

Corporate & Continuing Education Center

Expect
Excellence

WINTER 2016



High Performance Management Certificate Program

Learn to improve your people,
processes, and profits

Enroll in a free information
session today. Page 14.



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

BUSINESS INTELLIGENCE IMPLEMENTATION



Make better data-driven business decisions

- Enhance SQL skills
- Advance your IT Career
- Prepare for MCSE exams

Microsoft® IT Academy
Program Member

See page 10 for more information.

Enroll Today at EverettCC.edu/BusinessIntelligence or 425-267-0150.

Contact Corporate & Continuing Education Center

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

Office Hours: 7am–6:30pm, Mon.–Thur. | 7am–5pm, Fri. | 8am–12pm, Sat.

Customer Service and Registration
learn@everettcc.edu
425-267-0150

Customized Training
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 Winter.

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 8943-8563	STAFF	CCEC - Bothell, CC1-211
4 Sessions	Feb. 12 - Feb. 15	6:00 - 9:00PM
ITEM 8942-8563	STAFF	CCEC - Everett, 126
4 Sessions	Jan. 12 - Jan. 15	6:00 - 9:00PM

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: EverettCC.edu/CCEC **Phone:** 425-267-0150 **In Person:** 2333 Seaway Blvd., Everett, WA 98203

There are no added costs for parking in either location!

EverettCC.edu/CCEC

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

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Certificates & Certifications



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Attend a FREE information session

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

A & P Test Preparation page 5

- Tuesday, January 12, 5:00 - 6:00PM, Everett

Aviation Ground School - Private Pilot page 5

- Thursday, March 24, 6:00 - 7:30PM, Everett

C# Certificate page 11

- Tuesday, January 5, 6:30AM - 7:30, Bothell

CNC Machine Operator Series page 7

- Tuesday, January 5, 5:00 - 6:00PM, Everett

Electronics & Troubleshooting page 6

- Thursday, January 7, 3:00 - 4:00PM, Everett

High Performance Management Certificate page 14

- Monday, December 14, 6:00 - 7:30PM, Bothell
- Tuesday, January 5, 6:00 - 7:30PM, Everett
- Wednesday, March 16, 6:00 - 7:30PM, Bothell
- Thursday, March 24, 6:00 - 7:30PM, Everett

Human Resources Management Certificate page 15

- Monday, December 7, 6:00 - 7:30PM, Bothell
- Tuesday, December 15, 6:00 - 7:30PM, Everett
- Wednesday, March 16, 6:00 - 7:30PM, Bothell
- Thursday, March 24, 6:00 - 7:30PM, Everett

Lean Six Sigma Green Belt Certificate page 17

- Tuesday, December 8, 6:00 - 7:30PM, Bothell
- Wednesday, December 9, 6:00 - 7:30PM, Everett
- Wednesday, March 16, 6:00 - 7:30PM, Bothell
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- Wednesday, December 2, 6:00 - 7:30PM, Everett
- Thursday, January 7, 6:00 - 7:30PM, Bothell
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Project Management Certificate page 19

- Tuesday, December 1, 6:00 - 7:30PM, Bothell
- Thursday, December 10, 6:00 - 7:30PM, Everett
- Wednesday, March 16, 6:00 - 7:30PM, Bothell
- Thursday, March 24, 6:00 - 7:30PM, Everett

SQL Server Certificates page 10

- Tuesday, January 5, 5:30 - 6:30PM, Bothell

Software Testing Series page 11

- Tuesday, January 5, 7:30 - 8:30PM, Bothell

Aerospace

Assemble and Fly Your UAV (1.6 CEU's)

Unmanned Aerial Vehicles, or Drones, is a new, exciting, and rapidly growing field. Are you interested in UAVs 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 FAA and AMA rules. 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 for details. Fee: \$575

ITEM 9123-B563 T. Harbick CCEC - Everett, 240
4 Saturdays Feb. 27 - Mar. 19 8:00AM - 12:00PM
Class meets at CCEC Everett Feb. 27 - Mar. 12 in room 240.
Class on Mar. 19 will be onsite to fly your UAV.

A & P Test Preparation

FREE Information Session: A&P Test Preparation

ITEM 9110-B563 B. DAVIS CCEC - Everett, 109
1 Tuesday Jan. 12 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-B563 CCEC - Everett, 125
2 Sessions T/W Feb. 2 - 3 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-B563 B. DAVIS Aviation - PFC, 8008
3 Sessions T/W/Th Feb. 9 - 11 5:00 - 9:00PM

Airframe—Oral and Practical Exam Preparation (1.2 CEUs)

Fee: \$495
ITEM 9160-B563 B. DAVIS Aviation - PFC, 8008
4 Sessions T/W/Th/Sa Feb. 16 - 18 5:00 - 9:00PM

Powerplant—Oral and Practical Exam Preparation (1.2 CEUs)

Fee: \$495
ITEM 9161-B563 B. DAVIS Aviation - PFC, 8008
4 Sessions T/W/Th/Sa Feb. 23 - 27 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-B564 O. NAIMI CCEC - Everett, 218
1 Thursday Mar. 24 6:00 - 7:30PM

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-B564 O. NAIMI CCEC - Everett, 239
20 Sessions T/Th Apr. 5 - June 9 10:00AM - 1:00PM
ITEM 9390-B564 O. NAIMI CCEC - Everett, 239
20 Sessions T/Th Apr. 5 - June 9 5:00 - 8:00PM

Soldering and Inspection Certifications

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, mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40% lecture and 60% hands-on exercises. Certificate granted upon successful completion of all modules. Each module includes comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee: \$345

ITEM 9129-B563 K. KUHN CCEC - Everett, 240
4 Sessions M/T/W/Th Jan. 11 - 14 3:00 - 7:00PM
ITEM 9146-B563 K. KUHN CCEC - Everett, 240
2 Sessions F/Sa Feb. 19 - 20 8:00AM - 5:00PM

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

This industry-developed hands-on 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: \$765

ITEM 9151-B563 K. KUHN CCEC - Everett, 239
8 Sessions M/T/W/Th Feb. 22 - Mar. 3 3:00 - 7:00PM

IPC-A-610 CIS Certification (2.4 CEUs)

This internationally-recognized certification to inspect completed printed circuit board assemblies is officially acknowledged 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. IPC-A-610E Manual included. Fee: \$575

ITEM 9147-B563 K. KUHN CCEC - Everett, 239
6 Sessions M/T/W/Th Mar. 7 - 15 3:00 - 7:00PM

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

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

ITEM 9150-B563 K. KUHN CCEC - Everett, 240
5 Sessions F/Sa Mar. 18 - Apr. 1 8:00AM - 5:00PM
Class Meets Friday and Saturdays



ELECTRONICS & TROUBLESHOOTING CERTIFICATE

Short-term training for high-demand jobs.

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

Electronics & Troubleshooting Certificate

Certificate requires completion of 170 course hours:

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

ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate or take classes individually.

ATTEND A FREE INFORMATION SESSION

Thursday, January 7, 3:00-4:00PM, CCEC-Everett

For more information, go to EverettCC.edu/Aerospace

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

Electronics & Troubleshooting Certificate

FREE Information Session: Electronics and Troubleshooting

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

ITEM 9162-B563 R. YOUNG, K. KUHN CCEC - Everett, 240
1 Thursday Jan. 7 3:00 - 4:00PM

Math for Electronics (1.6 CEUs)

Learn how to use basic mathematic principles and how they relate to electronics. Students will review basic math concepts and learn techniques for calculating, percentages and converting fractions to whole numbers. Focusing on the essential skills and tools needed to be successful in Basic Electronics and Troubleshooting, these principles will be the building blocks used to solve problems related to voltage, current, resistance and power in series and parallel circuits. Fee: \$395

ITEM 9122-B563 K. KUHN CCEC - Everett, 240
4 Sessions M/T/W/Th Jan. 11 - 14 9:00AM - 1:00PM

Basic Electronics and 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: \$1450

ITEM 9152-B563 R. YOUNG CCEC - Everett, 240
18 Sessions M/T/W/Th Jan. 19 - Feb. 18 9:00AM - 1:00PM

ITEM 9153-B563 R. YOUNG CCEC - Everett, 240
18 Sessions M/T/W/Th Feb. 19 - Mar. 17 3:00AM - 7:00PM

Intermediate Electronics and 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: \$1,200

ITEM 9124-B563 R. YOUNG CCEC - Everett, 240
10 Sessions M/T/W/Th Jan. 19 - Feb. 3 3:00 - 7:00PM

Quality Control Essentials (3.0 CEUs)

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

ITEM 9112-B563 K. KUHN CCEC - Everett, 238
5 Sessions F/Sa Jan. 22 - Feb. 5 8:30AM - 3:30PM

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-B563 N. DEVOGEL CCEC - Everett, 238
3 Sessions Th/F/Sa Mar. 3 - 5 9:00AM - 3:45PM

ELECTRONICS & TROUBLESHOOTING CERTIFICATE ELECTIVES

IPC J-STD-001 Certification (3.2 CEUs)

IPC-A-610 CIS Certification (2.4 CEUs)

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

See page 5 for course descriptions and details.



MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE

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

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

Manufacturing Operations Management Certificate

Certificate requires completion of 144 course hours:

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

ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate or take classes individually.

For more information, go to EverettCC.edu/ManufacturingCert

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

Manufacturing Operations Management Certificate

Principles of Managing Operations (3.0 CEUs)

The APICS Principles of Managing Operations course aims to provide fundamental knowledge and understanding of the core concepts necessary to effectively manage activities related to process management, project management, and Information Technology Support for Production and Distribution Management. Recommended Prerequisites: Principles of Manufacturing Management. Required Workbook: Principles of Managing Operations Participant Workbook. Workbook can be ordered through APICS, www.apics.org, or call: 1-800-444-2742. Fee: \$1325

ITEM 9858-B564 CCEC - Everett, 239
8 Sessions M/T/W/Th Mar. 21 - 31 10:00AM - 1:45PM

Principles of Operations Planning (3.0 CEUs)

The APICS Principles of Operations Planning course imparts a fundamental knowledge and understanding of the basic inventory planning principles and techniques that are used at each level in the planning process, from strategic to tactical. Recommended Prerequisite: Inventory Management Essentials. Required Workbook: Principles of Operations Planning Participant Workbook. Workbook can be ordered through APICS, www.apics.org, or call: 1-800-444-2742. Fee: \$1325

ITEM 9856-B564 CCEC - Everett, 239
8 Sessions M/T/W/Th Mar. 21 - 31 2:30 - 6:15PM

MANUFACTURING OPERATIONS CERTIFICATE ELECTIVES

Managing Small Projects (.6 CEUs)

See page 20 for course description and details.

Root Cause Analysis & Investigation (.9 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.

Parking is included with paid registrations!

Machine Operator

FREE Information Session: CNC Operator Series



Bring your questions and learn about Everett Community College's NEW CNC Machine Operator Series. During this FREE one hour session you will have an opportunity to meet your instructor and discuss each of the five training modules. Get your questions answered and discover why this training is ideal for new and experience machine operators. Registration requested.

