

# Corporate & Continuing Education Center

Expect  
Excellence

**SUMMER 2015**

## Non-Profit Management Certificate Program

Increase expertise in fundraising,  
grants, marketing, and communications

Learn more by enrolling in a free  
information session today. Page 22.



[www.everettcc.edu/ccec](http://www.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

## 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

- 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

*Attend an information session to get started now!*

Questions? Email [SkillForce@everettcc.edu](mailto:SkillForce@everettcc.edu) or [www.EverettCC.edu/BAM](http://www.EverettCC.edu/BAM)

## 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](mailto:learn@everettcc.edu)  
425.267.0150

**Customized Training**  
[trainingsolutions@everettcc.edu](mailto:trainingsolutions@everettcc.edu)  
425.267.0162

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## 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 summer.***

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](http://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!***

**[www.EverettCC.edu/CCEC](http://www.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.

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# Certificates & Certifications



## Certificate Programs

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- High Performance Management, page 14
- Human Resources Management, page 15

- Lean Six Sigma Green Belt, page 17
- Manufacturing Operations, page 7
- Project Management, page 19
- Business Intelligence & Implementation, page 10

## Certifications

- Certified IPC Specialist (Soldering), page 5
- Flagging & Traffic Control, page 23

### Attend a FREE information session

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

#### A & P Test Preparation .....page 5

- Tuesday, June 23, 5:00 - 6:00PM, Everett

#### Aviation Ground School - Private Pilot .....page 5

- Wednesday, May 20, 5:00 - 7:00PM, Everett

#### C# Certificate .....page 11

- Saturday, June 13, 11:00AM - Noon, Bothell

#### Electronics & Troubleshooting .....page 6

- Tuesday, June 23, 1:00 - 2:30PM, Everett

#### High Performance Management Certificate .....page 14

- Monday, June 22, 6:00 - 7:30PM, Everett
- Wednesday, September 9, 6:00 - 7:30PM, Bothell
- Wednesday, September 16, 6:00 - 7:30PM, Everett

#### Human Resources Management Certificate .....page 15

- Thursday, June 25, 6:00 - 7:30PM, Everett
- Monday, June 29, 6:00 - 7:30PM, Bothell
- Monday, August 24, 6:00 - 7:30PM, Everett
- Tuesday, September 1, 6:00 - 7:30PM, Bothell

#### Lean Six Sigma Green Belt Certificate .....page 17

- Tuesday, June 23, 6:00 - 7:30PM, Bothell
- Wednesday, July 8, 6:00 - 7:30PM, Everett
- Wednesday, August 26, 6:00 - 7:30PM, Everett
- Tuesday, September 8, 6:00 - 7:30PM, Bothell

#### Non-Profit Management .....page 22

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

#### Project Management Certificate .....page 19

- Tuesday, June 30, 6:00 - 7:30PM, Everett
- Thursday, July 9, 6:00 - 7:30PM, Bothell
- Tuesday, August 25, 6:00 - 7:30PM, Bothell
- Thursday, September 3, 6:00 - 7:30PM, Everett

#### Small Business Accelerator .....page 13

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

#### Business Intelligence & Implementation Certificate ....page 10

- Wednesday, June 10, 7:00 - 8:00PM, Everett

## Aerospace

### Assemble and Fly Your UAV (1.6 CEU's) **NEW**

Unmanned Aerial Vehicles or Drones, is a new, exciting, and rapidly growing field. Are you interested in UAS but do not know where to start? This class is for you! You will assemble and fly a quadcopter while learning terminology and skills you can apply to building larger and more complex quads and 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 [www.everettcc.edu/coursematerial](http://www.everettcc.edu/coursematerial) for details. Fee \$575

ITEM 9123-B561 R. Hellings CCEC - Everett, 116  
4 Saturdays Jul. 11 - Aug. 1 1:00 - 5:00PM  
Class on Aug. 1 will be offsite

## A & P Test Preparation

### FREE Information Session: A & P Test Preparation

ITEM 9133-B561 R. PATTISON CCEC - Everett, 116  
1 Tuesday Jun. 23 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-B561 R. Pattison CCEC - Everett, 125  
2 Sessions T/W Jul. 14 - 15 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-B561 B. Davis Aviation - PFC, 8008  
3 Sessions T/W/Th Jul. 21 - 23 5:00 - 9:00PM

### Airframe—Oral and Practical Exam Preparation (1.2 CEUs)

Fee \$495  
ITEM 9160-B561 R. Pattison Aviation - PFC, 8008  
3 Sessions T/W/Th Jul. 28 - 30 5:00 - 9:00PM

### Powerplant—Oral and Practical Exam Preparation (2.0 CEUs)

Fee \$495  
ITEM 9161-B561 B. Davis Aviation - PFC, 8008  
4 Sessions T/W/Th/Sa Aug. 4 - 8 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-B561 O. NAIMI CCEC - Everett, 116  
1 Wednesday May 20 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-B561 O. NAIMI CCEC - Everett, 239  
20 Sessions T/Th Jun. 23 - Aug. 27 10:00AM - 1:00PM  
ITEM 9390-B561 O. NAIMI CCEC - Everett, 239  
20 Sessions T/Th Jun. 23 - Aug. 27 5:00 - 8:00PM

## Soldering and Inspection

### 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, which has become the most important process, materials and inspection standard for the cable and wire harness industry. Developed with support of the Wire Harness Manufacturer's Association, this standard has earned an international reputation as the source for end-product acceptance and includes lead free for terminal soldering

criteria. The CIS program provides individuals with a portable credential that represents their understanding of IPC/WHMA-A-620, and offers recognition, legitimacy and value throughout the electronics industry. This training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions for wire harness and cable assemblies. Fee \$895

ITEM 9150-B561 K. KUHN CCEC - Everett, 240  
5 Sessions F/Sa Aug. 1 - 15 8:00AM - 5:00PM  
Class Meets Fridays and Saturdays

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

This course is designed to provide 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 \$330

ITEM 9129-B561 K. KUHN CCEC - Everett, 240  
4 Sessions M/T/W/Th Jun. 29 - Jul. 2 3:00 - 7:00PM  
ITEM 9146-B561 K. KUHN CCEC - Everett, 240  
2 Saturdays Jul. 18 - 25 8:00AM - 5:00PM

### IPC-A-610E CIS Certification (2.4 CEUs)

This internationally-recognized certification to inspect completed printed circuit board assemblies 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 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 \$545

ITEM 9147-B561 K. KUHN CCEC - Everett, 238  
6 Sessions M/T/W/Th Jul. 27 - Aug. 4 3:00 - 7:00PM



## 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, March 17, 5:00 - 6:00PM, CCEC-Everett

For more information, go to  
[www.everettcc.edu/aerospace](http://www.everettcc.edu/aerospace)

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

### IPC J-STD-001 Certification (3.2 CEUs)

Certification in this industry-developed and approved hands-on training and certification program helps 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 \$725

ITEM 9151-B561 K. KUHN CCEC - Everett, 240  
8 Sessions M/T/W/Th Jul. 8 - 21 3:00 - 7:00PM

## Electronics & Troubleshooting

### FREE Information Session: Electronics & Troubleshooting

Learn about Everett Community College's Electronics & 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 & Troubleshooting program is right for you.

ITEM 9162-B561 K. KUHN, R. SUNGA CCEC - Everett, 240  
1 Tuesday Jun. 23 1:00 - 2:30PM

### Basic Electronics & Troubleshooting (7.2 CEUs)

In this intensive hands-on training students will 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 \$1375

ITEM 9152-B561 R. YOUNG CCEC - Everett, 240  
18 Sessions M/T/W/Th Jul. 8 - Aug. 13 9:00AM - 1:00PM  
ITEM 9153-B561 R. YOUNG CCEC - Everett, 240  
18 Sessions M/T/W/Th Aug. 3 - Sep. 1 3:00 - 7:00PM

### Intermediate Electronics & Troubleshooting (4.0 CEUs)

This intensive hands-on training is designed 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-B561 K. KUHN CCEC - Everett, 240  
10 Sessions M/T/W/Th Aug. 17 - Sep. 1 9:00AM - 1:00PM

### Lead Free Hands On Soldering Training & Assembly (1.6 CEUs)

This course is designed to provide 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 \$330

ITEM 9129-B561 K. KUHN CCEC - Everett, 240  
4 Sessions M/T/W/Th Jun. 29 - Jul. 2 3:00 - 7:00PM  
ITEM 9146-B561 K. KUHN CCEC - Everett, 240  
2 Saturdays Jul. 18 - 25 8:00AM - 5:00PM

**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](http://everettcc.edu/manufacturingcert)



## 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  
[www.everettcc.edu/ManufacturingCert](http://www.everettcc.edu/ManufacturingCert)

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

### Network Fundamentals (1.8 CEUs)

This course is designed to help you 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-B561 N. DEVOGEL CCEC - Everett, 238  
3 Sessions Th/F/Sa Jul. 23 - 25 9:00AM - 3:45PM

## Manufacturing Operations Management Certificate

### Inventory Management Essentials (3.0 CEUs)



The APICS Principles of Inventory Management will impart an operational knowledge and understanding of inventory management principles and techniques, roles and responsibilities, and the impact that inventory can have on a business. This is the recommended starting point for the Managing Operations Certification Program. Required Workbook: *Principles of Inventory Management Participant Workbook v2.0*. Books can be ordered through APICS, [www.apics.org](http://www.apics.org), or call: 1-800-444-2742. Fee \$1325

ITEM 9855-B561 W. LATHAM CCEC - Everett, 218  
8 Sessions M/T/W/Th Jul. 20 - 30 10:00AM-1:45PM

### Principles of Manufacturing Management (3.0 CEUs)



The APICS Principles of Manufacturing Management course aims to provide fundamental knowledge and understanding of the core concepts necessary to effectively manage activities related to planning, scheduling, and controlling manufacturing processes. Recommended Prerequisites: Principles of Operations Planning. Required Workbook: *Principles of Manufacturing Management Participant Workbook*. Workbook can be ordered through APICS, [www.apics.org](http://www.apics.org), or call: 1-800-444-2742. Fee \$1325

ITEM 9857-B561 W. LATHAM CCEC - Everett, 109  
8 Sessions M/T/W/Th Jul. 20 - 30 2:30-6:15PM

## MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE ELECTIVES

### Managing Small Projects (.6 CEUs)

See page 20 for course description and details.

