Personal & Professional Excellence Series

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

See page 20 for details.
BAM

A customizable education program that leads toward a Bachelor of Arts in Management - Organizational Excellence.

A partnership between EvCC and City University of Seattle.

Visit EverettCC.edu/BAM for more information.

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.

Aerospace & Manufacturing Program Information Sessions

A&P TEST PREPARATION
• Wednesday, March 14, 6:00-7:30PM, Everett
• Wednesday, June 13, 6:00-7:30PM, Everett

AVIATION GROUND SCHOOL - PRIVATE PILOT
• Wednesday, March 14, 6:00-7:30PM, Everett
• Wednesday, June 13, 6:00-7:30PM, Everett

CONVENTIONAL & CNC MACHINE OPERATOR
• Monday, Mar. 19, 6:00-7:30PM, Arlington

ELECTRONICS & TROUBLESHOOTING
• Wednesday, March 14, 6:00-7:30PM, Everett
• Wednesday, June 13, 6:00-7:30PM, Everett

TRIZ
• Wednesday, March 14, 6:00-7:30PM, Everett
• Wednesday, June 13, 6:00-7:30PM, Everett

Computers & Technology Program Information Sessions

IT PROFESSIONAL CLOUD
• Monday, March 26, 6:00-7:30PM, Bothell
• Wednesday, June 6, 6:00-7:30PM, Kirkland

SOFTWARE TESTING & QUALITY ASSURANCE
• Monday, March 26, 6:00-7:30PM, Bothell
• Thursday, June 14, 6:00-7:30PM, Bothell

SQL SERVER DEVELOPER CERTIFICATE
• Tuesday, March 27, 6:00-7:30PM, Bothell
• Thursday, June 14, 6:00-7:30PM, Bothell

Business & Professional Certificate Program Information Sessions

HIGH PERFORMANCE MANAGEMENT
HUMAN RESOURCES MANAGEMENT
LEAN SIX SIGMA GREEN BELT
NON-PROFIT MANAGEMENT
PROJECT MANAGEMENT

• Monday, March 12, 6:00-7:30PM, Kirkland
  (HR Management excluded.)
• Wednesday, March 14, 6:00-7:30PM, Everett
• Thursday, March 15, 6:00-7:30PM, Bothell
• Monday, March 19, 6:00-7:30PM, Arlington

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
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- Non-Profit Management ....................................................................................... page 17
- Project Management ............................................................................................. page 18
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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

**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)

- WELCOME TO COMPUTERS (.6 CEUS)
- ITEM 8927-B784 W. BERKLEY CCEC - Everett, 125
- ITEM 8922-B784 W. BERKLEY Bothell, CC1-211
- ITEM 8924-B784 W. BERKLEY Kirkland, T319
- ITEM 8925-B784 W. BERKLEY Arlington, W131

### 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.
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, 8010
2 Sessions T/W May 15 - May 16 4:00PM - 8:00PM
This is a computer guided course in a computer lab

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
This class is scheduled: Tuesday - Thursday 5pm - 9pm and Saturday 8am - 5pm. Saturday's class is a practical knowledge lab.

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 9393-B783 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 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, 239
20 Sessions T/Th Apr. 10 - June 14 10:00AM - 1:00PM
ITEM 9390-B784 O. NAIMI CCEC - Everett, 239
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.
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

FREE Information Session:
EverettCC.edu/ElectronicsCert

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 9164-B784 Z. ROYZEN CCEC - Everett, 125
10 Mondays Apr. 9 - June 18 4:30PM - 8:30PM
No class May 28.

BLUEPRINT READING ESSENTIALS (1.5 CEUS)
Study and practice the basics of blueprints as used in the manufacturing trades. Understand and interpret the terms, abbreviations and symbols incorporated in today’s engineering drawings. Fee: $575
ITEM 9410-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 and solve real-life problems. All TRIZ courses available via WebEx.
ITEM 9402-B784 Z. ROYZEN CCEC - Everett, 218
10 Tuesdays Apr. 10 - June 12 8:00AM - 12:00PM
ITEM 9401-B784 Z. ROYZEN CCEC - Everett, 218
10 Tuesdays Apr. 10 - June 12 4:30PM - 8:30PM

REGISTER TODAY! See page 3 for details.
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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<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
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</thead>
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<tr>
<td>Module 1: Machine Operator Essentials</td>
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<td>Module 2: Conventional Machining Basics</td>
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<td>Module 3: CNC Operator: Codes – Read, Interpret, Compile</td>
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<td>Module 4: CNC Operator: Set ups – Start to Tryout</td>
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<td>Module 5: CNC Operator: CNC Operator: Making Better Parts</td>
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<tr>
<td>Module 6: CNC Operator: Inspecting Parts</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>136</strong></td>
</tr>
</tbody>
</table>

