Software Testing & Quality Assurance Certificate Program

Gain highly sought-after skills in the software development industry.

See page 12 for details.
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

CONVENTIONAL & CNC MACHINING

Hands-on, industry-aligned training to advance your career

For newly hired machine operators, promoted, and experienced machinists that want to improve their skills.

See page 8 for course listings

Attend a free information session, p. 3

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

TABLE OF CONTENTS

AEROSPACE & MANUFACTURING
- A&P Test Preparation 5
- Machining 8
- Manufacturing 7
- Soldering and Inspection Certifications 5

BUSINESS & PROFESSIONAL DEVELOPMENT
- Accounting & Finance 19
- Personal Business, Finance & Investment 22

CERTIFICATE PROGRAMS
- Electronics & Troubleshooting 6
- High Performance Management 15
- Human Resources Management 13
- IT Professional Cloud 12
- Lean Six Sigma Green Belt 16
- Manufacturing Operations Management 7
- Non-Profit Management 17
- Project Management 18
- Software Testing 12
- SQL Server Developer 11

CERTIFICATIONS
- Flagging & Traffic Control 20
- Forklift Operator 5
- Personal Trainer 20
- Real Estate 23

COMPUTERS & TECHNOLOGY
- CATIA v5 8
- Computer Basics & Desktop Applications 9
- Programming 12
- Software Testing 12
- SQL Server 11

HEALTH & FITNESS
- Weekday Wake-Up 21
- Midday Wellness 21

ONLINE LEARNING
- ed2go 24
- UGotClass 21

PERSONAL & PROFESSIONAL EXCELLENCE
- Personal & Professional Excellence 20

PERSONAL INTEREST
- Creative Writing 25
- Metaphysical Sciences 24
- Personal Growth & Development 24
- Photography 25
- Visual & Creative Arts 24
- World Languages 22

COURSE INDEX 26
WHY CCEC? The Corporate & Continuing Education Center

Make yourself more marketable and achieve your professional and personal goals. Learn a new trade, sharpen your skills, pursue a promotion, or prepare for a new job with CCEC certificates and courses. Encounter quality training every time because all of our courses are taught by subject area experts with experience in their field.

More courses close to where you live and work
CCEC offers over 200 courses in Everett, Bothell, Kirkland, Arlington and online each quarter.

3 easy ways to sign up
1. Online: EverettCC.edu/CCEC
2. Phone: 425-267-0150
3. In Person: 2333 Seaway Blvd., Everett

There are no added costs for parking in any of our CCEC locations!

WANT TO KNOW MORE?
Attend a free information session
Contact learn@everettcc.edu or 425-267-0150 to register.

AEROSPACE & MANUFACTURING PROGRAMS

A&P Test Preparation
• Tuesday, Sept. 5, 6:00-7:30PM, Everett
• Thursday, Dec. 14, 6:00-7:30PM, Everett

Aviation Ground School
• Tuesday, Sept. 5, 6:00-7:30PM, Everett

Conventional & CNC Machine Operator
• Monday, Sept. 11, 6:00-7:30PM, Arlington
• Tuesday, Jan. 4, 6:00-7:30PM, Arlington

Electronics & Troubleshooting
• Tuesday, Sept. 5, 6:00-7:30PM, Everett
• Thursday, Dec. 14, 6:00-7:30PM, Everett

Manufacturing Operations Management
• Tuesday, Sept. 5, 6:00-7:30PM, Everett
• Thursday, Dec. 14, 6:00-7:30PM, Everett

Check EverettCC.edu/Cloud in November for IT Professional Cloud info sessions.

COMPUTERS & TECHNOLOGY PROGRAMS

Software Testing & Quality Assurance
• Wednesday, Sept. 6, 6:00-7:30PM, Bothell

SQL Server Developer Certificate
• Wednesday, Sept. 13, 6:00-7:30PM, Kirkland

BUSINESS & PROFESSIONAL CERTIFICATE PROGRAMS

High Performance Management

Human Resources Management

Lean Six Sigma Green Belt
Non-Profit Management
Project Management
• Tuesday, Sept. 5, 6:00-7:30PM, Everett
• Wednesday, Sept. 6, 6:00-7:30PM, Bothell
• Monday, Sept. 11, 6:00-7:30PM, Arlington
• Wednesday, Sept. 13, 6:00-7:30PM, Kirkland

Human Resources Management is not held in Kirkland.
CCEC’s certificate programs are designed for the working professional with evening and weekend course offerings at multiple locations. Participants may choose to attend part-time or full-time. The estimated time for program completion is 4-12 months. Several of our classes qualify for recertification credit. Check out the pages listed below and attend a free information session at a location near you for details.

- Conventional & CNC Machine Operator Series, page 8
- Electronics & Troubleshooting, page 6
- High Performance Management, page 15
- Human Resources Management, page 13
- IT Professional Cloud Computing, offered winter
- Lean Six Sigma Green Belt, page 16
- Manufacturing Operations Mgmt, page 7
- Non-Profit Management, page 17
- Project Management, page 18
- Software Testing & Quality Assurance, page 12
- SQL Server Developer, page 11
- UGotClass Online Certificates, page 21

Industry Certifications
- Certified IPC Specialist (Soldering), page 5
- Flagging & Traffic Control, page 20
- Forklift Operator Certification, page 5
- Personal Trainer Certification, page 20
- Airframe & Powerplant (A&P), page 5
- Lean Six Sigma Green Belt, page (ASQ), page 16
- Human Resources (HRCl/SHRM), page 14
- Project Management (PMP), page 19

Test Preparations Courses
- Certified IPC Specialist (Soldering), page 5
- Airframe & Powerplant (A&P), page 5
- Human Resources (HRCl/SHRM), page 14
- Project Management (PMP), page 19
- Lean Six Sigma Green Belt, page (ASQ), page 16
- Human Resources (HRCl/SHRM), page 14
- Project Management (PMP), page 19

HOW TO READ COURSES

**Welcome to Computers (.6 CEUs)**
Explore the Windows environment and general computer concepts, even if you have limited or no computer experience. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; and how to create, organize, and manage folders.
Discover how to customize your desktop experience for ease of use. Fee: $215

<table>
<thead>
<tr>
<th>COURSE NAME AND CONTINUING EDUCATION UNITS (CEUS)</th>
<th>WELCOME TO COMPUTERS (.6 CEUS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 8923-B782 W. BERKLEY CCEC - Everett, 125</td>
<td>Explore the Windows environment and general computer concepts, even if you have limited or no computer experience. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; and how to create, organize, and manage folders. Discover how to customize your desktop experience for ease of use. Fee: $215</td>
</tr>
<tr>
<td>1 Friday Sept. 22 9:00AM - 4:00PM</td>
<td></td>
</tr>
</tbody>
</table>

**View map on p. 27 for more information on our locations.**

Fees and required materials:

- This course is held at EvCC's Corporate & Continuing Education Center in SOUTH EVERETT
- This course is held at Cascadia College in BOTHELL
- This course is held at Lake Washington Institute of Technology in KIRKLAND
- This course is held at Weston High School in ARLINGTON

Corporate & Continuing Education Center 425-267-0150 learn@everettcc.edu EverettCC.edu/CCEC
A & P Test Preparation

FREE Information Session: A&P TEST PREP
Learn what information is required from the FAA to get an 8610-2 Airframe certificate and/or rating application. Review the A&P Test Prep program and how it prepares individuals to test for a FAA Mechanic Certificate with an Airframe, Powerplant or A&P rating. Registration recommended.

ITEM 9110-B782  B. DAVIS  CCEC-Everett, 116
1 Tuesday  Sept. 5  6:00PM - 7:30PM
ITEM 9110-B783  B. DAVIS  CCEC-Everett, 116
1 Thursday  Dec. 14  6:00PM - 7:30PM

WKY-Written Knowledge Test Preparation

Prepare to test for an FAA Mechanic Certificate with an Airframe, Powerplant, or A&P rating. This is a computer-guided Written Knowledge Test (WKY) prep course. Fee: $150

ITEM 9158-B782  C. RUSSELL  CCEC-Everett, 239
20 Sessions T/Th Sept. 12 - Nov. 16 5:00 - 8:00PM
ITEM 9158-B782  O. NAIMI  CCEC-Everett, 239
20 Sessions T/Th Sept. 12 - Nov. 16 10:00AM - 1:00PM

Aviation Ground School

FREE Information Session:
AVIATION GROUND SCHOOL- PRIVATE PILOT
Are you interested in becoming a private pilot? Attend this information session to learn about EvCC’s Aviation Ground School – Private Pilot program and be one step closer to flying. Registration recommended.

ITEM 9930-B782  O. NAIMI  CCEC-Everett, 239
3 Sessions F/Sa Sept. 9 - Sept. 11 8:00AM - 5:00PM

AVIATION GROUND SCHOOL - PRIVATE PILOT

ITEM 9392-B782  O. NAIMI  CCEC-Everett, 239
20 Sessions T/Th Sept. 12 - Nov. 16 5:00 - 8:00PM

Soldering and Inspection Certifications

BASIC HANDS ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)
Prepare for entry-level opportunities in the electronics manufacturing industry. Practice basic electronic assembly and soldering, safety and ESD, component identification, industry terms, and safety procedures. Course modules are 40% lecture and 60% hands-on exercises. Earn a certificate upon successful completion of all tests within these modules. Complete a soldering kit in class. Basic English language skills required. Fee: $565

ITEM 8392-B782  J. LARSEN  EvCC-Everett, 116
1, 2 & 3 levels of manufacturing. IPC Certification and Surface Mount (SMT) assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification is granted upon successful completion. Fee: $605

Forklift Operator Certification

FORKLIFT OPERATOR I, IV, V CERTIFICATION (.5 CEUS)
Review and demonstrate OSHA forklift safety procedures. Complete and pass a written exam and practical training assessment to become certified in class I, IV and V forklifts with an Operator’s card valid for three years. Fee: $175

ITEM 9127-B782  J. SPEICHER  AMTEC, 293
1 Saturday  Oct. 14  9:00AM - 2:00PM

This course will be held at the Everett Community College main campus AMTEC Building, 909 N. Broadway. All students are required to bring Safety Glasses.

Meet Your Instructor: MATTHEW WASHBURN

- Conventional & CNC Machining Series page 8

Matt Washburn has nearly 20 years of experience working as an aerospace machinist with skills in CNC mill and lathe, manual mill and lathe and CNC programming. As a subject matter expert, Matt has been instrumental in setting up extensive industry training programs. He currently works for a large aerospace company in Arlington.

PARKING IS INCLUDED WITH PAID REGISTRATIONS AT ALL LOCATIONS!
**Electronics & Troubleshooting Certificate**

**BASIC HANDS ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)**
Prepare for entry-level opportunities in the electronics manufacturing industry. Practice basic electronic assembly and soldering, safety and ESD, component identification, industry terms, and safety procedures. Course modules are 40% lecture and 60% hands-on exercises. Earn a certificate upon successful completion of all tests within these modules. Complete a soldering kit in class. Basic English language skills required. Fee: $365

ITEM 9129-B782  J. LARSEN  CCEC-Everett, 240
2 Sessions F/Sa  Sept. 15 - Sept. 16  8:00AM - 5:00PM

ITEM 9146-B782  J. LARSEN  CCEC-Everett, 240
2 Sessions F/Sa  Nov. 17 - Nov. 18  8:00AM - 5:00PM

**NETWORK FUNDAMENTALS (1.8 CEUS)**
Learn the necessary information for networking technologies, installation and common network problem areas. Explore 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-B782  N. DEVOGEL  CCEC-Everett, 238
3 Sessions Th/F/Sa  Oct. 12 - Oct. 14  9:00AM - 3:45PM

**Electronics & Troubleshooting Certificate Electives**

**IPC J-STD-001 CERTIFICATION (3.2 CEUS)**
See website for course description and details.

**IPC-A-610 CIS CERTIFICATION (2.4 CEUS)**
See page 5 for course description and details.

**WIRE AND CABLE HARNESS ASSEMBLY WITH IPC/WHMA-A-620 CERTIFICATION**
See website for course description and details.

**QUALITY CONTROL ESSENTIALS (3.0 CEUS)**
See website for course description and details.

**Electronics & Troubleshooting Certificate**

**BASIC HANDS ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)**
Prepare for entry-level opportunities in the electronics manufacturing industry. Practice basic electronic assembly and soldering, safety and ESD, component identification, industry terms, and safety procedures. Course modules are 40% lecture and 60% hands-on exercises. Earn a certificate upon successful completion of all tests within these modules. Complete a soldering kit in class. Basic English language skills required. Fee: $365

ITEM 9129-B782  J. LARSEN  CCEC-Everett, 240
2 Sessions F/Sa  Sept. 15 - Sept. 16  8:00AM - 5:00PM

ITEM 9146-B782  J. LARSEN  CCEC-Everett, 240
2 Sessions F/Sa  Nov. 17 - Nov. 18  8:00AM - 5:00PM

“The teacher was enthusiastic, friendly and helpful.”
- Austin W., 2017, Soldering Student

WANT TO TEACH FOR CCEC?
Are you an industry professional who wants to share your knowledge and skill with other adult learners? Consider teaching for CCEC!