### Root Cause Analysis & Investigation (.6 CEUs)

See page 18 for course description and details.

### High Performance Management Essentials (1.5 CEUs)

See page 14 for course description and details.

### Project Team Management (1.5 CEUs)

See page 19 for course description and details.

## CATIA V5

### 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: \$2945

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 8915-B453 K. RILLOS CCEC - Everett, 109  
Fri, Sat & Sun Jun. 26 - 28 8:00AM - 5:00PM

ITEM 8910-B453 K. RILLOS CCEC - Everett, 109  
Fri, Sat & Sun Aug. 14 - 16 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 \$1875

ITEM 8923-B453 K. RILLOS ONLINE



## CATIA V5 Introduction to CATIA (.8 CEUs)

This course familiarizes the student with the organization of CATIA V5. The student will learn how to search for information in the CATIA V5 environment using the On-Line Documentation. The student will learn to use the tools needed to examine, graphically manipulate and annotate objects for analysis. Solid model and assembly (parts and products) functions such as Tools+Customize, Edit+Links, Scan, and Renamed Views will be used frequently. After this course, students will have a solid foundation for later courses and exercises. Fee \$415

ITEM 8930-B453 K. RILLOS ONLINE

## CATIA V5 Assembly Design Fundamentals (.8 CEUs)

This course provides the designer with the tools needed to create and manage assemblies and sub-assemblies in CATIA V5. Topics include introduction to Assembly Design, Assembling Components, Flexible Assemblies, Analyzing and Modifying an Assembly, Designing in Context, Inserting parts from the Catalog Browser, and Properly saving Products (Assemblies) in the CATIA environment. Fee \$415

ITEM 8931-B453 K. RILLOS ONLINE

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

This course provides the student with the tools needed to build simple and complex profiles in the sketcher workbench of CATIA V5. Users will learn generic processes for auto and manually constraining profiles. The students will gain an understanding of the general concepts of and best process for fully constraining a profile. The student will learn how profiles affect Part Design and Generative Shape design workbenches. Fee \$415

ITEM 8932-B453 K. RILLOS ONLINE

## CATIA V5 Part & Product Integration (.8 CEUs)

This course expands the student's understanding of parts and assemblies as they pertain to the CATIA product hierarchy. CATIA V5's basic product philosophy mandates a mono-detail dataset rule. This is to say that a single document should contain only one detail level part design; Part Design, Generative Shape Design or Wireframe and Surface Design product. Students will learn important tools and techniques for working with product hierarchy. Fee \$415

ITEM 8934-B453 K. RILLOS ONLINE

## CATIA V5 Drafting Fundamentals (.8 CEUs)

This course provides the designer with an in-depth understanding of drafting in CATIA V5. The course covers drafting view creation, text, dimensions, GT&T, title block and border creation, the filtering of drawing assembly views, inserting a bill of materials, importing dimensions from Sketcher, how to properly save and print new drawings. Flatten out (Unfold) a Sheet Metal Part onto a drawing, and Customize Default Values. Fee \$415

ITEM 8935-B453 K. RILLOS ONLINE

## CATIA V5 Assembly Design Advanced (.8 CEUs)

This course continues from where the Assembly Design Fundamentals course left off. Topics include: Managing the Catalog Browser, Searching for and inserting Parts from the Catalog Browser, Learn how to use the Assembly features Toolbar, Inserting existing Products (Sub Assemblies) into the Product, Learn how to use the Constraint Creation Toolbar, Create Stored Scenes for the purpose of "filtering off" parts and assemblies, Analyzing assemblies for interfaces and clearances and material properties, Properly saving New Products, Sub-Assemblies and Parts. Fee \$415

ITEM 8938-B453 K. RILLOS ONLINE

## CATIA V5 Wireframe Fundamentals (.8 CEUs)

This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (Points, Lines, Planes, Axes Systems, Splines, Connect Curves, and Curve Analysis within the Wireframe and Surface Design Workbench) are demonstrated and explained. Fee \$415

ITEM 8970-B453 K. RILLOS ONLINE

## CATIA V5 Introduction to Surfacing (.8 CEUs)

Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wire frame geometry consists of lines, circles, splines and points and is usually used in support of solids and surfaces. Surfaces are created primarily for use with solids, but many times are used for defining contoured areas in space as stand-alone entities. Students will learn how to create extruded, loft, swept and revolution surfaces. Fee \$415

ITEM 8936-B453 K. RILLOS ONLINE

## CATIA V5 Surfacing Operations (.8 CEUs)

Surfaces are usually not complete unless operations are performed to finalize them. Operations include Join, Extrapolate, Boundary, Trim and Split and are typically used to complete the finishing touches on surfaces that previously did not connect or that are to be used in the creation of solids. This course will expand on the students' knowledge of surfaces by employing operations to create final surfaced products. Fee \$415

ITEM 8937-B453 K. RILLOS ONLINE

## CATIA V5 Functional Tolerance & Annotation (.8 CEUs)

One of the most desirable goals for any industry (let alone the engineering industry) is to become a paperless environment. This course will take students one step closer to that concept by demonstrating how text and geometrical dimensioning and tolerancing (GDT) can be applied to solid geometry in space. 2 dimensional support planes are added followed by the necessary annotation to support production without the need to generate drawings. Prerequisites: V5 Assembly Design Fundamentals, Part Design Fundamentals and Wireframe Fundamentals. Fee \$415

ITEM 8939-B453 K. RILLOS ONLINE

## Computer Basics & Desktop Applications

### Welcome to Computers: Using Windows (.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 8920-B561	W. BERKLEY	CCEC - Bothell, CC3-135
1 Monday	Jun. 15	9:00AM - 4:00PM
ITEM 8924-B561	W. BERKLEY	CCEC - Everett, 126
1 Monday	Jun. 29	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 8922-B561	C. HANKS	CCEC - Bothell, CC3-135
1 Friday	Jul. 24	8:30AM - 4:30PM
ITEM 8919-B561	S. SAUNDERS	CCEC - Everett, 126
1 Monday	Jul. 27	8:30AM - 4:30PM

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

This course is designed to 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 8911-B561	C. HANKS	CCEC - Bothell, CC1-211
1 Monday	Aug. 3	8:30AM - 4:30PM

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

This introductory course presents 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 8962-B561	S. SAUNDERS	CCEC - Bothell, CC3-135
1 Saturday	Jun. 20	8:30AM - 4:30PM
ITEM 8864-B561	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Jul. 17	8:30AM - 4:30PM

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

This beyond the basics Excel course continues to 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 8929-B561	S. SAUNDERS	CCEC - Bothell, CC3-135
1 Saturday	Jul. 11	8:30AM - 4:30PM
ITEM 8913-B561	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Jul. 31	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 8908-B561	S. SAUNDERS	CCEC - Bothell, CC3-135
1 Saturday	Aug. 8	8:30AM - 4:30PM

**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. By learning the topics presented in the PowerPoint level 1 course, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver you message in a manner that will better reach your intended

audience. Topics include getting started with PowerPoint. developing a PowerPoint presentation, performing advanced text editing, adding graphical elements to your presentation, modifying objects in your presentation, adding tables to your presentation, adding charts to your presentation, and preparing to deliver your presentation. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included (\$20 value). Fee \$195

ITEM 8951-B561	S. SAUNDERS	CCEC - Bothell, CC3-135
1 Saturday	Jul. 25	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 8972-B561	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Jun. 26	8:30AM - 4:30PM
ITEM 8969-B561	C. HANKS	CCEC - Bothell, CC3-135
1 Saturday	Jul. 18	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 2010 or 2013 Level I or equivalent. Textbook included (\$20 value). Fee \$195

ITEM 8950-B561	S. SAUNDERS	CCEC - Bothell, CC3-135
1 Saturday	Aug. 1	8:30AM - 4:30PM



## BUSINESS INTELLIGENCE IMPLEMENTATION CERTIFICATE

### 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

### Business Intelligence Implementation Certificate

Certificate requires completion of 84 course hours:

REQUIRED COURSES (84 hours)	HOURS
ETL with Integration Services (SSIS)	24
OLAP Cubes with MS Analysis Server (SSAS)	24
Reporting Queries with SQL and MDX	12
Reporting Application with SSRS	24

### ATTEND A FREE INFORMATION SESSION

Wednesday, June 10, 7:00PM - 8:00PM, Everett

For more information, go to  
[www.everettcc.edu/BusinessIntelligence](http://www.everettcc.edu/BusinessIntelligence)

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

### 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 8933-B561	C. HANKS	CCEC - Everett, 125
2 Sessions M/F	Jul. 13 - 17	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. You will learn how to 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-B561	C. HANKS	CCEC - Everett, 125
2 Sessions M/F	Jul. 27 - 31	8:30AM - 4:30PM

## 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 8921-B561	R. ROOT	CCEC - Everett, 126
1 Wednesday	Jun. 10	7:00 - 8:00PM

### Business Intelligence Implementation Certificate (8.4 CEUs)

The certificate classes focus on Microsoft's BI servers; SQL Server, Integration Server (SSIS), Analysis Server (SSAS), and Reporting Server (SSRS), but subjects are also applicable to other vendor's BI software. In addition, this series of classes is designed to help you prepare for the Microsoft Solution Expert exams; 466 and 467. Fee for all four courses: \$2295, a savings of \$105!