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

Conventional and CNC Machine Operator Series

Next series starts September 18, 2018

CODES – READ, INTERPRET, COMPILE (MODULE 3) (1.6 CEUS)
Explore specific skills relating to G and M codes for CNC machining. Learn common industry standard G and M codes, program structure, post processors, troubleshooting skills, handwriting programs, and program prove out techniques. Fee: $625

- ITEM 9116-B784 M. WASHBURN Arlington
  - 4 Sessions T/Th Mar. 27 - Apr. 5 5:00PM - 9:00PM

SET UPS - START TO TRYOUT (MODULE 4) (2.0 CEUS)
This training is ideal to reinforce the skills of a newly hired, promoted or experienced machinist. Practice using codes to set up jobs, identify common mistakes and learn time saving practices. Fee: $750

- ITEM 9117-B784 M. WASHBURN Arlington
  - 4 Sessions T/Th Mar. 27 - Apr. 5 5:00PM - 9:00PM

MAKING BETTER PARTS (MODULE 5) (2.8 CEUS)
Accomplish 28 hours of in-lab time, working on different CNC machines to practice your technique. Gain insight and input from instructors and other machinists. Learn proper programming methods, efficient machining techniques, identify part problems and work-holding issues, CNC machine limits, and cutting tool limits. Fee: $1125

- ITEM 9119-B784 M. WASHBURN Arlington
  - 5 Sessions T/Th Apr. 10 - Apr. 24 5:00PM - 9:00PM

INSPECTING PARTS (MODULE 6) (1.6 CEUS)
In this final course, learn how to inspect a machined part by learning how to better use precision measuring tools and their function in machining. Basic blueprint reading and GD&T will also be covered. Fee: $625

- ITEM 9124-B784 M. WASHBURN Arlington
  - 5 Sessions T/Th Apr. 10 - Apr. 24 5:00PM - 9:00PM

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

- ITEM 8910-B784 K. RILLOS EvCC - Everett, 238
  - 3 Sessions Su/F/Sa Apr. 27 - Apr. 29 8:00AM - 5:00PM
- ITEM 8915-B784 K. RILLOS CCEC - Everett, 238
  - 3 Sessions Su/F/Sa June 1 - June 3 8:00AM - 5:00PM

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

- ITEM 8923-B784 K. RILLOS ONLINE
  - 3 Sessions Su/F/Sa June 1 - June 3 8:00AM - 5:00PM

NEW! Industrial Painting Program
Visit EverettCC.edu/Aerospace for details.

CATIA V5 ONLINE Courses (.8 CEUS Each)
Instructor: K. RILLOS Fee: $415 Each

- ITEM 8930-B784 CATIA V5 INTRODUCTION TO CATIA
- ITEM 8935-B784 CATIA V5 DRAFTING FUNDAMENTALS
- ITEM 8938-B784 CATIA V5 ASSEMBLY DESIGN ADVANCED
- ITEM 8939-B784 CATIA V5 FUNCTIONAL TOLERANCE AND ANNOTATION
- ITEM 8945-B784 CATIA V5 INTRODUCTION TO SURFACING
- ITEM 8953-B784 CATIA V5 SURFACING OPERATIONS
**Computer Basics & Desktop Applications**

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

**ITEM 8927-B784**
W. BERKLEY
CCEC - Everett, 125
1 Friday
Mar. 30
9:00AM - 4:00PM

**ITEM 8926-B784**
W. BERKLEY
Bothell, CC1-211
1 Friday
Apr. 13
9:00AM - 4:00PM

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

**ITEM 8924-B784**
W. BERKLEY
Kirkland, T319
1 Friday
May 18
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 8724-B784**
K. MCCLIMANS
CCEC - Everett, 125
1 Saturday
June 9
8:30AM - 4:30PM

