30AM
	Sept. 25 - Oct. 25	

No time for a regular class schedule?

No Problem.

We have you covered.

ONLINE NON-CREDIT CLASSES

Can't make it to class on a regular schedule? In collaboration with Ed2Go, EvCC's Corporate & Continuing Education Center now offers a wide variety of non-credit classes online. The courses are taught by instructors who are famous for their ability to create warm and supportive learning communities, plus are affordable, fun, fast and convenient! For a full list of course titles and descriptions, visit the class web site:

www.ed2go.com/everett

and select "Courses."

While visiting the web site, test drive a free sample class by selecting "demo" on the landing page!

Over 250 courses to choose from starting at just \$99!

How Online Classes Work:

Courses are six weeks in length. Each class has a set beginning and end date. You have two class sessions to choose from for Summer quarter:

August 12 - September 18
October 14 - November 20

HOW TO REGISTER

Classes fill up quickly. Register now to secure your spot. Registration confirmations will be emailed within 48 hours of your request. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.



ONLINE: www.EverettCC.edu/CCEC (Visa/MasterCard/Discover) 24/7



PHONE: 425.267.0150 (Visa/MasterCard/Discover) Monday-Thursday 7am-6:30pm, Friday 7am-5pm and Saturday 7:30am-4pm. Please be prepared to give all information included on the mail-in form below.



FAX: 425.259.8299 (Visa/MasterCard/Discover or company purchase order only.) Complete the mail-in registration form below. Transmit form and payment.



MAIL: Complete the mail-in registration form below. Include payment for the exact amount of tuition. See mailing address instructions below.



IN PERSON: Register at least one week in advance of class start date. You may register at the Corporate & Continuing Education Center located at 2333 Seaway Blvd., Everett, WA 98203 Monday - Thursday 7am - 6:30pm, Friday 7am - 5pm and Saturday 7:30am - 4pm.

LEGEND

Item #	Date	Day	Time	Location
9864-B234	May 7 – Jun. 11	6 Tuesdays	4:00-8:00PM	CCEC-Everett - Rm 123



Registration for:

**FALL
2015**

CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER.

Name: _____
First Middle Last

E-mail Address: _____

Mailing Address _____
Street

City State Zip () - Phone Number

Birthdate: Month _____ Day _____ Year _____ ☐ Female ☐ Male

Student ID# _____ SS# _____

☐ Please check this box if you decide not to provide your Social Security Number. For information regarding why EvCC is asking for your SS# call 425-267-0150 or visit <http://TinyURL.com/EvCCSSNumber>.

Item Number	Quarter Code	Course Title

Student Signature _____ Date: _____

METHOD OF PAYMENT: ☐ Check or money order Credit Card payment: ☐ Visa ☐ MasterCard ☐ Discover

Card number: _____ *V-code: _____

Name on card: _____ Exp. date: _____

Signature: _____

* The V-code is the 3 digit number located on the back of your credit card and is required to process your request.

REGISTRATION CONFIRMATION If you register at the Parks Student Union Building on the main EvCC campus call the Corporate & Continuing Education Center office to receive your Registration Confirmation and any additional information you may need prior to the class start date. Registration confirmations are not guaranteed to arrive via mail. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.