ITEM 9113-B563 M. WASHBURN CCEC - Everett, 116
1 Tuesday Jan. 5 5:00 - 6:00PM

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



This foundational course will update or reinforce the skills of newly hired, promoted or experienced machinists. Topics include safety, machine functions and controls, metal cutting theory, milling operations, coordinate systems, machine kinematics, monitoring production, and lockout tagout procedures. Fee: \$625

ITEM 9115-B563 M. WASHBURN Aviation - PFC, C-82
4 Sessions T/Th Jan. 12 - 21 5:00 - 9:00PM

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



Provides specific skills relating to G and M machining codes including common industry standard codes, program structure, post processors, troubleshooting skills, handwriting programs, and program prove out techniques. Fee: \$625

ITEM 9116-B563 M. WASHBURN Aviation - PFC, C-82
4 Sessions T/Th Jan. 26 - Feb. 4 5:00 - 9:00PM

CNC Operator: Set up and Prove Out (Module 3) (2.0 CEUs)



Participants will learn the basics of CNC job set up fundamentals including tools and tool holder types, work offsets, milling tooling, program prove out, crash prevention, and data gathering. Fee: \$750

ITEM 9117-B563 M. WASHBURN Aviation - PFC, C-82
5 Sessions T/Th Feb. 9 - 23 5:00 - 9:00PM

Coming Spring Quarter:

CNC Operator: Making Better Parts (Module 4) (2.0 CEUs)

CNC Operator: Inspecting Parts (Module 5) (2.0 CEUs)

CATIA

CATIA V5 Boot Camp (2.5 CEUs)

Obtain the fundamentals of CATIA V5 in three days in the hybrid training method that combines instructor-led sessions with web-based training. You will meet for one weekend in classroom with an instructor. Supplement your in class sessions with access to the online simulation software. Students enrolled in the Boot Camp will receive two years of access to the online simulation. 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 Fundamentals
- Part and Product Integrations

ITEM 8910-B563	K. RILLOS	CCEC - Everett, 109
3 Sessions F/Sa/Su	Jan. 29 - 31	8:00AM - 5:00PM
ITEM 8915-B563	K. RILLOS	CCEC - Everett, 109
3 Sessions F/Sa/Su	Mar. 4 - 6	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-B563	K. RILLOS	ONLINE
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ONLINE CATIA V5 COURSES (4.0 CEUs EACH)
INSTRUCTOR: K. RILLOS FEE: \$415 EACH

CATIA V5 Introduction To CATIA

ITEM 8930-B563

CATIA V5 Assembly Design Fundamentals

ITEM 8931-B563

CATIA V5 Sketcher And Auto-Constraints

ITEM 8932-B563

CATIA V5 Part Design Fundamentals

ITEM 8933-B563

CATIA V5 Part & Product Integration

ITEM 8934-B563

CATIA V5 Drafting Fundamentals

ITEM 8935-B563

CATIA V5 Assembly Design Advanced

ITEM 8938-B563

CATIA V5 Functional Tolerance And Annotation

ITEM 8939-B563

CATIA V5 Introduction To Surfacing

ITEM 8936-B563

CATIA V5 Surfacing Operations

ITEM 8937-B563

CATIA V5 Wireframe Fundamentals

ITEM 8970-B563

Computer Basics & Desktop Applications

Welcome to Computers (.6 CEUs)

Get to know Windows 7 basics – even if you have limited or no computer experience. Explore the Windows 7 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 7 accessories, common tools and programs available and how to customize the desktop to suite your needs and add shortcuts. Textbook included (\$20 value). Fee: \$195

ITEM 8922-B563	W. BERKLEY	CCEC - Bothell, CC1-231
1 Friday	Jan. 8	9:00AM - 4:00PM
ITEM 8925-B563	W. BERKLEY	CCEC - Everett, 125
1 Saturday	Jan. 23	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 8920-B563	C. HANKS	CCEC - Everett, 126
1 Friday	Jan. 8	8:30AM - 4:30PM
ITEM 8921-B563	C. HANKS	CCEC - Bothell, CC1-211
1 Saturday	Jan. 30	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 8924-B563	C. HANKS	CCEC - Everett, 126
1 Saturday	Feb. 20	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 8961-B563	S. SAUNDERS	CCEC - Bothell, CC1-211
1 Saturday	Jan. 23	8:30AM - 4:30PM
ITEM 8863-B563	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Feb. 5	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 8928-B563	S. SAUNDERS	CCEC - Bothell, CC1-211
1 Saturday	Feb. 6	8:30AM - 4:30PM
ITEM 8912-B563	C. HANKS	CCEC - Everett, 126
1 Friday	Mar. 4	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, sharing and protecting workbooks, automating functionality, applying conditional logic, auditing worksheets, 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 8975-B563	S. SAUNDERS	CCEC - Bothell, CC1-211
1 Saturday	Mar. 12	8:30AM - 4:30PM

PowerPoint 2013 Level 1 (.7 CEUs)

Create more effective and engaging presentations by learning the PowerPoint tools that enable you to present your message in a more clear, organized, and engaging manner. Enhance your content with high-impact visuals, and deliver your message in a manner that will better reach your intended audience. Topics include getting started with PowerPoint, developing a presentation, performing advanced text editing, modifying objects, adding tables and charts, and preparing to deliver your presentation. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included (\$20 value). Fee: \$195

ITEM 8813-B563	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Jan. 22	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 8967-B563	S. SAUNDERS	CCEC - Bothell, CC1-211
1 Saturday	Jan. 9	8:30AM - 4:30PM

ITEM 8974-B563	C. HANKS	CCEC - Everett, 126
1 Friday	Jan. 29	8:30AM - 4:30PM

Meet Your Instructor: Randal Root

• Business Intelligence Implementation Certificate page 10

Randal is a senior consultant specializing in .Net Programming, SQL Server BI solutions, and technical education. He has worked in the IT industry as a network administrator, DBA, and programmer since the 1980s, and for the last eight years, has focused on providing training at businesses like Microsoft. Randal's primary subjects include Windows, Web, and Database programming. Randal holds several Microsoft professional certifications including MCSE, MCP+, MCTS, MCDBA, MCAD and MCT.



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 8973-B563	S. SAUNDERS	CCEC - Everett, 126
1 Friday	Feb. 12	8:30AM - 4:30PM

ITEM 8968-B563	S. SAUNDERS	CCEC - Bothell, CC1-211
1 Friday	Feb. 26	8:30AM - 4:30PM

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

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

ITEM 8952-B563	S. SAUNDERS	CCEC - Bothell, CC1-211
1 Friday	Mar. 4	8:30AM - 4:30PM

SharePoint Foundations 2010: Level 1 (1.4 CEUs)

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications

that do not necessarily work together perfectly. 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 create and manage your own team site. Prerequisite: Windows, file management and browser experience. Textbook included (\$45 value). Fee: \$395

ITEM 8929-B563	C. HANKS	CCEC - Bothell, CC1-211
2 Fridays	Feb. 12 - 19	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 not just for IT tech professionals but is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers who manage SharePoint sites as an enabling technology within their workgroups. 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-B563	C. HANKS	CCEC - Bothell, CC1-211
2 Fridays	Mar. 12 - 18	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

Tuesday, January 5, 5:30PM - 6:30PM, Bothell

For more information, go to EverettCC.edu/BusinessIntelligence

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

Microsoft® IT Academy
Program Member

Business Intelligence Implementation Certificate

FREE Information Session: SQL Server Certificate

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

ITEM 8821-B563	R. ROOT	CCEC - Bothell, CC1-211
1 Tuesday	Jan. 5	5:30 - 6:30PM

Business Intelligence Implementation Certificate

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. Enroll in all four courses for a savings of \$105!

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

Fee: \$2,295

ITEM 8899-B563	R. ROOT, R. LEICKLY	CCEC - Bothell, CC1-211
21 Sessions M/T/W/F	Jan. 12 - Mar. 29	5:30 - 9:30PM

Please see individual courses listed below for scheduling details.

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-B563	R. LEICKLY	CCEC - Bothell, CC1-211
6 Sessions T/W	Jan. 12 - 27	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. Learn by doing, as you create several dimensions and cubes in Microsoft's Analysis Server (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-B563	R. ROOT	CCEC - Bothell, CC1-211
6 Sessions T/F	Feb. 2 - 19	5:30 - 9:30PM

Reporting Queries with SQL and MDX (1.2 CEUs)

Learn how to use the two most commonly used 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, and more. Prerequisites: SQL Programming Level 2, DW Design, OLAP Cubes with SSAS or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

ITEM 8906-B563	R. ROOT	CCEC - Bothell, CC1-211
3 Sessions T/F	Feb. 23 - Mar. 1	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, 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-B563 R. ROOT CCEC - Bothell, CC1-211
6 Sessions T/W Mar. 8 - 29 5:30 - 9:30PM
No class on Wednesday, March 9.

Network Fundamentals (1.8 CEUs)

See page 6 for course description and details.

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-B563 C. TORRKO CCEC - Bothell, CC1-211
1 Tuesday Jan. 5 6:30 - 7:30PM

C# Level 1 (2.4 CEUs)

Learn to program using Microsoft's Visual Studio and the C# language. In this class you will learn to use basic programming constructs such as loops, conditionals, and methods to create simple applications. You will see how easy it is to start your programming career using the C# language. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. Textbook included (\$30 value). Fee: \$785

ITEM 8811-B563 C. TORRKO CCEC - Bothell, CC1-231
6 Sessions M/W/Sa Jan. 11 - Feb. 6 Varies

See website for more info on class dates and times.

C# Level 2 (2.4 CEUs)

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

ITEM 8812-B563 C. TORRKO CCEC - Bothell, CC1-231
6 Saturdays Feb. 20 - Mar. 26 1:00 - 5:00PM

No Class November 28

Grow Your Career with SOFTWARE TESTING



NEW

Software Testing Series.

Gain experience for an in-demand, growing field!

This series will prepare you for a future in IT with courses like:

- Software Testing Essentials
- Software Development Lifestyle with Agile
- Software Quality Assurance Practices
- Software Test Design & Techniques

See course listings on pages 11 & 12.

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

Meet Your Instructor: Anu Arora

• Software Testing Series, pages 11 & 12

Anu Arora is an accomplished senior technology leader with a proven track record for quality control of world-class software products including Microsoft Windows. She implemented state of the art Quality Assurance practices and for three years was a Principal SDET on Microsoft Corporation's Engineering Excellence. Anu speaks at various forums on topics including software testing, driving quality and developing bug-free products. With a Master's degree in Aeronautical Engineering, Anu previously worked on building helicopters in India.



Software Testing

FREE Information Session: Software Testing

NEW

Learn about our Software Testing Series with a focus on efficient and effective testing, agile and scrum approaches to testing, and quality assurance techniques and tools. Get your questions answered, learn about career opportunities, and discover if the Software Testing Series is the right program for you.