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

**ITEM 8864-B784**
C. HANKS
Arlington, W131
1 Saturday
Mar. 31
8:30AM - 4:30PM

**ITEM 8961-B784**
S. SAUNDERS
Kirkland, T319
1 Saturday
Apr. 7
8:30AM - 4:30PM

**ITEM 8951-B784**
S. SAUNDERS
CCEC - Everett, 126
1 Saturday
Apr. 14
8:30AM - 4:30PM

**ITEM 8865-B784**
S. SAUNDERS
Bothell, CC1-211
1 Friday
Apr. 20
8:30AM - 4:30PM

**EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)**
Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $215

**ITEM 8888-B784**
S. SAUNDERS
CCEC - Everett, 126
1 Friday
Apr. 27
8:30AM - 4:30PM

**ITEM 8952-B784**
S. SAUNDERS
Bothell, CC1-211
1 Friday
May 18
8:30AM - 4:30PM

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

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

**ITEM 8702-B784**
C. HANKS
Kirkland, T319
1 Saturday
June 9
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 8970-B784**
K. MCCLIMANS
CCEC - Everett, 126
1 Saturday
May 19
1:00PM - 4:30PM

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

**EXCEL 2016: QUICK POWERFUL GRAPHICS WITH POWER VIEW, POWERPIVOT, POWER QUERY, POWER MAP AND POWER BI (1.4 CEUS)**
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 8974-B784**
C. HANKS
CCEC - Everett, 126
1 Saturday
May 19
1:00PM - 4:30PM

**ITEM 8832-B784**
C. HANKS
Kirkland, T319
1 Friday
May 25
1:00PM - 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, CC1-211
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 867-B784 K. MCCLIMANS Bothell, CC1-211
1 Saturday May 3 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 881-B784 W. BARKLEY Bothell, CC1-211
1 Friday Apr. 6 8:30AM - 4:30PM

ITEM 8896-B784 W. BARKLEY CCEC - Everett, 126
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. BARKLEY CCEC - Everett, 125
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 records 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, 126
1 Friday Mar. 30 8:30AM - 4:30PM

ITEM 8756-B784 C. HANKS Arlington, W31
1 Saturday Apr. 14 8:30AM - 4:30PM

ITEM 8754-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, 125
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

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**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 8813-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.

Learn more about programming with instructor Randal Root.
EverettCC.edu/SQLCert

**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 8811-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.

**FOUNDATIONS 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

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 spreadsheet 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 8909-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

Meet Your Instructor:

MURRAY LAW

- SQL Certificate courses page 10

Murray Law spent 10 years working as a software engineer at Microsoft Corporation helping contribute to networking features in the Windows operating system. Later, as a founding member of the Real Time Communications team, he helped develop the networking protocols that are used today by Skype and other communications applications. He also helped to integrate SQL server into the communications platform.
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:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Cloud Services</td>
<td>20</td>
</tr>
<tr>
<td>Introduction to Office 365</td>
<td>16</td>
</tr>
<tr>
<td>Deploying and Managing a Network Infrastructure in the Cloud</td>
<td>20</td>
</tr>
<tr>
<td>Implementing and Managing Network Services in the Cloud</td>
<td>16</td>
</tr>
</tbody>
</table>

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 fits 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
ITEM 8926-B784 F. KHAN Kirkland, T319
18 Sessions T/Th Mar. 27 - May 14 5:30PM - 9:30PM

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
ITEM 8830-B784 F. KHAN Kirkland, T319
5 Sessions T/Th Mar. 27 - Apr. 10 5:30PM - 9:30PM

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
ITEM 8827-B784 F. KHAN Kirkland, T319
4 Sessions T/Th Apr. 12 - Apr. 24 5:30PM - 9:30PM

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
ITEM 8829-B784 F. KHAN Kirkland, T319
4 Sessions T/Th May 15 - May 24 5:30PM - 9:30PM

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
ITEM 8828-B784 F. KHAN Kirkland, T319
5 Sessions T/Th Apr. 26 - May 10 5:30PM - 9:30PM
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:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</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>
</tr>
</tbody>
</table>

Total Hours: 54

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

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

<table>
<thead>
<tr>
<th>ITEM 8814-B784</th>
<th>B. CRONQUIST</th>
<th>Bothell, CC1-211</th>
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<tbody>
<tr>
<td>18 Sessions M/W</td>
<td>Apr. 9 - June 11</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

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

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<thead>
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<th>ITEM 8817-B784</th>
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<th>Bothell, CC1-211</th>
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<tbody>
<tr>
<td>4 Sessions M/W</td>
<td>Apr. 9 - Apr. 19</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>ITEM 8819-B784</th>
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<tbody>
<tr>
<td>5 Sessions M/W</td>
<td>Apr. 23 - May 7</td>
<td>6:00PM - 9:00PM</td>
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</table>

