Corporate & Continuing Education Center
Expect Excellence

SPRING 2018
EASTSIDE

Personal & Professional Excellence Series

• Communicating with Impact
• Proactive Planning and Problem Solving
• Team Collaboration

See page 20 for details.
THE CCEC 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

CCEC offers classes that begin every week and are offered during the day, evening, and weekend to suit your schedule. CCEC also offers contract training programs for corporations, businesses, non-profits, and public agencies that can be customized and delivered to you or at any of our locations.

CONTACT

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

Office Hours
Monday - Thursday........7 a.m. - 6:30 p.m.
Friday..............................7 a.m. - 5 p.m.
Saturday............................8 a.m. - 12 p.m.
Sunday ..................................Closed

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

Customized Training
Trainingsolutions@everettcc.edu
425-267-0162

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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

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.

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

- Conventional & CNC Machine Operator Series................page 7
- Electronics & Troubleshooting ........................................page 6
- High Performance Management ......................................page 13
- Human Resources Management..........................................page 14
- IT Professional Cloud Computing .....................................page 11
- Lean Six Sigma Green Belt...............................................page 16
- Non-Profit Management..................................................page 17
- Project Management..........................................................page 18
- Software Testing & Quality Assurance...............................page 12
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Apply your training toward a bachelor’s degree. Visit EverettCC.edu/BAM for details.

Industry Certifications

- Certified IPC Specialist (Soldering).................................page 5
- Flagging & Traffic Control.................................................page 20
- Forklift Operator Certification..........................................page 6
- Personal Trainer Certification..........................................page 20
- Airframe & Powerplant (A&P)...........................................page 5
- HRCI Test Prep.................................................................page 15
- SHRM Test Prep...............................................................page 15
- PMP Test Prep.................................................................page 19
- Lean Six Sigma Green Belt Test Prep...............................page 17

Test Preparations Courses

HOW TO READ COURSES

- Indicates an ONLINE or HYBRID course
- NEW! Indicates a NEW course
- View map on page 27 for more information on our locations.

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

COURSE NAME AND CONTINUING EDUCATION UNITS (CEUS)

Course description

(Find online for extended information)
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 an FAA Mechanic Certificate with an Airframe, Powerplant or A&P rating.

ITEM 9110-B783  B. DAVIS  CCEC - Everett, 116
1 Wednesday  Mar. 14  6:00PM - 7:30PM
ITEM 9110-B784  B. DAVIS  CCEC - Everett, 116
1 Wednesday  June 13  6:00PM - 7:30PM

WKT -- WRITTEN KNOWLEDGE
TEST PREPARATION (1.0 CEUS)

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

ITEM 9158-B784  C. RUSSELL  CCEC - Everett, 125
2 Sessions T/W  May 15 - May 16  4:00PM - 8:00PM

GENERAL KNOWLEDGE -- ORAL AND PRACTICAL
EXAM PREPARATION (1.2 CEUS)

Fee: $525

ITEM 9159-B784  B. DAVIS  Aviation - PFC, 8008
3 Sessions T/W/Th  May 22 - May 24  4:00PM - 8:00PM

AIRFRAME -- ORAL AND PRACTICAL
EXAM PREPARATION (1.2 CEUS)

Fee: $525

ITEM 9160-B784  C. RUSSELL  Aviation - PFC, 8010
3 Sessions T/W/Th  June 5 - June 7  4:00PM - 8:00PM

POWERPLANT -- ORAL AND PRACTICAL
EXAM PREPARATION (2.0 CEUS)

Fee: $525

ITEM 9161-B784  B. DAVIS, C. RUSSELL  Aviation - PFC, 8008
4 Sessions T/W/Th/Sa  June 12 - June 16  4:00PM - 8:00PM

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.

ITEM 9392-B784  O. NAIMI  CCEC - Everett, 110
1 Wednesday  Mar. 14  6:00PM - 7:30PM
ITEM 9393-B784  O. NAIMI  CCEC - Everett, 116
1 Wednesday  June 13  6:00PM - 7:30PM

Meet Your Instructor:
OSCAR NAIMI
- Aviation Ground School - Private Pilot pages 5

Oscar Naimi is an aerospace engineer, an advanced FAA aviation ground school instructor and a private pilot. He has over 45 years of aviation experience. He enjoys flying, teaching, biking, and playing music.

"The interaction between student and instructor allowed for clear understanding of the lessons."
- Lauren D., Aviation Ground School - Private Pilot, 2017

AVIATION GROUND SCHOOL - PRIVATE PILOT (6.0 CEUS)


ITEM 9392-B784  O. NAIMI  CCEC - Everett, 110
20 Sessions T/Th  Apr. 10 - June 14  10:00AM - 1:00PM
ITEM 9393-B784  O. NAIMI  CCEC - Everett, 116
20 Sessions T/Th  Apr. 10 - June 14  5:00PM - 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. Basic English language skills required. Fee: $365

ITEM 9129-B784  J. LARSEN  CCEC - Everett, 240
2 Sessions F/Sa  Apr. 13 - Apr. 14  8:00AM - 5:00PM
ITEM 9146-B784  J. LARSEN  CCEC - Everett, 240
2 Sessions F/Sa  May 11 - May 12  8:00AM - 5:00PM

IPC-A-610 CIS CERTIFICATION (2.4 CEUS)

This two-year international certification is officially recognized by the U.S. Department of Defense and is often a prerequisite in electronics manufacturing positions. Learn how to determine acceptable conditions and defects of printed circuit boards, tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) assemblies, and class 1, 2 & 3 levels of manufacturing. Fee: $605

ITEM 9147-B784  J. LARSEN  CCEC - Everett, 125
3 Sessions F/Sa  June 8 - June 15  8:00AM - 5:00PM

WIRE AND CABLE HARNESS ASSEMBLY WITH IPC/WHMA-A-620 CERTIFICATION (4.0 CEUS)

Enhance your mechanical assembly and cable harness manufacturing skills and earn an internationally recognized two-year industry certification with this combined course. The IPC/WHMA-A-620 certification has become the most important process, materials and inspector standard for the cable and wire harness industry. Fee: $975

ITEM 9150-B784  M. YOUNG  CCEC - Everett, 126
5 Sessions Daily  May 14 - May 18  8:00AM - 5:00PM

Meet Your Instructor:
JONATHAN LARSEN
- Soldering & Inspection courses page 5

Along with being a part-time soldering instructor, Jonathan also works full time as a mechanical technician and has a worked in electronic assembly and aerospace manufacturing for nearly nine years. He enjoys hanging out with his wife and three sons, home improvement projects and incorporating modern technology into our daily lives.
AEROSPACE & MANUFACTURING

ELECTRONICS & TROUBLESHOOTING CERTIFICATE

Short-term training for high-demand jobs.
- Professional Development
- Industry Certification
- Flexible schedules to meet your needs

Certificate requires completion of 170 course hours:

REQUIRED CORE COURSES HOURS
Basic Electronics & Troubleshooting 72
Intermediate Electronics & Troubleshooting 40
Basic Hands-On Soldering Training & Assembly 16
Network Fundamentals 18
Total Hours: 146

ELECTIVE COURSES (24 HOURS)
For currently offered elective courses, view our website.

Free information sessions
- Wednesday, March 14, 6:00-7:30PM, CCEC-Everett
- Wednesday, June 13, 6:00-7:30PM, CCEC-Everett

Register today! See page 3 for details.

Electronics & Troubleshooting

BASIC ELECTRONICS AND TROUBLESHOOTING (7.2 CEUS)
Study safety, signal tracing and troubleshooting methodology in this two-module intensive hands-on course. Module 1 covers fundamental electronic components, circuits and testing. Module 2 covers the techniques for analyzing and repairing failures in electronics equipment and systems. Understanding of basic algebra and English proficiency strongly recommended. Fee: $1540
ITEM 9153-B784 C. LITSON CCEC - Everett, 240
18 Sessions T/W/Th Apr. 24 - May 31 3:00PM - 7:00PM

BASIC HANDS ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)
See page 5 for course description and details.