ITEM 8969-B563 A. ARORA CCEC - Bothell, CC1-211
1 Tuesday Jan. 5 7:30 - 8:30PM

Software Testing Series (5.4 CEUs)

NEW

Register for the entire Software Testing Series and save over \$200 when compared to enrolling in each course individually. For course details and schedules, please see the individual

listings below. Textbook included (\$45 value). Fee: \$1,895

ITEM 8814-B563 A. ARORA CCEC - Bothell, CC1-231
18 Sessions T/Th Jan. 19 - Mar. 17 6:00 - 9:00PM

Software Testing Essentials (1.2 CEUs)

NEW

This is the first course in the Software Testing Series, focusing on the heart of why and how software testing an integral part of software development process. This course is designed for everyone who needs to demonstrate practical knowledge of the fundamental concepts used in software testing. Learn the key tools and techniques needed to improve processes, write test cases, and create bug reports in this hands-on course. Topics include software testing axioms, testing types, test environments, and risk based testing. Textbook included (\$45 value). Fee: \$455

ITEM 8901-B563 A. ARORA CCEC - Bothell, CC1-231
4 Sessions T/Th Jan. 19 - 28 6:00 - 9:00PM

HAVE YOU HEARD?



EvCC now offers a certificate in Non-Profit Management!

Demonstrate your ability to solve problems, contribute ideas, and offer solutions by earning a professional certificate in Non-Profit Management.

JUST ADDED – Our introductory class, **Non-Profit Overview**
See course listings on page 13.

Attend our **FREE** information session. See page 13 for details.

Software Development Life Cycles with Agile (1.5 CEUs)



This Software Development Life Cycle training course is designed to provide the knowledge needed to help effectively determine the methods, tools and artifacts required to quickly and efficiently take your software project from inception to release. Recognizing that software development is a team sport, this training will benefit all disciplines involved in software development, with a primary focus on the shift in industry to Agile software development. Fee: \$575

ITEM 8903-B563	A. ARORA	CCEC - Bothell, CC1-231
5 Sessions T/Th	Feb. 2 - 16	6:00 - 9:00PM

Software Quality Assurance Practices (.9 CEUs)



Software quality assurance is a real concern of every software engineer looking to reduce costs, improve product quality, and expedite time-to-Market. Learn the how use of metrics is an important part of developing a strategy to improve the quality of both software processes and work products. Topics include quality assurance vs quality control, software quality assurance techniques, approaches, and processes, software test metrics and tracking, and test driven development. Fee: \$345

ITEM 8962-B563	A. ARORA	CCEC - Bothell, CC1-231
3 Sessions T/Th	Feb. 18 - 25	6:00 - 9:00PM

Software Test Design Techniques (1.8 CEUs)



In this hands-on class, learn about and practice the most important functional and structural testing techniques used in the workforce today. Learn techniques such as equivalence class

partitioning, boundary value analysis, decision tables, cause and effect, state diagrams, pair-based testing, and more. Practice test design techniques to reinforce your new skills, and discover when to use each test design technique for the best results. Fee: \$685

ITEM 8905-B563	A. ARORA	CCEC - Bothell, CC1-231
6 Sessions T/Th	Mar. 1 - 17	6:00 - 9:00PM

Graphics, Publishing & 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-B563	J. AGUILERA	CCEC - Everett, 126
4 Tuesdays	Jan. 12 - Feb. 2	6:00 - 9:00P

Accounting & Finance

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, etc). Topics include an introduction of basic accounting terms, the accounting cycle, and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual; chart of accounts and ledgers; accounts receivable and accounts

payable. You'll also review financial statements, how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: \$195

ITEM 8981-B563	C. MILLS	CCEC - Bothell, TBD
2 Thursdays	Feb. 25 - Mar. 3	6:00 - 9:00PM
ITEM 8980-B563	C. MILLS	CCEC - Everett, 109
2 Wednesdays	Mar. 9 - 16	6:00 - 9:00PM

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: first QuickBooks course. Fee: \$215

ITEM 8964-B563	C. MILLS	CCEC - Everett, 125
3 Wednesdays	Jan. 13 - Jan. 27	6:00 - 9:00PM
ITEM 8965-B563	C. MILLS	CCEC - Bothell, TBD
3 Tuesdays	Feb. 2 - Feb. 16	6:00 - 9:00PM

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. 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-B563	L. POPOVICH, MBA	CCEC - Bothell, TBD
3 Thursdays	Jan. 28 - Feb. 11	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-B563	J. DAS	CCEC - Everett, 110
5 Mondays	Jan. 11 - Feb. 22	6:00 - 9:00PM

No class January 18 and February 15.

ITEM 9861-B563	J. DAS	CCEC - Bothell, TBD
5 Thursdays	Feb. 18 - Mar. 17	6:00 - 9:00PM



NON-PROFIT MANAGEMENT CERTIFICATE

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

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

Non-Profit Management Certificate

Certificate requires completion of 99 course hours:

REQUIRED COURSES (69 hours)	HOURS
Non-Profit Overview	3
Leading Boards that Lead	9
Fundraising Essentials	6
Grant Management Essentials	12
Grant Writing Essentials	9
Volunteer Management	6
Next Level Leadership	24

ELECTIVE COURSES (30 hours)

For currently offered elective courses view our website

ATTEND A FREE INFORMATION SESSION

Wednesday, December 2, 6:00 - 7:30PM, Everett
 Thursday, January 7, 6:00 - 7:30PM, Bothell
 Wednesday, March 16, 6:00 - 7:30PM, Bothell
 Thursday, March 24, 6:00 - 7:30PM, Everett

For more information, go to EverettCC.edu/NonProfitCrt

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

Non-Profit Management

Non-Profit Overview (.30 CEUs)



This course will give you basic understanding of common nonprofit structures, when a nonprofit is appropriate and the role of the board. This course is an essential first step in the Nonprofit Management Certificate and is the first class of the certificate program. Fee: \$135

ITEM 9349-B563 A. PERSELL CCEC - Everett, 109
 1 Saturday Jan. 9 9:00AM - 12:00PM

Grant Writing Essentials (.9 CEUs)

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

ITEM 9443-B563 A. PERSELL CCEC - Everett, 126
 3 Thursdays Jan. 14 - 28 6:00 - 9:00PM

Grant Management Essentials (1.2 CEUs)

Now that you have won the grant, what's next? This course provides a comprehensive overview of grant management fundamentals including accountability, achieving outcomes, strategic outreach, reporting, interfacing with your grant officer, working with subcontractors and modifications. Practical concepts applicable to a range of funding sources. Pre-requisite: Grant Writing Essentials. Fee: \$255

ITEM 9445-B563 A. PERSELL CCEC - Everett, 116
 4 Thursdays Feb. 4 - 25 6:00 - 9:00PM

Grant Writing & Grant Management Essentials Package (2.1 CEUs)

Register for the Grant Writing/Grant Management Essentials package and save money. Fee: \$375

ITEM 9446-B563 A. PERSELL CCEC - Everett, 126, 116
 7 Thursdays Jan. 14 - Feb. 25 6:00 - 9:00PM

Grant Writing Essentials: Thursdays January 14, 21, 28.
 Grant Management Essentials: Thursdays February 4, 11, 18, 25.

Fundraising Essentials (.6 CEUs)



Gain a basic understanding of the fundamentals of fundraising and resource development for nonprofits. The aim of the course is to present, discuss, and learn the theories and practices that will prepare you to be successful in developing further strategies to secure sustainable revenue sources to support your organization's mission.

Be introduced to donor trends, methods, and skills that are central to successful fundraising.

Required text: *See website*. Fee: \$175

ITEM 9075-B563 J. CONGER, MNPL CCEC - Bothell, CC1-041
 2 Wednesdays Jan. 20 - 27 6:00 - 9:00PM

Volunteer Management (.6 CEUs)



Learn the fundamental skills to manage volunteers including recruiting, legal factors, administrative how-to's, motivating your volunteers to obtain their best work, giving feedback and what to do when challenges arise.

Required text: *See website*. Fee: \$175

ITEM 9062-B563 J. CONGER, MNPL CCEC - Everett, 109
 2 Wednesdays Feb. 3 - 10 6:00 - 9:00PM

Next Level Leadership (2.4 CEUs)

See page 14 for course description and details.

Leading Boards That Lead (.9 CEUs)

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

ITEM 9021-B563 STAFF CCEC - Bothell, TBD
 3 Thursdays Mar. 3 - 17 6:00 - 9:00PM

NON-PROFIT MANAGEMENT CERTIFICATE ELECTIVES

Managing Small Projects (.6 CEUs)

See page 20 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.

Project Management Essentials (1.5 CEUs)

See page 19 for course description and details.

Managing Employee Performance (1.5 CEUs)

See page 15 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning and Problem Solving (.6 CEUs)

See page 21 for course description and details.

High Performance Management Essentials (1.5 CEUs)

See page 14 for course description and details.

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, December 14, 6:00 - 7:30PM, Bothell
 Tuesday, January 5, 6:00 - 7:30PM, Everett
 Wednesday, March 16, 6:00 - 7:30PM, Bothell
 Thursday, March 24, 6:00 - 7:30PM, Everett

For more information, go to EverettCC.edu/MgmtCert

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

High Performance Management

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-B563 N. NAVARRO, MBA CCEC - Everett, 238
 5 Wednesdays Jan. 13 - Feb. 10 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: *See website*. Fee: \$375

ITEM 9056-B563 L. POPOVICH, MBA CCEC - Everett, 218
 5 Thursdays Feb. 18 - Mar. 17 6:00 - 9:00PM

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 12 for course description and details.

Next Level Leadership (2.4 CEUs)

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

ITEM 9878-B563 C. GATES CCEC - Bothell, TBD
 8 Wednesdays Jan. 6 - Feb. 24 6:00 - 9:00PM

High Performance Management Certificate Capstone (1.5 CEUs)

This capstone course is the culminating course of the High Performance Management Certificate Program. You will apply, in a case study format, a comprehensive solution to common business challenges using the tools and techniques

learned in the program's core and elective courses, including project management, finance, lean, performance, and communication. Prerequisite: completion of core classes in the High Performance Management Certificate Program. Fee: \$375

ITEM 9058-B563 A. SUCIU CCEC - Everett, 218
 5 Tuesdays Feb. 23 - Mar. 22 6:00 - 9:00PM

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.

Lean Six Sigma Green Belt - Foundations (1.8 CEUs)

See page 18 for course description and details.

Project Risk Management Essentials (.9 CEUs)

See page 20 for course description and details.

Virtual Teams - Managing Projects Today (.6 CEUs)

See page 20 for course description and details.

Project Team Management (1.5 CEUs)

See page 19 for course description and details.

Root Cause Analysis and Investigation (.6 CEUs)

See page 18 for course description and details.

Managing Employee Performance (1.2 CEUs)

See page 15 for course description and details.

Microsoft Project For Project Managers (1.5 CEUs)

See page 19 for course description and details.

Managing Small Projects (.6 CEUs)

See page 20 for course description and details.

Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning and Problem - Solving (.6 CEUs)

See page 21 for course description and details.



HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

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

Certificate requires completion of 99 required and elective course hours:

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

ELECTIVE COURSES (21 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Monday, December 7, 6:00 - 7:30PM, Bothell
 Tuesday, December 15, 6:00 - 7:30PM, Everett
 Wednesday, March 16, 6:00 - 7:30PM, Bothell
 Thursday, March 24, 6:00 - 7:30PM, Everett

For more information, go to EverettCC.edu/HrCert

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



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

Human Resources Management

Human Resources Essentials (.9 CEUs)

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: *See website*. Fee: \$195

ITEM 9078-B563	E. DIRKES, SPHR	CCEC - Everett, 218
3 Mondays	Jan. 11 - Feb. 8	6:00 - 9:00PM

No class on January 18 or February 1.