A			
A & P Test Preparation			
Written Knowledge Test Prep.....	5		
General Knowledge—Oral & Practical Exam.....	5		
Airframe—Oral & Practical Exam.....	5		
Powerplant—Oral & Practical Exam.....	5		
Accounting & Finance.....	12		
Access 2013.....	9		
Aerospace.....	5		
American Sign Language.....	26		
Animal Totem.....	25		
Assemble & Fly Your UAV.....	5		
Aviation Ground School.....	5		
B			
BAM.....	13		
Bookkeeping.....	12		
Budgets.....	13		
Business Intelligence.....	10		
C			
C#.....	12		
CATIA v5.....	8, 9		
Cardio Bootcamp.....	27		
Cardio Kickboxing.....	27		
Certificates.....	6, 7, 11, 14, 15, 16, 18, 20, 22		
CNC Machine Operator.....	7, 8		
Color Theory.....	23		
Computer Basics.....	9		
Computers & Technology.....	9		
Create a Website.....	25		
D			
Database.....	11		
Database Design & Concept.....	11		
Data Warehouse.....	12		
Drawing.....	23		
E			
eBay.....	25		
Editing Cell Phone Images.....	12		
Electronics & Troubleshooting.....	6		
Excel 2013.....	9		
Ezines.....	26		
F			
Fiddle.....	24		
Finance.....	13		
Flagging & Traffic Control.....	22		
Forklift Operator's Certificate.....	22		
Free Info Sessions.....	4, 5, 6, 11, 12, 14, 15, 16, 18, 20		
French.....	26		
Fundraising.....	14		
G			
Grant Management.....	14		
Grant Writing.....	14		
Graphics, Publishing & the Web.....	12		
H			
Health & Fitness.....	22, 27		
High Performance Management.....	15		
How to Start a Business.....	25		
HTML 5 with JavaScript and CSS3.....	12		
Human Resources.....	16		
I			
Information Sessions.....	4, 5, 6, 11, 12, 14, 15, 16, 18, 20		
IPC Certifications.....	5		
Italian.....	26		
K			
Kirkland Arts Center.....	23		
L			
Lean Six Sigma Green Belt.....	18, 19		
Leadership.....	14, 15		
M			
Management.....	16, 20		
Manufacturing Operations Management.....	7		
Memoirs.....	26		
Mobile Design.....	12		
Music.....	24		
Mystery Shopper.....	25		
N			
Network Fundamentals.....	6, 12		
Non-Profit Management.....	14		
O			
Oil Painting.....	23		
Online Learning.....	24, 27		
P			
Painting.....	23		
Personal & Professional Excellence.....	21		
Personal Interest.....	22		
Personal Trainer.....	22		
Photography.....	26		
Planning.....	22, 25		
Powerpoint 2013.....	10		
Private Pilot.....	5		
Professional.....	23		
Programming.....	12		
Project Management.....	20, 21		
Python.....	12		
Q			
Quality Control.....	7		
Quickbooks.....	13		
R			
Recruitment & Retention.....	15, 16		
Retirement Planning.....	25		
Root Cause Analysis.....	19		
S			
Sewing.....	23		
SharePoint.....	10		
Soldering.....	5, 6		
Small Business Accelerator.....	back cover		
Spanish.....	26		
SQL Server.....	11		
Start A Business.....	25		
T			
Traffic Control.....	23		
U			
UGotClass.....	24		
V			
Visual Arts.....	23		
Voice Overs.....	26		
Volunteer Management.....	14		
W			
Watercolor.....	23		
Welcome to Computers.....	9		
Weekday Wake-up Fitness.....	27		
Wire & Cable Harness Assembly.....	5		
Word 2013.....	10		
WordPress.....	12		
Work at Home.....	25		
World Languages.....	26		
Writing.....	26, 27		
Z			
Zumba.....	24		

SATISFACTION GUARANTEED

If you are not completely satisfied with one of our workshops or were not able to attend due to an emergent situation, you may repeat it (one time, tuition-free, for up to one year, as long as there is space available and the course is still offered). Valid picture identification required. Call Corporate & Continuing Education Center at 425-267-0150 for information. (Online and credit-bearing courses are excluded from this policy.)

OUR REFUND POLICY

Cancellations or changes to your schedule need to be made at least 4 business days prior to first class session to receive a refund. Classes not meeting minimum enrollment will be canceled and refunded 100%. Allow 30 days to process refunds. Any exceptions to this policy are listed in the applicable course descriptions. See also "Satisfaction Guaranteed" policy above.

CANCELLATIONS

Classes not meeting minimum enrollment will be canceled. The College will attempt to notify students 3 days prior to the class start date if a class is being canceled.