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: Basic computer skills. Textbook included ($35 value). Fee: $450
ITEM 8836-B784 N. DEVOGEL CCEC - Everett, 238
3 Sessions Th/F/Sa May 3 - May 5 9:00AM - 3:45PM

FIND ELECTIVES ONLINE:
EverettCC.edu/ElectronicsCert

Manufacturing

FREE Information Session: TRIZ:
THE THEORY OF INVENTIVE PROBLEM SOLVING
Learn how to develop better solutions to problems at a lower cost and in less time using TRIZ. Ideal for Engineers and Project Managers searching for root causes and innovative solutions to their engineering problems.
ITEM 9103-B784 Z. ROYZEN CCEC - Everett, 202
1 Wednesday Mar. 14 6:00PM - 7:30PM
ITEM 9103-B784 Z. ROYZEN CCEC - Everett, 202
1 Wednesday June 13 6:00PM - 7:30PM

DESIGNING AND MANUFACTURING BETTER PRODUCTS FASTER USING TRIZ (4.0 CEUS)
Engineers and Project Managers searching for root causes and innovative solutions to their engineering problems would benefit from this course. It includes TRIZ Failure Analysis and the algorithm for resolving conflicts between product or process parameters while minimizing product changes and costs. Even the most difficult problems with contradictions involved can be routinely solved. All TRIZ courses available via WebEx. Fee: $5000
ITEM 9401-B784 Z. ROYZEN CCEC - Everett, 218
10 Tuesdays Apr. 10 - June 12 8:00AM - 12:00PM
ITEM 9402-B784 Z. ROYZEN CCEC - Everett, 218
10 Tuesdays Apr. 10 - June 12 4:30PM - 8:30PM

ADVANCED PRACTICE TRIZ COURSE (4.0 CEUS)
The objective of the course is to help TRIZ users gain advanced level experience in applying TRIZ methods and confidence in working on their real-life problems. Learn analysis and problem formulation; how to solve insufficient and harmful functions; reveal the causes of failure; and solve real-life problems. All TRIZ courses available via WebEx. Fee: $5000
ITEM 9104-B784 Z. ROYZEN CCEC - Everett, 125
10 Mondays Apr. 9 - June 18 4:30PM - 8:30PM
No class May 28.

BLUESPRINT 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-B784 D. CHASE Arlington
5 Tuesdays May 1 - May 29 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-B784 D. CHASE Arlington
5 Tuesdays May 1 - May 29 5:00PM - 8:00PM

FORKLIFT OPERATOR I, IV, V CERTIFICATION (5.0 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-B784 J. SPEICHER AMTEC, 126
1 Saturday May 12 9:00AM - 2:00PM
This course is held at the EvCC main campus AMTEC Building, 909 N. Broadway. All students are required to bring safety glasses.

For more information, go to
EverettCC.edu/ElectronicsCert

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

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

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<td>Module 3: CNC Operator: Codes – Read, Interpret, Compile</td>
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<td>Module 6: CNC Operator: Inspecting Parts</td>
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**Total Hours:** 136

**Free information sessions**

- Monday, March 19, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

**Next series starts September 18, 2018**

**For more information, go to**

EverettCC.edu/CNCSeries

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

### 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
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

Fee: $2945

**CATIA V5 Online Package (4.0 CEUS)**

Study CATIA online at your own pace. The web-based curriculum includes video demonstrations and interactive labs using the CATIA simulation program. Enroll and start a class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this online package which includes the first five classes, for a saving of $200! Fee: $1875

**NEW! Industrial Painting Program**

Visit EverettCC.edu/Aerospace for details.
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 8922-B784 W. BERKLEY Bothell, CC1-211
1 Saturday Apr. 7 8:30AM - 4:30PM

ITEM 8925-B784 W. BERKLEY CCEC - Everett, 125
1 Saturday May 12 8:30AM - 12:00PM

ITEM 8927-B784 W. BERKLEY CCEC - Everett, 126
1 Friday May 25 8:30AM - 12:00PM

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 8864-B784 C. HANKS Arlington, W131
1 Saturday Apr. 20 8:30AM - 4:30PM

ITEM 8961-B784 S. SAUNDERS Bothell, CCI-211
1 Friday Apr. 13 9:00AM - 6:00PM

ITEM 8962-B784 W. BERKLEY Bothell, CCI-211
1 Saturday Apr. 7 8:30AM - 4:30PM

ITEM 8951-B784 S. SAUNDERS Bothell, CCI-211
1 Saturday Apr. 14 8:30AM - 4:30PM

ITEM 8865-B784 S. SAUNDERS Bothell, CCI-211
1 Friday Apr. 20 8:30AM - 4:30PM

ITEM 8924-B784 W. BERKLEY Kirkland, T319
1 Saturday June 9 8:30AM - 4:30PM

ITEM 8925-B784 W. BERKLEY Arlington, W131
1 Saturday May 5 9:00AM - 4:00PM

ITEM 8926-B784 W. BERKLEY Bothell, CC1-211
1 Saturday May 5 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-B784 S. SAUNDERS CCEC - Everett, 125
1 Saturday June 9 8:30AM - 4:30PM

ITEM 8831-B784 C. HANKS CCEC - Everett, 126
1 Saturday May 12 8:30AM - 12:00PM

ITEM 8975-B784 C. HANKS Kirkland, T319
1 Friday May 25 8:30AM - 12:00PM

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 8888-B784 S. SAUNDERS Bothell, CCI-211
1 Saturday May 18 8:30AM - 4:30PM

ITEM 8816-B784 S. SAUNDERS Kirkland, T319
1 Saturday June 2 8:30AM - 4:30PM

ITEM 8923-B784 W. BERKLEY Kirkland, T319
1 Friday May 18 9:00AM - 4:00PM

ITEM 8866-B784 K. MCCLIMANS Bothell, CCI-211
1 Saturday Apr. 7 8:30AM - 4:30PM

EXCEL 2016: DATA ANALYSIS WITH PIVOTTABLES (.35 CEUS)
The need to analyze increasing amounts of data and gain actionable insights is greater than ever. Explore the capabilities of Excel’s advanced PivotTable and PivotChart features and gain a competitive edge. Discover how to summarize data in a way that can be easily analyzed and presented to others to increase better data-driven business decisions. Recommended: Excel Level 2 or equivalent knowledge. Fee: $120

ITEM 8974-B784 C. HANKS CCEC - Everett, 126
1 Saturday May 12 1:00PM - 4:30PM

ITEM 8952-B784 S. SAUNDERS Bothell, CCI-211
1 Saturday Apr. 14 8:30AM - 4:30PM

ITEM 8951-B784 S. SAUNDERS Bothell, CCI-211
1 Saturday Apr. 14 8:30AM - 4:30PM

ITEM 8865-B784 S. SAUNDERS Bothell, CCI-211
1 Friday Apr. 20 8:30AM - 4:30PM

ITEM 8950-B784 S. SAUNDERS Bothell, CCI-211
1 Friday Apr. 20 8:30AM - 4:30PM

ITEM 8952-B784 S. SAUNDERS Bothell, CCI-211
1 Saturday Apr. 14 8:30AM - 4:30PM

ITEM 8832-B784 C. HANKS Kirkland, T319
1 Friday May 25 1:00PM - 4:30PM

ITEM 8866-B784 K. MCCLIMANS Bothell, CCI-211
1 Saturday Apr. 7 8:30AM - 4:30PM

EXCEL 2016: QUICK POWERFUL GRAPHICS WITH POWER VIEW, POWERPIVOT, POWER QUERY, POWER MAP AND POWER BI (1.4 CEUS)
Discover how to combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations. This course is lab example intensive. We are living in the age of big data that is being continuously collected for increasingly detailed transactions. Maximize your effectiveness by using Excel’s Power Pivot to organize, manipulate, and report on data. Recommended: Excel Level 2 or equivalent knowledge. Fee: $120

ITEM 8836-B784 C. HANKS Bothell, CCI-211
2 Friday June 1 - June 8 8:30AM - 4:30PM

OUTLOOK 2016 LEVEL 1 (.7 CEUS)
Learn the basics of how to send and respond to email, maintain contacts, manage a calendar and tasks, and use notes with Microsoft Outlook. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Outlook. Fee: $215

ITEM 8866-B784 K. MCCLIMANS Bothell, CCI-211
1 Saturday Apr. 7 8:30AM - 4:30PM


Meet Your Instructor:

CLIFF HANKS

• Computer Basics &
Desktop Application
Courses pages 8-9

For more than 24 years, Cliff Hanks has taught business professionals and career changers to effectively use Microsoft Office applications. He has developed customized solutions using Visual Basic for large corporations, universities, hospitals, and small businesses. Cliff graduated Summa Cum Laude from Brigham Young University with a B.A. in Training and Development.