Call 425-267-0150 or email learn@everettcc.edu for more information

For more information, go to EverettCC.edu/ElectronicsCert

Questions about the program? Contact Customer Service at 425-267-0150 or learn@everettcc.edu
Meet Your Instructor: DARIN CHASE

- Manufacturing courses page 7

Darin has been involved in many different facets of manufacturing over the last 30 years. From plastics to metals and composites, he has worked in machining, programming, and project management. The last six years he has been teaching part-time as a precision machining instructor and enjoys sharing his experience with others. Darin enjoys his spare time with family and riding motorcycles.

Manufacturing Operations Management

INVENTORY MANAGEMENT ESSENTIALS (3.0 CEUS)
The APICS Principles of Inventory Management course will relay operational knowledge and understanding of techniques, roles and responsibilities, and the impact that inventory can have on a business. This is the recommended starting point for the Managing Operations Certification Program. Required Workbook: Principles of Inventory Management Participant Workbook v2.0. Books can be ordered through APICS, at apics.org, or call: 1-800-444-2742.
Fee: $1325
ITEM 9855-B782 W. LATHAM CCEC-Everett, 109
8 Sessions M/T/W/Th Oct. 9 - Oct. 19 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-B782 W. LATHAM CCEC-Everett, 231
8 Sessions M/T/W/Th Oct. 9 - Oct. 19 3:00PM - 6:45PM

MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE

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

• Learn how to be successful in production and distribution careers
• Gain understanding of inventory planning and control, including operations management
• Obtain industry guided training such as managing operations and manufacturing management
• APICS-aligned

Certificate requires completion of 144 course hours:

REQUISITE CORE COURSES HOURS
Inventory Management Essentials 30
Principles of Operations Planning 30
Principles of Manufacturing Management 30
Principles of Managing Operations 30
Total Hours: 120

ELECTIVE COURSES (21 HOURS)
For currently offered elective courses, view our website.

Free information sessions
• Tuesday, September 5, 6:00-7:30PM, CCEC-Everett
• Thursday, December 14, 6:00-7:30PM, CCEC-Everett

For more information, go to EverettCC.edu/ManufacturingCert

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

MANAGING SMALL PROJECTS (.6 CEUS)
See page 16 for course description and details.

ROOT CAUSE ANALYSIS & INVESTIGATION (.9 CEUS)
See page 16 for course description and details.

HIGH PERFORMANCE MANAGEMENT ESSENTIALS (1.5 CEUS)
See page 15 for course description and details.

PROJECT TEAM MANAGEMENT (1.5 CEUS)
See page 18 for course description and details.

BLUEPRINT READING ESSENTIALS (1.5 CEUS)
Study and practice the basics of blueprints as used in the manufacturing trades. Understand and interpret the terms, abbreviations and symbols incorporated in today’s engineering drawings. Fee: $575
ITEM 9410-B782 D. CHASE Arlington, W131
5 Wednesdays Sept. 13 - Oct. 11 5:00PM - 8:00PM

GEOMETRIC DIMENSIONING AND TOLERANCING (1.5 CEUS)
Learn the real world skills needed to understand GDT designs and manufacture parts. Practice how to interpret designs based on datums and the 14 characteristics as well as how to inspect and prove that parts meet specifications. This course is ideal for machinists, planners, tool makers, inspectors and CMM operators. Fee: $575
ITEM 8917-B782 D. CHASE Arlington, W131
5 Wednesdays Oct. 18 - Nov. 15 5:00PM - 8:00PM
CONVENTIONAL AND CNC MACHINE OPERATOR SERIES

Hands-on, industry-aligned training to advance your career.

- Improve your understanding of how to safely operate CNC and conventional mills
- Learn how to read, interpret, and compile codes
- Practice setting up jobs and making parts

Certificate requires completion of 136 course hours:

REQUIRED CORE COURSES HOURS
Module 1: Machine Operator Essentials 16
Module 2: Conventional Machining Basics 40
Module 3: Codes - Read, Interpret, Compile 16
Module 4: Set ups - Start to Tryout 20
Module 5: Making Better Parts 28
Module 6: Inspecting Parts 16
Total Hours: 136

Free information sessions
- Monday, September 11, 6:00-7:30PM, Arlington
- Tuesday, January 4, 6:00-7:30PM, Arlington

For more information, go to EverettCC.edu/CNCSeries

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

CONVENTIONAL AND CNC MACHINE OPERATOR SERIES (MODULES 1 - 6) (13.6 CEUS)

CONVENTIONAL AND CNC MACHINE OPERATOR SERIES (MODULES 1 - 6) (13.6 CEUS)
Enhance or develop a new skill set as a working machine operator, whether you are a newly hired, promoted or experienced machinist. Learn how to safely operate CNC and conventional mills, how to read, interpret and compile codes and practice using codes to set up jobs. Also learn how to make better parts and how to inspect those parts. The Conventional & CNC Operator Series includes Modules 1 - 6. Enroll in all six classes for a savings of $425! Fee: $4875

ITEM 9009-B782 M. WASHBURN Arlington, W131
34 Sessions T/Th Sept. 19 - Jan. 30 5:00PM - 9:00PM
This course will be held at Arlington Campus on Weston High School. All students are required to bring Safety Glasses. No class: Nov. 21, Nov. 23, Dec. 26, Dec. 28, Jan. 2 and Jan. 4

MACHINE OPERATOR ESSENTIALS (MODULE 1) (1.6 CEUS)

Develop new skills or enforce your current skills to safely operate CNC mills and conventional mills. Learn machine functions and controls, metal cutting theory, milling operations, coordinate systems, machine kinematics, monitoring production, and lockout tagout procedures. Fee: $625

ITEM 9114-B782 M. WASHBURN Arlington, W131
4 Sessions T/Th Sept. 19 - Sept. 28 5:00PM - 9:00PM
This course will be held at the Weston High School campus in Arlington. All students are required to bring Safety Glasses.

CONVENTIONAL MACHINING BASICS (MODULE 2) (4.0 CEUS)

Achieve new skills or enforce your current skills to safely operate conventional milling machines. Explore set up and operation, metal cutting theory, milling operations, cutting tool selection, coordinate systems, tramming machine, tooling concepts, job planning, and order of operations. Fee: $1550

ITEM 9115-B782 M. WASHBURN Arlington, W131
10 Sessions T/Th Oct. 3 - Nov. 2 5:00PM - 9:00PM

CNC OPERATOR: SET UPS - START TO TRYOUT (MODULE 4) (2.0 CEUS)

This training is ideal to reinforce the skills of a newly hired, promoted or experienced machinist. Practice using codes to set up jobs, identify common mistakes and learn time saving practices. Fee: $750

ITEM 9117-B782 M. WASHBURN Arlington, W131
5 Sessions T/Th Nov. 28 - Dec. 12 5:00PM - 9:00PM

CNC OPERATOR: MAKING BETTER PARTS (MODULE 5) (2.8 CEUS)

Accomplish 28 hours of in-lab time, working on different CNC machines to practice your technique. Gain insight and input from instructors and other machinists. Learn proper programming methods, efficient machining techniques, identify part problems and work-holding issues, CNC machine limits, and cutting tool limits. Fee: $1125

ITEM 9118-B783 M. WASHBURN Arlington, W131
7 Sessions T/Th Dec. 14 - Jan. 18 5:00PM - 9:00PM

CNC OPERATOR: INSPECTING PARTS (MODULE 6) (1.6 CEUS)

In this final course, learn how to inspect a machined part by learning how to better use precision measuring tools and their function in machining. Basic blueprint reading and GD&T will also be covered. Fee: $625

ITEM 9119-B783 M. WASHBURN Arlington, W131
4 Sessions T/Th Jan. 23 - Feb. 1 5:00PM - 9:00PM
Students who have not taken Module 4, Making Better Parts, will need to bring a sample of their work.

CATIA V5

CATIA V5 BOOT CAMP (2.5 CEUS)

Learn the fundamentals of CATIA V5 in three days! This hybrid training method combines instructor-led sessions with web-based training. Meet for one weekend in class with an instructor. Supplement in-class sessions with access to the online simulation software. Receive two years of access to the software. This series includes the first five classes recommended for those new to CATIA:

- Intro to CATIA V5
- Assembly Design Fundamentals
Computer Basics & Desktop Applications

WELCOME TO COMPUTERS (.6 CEUS)
Explore the Windows environment and general computer concepts, even if you have limited or no computer experience. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; and how to create, organize, and manage folders. Discover how to customize your desktop experience for ease of use. Textbook included ($20 value). Fee: $215

ITEM 8924-B782  W. BERKLEY  Kirkland, T319
1 Saturday  Sept. 9  9:00AM - 4:00PM
ITEM 8923-B782  W. BERKLEY  CCEC-Everett, 125
1 Friday  Sept. 22  9:00AM - 4:00PM
ITEM 8922-B782  W. BERKLEY  Bothell, CC1-211
1 Saturday  Sept. 30  9:00AM - 4:00PM
ITEM 8925-B782  W. BERKLEY  Arlington, W131
1 Saturday  Oct. 7  9:00AM - 4:00PM

ACCESS 2016 LEVEL 1: THE BASICS (.7 CEUS)
Develop fundamentals skills of Microsoft Access and practice general database design. Learn how to work with table data, querying a database, creating advanced queries, generating reports, and customizing the Access environment. Prerequisite: Basic proficiency with Windows. Good working knowledge of Word and Excel is highly recommended. Textbook included ($20 value) This course content also works great for previous versions of Access. Fee: $215

ITEM 8921-B782  K. McCLIMANS  CCEC-Everett, 238
1 Saturday  Oct. 14  8:30AM - 4:30PM
ITEM 8872-B782  S. SAUNDERS  Kirkland, T319
1 Friday  Nov. 17  8:30AM - 4:30PM

ACCESS 2016 LEVEL 2: BEYOND THE BASICS (.7 CEUS)
Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Practice designing a relational database, joining tables, organizing a database for efficiency, sharing data across applications, and advanced reporting. Prerequisite: Access Level 1 or equivalent experience. Textbook included ($20 value). Works great for previous versions of Access. Fee: $215

ITEM 8724-B782  K. McCLIMANS  CCEC-Everett, 125
1 Saturday  Dec. 2  8:30AM - 4:30PM

EXCEL 2016 LEVEL 1: SPREADSHEET BASICS (.7 CEUS)
Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Learn how to create and save a basic worksheet, perform calculations, modify and format a worksheet, and print and manage workbooks. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8951-B782  S. SAUNDERS  Bothell, CCI-211
1 Saturday  Sept. 9  8:30AM - 4:30PM
ITEM 8865-B782  S. SAUNDERS  CCEC-Everett, 126
1 Friday  Sept. 15  8:30AM - 4:30PM
ITEM 8864-B782  C. HANKS  Kirkland, W113
1 Friday  Oct. 17  8:30AM - 4:30PM
ITEM 8961-B782  S. SAUNDERS  Kirkland, T319
1 Friday  Oct. 27  8:30AM - 4:30PM

EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)
Practice 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 Level 1 or equivalent. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $215