ITEM 9863-B563	M. SUMMERS, SPHR	CCEC - Bothell, CC1-041
3 Thursdays	Jan. 21 - Feb. 4	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. Required textbook: *See website*. Fee: \$235

ITEM 9079-B563	L. ROBBINS, SPHR	CCEC - Bothell, CC2-358
4 Tuesdays	Feb. 23 - Mar. 15	6:00 - 9:00PM

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

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

ITEM 9080-B563	E. DIRKES, SPHR	CCEC - Everett, 239
4 Tuesdays	Jan. 26 - Feb. 16	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. Prerequisite: HR Essentials. Required textbook: *See website*. Fee: \$235

ITEM 9088-B563	M. SUMMERS, SPHR	CCEC - Bothell, TBD
4 Wednesdays	Feb. 17 - Mar. 9	6:00 - 9:00PM

Total Rewards (1.2 CEUs)

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

ITEM 9082-B563	E. DIRKES, SPHR	CCEC - Everett, 110
4 Wednesdays	Mar. 2 - 23	6:00 - 9:00PM

HR Systems and Metrics (1.2 CEUs)

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

ITEM 9083-B563	C. MALONE, SPHR; M. SUMMERS, SPHR	CCEC - Everett, 218
4 Tuesdays	Jan. 5 - 26	6:00 - 9:00PM

Human Resources Certificate Capstone (.9 CEUs)

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. 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-B563	C. MALONE, SPHR	CCEC - Everett, 109
3 Mondays	Feb. 1 - 22	6:00 - 9:00PM

Ask us about customized training!
 Call 425-267-0150 to learn more.

CERTIFICATE PROGRAMS

Looking to Gain ADDITIONAL HR SKILLS?



NEW Human Resources Management courses have been added to our class schedule.

Can be taken as standalone classes or as electives for the Human Resources Management Certificate program.



- Essentials of Employee Handbooks & Job Descriptions
- Conducting HR Investigations

See course listings on pages 16 & 17.

Social Media & HR Coming Spring Quarter!

Meet Your Instructor: Claudia Malone

- HR Systems & Metrics, page 15
- HR Certificate Capstone, page 15
- Human Resources - Elective Courses, pages 16-17

Claudia Malone, SPHR, has a bachelor's degree in Psychology from the University of Rhode Island and over 25 years experience in human resources, with such diverse organizations as PACCAR Inc, Davol (a division of C. R. Bard), and Triad Associates. She is currently an HR Consultant with a non-profit in Seattle, as well as an independent HR consultant and trainer. Claudia has been a SHRM volunteer for 20 years, including chapter leadership, NHRMA Regional Conference committees, Washington State SHRM Council and HRCL exam development panels.



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-B563 M. SUMMERS, SPHR CCEC - Everett, 109
2 Thursdays Mar. 10 - Mar. 17 6:00 - 9:00PM

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 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-B563 E. DIRKES, SPHR CCEC - Everett, 116
2 Tuesdays Mar. 8 - Mar. 15 6:00 - 9:00PM

Safety and Security (.9 CEUs)

Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics of worker's compensation; effective ways to

manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: Human Resources Essentials. Fee: \$180

ITEM 9087-B563 C. MALONE, SPHR CCEC - Bothell, TBD
3 Sessions Monday Feb. 29 - Mar. 14 6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

See page 20 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.

Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

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



Employee handbooks and job description are key to HR documentation. They communicate policies and procedures, outline job requirements used for recruiting and ADA accommodation, and can be critical components when legal issues arise. In this interactive training we'll look at various methods for job analysis, what needs to be included, and how to determine physical requirements for each job. In the second half we'll review what policies to include, phrasing from the NLRB and EEOC, and how to ensure your handbook stays relevant. Students should bring their organization's handbook and at least one sample job description to class to use in exercises. Recommended textbook: See website. Fee: \$195

ITEM 9090-B563 C. MALONE, SPHR CCEC - Bothell, TBD
2 Wednesdays Jan. 20 - Jan. 27 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. 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-B563 C. MALONE, SPHR CCEC - Bothell, CC2-358
1 Saturday Jan. 30 9:00AM - 4:00PM

Coaching for HR Professionals (.6 CEUs)

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

ITEM 9376-B563	C. MALONE, SPHR	CCEC - Bothell, CC1-041
1 Saturdays	Mar. 5	9:00AM - 4:00PM

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

Want to make your organization an employer of choice? Learn the basics of employment branding to make your organization stand out in the recruiting arena, and how that same branding can lower your turnover rate and retain your best people. We'll look at some of the best branded companies and see how you can apply their process to your organization. We'll also look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite: Talent Management: Finding and Keeping the Best. Fee: \$180

ITEM 8993-B563	L. ROBBINS, SPHR	CCEC - Bothell, TBD
3 Wednesdays	Jan. 6 - Jan. 20	6:00 - 9:00PM

Personnel Issues - Tips and Tools (.6 CEUs)

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

ITEM 8999-B563	M. SUMMERS, SPHR	CCEC - Everett, 117
2 Thursdays	Jan. 7 - Jan. 14	6:00 - 9:00PM

Conducting HR Investigations (.6 CEUs)



Conducting an effective internal investigation of employee misconduct or complaints can be critical in protecting your organization from agency complaints and lawsuits. In this course you'll learn the steps for conducting a lawful and thorough internal investigation. See website for complete course description. Fee: \$195

ITEM 9092-B563	C. MALONE	CCEC - Everett, 238
1 Friday	Mar. 18	9:00AM - 4:00PM



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, December 8, 6:00 - 7:30PM, Bothell
 Wednesday, December 9, 6:00 - 7:30PM, Everett
 Wednesday, March 16, 6:00 - 7:30PM, Bothell
 Thursday, March 24, 6:00 - 7:30PM, Everett

For more information, go to EverettCC.edu/LeanSixSigma

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

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning and Problem - Solving (.6 CEUs)

See page 21 for course description and details.

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-B563	N. NAVARRO, MBA	CCEC - Bothell, CC1-041
1 Monday	Jan. 11	5:00 - 8:30PM

Basic Statistics for Continuous Improvement (1.2 CEUs)

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

ITEM 9884-B563	E. STEWART, PMP	CCEC - Bothell, CC1-041
2 Saturdays	Jan. 23 - 30	9:00AM - 3:30PM

Meet Your Instructor: Kathleen McHugh

- **Project Planning and Scheduling Techniques**, page 19
- **Project Management Capstone**, page 19

Kathleen McHugh has over 14 years of project management experience. She began her career implementing software for physician offices and then moved on to large-scale hospital IT projects. Kathleen earned her PMP certification in 2007. As a continuing education instructor, she teaches at several Washington State colleges. Kathleen attended West Virginia University and obtained her Master Certificate in Project Management from Villanova University.



Lean Six Sigma Green Belt - Foundations (1.8 CEUs)

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

ITEM 9165-B563	P. DETROIT	CCEC - Bothell, CC2-358
5 Wednesdays	Feb. 17 - Mar. 16	6:00 - 9:00PM
ITEM 9012-B563	C. LINDSTROM	CCEC - Everett, 218
5 Mondays	Feb. 22 - Mar. 21	6:00 - 9:00PM

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.

Lean Six Sigma Green Belt Capstone (1.5 CEUs)

The project is designed for the students in the Lean Six Sigma Green Belt certificate program who have completed the Six Sigma Green Belt Foundations and Six Sigma Green Belt Advanced courses. No matter what sector your organization works in, this approach provides

a valuable framework for understanding and running six sigma projects. This course provides an opportunity for participants to become familiar and fine tune their understanding of running six sigma projects. Prerequisites: Lean Practices Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, LSSGB Advanced Topics, Managing Small Projects and Project Team Management. Fee: \$365

ITEM 9018-B563	C. LINDSTROM	CCEC - Bothell, TBD
5 Wednesdays	Jan. 13 - Feb. 10	6:00 - 9:00PM

LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

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-B563	N. NAVARRO, MBA	CCEC - Everett, 109
1 Saturday	Feb. 20	8:00AM - 4:30PM

Virtual Teams – Managing Projects Today (.6 CEUs)

See page 20 for course description and details.

Root Cause Analysis & Investigation (.6 CEUs)

Learn the foundational tools required in any process improvement approach. Organizations often focus on symptoms of problems

rather than seeking out the true root causes. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and avoid having to address the same problem repeatedly. Fee: \$185

ITEM 9019-B563	N. NAVARRO, MBA	CCEC - Bothell, CC1-041
2 Tuesdays	Mar. 8 - 15	6:00 - 9:00PM

Earned Value Management (.6 CEUs)

See page 20 for course description and details.

High Performance Management Essentials (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.

Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

Lean Six Sigma Yellow Belt Essentials (1.8 CEUs)

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

ITEM 9874-B563	C. LINDSTROM	CCEC - Everett, 117
6 Tuesdays	Jan. 26 - Mar. 1	6:00 - 9:00PM

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning & Problem-Solving (.6 CEUs)

See page 21 for course description and details.



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 PBOK® 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, December 1, 6:00 - 7:30PM, Bothell
 Thursday, December 10, 6:00 - 7:30PM, Everett
 Wednesday, March 16, 6:00 - 7:30PM, Bothell
 Thursday, March 24, 6:00 - 7:30PM, Everett

For more information, go to
[EverettCC.edu/Project Management](http://EverettCC.edu/Project%20Management)

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



The PMI Registered Education Provider logo is a registered service and collective Mar. k 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: *See website*. Fee: \$375

ITEM 9862-B563	G. HILLS, PMP	CCEC - Bothell, CC2-358
5 Thursdays	Jan. 7 - Feb. 4	6:00 - 9:00PM
ITEM 9024-B563	M. MULLIN, PMP	CCEC - Everett, 116
5 Tuesdays	Jan. 12 - Feb. 9	6:00 - 9:00PM

Project Planning and Scheduling Techniques (1.5 CEUs)

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

ITEM 9028-B563	K. MCHUGH, PMP	CCEC - Bothell, CC1-041
5 Thursdays	Feb. 11 - Mar. 10	6:00 - 9:00PM
ITEM 9025-B563	E. STEWART, PMP	CCEC - Everett, 110
5 Tuesdays	Feb. 16 - Mar. 15	6:00 - 9:00PM

Project Execution and Control (1.5 CEUs)

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

ITEM 9043-B563	D. SPAYTH, PMP	CCEC - Bothell, CC2-358
5 Wednesdays	Jan. 13 - Feb. 10	6:00 - 9:00PM
ITEM 9026-B563	D. THOMPSON	CCEC - Everett, 117
5 Thursdays	Jan. 21 - Feb. 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 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-B563	C. GATES	CCEC - Bothell, CC1-041
5 Mondays	Feb. 1 - Mar. 7	6:00 - 9:00PM

No class on February 15.