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 8878-B784  K. MCCULLUMS  Bothell, CC1-211
1 Saturday  May 5  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 8857-B784  W. BURKELEY  Bothell, CC1-211
1 Friday  Apr. 6  8:30AM - 4:30PM

ITEM 8896-B784  W. BURKELEY  CCEC - Everett, T26
1 Friday  Apr. 20  8:30AM - 4:30PM

POWERPOINT 2016 LEVEL 2 (.7 CEUS)

Enhance your PowerPoint skills using a variety of audio and visual tools that help your presentation stand out in a crowd. Practice advanced presentation techniques that take little time or effort to master. This course content also works great for previous versions of PowerPoint. Fee: $215

ITEM 8897-B784  W. BURKELEY  CCEC - Everett, T26
1 Saturday  May 12  8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 1 (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 with a strong understanding will allow you to work more efficiently and effectively with the documents and data stored online. Textbook included ($45 value). Fee: $395

ITEM 8979-B784  C. HANKS  Bothell, CC1-211
2 Fridays  May 4 - May 11  8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 2 (1.4 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 record management needs. Textbook included ($45 value). Fee: $395

ITEM 8978-B784  C. HANKS  Bothell, CC1-210
2 Mondays  June 4 - June 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 8752-B784  C. HANKS  CCEC - Everett, T26
1 Friday  Mar. 30  8:30AM - 4:30PM

ITEM 8756-B784  C. HANKS  Arlington, W131
1 Saturday  Apr. 14  8:30AM - 4:30PM

ITEM 8758-B784  S. SAUNDERS  Kirkland, T319
1 Saturday  Apr. 21  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 8758-B784  C. HANKS  CCEC - Everett, T26
1 Saturday  Apr. 28  8:30AM - 4:30PM

ITEM 8759-B784  S. SAUNDERS  Kirkland, T319
1 Friday  May 25  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 9851-B784  S. SAUNDERS  Kirkland, T319
1 Friday  June 8  8:30AM - 4:30PM

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-B784  R. ROOT  Arranged/ONLINE
6 Sessions T/Th  Mar. 27 - Apr. 12  5:00PM - 9:00PM
Class meets online Tuesday, March 27, April 3 and 10. There are arranged labs once a week on Thursday.

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-B784  R. ROOT  Arranged/ONLINE
6 Sessions T/Th  May 8 - May 24  5:00PM - 9:00PM
Class meets online Tuesday, May 8, 15, and 22. There are arranged labs once a week on Thursday.

FOUNTIONS OF PYTHON LEVEL 1 (1.5 CEUS)

Learn the basics of programming in Python; including an introduction on how to use variables, constants, and collection for storing data, use conditional and looping statements to control your programs flow, and how to build interactive scripts. Textbook included. Fee: $495

ITEM 8820-B784  M. LAW  Arranged/ONLINE
6 Sessions T/Th  June 5 - June 21  5:30PM - 9:30PM
Class meets online Tuesdays and Thursdays.
SQL Server Developer Certificate

Make better data-driven business decisions.

- Leverage productive analytical techniques that drive better risk assessments and business potential
- Attend classes at an official Microsoft IT Academy school Registered Education Provider

Certificate requires completion of 72 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORSE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Designs and Concepts</td>
<td>12</td>
</tr>
<tr>
<td>SQL Programming Level 1</td>
<td>12</td>
</tr>
<tr>
<td>SQL Programming Level 2</td>
<td>12</td>
</tr>
<tr>
<td>SQL Server Administration</td>
<td>24</td>
</tr>
<tr>
<td>Data Warehouse Design</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>72</strong></td>
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</tbody>
</table>

Free information sessions
- Tuesday, March 27, 6:00-7:00PM, Bothell
- Thursday, June 14, 6:00-7:00PM, Bothell

Register today! See page 3 for details.

Microsoft Imagine Academy Program Member

For more information, go to EverettCC.edu/SQLCert

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

SQL Server Developer Series (7.2 CEUs)
Enroll in the series and save! Learn foundational skills for Microsoft’s SQL Server 2012 administration and development. Move from simple to complex aspects of SQL, including programming and data warehousing. 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

ITEM 8890-B784  M. LAW  Kirkland, W113
18 Sessions T/Th  Apr. 3 - May 31  5:30PM - 9:30PM

Databases Designs and Concepts (1.2 CEUs)
Learn how to create real-world, professional databases. Discover how database designs affect usability and performance and how you can design for both. Learn the rules of normalization and when to bend those rules as you create multiple database prototypes. Concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows Operating System. Textbook included ($50 value). Fee: $365

ITEM 8906-B784  M. LAW  Kirkland, W113
3 Sessions T/Th  Apr. 3 - Apr. 10  5:30PM - 9:30PM

SQL Programming Level 1 (1.2 CEUs)
Practice the basics of SQL programming. Focus on how to create and run SQL statements and the statements that matter most to database professionals. Explore insert, updates, deletes, joins, group by, aggregates, and many more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: Databases Designs and Concepts or equivalent knowledge. Text included ($50 value). Fee: $365

ITEM 8904-B784  M. LAW  Kirkland, W113
3 Sessions T/Th  Apr. 12 - Apr. 19  5:30PM - 9:30PM

Loved the classes. Wish I had taken them long ago!

- Bruce H., SQL Programming Level 2, 2017

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

ITEM 8905-B784  M. LAW  Kirkland, W113
3 Sessions T/Th  Apr. 24 - May 1  5:30PM - 9:30PM

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

ITEM 8899-B784  M. LAW  Kirkland, W113
6 Sessions T/Th  May 3 - May 22  5:30PM - 9:30PM

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 table designs, 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

ITEM 8907-B784  M. LAW  Kirkland, W113
3 Sessions T/Th  May 24 - May 31  5:30PM - 9:30PM
IT PROFESSIONAL CLOUD CERTIFICATE

Gain highly sought-after IT skills.

- Learn the basics of Cloud services, including Microsoft Azure and Office 365
- Discover topics such as Virtual Machines, Cloud Infrastructure, Web Apps, and other Cloud services
- Increase your employment marketability

Certificate requires completion of 72 course hours:

**REQUIRED CORE COURSES**  **HOURS**
Introduction to Cloud Services 20
Introduction to Office 365 16
Deploying and Managing a Network Infrastructure in the Cloud 20
Implementing and Managing Network Services in the Cloud 16

**Total Hours:** 72

Free information sessions

- Monday, March 26, 6:00-7:00PM, Bothell
- Wednesday, June 6, 6:00-7:00PM, Kirkland

Register today! See page 3 for details.

For more information, go to EverettCC.edu/Cloud

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

**IT Professional Cloud**

**IT PROFESSIONAL CLOUD SERIES (7.2 CEUS)**
Discover how Cloud services fit into the IT and developer world and how it is evolving the IT industry. Learn how to create, configure, and manage virtual machines and networks using Azure and PowerShell. Save $100 when you enroll in the series. $25 purchase to Azure University Required.

- Introduction to Cloud Services
- Introduction to Office 365
- Deploying and Managing a Network Infrastructure in the Cloud
- Implementing and Managing Network Services in the Cloud

Course materials included. Fee: $2250

**INTRODUCTION TO CLOUD SERVICES (2.0 CEUS)**
Explore how Cloud services like Microsoft and Amazon are evolving the IT industry. Compare Amazon Web Services, Microsoft Azure, and Office 365 Cloud services. Learn about the Azure portal and how it can be used for configuring and managing the Cloud services, and about Azure virtual machines, web apps, mobile apps, and storage. Course materials included. Fee: $650

**INTRODUCTION TO OFFICE 365 (1.6 CEUS)**
Discover how Office 365 is evolving the way we install, use, and manage professional productivity software tools. Tour the Office 365 portal to review, configure and manage various aspects of services, including managing users, licenses, and opening support tickets. Learn the major components of Office 365 along with their configuration including Exchange Online, SharePoint Online, Skype for Business, and other major services. Course materials included. Fee: $525

**IMPLEMENTING AND MANAGING NETWORK SERVICES IN THE CLOUD (1.6 CEUS)**
Explore a virtual network and its configuration along with scenarios for modification and configuration. Connect a workstation to an Azure virtual network to using VPN. Use Azure AD for extending and syncing the on-premise AD to the Cloud to enable single sign-on options and implement multi-factor authentication. Course materials included. Fee: $525

**Meet Your Instructor:**

**FAWAD KHAN**

- **Cloud Computing Series page 11**

Fawad Khan has been in the IT industry for 25 years. He has worked in Cloud services at Microsoft for 10 years. Mr. Khan holds bachelor's degrees in Electrical Engineering and Physics, along with master’s degrees in Electrical Engineering and Information Technology & Management. He has held various IT certifications including MCT and has been teaching for 15 years. He enjoys teaching, coaching, mentoring and helping others succeed.