- ETL with Integration Services
- OLAP Cubes with MS Analysis Server
- Reporting Queries SQL and MDX
- Reporting Applications with SSRS

ITEM 8811-B561	R. ROOT	CCEC - Everett, 126
21 Sessions M/W/Th	Jun. 15 - Sep. 2	5:30 - 9:30PM

### ETL with Integration Services (SSIS) (2.4 CEUs)

When you need to fill a data warehouse with clean and consistent data, Microsoft's Integration Services (SSIS) can save you time and money! In this class you will see how SSIS allows developers and administrators to perform complex ETL operations in a graphic flowchart environment. This powerful tool is a popular choice for companies both large and small. Topics include; Star and Snowflake schemas, Fact and Dimension table designs, Measures and Dimensional attributes, and much more. Prerequisites: SQL Programming Level 2 or equivalent knowledge required and DW Design recommended. Textbook included (\$50 value). Fee \$685

ITEM 8902-B561	R. ROOT	CCEC - Everett, 126
6 Sessions M/W	Jun. 15 - Jul. 1	5:30 - 9:30PM

### OLAP Cubes with MS Analysis Server (SSAS) (2.4 CEUs)

More and more self-serve reporting software is using OLAP cubes as their data source. That's because OLAP cubes are specially designed to retrieve report data quickly and efficiently. In addition, cube developer can create dimensional models that include hierarchical structures and KPI members that make advanced reporting and charting a breeze. In this class you will learn how Microsoft's Analysis Server (SSAS) allows you to create professional cubes and dimensions. While in class you will learn by doing, as you create several dimensions and cubes in SSAS that exemplify real-world scenarios. Topics include; Data Source Views, Cube and Dimension designs, hierarchies, KPIs, calculated and derived members, cube deployment and partitioning, and much more. Prerequisites: SQL Programming level 2 and DW Design or equivalent knowledge; ETL with SSIS recommended. Textbook included (\$50 value). Fee \$685

ITEM 8904-B561 R. ROOT CCEC - Everett, 126  
6 Sessions M/W Jul. 7 - Jul. 27 5:30 - 9:30PM

### Reporting Queries with SQL & MDX (1.2 CEUs)

Learn how to use the two most commonly use reporting languages: SQL and MDX. In this class you will compare the similarities and differences between these two languages and how programming in both can increase your reporting proficiency. This class will challenge you with exercises that will help you solidify what you previously learned creating reports based on both cubes and data warehouses. Topics include how to create and run MDX scripts, MDX functions, Slicing and Dicing the cubes with MDX queries, contrasting MDX to SQL queries and knowing when to use them, as well as other important topics. Prerequisites: SQL Programming Level 2, DW Design, OLAP Cubes with SSAS or equivalent knowledge. Textbook included (\$50 value). Fee \$345

ITEM 8906-B561 R. ROOT CCEC - Everett, 125  
3 Sessions M/W/Th Jul. 29 - Aug. 3 5:30 - 9:30PM

### Reporting Application with SSRS (2.4 CEUs)

In this class you will focus on Microsoft's premier web-based reporting software, Reporting Services (SSRS). You will create dozens of reports that will teach you how you can immediately start using this exciting software at your workplace. Topics include using both Business Intelligence Development Studio and Report Builder to create reports, using Table, List and Matrix objects in your reports, integrating data bars and spark lines into your reports, and a number of other items that will have you writing professional reports in no time at all. Prerequisites: SQL Programming Level 2 and Reporting Queries with SQL and MDX. Textbook included (\$50 value). Fee \$685

ITEM 8907-B561 R. ROOT CCEC - Everett, 126  
6 Sessions M/W Aug. 17 - Sep. 2 5:30 - 9:30PM

## Web Design

### 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-B561 J. AGUILERA CCEC - Bothell, CC1-211  
3 Tuesdays Aug. 4 - 18 5:30 - 9:30PM

## Network

### Network Fundamentals (1.8 CEUs)

This course is designed to help you 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-B561 N. DEVOGEL CCEC - Everett, 238  
3 Sessions Th/F/Sa Jul. 23 - 25 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-B561 C. TORKKO CCEC - Bothell, CC3-135  
1 Saturday Jun. 6 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 8812-B561 C. TORKKO CCEC - Bothell, CC1-211  
6 Saturdays Jun. 13 - Jul. 25 1:00 - 5:00PM

### 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 through online media. Required text: *Python Programming for the Absolute Beginner, Third Edition* by Michael Dawson, ISBN-10: 1435455002. Fee \$495

ITEM 8814-B561 R. ROOT Online  
5 Mondays Jun. 15 - Jul. 13



## Attention PMP seekers?

### Did you know?

EvCC's Corporate & Continuing Education Center is a PMI Registered Education Provider. EvCC's classes in Project Management count toward your educational hours needed to apply to take the PMP exam.

### Ready to test?

Take our PMP Exam Prep class!

### PMP EXAM Prep (2.1 CEUs)

To earn your Project Management Professional (PMP)® credential, you need to meet the experience and education requirements, and pass the PMP® examination set by the Project Management Institute. Regardless of how advanced your project management experience or education might be, you should still prepare vigorously for the exam. Successful PMP candidates typically use multiple study aids, including courses, self-study and study groups. Required Prerequisite: PM Essentials and full knowledge of the application requirements for the exam.

**Recommended Prerequisites:** Project Planning and Scheduling Techniques and Project Execution and Control.

Visit [www.pmi.org](http://www.pmi.org) for more information about the PMP® examination and application. PMP Exam Prep book included with your tuition.

**SEE PAGE 21**

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[facebook.com/EvccContinuingEducation](https://facebook.com/EvccContinuingEducation)

## QuickBooks

### Bookkeeping Basics (.6 CEUs)

This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). Topics include the accounting cycle, starting with 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 also review financial statements (profit and loss, and balance sheet), how to avoid fraud and embezzlement, and business entity types. Fee \$195

ITEM 8980-B562	C. MILLS	CCEC - Everett, 110
2 Thursdays	Sept 10 - 17	4:00 - 7:00PM

### QuickBooks Intermediate (0.9 CEUs)

Continue your working knowledge of QuickBooks. Learn added upper level skills in how to be more efficient with tools including reviewing payroll, memorized transactions, tracking inventory, posting sales tax, customizing forms, invoicing and statements, and creating forms and graphs. Bring text used in the first QuickBooks course. Prerequisite: Quickbooks Essentials. Fee \$205

ITEM 8964-B561	C. MILLS	CCEC - Everett, 125
3 Wednesdays	Jun. 17 - Jul. 1	5:00 - 8:00PM
ITEM 8965-B561	C. MILLS	CCEC - Bothell, CC1-021
3 Mondays	Jul. 13 - 27	5:00 - 8:00PM

## Accounting & Finance

### Understanding Budgets (.9 CEUs)

This course provides the foundational knowledge to understand the fundamentals of budgeting, the tools and processes to build and manage a budget, as well as 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. For business, an effective budget provides the strategic planning and the tools to verify the plans are tracking to specific goals. Required textbook: See website. Fee \$265

ITEM 9879-B561	L. POPOVICH, MBA	CCEC - Bothell, CC1-021
3 Mondays	Jun. 15 - 29	6:00 - 9:00PM
ITEM 8984-B561	D. THOMPSON	CCEC - Everett, 116
3 Thursdays	Aug. 13 - 27	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-B561	D. THOMPSON	CCEC - Everett, 110
5 Tuesdays	Jul. 14 - Aug. 11	6:00 - 9:00PM
ITEM 9861-B561	L. POPOVICH, MBA	CCEC - Bothell, CC2-358
5 Wednesdays	Jul. 8 - Aug. 5	6:00 - 9:00PM

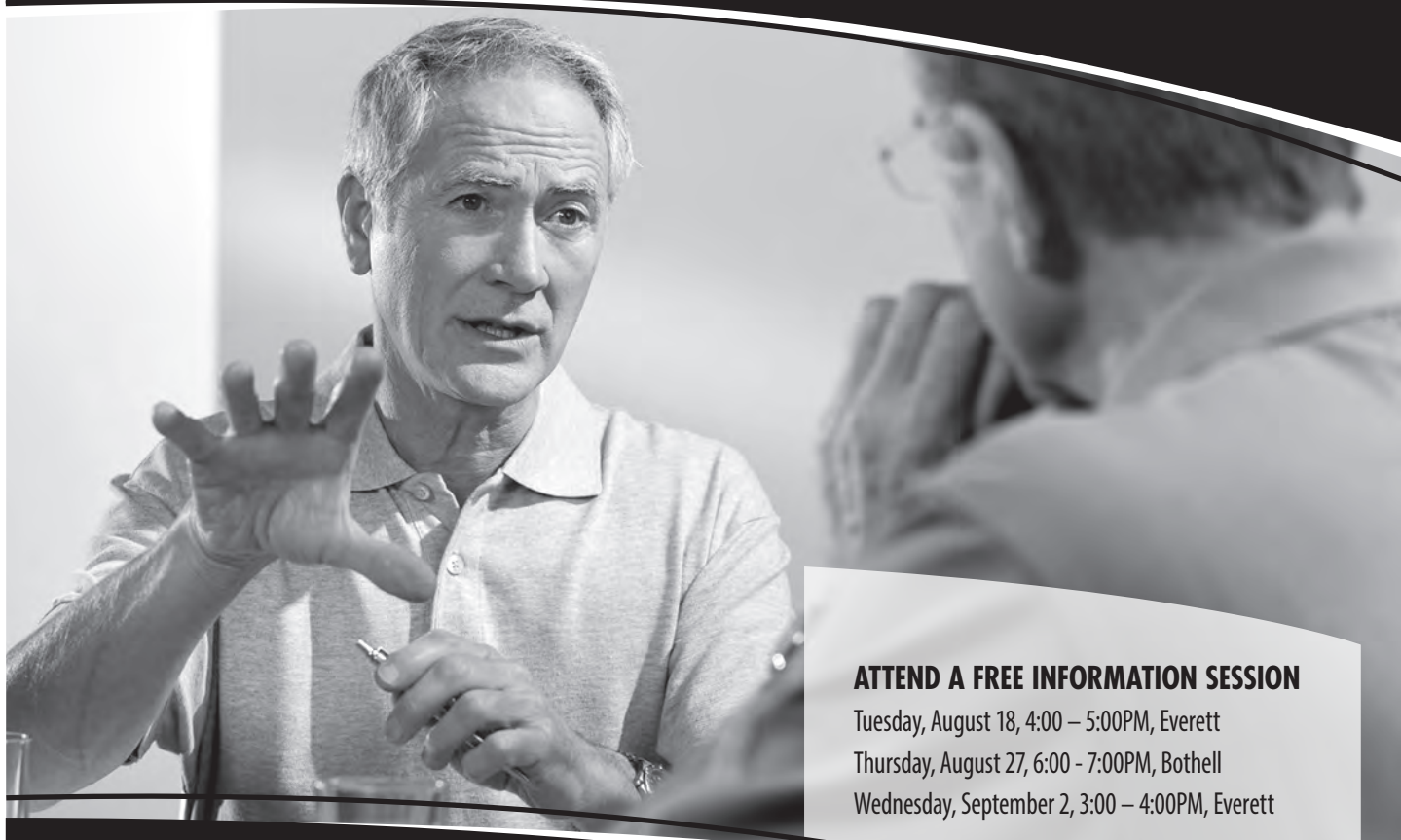
## CEUs and Clock Hours

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.