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

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<thead>
<tr>
<th>ITEM 8821-B784</th>
<th>B. CRONQUIST</th>
<th>Bothell, CC1-211</th>
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<tbody>
<tr>
<td>3 Sessions M/W</td>
<td>May 9 - May 16</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

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

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<tr>
<td>6 Sessions M/W</td>
<td>May 21 - June 11</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ITEM 8839-B784</th>
<th>C. STOKER</th>
<th>Arranged/ONLINE</th>
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</thead>
<tbody>
<tr>
<td>4 Sessions M/W</td>
<td>May 30 - June 11</td>
<td>5:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

Meet Your Instructor:

BRUCE CRONQUIST

- Software Testing Series page 12

Bruce Cronquist has been teaching and testing for over 40 years. During his 24 years at Microsoft he tested many versions of Office, and went on to join the Engineering Excellence team teaching MS employees how to code and test. He now teaches engineers at Dell EMC as part of the learning and development organization.

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
CERTIFICATE

Improve your people, processes and profits.

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

Certificate requires completion of 124 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Performance Management Essentials</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to Performance Excellence</td>
<td>15</td>
</tr>
<tr>
<td>Financial Intelligence for Non-Financial Managers</td>
<td>15</td>
</tr>
<tr>
<td>Next Level Leadership</td>
<td>24</td>
</tr>
<tr>
<td>High Performance Management Certificate Capstone</td>
<td>15</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES (40 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/MgmtCert

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

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**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

**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

**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

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**High Performance Management Certificate Electives**

**SUPERVISOR-TEAM LEAD TRAINING (1.5 CEUS)**

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

**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

**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.

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FIND MORE ELECTIVES ONLINE: EverettCC.edu/MgmtCert

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**BOOKS & SUPPLY LIST ONLINE** EverettCC.edu/CourseMaterial
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 CCEC - Everett, 218
2 Saturdays Mar. 31 - Apr. 7 9:00AM - 2:00PM

EMPLOYMENT LAW (1.5 CEUS)
The legal landscape for human resources is complex and ever-changing. Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations. Prerequisite: HR Essentials. Required textbook: See website. Fee: $310

ITEM 9106-B784 C. MALONE, SPHR CCEC - Everett, 218
2 Saturdays Apr. 24 - May 7 9:00AM - 2:00PM

TALENT MANAGEMENT: FINDING AND KEEPING THE BEST (1.2 CEUS)
Finding and keeping talented employees is a key to the success of any organization. Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent. Prerequisite: Human Resources Essentials. Required textbook: See website. Fee: $235

ITEM 9875-B784 S. LEWIS, MBA, PHR CCEC - Everett, 238
2 Saturdays May 19 - June 2 9:00AM - 4:00PM

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 CCEC - Everett, 117
4 Wednesday Mar. 28 - Apr. 18 6:00PM - 9:00PM

ITEM 9068-B784 MONSTERLAND, SPHR, HPIC Bothell
2 Saturdays Mar. 30 - Apr. 7 9:00AM - 4:00PM

TOTAL REWARDS (1.2 CEUS)
Employee compensation and benefits often represent an organization’s greatest expense. Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits. Prerequisite: HR Essentials. Required textbook: See website. Fee: $250

ITEM 9082-B784 S. LEWIS, MBA, PHR CCEC - Everett, 218
2 Saturdays June 9 - June 16 9:00AM - 4:00PM

HR SYSTEMS AND METRICS (1.2 CEUS)
HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. 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 9877-B784 C. MALONE, SPHR Arlington
4 Mondays Apr. 2 - Apr. 23 5:30 - 8:30PM

ITEM 9008-B784 C. MALONE, SPHR CCEC - Everett, 117
4 Wednesdays Apr. 25 - May 16 6:00PM - 9:00PM

ITEM 9001-B784 C. MALONE, SPHR Bothell
2 Saturdays May 12 - May 19 9:00AM - 4:00PM

HUMAN RESOURCES CERTIFICATE CAPSTONE (.9 CEUS)
Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. Apply a best practice framework to analyze scenarios, determine the issues and risks and recommend steps for a solution. Prerequisites: Completion of all required classes in the Human Resources Certificate Program. Fee: $205

ITEM 9999-B784 C. MALONE, SPHR Arlington
3 Mondays May 7 - May 21 5:30 - 8:30PM

ITEM 9101-B784 C. MALONE, SPHR CCEC - Everett, 231
3 Wednesdays May 30 - June 13 6:00PM - 9:00PM

ITEM 9084-B784 C. MALONE, SPHR Bothell
2 Saturdays June 9 - June 23 9:00AM - 2:00PM