DEPLOYING AND MANAGING A NETWORK INFRASTRUCTURE IN THE CLOUD (2.0 CEUS)
Understand how to use the Cloud to deploy a network infrastructure or extend on-premises network to the Cloud as an IT professional. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Review tools and utilities necessary to configure and manage Azure virtual machines, including PowerShell, Xplat-CLI, and Visual Studio. Create availability sets, scale for schedule or demand, and monitor VM infrastructure in the cloud. Course materials included. Fee: $650

**SERVICES IN THE CLOUD (1.6 CEUS)**
Understand how Cloud services fit into the IT professional world. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Course materials included. Fee: $650

**INFRASTRUCTURE IN THE CLOUD (2.0 CEUS)**
Understand how Cloud services fit into the IT professional world. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Course materials included. Fee: $650

**DEPLOYMENT AND CONFIGURATION IN THE CLOUD (1.6 CEUS)**
Understand how Cloud services fit into the IT professional world. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Course materials included. Fee: $650

**IMPLEMENTING AND MANAGING NETWORK SERVICES IN THE CLOUD (1.6 CEUS)**
Understand how Cloud services fit into the IT professional world. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Course materials included. Fee: $650
SOFTWARE TESTING & QUALITY ASSURANCE CERTIFICATE

Gain experience for an in-demand, growing field

- Increase employment marketability
- Demonstrate industry-specific knowledge and skill
- Break into an exciting technology field

Certificate requires completion of 54 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Software Testing</td>
<td>12</td>
</tr>
<tr>
<td>Software Testing in Agile and Scrum</td>
<td>15</td>
</tr>
<tr>
<td>Software Quality Assurance in Action</td>
<td>9</td>
</tr>
<tr>
<td>Applied Testing in the Real World</td>
<td>18</td>
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<tr>
<td><strong>Total Hours:</strong></td>
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</tbody>
</table>

Free information sessions

- Monday, March 26, 6:00-7:00PM, Bothell
- Thursday, June 14, 6:00-7:00PM, Bothell

Register today! See page 3 for details.

For more information, go to EverettCC.edu/SoftwareTesting

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

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**Software Testing**

**SOFTWARE TESTING SERIES (5.4 CEUS)**

Register for the entire Software Testing Series in this course, and save $100 when compared to enrolling in each course individually. For course details and schedules, please see the individual listings below. Fee: $1960

**ITEM 8814-B784**
B. CRONQUIST
Bothell, CC1-211
18 Sessions M/W
Apr. 9 - June 11
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-B784**
B. CRONQUIST
Bothell, CC1-211
4 Sessions M/W
Apr. 9 - Apr. 19
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-B784**
B. CRONQUIST
Bothell, CC1-211
5 Sessions M/W
Apr. 23 - May 7
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-B784**
B. CRONQUIST
Bothell, CC1-211
3 Sessions M/W
May 9 - May 16
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-B784**
B. CRONQUIST
Bothell, CC1-211
6 Sessions M/W
May 21 - June 11
6:00PM - 9:00PM

**SOFTWARE TESTING AUTOMATION (2.0 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: $785

**ITEM 8839-B784**
C. STOKER
Arranged/ONLINE
4 Sessions M/W
May 30 - June 11
5:00PM - 9:00PM

**PROFESSIONAL DEVELOPMENT FUNDS?**

Does your organization have funding for professional development? Talk with your supervisor or HR department today to see if the class that you are interested in qualifies for funding.

Email LEARN@EVERETTCC.EDU or call 425-267-0150 for info.
High Performance Management

INTRODUCTION TO PERFORMANCE EXCELLENCE (1.5 CEUS)
Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints, and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee: $375
ITEM 9885-B784 A. SUCHI CCEC - Everett, 230
5 Sessions M/W Apr. 2 - Apr. 16 3:00PM - 6:00PM

FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUS)
See page 20 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 9878-B784 N. NAVARRO MBA CCEC - Everett, 230
8 Sessions M/W Apr. 18 - May 14 3:00PM - 6:00PM

HIGH PERFORMANCE MANAGEMENT CERTIFICATE CAPSTONE (1.5 CEUS)
This 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-B784 A. SUCHI CCEC - Everett, 230
5 Sessions M/W May 16 - June 4 3:00PM - 6:00PM

DEALING WITH CHALLENGING BEHAVIORS (.6 CEUS)
You occasionally deal with difficult people—at work, at home, neighbors, strangers. This class explores psychology and motivations that drive human behavior and 5 options for handling challenging people. Practical topics include understanding human needs, listening, handling complaints, saying no, being assertive, motivation, feedback, vocal tips and email techniques. Complete handout of techniques included. Fee: $198
ITEM 9454-B784 M. BUSCHMOHLE Bothell
2 Thursdays May 17 - May 24 6:00PM - 9:00PM

LEAN PRACTICES OVERVIEW (.35 CEUS)
See page 16 for course description and details.

LEAN SIX SIGMA GREEN BELT - FOUNDATIONS (1.8 CEUS)
See page 16 for course description and details.

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

PROJECT RISK MANAGEMENT ESSENTIALS (.9 CEUS)
See page 19 for course description and details.

FIND MORE ELECTIVES ONLINE:
EverettCC.edu/MgmtCert

Free information sessions
- Monday, March 12, 6:00-7:30PM, Kirkland
- Wednesday, March 14, 6:00-7:30PM, CCEC-Everett
- Thursday, March 15, 6:00-7:30PM, Bothell
- Monday, March 19, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

For more information, go to
EverettCC.edu/MgmtCert

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

BOOKS & SUPPLY LIST ONLINE
EverettCC.edu/CourseMaterial
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 credits

Certificate requires completion of 102 course hours:

**REQUIRED CORE COURSES**

- Human Resources Essentials: 9 hours
- Employment Law: 15 hours
- Talent Management - Finding and Keeping the Best: 12 hours
- Managing Employee Performance: 12 hours
- Total Rewards: 12 hours
- HR Systems and Metrics: 12 hours
- HR Certificate Capstone: 9 hours

**Total Hours:** 81

**ELECTIVE COURSES (21 HOURS)**

For currently offered elective courses, view our website.

Free information sessions

- Wednesday, March 14, 6:00-7:30 PM, CCEC - Everett
- Thursday, March 15, 6:00-7:30 PM, Bothell
- Monday, March 19, 6:00-7:30 PM, Arlington

Register today! See page 3 for details.

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**Human Resources Management**

**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 9078-B784 C. MALONE, SPHR**

*2 Saturdays Mar. 31 - Apr. 7 9:00 AM - 2:00 PM*

**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 9016-B784 M. SUMMERS, SPHR**

*3 Saturdays Apr. 21 - May 5 9:00 AM - 3:00 PM*

**TALENT MANAGEMENT: FINDING AND KEEPING THE BEST (1.2 CEUS)**

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

**ITEM 9975-B784 SUNDERLAND, SPHR, HPIC**

*2 Saturdays May 19 - June 2 9:00 AM - 4:00 PM*

No class on May 26.

**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: $250

**ITEM 9081-B784 S. LEWIS, MBA, PHR**

*4 Wednesdays Mar. 28 - Apr. 18 6:00 PM - 9:00 PM*

**ITEM 9068-B784 SUNDERLAND, SPHR, HPIC**

*2 Saturdays Mar. 31 - Apr. 7 9:00 AM - 4:00 PM*

**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 9082-B784 S. LEWIS, MBA, PHR**

*2 Saturdays June 9 - June 16 9:00 AM - 4:00 PM*

**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 9977-B784 C. MALONE, SPHR**

*4 Mondays Apr. 2 - Apr. 23 5:30 - 8:30 PM*

**ITEM 9003-B784 C. MALONE, SPHR**

*4 Wednesdays Apr. 25 - May 16 6:00 PM - 9:00 PM*

**ITEM 9001-B784 M. SUMMERS, SPHR**

*2 Saturdays May 12 - May 19 9:00 AM - 4:00 PM*

**HUMAN RESOURCES CERTIFICATE CAPSTONE (1.9 CEUS)**

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. Apply a best practice framework to analyze scenarios, determine the issues and risks and recommend steps for a solution. Prerequisites: Completion of all required classes in the Human Resources Certificate Program. Fee: $205

**ITEM 9998-B784 C. MALONE, SPHR**

*3 Mondays May 7 - May 21 5:30 - 8:30 PM*

**ITEM 9101-B784 C. MALONE, SPHR**

*3 Wednesdays May 30 - June 13 6:00 PM - 9:00 PM*

**ITEM 9084-B784 C. MALONE, SPHR**

*2 Saturdays June 9 - June 23 9:00 AM - 2:00 PM*

No class on June 16.
Human Resources Management

Exam Preparation

HR (CP) OR SCHR 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 Society for Human Resources Management (SHRM). See website for full class description. Fee: $495

ITEM 9459-B784 C. MALONE, SPHR CCEC - Everett, 218
4 Saturdays Apr. 21 - June 2 8:00AM - 3:00PM
No class on April 28, May 12, and 26.