ITEM 8952-B782  S. SAUNDERS  Bothell, CCI-211
1 Saturday  Sept. 23  8:30AM - 4:30PM
ITEM 8953-B782  C. HANKS  Arlington, W113
1 Saturday  Oct. 14  8:30AM - 4:30PM
ITEM 8888-B782  S. SAUNDERS  CCEC-Everett, 126
1 Saturday  Oct. 28  8:30AM - 4:30PM
ITEM 8816-B782  C. HANKS  Kirkland, T319
1 Friday  Nov. 3  8:30AM - 4:30PM

EXCEL 2016 LEVEL 3: COMPLEX WORKBOOKS (.7 CEUS)
Evolve your spreadsheet skills and master working with multiple worksheets and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, create sparklines, map and forecast data. Prerequisite: Excel Level 1 and 2 or equivalent knowledge. Text book included ($20 value). Works great for previous versions of Excel. Fee: $215

ITEM 8702-B782  S. SAUNDERS  CCEC-Everett, 126
1 Friday  Dec. 1  8:30AM - 4:30PM

Online CATIA V5 Courses (.8 CEUs Each)
Instructor: K. Rillos  Fee: $415 Each

CATIA VS INTRODUCTION TO CATIA
ITEM 8930-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Oct. 20 - Oct. 22  8:00AM - 5:00PM

CATIA V5 INTRODUCTION TO SURFACING
ITEM 8931-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

CATIA VS SKETCHER AND AUTO-CONSTRAINTS
ITEM 8932-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

CATIA V5 PART DESIGN FUNDAMENTALS
ITEM 8933-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:0:0PM

CATIA V5 PART & PRODUCT INTEGRATION
ITEM 8934-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

CATIA V5 DRAFTING FUNDAMENTALS
ITEM 8935-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

CATIA V5 ASSEMBLY DESIGN ADVANCED
ITEM 8936-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

CATIA V5 SURFACE OPERATIONS
ITEM 8937-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

CATIA V5 WIREFRAME FUNDAMENTALS
ITEM 8970-B782  K. Rillos  CCEC-Everett, 238
3 Sessions F/Sa/Su  Dec. 15 - Dec. 17  8:00AM - 5:00PM

EXCEL 2016 LEVEL 1: SPREADSHEET BASICS (.7 CEUS)
Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Learn how to create and save a basic worksheet, perform calculations, modify and format a worksheet, and print and manage workbooks. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8951-B782  S. SAUNDERS  Bothell, CCI-211
1 Saturday  Sept. 9  8:30AM - 4:30PM
ITEM 8865-B782  S. SAUNDERS  CCEC-Everett, 126
1 Friday  Sept. 15  8:30AM - 4:30PM
ITEM 8864-B782  C. HANKS  Kirkland, W113
1 Saturday  Oct. 7  8:30AM - 4:30PM
ITEM 8961-B782  S. SAUNDERS  Kirkland, T319
1 Friday  Oct. 27  8:30AM - 4:30PM

EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)
Practice 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 Level 1 or equivalent. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $215

ITEM 8952-B782  S. SAUNDERS  Bothell, CCI-211
1 Saturday  Sept. 23  8:30AM - 4:30PM
ITEM 8953-B782  C. HANKS  Arlington, W113
1 Saturday  Oct. 14  8:30AM - 4:30PM
ITEM 8888-B782  S. SAUNDERS  CCEC-Everett, 126
1 Saturday  Oct. 28  8:30AM - 4:30PM
ITEM 8816-B782  C. HANKS  Kirkland, T319
1 Friday  Nov. 3  8:30AM - 4:30PM

EXCEL 2016 LEVEL 3: COMPLEX WORKBOOKS (.7 CEUS)
Evolve your spreadsheet skills and master working with multiple worksheets and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, create sparklines, map and forecast data. Prerequisite: Excel Level 1 and 2 or equivalent knowledge. Text book included ($20 value). Works great for previous versions of Excel. Fee: $215

ITEM 8702-B782  S. SAUNDERS  CCEC-Everett, 126
1 Friday  Dec. 1  8:30AM - 4:30PM
OUTLOOK 2016 LEVEL 1 (.7 CEUS)
Develop advanced skills for managing email, calendar settings, data files, schedules, and contacts with Microsoft Outlook. Prerequisite: Outlook 2016 Level 1 or equivalent knowledge. This course content also works great for previous versions of Outlook. Fee: $215
ITEM 8866-B782  W. BERKLEY  Bothell, CC1-211
1 Saturday  Nov. 4  8:30AM - 4:30PM

OUTLOOK 2016 LEVEL 2 (.7 CEUS)
Develop advanced skills for managing email, calendar settings, data files, schedules, and contacts with Microsoft Outlook. Prerequisite: Outlook 2016 Level 1 or equivalent knowledge. This course content also works great for previous versions of Outlook. Fee: $215
ITEM 8867-B782  W. BERKLEY  Bothell, CC1-211
1 Saturday  Nov. 18  8:30AM - 4:30PM

POWERPOINT 2016 LEVEL 1 (.7 CEUS)
Create effective and engaging presentations to impress any audience. Learn to develop a presentation, perform advance text editing, add graphical elements, modify objects, add tables and charts, a how to deliver your presentation. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of PowerPoint. Fee: $215
ITEM 8815-B782  S. SAUNDERS  Bothell, CC1-210
1 Saturday  Sept. 30  8:30AM - 4:30PM
ITEM 8896-B782  W. BERKLEY  Bothell, CC1-211
1 Saturday  Oct. 28  8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 1 (.4 CEUS)
Learn about and use a SharePoint Team Site to access, store, and share information and documents. SharePoint is a complex platform with many features and capabilities that will allow you to work more efficiently and effectively with the documents and data stored online. Textbook included ($45 value). Fee: $395
ITEM 8979-B782  C. HANKS  Bothell, CC1-211
2 Fridays  Oct. 6 - Oct. 13  8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 2 (.4 CEUS)
Discover how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs. Textbook included ($45 value). Fee: $395
ITEM 8978-B782  C. HANKS  Kirkland, T319
2 Fridays  Nov. 6 - Nov. 13  8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 3 (.4 CEUS)
Discover how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs. Textbook included ($45 value). Fee: $395
ITEM 8977-B782  C. HANKS  Kirkland, T319
2 Fridays  Dec. 4 - Dec. 11  8:30AM - 4:30PM

WORD 2016 LEVEL 1:
WORD PROCESSING BASICS (.7 CEUS)
Create professional-looking documents. Learn how to edit and proof a document, format text and paragraphs, add tables, manage lists, insert graphic objects, control page appearance, and customize the user environment. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8754-B782  S. SAUNDERS  Bothell, CC1-210
1 Friday  Sept. 30  8:30AM - 4:30PM
ITEM 8752-B782  S. SAUNDERS  Bothell, CC1-211
1 Friday  Sept. 29  8:30AM - 4:30PM
ITEM 8756-B782  W. BERKLEY  Bothell, CC1-211
1 Friday  Oct. 6  8:30AM - 4:30PM
ITEM 8758-B782  W. BERKLEY  Bothell, CC1-211
1 Friday  Oct. 28  8:30AM - 4:30PM

WORD 2016 LEVEL 2:
BEYOND WORD BASICS (.7 CEUS)
Advance your skills to create a variety of documents for any situation. Learn to customize tables, charts, and pictures, and graphic elements. Practice inserting content using quick parts, controlling text flow, using templates, mail merge, and macros. Prerequisite: Word Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8759-B782  S. SAUNDERS  Bothell, CC1-210
1 Saturday  Oct. 28  8:30AM - 4:30PM
ITEM 8757-B782  S. SAUNDERS  Bothell, CC1-211
1 Saturday  Nov. 4  8:30AM - 4:30PM

WORD 2016 LEVEL 3:
MORE COMPLEX DOCUMENTS (.7 CEUS)
Advanced features of Word enable you to revise, manage, and secure business documents. Learn the features that are commonly used to collaborate on complicated documents and manage how the documents are accessed and distributed. Prerequisite: Word Level 2 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8951-B782  S. SAUNDERS  Bothell, CC1-211
1 Saturday  Nov. 18  8:30AM - 4:30PM
SQL Server Certificate

**SQL Server Developer Series (7.2 CEUs)**
Enroll in the series and save. Learn foundational skills needed for Microsoft’s SQL Server 2012 administration and development. Move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. Prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Save $100 on these five courses when you enroll in this series:
- Database Designs and Concepts
- SQL Programming Level 1
- SQL Programming Level 2
- SQL Server Administration
- Data Warehouse Design

Course materials included. Fee: $2085

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<tr>
<th>Course Code</th>
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<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>ITEM 8890-B782</td>
<td>M. LAW</td>
<td>Kirkland</td>
<td>18 Sessions T/Th Sept. 26 - Nov. 28</td>
<td>5:30PM - 9:30PM</td>
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</tbody>
</table>

Prerequisites: Databases Designs and Concepts or equivalent knowledge. Textbook included ($50 value). Fee: $365

**SQL Programming Level 2 (1.2 CEUs)**
Advance SQL programming techniques using store procedures and other programming constructs. Create many in-class examples to use on the job. Explore views, function, stored procedures, indexing, security, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 1 or equivalent knowledge. Textbook included ($50 value). Fee: $365

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<th>Time</th>
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<td>ITEM 8904-B782</td>
<td>M. LAW</td>
<td>Kirkland</td>
<td>3 Sessions T/Th Oct. 5 - Oct. 12</td>
<td>5:30PM - 9:30PM</td>
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**SQL Server Administration (2.4 CEUs)**
How do you manage databases and security configurations in SQL 2012? Learn server and database configurations, SQL Agent automation, security, indexing, and performance tuning. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Fee: $725

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<tr>
<td>ITEM 8906-B782</td>
<td>M. LAW</td>
<td>Kirkland</td>
<td>6 Sessions T/Th Oct. 26 - Nov. 14</td>
<td>5:30PM - 9:30PM</td>
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**Data Warehouse Design (1.2 CEUs)**
Take the mystery out of data warehouse design through simple examples and by learning complex jargon in everyday terms. Learn star and snowflake schemas, fact and dimension tables, measures and dimensional attributes, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included ($50 value). Fee: $365

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<th>Course Code</th>
<th>Type</th>
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<tr>
<td>ITEM 8907-B782</td>
<td>M. LAW</td>
<td>Kirkland</td>
<td>3 Sessions T/Th Nov. 16 - Nov. 28</td>
<td>5:30PM - 9:30AM</td>
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Additional Classes Online!
Be sure to check out our website for even more classes that are added throughout the quarter, like online SQL Developer and Business Intelligence. Visit EverettCC.edu/CCEC to browse all of our current classes.
SOFTWARE TESTING SERIES (5.4 CEUS)
Register for the entire Software Testing Series in this course, and save over $100 when compared to enrolling in each course individually. For course details and schedules, please see the individual listings below. Fee: $1960
ITEM 8814-B782  A. ARORA  Bothell, CC3-135
18 Sessions M/W  Sept. 18 - Nov. 15 6:00PM - 9:00PM

FOUNDATIONS OF SOFTWARE TESTING (1.2 CEUS)
Focus on why and how software testing is an integral part of the software development process in this introductory course. Develop practical knowledge of fundamental software testing tools and practice the techniques needed to improve processes, write test cases, and create bug reports. Learn software testing axioms, testing types, test environments, and risk-based testing. Fee: $455
ITEM 8817-B782  A. ARORA  Bothell, CC3-135
4 Sessions M/W  Sept. 18 - Sept. 27 6:00PM - 9:00PM

SOFTWARE TESTING IN AGILE AND SCRUM (1.5 CEUS)
Develop 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. Learn how software testing benefits multi disciplines while exploring the shift in industry to Agile software development. Fee: $575
ITEM 8819-B782  A. ARORA  Bothell, CC3-135
5 Sessions M/W  Oct. 2 - Oct. 16 6:00PM - 9:00PM

SOFTWARE QUALITY ASSURANCE IN ACTION (.9 CEUS)
Discover how the use of metrics is an important part of developing a strategy to improve the quality of both software processes and work products. Explore the difference between quality assurance and quality control, and learn software quality assurance techniques, approaches, processes, software test metrics and tracking, and test-driven development. Fee: $345
ITEM 8821-B782  A. ARORA  Bothell, CC3-135
3 Sessions M/W  Oct. 18 - Oct. 25 6:00PM - 9:00PM