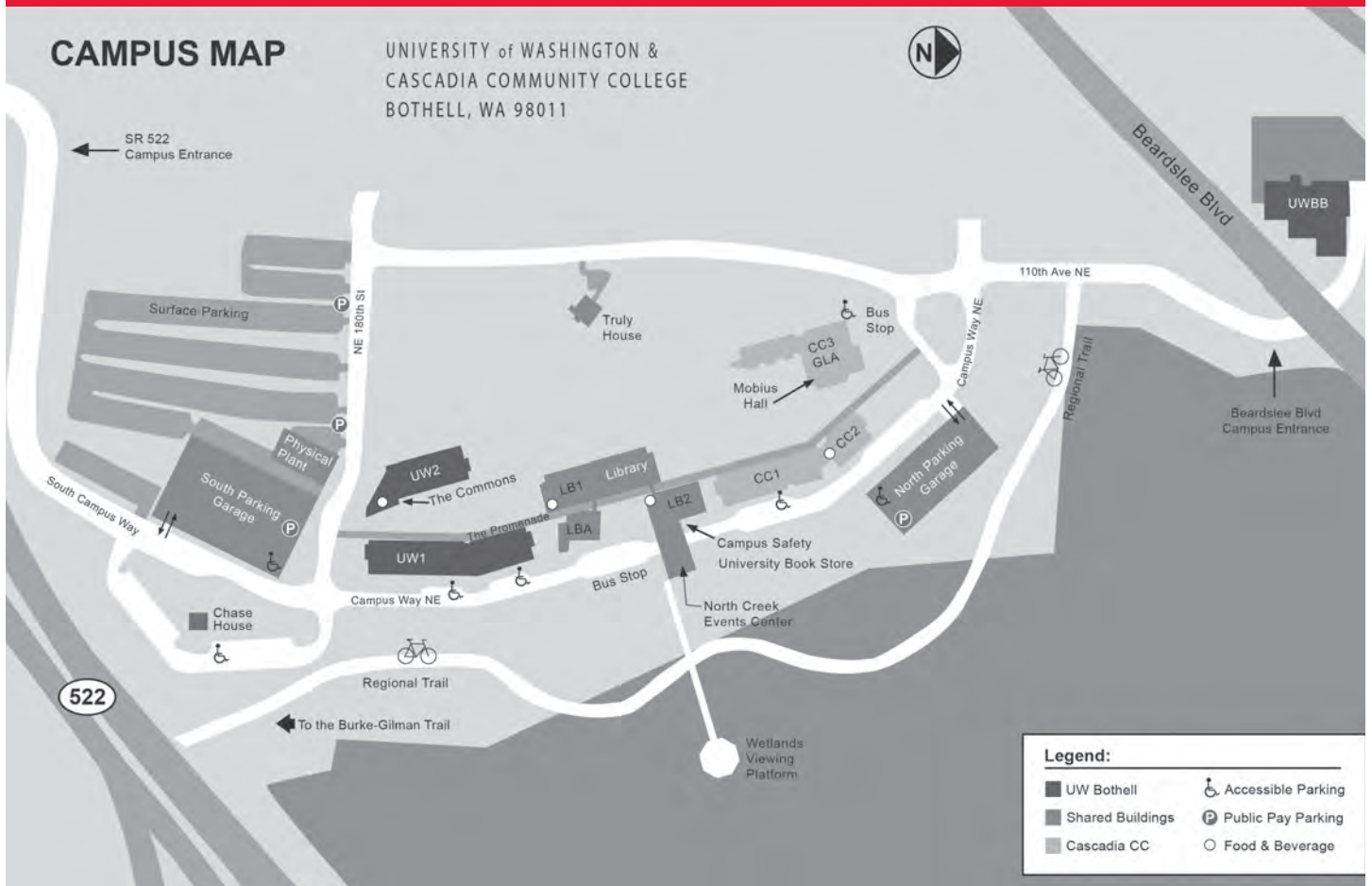
ACCREDITATION

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

CEUs AND CLOCK HOURS

The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.

Bothell (Cascadia College) Campus Maps



Directions to Bothell VIA SR-522

From SR 522 Northbound: In Seattle, SR 522 is Lake City Way. North of Seattle, it passes through downtown Bothell. For South access, please use the directions for SR-522 Eastbound. At the intersection where SR 522 crosses SR 527, continue straight into downtown Bothell on Main Street. On the other side of downtown Bothell, Main Street becomes Beardslee Boulevard. Continue east on Beardslee Boulevard for 1/2 mile. The entrance to campus is on the right.

From SR-522 Westbound: Take SR-522 West towards Bothell, after passing under the I-405 Interchange, stay to the right. At the first traffic light, turn right onto South Campus Way.

From SR-522 Eastbound: Take SR-522 East (Bothell Way NE) towards Bothell. At traffic light (SR-527/SR-522 and Main Street) bear right heading eastbound onto SR-522, continue through traffic light at Kaysner Way. At next stoplight, turn left onto South Campus Way.

Directions to Bothell VIA I-405 AND I-5

From I-405 Northbound: Take I-405 North towards Bothell, take exit 23B (SR 522 West), stay right onto South Campus Way.