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

ITEM 9450-B784 STAFF CCEC - Everett, 117
8 Thursdays Apr. 5 - May 24 6:00PM - 9:00PM

Human Resources Management

Certificate Electives

WORKING WITH ORGANIZED EMPLOYEES (.6 CEUS)
Working within an organized environment requires unique skills and knowledge. Learn how and why employees unionize; the legal code governing unions (and the unionization process); steps in union certification; the collective bargaining process; grievance resolution; and how to work effectively with employees to develop and sustain a positive working relationship based on trust. Prerequisite: Human Resources Essentials. Fee: $130

ITEM 9085-B784 E. ROBINSON, PHR Bothell
1 Saturday Apr. 21 9:00AM - 4:00PM

EMPLOYEE TRAINING AND DEVELOPMENT (.6 CEUS)
Most HR professionals will be involved at some level in employee training and development. Study the theory of adult learning; how training and development differ; how to conduct a needs analysis; how to develop training and manage external training vendors; and how to evaluate training effectiveness. Practice exercises that you can take back and use immediately within your organizations. Prerequisite: HR Essentials. Fee: $195

ITEM 9064-B784 KENMIR-HOPPER, SPHR CCEC - Everett, 238
2 Saturdays Apr. 28 - May 5 9:00AM - 2:00PM

SAFETY AND SECURITY (.9 CEUS)
Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics of worker’s compensation; effective ways to manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: HR Essentials. Fee: $205

ITEM 9087-B784 SUNDERLAND, SPHR, HPIC Bothell
2 Saturdays Apr. 28 - May 5 9:00AM - 2:00PM

ITEM 9048-B784 C. MALONE, SPHR Arlington
3 Mondays June 4 - June 18 5:30PM - 8:30PM

ESSENTIALS OF EMPLOYEE HANDBOOKS AND JOB DESCRIPTIONS (.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

ITEM 9453-B784 SUNDERLAND, SPHR, HPIC CCEC - Everett, 117
2 Tuesdays May 22 - May 29 6:00PM - 9:00PM

COACHING FOR HR PROFESSIONALS (.6 CEUS)
Come learn the tools to become an effective coach - an important skill-set for any HR professional. Coaching increases your ability to influence others, and allows you to help them realize their full potential by learning to solve problems for themselves. In this interactive course you will learn the basics of a coaching approach as well as practicing those skills in scenarios modeled on real-life HR situations. Fee: $195

ITEM 9063-B784 KENMIR-HOPPER, SPHR, HPIC Bothell
1 Saturday Apr. 14 9:00AM - 4:00PM

FIND MORE ELECTIVES ONLINE:
EverettCC.edu/HRCert
CERTIFICATE PROGRAMS

LEAN SIX SIGMA GREEN BELT CERTIFICATE

Transform your organization into a leaner, more efficient business

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

Certificate requires completion of 102.5 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lean Practices Overview</td>
<td>3.5</td>
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<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>
</tr>
<tr>
<td>Lean Six Sigma Green Belt Capstone</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES (33 HOURS)**

For currently offered elective courses, view our website.

Free information sessions

- Monday, March 12, 6:00-7:30PM, Kirkland
- Wednesday, March 14, 6:00-7:30PM, CCEC-Everett
- Thursday, March 15, 6:00-7:30PM, Bothell
- Monday, March 19, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

For more information, go to EverettCC.edu/LeanSixSigma

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

Lean Six Sigma Green Belt

LEAN PRACTICES OVERVIEW (.35 CEUS)

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 percent 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

**PROJECT TEAM MANAGEMENT (1.5 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, by Black Belt instructor. Prerequisite: LSSGB - Foundations. Please bring your textbook from LSSGB - Foundations. This course completes the coverage for the ASQ Body of Knowledge.

Fee: $389

**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

**BASIC STATISTICS FOR CONTINUOUS IMPROVEMENT (1.2 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 ways used in process control, 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

**LEAN SIX SIGMA GREEN BELT - ADVANCED (1.8 CEUS)**

Enhance the understanding of the DMAIC approach with additional concepts related to quality principles and systems, strategy, process management, Lean principles, team management and best practices for continuous improvement. Offered in partnership with Ceptara, by Black Belt instructor.

Fee: $389

**LEAN SIX SIGMA GREEN BELT - FOUNDATIONS (1.8 CEUS)**

Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and the applicable tools and techniques. Study the foundation of learning applicable to the American Society for Quality (ASQ) Body of Knowledge for Six Sigma Green Belt (SSGB) certification.

Week 1: March 12-16, 6:00-7:30PM, Kirkland

Week 2: March 19-23, 6:00-7:30PM, Bothell

Week 3: March 26-30, 6:00-7:30PM, Arlington

Fee: $389

Books & Supply List Online EverettCC.edu/CourseMaterial

The material covered was very useful. My boss has even commented that she has noticed a performance increase since I have started taking classes. Great schedule, great instructors who are passionate and enjoy teaching, very nice facilities, and a surprisingly low price. I highly recommend.


See page 18 for program details.
Lean Six Sigma Green Belt

LEAN SIX SIGMA GREEN BELT
TEST PREPARATION (.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
ITEM 9370-B784 STAFF Bothell
4 Tuesdays May 8 - May 29 6:00PM - 9:00PM

LEAN 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-B784 T. WINTER, MBA Kirkland
1 Saturday Apr. 14 8:30AM - 5:00PM

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
See page 20 for course description and details.

HIGH PERFORMANCE MANAGEMENT ESSENTIALS (1.5 CEUS)
See page 13 for course description and details.

UNDERSTANDING BUDGETS (.9 CEUS)
See page 20 for course description and details.

FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUS)
See page 20 for course description and details.

TEAM COLLABORATION (.6 CEUS)
See website for course description and details.

COMMUNICATING WITH IMPACT (.6 CEUS)
See page 20 for course description and details.

Grant Writing and Grant Management Essentials Package (2.1 CEUS)
Register for the Grant Writing/Grant Management Essentials package and save! Fee: $300
ITEM 9075-B784 J. CONGER, MNPL Bothell
3 Wednesdays May 2 - May 16 6:00PM - 9:00PM

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
CERTIFICATE PROGRAMS

Kirkland PROJECT
MANAGEMENT SERIES

Finish your certificate in two quarters!

EverettCC.edu/ProjectManagement

Budgets, and how to apply. Gain fundamental skills that can be used to develop convincing proposals. Required texts: See website. Fee: $210

ITEM 9347-B784 A. BEARD, PH.D Kirkland
2 Saturdays Apr. 7 - Apr. 14 9:00AM - 2:00PM

GRANT MANAGEMENT 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. Required texts: See website. Fee: $240

ITEM 9445-B784 A. BEARD, PH.D CCEC - Everett, 218
4 Wednesdays Apr. 4 - Apr. 25 6:00PM - 9:00PM
ITEM 9864-B784 A. BEARD, PH.D Kirkland
2 Saturdays Apr. 28 - May 5 9:00AM - 4:00PM

VOLUNTEER MANAGEMENT (.6 CEUS)

Keep them coming back! Manage your volunteers with tips and tools from non-profit leaders. You will learn: recruiting, legal factors, administrative how-to’s, how to motivate your volunteers to obtain their best work, how to give feedback and what to do when challenges arise. Required text: See website. Fee: $185

ITEM 9360-B784 J. CONGER, MNPL Bothell
2 Wednesdays Apr. 11 - Apr. 18 6:00PM - 9:00PM
ITEM 9062-B784 J. CONGER, MNPL CCEC - Everett, 117
1 Saturday June 2 9:00AM - 4:00PM

NEXT LEVEL LEADERSHIP (2.4 CEUS)

See page 13 for course description and details.

FIND ELECTIVES ONLINE:
EverettCC.edu/NonProfitCert

For more information, go to
EverettCC.edu/ProjectManagement

PROJECT MANAGEMENT CERTIFICATE

High-demand skills. Highly respected program.

- Work-ready skills developed and taught by project management professionals
- Classes count toward PMI® and CAPM® certifications
- Curriculum based on the PMBOK® Guide standards

Certificate requires completion of 99 course hours:

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</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>
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<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>84</strong></td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (15 HOURS)

For currently offered elective courses, view our website.