For more information, go to EverettCC.edu/HRCert

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

Exam Preparation

HRCI PHR OR SPHR EXAM PREPARATION (2.4 CEUS)
To earn your Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) credential, you need to meet the experience and education requirements, and pass the exam given by the Society for Human Resources Management (SHRM). See website for a 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 a 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 9086-B784 C. IVerson Everett
1 Saturday Apr. 21 9:00AM - 3:30PM

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 (2.6 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 9088-B784 KENMIR-HOPPER, SPHR Arlington
2 Tuesdays Apr. 10 - Apr. 17 5:30 - 8:30PM

CONDUCTING HR INVESTIGATIONS (.6 CEUS)
Conducting an effective internal investigation of employee misconduct or complaints can be critical in protecting your organization from agency complaints and lawsuits. Learn the steps for conducting a lawful and thorough internal investigation. See website for complete course description. Fee: $195
ITEM 9064-B784 KENMIR-HOPPER, SPHR CCEC - Everett, 238
2 Tuesdays June 5 - June 12 6:00PM - 9:00PM

SOCIAL MEDIA AND HR (.6 CEUS)
We’ll look at Facebook, LinkedIn, Twitter and more; and talk about ways HR can use social media to recruit, orient, train and communicate with employees more effectively. We will also talk about potential pitfalls of social media in terms of employee privacy and data security, as well as negative comments posted on social media about your organization and/or individual supervisors. Fee: $195
ITEM 9050-B784 E. ROBINSON, PHR 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 NAME</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Lean Practices Overview</td>
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<tr>
<td>Basic Statistics for Continuous Improvement</td>
<td>12</td>
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<tr>
<td>Lean Six Sigma Green Belt Foundations</td>
<td>18</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt Advanced</td>
<td>18</td>
</tr>
<tr>
<td>Managing Small Projects</td>
<td>6</td>
</tr>
<tr>
<td>Project Team Management</td>
<td>1.5</td>
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<td>Lean Six Sigma Green Belt Capstone</td>
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<td><strong>Total Hours</strong></td>
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**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 - 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. 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 (0.6 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

**PROJECT TEAM MANAGEMENT (1.5 CEUS)**

See page 19 for course description and details.

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.

**BOOKS & SUPPLY LIST ONLINE** EverettCC.edu/CourseMaterial
### CERTIFICATE PROGRAMS

**Lean Six Sigma Green Belt Exam Prep**

**LEAN SIX SIGMA GREEN BELT TEST PREPARATION (1.2 CEUS)**
Learn useful tips, tricks and traps to avoid with exercises and timed sample exams for the ASQ Green Belt certification exam. Prerequisites: Lean Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, and Advanced Topics. Students should be registered with ASQ to take the upcoming exam prior to the class. Offered in partnership with Ceptara. Learn from a LSS Black Belt Instructor. Required textbook: See website. Fee: $365

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<tr>
<td>9370-B784</td>
<td>May 8 - May 29</td>
<td>Bothell</td>
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**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.

### Non-Profit Management

**NON-PROFIT MANAGEMENT CERTIFICATE**
Increase your expertise in fundraising, grants, marketing & communications.

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

Certificate requires completion of 99 course hours:

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

Total Hours: 69

**ELECTIVE COURSES (30 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/NonProfitCert](http://EverettCC.edu/NonProfitCert)

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

### Non-Profit Management

**NON-PROFIT OVERVIEW (.3 CEUS)**
Develop a basic understanding of common non-profit structures, when a non-profit is appropriate and the role of the board. This course is an essential and required first step in the Non-Profit Management Certificate. Fee: $140

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<thead>
<tr>
<th>Item #</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>9349-B784</td>
<td>J. CONGER, MNPL</td>
<td>Everett</td>
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</tbody>
</table>

**LEADING BOARDS THAT LEAD (.9 CEUS)**
Do you have an active board and want to help them become more successful? Learn the tools necessary to be an effective board leader and cultivate champions of your organization. Discover best practices for legal and ethical requirements; effective communication with the board and with the public; and for recruiting and leading board members. Required text: See website. Fee: $210

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<tr>
<th>Item #</th>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>9865-B784</td>
<td>J. CONGER, MNPL</td>
<td>Bothell</td>
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</table>

**FUNDRAISING ESSENTIALS (.6 CEUS)**
Develop a basic understanding of the essential fundamentals of fundraising and resource development for non-profit organizations. Present, discuss and learn the theories and practices that will prepare you to successfully develop strategies to secure sustainable revenue sources to support your organization's mission. Explore donor trends, various fundraising methods and skills that are central to successful fundraising. Required text: See website. Fee: $185