ITEM 9934-B563	M. MULLIN, PMP	CCEC - Everett, 116
5 Wednesdays	Feb. 17 - Mar. 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 MS Project 2013 as a tool to manage projects. Get started with Project; work with GANTT charts; create a task list and organize them in a work breakdown structure; set up and assign resources to tasks; format and print your plan and reports; and resolve over allocation issues. You will also create your own personal project of your choice. Course is based on Microsoft Project 2013 Step by Step, 1st Edition by Carl Chatfield and Timothy Jonson. Workbook is included. Prerequisite: Good working knowledge of Windows, Word and Excel highly recommended. Please bring USB drive to class. Fee: \$395

ITEM 8908-B563	M. ALDRICH	CCEC - Everett, 126
3 Saturdays	Jan. 23 - Feb. 6	8:00AM - 1:00PM
ITEM 8909-B563	M. ALDRICH	CCEC - Everett, 126
5 Thursdays	Feb. 25 - Mar. 24	6:00 - 9:00PM
ITEM 9873-B563	C. HOPPER	CCEC - Bothell, CC1-021
3 Saturdays	Feb. 27 - Mar. 12	9:00AM - 2:00PM

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

ITEM 9440-B563	K. MCHUGH, PMP	CCEC - Bothell, CC1-021
3 Tuesdays	Jan. 26 - Feb. 9	6:00 - 9:00PM

CERTIFICATE PROGRAMS

BACHELOR OF ARTS IN MANAGEMENT

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

JUMP START YOUR CAREER

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

CHOOSE PROFESSIONAL CERTIFICATES TO APPLY TOWARDS YOUR DEGREE

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

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

PROJECT MANAGEMENT CERTIFICATE ELECTIVES

Project Requirements Management (.9 CEUs)

Define and Manage Project Requirements. Inadequate processes and management are a leading cause of project failure. Learn critical concepts, skills and tools 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. Required text: See website. Fee: \$215

ITEM 9033-B563 M. FISCHER, PMP CCEC - Everett, 110
3 Wednesdays Feb. 10 - Feb. 24 6:00 - 9:00PM

High Performance Management Essentials (1.5 CEUs)

See page 14 for course description and details.

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: See website. Fee: \$205

ITEM 9886-B563 D. SPAYTH, PMP CCEC - Bothell, CC1-041
2 Tuesdays Feb. 23 - Mar. 1 6:00 - 9:00PM

Virtual Teams - Managing Projects Today (.6 CEUs)

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

ITEM 9031-B563 M. FISCHER, PMP CCEC - Bothell, CC1-021
2 Saturdays Jan. 30 - Feb. 6 9:00AM - 12:00PM

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 is a best-practice tool used to help manage scope, schedule, and cost effectively. It can provide an early warning for actions needed to keep projects on track. Learn to use Earned Value Management tools to determine critical vs. non-critical problems. Practice using formulas commonly used to report and forecast project performance. Course is based on the Project Management Body of Knowledge (PMBOK® Guide) principles. Prerequisite: Project Management Essentials, or Project Planning & Scheduling Techniques, or equivalent. Recommended textbooks: See website. Fee: \$175

ITEM 9038-B563 S. THOMPSON, PMP, MBA CCEC - Everett, 116
2 Mondays Feb. 22 - Feb. 29 6:00 - 9:00PM

Introduction to Performance Excellence (1.5 CEUs)

See page 14 for course description and details.

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 Project Management Body of Knowledge (PMBOK® Guide), this course gives students an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Emphasis placed upon techniques that are widely applicable in project management environments. Prerequisite: PM Essentials course or concurrent enrollment. Fee: \$215

ITEM 9039-B563 S. THOMPSON, PMP, MBA CCEC - Bothell, CC1-041
3 Wednesdays Mar. 2 - Mar. 16 6:00 - 9:00PM

Understanding Budgets (.9 CEUs)

See page 12 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 21 for course description and details.

Proactive Planning & Problem-Solving (.6 CEUs)

See page 21 for course description and details.

Personal & Professional Excellence Series

Managing Priorities and Time (.6 CEUs)

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

ITEM 9066-B563 P. DETROIT CCEC - Bothell, CC2-358
2 Mondays Jan. 25 - Feb. 1 6:00 - 9:00PM

Want to teach for CCEC?
Call 425-267-0150 to learn how.

Proactive Planning and 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. Develop a future focus to anticipate rather than be surprised by issues. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: \$195

ITEM 9074-B563	C. LINDSTROM	CCEC - Bothell, CC2-358
2 Mondays	Mar. 7 - Mar. 14	6:00 - 9:00PM

Flagging & Traffic Control

Flagging & Traffic Control Certification (.6 CEUs)

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

ITEM 9900-B563	M. FOY	CCEC - Bothell, CC3-123
1 Saturday	Jan. 23	9:00AM - 3:30PM
ITEM 9902-B563	M. FOY	CCEC - Everett, 110
1 Saturday	Jan. 30	8:00AM - 2:30PM
ITEM 9141-B563	M. FOY	CCEC - Bothell, CC1-041
1 Saturday	Feb. 20	9:00AM - 3:30PM
ITEM 9137-B563	M. FOY	CCEC - Everett, 110
1 Saturday	Feb. 27	8:00AM - 2:30PM
ITEM 9138-B564	M. FOY	CCEC - Bothell, CC1-041
1 Saturday	Mar. 19	9:00AM - 3:30PM
ITEM 9142-B564	M. FOY	CCEC - Everett, 110
1 Saturday	Mar. 26	8:00AM - 2:30PM

Forklift Operator

Forklift Operator Certification (.5 CEUs)

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

ITEM 9127-B563	B. BARTON	Off site
1 Saturday	Mar. 5	9:00AM - 2:00PM

This course will be held at the Everett Community College main campus AMTEC Building, 909 N. Broadway

Bartending

Professional Bartending (1.2 CEUs)



Are you looking for a hands-on, exciting introduction to the dramatic and lucrative world of professional bartending! Discover how easy it is to make over 300 of today's most popular cocktails and much more. Learn professional techniques for free-pouring, layering shooters, and the proper way to shake and serve martinis. Learn fun bar promotions and ideas to help guests enjoy their visit and want to come back while also watching out for their safety. Job search skills, strategies for increasing customer satisfaction, and increasing tips will also be covered. Class fee includes the “Bartending and Serving Licensing” class (see below). You must be at least 18 years of age. No prior liquor experience is required. Bring valid picture ID to the class. Textbook is provided. Fee: \$189

ITEM 9042-B563	L. RONNESTAD	CCEC-Bothell, CC1-021 & 041
3 Sessions W/Th/F	Jan. 20 - 23	See below
Class is held in CC1-021 for the first 2 nights of class from 6 - 9 pm. Final class session is in CC1-041 from 9 am - 4:30 pm		

Bartending & Serving Licensing - Permit 12 & 13 (.3 CEUs)



This class covers the legal aspects of alcoholic beverage service for bartenders/servers. Includes when to stop serving and the legal responsibilities of restaurants/bars/employees. Class meets the Washington State licensing requirements for anyone working as a professional bartender or server. Instructor is

certified by the Washington State Liquor Control Board. No bartending or liquor knowledge required. You must be at least 18 years of age to attend. Bring valid picture ID to class. Fee: \$39

ITEM 9044-B563	L. RONNESTAD	CCEC - Bothell, CC1-041
1 Saturday	Jan. 23	1:00 - 4:30PM

Event Planning

Wedding and Event Planner Certification (4 CEUs)



An event planner plays an integral role in the planning of an important day. This training includes budgets, vendor relationships, contracts, revenue channels, wedding trends, bridal fashion, color themes, and signature wedding design. The certification goes beyond wedding and event planning and includes other skills necessary for success including business organization, logistics, networking, and client relationship management. You'll walk away with all the tools necessary to successfully grow and run a professional wedding and event planning business. As a program graduate, you will have the option to participate in a customized internship that meets your career objectives – helping you start your own wedding and event planning business, or join an existing company. All textbooks and materials are included in the cost of the course. This is a hybrid course where some coursework will be completed online. Basic computer proficiency required. Fee: \$1,595

ITEM 9045-B563	STAFF	CCEC - Everett, 109/110
10 Thursdays	Jan. 21 - Mar. 24	5:30 - 9:30PM

All class sessions in 109 except for Mar. 10 & 17 will be held in 110.



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CERTIFICATIONS

Personal Trainer

Personal Trainer National Certification (3.6 CEUs)

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

ITEM 9909-B563 STAFF CCEC - Bothell, CC1-011
18 Sessions T/Th Feb. . 22 – Apr. 21 6:30PM - 8:30PM

Class meets Tuesdays at Cascadia College (CCEC Bothell) and Thursdays at Latitude 47 Fitness, 18421 Highway 99, Suite H, Lynnwood.

ITEM 9310-B563 STAFF CCEC - Everett, 109
9 Saturdays Feb. 20 – Apr. 23 11:00AM - 4:00PM

Class meets 11am-1pm at EvCC's Corporate & Continuing Education Center and 2pm-4pm at Columbia Athletic Club, 505 128th Street SE, Everett.

Class will not meet on Feb. 13 and Mar. 26.



LinkedIn Groups

EvCC Business & Industry Solutions

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

EverettCC.edu/CCEC

Online Personal Trainer Continuing Education Classes

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

Building Blocks of Sports and Exercise Nutrition (2 CECS)	\$59.95	Business Success for Fitness Professional (6 CECS)	\$110
Sport and Exercise Nutrition: Special Considerations (2 CECS)	\$59.95	Pregnancy Fitness (6 CECS)	\$110
Developing your Business Strategy (2 CECS)	\$59.95	Exercise Program Design for Special Populations (6 CECS)	\$110
Identifying your Products and Services (2 CECS)	\$59.95	Personal Trainer Foundations (9 CECS)	\$195
Setting Prices for Profitability (2 CECS)	\$59.95	Personal Trainer Practical Review (9 CECS)	\$195
Promotion and Sales Basics (2 CECS)	\$59.95	Group Exercise Instructor Foundations 102 (9 CECS)	\$195
Retaining Club Members (2 CECS)	\$59.95	Group Exercise Instructor Practical Review 102 (9 CECS)	\$195
Club Management: Facility Set Up and Design (2 CECS)	\$59.95	Older Adult Fitness Instructor Foundations (9 CECS)	\$195
Club Management: Human Resources and Staffing (2 CECS)	\$59.95	Youth Fitness Instructor Foundations (9 CECS)	\$195
Club Management: Programming Essentials for Member Retention (2 CECS)	\$59.95	Youth Fitness Instructor Practical Review (9 CECS)	\$195
Developing Relationships: The Key to Success (2 CECS)	\$59.95		
Developing your Marketing and Promotion Strategy (2 CECS)	\$59.95	ONLINE & HYBRID CERTIFICATIONS	
Establishing Your Brand and Image (2 CECS)	\$59.95	Fitness Management Certification (18 CECS)	\$399
Finance and Budgets: What Every Fitness Professional Must Know! (2 CECS)	\$59.95	Lifestyle Fitness Coaching Certification (11 CECS)	\$399
Attracting Club Members (2 CECS)	\$59.95	Older Adult Fitness Specialist Certification (12 CECS)	\$599
Insider Secrets of Advertising and Marketing for Fitness Professionals (6 CECS)	\$110	Group Exercise Instructor Certification (36 CECS)	\$599

Health & Fitness

Beginning Qigong (.9 CEUs)

Explore the history and general principles of qigong, exercises and techniques, how energy blockages affect your health, and keys to successful healing. This workshop will introduce you to the wonderful and powerful spiritual healing energy of qigong. Fee: \$99

ITEM 9329-B563 B. GLEISNER CCEC - Everett, 109
10 Wednesdays Jan. 6 - Mar. 16 6:00 - 7:30PM
No class March 2.