Free information sessions:

- Monday, March 12, 6:00-7:30PM, Kirkland
- Wednesday, March 14, 6:00-7:30PM, CCEC-Everett
- Thursday, March 15, 6:00-7:30PM, Bothell
- Monday, March 19, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

For more information about CCEC’s Project Management program at 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: current versions of PMBOK® and FF MBA. See website for details. Fee: $395

ITEM 9417-B784 MULLIN, MBA, PMP, CSM CCEC - Everett, 110
5 Wednesdays Mar. 28 - Apr. 25 6:00PM - 9:00PM
ITEM 9862-B784 S. GOLDSMITH, MBA, PMP Bothell
5 Thursdays Mar. 29 - Apr. 26 6:00PM - 9:00PM
ITEM 9024-B784 D. THOMPSON, MBA Kirkland
3 Saturdays Apr. 21 - May 5 9:00AM - 3:00PM
ITEM 9313-B784 D. THOMPSON, MBA Arlington
5 Tuesdays May 8 - June 5 5:30PM - 8:30PM

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 & 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

ITEM 9025-B784 M. FISCHER, PMP CCEC - Everett, 218
5 Wednesdays May 2 - May 30 6:00PM - 9:00PM
ITEM 9028-B784 D. SPAYTH, PMP Bothell
5 Thursdays May 3 - May 31 6:00PM - 9:00PM
ITEM 9418-B784 D. SPAYTH, PMP Kirkland
5 Tuesdays May 8 - June 5 6:00PM - 9:00PM

PROJECT EXECUTION AND CONTROL (1.5 CEUS)

Explore tools and processes to monitor and control a project to meet project requirements of time, cost and quality. 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

ITEM 9043-B784 THOMPSON, MBA, PMP Bothell
2 Saturdays Mar. 24 - Mar. 31 9:00AM - 5:30PM
ITEM 9346-B784 D. SPAYTH, PMP Kirkland
3 Saturdays Mar. 31 - Apr. 14 9:00AM - 3:00PM
PROJECT TEAM MANAGEMENT (1.5 CEUS)

Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills and tools you need as project manager to achieve high project team performance. Understand how to improve communication, motivate, inspire and manage conflict with techniques you can apply the next day. Text and questionnaire included. Prerequisite: Project Management Essentials or concurrent enrollment. Fee: $415

ITEM 9934-B784  M. FISCHER, PMP  CCEC - Everett, 110
3 Saturdays  Mar. 11 - Apr. 14  9:00AM - 3:00PM
ITEM 9877-B784  THOMPSON, MBA, PMP  Kirkland
2 Saturdays  Apr. 22 - May 5  9:00AM - 5:30PM

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 and 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

ITEM 8906-B784  C. HOPPER  CCEC - Everett, 126
5 Tuesdays  Apr. 5 - May 17  6:00PM - 9:00PM
ITEM 9905-B784  M. ALDRICH  CCEC - Everett, 126
3 Saturdays  Apr. 21 - May 5  8:00AM - 1:00PM
ITEM 9873-B784  C. HOPPER  Bothell
5 Mondays  May 7 - June 11  6:00PM - 9:00PM
No class May 28.
ITEM 9439-B784  M. ALDRICH  HYBRID
The first session meets on May 17 from 6pm - 9pm at CCEC 2333 Seaway Blvd., Everett room 126. Remaining sessions held online through June 14. Course equivalent to 15 hours.

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

ITEM 9441-B784  THOMPSON, MBA, PMP  CCEC - Everett, 117
3 Mondays  Apr. 16 - Apr. 30  6:00PM - 9:00PM
ITEM 9857-B784  THOMPSON, MBA, PMP  Kirkland
3 Mondays  June 11 - June 25  6:00PM - 9:00PM

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-B784  THOMPSON, MBA, PMP  CCEC - Everett, 110
3 Saturdays  Apr. 28 - May 5  9:00AM - 5:30PM
No class on June 9 & 23.

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 9031-B784  E. STEWART, MBA, PMP  CCEC - Everett, 110
2 Saturdays  June 9 - June 16  9:00AM - 2:00PM

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 9895-B784  J. SCHERRER, MBA, PMP  Kirkland
2 Thursdays  May 10 - May 17  6:00PM - 9:00PM
ITEM 9031-B784  E. STEWART, MBA, PMP  Bothell
1 Saturday  May 12  9:00AM - 4:00PM
BOOKKEEPING BASICS (.6 CEUS)
Start with an introduction of basic accounting terms and record keeping rules; explore bookkeeping practices; terminology to better utilize bookkeeping software; the accounting cycle; practice double-entry accounting; cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable. Review financial statements, how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: $205
ITEM 8961-B784 C. MILLS Bothell
2 Tuesdays Apr. 10 - Apr. 17 5:30PM - 8:30PM

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-B784 C. MILLS Bothell
3 Tuesdays Apr. 24 - May 8 5:30PM - 8:30PM

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-B784 C. MILLS CCEC - Everett, 126
3 Thursdays Mar. 29 - Apr. 12 5:30 - 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 9960-B784 J. DAS CCEC - Everett, 125
3 Tuesdays Apr. 10 - Apr. 24 6:00PM - 9:00PM
ITEM 9978-B784 J. DAS Kirkland
3 Mondays May 14 - June 4 6:00PM - 9:00PM
No class on May 28.

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, fraud, and reflection on the post-Enron era. Required textbook: See website. Fee: $389
ITEM 8965-B784 J. DAS CCEC - Everett, 239
5 Wednesdays May 2 - May 30 6:00PM - 9:00PM
ITEM 9961-B784 J. DAS Bothell
3 Saturdays June 2 - June 16 9:00AM - 3:00PM

PERSONAL & PROFESSIONAL EXCELLENCE SERIES

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
Learn to identify problems through recognition and analysis of their root causes. Go beyond the 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-B784 STAFF CCEC - Everett, 238
2 Wednesdays May 23 - May 30 6:00PM - 9:00PM

COMMUNICATING WITH IMPACT (.6 CEUS)
Your professional success is largely determined by how well you communicate. Analyze and proactively 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 9972-B784 M. BUSCHMOHLE Bothell
1 Saturday Apr. 14 9:00AM - 4:00PM

FINANCIAL PLANNING FOR NON-FINANCIAL MANAGERS (.6 CEUS)
Become a WA state certified 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. Includes half-hour lunch break. 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. Call us for more information at 425-267-0150. Fee: $75
ITEM 9142-B784 M. FOY CCEC - Everett, 110
1 Monday May 7 8:00AM - 2:30PM
ITEM 9138-B784 M. FOY Bothell, C1-021
1 Saturday May 19 9:00AM - 3:30PM
ITEM 9144-B784 C. STEPHENS Kirkland, T319
1 Saturday June 2 9:00AM - 3:30PM
ITEM 9141-B891 M. FOY Bothell, C1-021
1 Saturday June 16 9:00AM - 3:30PM
ITEM 9142-B891 M. FOY CCEC - Everett, 110
1 Saturday June 23 8:00AM - 2:30PM

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 an optional employer internship that can walk you into jobs! For more information see website. We strongly encourage interested students to attend a free orientation. Fee: $700
ITEM 9910-B784 STAFF CCEC - Everett, 231
6 Saturdays Apr. 28 - June 9 9:00AM - 4:00PM
Class meets 9am-1pm at CCEC - Everett and 2pm-4pm at Columbia Athletic Club, 505 128th Street SE, Everett. Class will not meet on May 26. Class finishes on June 23 for the final exam.
ITEM 9909-B784 STAFF Bothell
6 Saturdays May 12 - June 23 9:00AM - 4:00PM
Class meets 9am-1pm at Cascadia College and 2pm-4pm at Gold's
Health & Fitness

WEIGHTDAY WAKE-UP FITNESS PROGRAM (4.3 CEUS)
Start the week on Monday with ZUMBA®. Tuesday we’ll work on cardiovascular fitness and endurance using weight machines, treadmills, and bikes. We’ll 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, and Twin; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: $160
ITEM 9217-B784 S. TAGG EvCC - Main, FIT, 231
Saturdays are 11:30am-8:30pm. Sundays are 9:00am-6:00pm.
Class meets for 9 weekends. Fridays classes are 4:30-8:30pm.
27 Sessions F/Sa/Su Mar. 2 - May 27

WEIGHTDAY WAKE-UP ZUMBA ONLY (2.1 CEUS)
This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee: $80
ITEM 9386-B784 STAFF EvCC - Main, FIT, 231
21 Sessions M/W Apr. 2 - June 13 6:30AM - 7:30AM
Class will not meet on May 28.

WEIGHTDAY WAKE-UP CARDIO ONLY (2.2 CEUS)
This course is for those only interested in attending the Cardio portion of the Weekday Wake-up fitness program on Tuesdays and Wednesdays. Fee: $80
ITEM 9386-B784 STAFF EvCC - Main, FIT, 231
22 Sessions T/Th Apr. 3 - June 14 6:30AM - 7:30AM
Class will not meet on May 28.