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<tr>
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<th>Instructor</th>
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<tr>
<td>9075-B784</td>
<td>J. CONGER, MNPL</td>
<td>Bothell</td>
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**GRANT WRITING AND GRANT MANAGEMENT ESSENTIALS PACKAGE (2.1 CEUS)**
Register for the Grant Writing/Grant Management Essentials package and save! Fee: $395

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<th>Item #</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>9357-B784</td>
<td>A. BEARD, PH.D</td>
<td>Kirkland</td>
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**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

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

Project Management Certificate

Certificate requires completion of 99 course hours:

**REQUIRED CORE COURSES**
- Project Management Essentials 15
- Project Planning and Scheduling Techniques 15
- Project Execution and Control 15
- Project Team Management 15
- Microsoft Project for Project Managers 15
- Project Management Capstone 9

Total Hours: 84

**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, go to EverettCC.edu/ProjectManagement

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

Next Level Leadership (2.4 CEUS)
See page 13 for course description and details.

Find electives online:
EverettCC.edu/NonProfitCert

Learn more about CCEC’s Project Management program at EverettCC.edu/ProjectManagement

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

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<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>Item 9417-B784</td>
<td>MULLIN, MBA, PMP, CSM</td>
<td>CCEC-Everett, 110</td>
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<td>Item 9862-B784</td>
<td>S. GOLDSMITH, MBA, PMP</td>
<td>Bothell</td>
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<tr>
<td>Item 9024-B784</td>
<td>D. THOMPSON, MBA</td>
<td>Kirkland</td>
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<td>Item 9313-B784</td>
<td>D. THOMPSON, MBA</td>
<td>Arlington</td>
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<td>Item 9028-B784</td>
<td>D. SPAYTH, PMP</td>
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<td>Item 9025-B784</td>
<td>M. FISCHER, PMP</td>
<td>CCEC-Everett, 218</td>
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<td>Bothell</td>
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<td>Item 9418-B784</td>
<td>D. SPAYTH, PMP</td>
<td>Kirkland</td>
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<td>Item 9043-B784</td>
<td>THOMPSON, MBA, PMP</td>
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<tr>
<td>Item 9062-B784</td>
<td>D. SPAYTH, PMP</td>
<td>Kirkland</td>
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**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

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<td>Item 9025-B784</td>
<td>M. FISCHER, PMP</td>
<td>CCEC-Everett, 218</td>
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<td>Bothell</td>
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**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

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<td>Item 9043-B784</td>
<td>THOMPSON, MBA, PMP</td>
<td>Bothell</td>
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Budgets, and how to apply. Gain fundamental skills that can be used to develop convincing proposals. Required texts: See website. Fee: $210

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<td>A. BEARD, PH.D</td>
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<td>S. GOLDSMITH, MBA, PMP</td>
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<td>THOMPSON, MBA, PMP</td>
<td>Bothell</td>
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CERTIFICATE PROGRAMS

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

MUTISOCFT 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

PROJECT MANAGEMENT CERTIFICATE ELECTIONS

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

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

FIND MORE ELECTIONS ONLINE:
EverettCC.edu/ProjectManagement

Meet Your Instructor:
DON THOMPSON
BSC, MBA, EDD
• Project Execution and Control page 19

Don Thompson has been helping organizations build, deliver and improve their employee training and education programs for over 25 years. Starting out as a Chief Machinist/Chemist in the U.S. Navy, he has since taught classes on high speed manufacturing, software deployment and advanced troubleshooting. In his spare time Don enjoys archery, gardening, music, and spending time with his wife and kids in the foothills of the Cascade Mountains.

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

PROJECT RISK MANAGEMENT ESSENTIALS (.9 CEUS)
Understanding Project Risk Management can lessen inevitable risk, reduce costs and improve project outcomes. Aligned with the PMBOK®, this will give an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Prerequisite: PM Essentials course or concurrent enrollment. Fee: $225

EARNED VALUE MANAGEMENT (.6 CEUS)
Earned Value Management is a best practice tool to help manage scope, schedule and cost effectively. It can provide an early warning for actions needed to keep projects on track. Learn tools to determine critical vs. non-critical problems; use formulas to report and forecast project performance. Based on the PMBOK® principles. Prerequisite: PM Essentials and Project Planning and Scheduling Techniques. Recommended textbooks: See website. Fee: $195

FIND MORE ELECTIONS ONLINE:
EverettCC.edu/ProjectManagement
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 8981-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.