APPLIED TESTING IN THE REAL WORLD (1.8 CEUS)
Learn functional and structural 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 skill, and discover when to use each test design technique for the best results. Fee: $685
ITEM 8823-B782  A. ARORA  Bothell, CC3-135
6 Sessions M/W  Oct. 30 - Nov. 15 6:00PM - 9:00PM

Programming
C# LEVEL 1 (2.4 CEUS)
Learn to program using the C# language. Use basic programming constructs such as loops, conditionals, and methods to create simple applications. Visual Studio 2012 is used, but the concepts learned are applicable to previous versions. Fee: $785
ITEM 8811-B782  M. LAW  Kirkland, W113
6 Sessions M/W  Oct. 2 - Oct. 18 5:30PM - 9:30PM

C# LEVEL 2 (2.4 CEUS)
Explore the concepts and implementation of Object Oriented Programming (OOP). Focus on the practical use of OOP’s three key aspects; Inheritance, Abstraction, and Polymorphism. Visual Studio 2012 is used, but the concepts learned are applicable to previous versions. Recommended: C# Level 1 or equivalent. Fee: $785
ITEM 8813-B782  M. LAW  Kirkland, W113
6 Sessions M/W  Oct. 23 - Nov. 8 5:30PM - 9:30PM
HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

- Learn practical skills you can apply tomorrow
- Instructors are current practitioners and experienced in the field of human resources
- Courses count toward PHR® and SPHR® recertification Guide

Certificate requires completion of 102 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Human Resources Essentials</td>
<td>9</td>
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<tr>
<td>Employment Law</td>
<td>12</td>
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<tr>
<td>Talent Management - Finding and Keeping the Best</td>
<td>12</td>
</tr>
<tr>
<td>Managing Employee Performance</td>
<td>12</td>
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<tr>
<td>Total Rewards</td>
<td>12</td>
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<tr>
<td>HR Systems and Metrics</td>
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<tr>
<td>HR Certificate Capstone</td>
<td>9</td>
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<td>Total Hours: 81</td>
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</table>

ELECTIVE COURSES (21 HOURS)

For currently offered elective courses, view our website.

Free information sessions

- Tuesday, September 5, 6:00-7:30PM, CCEC-Everett
- Wednesday, September 6, 6:00-7:30PM, Bothell
- Monday, September 11, 6:00-7:30PM, Arlington

HUMAN RESOURCES ESSENTIALS (.9 CEUS)
Explore 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 starting point for the HRM Certificate Program. Required textbook: See website. Fee: $205

ITEM 9318-B782  C. MALONE, SPHR  Arlington, WA131 3 Wednesdays  Sept. 27 - Oct. 11  5:30PM - 8:30PM
ITEM 9076-B782  M. SUMMERS, SPHR  CCEC-Everett, 218  2 Saturdays  Oct. 28 - Nov. 4  9:00AM - 2:00PM
ITEM 9963-B782  M. SUMMERS, SPHR  Bothell  3 Wednesdays  Nov. 29 - Dec. 13  6:00PM - 9:00PM

EMPLOYMENT LAW (1.5 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: $310

ITEM 9316-B782  SUNDERLAND, HPIC, SPHR  Arlington, WA131  3 Wednesdays Nov. 29 - Dec. 13  6:00PM - 9:00PM

HUMAN RESOURCES ESSENTIALS (.9 CEUS)
Explore 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 starting point for the HRM Certificate Program. Required textbook: See website. Fee: $205

ITEM 9081-B782  SUNDERLAND, HPIC, SPHR  CCEC-Everett, 218  4 Mondays  Nov. 20 - Dec. 11  6:00PM - 9:00PM
ITEM 9068-B782  C. MALONE, SPHR  Bothell  2 Saturdays  Dec. 9 - Dec. 16  9:00AM - 3:30PM

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: HR Essentials. Required textbook: See website. Fee: $250

ITEM 9080-B782  S. BEAN, SPHR  CCEC-Everett, 218  4 Tuesdays  Sept. 26 - Oct. 24  6:00PM - 9:00PM
No class on October 10.

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. Explore 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. Enrollment dependent upon successful completion of other core courses (sans Capstone). Required textbook: See website. Fee: $240

ITEM 9083-B782  M. SUMMERS, SPHR  Bothell  4 Tuesdays  Oct. 24 - Nov. 21  6:00PM - 9:00PM
No class on October 31.

MANAGING EMPLOYEE PERFORMANCE (1.2 CEUS)
Drive high performance by supporting and motivating employees to do their best work. Discover 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. Prerequisite: HR Essentials. Required textbook: See website. Fee: $205

ITEM 9084-B782  C. MALONE, SPHR  Bothell  3 Wednesdays  Nov. 29 - Dec. 13  6:00PM - 9:00PM

BOOKS & SUPPLY LIST ONLINE
EverettCC.edu/CourseMaterial

For more information, go to
EverettCC.edu/HRCert

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

Everett CC - Main • 2000 Tower Street, Everett
CCEC - Bothell • 18345 Campus Way NE, Bothell
CCEC - Kirkland • 11605 132nd Ave NE, Kirkland
CCEC - Arlington • 4407 172nd St NE, Arlington

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**Human Resources Management Exam Prep**

**HRCI PHR OR SPHR EXAM PREPARATION (2.4 CEUS)**

To earn your Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) credential, you need to meet the experience and education requirements, and pass the exam given by the Human Resources Certification Institute (HRCI). See website for full class description. Fee: $495

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<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
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<tr>
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<td>SUNDERLAND</td>
<td>CCEC-Everett, 218</td>
<td>$205</td>
<td>3 Wednesdays Nov. 29 - Dec. 13</td>
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</table>

**SHRM - CP OR SCP EXAM PREPARATION (2.4 CEUS)**

To earn your Certified Professional (SHRM - CP) or Senior Certified Professional (SHRM - SCP) credential, you need to meet the experience and education requirements, and pass the exam given by the Society for Human Resources Management (SHRM). See website for full class description. Fee: $495

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<tr>
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<th>Dates</th>
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<tr>
<td>9090-B782</td>
<td>SUNDERLAND</td>
<td>CCEC-Everett, 116</td>
<td>$195</td>
<td>2 Tuesdays Nov. 21 - Nov. 28</td>
<td>5:30PM - 8:30PM</td>
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</table>

**ESSENTIALS OF EMPLOYEE HANDBOOKS AND JOB DESCRIPTIONS (6.6 CEUS)**

Employee handbooks and job descriptions communicate policies and procedures, outline job requirements used for recruiting and ADA accommodation, and can be critical components when legal issues arise. We'll start with job descriptions and look at various methods for job analysis. Next we'll review best practices for employee handbooks. Bring your organization's handbook and at least one sample job description. Recommended textbook: see website. Fee: $195

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<td>$195</td>
<td>1 Saturday Sept. 30</td>
<td>9:00AM - 3:30PM</td>
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**COACHING FOR HR PROFESSIONALS (6.6 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: $195

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<td>9306-B782</td>
<td>B. FROST</td>
<td>Bothell</td>
<td>$395</td>
<td>5 Mondays Nov. 13 - Dec. 11</td>
<td>6:00PM - 9:00PM</td>
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**SUPERVISOR-TEAM LEAD TRAINING (1.5 CEUS)**

Learn practical skills, techniques, and best practices you can put to use the next day! This class is for new supervisors, experienced managers, and supervisors who want to enhance their skills. Understand how to motivate your employees; tools for active listening; and ways to delegate. Get tips on giving performance reviews, building effective teams, creating attainable goals, and dealing with challenging behavior. Fee: $395

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<td>$195</td>
<td>3 Fridays Oct. 27 - Nov. 4</td>
<td>6:00PM - 9:00PM</td>
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</table>

**FIND MORE ELECTIVES ONLINE:**

EverettCC.edu/HRCert
High Performance Management

High Performance Management Essentials (1.5 CEUS)
Learn how to manage in today's competitive global environment. Explore best practice approaches to decision making, time and team management, project success, managing risk and opportunity, competitive advantage, compliance, and diversity. Gain tools to fit it all together to achieve organizational goals. Required textbook: See website. Fee: $395

ITEM 9056-B782 A. SUCIU CCEC-Everett, 109
2 Saturdays Sept. 30 - Oct. 7 9:00AM - 5:30PM

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 9383-B782 A. SUCIU Kirkland
5 Thursdays Sept. 28 - Oct. 26 6:00PM - 9:00PM

Financial Intelligence for Non-Financial Managers (1.5 CEUS)
See page 19 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. Learn how to communicate with credibility, persuasiveness and passion to affect positive change. Required textbook: See website. Fee: $850

ITEM 9067-B782 N. NAVARRO, MBA CCEC-Everett, 117
4 Saturdays Oct. 7 - Oct. 28 9:00AM - 4:00PM

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-B782 A. SUCIU Kirkland
5 Tuesdays Nov. 7 - Dec. 5 6:00PM - 9:00PM

Dealing with Challenging Behaviors (.6 CEUS)
Working with others’ personalities, priorities, and ways of doing things can be frustrating. We can become critical and begin to label our colleagues, supervision, and those we serve as “difficult,” which can lead to feelings of anger, blame, and retaliation. We’ll explore the hidden causes of our reactions and 5 immediately practical tools for dealing with difficult people: Understand our mind’s role; Analyze the other’s needs and behavior; Accept the reality of the situation with patience; Forgive with compassion; Confront the person assertively. Fee: $198

ITEM 9453-B782 M. BUSCHMHOLE Bothell
1 Saturday Nov. 4 - Nov. 4 9:00AM - 3:30PM

For more information, go to EverettCC.edu/MgmtCert

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

For more information, go to EverettCC.edu/MgmtCert

Books & Supply List Online EverettCC.edu/CourseMaterial
CERTIFICATE PROGRAMS

LEAN SIX SIGMA GREEN BELT

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 102.5 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lean Practices Overview</td>
<td>3.5</td>
</tr>
<tr>
<td>Basic Statistics for Continuous Improvement</td>
<td>12</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt Foundations</td>
<td>18</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt Advanced</td>
<td>18</td>
</tr>
<tr>
<td>Managing Small Projects</td>
<td>6</td>
</tr>
<tr>
<td>Project Team Management</td>
<td>1.5</td>
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<tr>
<td>Lean Six Sigma Green Belt Capstone</td>
<td>1.5</td>
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<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>87.5</strong></td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (33 HOURS)

For currently offered elective courses, view our website.

Free information sessions

- Tuesday, September 5, 6:00-7:30PM, CCEC-Everett
- Wednesday, September 6, 6:00-7:30PM, Bothell
- Monday, September 11, 6:00-7:30PM, Arlington
- Wednesday, September 13, 6:00-7:30PM, Kirkland

For more information, go to EveretCC.edu/LeanSixSigma

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

Lean Six Sigma Green Belt

LEAN PRACTICES OVERVIEW (3.5 CEUS)
Gain an understanding of Lean principles and how they are applied to the workplace. Study the systematic management approach designed to provide a product or service to a customer in the shortest time at the lowest cost. Explore how to reduce or eliminate the eight types of waste, which accounts for 95% of the total process time. Study Lean tools: Just In Time, Kanban, Standard Work, 5S and 5 Whys, with a Six Sigma Black Belt instructor. Fee: $115

<table>
<thead>
<tr>
<th>ITEM 9105-B782</th>
<th>N. NAVARRO, MBA</th>
<th>CCEC-Everett, 116</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tuesday</td>
<td>Sept. 26</td>
<td>5:00PM - 8:30PM</td>
</tr>
</tbody>
</table>

ITEM 9884-B782 N. NAVARRO, MBA Bothell

1 Monday Nov. 13 5:30PM - 9:00PM

BASIC STATISTICS FOR CONTINUOUS IMPROVEMENT (.2 CEUS)

Improve processes using Six Sigma without being intimidated by math and statistics. Explore hands-on training, including what they are, how they are generated and interpreted. View process control methods, compare before and after process improvements, and how they are demonstrated. Also, review algebraic equations to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required text: See website. Fee: $315

<table>
<thead>
<tr>
<th>ITEM 9016-B782</th>
<th>K. RALLS, PMP, CDI</th>
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<tbody>
<tr>
<td>4 Thursdays</td>
<td>Oct. 5 - Oct. 26</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

ITEM 9884-B782 E. STEWART, MBA, PMP Kirkland

4 Tuesdays Nov. 7 - Nov. 28 6:00PM - 9:00PM

LEAN SIX SIGMA GREEN BELT - FOUNDATIONS (.8 CEUS)

Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and the applicable tools and techniques. Study 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. Learn from a Six Sigma Black Belt instructor. Required textbook: See Website. Fee: $389

<table>
<thead>
<tr>
<th>ITEM 9012-B782</th>
<th>C. LINDSTROM</th>
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<tbody>
<tr>
<td>5 Thursdays</td>
<td>Oct. 26 - Nov. 30</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

No class on Thursday, November 23 (Thanksgiving holiday).