Meditation with Tai Chi (1.2 CEUs)

Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee: \$99

ITEM 9328-B563 B. GLEISNER CCEC - Everett, 109
10 Wednesdays Jan. 6 - Mar. 16 7:30 - 9:00PM
No class March 2.

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-B563 STAFF Fitness Center, 148
16 Sessions T/Th Jan. 12 - Mar. 3 8:50 - 9:40AM

Healthy Digestion – Healthy You (.3 CEUs)



How we eat is as important as what we eat. According to Oriental medicine, many health issues are caused by food that has been poorly digested, resulting in toxins. These toxins can lead to diseases such as arthritis, acid reflux, auto immune, skin problems, and many other common health issues. Join us as we learn proper eating rules including food combinations, foods to avoid at certain times of the day, what taste to eat and in what order, simple ways to assist digestion including kitchen spices, signs of poorly digested food/toxins, and how to safely and gently detoxify. Fee: \$69

ITEM 9197-B563 D. FREEDMAN CCEC - Bothell, TBD
1 Thursday Jan. 14 6:00 - 9:00PM
ITEM 9198-B563 D. FREEDMAN CCEC - Everett, 109
1 Monday Mar. 7 6:00 - 9:00PM

Weekday Wake-up Fitness Program (4.2 CEUs)

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

ITEM 9217-B563 S. TAGG, J. KEY Fitness Center, 231
38 Sessions M/T/W/Th Jan. 4 - Mar. 10 6:30AM - 7:30AM
Class will not meet on Jan. 18 and Mar. 15.

Weekday Wake-up Zumba Only (2.1 CEUs)

This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee: \$75

ITEM 9386-B563 J. KEY Fitness Center, 231
18 Sessions M/W Jan. 4 - Mar. 9 6:30AM - 7:30AM

Weekday Wake-up Cardio Only (2.1 CEUs)

This course is for those only interested in attending the Cardio portion of the Weekday Wake-up fitness program on Tuesdays and Thursdays. Fee: \$75

ITEM 9384-B563 S. TAGG Fitness Center, 148
20 Sessions T/Th Jan. 5 - Mar. 10 6:30AM - 7:30AM

Weekday Wake-up Tai Chi (.9 CEUs)

Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee: \$40

ITEM 9330-B563 T. ROBBINS NBI, 101
18 Sessions T/Th Jan. 12 - Mar. 17 7:30AM-8:00AM
Class meets at the Nippon Business Institute Japanese Cultural Center, 905 Wetmore Ave., Everett.

Midday Wellness Zumba (1.6 CEUs)

The middle of your day is perfect for a ZUMBA® workout! You'll be energized and ready to tackle the balance of your day. This dance-fitness class incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. ZUMBA® 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-B563 J. KEY Fitness Center, 231
18 Sessions M/W Jan. 11 - Mar. 16 12:15PM-1:00PM
Class will not meet on Jan. 18 and Feb. 15.

Midday Wellness Cardio Kickboxing (1.6 CEUs)

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

ITEM 9219-B563 T. ROBBINS Fitness Center, 231
20 Sessions T/Th Jan. 12 - Mar. 17 12:15PM-1:00PM



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

PERSONAL INTEREST

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-B563 M. O'DELL CCEC - Everett, 238
1 Thursday Jan. 28 6:00 - 9:00PM

Rejuvenate Your Retirement™ (.4 CEUs)

This unique and comprehensive course focuses on the issues and financial concepts that are important to retirees. In straightforward language, we'll explain financial strategies such as tax-efficient income planning, lifestyle preservation, inflation protection and providing a legacy. Since money is only one aspect of post-retirement planning this course also includes fun and fulfilling activities such as travel, hobbies, sports, crafts, socializing, business ventures and lifelong learning, to help you make the most of your retirement years. Includes a 143-page illustrated workbook. Couples may attend together for a single registration fee. Class sizes are limited so register today! Fee: \$59

ITEM 9194-B563 S. BAILEY CCEC - Everett, 116
2 Thursdays Jan. 28 - Feb. 4 9:30 - 11:30AM

ITEM 9195-B563 S. BAILEY CCEC - Everett, 116
2 Tuesdays Feb. 2 - 9 1:00 - 3:00PM

Retirement Planning Today® (.6 CEUs)

You've worked hard to provide for your family and save for your future. Now, there is a course that teaches how to keep more of what you earn and make your money work harder for you. 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-B563 T. MCILRATH CCEC - Bothell, TBD
2 Tuesdays Jan. 26 - Feb. 2 6:30 - 9:30PM

ITEM 9191-B563 T. MCILRATH CCEC - Bothell, TBD
2 Wednesdays Feb. 3 - Feb. 10 6:30 - 9:30PM

ITEM 9192-B563 T. MCILRATH CCEC - Everett, 109
2 Thursdays Feb. 4 - Feb. 11 6:30 - 9:30PM

ITEM 9193-B563 T. MCILRATH CCEC - Everett, 239
2 Saturdays Jan. 30 - Feb. 6 9:00AM - noon

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 learn how to create money generating affiliate websites. Taught by a multi award-winning instructor and published author from Seattle. Fee: \$89

ITEM 9098-B563 K. BOYD CCEC - Everett, 238
1 Monday Feb. 1 6:00 - 9:30PM

eBay Series (.6 CEUs)

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

ITEM 9198-B563 K. BOYD CCEC - Everett, TBD
2 Sessions T/W Feb. 2 - Feb. 3 6:00 - 9:00PM

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

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Fee: \$69

ITEM 9196-B563 K. BOYD CCEC - Everett, TBD
1 Tuesday Feb. 2 6:00 - 9:00PM

eBay 2: Advanced Selling Strategies (.3 CEUs)

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

ITEM 9197-B563 K. BOYD CCEC - Everett, TBD
1 Wednesday Feb. 3 6:00 - 9:00PM

Personal Growth & Development

Stand-Up Comedy and Live Performance (.9 CEUs)



Starting out in stand-up comedy can be overwhelming and a little scary. Before you freak out, check out this helpful class that includes three professional comedians instructing you about the inside track of the profession. This program has tips and tricks to build your own stand-up comic act, and give your own stand-up performance at Laughs Comedy Spot at the final night of class. Come and learn about how to move your dream forward and try your hand at becoming a stand-up comedian. Fee: \$169

ITEM 9875-B563 R. REID See below
4 Tuesdays Feb. 23 - Mar. 15 8:00 - 10:00PM

First three sessions meet at Cascadia College in room CCI-021 from 6:30 pm - 9 pm. Your final night is held from 8 pm - 10 pm at Laughs Comedy Spot 12099 124th Ave NE Kirkland, WA 98034.

Mason Bees: Your Next Adventure (.3 CEUs)



We all have heard about the decline of honey bees and the challenges to bees in general. In the PNW there is a way to become part of the solution: host mason bees. These gentle native pollinators look like black house flies, live in holes they find in nature or that we provide, and help pollinate spring blooming plants in April and May. Missy Anderson, aka Queenbee, will explain all you need to know to become a successful backyard bee farmer. Fee: \$39

ITEM 9362-B563 M. ANDERSON CCEC - Everett, TBD
1 Thursday Jan. 28 6:30PM - 8:00PM

Get Paid To Shop: Be a Mystery Shopper (.3 CEUs)

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

ITEM 9199-B563 **B. MORADIAN** CCEC - Everett, 238
1 Thursday Feb. 18 6:30 - 9:30PM

Work From Your Home (.3 CEUs)

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! You'll learn how to track emails, trace IP addresses and research companies, giving you confidence to recognize scammers from legitimate work. The second part of the class will provide you with over 170 resources on how to make extra income as well as over 140 legitimate companies that hire at-home workers. Basic Internet and email skills required. Course fee includes workbook with listings, (\$25 value). Fee: \$59

ITEM 9184-B563 **B. MORADIAN** CCEC - Everett, 116
1 Wednesday Jan. 27 6:30 - 9:30PM

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-B563 **S. KONGIRA** CCEC - Everett, 218
1 Saturday Jan. 24 1:00 - 4:00PM

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

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

ITEM 9896-B563 **V. FOR ALL** CCEC - Bothell, CC3-121
1 Saturday Mar. 5 10:00AM - 12:00PM

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-B563 **S. KONGIRA** CCEC - Everett, 218
1 Saturday Feb. 21 12:00 - 4:00PM

Photography

Camera Fundamentals: A Basic Course (.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: \$99

ITEM 9187-B563 **A. LAWRENCE** CCEC - Bothell, TBD
3 Sessions W/Sa Jan. 27 - Feb. 3
Class meets 7-9pm on Jan 27 & Feb 3. Class also meets 10am-1pm on Jan 30 at an offsite location.

ITEM 9188-B563 **J. AGULARA** CCEC - Everett, TBD
3 Saturdays Jan. 23 - Feb. 6 9:00 - 11:20 AM

Time-Lapse Photography (.6 CEUs) NEW

In time-lapse photography, photos are taken at a set interval and when assembled together as a video they allow you to see the passage of time at a much faster rate than normal. Time-lapse is great for recording changes that occur over a long period of time such as passing clouds moving over the landscape. Learn time-lapse photography concepts from the settings on your DSLR, point and shoot, or Go Pro camera. Discover how to define the best time in between shoots, and how to assemble the final time lapse. You will need, a camera (any type) a tripod, intervalometer, and your creativity. Fee: \$89

ITEM 9190-B563 **J. AGULARA** CCEC - Bothell, TBD
3 Saturdays Feb. 20 - Mar. 5 9:00 - Noon

No time for a regular class schedule?

No Problem.

We have you covered.



ONLINE NON-CREDIT CLASSES

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

www.ed2go.com/everett and select "Courses."

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

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

Lightroom for Photographers (.9 CEUs)

Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can furrow the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom, to learn how to use it. Fee: \$159

ITEM 9191-B563 **J. AGULARA** CCEC - Bothell, TBD
3 FRIDAYS Feb. 19 - Mar. 18 5:30PM - 8:30PM

PERSONAL INTEREST

World Languages

American Sign Language V (ASL& 222) (5 credits)

Sequence of three courses at the intermediate level focusing on developing ASL fluency, ability to narrate events, make suggestions and requests, talk about and describe activities, family members, etc. and improve on these skills. Self-support, non-tuition class; additional technology fees may also apply. Payment is due at time of registration. Last day for 100% refund is January 8. There is no 50% refund option. PR: ASL& 221 or equivalent. You must register through Enrollment Services for this class. Fee: \$513

9488-B563 BONTRAGER/LEFORS EvCC Main - IND 103
20 Sessions M/W Jan. 4 - Mar. 16 5:00PM-7:10PM

Chinese For Travelers Level 1 (.8 CEUs)

Join us for this introductory course and learn a conversational approach to Mandarin Chinese for business, travel, or social purposes. Our focus will be oral communication (listening and speaking), facilitated through interactive exercises in class. We'll also cover reading and writing basics at the most fundamental level. The importance of culture and protocol is incorporated into each lesson. Fee: \$159

ITEM 9183-B563 W. LIU CCEC - Bothell, TBD
8 Mondays Jan. 11 - Mar. 14 6:30 - 8:30PM
No class Jan. 18 and Feb. 15.