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 9072-B784  M. BUSCHMOHLE     Bothell
1 Saturday  Apr. 14  9:00AM - 4:00PM

ACCOUNTING & FINANCE

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 9061-B784  J. DAS     Bothell
3 Saturdays  June 2 - June 16  9:00AM - 3:00PM

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 9310-B784  STAFF     CCEC - Everett, 231
6 Saturdays  Apr. 28 - June 9  9:00AM - 4:00PM
ITEM 9909-B784  STAFF     Bothell
6 Saturdays  May 12 - June 23  9:00AM - 4:00PM

Flagging & Traffic Control

FLAGGING AND TRAFFIC CONTROL CERTIFICATION (.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 Saturday  Mar. 24  8:00AM - 2:30PM
ITEM 9137-B784  M. FOY     Bothell, CCEC - Everett, 116
1 Saturday  Apr. 7  8:00AM - 2:30PM
ITEM 9141-B891  M. FOY     Bothell, CCEC - Everett, 110
1 Saturday  June 16  8:00AM - 3:00PM
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 9310-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 Gold’s 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 Athletic Club.
HYBRID PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)
Limited on time for an in-person class? This hybrid course is for students wanting the convenience of an online class with in-depth instruction and hands-on practical labs. Your key bonus option is to master the essential hands on skills at a local fitness center near you as part of the program. Course includes mentored online self-paced lessons for optimal learning. See website for more information. We strongly encourage interested students to attend a free orientations; see details below. Fee: $700
ITEM 9145-B784 STAFF HYBRID
Students may enroll in this course at any time.

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 our FREE information session while seats are still available.
ITEM 9184-B784 STAFF EvCC - Main, FIT, 148
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 9134-B783 STAFF
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.

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

WEEKDAY 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; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: $160
ITEM 9217-B784 S. TAGG, J. KEY EvCC - Main, FIT, 231
43 Sessions M/T/W/Th Apr. 2 - June 14 6:30AM - 7:30AM
Class will not meet on May 28.

WEEKDAY WAKE-UP ZUMBA ONLY (2.1 CEUS)
This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee: $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.

WEEKDAY 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, 148
22 Sessions T/Th Apr. 3 - June 14 6:30AM - 7:30AM

Online Training for K-12 Teachers!

Corporate & Continuing Education Center in partnership with LERN
LERN is a national partnership comprised of a network of 4,000 members serving the lifelong learning needs of individuals and organizations in our community. Courses are designed to offer practical, how-to information in order for learners to gain the knowledge and skills necessary to succeed in the 21st century.
For detailed course outlines, demos, frequently asked question and student reviews, visit YouGotClass.org/Catalog.cfm/EverettCC

EARN A CERTIFICATE OR TAKE CLASSES INDIVIDUALLY
Certificate in Customer Service ......................$245
Certificate in Data Analysis ........................$495
Certificate in Google Tools ..........................$495
Cyber Security for Managers .......................$195
The Business Plan .....................................$195
Funding Your Business ...............................$195
Digital Marketing Certificate .......................$495
Google Apps for Business ..........................$195
Certificate in Game Design .........................$395
Introduction to Game Design ......................$195
Intermediate Video Game Design ..................$195
Inbound Marketing Certificate .....................$495
Mobile Marketing Certificate ......................$595
Video Marketing Certificate .......................$395
Google+ ..............................................$195
Instagram for Business .............................$195
Managing Social Media Platforms Certificate ...$495
Certificate in Designing Webinars ...............$345
Developing Hybrid Courses .......................$195
Substitute Teacher Preparation ...................$145
Using Cell Phones in the Classroom .............$145

TRAINING FOR K-12 TEACHERS
Certificate in Learning Styles .......................$395
Students with ASD ..................................$195
Gender in the Classroom ............................$145
Generational Learning Styles .......................$145
Online Learning & Teaching ......................$145
PERSONAL INTEREST

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 9930-B784  D. DILDAY  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: $80
ITEM 9226-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 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 9182-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  EVERETT SPS 5  CUCEC - 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
ITEM 9498-B784  BONTRAGER L  EvCC Main - IND, 103
19 Sessions M/W  Apr. 2 - June 8  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, WHI, 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, WHI, 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 9187-B783  P. FIORENTINI  CUCEC - Everett, 110
8 Mondays  Mar. 19 - May 7  6:30PM - 8:30PM

ITALIAN I (ITAL 121) (5 CREDITS)
Begin to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Course 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: $535
ITEM 9460-B784  R. BERTOLDI  Apr. 2 - June 6 /ONLINE

ITALIAN II (ITAL 122) (5 CREDITS)
Continuation of Italian I. 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: $535
ITEM 9461-B784  R. BERTOLDI  Apr. 2 - June 6 /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
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

Personal Business, Finance, & Investment

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 9375-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

No class on May 5, 2018.