MANAGING SMALL PROJECTS (.6 CEUS)

Gain Project Management Institute tools, templates and techniques to manage your small projects effectively. Practice skills that you can put to work immediately whether you are an experienced project manager or new to managing small projects. Develop projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: See website. Fee: $215

<table>
<thead>
<tr>
<th>ITEM 9065-B782</th>
<th>THOMPSON, PMP, MBA</th>
<th>CCEC-Everett, 230</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Sessions M/W</td>
<td>Sept. 25 - Sept. 27</td>
<td>3:00PM - 6:00PM</td>
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</table>

ITEM 9886-B782 N. NAVARRO, MBA CCEC-Everett, 116

2 Tuesdays Nov. 28 - Dec. 5 6:00PM - 9:00PM

PROJECT TEAM MANAGEMENT (1.5 CEUS)

See page 18 for course description and details.

Lean Six Sigma Green Belt

Exam Prep

LEAN SIX SIGMA GREEN BELT TEST PREPARATION (1.2 CEUS)

Learn useful tips, tricks and traps to avoid with exercises and timed sample exams for the ASQ Green Belt certification exam. Prerequisites: Lean Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, and Advanced Topics. Students should be registered with ASQ to take the upcoming exam prior to the class. Offered in partnership with Ceptara. Learn from a LSS Black Belt Instructor. Required textbook: See website. Fee: $365

<table>
<thead>
<tr>
<th>ITEM 9020-B782</th>
<th>C. LINDSTROM</th>
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<tbody>
<tr>
<td>4 Mondays</td>
<td>Oct. 30 - Nov. 20</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

November 20th session 4 starts at 6:30pm and ends at 9:30pm.

Lean Six Sigma Green Belt Certificate Electives

ROOT CAUSE ANALYSIS AND INVESTIGATION (.6 CEUS)

Organizations often focus on symptoms of problems rather than seeking out the true root causes. Learn the foundational tools required in any process improvement approach. 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: $195

<table>
<thead>
<tr>
<th>ITEM 9897-B782</th>
<th>N. NAVARRO, MBA</th>
<th>CCEC-Everett, 116</th>
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</thead>
<tbody>
<tr>
<td>2 Thursdays</td>
<td>Oct. 12 - Oct. 19</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

BOOKS & SUPPLY LIST ONLINE

EveretCC.edu/CourseMaterial
CERTIFICATE PROGRAMS

NON-PROFIT MANAGEMENT CERTIFICATE

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

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

Certificate requires completion of 99 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Overview</td>
<td>3</td>
</tr>
<tr>
<td>Leading Boards that Lead</td>
<td>9</td>
</tr>
<tr>
<td>Fundraising Essentials</td>
<td>6</td>
</tr>
<tr>
<td>Grant Writing Essentials</td>
<td>9</td>
</tr>
<tr>
<td>Grant Management Essentials</td>
<td>12</td>
</tr>
<tr>
<td>Volunteer Management</td>
<td>6</td>
</tr>
<tr>
<td>Next Level Leadership</td>
<td>24</td>
</tr>
</tbody>
</table>

Total Hours: 69

**ELECTIVE COURSES (30 HOURS)**

For currently offered elective courses, view our website.

Free information sessions:

- Tuesday, September 5, 6:00-7:30PM, CCEC-Everett
- Wednesday, September 6, 6:00-7:30PM, Bothell
- Monday, September 11, 6:00-7:30PM, Arlington
- Wednesday, September 13, 6:00-7:30PM, Kirkland

For more information, go to EverettCC.edu/NonProfitCert

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

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**LEARN FOR THE OFFICE (.8 CEUS)**
Experience a full-immersion Lean office simulation. Apply Lean concepts and tools to improve a professional business process. Practice 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. Apply what you learn to your own business processes. Fee: $295

ITEM 9455-B782 N. NAVARRO, MBA Bothell
2 Saturdays Sept. 23 - Sept. 30 8:30AM - 1:00PM

**GRANT WRITING ESSENTIALS (.9 CEUS)**
Learn the basics of grant writing for organizations with hands-on opportunities to embed your skills. Explore grant opportunities; learn how to make the determination to apply for the grant, make a compelling case, draft budgets, and how to apply. Gain fundamental skills that can be used to develop convincing proposals. Required texts: See website. Fee: $210

ITEM 9347-B782 A. BEARD, PH.D Kirkland
3 Thursdays Oct. 5 - Oct. 19 6:00PM - 9:00PM

**LEADERSHIP ESSENTIALS (1.2 CEUS)**
Now that you have won the grant, what’s next? Gain a comprehensive overview of grant management fundamentals including: accountability, achieving outcomes, strategic outreach, staying within the budget, reporting, interfacing with your grant officer, working with subcontractors and modifications. Learn practical concepts applicable to a range of funding sources. Prerequisite: Grant Writing Essentials. Fee: $240

ITEM 9864-B782 A. BEARD, PH.D Kirkland
4 Thursdays Oct. 26 - Nov. 16 6:00PM - 9:00PM

**FIND MORE ELECTIVES ONLINE:**
EverettCC.edu/LeanSixSigma

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**FIND ELECTIVES ONLINE:**
EverettCC.edu/NonProfitCert
CERTIFICATE PROGRAMS

PROJECT MANAGEMENT CERTIFICATE

High-demand skills. Highly respected program.

• Work-ready skills developed and taught by project management professionals
• Classes count toward PMP® and CAPM® certifications

Certificate requires completion of 99 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Essentials</td>
<td>15</td>
</tr>
<tr>
<td>Project Planning and Scheduling Techniques</td>
<td>15</td>
</tr>
<tr>
<td>Project Execution and Control</td>
<td>15</td>
</tr>
<tr>
<td>Project Team Management</td>
<td>15</td>
</tr>
<tr>
<td>Microsoft Project for Project Managers</td>
<td>15</td>
</tr>
<tr>
<td>Project Management Capstone</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Hours: 94**

**ELECTIVE COURSES (15 HOURS)**

For currently offered elective courses, view our website.

**Free information sessions**

- Tuesday, September 5, 6:00-7:30PM, CCEC-Everett
- Wednesday, September 6, 6:00-7:30PM, Bothell
- Monday, September 11, 6:00-7:30PM, Arlington
- Wednesday, September 13, 6:00-7:30PM, Kirkland

For more information, go to EverettCC.edu/ProjectManagement

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

Project Management

**PROJECT MANAGEMENT ESSENTIALS (1.5 CEUS)**

Project success doesn’t just happen - it requires careful planning and effective management skills. Gain 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: $395

<table>
<thead>
<tr>
<th>Item 9417-B782</th>
<th>M. FISCHER, PMP</th>
<th>CCEC Everett, 109</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Tuesdays</td>
<td>Sept. 26 - Oct. 24</td>
<td>6:00PM - 9:00PM</td>
</tr>
<tr>
<td>Item 9862-B782</td>
<td>K. RALLS, PMP, CDI</td>
<td>Bothell</td>
</tr>
<tr>
<td>2 Saturdays</td>
<td>Sept. 30 - Oct. 7</td>
<td>9:00AM - 5:30PM</td>
</tr>
<tr>
<td>Item 9313-B782</td>
<td>THOMPSON, PMP, MBA</td>
<td>Arlington, W131</td>
</tr>
<tr>
<td>5 Mondays</td>
<td>Nov. 6 - Dec. 4</td>
<td>5:30PM - 8:30PM</td>
</tr>
</tbody>
</table>

**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: $395

<table>
<thead>
<tr>
<th>Item 9028-B782</th>
<th>K. RALLS, PMP, CDI</th>
<th>Bothell</th>
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<tbody>
<tr>
<td>2 Saturdays</td>
<td>Oct. 21 - Oct. 28</td>
<td>9:00AM - 5:30PM</td>
</tr>
<tr>
<td>Item 9025-B782</td>
<td>K. RALLS, PMP, CDI</td>
<td>CCEC Everett, 109</td>
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<tr>
<td>5 Thursdays</td>
<td>Nov. 2 - Dec. 7</td>
<td>6:15PM - 9:15PM</td>
</tr>
</tbody>
</table>

No class on November 23.

**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. Practice 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: $395

<table>
<thead>
<tr>
<th>Item 9368-B782</th>
<th>M. KLINICKE, PMP</th>
<th>Kirkland</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Saturdays</td>
<td>Oct. 7 - Oct. 14</td>
<td>9:00AM - 5:30PM</td>
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<tr>
<td>Item 9026-B782</td>
<td>THOMPSON, PMP, MBA</td>
<td>CCEC Everett, 109</td>
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<tr>
<td>2 Saturdays</td>
<td>Dec. 9 - Dec. 16</td>
<td>9:00AM - 5:30PM</td>
</tr>
</tbody>
</table>

**MICROSOFT PROJECT FOR PROJECT MANAGERS (1.5 CEUS)**

Get started on MS Project 2016 and create a personal project. Work with GANTT charts; create and organize a task list in a work breakdown structure; set up and assign resources to tasks; format and print plan and reports; create baseline & track task progress; and resolve over-allocation issues. Bring USB drive to class. Attendance of first session mandatory. Prerequisite: Working knowledge of Windows, Word & Excel. Required Textbook: See website. Fee: $410

<table>
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<tr>
<th>Item 8998-B782</th>
<th>M. ANNE ALDRICH</th>
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<td>5 Thursdays</td>
<td>Sept. 28 - Oct. 26</td>
<td>6:00PM - 9:00PM</td>
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<tr>
<td>Item 9873-B782</td>
<td>C. HOPPER</td>
<td>Bothell</td>
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<td>5 Mondays</td>
<td>Oct. 30 - Nov. 27</td>
<td>6:00PM - 9:00PM</td>
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<td>Item 9905-B782</td>
<td>C. HOPPER</td>
<td>Bothell</td>
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<tr>
<td>3 Saturdays</td>
<td>Dec. 2 - Dec. 16</td>
<td>9:00AM - 2:30PM</td>
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</table>

**PROJECT MANAGEMENT CAPSTONE (.9 CEUS)**

Summarize and reinforce program teachings in simulated real-world conditions. Serve as Project Manager and key stakeholders in scenario/case study formats using notes and materials from all previous courses. Prerequisites: Completion of all Project Management Certificate program required courses. Review of course notes from all Project Management Certificate program required courses before class start is expected. Fee: $225

<table>
<thead>
<tr>
<th>Item 9441-B782</th>
<th>F. BLACK, PMP, EVP, MSPM</th>
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</tr>
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<tbody>
<tr>
<td>3 Saturdays</td>
<td>Sept. 23 - Oct. 7</td>
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<td>Item 9857-B782</td>
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<td>CCEC Everett, 110</td>
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<td>3 Saturdays</td>
<td>Nov. 4 - Dec. 2</td>
<td>9:30AM - 12:30PM</td>
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No class on November 11 and November 25.