From I-5 / I-405 Southbound: From Interstate 5, take Exit 182 (I-405 South), follow I-405 South towards Bothell, take the Beardslee/195th exit (Exit 24) and continue to the stoplight at the end of the exit ramp. Turn west onto Beardslee Boulevard (a right turn from I-405 southbound), and go about 1/4 mile on Beardslee. The entrance to campus is on the left.

PARKING INFORMATION

Parking permits for Bothell courses will be emailed to you with your course registration confirmation.

For parking on dates other than indicated on your parking permit please follow posted parking policies at Cascadia College.

**CASCADIA
COLLEGE**

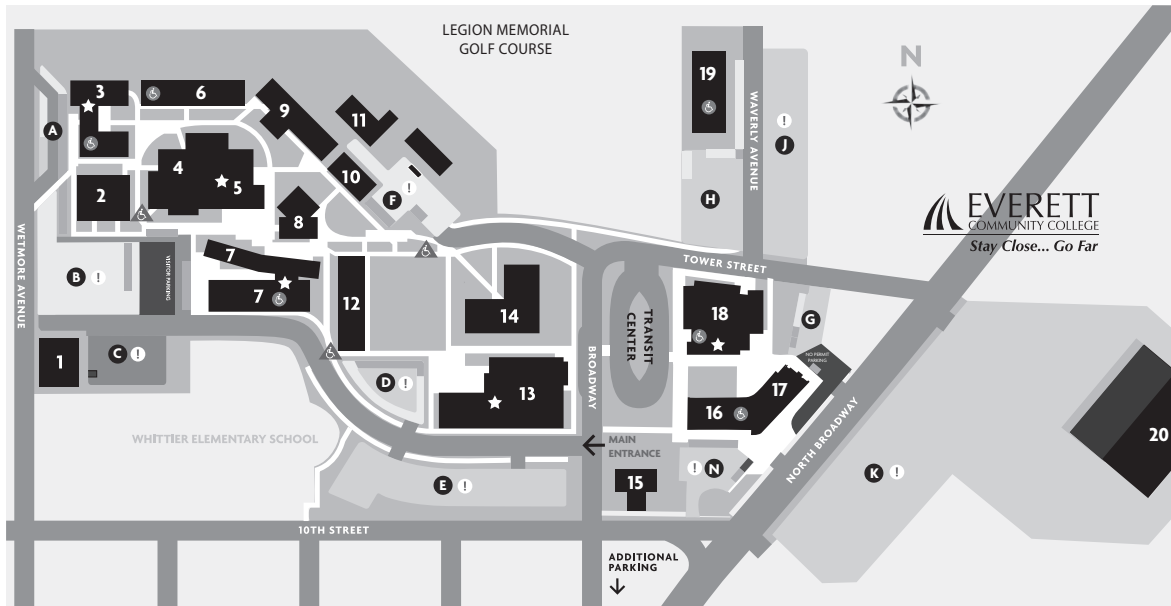
BOTHELL

**18345 Campus WAY NE
Bothell, WA 98011**

**BOTHELL
(CASCADIA C)**



Everett Community College Campus and Off-site Location Maps



Quick Find

ADMISSION / REGISTRATION	5
BOOKSTORE	5
CASHIER	5
FINANCIAL AID	5
HUMAN RESOURCES	3
LIBRARY / MEDIA CENTER	4
PRESIDENT'S OFFICE	3
UNIVERSITY CENTER	7