# SMALL BUSINESS ACCELERATOR

Accelerate your company's growth and profit.



## ATTEND A FREE INFORMATION SESSION

Tuesday, August 18, 4:00 – 5:00PM, Everett

Thursday, August 27, 6:00 – 7:00PM, Bothell

Wednesday, September 2, 3:00 – 4:00PM, Everett

EvCC's Small Business Accelerator programs equip established business owners with knowledge, tools, and expert guidance necessary to significantly increase profits.

### How the program has benefited participants:

EvCC's premiere SBA participants have reported 68% revenue growth during the past 5 years and are also responsible for adding 108 jobs to the local area.

### What past participants are saying about the program:

"One of the best decisions I have ever made was enrolling for the SBA program. Since then I have been committed to implementing tracking mechanisms which have helped our business steadily grow—we went from \$2M/yr and are headed to \$4M+ since enrolling—truly staggering results!" —Guy C.

Watch a video at [everettcc.edu/Accelerator](http://everettcc.edu/Accelerator) to see what other participants are saying about the program and to learn if this is the right next step for you and your business.

For more information, go to [everettcc.edu/Accelerator](http://everettcc.edu/Accelerator)



# CERTIFICATE PROGRAMS



## 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

Monday, June 22, Everett, 6:00 - 7:30PM

Wednesday, September 9; Bothell, 6:00 - 7:30PM

Wednesday, September 16; Everett, 6:00 - 7:30PM

For more information, go to  
[www.everettcc.edu/MgmtCert](http://www.everettcc.edu/MgmtCert)

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

## High Performance Management

### Introduction to Performance Excellence (1.5 CEUs)

Learn tools, techniques, and approaches to consider when 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 9030-B561	N. NAVARRO, MBA	CCEC - Everett, 238
5 Sessions T/Th	Jul. 9 - 23	6:00 - 9:00PM
ITEM 9885-B561	L. POPOVICH, MBA	CCEC - Bothell, TBD
5 Thursdays	Jul. 16 - Aug. 13	6:00 - 9:00PM

### 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 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: *The Certified Manager of Quality/Organizational Excellence Handbook, third edition*, ISBN 978-0-87389-678-8. Books can be ordered through American Society for Quality [www.asq.org](http://www.asq.org) or call 800-248-1946. Fee \$375

ITEM 9056-B561	N. NAVARRO, MBA	CCEC - Everett, TBD
5 Sessions T/Th	Jul. 30 - Aug 13	6:00 - 9:00PM
ITEM 9057-B561	L. POPOVICH, MBA	CCEC - Bothell, TBD
5 Sessions M/W	Aug. 17 - 31	6:00 - 9:00PM

### Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

## HIGH PERFORMANCE MANAGEMENT CERTIFICATE ELECTIVES

### Lean Practices Overview (.35 CEUs)

See page 17 for course description and details.

### Lean for the Office (.8 CEUs)

See page 18 for course description and details.

### Project Management Essentials (1.5 CEUs)

See page 19 for course description and details.

### Project Risk Management Essentials (.9 CEUs)

See page 21 for course description and details.

### Virtual Teams – Managing Projects Today (.6 CEUs)

See page 20 for course description and details.

### Microsoft Project For Project Managers (1.5 CEUs)

See page 19 for course description and details.

### Project Team Management (1.5 CEUs)

See page 19 for course description and details.

### Managing Employee Performance (1.2 CEUs)

See page 15 for course description and details.

### Root Cause Analysis & Investigation (.6 CEUs)

See page 18 for course description and details.

### Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

### Communicating with Impact (.6 CEUs)

See page 23 for course description and details.

### Team Collaboration (.6 CEUs)

See page 23 for course description and details.

### Proactive Planning & Problem Solving (.6 CEUs)

See page 23 for course description and details.

### Managing Priorities & Time (.6 CEUs)

See page 23 for course description and details.

### Presentation Skills Essentials (1.2 CEUs)

See page 23 for course description and details.





## 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

Thursday, June 25; Everett, 6:00 - 7:30PM  
 Monday, June 29; Bothell, 6:00 - 7:30PM  
 Monday, August 24; Everett, 6:00 - 7:30PM  
 Tuesday, September 1; Bothell, 6:00 - 7:30PM

For more information, go to  
[www.everettcc.edu/HrCert](http://www.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)

This foundation class introduces 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: (Robert L. Mathis and John H. Jackson, *Human Resource Management*, Publisher: South Western College Publishing; 13th edition ISBN: 978-0538453158 or 14th Edition ISBN: 978-1-133-95310-4). Fee \$195

ITEM 9078-B561	C. MALONE, SPHR	CCEC - Everett, 110
3 Thursdays	Jul. 2 - 16	6:00 - 9:00PM
ITEM 9863-B561	M. SUMMERS, SPHR	CCEC - Bothell, CC1-021
3 Tuesdays	Jul. 7 - 21	6:00 - 9:00PM

### Employment Law (1.2 CEUs)

The legal landscape for human resources is complex and ever-changing. 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. Fee \$235

ITEM 9079-B561	L. ROBBINS, SPHR	CCEC - Bothell, CC1-021
4 Wednesdays	Jul. 22 - Aug. 12	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. Fee \$235

ITEM 9080-B561	M. SUMMERS, SPHR	CCEC - Everett, 110
4 Mondays	Jul. 27 - Aug. 17	6:00 - 9:00PM

### Managing Employee Performance (1.2 CEUs)

Drive high performance by supporting and motivating employees to do their best work. Learn how to 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. Recommended prerequisite: HR Essentials. Fee \$235

ITEM 9088-B561	M. SUMMERS, SPHR	CCEC - Bothell, CC1-021
4 Tuesdays	Aug. 11 - Sep. 1	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. Fee \$235

ITEM 9082-B561	E. DIRKES, SPHR	CCEC - Everett, 110
4 Thursdays	Jul. 23 - Aug. 13	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 is dependent upon successful completion of other core courses (sans capstone). Required textbook can be purchased from Amazon.com: *Practical Guide to Human Resource Information Systems* by Satish Badgi, ISBN number: 978-8120345294 Fee \$240

ITEM 9083-B561	C. MALONE, SPHR	CCEC - Everett, 117
4 Wednesdays	Jun. 24 - Jul. 15	6:00 - 9:00PM

**Parking  
is included  
with paid  
registrations!**

# CERTIFICATE PROGRAMS

## Meet your HR Instruction Team



**Mary, Claudia, Lynn, Edi (L to R):**

**Mary Summers, SPHR**, has 20 years of experience in all facets of human resources management. Mary's expertise includes performance management, training/development, and talent acquisition. During her career, she has worked for a wide variety of organizations ranging from start-up companies to Fortune 500 firms such as Starbucks Coffee Company, and she has hired hundreds of people in positions ranging from entry level to senior executives.

**Claudia Malone, SPHR**, has over 25 years broad generalist experience in human resources, with such diverse organizations as PACCAR Inc, Davol (a division of C. R. Bard), and Triad Associates (a land-development consulting business). She currently is an HR Consultant with a non-profit in Seattle, as well as working as an independent HR consultant and trainer.

**Lynn Robbins, SPHR**, has 30 years of experience in Human Resources as a generalist, and business executive. She worked 23 years for Spectrum Controls, a high tech manufacturer where she and the founder built the company from humble beginnings to a 20 million dollar, 65 person successful business. She has worked in several industries as an HR generalist, including work as a Regional HR Generalist for Merrill Gardens, a Retirement Living Communities company with over 55 retirement communities across the country.

**Edi Dirkes, SPHR**, has over 20 years of Human Resources experience, 15 of which have been in a management role. She is a strategic Human Resources Leader with strong expertise in organizational and employee development, staffing management, training, compensation, employee relations, and employment law.

### 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-B561 C. MALONE, SPHR CCEC - Everett, 117  
3 Tuesdays Jul. 21 - Aug. 4 6:00 - 9:00PM

### HUMAN RESOURCES MANAGEMENT CERTIFICATE ELECTIVES

#### Working with Organized Employees (.6 CEUs)

Working within an organized environment requires unique skills and knowledge. Learn how and why employees unionize; the legal code governing unions (and the unionization process); steps in union certification; the collective bargaining process; grievance resolution; and how to work effectively with employees to develop and sustain a positive working relationships based on trust. Prerequisite: Human Resources Essentials. Fee \$130

ITEM 9085-B561 M. SUMMERS, SPHR CCEC - Bothell, CC1-021  
2 Wednesdays Jul. 1 - 15 6:00 - 9:00PM  
No class July 8.

#### 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-B561 E. DIRKES, SPHR CCEC - Everett, 218  
2 Tuesdays Jul. 7 - 14 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? Whether this is something you are already doing or something you aspire to, 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-B561 C. MALONE, SPHR CCEC - Bothell, CC3 - TBD  
1 Saturday Jul. 11 9:00AM - 4:00PM

#### 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-B561 C. MALONE, SPHR CCEC - Bothell, CC2-358  
3 Thursdays Aug. 13 - 27 6:00 - 9:00PM

#### 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-B561 C. MALONE, SPHR CCEC - Bothell, CC3 - TBD  
1 Saturday Aug. 15 9:00AM - 4:00PM

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

Want to make your organization an employer of choice? In this course you'll 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 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 and/or previous HR experience. Fee \$180

ITEM 8993-B561 C. MALONE, SPHR CCEC - Bothell, CC1-021  
3 Wednesdays Aug. 19 - Sep. 2 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 and/or previous HR experience. Fee \$150

ITEM 8999-B561 M. SUMMERS, SPHR CCEC - Everett, 117  
2 Mondays Jul. 13 - 20 6:00 - 9:00PM

## Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

## Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

## High Performance Management Essentials (1.5 CEUs)

See page 14 for course description and details.

## Managing Small Projects (.6 CEUs)

See page 20 for course description and details.

## Communicating with Impact (.6 CEUs)

See page 23 for course description and details.