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<tbody>
<tr>
<td>3 Tuesdays</td>
<td>Nov. 28 - Dec. 12</td>
<td>6:00PM - 9:00PM</td>
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</tbody>
</table>

Class begins and ends 15 minutes later on November 28.
Project Management

Exam Prep

PMP CERTIFICATION EXAM PREP (2.1 CEUs)

To earn your Project Management Professional (PMP)® credential, you need to meet the experience and education requirements, and pass the PMP® examination set by the Project Management Institute. Regardless of how advanced your project management experience might be, you should still prepare vigorously for the exam. Prerequisite: PM Essentials and full knowledge of the application requirements for the exam. Visit www.pmi.org for more information. Fee: $750

ITEM 9041-B782 THOMPSON, PMP MBA CCEC - Everett, 116
3 Saturdays Sept. 16 - Oct. 14 9:00AM - 5:00PM
Class is every other weekend.

PROJECT REQUIREMENTS MANAGEMENT (.9 CEUs)

Define, manage and avoid pitfalls of Project Requirements. Inadequate processes for requirement's definition and management are a leading cause of project failure. Learn critical concepts, skills, and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. Required text: See website. Fee: $225

ITEM 9053-B782 THOMPSON, PMP, MBA CCEC - Everett, 109
3 Wednesdays Nov. 1 - Nov. 15 6:00PM - 9:00PM

PROJECT RISK MANAGEMENT ESSENTIALS (.9 CEUs)

Understanding Project Risk Management can lessen inevitable risk, reduce costs and improve project outcomes. Aligned with the PMBOK®, this will give an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Prerequisite: PM Essentials course or concurrent enrollment. Fee: $225

ITEM 9072-B782 K. RALLS, PMP, CDI CCEC - Everett, 109
3 Wednesdays Oct. 4 - Oct. 18 6:00PM - 9:00PM

EARNED VALUE MANAGEMENT (.6 CEUs)

Earned Value Management is a best practice tool to help manage scope, schedule and cost effectively. It can provide an early warning for actions needed to keep projects on track. Learn tools to determine critical vs. non-critical problems; use formulas to report and forecast project performance. Based on the PMBOK® principles. Prerequisite: PM Essentials and Project Planning and Scheduling Techniques. Recommended textbooks: See website. Fee: $195

ITEM 9904-B782 K. RALLS, PMP, CDI Kirkland
2 Mondays Dec. 4 - Dec. 11 6:00PM - 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-B782 J. DAS CCEC - Everett, 117
3 Wednesdays Nov. 29 - Dec. 6 6:00PM - 9:00PM

ACCOUNTING & FINANCE

QUICKBOOKS ESSENTIALS (.9 CEUs OR 9 CPES)

Manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included ($90 value). Prerequisite: Proficiency with navigating Windows. Recommended: Bookkeeping Basics. Textbook and course instruction is based on QuickBooks 2015. Fee: $330

ITEM 8966-B782 C. MILLS Bothell
Fee: $279

QUICKBOOKS INTERMEDIATE (.9 CEUs)

Advance your working knowledge of QuickBooks. Learn 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 your text used in QuickBooks Essentials. Prerequisite: QuickBooks Essentials. Fee: $215

ITEM 9132-B782 C. MILLS CCEC-Everett, 126
3 Thursdays Sept. 28 - Oct. 12 5:30PM - 8:30PM

UNDERSTANDING BUDGETS (.9 CEUs)

Budgets are the means by which financial assets are planned, controlled and strategically managed. For business, an effective budget provides the strategic planning and the tools to verify the plans are tracking to specific goals. Learn 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. Required textbook: See website. Fee: $279

ITEM 9014-B782 J. DAS CCEC - Everett, 117
3 Tuesdays Oct. 10 - Oct. 24 6:00PM - 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. Practice financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits,
Meet Your Instructor: MICHAEL BUSCHMOHLE

- Communicating With Impact page 20

Michael Buschmohle is an author, artist, cartoonist, book editor, speech writer, media coach for politicians and television, creator of Performance Mapping, a past hospital training director and a former Catholic priest. Michael is President of Applause Associates and is a popular business communications instructor. For 35 years he has taught practical communication tips in 9 countries, most recently in China and Russia.

fraud, and reflection on the post-Enron era. Required textbook: See website. Fee: $389

ITEM 9861-B782 J. DAS Bothell
3 Saturdays Oct. 4 - Oct. 11 9:00AM - 2:30PM

ITEM 8095-B782 J. DAS CCEC-Everett, 230
5 Sessions M/W Oct. 25 - Nov. 8 3:00PM - 6:00PM

Personal & Professional Excellence Series

COMMUNICATING WITH IMPACT (.6 CEUS)
Your professional success is largely determined by how well you communicate. Analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow and express yourself with confidence, assertiveness and persuasiveness. Techniques for active listening, speaking, presenting and writing covered. We will implement an interpersonal communication action plan for workplace success and advancement. Fee: $195

ITEM 9341-B782 M. BUSCHMOHLE CCEC-Everett, 109
1 Saturday Nov. 18 9:00AM - 3:30PM

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
Learn to identify problems through recognition and analysis of their root causes, not just their symptoms which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: $195

ITEM 9074-B782 C. LINDBROST CCEC-Everett, 116
2 Wednesdays Oct. 4 - Oct. 11 6:00PM - 9:00PM

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 9467-B782 C. LINDBROST CCEC-Everett, 116
2 Tuesday Oct. 10 - Oct. 17 6:00PM - 9:00PM

Flagging & Traffic Control

FLAGGING AND TRAFFIC CONTROL CERTIFICATION (.6 CEUS)
Become a WA State certification flagger. Course consists of lecture, slide presentation, and mock traffic situations. Upon successful completion you will be issued a certification card valid for three years. Minimum age: 18. Pre-registration is required at least three days before class start date. Note: We can also arrange a class for your employees at your business or at our training site. For more information call 425-267-0150. Fee: $75

ITEM 9900-B782 M. FOY Bothell
1 Saturday Aug. 19 9:00AM - 3:30PM

ITEM 9902-B782 M. FOY CCEC-Everett, 238
1 Saturday Aug. 26 8:00AM - 2:30PM

ITEM 9138-B782 M. FOY Bothell
1 Saturday Sept. 23 9:00AM - 3:30PM

ITEM 9137-B782 M. FOY CCEC-Everett, 110
1 Saturday Sept. 30 8:00AM - 2:30PM

ITEM 9151-B782 C. STEPHENS Kirkland
1 Saturday Oct. 14 9:00AM - 3:30PM

ITEM 9141-B782 M. FOY Bothell
1 Saturday Oct. 21 9:00AM - 3:30PM

ITEM 9142-B782 M. FOY CCEC-Everett, 110
1 Monday Nov. 6 8:00AM - 2:30PM

ITEM 9148-B782 M. FOY CCEC-Everett, 110
1 Friday Nov. 17 8:00AM - 2:30PM

ITEM 9144-B782 C. STEPHENS Kirkland
1 Saturday Nov. 18 9:00AM - 3:30PM

ITEM 9149-B783 M. FOY CCEC-Everett, 110
1 Saturday Dec. 16 8:00AM - 2:30PM

PERSONAL TRAINER NATIONAL CERTIFICATION

PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)
Start an exciting career as a Certified Personal Trainer. Includes 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, health assessment and 16 hours of hands-on practical labs with drills on assessing clients, programming, presentation skills and more. Also includes an optional internship that can walk you into jobs! See website for more information. We strongly encourage interested students to attend a free orientations. Fee: $700

ITEM 9310-B782 STAFF CCEC-Everett, 230
7 Saturdays Oct. 7 - Dec. 2 9:00AM - 4:00PM

ITEM 9147-B782 STAFF CCEC-Everett, 230
7 Saturdays Oct. 7 - Dec. 2 6:30PM - 9:30PM

ITEM 9909-B782 STAFF Bothell
12 Sessions T/Th Sept. 19 - Nov. 7 6:30PM - 9:30PM

ITEM 9310-B782 STAFF CCEC-Everett, 230
7 Saturdays Oct. 7 - Dec. 2 9:00AM - 4:00PM

ITEM 9142-B782 M. FOY Bothell
1 Saturday Nov. 18 9:00AM - 3:30PM

ITEM 9149-B783 M. FOY Bothell
1 Saturday Dec. 16 9:00AM - 4:00PM

ITEM 9141-B782 M. FOY CCEC-Everett, 110
1 Saturday Nov. 25 9:00AM - 4:00PM

ITEM 9144-B782 C. STEPHENS Kirkland
1 Saturday Nov. 25 9:00AM - 4:00PM

ITEM 9145-B782 STAFF Online/Arranged
1 Saturday Dec. 5 9:00AM - 4:00PM

ITEM 9146-B782 STAFF CCEC-Everett, 230
1 Saturday Dec. 5 9:00AM - 4:00PM

PERSONAL TRAINER NATIONAL CERTIFICATION FREE ORIENTATION
Please register for Live Your Passion, Become a Personal Trainer! All times listed are Pacific Standard Time

Sept. 7 1pm tinyurl.com/fitnessorientation517
Oct. 4 9am tinyurl.com/fitnessorientation617
Nov. 1 1pm tinyurl.com/fitnessorientation617

CERTIFICATIONS

Corporate & Continuing Education Center 425-267-0150 learn@everettcc.edu EverettCC.edu/CCEC

20
Health & Fitness

WEEKDAY WAKE-UP FITNESS PROGRAM (4.7 CEUS)
Start the week off on Monday with ZUMBA®.
Tuesday we work on cardiovascular fitness and endurance using weight machines, treadmills, and bikes. We repeat ZUMBA® on Wednesday and cardiovascular training on Thursday. This class is perfect for all shapes, sizes, and exercise levels. Class meets at the EvCC Walt Price Fitness Center; Multipurpose room (FIT 231) Mondays, Wednesdays; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: $160
ITEM 9217-B782 S. TAGG, J. KEY EvCC-Main, FIT 231
21 Sessions M/T/W/Th Sept. 18 - Dec. 7 6:30AM - 7:30AM
Class will not meet on Nov. 23.

WEEKDAY WAKE-UP ZUMBA ONLY (2.4 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: $80
ITEM 9386-B782 J. KEY EvCC-Main, FIT 231
22 Sessions M/W Sept. 18 - Dec. 6 6:30AM - 7:30AM

WEEKDAY WAKE-UP CARDIO ONLY (2.3 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: $80
ITEM 9384-B782 S. TAGG EvCC-Main, FIT 148
22 Sessions T/Th Sept. 19 - Dec. 6 6:30AM - 7:30AM
Class will not meet on Nov. 23.

WEEKDAY WAKE-UP TAI CHI (1.05 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: $55
ITEM 9330-B782 G. EVANS EvCC-Main, NBI 101
21 Sessions T/Th Sept. 26 - Dec. 7 7:30AM-8:00AM
Class will meet in room 101 or in the garden depending on the weather. Class will not meet on Nov. 23.

YOGA FIT (1.5 CEUS)
YogaFit is designed to improve the health, performance, and mental acuity of athletes or individuals interested in improving their level of fitness. Based on the ancient fitness science of hatha yoga, it blends balance, strength, flexibility and power in a fitness format. Yoga is a gift for the body and the mind. Fee: $80
ITEM 9182-B782 T. ROBBINS EvCC-Main, FIT 149
11 Wednesdays Sept. 27 - Dec. 6 1:15PM-2:00PM
9 Fridays Sept. 29 - Dec. 1 12:15PM-1:00PM
Class will not meet on Nov. 10 and 24.

MIDDAY WELLNESS ZUMBA STRONG (.825 CEUS)
STRONG by Zumba™ is a High Intensity Interval Training class using more traditional fitness moves for a more athletic, conditioning-style workout. You use your own body weight as resistance to achieve muscle definition. There are movements inspired by dance but these are limited compared to a Zumba® class, so it's perfect for those not comfortable in a full-out dance class. Fee: $55
ITEM 9180-B782 R. DANE EvCC-Main, FIT 149
11 Tuesdays Sept. 26 - Dec. 5 12:15PM - 1:00PM

MIDDAY WELLNESS ZUMBA (.75 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 fast and slow rhythms that tone and sculpt the body with a blended balance of cardio and muscle-toning benefits. ZUMBA® is “exercise in disguise” and designed for any fitness level and any age. Fee: $55
ITEM 9181-B782 T. ROBBINS EvCC-Main, FIT 149
10 Thursdays Sept. 28 - Dec. 7 12:15PM - 1:00PM
Class will not meet on Nov. 23.