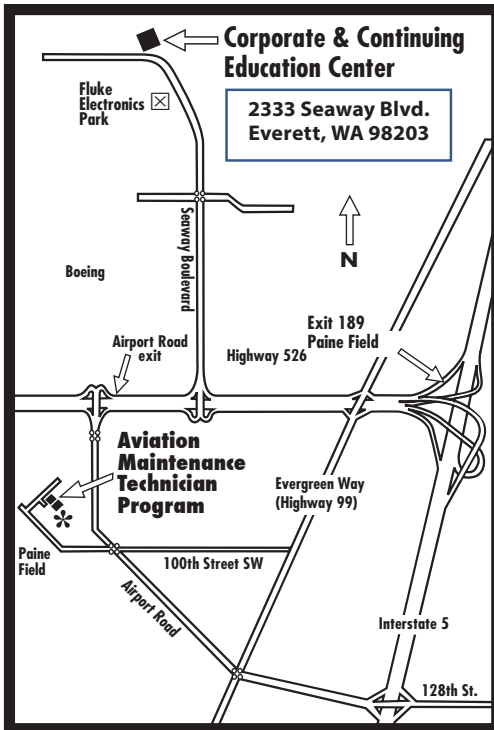
Buildings

BAK	BAKER HALL	6
ELC	EARLY LEARNING CENTER	14
FT	FITNESS CENTER	15
GLA	GLACIER HALL	10
GWV	GRAY WOLF HALL	7
IND	INDEX HALL	11
JCK	HENRY M. JACKSON CONFERENCE CENTER	8
LMC	LIBRARY / MEDIA CENTER	4
LBH	LIBERTY HALL	16
MON	MONTE CRISTO HALL	9
NBI	NIPPON BUSINESS INSTITUTE	1
OLY	OLYMPUS HALL	3
PSU	PARKS STUDENT UNION	5
RAI	RAINIER HALL	2
SHK	SCHUKSAN HALL	13
WHI	WHITEHORSE HALL	12

Parking*

- DISABILITY PARKING
- PERMIT PARKING (PARKING ONLY ON 10th St.)
- VISITOR PARKING (PARKING ONLY ON 10th St.)
- ADA RESTROOMS AVAILABLE INSIDE
- INACCESSIBLE AREAS FOR DISABLED
- EMERGENCY ASSEMBLY AREA

FOR CAMPUS SAFETY CALL: 425-388-9990



Directions to CCEC - Everett

From I-5 Northbound: Take exit 189 (Mukilteo/Whidbey Island). Once in the exit lane stay to the left and go up and over I-5 onto Hwy 526 West. Proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

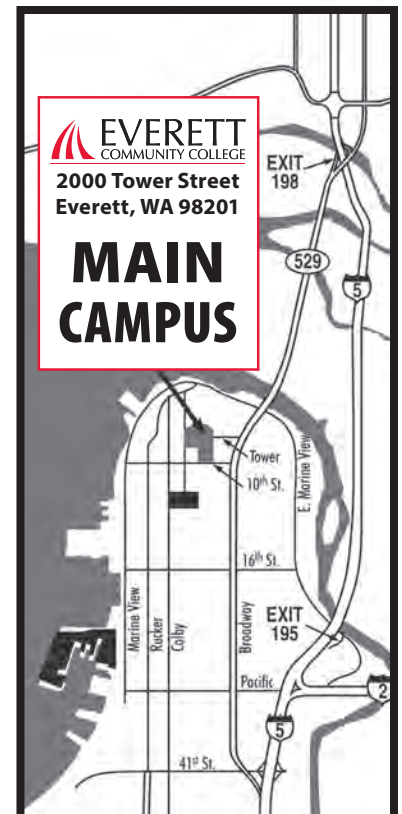
From I-5 Southbound: Take exit 189 (Mukilteo/Whidbey Island) and proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approximately one mile. CCEC is on the right-hand side of Seaway Blvd.

Directions to Main Campus

From I-5 Northbound: Take Exit 195 and turn left onto E. Marine View Drive. Go one half mile to 16th Street and turn left. Follow 16th Street to Broadway, turn right onto Broadway and continue to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance and campus parking on your right.

From I-5 Southbound: Take Exit 198 and follow the highway south into Everett to Tower Street and turn right. Follow Tower Street two blocks and turn left to the main college entrance and campus parking to your right.

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9216. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232.



Off Campus

CCEC-Everett	Corporate & Continuing Education Center
Offsite	Off-site Campus
PFC	Aviation Maintenance Technology School at Paine Field Aviation Complex
CCEC-Monroe	Monroe East County Campus
Bothell	Cascadia College

DATED MATERIAL

EVERETT COMMUNITY COLLEGE

Expect Excellence

Small Business Accelerator

**Accelerate your company's
growth & profit with the proven
Small Business Accelerator.**

Been in business for 5 years?

Have 5 or more employees?

The Small Business Accelerator Program
has helped others like you.

"We have more than doubled our profits since enrolling."
— Guy Cochran, President & CEO, DVeStore, Inc.

Visit EverettCC.edu/Accelerator for more success stories.

**Call 425-267-0150 to attend a free information session
on August 18, 27, or September 2.**