Free Information Session
CERTIFIED PERSONAL TRAINER COURSE
Join us and meet leading local employers and our outstanding instructor to learn exactly what the fitness industry has to offer you and your career goals. This one-hour information session will share everything from financial aid, textbook, online supplemental tools and more! Go from a fitness enthusiast to a fitness leader in your community. Sign up today for FREE information session while seats are still available.
ITEM 9184-B784 STAFF CCEC - Everett, 116
1 Saturday Apr. 14 10:00AM - 11:00AM
LIVE YOUR PASSION,
BECOME A CERTIFIED PERSONAL TRAINER
No time to attend the free information session? Join a live webinar to learn what the Fitness Industry has to offer you and your career goals. Apr. 4 9:00AM tinyurl.com/Orientation4-18

PURNA YOGA TEACHER TRAINING (20 CEUS) NEW!
Elevate your yoga practice to the next level with this 200-hr Purna yoga teacher training. Gain the technical knowledge on asana that is safe, alignment based, effective, transformational, and accessible to all body types. Partnered with Purna Yoga College, this course provides in-depth, detailed instruction, from a dedicated lineage, with proven results. Fee: $4800.

ITEM 9314-B784 A. PALKHIVALA Purna Yoga College
27 Sessions F/Sa/Su Mar. 2 - May 27
Class meets for 9 weekends. Fridays classes are 4:30-8:30pm. Saturdays are 11:30am-8:30pm. Sundays are 9:00am-6:00pm.

Purna Yoga Teacher Training programs.

Meet Your Instructor:
AADIL PALKHIVALA
• Purna Yoga page 21
Voted Best Yoga Teacher of the Year 2016 by Seattle Yoga, Aadil has the passion to create health, wealth and happiness in the lives of his students who truly embrace Purna (means whole and complete). Yoga’s teachings and lifestyle. Aadil is the co-founder and co-director of internationally-renowned Alive and Shine Center in Bellevue and Purna Yoga College Teacher Training programs.

Health & Fitness

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 questions 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 ...............................
Intermediate Video Game Design
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

CERTIFICATIONS

ONLINE TRAINING FOR K-12 TEACHERS!
WEEKDAY WAKE-UP TAI CHI (.9 CEUS)
Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee: $55
ITEM 9130-B784 T. ROBBINS EvCC - Main, NBI, 101
20 Sessions T/Th Apr. 10 - June 14 7:30AM - 8:00AM

WEEKDAY WAKE-UP STRONG BY ZUMBA (1.0 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 9187-B784 C. TUOHIMAA EvCC - Main, FIT, 149
10 Fridays Apr. 13 - June 15 6:15AM - 7:15AM

MIDDAY WELLNESS CARDIO FUSION (1.4 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 9220-B784 T. ROBBINS EvCC - Main, FIT, 149
19 Sessions M/W Apr. 9 - June 13 12:15PM - 1:00PM
Class will not meet on May 28.

MIDDAY WELLNESS STRONG BY ZUMBA (1.5 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 9183-B784 D. DILDAY EvCC - Main, NBI, 101
20 Sessions T/Th Apr. 10 - June 14 7:30AM - 8:00AM

MIDDAY WELLNESS YOGA FIT (.75 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: $55
ITEM 9102-B784 T. ROBBINS EvCC - Main, NBI, 101
10 Sessions Fri. Apr. 13 - June 15 12:15PM - 1:00PM

OUTDOOR RECREATION

AMERICA’S BOATING COURSE (1.6 CEUS)
Many boat insurance companies offer discounts to those who successfully complete this course. This course will give you the education required by most states to obtain a state boat license or operator certificate and provide the basic knowledge of boats, boat handling, emergency situations, and required safety equipment for the novice boater. Important topics include anchoring, trailer boating, marine communications, and water sport activities. Fee: $120
ITEM 9226-B784 ETHER 5855 CCEC - Everett, 116
8 Mondays Apr. 2 - May 21 6:30 - 8:30PM

WORLD LANGUAGES

AMERICAN SIGN LANGUAGE VI (ASL & 223) (5 CREDITS)
Continuation of ASL 121, 122, 123. Focus on the ability to narrate events, make suggestions and requests, ask about nationality and family names and family immigration history. Self-support, non-tuition class. Additional fees may apply. Payment is due at time of registration. Last day for 100% refund is April 6. There is no 50% refund option. You must register through Enrollment Services for this class. Prerequisites: ASL & 222, placement test or instructor permission. Fee: $335
9489-B784 BONTRAGER L EvCC Main - IND, 103
19 Sessions M/W Apr. 2 - June 6 5:00PM - 7:10PM
Class will not meet on May 28.

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. Required textbook: See website. The same textbooks will be used for Levels 1 and 2. Fee: $169
ITEM 9091-B784 C. DUCHESNE EvCC - Main, WHL, 341
8 Mondays Apr. 2 - May 21 6:00PM - 8:00PM

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-B784 C. DUCHESNE EvCC - Main, WHL, 341
8 Thursdays Apr. 5 - May 24 6:00PM - 8:00PM

ITALIAN FOR TRAVELERS LEVEL 1 (1.6 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: $169
ITEM 9181-B783 P. FIORENTINI CCEC - Everett, 110
8 Mondays Mar. 19 - May 7 6:30PM - 8:30PM

ITALIAN FOR TRAVELERS LEVEL 2 (1.6 CEUS)
Continuation of Italian 1. Practice listening, speaking, reading and writing to communicate in a logical, natural and personalized way. TCourse requires work to be completed online. Self-support, non-tuition class. Additional fees may apply. Payment due at time of registration. Last day for 100% refund is April 6. There is no 50% refund option. You must register through Enrollment Services for this class. Fee: $335
ITEM 9460-B784 R. BERTOLDI Apr. 2 - June 8 /ONLINE

ITALIAN II (ITAL 122) (5 CREDITS)
Continuation of Italian 1. Practice listening, speaking, reading and writing to communicate in a logical, natural and personalized way. TCourse requires work to be completed online. Self-support, non-tuition class. Additional fees may apply. Payment due at time of registration. Last day for 100% refund is April 6. There is no 50% refund option. You must register through Enrollment Services for this class. Fee: $335
ITEM 9461-B784 R. BERTOLDI Apr. 2 - June 8 /ONLINE

SPANISH FOR TRAVELERS LEVEL 1 (1.2 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
PERSONAL INTEREST

SUMMER READING PROGRAM for Children & Adults

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

Programs are available for the following ages/grades:

- 4-year olds and Kindergarten
- Entering 1st Grade
- Entering 2nd Grade
- Entering 3rd Grade
- Entering 4th or 5th Grade
- Entering 6th, 7th, or 8th Grade
- Entering 9th, 10th, or 11th Grade
- Entering 12th Grade, College Students, or Adults

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

Visit EverettCC.edu/Reading for more information.

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: $129

Item 9172-B784  B. Johnson  CCEC - Everett, 238
6 Mondays  Apr. 2 - May 7  6:30PM - 8:30PM

MAKE WRITING A BUSINESS: THE NITTY GRITTY  NEW! OF BEING AN AUTHOR ENTREPRENEUR (.2 CEUS)

Expand your writing passion to embrace entrepreneurship. Participants will discover resources to help manage their writing ventures. Learn the basics of a writing enterprise such as home office deductions, sales taxes and tax reseller agreements. Topics include domain names, websites, accepting credit cards, bank accounts, crowdfunding, paperless filing systems, business plans and more. Fee: $39

Item 9017-B784  M. Sullivan  Bothell
1 Saturday  Apr. 21  10:00AM - 12:00PM

THE BUSINESS OF BEING AN ARTIST (.2 CEUS)  NEW!

Shed light on the business side of being an artist. How do I know if my art is good enough to enter shows? How do I pursue my passion for art beyond a hobby? What goes into an artist’s website? Do I need insurance? Bring your laptop or desktop computer, your questions and your ideas. The instructor will share her journey and give you suggestions, advice, and hands-on experience for turning your passion into more than a hobby. Fee: $169

Item 9037-B784  C. Collins-Freeman  Bothell
6 Wednesdays  Apr. 4 - May 9  6:30 - 8:30PM

Item 9034-B784  C. Collins-Freeman  CCEC - Everett, 239
6 Saturdays  Apr. 7 - May 19  10:00AM - 12:00PM

CONSERVATIVE 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 9036-B784  R. Keppler  CCEC - Everett, 116
2 Saturdays  May 12 - May 19  9:00AM - 12:00PM

Item 9035-B784  R. Keppler  CCEC - Everett, 116
3 Wednesdays  May 16 - May 30  6:30 - 8:30PM

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 9031-B784  S. Bailey, CFP  CCEC - Everett, 116
2 Thursdays  Apr. 12 - Apr. 19  6:30 - 9:00PM

Item 9030-B784  S. Bailey, CFP  CCEC - Everett, 231
2 Saturdays  Apr. 14 - Apr. 21  9:30AM - 12:00PM

NAVIGATING THE WORLD OF PERSONAL CREDIT (.2 CEUS)

We will cover 10 ways to prevent identity theft; how to review credit reports for free; setting credit and fraud alerts; credit scores, why they are important and how to improve them; various types of finance charges; obtaining loans; managing credit challenges; credit cards that pay rewards or cash and avoiding financial sinkholes. Participants will receive a variety of resources to help navigate the world of credit. Fee: $39

Item 9034-B784  M. Sullivan  Bothell
1 Wednesday  Apr. 11  6:00PM - 8:00PM

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
**PERSONAL INTEREST**

state pre-license 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-B784 S. JONSON Off-site/Arranged
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.