French for Travelers Level 1 (1.6 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Please visit www.everettcc.edu/ccec/resources for required textbook information. The same textbooks will be used for Levels 1 and 2. Fee: \$159

ITEM 9011-B563 C. DUCHESNE EvCC - Main, WHH, 341
8 Wednesdays Jan. 13 - Mar. 2 6:00PM - 8:00PM

ITALIAN 1 (ITAL 121) (5 credits)

Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate

in a logical, natural and personalized way. This is a hybrid course which requires some course work to be completed online. Self-support, non-tuition class; additional Fees may also apply. Payment is due at time of registration. Last day for 100% refund is January 8. There is no 50% refund option. You must register through Enrollment Services for this class. Fee: \$513

ITEM 9460-B563 R. BERTOLDI EvCC Main - GWH 266
11 Sessions T Jan. 5 - Mar. 15 5:00PM-7:10PM

Italian for Travelers Level 1 (.8 CEUs)

Taking a trip to Italy and want to learn Italian? It's not enough to fare la valigia (pack your suitcase) and watch Italian language movies before you arrive in Italy. Whether you're sight-seeing in such world-famous cities as Florence, Rome, and Venice, on a business trip in Milan, or reuniting with family, this introductory class will give you the confidence and comfort in nearly every situation. Please visit www.everettcc.edu/coursematerial for required textbook information. Fee: \$159

ITEM 9186-B563 P. GIORGIO FIORENTINI CCEC - Bothell, TBD
8 Tuesdays Jan. 19 - MAR. 8 6:30 - 8:30PM

Spanish For Travelers Level 1 (1.6 CEUs)

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

ITEM 9172-B563 B. JOHNSON CCEC - Everett, 218
8 Wednesdays Jan. 6 - Feb. 24 6:30PM - 8:30PM
ITEM 9876-B563 L. LORANG CCEC - Bothell, TBD
8 Thursdays Jan. 21 - Mar. 10 6:30 - 8:30PM

Creative Writing

Character Development (.4 CEUs)

Authentic and interesting characters are the central element in good fiction or nonfiction. Round or flat, victim, villain, or hero: learn more about your characters and how to make them compelling. Fee: \$99

ITEM 9266-B563 A. HUFF CCEC - Everett, TBD
1 Saturday Jan. 23 10:00AM - 2:00PM

Short Story Writing (1 CEUs)

Short fiction—the easiest form of fiction to sell—fills periodicals and anthologies. Learn how to create a satisfying narrative arc in 500 to 3,000 words. Practice “flash fiction” and “What If?” exercises for creation and improvement of short stories. This enjoyable class is appropriate for writers of all levels and genres. Instructor has sold short fiction in mainstream, sci-fi, humor, magical realism, inspirational, mystery, and other genres, as well as editing literary journals and judging fiction competitions. Fee: \$99

ITEM 9260-B563 A. HUFF CCEC - Bothell, TBD
5 Wednesdays Feb. 17 - Mar. 16 6:00 - 8:00PM

Marketing Your Books (.4 CEUs)

Your book, eBook, or Publish on Demand book are written, edited, and published. Now you need to attract as many readers as you can using strategies and links. Learn the power of the Tribe of Five Stars. Learn how to make a living from royalties. Fee: \$99

ITEM 9267-B563 A. HUFF CCEC - Everett, TBD
1 Saturday Mar. 12 10:00AM - 2:00PM

ONLINE WRITING COURSES (1.0 CEUs EACH)
INSTRUCTOR: A. HUFF FEE: \$99 EACH

Character Development in Writing - Online

ITEM 9269-B563

Commas To Content: Edit Your Own Writing - Online

ITEM 9277-B563

Creating A Selling Novel - Online

ITEM 9275-B563

Do You Want To Be An Editor? - Online

ITEM 9274-B563

eBooks From Start To Finish

ITEM 9278-B563

The Self-Employed Writer - Online

ITEM 9271-B563

Plot, Theme, Setting, and Dialogue, for Fiction - Online

ITEM 9272-B563

Sell Your Nonfiction Book - Online

ITEM 9276-B563

Write About Your Life - Online

ITEM 9273-B563

Writing For Children - Online

ITEM 9268-B563

Visual, Creative Arts and Music

Drawing and Painting Trees (1.6 CEUs)

We will cover tips and techniques for drawing and watercolor painting a variety of trees in all seasons. We will start out with drawing basics, how to use reference photos, and how to draw and paint trees outdoors in their natural settings. We will study shapes, colors, textures, composition, and details. Whether you want to learn how to study trees for your sketchbook or for larger landscape paintings, this course is for you. Fee: \$169

ITEM 9281-B563 C. COLLINS FREEMAN CCEC - Everett, TBD
 8 Saturdays Jan. 23 - Mar. 19 10 am - 12 PM
 No class Feb. 13.

Drawing from the Masters (1.6 CEUs)

Copying old masters' drawings is a time-tested discipline. The experience of copying from numerous master artists, not only exposes students to his or her drawing techniques, but also their thinking process. You can also learn how the artist developed an idea from beginning to end. If you can pinpoint specific strategies used in the drawings, then you can transfer these techniques to your own works of art. It's a fun way to learn about the masters and to improve your own drawing skills. Level: Beginning Drawing background recommended. Fee: \$169

ITEM 9280-B563 C. COLLINS FREEMAN CCEC - Everett, TBD
 8 Saturdays Jan. 23 - Mar. 19 1:00 - 3:00 PM
 No class Feb. 13.

ITEM 9894-B563 C. COLLINS FREEMAN CCEC - Bothell, TBD
 8 Thursdays Jan. 21 - Mar. 10 6:30 - 8:30 PM

The Art of Acrylic Painting (1.2 CEUs)



A foundation in acrylics can last you a lifetime! We'll be covering color, value, composition, lighting, realism, impressionism, impasto, 3-dimensionality. Get ready to explore a variety of subject matter: animals, landscapes, and still lives. Expand your creative horizons and skills in this exciting, informative class. Please visit www.everettcc.edu/coursematerial for required material information. Fee: \$169

ITEM 9279-B563 P. Barth CCEC - Everett, TBD
 8 Mondays Jan. 11 - Mar. 14 6:30 pm - 9:00 PM
 No class Jan. 18 & Feb. 15.

Ready, Set, Sew: Basic-Advanced Sewing Techniques

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

ITEM 9208-B563 K. ERICKSON
 4 Saturdays Mar. 12 - Apr. 2 10:00AM - 1:00PM
 Class meets at Grow Washington at 3013 Colby Ave in Everett

Kirkland Arts Center

Everett Community College's Corporate & Continuing Education Center (EvCC CCEC) is a partner with the Kirkland Arts Center (KAC). KAC's mission is to promote artistic mastery and public participation in the visual arts through innovative classes, contemporary exhibitions, and events. Topics include but are not limited to Art History, Ceramics, Digital Media, Glass, Printmaking, and many more. To view classes visit 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.

Everett Chorale

Love to sing? Enjoy learning a variety of choral music and have the opportunity to perform for our community. Previous choral singing is recommended; an informal audition is required. The 90 voice Everett Chorale performs at the Everett Performing Arts Center. Rehearsals are at Trinity Lutheran College at 2802 Wetmore Ave. in Everett. Special performance dress is required. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a non-refundable \$5 registration fee. For more information visit www.everettchorale.org. Fee: \$50

ITEM 9294-B563 S. STAFF Off site, Off site
 14 Mondays Jan. 11 - Apr. 25 7:00 - 9:30PM
 Final rehearsal, Friday, April 15; Performances on Saturday, April 16 and Sunday, April 17.



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. Courses are designed to offer practical, how-to information in order for learners to gain the knowledge and skills necessary to succeed in the 21st century.

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

EARN A CERTIFICATE OR TAKE CLASSES INDIVIDUALLY

Certificate in Customer Service	\$245
Certificate in Data Analysis	\$495
Certificate in Google Tools.....	\$585
Cyber Security for Managers	\$195
The Business Plan	\$195
Funding Your Business	\$195
eMarketing Essentials Certificate	\$495
Google Apps for Business	\$195
Inbound Marketing Certificate	\$495
Mobile Marketing Certificate	\$595
Podcasting	\$245
Video Marketing Certificate	\$395
Intercultural Communications	\$195
Evernote	\$195
Google +	\$195
Instagram for Business	\$195
Managing Social Media Platforms Certificate	\$495
Social Media for Business Certificate	\$495
Certificate in Designing Webinars	\$345
Developing Hybrid Courses	\$195

TRAINING FOR K-12 TEACHERS

Gender in the Classroom	\$145
Generational Learning Styles	\$145
Online Learning & Teaching	\$145
Social Media and Online Tools	\$145
Students with ASD	\$145
Substitute Teacher Preparation	\$145
Using Cell Phones in the Classroom	\$145

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: 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:
**WINTER
2016**

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 (make checks payable to Everett Community College)

Credit Card payment: Visa MasterCard Discover

Card number: _____

*V-code: _____

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

Name on card: _____

Exp. date: _____

Signature: _____

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

A		G		P	
A & P Test Preparation		Grant Management	13	Painting	27
Written Knowledge Test Prep	5	Grant Writing	13	Personal & Professional Excellence	20
General Knowledge—Oral & Practical Exam	5	Graphics, Publishing, & Web Design	12	Personal Interest	23
Airframe—Oral & Practical Exam	5			Personal Trainer	22
Powerplant—Oral & Practical Exam	5	H		Photography	25
Accounting & Finance	12	Health & Fitness	23	Planning	21, 24
Access 2013	8	High Performance Management	14	Powerpoint 2013	9
Aerospace	5	How to Start a Business	24	Private Pilot	5
American Sign Language	26	Human Resources	15		
Assemble & Fly Your UAV	5	I		Q	
Aviation Ground School	5	Information Sessions	4, 6, 10, 13, 14, 15, 17, 19	Qigong	23
		IPC Certifications	5	Quality Control	6
B		Italian	26	Quickbooks	12
BAM	20	K			
Bartending	21	Kickboxing	23	R	
Bookkeeping	12	Kirkland Arts Center	27	Recruitment & Retention	14, 15
Budgets	12			Retirement Planning	24
Business Intelligence	10	L		Root Cause Analysis	18
C		Lean Six Sigma Green Belt	17		
C#	11	Leadership	13	S	
CATIA v5	8	M		Sewing	27
Certificates	6, 10, 13, 14, 15, 17, 19	Management	13, 14, 15, 19, 21	SharePoint	9
Chinese	26	Manufacturing Operations Management	7	Soldering	5
Circuit Fitness	23	Mason Bees	24	Software Testing	11
CNC Machine Operator	7	Math for Electronics	6	Spanish	26
Computer Basics	8	Music	27	SQL Server	10
Computers & Technology	8	Mystery Shopper	25	Stand-Up Comedy	24
Create a Website	24	N		Start A Business	24
D		Network Fundamentals	6		
Drawing	27	Non-Profit Management	13	T	
E		O		Traffic Control	21
Earned Value Management	21	OLAP Cubes	10	Tai Chi	23
eBay	24	Online Learning	25, 27	U	
ed2go	25	P		UGotClass	27
Electronics & Troubleshooting	6	Painting	27	V	
Event Planning	21	Personal & Professional Excellence	20	Visual Arts	27
Everett Chorale	27	Personal Interest	23	Voice Overs	25
Excel 2013	8	Personal Trainer	22	Volunteer Management	13
F		Photography	25		
Finance	12	Powerpoint 2013	9	W	
Flagging & Traffic Control	21	Private Pilot	5	Wedding Planning	21
Forklift Operator's Certificate	21			Welcome to Computers	8
Free Info Sessions	4, 6, 10, 13, 14, 15, 17, 19	Q		Weekday Wake-up Fitness	23
French	26	Quality Control	6	Wire & Cable Harness Assembly	5
Fundraising	13	Quickbooks	12	Word 2013	9
				WordPress	12
				Work from Home	25
				World Languages	26
				Writing	26
				Z	
				Zumba	23

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.