MIDDAY WELLNESS CARDIO FUSION (1.65 CEUS)
Join us for kickboxing, HIIT, weights, and bands for a total body, heart pumping aerobic and strength conditioning workout. We will combine endurance, speed, interval training and power with guided focus and motivational music! ALL ARE WELCOME!! Beginners get in shape and more experienced exercisers will be challenged!! Have fun, reduce, stress, and get a great workout! Fee: $80
ITEM 9228-B782 T. ROBBINS EvCC-Main, FIT 149
22 Sessions M/W Sept. 25 - Dec. 6 12:15PM-1:00PM

PERSONAL INTEREST

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 .....................................................$495
- Cyber Security for Managers .................................................$195
- The Business Plan .................................................................$195
- Funding Your Business ..........................................................$195
- Digital Marketing Certificate ..................................................$495
- Google Apps for Business .....................................................$195
- Certificate in Game Design ....................................................$395
- Introduction to Game Design ..................................................$195
- Intermediate Video Game Design ...........................................$195

Inbound Marketing Certificate ..................................................$495
Mobile Marketing Certificate ...................................................$595
Video Marketing Certificate .....................................................$395
Google+ ..........................................................$195
Instagram for Business ..........................................................$195
Managing Social Media Platforms Certificate .........................$495
Certificate in Designing Webinars ..........................................$345
Developing Hybrid Courses ....................................................$195
Substitute Teacher Preparation .................................................$145
Using Cell Phones in the Classroom .........................................$145

TRAINING FOR K-12 TEACHERS

- Certificate in Learning Styles .................................................$395
  Students with ASD
  Gender in the Classroom
  Generational Learning Styles
- Online Learning & Teaching ...............................................$145
Outdoor Recreation

AMERICA’S BOATING COURSE (1.6 CEUS)
Many boat insurance companies will offer discounts to those who successfully complete this course. We’ll give the education required by most states to obtain a state boat license or operator certificate. It provides basic knowledge of boats, emergency situations, safety equipment, and important topics such as Anchoring, Trailer Boating, Marine Communications, and Water Sport activities that will make your experience a safe AND enjoyable one. Fee: $120

ITEM 9226-B782 EVerett S&PS CCEC-Everett, 109
8 Mondays Sept. 11 - Oct. 30 6:30PM - 8:30PM

World Languages

AMERICAN SIGN LANGUAGE IV (ASL& 221) (5 CREDITS)
Continuation of ASL& 121, 122, 123. Sequence of three courses at the intermediate level focusing on developing ASL fluency. Focus on the ability to narrate events that occurred in the past, talk about life events, describe weekend activities, ask about nationality and family history. Self-support, non-tuition class; cost is $513; additional fees may also apply. Payment is due at time of registration. Last day for 100% refund is September 23. There is no 50% refund option. PR: ASL& 123 or equivalent. You must register through Enrollment Services for this class. Fee: $525

ITEM 9457-B782 BONTRAGER/LEFORS EvCC Main - IND 103
21 Sessions M/W Sep. 18 - Dec. 6 5:00PM - 7:10PM
Class will not meet on Nov. 22.

FRENCH 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 EverettCC.edu/coursematerial for required textbook information. The same textbooks will be used for Levels 1 and 2. Fee: $169

ITEM 9011-B782 C. DUCHESNE EvCC Main, WHI 352
8 Mondays Sept. 25 - Nov. 13 6:30PM - 8:30PM

FRENCH LEVEL 2 (1.6 CEUS)
In this second level of our beginning French class, you will reinforce your basic knowledge of this beautiful language in a fun and relaxed atmosphere! You will also improve your communication skills. By the end of the class you will be able to maintain a simple conversation about daily routines and events. Prerequisites: French Level 1 or instructor permission. Textbook is the same as Level 1. Fee: $169

ITEM 9175-B782 C. DUCHESNE EvCC - Main, WHI, 352
8 Thursdays Sept. 28 - Nov. 16 6:30PM - 8:30PM

ITALIAN I (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 an online course which requires course work to be completed online. Self-support, non-tuition class; cost is $513; additional fees may also apply. Payment is due at time of registration. Last day for 100% refund is Sept. 15. There is no 50% refund option. You must register through Enrollment Services for this class. Fee: $525

ITEM 9460-B782 R. BERTOLDI Sept. 18 - Dec. 7/ONLINE

ITALIAN I (ITAL 122) (5 CREDITS)
Second 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 an online course which requires course work to be completed online. Self-support, non-tuition class; cost is $513; additional fees may also apply. Payment is due at time of registration. Last day for 100% refund is January 13. There is no 50% refund option. You must register through Enrollment Services for this class. Fee: $525

ITEM 9461-B782 R. BERTOLDI Sept. 18 - Dec. 7/ONLINE

ITALIAN FOR TRAVELERS LEVEL 1 (1.4 CEUS)
Taking a trip to Italy and want to learn Italian? Need more than watching Italian movies for practice? 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. Required text: See website. Fee: $149

ITEM 9166-B782 P. GIORGIO FOREN Tin E Bothell
7 Thursdays Aug. 31 - Oct. 12 6:30PM - 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 to use on your next vacation, at work, or at home. Includes travel tips and typical cultural faux pas that can take away from your travel enjoyment. Perfect for beginners or as a refresher course. Required textbook: See website. Fee: $169

ITEM 9172-B782 B. JOHNSON CCEC - Everett, 239
8 Mondays Sept. 11 - Oct. 30 6:30PM - 8:30PM

Personal Business, Finance, & Investment

10 TRAITS FOR ENTREPRENEURIAL SUCCESS (.2 CEUS)
Entrepreneurs come in a variety of personalities and backgrounds. Some demand attention when they enter a room while others go unnoticed. Inner characteristics—not outward persona—empower success. You will explore traits such as financial realism, passion, prudent decision making and seven more. The essence is about strengths that will help you succeed as your own boss. Fee: $49

ITEM 9345-B782 M. SULLIVAN Arlington, W131
1 Wednesday Sept. 13 6:00PM - 8:00PM

10 WAYS TO NAVIGATE CYCLES: THE EBB & FLOW OF SALES (.15 CEUS)
The ebb and flow of sales are a normal part of the business landscape. Your enterprise may have a steady increase in sales, then plateau or decline. Slow sales can increase stress and cause enthusiasm and motivation to disappear. When this happens, it is wise to explore the causes of cycles, assessing marketing activities, the 80/20 rule of revenue, creating a niche, reigniting enthusiasm and other ideas to help move your business forward. Fee: $39

ITEM 9238-B782 M. SULLIVAN Arlington, W131
1 Wednesday Sept. 20 6:00PM - 7:30PM
CREATE A WEBSITE FOR FUN, PROFIT AND BUSINESS (.3 CEUS)
No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website in 60 minutes. Covers SEO, social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating Affiliate websites. Taught by a multi-award-winning instructor and published author. Lecture. Fee: $59
ITEM 9098-B782 K. BOYD CCEC-Everett, 117
1 Tuesday Sept. 19 6:00PM - 9:00PM

EBAY 1 - THE BASICS OF SELLING (.3 CEUS)
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. The class is taught by a multi-award winning instructor and published eBay author from Seattle. Fee: $49
ITEM 9391-B782 K. BOYD CCEC-Everett, 117
1 Monday Sept. 18 6:00PM - 9:00PM

E-COMMERCE STRATEGIES AND ANALYTICS (.6 CEUS)
Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate key performance indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities. Fee: $169
ITEM 9198-B782 E. SAARINEN CCEC - Everett, 109
1 Saturday Sept. 16 9:00AM - 3:30PM

ENTREPRENEURSHIP & STARTING YOUR NEW BUSINESS (.9 CEUS)
Be with entrepreneurs to discover the why and how to start and sustain a successful business, the process to start your business, and how to grow. Learn core processes and components to being a successful business owner; the keys to success; business types; tax and licensing requirements; trademarks and trade name; about free resources; to create a vision for your business; and how to prioritize your time and much more. Fee: $129
ITEM 9201-B782 K. RALLS, PMP, CDI Bothell
3 Mondays Oct. 17 - Oct. 30 6:00PM - 9:00PM

GET RICH, STAY RICH WORKSHOP (.4 CEUS)
This is a special enrichment program combining writing, forecasting, and inventory. The sole purpose is to provide a new way of thinking around finance, growth and development. Come join this workshop and get first-hand information form a leading author in this field designed to share tips and information on best ways to position yourself for success. Fee: $55
ITEM 9274-B782 A. HUFF Kirkland
1 Saturday Sept. 30 10:00AM - 2:00PM

HOW TO START A BUSINESS (.3 CEUS)
You’ve thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee: $69
ITEM 9191-B782 M. O’DELL CCEC-Everett, 117
1 Thursday Oct. 12 6:00PM - 9:00PM

PRINCIPLES OF RETIREMENT PLANNING (.6 CEUS)
The materials cover varied aspects of retirement income planning, such as longer life income challenges, excess taxation, inflation, healthcare expenses, aspects of making a financial decision, six areas where income is derived for retirement, and income goal setting, while highlighting the ABC Planning Model. This course covers general topics and is not designed to give specific solutions to individual needs. Fee: $59
ITEM 9194-B782 R. KEPPLER CCEC-Everett, 110
3 Tuesdays Sept. 26 - Oct. 10 6:30PM - 8:30PM
ITEM 9195-B782 R. KEPPLER CCEC-Everett, 110
2 Saturdays Oct. 7 - Oct. 14 9:00AM - 12:00PM

PASSPORT TO RETIREMENT (.5 CEUS)
Define and create your retirement, assess the costs of retirement, evaluate sources of income, invest for the future, protect your health and wealth, receive funds from retirement plans and manage your estate distribution. The system is filled with compelling statistics and case studies, and the workbook includes a wealth of self-analysis quizzes and worksheets that will help participants long after the workshop is over. Fee: $59
ITEM 9351-B782 S. BAILEY, CFP Bothell
2 Thursdays Oct. 5 - Oct. 12 6:30PM - 9:00PM
ITEM 9360-B782 S. BAILEY, CFP Bothell
2 Saturdays Oct. 7 - Oct. 14 9:30AM - 12:00PM

RETIREMENT PLANNING TODAY® (.6 CEUS)
Here 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 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: $59
ITEM 9190-B782 T. MCLBRATH, CFP Bothell
2 Tuesdays Nov. 28 - Dec. 5 6:30PM - 9:30PM
ITEM 9202-B782 T. MCLBRATH, CFP Bothell
2 Saturdays Dec. 2 - Dec. 9 9:00AM - 12:00PM

Meet Your Instructor: RICHARD KEPPLER
- Principles of Retirement Planning page 23
Richard Keppler has over 30 years of professional financial services experience. He holds a Bachelor of Science in Business Administration from University of Washington and has completed advanced coursework in pension funds and money management at the The Wharton School at the University of Pennsylvania. Richard is a decorated Army veteran and the recipient of a Presidential Commendation for Community Service.
REAL ESTATE PRE-LICENSING-WASHINGTON STATE (9.0 CEUS)
Obtain a Washington State Real Estate License in as little as 7 weeks. Live Lecture Course: Fundamentals 60-clock hours; Practices 30 clock-hours. ONLINE self-paced course is also available. Either option satisfies the Washington state pre-licensure education requirement. Live classes presented in 22 separate modules so you can begin your studies at any time during a cycle. Fee: $449
ITEM 9200-B782  S. JONSON  Sessions Arranged/Off-site
You may start the program anytime. Tuesdays & Thursdays meet 6pm-10pm, and/or Saturdays meet 8:30am-4:30pm. Meet at 13322 Highway 99 S., Everett, 98204; or online.

FAMILY EMERGENCY BINDER AT YOUR FINGERTIPS (.3 CEUS)
House fire, natural disaster, medical emergency or death – where are all your vital documents? Grab your Family Emergency Binder! Includes personal, business, doctors and medications, insurance, legal documents, property, financial, computer passwords, storage units, evacuation routes, contact phone numbers and much more. Covers Cloud storage for backing up documents and photos from all electronic devices. Fee: $49
ITEM 9229-B782  K. BOYD  CCEC-Everett, 117
1 Wednesday  Sept. 20  6:00PM - 9:00PM

EVERETT CHORALE
Love to sing? Learn a variety of choral music and perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. Rehearses and performs in Everett. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a $5 registration fee which is non-refundable. Visit www.everettchorale.org for more information. Fee: $75
ITEM 9294-B782  STAFF  Off-site
12 M/1 Sa/1 Su  Sept. 11 - Nov. 27  7:00PM - 9:30PM
Performances on Saturday, Dec. 2 and Sunday, Dec. 3.