## Team Collaboration (.6 CEUs)

See page 23 for course description and details.

## Proactive Planning & Problem Solving (.6 CEUs)

See page 23 for course description and details.

## Managing Priorities & Time (.6 CEUs)

See page 23 for course description and details.

## Presentation Skills Essentials (1.2 CEUs)

See page 23 for course description and details.



## 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

Tuesday, June 23; Bothell, 6:00 - 7:30PM  
Wednesday, July 8; Everett, 6:00 - 7:30PM  
Wednesday, August 26; Everett, 6:00 - 7:30PM  
Tuesday, September 8; Bothell, 6:00 - 7:30PM

For more information, go to  
[www.everettcc.edu/LeanSixSigma](http://www.everettcc.edu/LeanSixSigma)

Questions about the program?  
Contact Customer Service at (425) 267-0150  
or [learn@everettcc.edu](mailto: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 9883-B561 N. NAVARRO, MBA CCEC - Bothell, CC2-358  
1 Tuesday Jul. 28 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: Mark J. Kiemle, Stephen R. Schmidt, and Ronald J. Berdine, *Basic Statistics: Tools for Continuous Improvement*, ISBN: 978-1880156063. Course taught by a Six Sigma Master Black Belt. Fee \$298

ITEM 9884-B561 E. STEWART, PMP CCEC - Bothell, CC2-358  
4 Thursdays Jul. 16 - Aug. 6 6:00 - 9:00PM  
ITEM 9016-B561 N. NAVARRO, MBA CCEC - Everett, 109  
2 Saturdays Jul. 25 - Aug. 1 8:00AM - 2:30PM

### Managing Small Projects (.6 CEUs)

See page 20 for course description and details.

### Project Team Management (1.5 CEUs)

See page 19 for course description and details.



# CERTIFICATE PROGRAMS

## Meet Your Instructor



**Nathan T. Navarro** MBA,  
*Lean Six Sigma Black Belt*

- **High Performance Management Essentials**  
*page 14*
- **Introduction to Performance Excellence**  
*page 14*
- **Lean Practices Overview**  
*page 17*
- **Basic Statistics for Continuous Improvement**  
*page 17*
- **Root Cause Analysis & Investigation**  
*page 18*
- **Lean for the Office**  
*page 18*

Nathan Navarro is a Boeing program manager with over 15 years of practical hands-on-experience in initiating and implementing successful process improvements for manufacturing, retail, service, medical and government organizations. Nathan is considered a senior specialist and process improvement consultant to executive leaders, managers, customers, employees, and work teams.

## LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

### 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-B561	N. NAVARRO, MBA	CCEC - Bothell, CC2-358
2 Mondays	Aug. 10 - 17	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-B561	N. NAVARRO, MBA	CCEC - Everett, 109
1 Saturday	Jul. 18	8:00AM - 4:30PM

### High Performance Management Essentials (1.5 CEUs)

*See page 14 for course description and details.*

### Virtual Teams – Managing Projects Today (.6 CEUs)

*See page 20 for course description and details.*

### Earned Value Management (.6 CEUs)

*See page 21 for course description and details.*

### Communicating with Impact (.6 CEUs)

*See page 23 for course description and details.*

### Understanding Budgets (.9 CEUs)

*See page 12 for course description and details.*

### Financial Intelligence for Non-Financial Managers (1.5 CEUs)

*See page 12 for course description and details.*

### Team Collaboration (.6 CEUs)

*See page 23 for course description and details.*

### Proactive Planning & Problem Solving (.6 CEUs)

*See page 23 for course description and details.*

### Managing Priorities & Time (.6 CEUs)

*See page 23 for course description and details.*

### Presentation Skills Essentials (1.2 CEUs)

*See page 23 for course description and details.*

## ADDED ELECTIVES FOR CERTIFICATE PROGRAMS



*High Performance Management,  
Human Resources Management, Lean Six  
Sigma Green Belt & Project Management:*

**Communicating with Impact** *page 23*

**Managing Priorities & Time** *page 23*

**Proactive Planning & Problem Solving** *page 23*

**Presentation Skills Essentials** *page 23*

**Team Collaboration** *page 23*

**Enroll now by calling 425-267-0150 or visit [www.everettcc.edu/ccec](http://www.everettcc.edu/ccec)**



## 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 PMBOK® 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, June 30; Everett, 6:00 - 7:30PM  
Thursday, July 9; Bothell, 6:00 - 7:30PM  
Tuesday, August 25; Bothell, 6:00 - 7:30PM  
Thursday, September 3; Everett, 6:00 - 7:30PM

For more information, go to  
[www.everettcc.edu/Project Management](http://www.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 texts: *The Guide to Project Management Body of Knowledge (PMBOK), 5th Ed.*, Publisher: Project Management Institute, ISBN: 978-1935589679 and Eric Verzuh, *The Fast forward MBA in Project Management, 4th Ed.*, Publisher: Wiley, ISBN: 978-1118073773. Fee \$375

ITEM 9024-B561	S. THOMPSON, MBA, PMP	CCEC - Everett, 116
5 Mondays	Jul. 13 - Aug. 10	6:00 - 9:00PM
ITEM 9862-B561	G. HILLS, PMP	CCEC - Bothell, CC1-041
5 Tuesdays	Jul. 21 - Aug. 18	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 9025-B561	G. HILLS, PMP	CCEC - Everett, 116
5 Mondays	Aug. 17 - Sep 21	6:00 - 9:00PM
No Class September 7.		
ITEM 9028-B561	E. STEWART, PMP	CCEC - Bothell, CC1-041
5 Thursdays	Aug. 20 - Sep. 17	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 9026-B561	S. THOMPSON, MBA, PMP	CCEC - Everett, 116
5 Thursdays	Jul. 9 - Aug. 6	6:00 - 9:00PM
ITEM 9043-B561	S. STAFF	CCEC - Bothell, CC1-TBD
5 Tuesdays	Jul. 21 - Aug. 18	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 8992-B561	S. THOMPSON, MBA, PMP	CCEC - Bothell, TBD
5 Wednesdays	Jul. 15 - Aug. 12	6:00 - 9:00PM
ITEM 9934-B561	C. GATES	CCEC - Everett, 116
5 Wednesdays	Aug. 19 - Sep. 16	6:00 - 9:00PM

### 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 8909-B561	M. ANNE ALDRICH	CCEC - Everett, 126
5 Thursdays	Jul. 2 - 30	6:00 - 9:00PM
ITEM 9873-B561	J. HOPPER	CCEC - Bothell, CC3-TBD
3 Saturdays	Jul. 11 - 25	9:00AM - 2:00PM

# CERTIFICATE PROGRAMS

## WANT TO UPGRADE YOUR PRESENTATION SKILLS?



### Attend our Presentation Skills Essentials course.

*Instructor, Michael Buschmohle will lead you through this 12 hour course that includes topics such as:*

- Presenting with Confidence
- Using PowerPoint
- Speech Writing and more!

## Meet Your Instructor: Michael Buschmohle

- **Business Writing & Email Essentials** page 23
- **Presentation Skills Essentials** page 23

As President of Applause Associates, Mr. Buschmohle trains speakers around the world — from nervous beginners to corporate CEOs, from Chinese airline personnel to a Miss America finalist, and even a Chief Justice of the Washington State Supreme Court. An author, artist, speech writer, and media coach— whose clients have been on Oprah, Good Morning America and the Today Show — he has videotaped more than 16,000 presentations. His client list includes Boeing, Microsoft, City of Seattle, United Way, Boys & Girls Clubs and the FAA. Mr. Buschmohle's experience also includes working as a hospital HR specialist, a Catholic priest, and a retreat master.



*See page 23 for more information.*

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

9440-B561	S. THOMPSON, MBA, PMP	CCEC - Bothell, CC1-021
3 Thursdays	Aug. 13 - 27	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 text: See website. Fee \$215.

ITEM 9033-B562	M. FISCHER	CCEC - Bothell, CC1-041
3 Wednesdays	Aug. 26 - Sep. 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 9886-B561	K. MCHUGH, PMP	CCEC - Bothell, CC3-TBD
2 Saturdays	Aug. 8 - 15	9:00AM - 12:00PM

## 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](mailto:SkillForce@everettcc.edu) or [www.EverettCC.edu/BAM](http://www.EverettCC.edu/BAM)



## 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-B561 M. FISCHER CCEC - Bothell, CC1-041  
2 Thursdays Jul. 23 - 30 6:00 - 9:00PM

## High Performance Management Essentials (1.5 CEUs)

See page 14 for course description and details.

## Introduction to Performance Excellence (1.5 CEUs)

See page 14 for course description and details.

## Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 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-B561 S. THOMPSON, MBA, PMP CCEC - Everett, 109  
2 Tuesdays Jul. 7 - 14 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: Project Management Essentials course or concurrent enrollment. Fee \$215

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

## Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

## Communicating with Impact (.6 CEUs)

See page 23 for course description and details.

## Team Collaboration (.6 CEUs)

See page 23 for course description and details.

## Proactive Planning & Problem Solving (.6 CEUs)

See page 23 for course description and details.

## Managing Priorities & Time (.6 CEUs)

See page 23 for course description and details.

## Presentation Skills Essentials (1.2 CEUs)

See page 23 for course description and details.

## PMP Certification Exam Prep (2.1 CEUs)

To earn your Project Management Professional (PMP)® credential, you need to meet the experience and education requirements, and pass the PMP® examination set by the Project Management Institute. Regardless of how advanced your project management experience or education might be, you should still prepare vigorously for the exam. Successful PMP candidates typically use multiple study aids, including courses, self-study and study groups. Required Prerequisite: Project Management Essentials and full knowledge of the application requirements for the exam. Recommended Prerequisites: Project Management Essentials, Project Planning and Scheduling Techniques and Project Execution and Control. Visit [www.pmi.org](http://www.pmi.org) for more information about the PMP® examination and application. Fee \$750

ITEM 9041-B561 S. THOMPSON, MBA, PMP CCEC - Everett, 239  
3 Saturdays Aug. 1 - 29 10:00AM - 6:00PM

Note: No class August 8 and 22. Class meets August 1, 15 and 29.