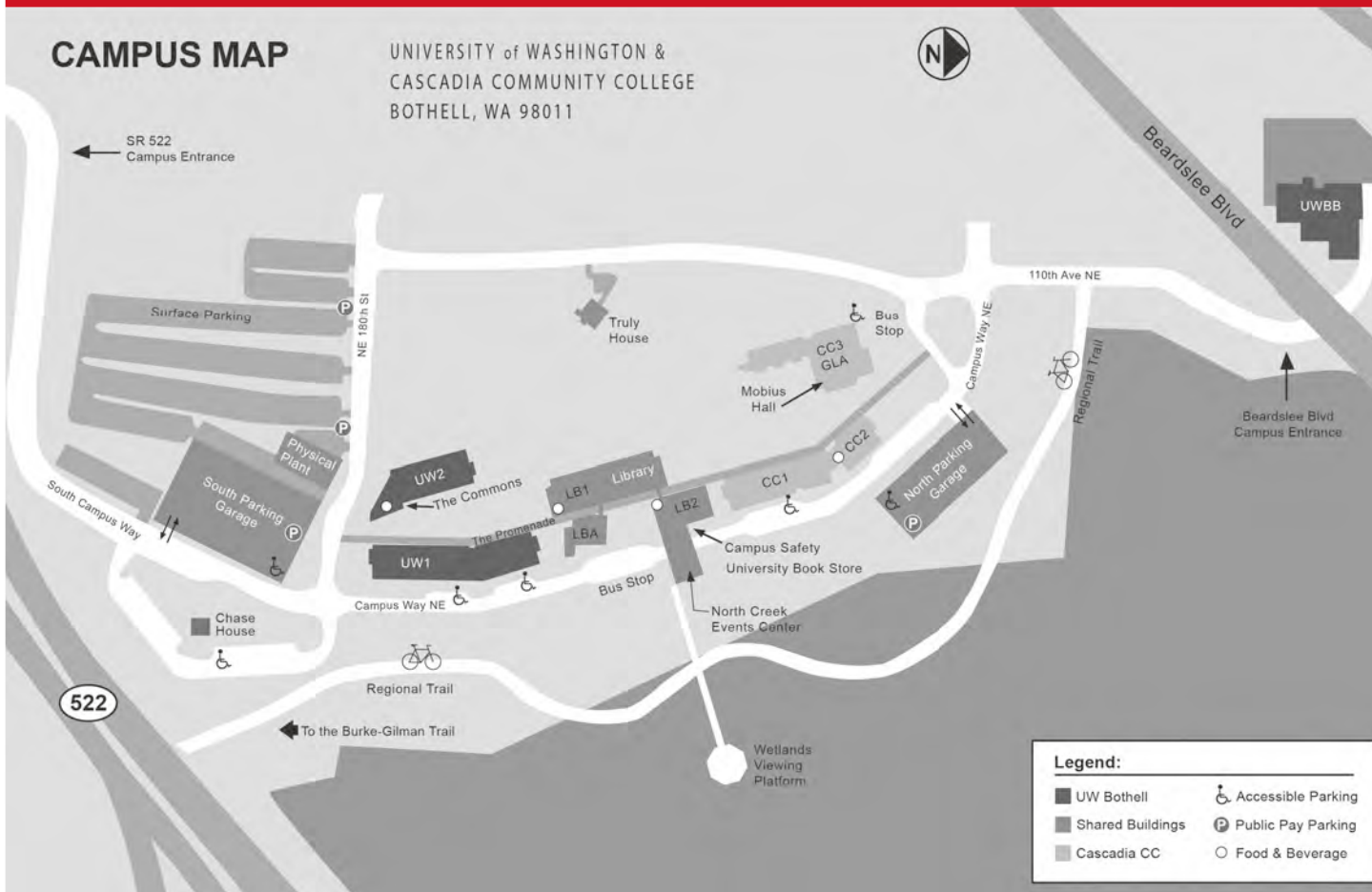
ACCREDITATION

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 Jan. 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 Jan. 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.

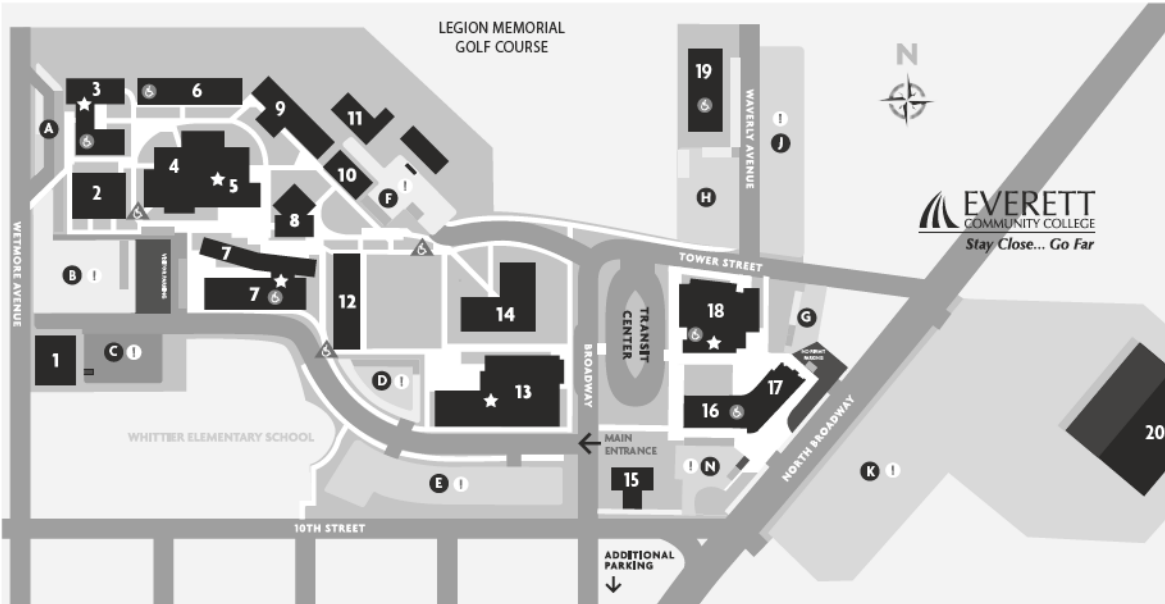
For parking on dates other than indicated on your parking permit please follow posted parking policies at Cascadia College.

**CASCADIA
COLLEGE**
BOTHELL

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



Everett Community College Campus and Off-site Location Maps



Quick Find

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

Buildings

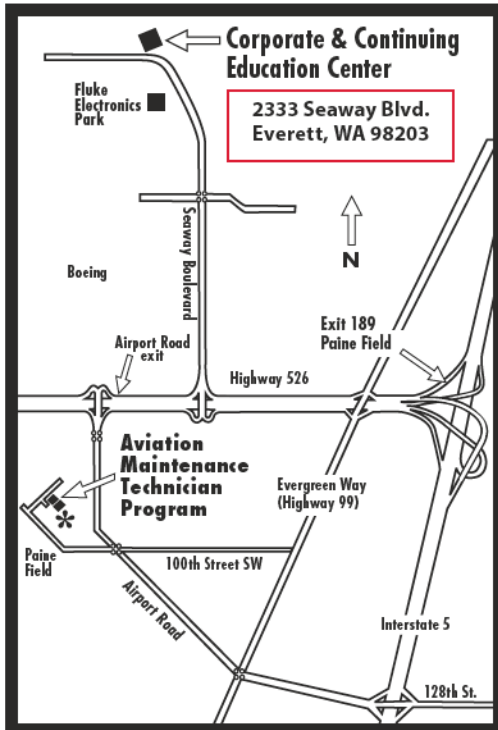
BAK	BAKER HALL	6
ELC	EARLY LEARNING CENTER	14
FT	FITNESS CENTER	15
GLA	GLACIER HALL	10
GWH	GRAY WOLF HALL	7
IND	INDEX HALL	11
JKC	HENRY M. JACKSON CONFERENCE CENTER	8
LMC	LIBRARY / MEDIA CENTER	4
LBH	LIBERTY HALL	16
MON	MONTE CRISTO HALL	9
NBI	NIPPON BUSINESS INSTITUTE	1
JCC	JAPANESE CULTURAL CENTER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

Parking*

- DISABILITY PARKING
- PERMIT PARKING (Placards only)
- VISITOR PARKING (Letters only)
- ADA RESTROOMS AVAILABLE INSIDE
- INACCESSIBLE AREAS FOR DISABLED
- EMERGENCY ASSEMBLY AREA

*PARKING ON CAMPUS BY EXCEPT PERMIT ONLY. ONLY PERMITS ARE AVAILABLE AT THE CAMPUS OFFICE (2000 TOWER STREET) OR THE BOOKSTORE.

FOR CAMPUS SAFETY CALL: 425-388-9990



Directions to CCEC - Everett

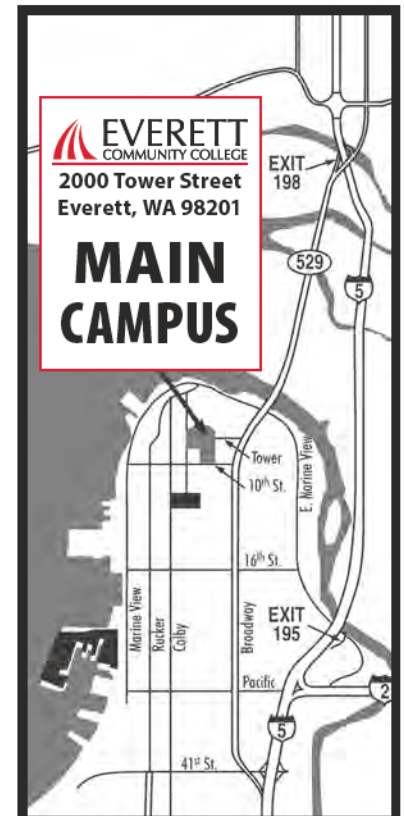
From I-5 Northbound: Take exit 189 (Mukilteo/Whidbey Island). Once in the exit lane stay to the left and go up and over I-5 onto Hwy 526 West. Proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

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

Directions to Main Campus

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

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



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

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.

DATED MATERIAL

ECR-WSS CAR RT SORT
POSTAL CUSTOMER

EVERETT COMMUNITY COLLEGE

Expect Excellence

Software Testing Series

Prepare for an in-demand job.

Course series includes:

- Principles of Software Testing
- Software Development Lifestyle with Agile
- Test Design Techniques
- Quality Assurance Practices

See page 11 for course listings

For more information, visit EverettCC.edu/CCEC