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**Personal Growth & Development**

AN INTRODUCTION TO VOICEOVERS: GETTING STARTED IN VOICE ACTING (.2 CEUS)
Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a real script and receive coaching from your instructor, a professional voice actor, to improve your delivery. One-time, 90 minute, one-on-one, video-chat class! Visit www.voicesforall.com/ooo to learn more. Fee: $69

ITEM 9192-B784 V. FOR ALL Arranged/ONLINE
Class will be held one-on-one online.

EVEETT 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-B784 STAFF Off-site
9 Mon./1 Sun. Apr. 9 - June 4 7:00PM - 9:30PM Performances on Sunday June 10.

FIRST AID AND CPR (.8 CEUS)
Learn what to do while awaiting help during a medical emergency. Approved by the Washington State Department of Labor and Industries and the American Heart Association. Student Handbooks and Automated External Defibrillator (AED) certification included. Fee: $119

ITEM 9239-B784 MULT. INSTRUCTORS EvCC - Main, LHB, 113
1 Saturday Mar. 24 8:30AM - 4:30PM

NEUROBIOLOGY OF EMOTION REGULATION (1.2 CEUS)
Many people who seek help for life stresses struggle with emotion regulation. This course will help care providers understand and explain the neurobiology and psychology of emotion in understandable terms to reduce shame and increase client participation in treatment. Participants will also learn self-monitoring techniques and have immediate opportunities to practice new skills. Fee: $169

ITEM 9336-B784 H. SMITH, MA, LMHC, MHP Bothell
4 Tuesdays Mar. 20 - Apr. 10 6:00PM - 9:00PM

**Food & Drink**

GRAVLAX - COLD CURING SALMON (.3 CEUS)
Gravlax is a Scandinavian delicacy and it’s most distinctive dish. It’s a cold-cured salmon that has incorporated other ingredients. You will learn the steps in the cold-curing process, as well as learning different ways to use it: Eggs Benedict, appetizers and more. I will be demonstrating one delicious New York influenced bagel sandwich which will be served to the students towards the end of the class. Fee: $59

ITEM 9228-B784 J. KAMIN-MARTIN CCEC - Everett, 218
1 Saturday May 5 10:00AM - 1:00PM

MAKING YOUR OWN MOZZARELLA AND RICOTTA CHEESE (.3 CEUS)
Participants will learn how to create both mozzarella and ricotta cheeses from my start to finish demonstration. Learn what milk is best; best temperatures; the proper container to use for cheese making; the acidification of the milk proteins; creation of the curds and whey; the proper method for kneading, and how to store freshly made cheese. At the end of the class, students will be invited to enjoy the freshly made cheeses. Fee: $59

ITEM 9207-B784 J. KAMIN-MARTIN CCEC - Everett, 218
1 Saturday June 2 10:00AM - 1:00PM

DISCOVER YOUR ANIMAL TOTEM (.3 CEUS)
Have you ever wondered what an animal totem is? Do you wonder if you have one or more? Do you notice animal symbols and signs in your daily life? Join this class, and journey to meet your animal totems. You will also discover how to meditate, and work with your animal guides. Fee: $59

ITEM 9209-B784 S. PATRICK, Ph.D CCEC - Everett, 231
1 Saturday June 2 10:00AM - 1:00PM

**Metaphysical Sciences**

WHAT ARE SPIRITUAL GUIDES AND ALLIES? (.3 CEUS)
Assistance comes in many forms. Some call them Guides, Angels or Allies, just to name a few. They are here to communicate with us, to provide guidance, insight and help. Join this

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**MORE ONLINE CLASSES**

Through Ed2Go, CCEC offers a variety of non-credit classes online. View a full list of course titles with descriptions and try out a FREE sample class at www.ed2go.com/everett and select “Courses.”

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

ed2go
informative class to learn the different types of guides, how they may communicate, and ways to connect on a personal level. Fee: $59
ITEM 9215-B784 S. PATRICK, Ph.D CCEC - Everett, 239
1 Saturday Mar. 31 10:00AM - 1:00PM

Visual & Creative Arts

KEEPING A NATURE SKETCHBOOK (1.2 CEUS) NEW!
This is for those who want to reconnect with nature through sketching and writing and for anyone who loves nature. Learn to observe nature closely, sketch with confidence, keep accurate records, narrate the changing seasons, and more. We will learn simple step-by-step methods. Level: Beginner and Intermediate All Levels of Skill Welcome. Required supplies: See website. Fee: $169
ITEM 9023-B784 C. COLLINS FREEMAN Bothell
6 Thursdays Apr. 5 - May 10 6:30 - 8:30PM
ITEM 9029-B784 C. COLLINS FREEMAN CCEC - Everett, 239
6 Saturdays Apr. 7 - May 19 1:00PM - 3:00PM
No class on May 5, 2018.

THE BUSINESS OF BEING AN ARTIST
See page 23 for course description and details.

Photography

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 9109-B784 J. AGUILERA CCEC - Everett, 230
4 Saturdays Apr. 7 - Apr. 28 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.

LIGHTROOM FOR PHOTOGRAPHERS (1.2 CEUS)
Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can improve the viewing 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-B784 J. AGUILERA CCEC - Everett, 117
4 Fridays Apr. 27 - May 18 5:00PM - 8:00PM

ADVANCED LIGHTROOM FOR PHOTOGRAPHERS (1.2 CEUS) NEW!
Only 10% of the images we take with a digital camera get made into prints. Most of the time these are our best images, but how do we make the translation from screen to print? We’ll use Lightroom to edit digital photographs and focus on printing. New features, like soft proofing, will be incorporated so that your finished product will look like what you see on your monitor. Fee: $159
ITEM 9255-B784 J. AGUILERA Bothell
4 Fridays Mar. 30 - Apr. 20 6:00PM - 9:00PM

NIGHT PHOTOGRAPHY (1.5 CEUS)
Explore the types of Night Photography--Urban, Structure, and Celestial--through this intensive, hands-on course. Learn exposure techniques, paint with various light, remote releases, and on/off camera flash. Learn about individual camera settings to ensure best possible night photography exposure. Shooting at various locations. Required equipment/skills: Digital Camera with manual settings; Tripod + Quick Release Plate; Memory Cards. Fee: $159
ITEM 9244-B784 J. AGUILERA Off-site
4 Saturdays May 19 - June 16 5:30 - 8:45PM
Meet at 3:30pm in the classroom, and class will end based on the energy levels in the evening. No class on May 26.

Creative Writing

CAREERS IN WRITING (.4 CEUS) NEW!
Do you want to make your living with your writing skills as a book author, journalist, columnist, freelance writer, copywriter, or in other writing jobs you don’t even know the title for yet? This workshop explores the huge variety of writing jobs available and how to get them. Topics include portfolios, writing contests, interviewing skills, resource books, writers’ conferences, and agents. Fee: $59
ITEM 9336-B784 A. HUFF Kirkland
1 Saturday May 19 10:00AM - 2:00PM
ITEM 9337-B784 A. HUFF CCEC - Everett, 117
1 Saturday May 19 10:00AM - 2:00PM

FICTION SERIES (.6 CEUS) NEW!
Explore the five elements of fiction and nonfiction (plot, character, theme, dialogue and setting) in a series of FOUR 1.5 hour classes. Unique exercises and crucial information in a nonjudgmental atmosphere add up to five evenings of fun and learning for any writer. Fee: $99
ITEM 9346-B784 A. HUFF Bothell
4 Wednesdays Apr. 4 - Apr. 25 6:30PM - 8:00PM

WRITER’S JOURNEY (.4 CEUS) NEW!
Learn how famous authors and scriptwriters use this template and how it can help you to create better-written pieces—fiction & nonfiction. Publishers and contest judges use journey structure to select winners. A fun and fascinating class. Fee: $59
ITEM 9258-B784 A. HUFF Bothell
1 Saturday May 5 10:00AM - 2:00PM

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-B784 A. HUFF CCEC - Everett, 117
1 Saturday May 12 10:00AM - 2:00PM
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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.
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CCEC - Bothell • 18345 Campus Way NE, Bothell
CCEC - Kirkland • 11605 132nd Ave NE, Kirkland
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SQL Server Developer

Make better data-driven business decisions

Explore simple to complex aspects of SQL, including programming, data warehousing and SQL administration.

See page 10 for more information.