## Meet Your Instructor



**Sal Thompson**  
MBA, PMP

- **Earned Value Management**  
page 21
- **PMP Certification Exam Prep**  
page 21
- **Project Execution and Control**  
page 19
- **Project Management Capstone**  
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- **Project Management Essentials**  
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- **Project Risk Management Essentials**  
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- **Project Team Management**  
page 19

Sal Thompson, MBA, PMP, has over 25 years of experience in the financial and retail industries working for Fortune 500 companies. She has led local and globally distributed teams on small to multi-million dollar initiatives. As a Senior Project Manager at Key Consulting, her clients span manufacturing, healthcare, government, residential construction and global pharmaceutical organizations. Sal also instructs at various industries and colleges. She is passionate about sharing best project management practices tailored to meet her student's needs.

# CERTIFICATE PROGRAMS



## NON-PROFIT MANAGEMENT CERTIFICATE

### EvCC is excited to launch our NEW Non-Profit Management Certificate Program!

- Demonstrate your ability to solve problems, contribute ideas, and offer solutions by earning a professional certificate in non-profit management.
- Managers in non-profit organizations often wear a number of hats: from chief executive to marketer, fundraiser to grant manager and grant writer. As a result, managers require a high degree of flexibility to successfully navigate today's non-profit environment.

### LEARN MORE...

#### ATTEND A FREE INFORMATION SESSION

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

### SPECIAL SUMMER PREVIEW

Start early with the first two classes,  
**Grant Writing Essentials** and  
**Grant Management Essentials**.  
*See page 22 for details.*

## Non-Profit Management Certificate

### Grant Writing & Grant Management Essentials package

**NEW**

Register for both classes listed below: Grant Writing and Grant Management Essentials and save money! Total package cost is \$375.

ITEM 9446-B561 A. PERSELL CCEC - Everett

Note: Grant Writing Essentials: Thursdays July 9, 16 and 23.

Grant Management Essentials: Tuesdays July 28, August 4, 11 and 18, 6:00 - 9:00PM

### Grant Writing Essentials (.9 CEUs)

**NEW**

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. Fee \$198\* (*\*Discounted pricing available with enrollment in Grant Writing Essentials and Grant Management Essentials*)

ITEM 9443-B561 A. PERSELL CCEC - Everett, 109

3 Thursdays

Jul. 9 - 23

6:00 - 9:00PM

### Grant Management Essentials (1.2 CEUs)

**NEW**

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. Fee \$225\* (*\*Discounted pricing available with enrollment in Grant Writing Essentials and Grant Management Essentials*)

ITEM 9445-B561 A. PERSELL CCEC - Everett, 116

4 Tuesdays

Jul. 28 - Aug. 18

6:00 - 9:00PM

## Meet Your Instructor



**Amy Persell**

• **Grant Writing Essentials**  
page 22

• **Grant Management Essentials**  
page 22

Ms. Amy Persell is an experienced leader in non-profit management with over 15 years in grant administration, policy development, systems change and accountability. Since 2008 she has been instrumental in winning over \$10 million in grant funds from state, federal and private foundation funds. She has 18 years staff supervision expertise as a results-oriented leader developing collaborative team environments. Leveraging funds for non-profits can be a key way to meet program needs and stretch resources. Amy has leveraged over \$8 million in grants and matching funds for programs which align with strategic plans, meet community needs, and fulfill a role in economic development. She has a Masters Degree in Management with an emphasis in organizational change from Regis University.

## CERTIFICATE PROGRAMS

### Personal & Professional Excellence Series

#### Communicating with Impact (.6 CEUs)

Your professional success is largely determined by how well you communicate with co-workers, employees, your boss, and the community. Learn how to analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow, and express yourself with confidence, assertiveness, and persuasiveness. Course covers techniques for active listening, speaking, presenting, and writing. Participants will implement an interpersonal communication action plan for workplace success and career advancement. Fee \$195

ITEM 9072-B561 L. LAZAROFF CCEC - Everett, TBD  
2 Sessions T/Th Aug. 13 - 18 2:30 - 5:30PM

#### Managing Priorities & 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 9066-B562 C. LINDSTROM CCEC - Everett, TBD  
2 Sessions T/Th Sep. 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 9074-B562 C. LINDSTROM CCEC - Everett, TBD  
2 Sessions T/Th Sep. 15 - 17 2:30 - 5:30PM

#### Team Collaboration (.6 CEUs)

Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders and how to address common obstacles to success, including communication, poor performing team members, interpersonal challenges, and lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee \$195

ITEM 9073-B561 S. STAFF CCEC - Everett, TBD  
2 Sessions T/Th Aug. 20 - 25 2:30 - 5:30PM

### Business Communications

#### Business Writing & Email Essentials (.6 CEUs)

In our age of social media, blogs, and instant messaging, how can we write effective business documents - email, reports, recommendations, proposals, sales and marketing materials, legal documents - that communicate with internal and external audiences? As the saying goes, the only purpose of the first sentence is to get the reader to read the second sentence. In this 6-hour class, we'll review everything participants need to know to write clearly and concisely so that people will read and respond. Topics include: The Reader-Writer relationship, Your purpose: Tell or Ask, Reader-Friendly Email, Writing Basics and Special Cases. Fee \$225

ITEM 9048-B561 M. BUSCHMOHLE CCEC - Everett, 116  
1 Friday Aug. 14 9:00AM - 4:00PM

#### Presentation Skills Essentials (1.2 CEUs)

Speak up and present yourself and your ideas confidently. This workshop is designed for anyone in the public eye: business owners, sales staff, trainers, executives, managers, decision makers. Discover how to reduce "stage fright," plan for any audience, use voice and body language techniques, PowerPoint, be persuasive, write speeches, tell stories, lead Q & A sessions with finesse, and handle disagreement. You'll receive video-taped practice speaking and personal coaching for improvement. Fee \$375

ITEM 9396-B561 M. BUSCHMOHLE CCEC - Everett, 110  
2 Sessions Th/F Jul. 9 - 10 9:00AM - 4:00PM

## CERTIFICATIONS

### Flagging & Traffic Control

#### Flagging and 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: \$59

ITEM 9145-B561	M. FOY	CCEC - Bothell, CC3-123
1 Saturday	Jun. 20	9:00AM - 3:30PM
ITEM 9901-B561	M. FOY	CCEC - Everett, 110
1 Saturday	Jun. 27	8:00AM - 2:30PM
ITEM 9900-B561	M. FOY	CCEC - Bothell, CC3-123
1 Saturday	July 25	9:00AM - 3:30PM
ITEM 9141-B561	M. FOY	CCEC - Everett, 110
1 Friday	July 31	8:00AM - 2:30PM
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



### LinkedIn Groups

#### EvCC Business & Industry Solutions

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

**EverettCC.edu/CCEC**



## 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](http://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		



## Health & Fitness

### Midday Wellness Zumba (.95 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® combines easy-to-follow fast and slow rhythms that tone and sculpt the body using an aerobic/fitness approach to achieve a blended balance of cardio and muscle-toning benefits. ZUMBA® is "exercise in disguise" and designed for any fitness level and any age. Participants have a blast and don't even realize they're exercising. Fee \$50

ITEM 9181-B561	J. KEYS	Fitness Center, 231
19 sessions M/W	June 15 - Aug. 19	11:45AM-12:15PM

ITEM 9426-B561	J. KEYS	Fitness Center, 231
19 sessions M/W	June 15 - Aug. 19	12:30-1:00PM

Class will not meet on July 6.

### Midday Wellness Cardio Kickboxing (1.0 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 9219-B561	T. ROBBINS	Fitness Center, 231
20 Sessions T/Th	June 16 - Aug. 20	11:45AM-12:15PM

ITEM 9220-B561	T. ROBBINS	Fitness Center, 231
20 Sessions T/Th	June 16 - Aug. 20	12:30-1:00PM

### Yoga Movement (.4 CEUs)



Join and explore basic yoga postures and concepts including alignment, breathing and relaxation. No matter your experience, age, or body type, come and explore why yoga is for you! Fee \$49

ITEM 9316-B561	S. WRIGHT	CCEC - Everett, 110
4 Fridays	Jul. 10 - 31	Noon - 1 PM

### Cardio Bootcamp (2 CEUs)

Make the commitment to be healthy. Join us and be surrounded by motivated individuals who'll inspire and push you. Circuit training is a form of strength training using high-intensity aerobics. It targets strength building and muscular endurance. All shapes, sizes, and fitness levels welcome. See website for class location. Fee is for one month session. Fee \$79

ITEM 9244-B561	A. MARTINEZ
22 Sessions Daily	Jul. 7 - Aug. 4

5:30 - 6:30AM

## Circuit Fitness For Seniors (2.4 CEUs)

Circuit fitness develops cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. Improve your fitness in minimum time with maximum benefits. Fee\$79

ITEM 9322-B561 S.TAGG Fitness Center, 148  
16 sessions T/Th Jun. 30 - Aug. 20 8:50 - 9:40AM

## Creative Arts

### Botanical Watercolor Sketchbooking (1.8 CEUs/1.2 CEUs)

Discover the magic of watercolor sketchbooking! Learn to see like an artist, develop basic drawing and brushstroke skills. Discover the joy of exploring botany, feathers, shells and the natural world by keeping a sketchbook as a visual journal! Level: Beginner and Intermediate. See the website for supplies and materials list to purchase before class starts.Fee\$189

ITEM 9280-B561 C. COLLINS-FREEMAN CCEC - Bothell, TBD  
6 Thursdays Jul. 2 - Aug. 6 6:00 - 9:00PM  
ITEM 9279-B561 C. COLLINS-FREEMAN CCEC - Everett, 117  
5 Saturdays Jul. 11 - Aug. 8 2:30 - 5:00PM

### Kirkland Arts Center

*Everett Community College's Corporate & Continuing Education Center (EvCC CCEC) is a partner with the Kirkland Arts Center (KAC). KAC's mission is to promote artistic mastery and public participation in the visual arts through innovative classes, contemporary exhibitions, and events. 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:

[www.kirklandartscenter.org](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.*

## Personal Business, Finance, & Investment

### 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-B453 M. O'DELL CCEC - Everett, 109  
1 Thursday Jul. 23 6:00 - 9:00PM