METAPHYSICAL SCIENCES
MAKING WISHES MORE TANGIBLE USING A DREAM-VISION BOARD (.4 CEUS)
Dream-Vision Boards are a creative and intuitive way to bring your wishes to light, and can be created in various ways. Learn the steps and key concepts related to creating one with your goals and desires in mind. Join this hands-on class for fun! Please bring personal pictures, clippings, charms, etc. that you may want to include on your board. Fee: $79
ITEM 9241-B782  C. COLLINS FREEMAN  Bothell
8 Thursdays  Sept. 7 - Oct. 26  6:30PM - 8:30PM
16 hours (1.6 CEUS), Fee: $189
ITEM 9265-B782  C. COLLINS FREEMAN  Bothell
5 Saturdays  Sept. 30 - Oct. 28  10:00AM - 1:00PM
15 hours (1.5 CEUS), Fee: $179
KEEPMING A VISUAL JOURNAL/ SKETCHBOOK (1.5 CEUS)

Explore how to create illustrated journals using both words and drawings to explore your world. Learn how to get into the habit of making art a daily practice by filling up sketchbooks with our everyday experiences. Discover the joy of exploring your life by keeping a sketchbook as a visual journal using ink and watercolors! Level: Beginner and Intermediate. Supplies: http://charlenecollinsfreeman.com/art-supplies-books/2016/6/25/sketching-supplies Fee: $179
ITEM 9252-B782 C. COLLINS FREEMAN Bothell
5 Saturdays Sept. 30 - Oct. 28 2:00PM - 5:00PM

SKETCHING BUILDINGS (1.6 CEUS)

Explore how to sketch buildings accurately from a photo or on-site, how to get details, challenging parts of buildings and landscape elements right. Learn to keep a sketchbook using ink and watercolors! Each lesson will introduce new ideas, exercises, and challenges. Get a creative workout in a relaxed and supportive setting. Level: Beginner and Intermediate. Supplies charlenecollinsfreeman.com/art-supplies-books/2016/6/25/sketching-supplies Fee: $189
ITEM 9264-B782 C. COLLINS FREEMAN Bothell
8 Wednesdays Sept. 6 - Oct. 25 6:30PM - 8:30PM

CAMERA FUNDAMENTALS (1.2 CEUS)

Take the mystery out of the buttons and dials on your camera. Learn to go beyond Auto for truly creative photographs. Topics include manual settings; exposure, white balance, and focus; techniques for sharper images; controlling light and depth of field; composition; and much more. Fee: $159
ITEM 9189-B782 J. AGUILERA CCEC-Everett, 231
4 Saturdays Oct. 28 - Dec. 2 9:00AM - 12:00PM
Class will meet off-site on class date in a place of your choosing and will be discussed during the 1st day of class. No class on November 11 and November 25.

BIGGER THAN LIFE (MACRO PHOTOGRAPHY) (.9 CEUS)

How to use your DSLR to capture close ups and Macro images. Fee: $119
ITEM 9231-B782 J. AGUILERA CCEC-Everett, 116
3 Fridays Nov. 3 - Dec. 1 5:00PM - 8:00PM
No class on November 10 and November 24.

CHASING THE FALL COLORS (.9 CEUS)

Fall colors in the Pacific Northwest are spectacular when we look for them and hit them on the correct day and location. Fee: $119
ITEM 9177-B782 J. AGUILERA CCEC-Everett, 231
3 Saturdays Oct. 7 - Oct. 21 9:00AM - 12:00PM
Dependant on the weather.

LIGHTROOM FOR PHOTOGRAPHERS (1.2 CEUS)

Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can furrow the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom, to learn how to use it. Fee: $159
ITEM 9257-B782 J. AGUILERA CCEC-Everett, 116
4 Fridays Oct. 6 - Oct. 27 5:00PM - 8:00PM

Creative Writing

CREATING A SELLING NOVEL (.4 CEUS)

If you have written a novel, are in the process, or plan to write one, this class is tailor-made for you. How do you write or improve your novel to appeal to readers, agents, & publishers? We’ll explore story promise, character arcs, backstory events, inner and outer story stakes, Point of View, story hooks, story arc, and reaction structure. Instructor is a popular substantive editor, widely published writer, and author of novels and a novella. Fee: $59
ITEM 9266-B782 A. HUFF Bothell
1 Saturday Oct. 7 10:00AM - 2:00PM

SHORT STORY WRITING (.6 CEUS)

Short fiction—the easiest form of fiction to sell—fills magazines, ezines, and anthologies. Learn the unique parts of pieces in this powerful genre and how to create a satisfying narrative arc in 500 to 3000 words. Tips/rules for short stories provide dynamic help in chapter writing for longer works too. This fun class is appropriate for writers of all levels and genres. Instructor is widely published. Fee: $99
ITEM 9260-B782 A. HUFF Bothell
4 Fridays Oct. 6 - Oct. 27 6:30PM - 8:30PM

TRUE STORIES (.4 CEUS)

Magazine editors and book publishers agree: the hottest trend these days is the telling of personal experiences. Learn how to access and format your memories and experiences for the purpose of creating articles, books, and souvenir memoirs. Come join the fun, sharing life stories. Instructor is the author of The Perks of Aging, Fifty Shades of Graying, and Housekeeping. (All are anthologies of many people’s experiences and opinions.) Fee: $59
ITEM 9267-B782 A. HUFF CCEC-Everett, 116
1 Saturday Dec. 2 10:00AM - 2:00PM

YOU’RE IN CHARGE: EBOOKS, PODS, & BLOGS (.4 CEUS)

Published? You? You bet! Learn how to choose between traditional and new publishing options including blogging, self-publication, and eBooks. Discover how to get your words to your chosen audience, spending little to nothing and earning the best percentages. Instructor is a widely published author & blogger. Fee: $59
ITEM 9179-B782 A. HUFF CCEC-Everett, 116
1 Saturday Oct. 7 10:00AM - 2:00PM

Online Writing Courses (.4 CEUS Each) Fee: $99 Each
Instructor: A. HUFF

CHARACTER DEVELOPMENT IN WRITING
ITEM 9269-B782

EBOOKS START TO FINISH
ITEM 9342-B782

TRAVEL WRITING
ITEM 9270-B782

WRITE ABOUT YOUR LIFE
ITEM 9273-B782

COMMAS TO CONTENT: EDIT YOUR OWN WRITING
ITEM 9277-B782

CREATING A SELLING NOVEL
ITEM 9283-B782

FREELANCE WRITING
ITEM 9271-B782

FICTION SERIES
ITEM 9272-B782

SELL YOUR NONFICTION BOOK
ITEM 9284-B782

WRITING FOR CHILDREN
ITEM 9268-B782

PARKING IS INCLUDED WITH PAID REGISTRATIONS AT ALL LOCATIONS!
### COURSE INDEX

**A**
- A & P Test Preparation
  - Written Knowledge Test Prep .......................... 5
  - General Knowledge–Oral & Practical Exam .... 5
  - Airframe–Oral & Practical Exam ................. 5
  - Powerplant–Oral & Practical Exam ............. 5
- Accounting & Finance .................................. 19
- Access 2016 ............................................... 9
- Aerospace ................................................ 5
- American Sign Language ............................. 22
- Aviation Ground School ............................... 5

**B**
- BAM ......................................................... 19
- Blueprint Reading ...................................... 7
- Boating ................................................... 22
- Bookkeeping ............................................. 19
- Budgets ................................................... 19

**C**
- Camera Fundamentals .................................. 25
- CATIA v5 .................................................. 8
- Certifications ............................................. 5, 20
- CNC Machining .......................................... 8
- Computer Basics ....................................... 9
- Computers & Technology ........................... 9
- Conventional Machining ............................ 8
- Creative Writing ........................................ 25

**D**
- Data Analysis ........................................... 10
- Data Warehouse ......................................... 11
- Drawing .................................................... 24

**E**
- Earned Value Management .......................... 19
- ed2go online classes .................................. 24
- Electronics & Troubleshooting ..................... 6
- Employment Law ....................................... 13
- Entrepreneurial Success ......................... 22
- Exam Prep ................................................ 5, 14, 16, 19
- Excel 2016 .............................................. 9

**F**
- Finance ..................................................... 19
- Flagging & Traffic Control .......................... 20
- Forklift Operator’s Certification ................... 5
- Free Info Sessions ..................................... 4, 6, 7, 8, 11, 12, 13, 15, 16, 17, 18
- French ..................................................... 22
- Funding ................................................... 17
- Fundraising Essentials ......................... 17

**G**
- Geometric Dimensioning & Tolerancing ........ 7
- Grant Writing ........................................... 17
- Grant Management .................................... 17

**H**
- Health & Fitness ......................................... 21
- High Performance Management ..................... 15
- How to Start a Business ............................. 23
- HRCI ....................................................... 14
- Human Resources ..................................... 13

**I**
- Information Sessions .................................. 4, 6, 7, 8, 11, 12, 13, 15, 16, 17, 18
- Inventory Management ............................ 7
- IPC J-STD-001 Certification ....................... 5
- Italian ..................................................... 22

**L**
- Leadership ................................................ 15
- Lean Six Sigma Green Belt ....................... 16

**M**
- Machine Operator ..................................... 8
- Manufacturing ......................................... 7
- Manufacturing Operations Management ....... 7
- Metaphysical Sciences ............................... 24
- Microsoft Office ....................................... 9
- Microsoft Project .................................... 18
- Midday Wellness ..................................... 21

**N**
- Network Fundamentals ................................ 6
- Next Level Leadership ................................ 15
- Non-Profit Management ............................ 17

**O**
- Online Learning ....................................... 8, 21, 25
- Outdoor Recreation .................................... 22

**P**
- Personal Business, Finance, & Investment .... 22
- Personal Growth & Development ............... 24
- Personal & Professional Excellence ............. 20
- Personal Interest ....................................... 21
- Personal Trainer ....................................... 20
- Photography .......................................... 25
- PowerPoint 2016 ...................................... 10
- Power BI ................................................ 10
- Programming .......................................... 12
- Project Management ................................. 28

**Q**
- Quickbooks ........................................... 19

**R**
- Real Estate ............................................. 24
- Retirement Planning .................................. 23
- Risk Management ..................................... 19

**S**
- SharePoint 2016 ..................................... 10
- SHRM ..................................................... 14
- Sketching .............................................. 25
- Social Media and HR ................................ 14
- Software Testing ...................................... 12
- Soldering ................................................ 5
- Spanish ................................................... 22
- SQL Server ............................................ 11
- Start A Business ...................................... 23

**T**
- Tai Chi ................................................... 21
- Test Prep ................................................ 5, 14, 16, 19
- Total Rewards ......................................... 13
- Traffic Control ......................................... 20

**U**
- UGotClass online certificates and classes ....... 21
- Understanding Budgets .............................. 19

**V**
- Vision Board ........................................... 24
- Visual & Creative Arts ................................ 24
- Voice Acting ........................................... 24
- Volunteer Management ......................... 17

**W**
- Welcome to Computers ............................. 9
- Weekday Wake-up Fitness ......................... 31
- Word 2016 ............................................. 10
- World Languages ..................................... 22
- Writing ................................................... 25

**Z**
- Zumba .................................................... 21

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### 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.
Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment.

The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.

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1. Corporate & Continuing Education Center
   2333 Seaway Blvd.
   Everett, WA 98203

2. Everett Community College Main Campus
   2000 Tower Street
   Everett, WA 98201

3. Weston High School
   4407 172nd St NE
   Arlington, WA 98223

4. Cascadia College
   18345 Campus Way NE
   Bothell, WA 98011

5. Lake Washington Institute of Technology
   11605 132nd Ave NE
   Kirkland, WA 98034

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