### 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. Fee: \$59

ITEM 9190-B561 T. MCILRATH CCEC-Everett, TBD  
2 Thursdays Jun. 18 - 25 6:30 - 9:30PM  
ITEM 9191-B561 T. MCILRATH CCEC-Everett, TBD  
2 Tuesdays Jun. 23 - 30 6:30 - 9:30PM  
ITEM 9192-B561 T. MCILRATH CCEC-Bothell, TBD  
2 Wednesdays Jun. 17 - 24 6:30 - 9:30PM  
ITEM 9193-B561 T. MCILRATH CCEC-Bothell, TBD  
2 Saturdays Jun. 20 - 27 9:00AM - 12:00PM

### 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-B453 K. BOYD CCEC - Everett, TBD  
1 Monday Jun. 11 6:00 - 9:30PM

### eBay Series (.6 CEUs)

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

ITEM 9198-B561 K. BOYD CCEC - Everett, 110  
1 Saturday Jun. 13 9:00 AM - 4:00PM

### 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 iTips, 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-B453 K. BOYD CCEC - Everett, TBD  
1 Tuesday Jun. 13 9:00AM - Noon

### 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-B561 K. BOYD CCEC - Everett, 110  
1 Saturday Jun. 13 1:00 - 4:00PM

## Personal Growth & Development

### Introduction to SoulCollage® (.3 CEUs)

Unleash your inner creativity and wisdom by simply cutting out magazine images, gluing them down on a card and giving them voice! You make your own deck of cards - each collage card representing one aspect of your personality or Soul. Joyfully deepen your understanding of the relationships between your personality parts, you and your family/community/world, and you and your dreams, symbols, and Spirit. You will be intrigued and delighted by your discoveries and insights during this make-and-take workshop. Check out [www.soulcollage.com](http://www.soulcollage.com) for more information. All materials included (\$10 value). Fee \$65

ITEM 9362-B561 S. WEST CCEC - Everett, 116  
1 Saturday Jul 25 9:00AM - 12:00PM

## PERSONAL INTEREST

### Using Crystals to Enhance Your Life (.3 CEUs)

Crystals can be beneficial in your daily life. Crystals have unique and individual qualities that can be used in order to provide balance, protection, health and other positive attributes. Come enjoy an informative class that will describe some common crystals, how to use and program them, how to use them with your chakras and learn other interesting information related to crystals. Fee \$59

ITEM 9326-B561 S. KONGIRA CCEC - Everett, 218  
1 Saturday Aug. 8 1:00 - 4:00PM

### Introduction to the Path of The Tarot (.4 CEUs)

The tarot is a deck of 78 picture cards that has been used for centuries to reveal hidden truths. Join us for a fun journey of self-discovery. The hidden paths of knowledge unfold as you learn about its messages and symbolism. Understanding the key concepts, and knowing how to read and interpret the tarot, can provide insight and guidance to your life. Bring your tarot deck. Fee \$59

ITEM 9223-B561 S. KONGIRA CCEC - Everett, 218  
1 Saturday Jul. 18 1:00 - 4:00PM

## Photography

### Beginner's Photography (.7 CEUs)

Take the mystery out of the buttons and dials on your camera. Topics include manual settings; exposure and white balance and focus; techniques for sharper images; controlling light and depth of field with Aperture; and so much more. The first and third sessions meet in the classroom and the second session is a field trip with hands-on experience and instructor expertise. Also included are post-production options and how to get the images out of your camera and onto your computer for sharing. Fee \$95

ITEM 9187-B561 A. LAWRENCE CCEC - Bothell, TBD  
3 Tuesdays Jul. 7 - 21 7:00 - 9:00PM  
Class meets 6-9pm for the field work on July 18.

### Camera Fundamentals: A Basic Course (.8 CEUs)

Bring your digital DSLR camera to class. This introduction course will cover the fundamentals of camera operation: exposure, f-stops, shutter speeds, ISO, lenses, filters, and flash. A tripod is also recommended (students may contact instructor). Taught by Robert Stahl, MA in Art History. Instructor's work has appeared in National Geographic publications. Please visit [www.everettcc.edu/coursematerial](http://www.everettcc.edu/coursematerial) for required textbook. Two afternoon field trips, July 12 & 19 included. Fee \$130

ITEM 9187-B451 R. STAHL CCEC - Everett, 239  
4 Wednesdays Jul. 8 - 29 7:00 - 9:00PM

### Creative Night Photography (1.5 CEUs)

Photographing at night brings with it many creative possibilities but also many challenges. Learn how to approach night photography, choose settings, use the Histogram on your camera, focus in low light, and post processing your images. You don't need a fancy camera for amazing, eye-catching night photos. With a few tips and tricks you'll be amazed with the difference in your photos. Class includes lecture and hands-on shooting opportunities out in the field. Class size is limited so you get personal attention. Fee \$225

ITEM 9176-B561 J. AGUILERA CCEC - Bothell, TBD  
5 Saturdays Jul. 11 - Aug. 8 6:00 - 7:30PM  
Class meets 6-7:30pm in the classroom on day one and day three and 7:30-9pm out in the field. Please dress appropriately.

### GoPro HERO: Fundamentals (1.2 CEUs)

Learn the essential skills you'll need to get out from behind the computer and start shooting in the field with your GoPro HERO. Have you always wondered how to capture stills, video, or even time-lapse photography? This class will focus on tools and tips for you to adjust your setting when you use the GoPro App in conjunction with your smart phone, iPad or tablet. Fee \$75

ITEM 9187-B561 J. AUGILERA CCEC - Bothell, TBD  
3 Saturdays Aug. 15 - 29 9:00 AM - 1 PM

## Summer Reading Programs for Children & Adults

*For an enjoyable activity with lifelong benefits, we recommend one of our eight different reading skills programs taught by instructors from the Institute of Reading Development. Programs have been offered through Everett Community College's Corporate & Continuing Education Center since 1992.*

### Programs are available for the following ages/grades:

- 4-Year-Olds and Entering Kindergarteners
- Entering 1st Graders
- Entering 2nd Graders
- Entering 3rd Graders
- Entering 4th or 5th Graders
- Entering 6th, 7th, or 8th Graders
- Entering 9th, 10th, or 11th Graders
- Entering 12th Graders, College Students, or Adults

### For detailed information please visit [www.everettcc.edu/reading](http://www.everettcc.edu/reading)

To speak with a program coordinator, or enroll by phone, call (800) 964-8888 Monday - Friday 5am - 7pm and Saturday 7am - 3pm.



## World Languages

### American Sign Language (ASL& 121) (5 credits)

Beginning sequence of courses in ASL to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Self-support, non-tuition class. Payment is due at the time of registration. Last day to register is June 22. Last day for 100% refund: July 3. No 50% refund option. You must register through Enrollment Services/Admissions for this course. Fee \$534

ITEM 9484-B561	L. BONTRAGER	EvCC - Main, Index 103
16 sessions T/Th	Jun. 30 – Aug. 20	10:30AM-1:20PM

### Spanish - Introduction (1.2 CEUs)

Come and learn the basics of Spanish in a practical and enjoyable way! The lessons and activities in this class will include the most common and useful expressions for everyday life. The introduction to basic grammar, verb conjugation, vocabulary, and pronunciation is designed to give you immediate speaking ability in Spanish. The class would be a perfect introduction or a refresher for those planning a trip to a Spanish-speaking region. Please visit [www.everettcc.edu/coursematerial](http://www.everettcc.edu/coursematerial) for required textbook information. Fee \$139

ITEM 9876-B561	L. LORANG	CCEC - Bothell, TBD
6 Thursdays	Jul. 9 - Aug. 13	6:30 - 8:30PM

### Spanish Level 1 (1.6 CEUs)

Planning to visit a Spanish-speaking country? Let us help you prepare for an enjoyable trip. Join us to explore basic Spanish conversational phrases and vocabulary – how to order food in restaurants, use the transportation system, ask for assistance, and much more! This course will also include a video presentation and information on the diverse people and cultures of Latin America and Spain. No prior knowledge of Spanish is necessary. Please visit [www.everettcc.edu/ccec/resources](http://www.everettcc.edu/ccec/resources) for required textbook information. Fee \$179

ITEM 9172-B561	B. JOHNSON	CCEC – Everett, 218
8 Mondays	Jun. 15 – Aug. 10	6:30 - 8:30PM

Class will not meet on July 6.

## Creative Writing

### Short Stories Workshop (.4 CEUs)

Short Fiction is the easiest fiction to get published in any genre. Learn the basics of writing Short Stories. This is not the same as doing longer works and not the same as writing nonfiction. When you know the recipe, turning out a good story becomes as easy as a batch of brownies. Which reminds me, don't forget to bring a lunch to this super fun day! Fee: \$79

ITEM 9263-B561	A. HUFF	CCEC - Everett, TBD
1 Saturday	Jul. 18	10:00 AM - 2:00 PM

### Your eBook from Start to Finish (1.5 CEU)

Join the authors who are drawing reader interest and royalties with eBooks. Learn the ropes from story options like formats/structures/vocabulary levels/and concept density to desirable topics and visuals, and marketing tricks. Have a blast with this new fun way to express and gather an audience. Also, your work can easily be made into paper & ink traditional models. Fee: \$179

ITEM 9266-B561	A. HUFF	CCEC - Bothell, TBD
6 Tuesdays	Jul 7 - Aug 11	6:00 - 8:30 PM

### Character Development in Writing - Online (1.0 CEUs)

Fee: \$89

Item 9269-B561	A. HUFF	Online
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### Commas To Content: Edit Your Own Writing - Online (1.0 CEUs)

Fee: \$89

Item 9277-B561	A. HUFF	Online
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### Creating A Selling Novel - Online (1.0 CEUs)

Fee: \$89

Item 9275-B561	A. HUFF	Online
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### Do You Want To Be An Editor? - Online (1.0 CEUs)

Fee: \$89

Item 9274-B561	A. HUFF	Online
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### Freelance Writing - Online (1.0 CEUs)

Fee: \$89

Item 9271-B561	A. HUFF	Online
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### Plot, Theme, Setting, and Dialogue, for Fiction - Online (1.0 CEUs)

Fee: \$89

Item 9272-B561	A. HUFF	Online
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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](http://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 three class sessions to choose from for Summer quarter:

May 13 - June 19  
June 17 - July 24  
July 15 - August 21

### Sell Your Nonfiction Book - Online (1.0 CEUs)

Fee: \$89

Item 9276-B561	A. HUFF	Online
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### Write About Your Life - Online (1.0 CEUs)

Fee: \$89

Item 9273-B561	A. HUFF	Online
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### Writing For Children - Online (1.0 CEUs)

Fee: \$89

Item 9268-B561	A. HUFF	Online
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# 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](http://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:  
**SUMMER  
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.

<b>A</b>		<b>H</b>		<b>Q</b>	
A & P Test Preparation .....	5	Health & Fitness .....	24	Quickbooks .....	12
Airframe—Oral & Practical Exam .....	5	High Performance Management .....	14		
Accounting & Finance .....	12	How to Start a Business .....	25	<b>R</b>	
Access 2013 .....	8	Human Resources Management .....	15, 16	Reading Programs .....	26
American Sign Language .....	27			Recruitment & Retention .....	15, 16
Assemble & Fly Your UAV .....	5	<b>I</b>		Reporting Applications with SSRS .....	11
Aviation Ground School .....	5	Information Session .....	5, 6, 10, 11, 13, 14, 15, 17, 19, 22	Reporting Queries with SQL and MDX .....	11
		IPC Certifications .....		Retirement Planning .....	25
<b>B</b>		IPC/WHMA-A-620 .....	5	Root Cause Analysis .....	18
Bookkeeping .....	12	IPC-A-610E CIS .....	5		
Budgets .....	12	IPC J-STD-001 .....	6	<b>S</b>	
Business Communications .....	23	Italian .....	27	SharePoint .....	10
Business Intelligence .....	10			Soldering .....	5, 6
		<b>K</b>		SoulCollage .....	26
<b>C</b>		Kirkland Arts Center .....	25	Small Business Accelerator .....	13
C# .....	11			Spanish .....	27
CATIA v5 .....	7, 8	<b>L</b>		SQL Server .....	10
Cardio Bootcamp .....	24	Lean Six Sigma Green Belt .....	17, 18		
Cardio Kickboxing .....	24			<b>T</b>	
Certificate .....	6, 7, 10, 11, 14, 15, 17, 19, 22	<b>M</b>		Traffic Control .....	23
Circuit Fitness for Seniors .....	25	Management .....	20		
Computer Basics .....	8	Manufacturing Operations Management .....	7	<b>V</b>	
Create a Website .....	25	Inventory Management Essentials .....	7	Visual Arts .....	25
Crystals .....	26	Principles of Manufacturing Management .....	7		
				<b>W</b>	
<b>D</b>		<b>N</b>		Watercolor .....	25
Database .....	10	Network Fundamentals .....	11	Welcome to Computers .....	8
		Non-Profit Management .....	22	Wire & Cable Harness Assembly .....	5
<b>E</b>				Word 2013 .....	9
eBay .....	25	<b>O</b>		WordPress .....	11
Electronics & Troubleshooting, Basic & Intermediate .....	6	OLAP Cubes with MS Analysis Server .....	11	World Languages .....	27
Estimation .....	21	Online Learning .....	24, 27	Writing .....	27
ETL with Integration Services .....	10			Written Knowledge Test .....	5
Excel 2013 .....	9	<b>P</b>			
		Personal & Professional Excellence .....	23	<b>Y</b>	
<b>F</b>		Personal Interest .....	24	Yoga .....	24
Finance .....	12	Photography .....	26, 27		
Flagging & Traffic Control .....	23	PMP .....	12, 21	<b>Z</b>	
		Powerplant—Oral & Practical Exam .....	5	Zumba .....	24
<b>G</b>		Powerpoint 2013 .....	9		
General Knowledge—Oral & Practical Exam .....	5	Private Pilot .....	5		
GoPro .....	26	Professional .....	23		
Grant Management .....	22	Programming .....	11		
Grant Writing .....	22	Project Management .....	19, 20, 21		
		Python .....	11		

## 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

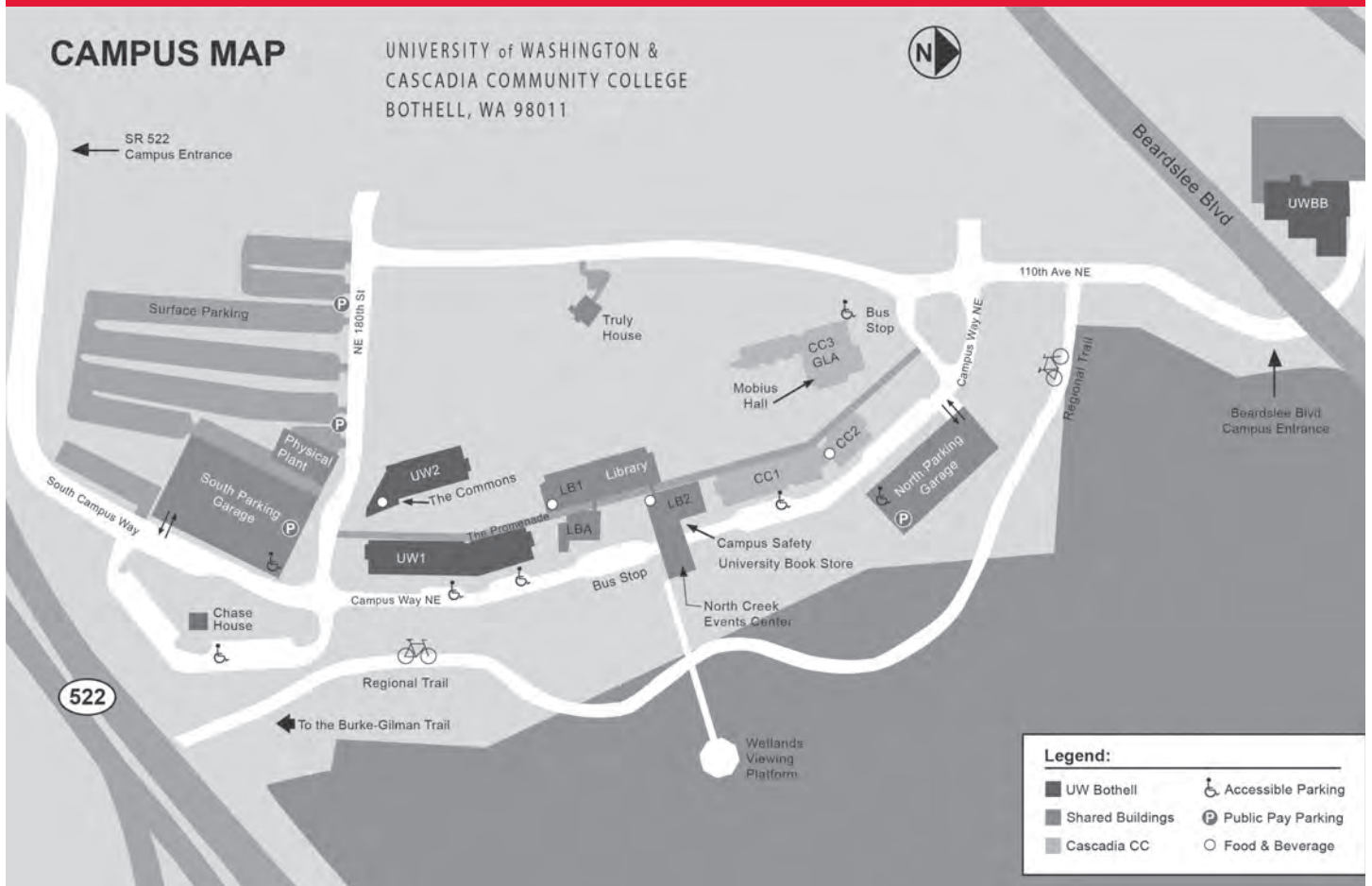
Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## 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.

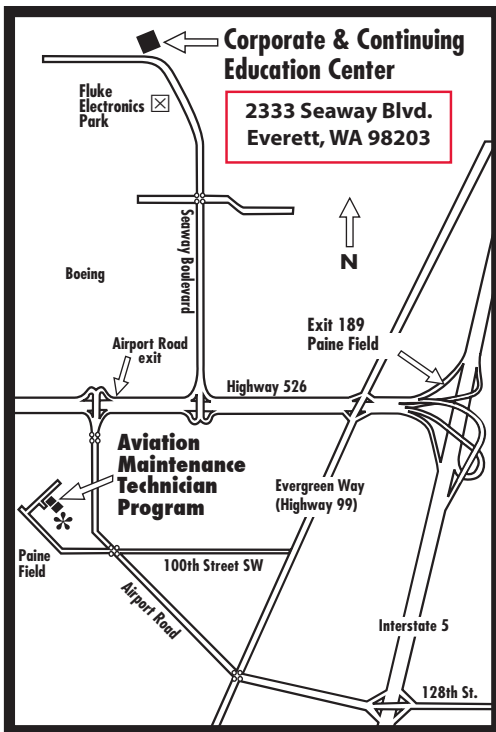
**CASCADIA  
COLLEGE**  
BOTHELL

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

**BOTHELL  
(CASCADIA C)**



# Everett Community College Campus and Off-site Location Maps



## 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.

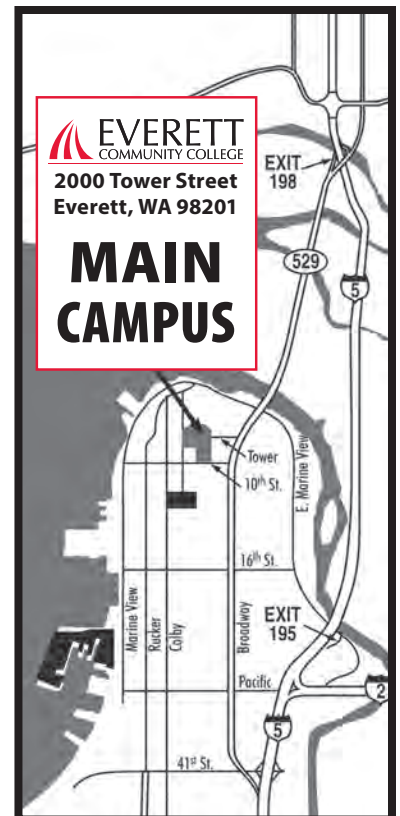
**From I-5 Southbound:** Take exit 189 (Mukilteo/Whidbey Island) and proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

## 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

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