CONSERVATIVE RETIREMENT PLANNING (.6 CEUS) NEW!

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 9195-B784 R. KEPPLER CCEC - Everett, 116
1 Wednesday Apr. 11 6:00PM - 8:00PM

ITEM 9196-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 9351-B784 M. BAILEY, CFP CCEC - Everett, 116
2 Thursdays Apr. 12 - Apr. 19 6:30 - 9:00PM

ITEM 9350-B784 M. BAILEY, CFP CCEC - Everett, 231
2 Saturdays Apr. 14 - Apr. 21 9:30AM - 12:00PM

RETIREMENT PLANNING TODAY® (.6 CEUS)

Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes two illustrated workbooks. Couples may attend together for a single registration fee. Class sizes are limited so register today! Fee: $59

ITEM 9188-B784 T. MCLAUGHLIN, CFP Arlington
2 Tuesdays May 1 - May 8 6:30 - 9:30PM

ITEM 9193-B784 T. MCLAUGHLIN, CFP Arlington
2 Thursdays May 3 - May 10 6:30 - 9:30PM

NAVIGATING THE WORLD OF PERSONAL CREDIT (.2 CEUS) NEW!

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 9374-B784 M. SULLIVAN Bothell
1 Wednesday Apr. 11 6:00PM - 8:00PM

REAL ESTATE PRE-LICENSING - WASHINGTON STATE (.9 CEUS)

Obtain a Washington State Real Estate License in as little as 7 weeks. Live Lecture Course: Fundamentals 60-clock hours; Practices 30 clock-hours. ONLINE self-paced course is also available. Either option satisfies the Washington
state pre-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.

> **EVERETT CHORALE**

**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 9190-B784 V. FOR ALL Arranged/ONLINE
Class will be held one-on-one online.

**FIRST AID AND CPR (.8 CEUS)**
Learn what to do while waiting for 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, LBH, 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

**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, 116
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

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**Meet Your Instructor:**

**HANNAH SMITH**

**MA, LMHC**

- **Neurobiology of Emotion Regulation**

Hannah Smith has nearly 20 years of experience in academic and therapeutic settings. She is a clinical supervisor who holds specialized certifications in Developmental Disabilities and Child Behavior and has done extensive work in trauma, anxiety, personality disorders, and brain trauma rehabilitation. Her experience, both in the US and abroad, has given her a unique perspective and relatability.

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**Meat & Drink**

**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 J. PATRICK, Ph.D CCEC - Everett, 231
1 Saturday June 2 10:00AM - 1:00PM

**INTRODUCTION TO THE PATH OF THE TAROT (.4 CEUS)**
The tarot is a journey of self-discovery. The hidden paths of knowledge unfold as you learn about its messages and symbolism. Understanding the key concepts, and knowing how to read and interpret the tarot, can provide insight and guidance. Learning the tarot is informative and fun! Bring your tarot deck and learn! Fee: $59

ITEM 9233-B784 S. PATRICK, Ph.D CCEC - Everett, 218
1 Saturday Apr. 28 10:00AM - 2:00PM

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**MORAL CLIMATE: PERSONAL GROWTH**

**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
instructive 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)**
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 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 curate the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom, to learn how to use it. Fee: $159
ITEM 9257-B784 J. AGUILERA CCEC - Everett, 239
4 Fridays Apr. 27 - May 18 5:00PM - 8:00PM

**Creative Writing**

**CAREERS IN WRITING (.4 CEUS)**
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 9338-B784 A. HUFF Kirkland
1 Saturday May 19 10:00AM - 2:00PM
ITEM 9337-B784 A. HUFF CCEC - Everett, 239
1 Saturday May 19 10:00AM - 2:00PM

**FICTION SERIES (.6 CEUS)**
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)**
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

**YOU’re IN CHARGE: EBOOKS, PODS, & BLOGS (.4 CEUS)**
Published? You? You bet! Learn how to choose between traditional and new publishing options including blogging, self-publication, and eBooks. Discover how to get your words to your chosen audience, spending little to nothing and earning the best percentages. Instructor is a widely published author & blogger. Fee: $59
ITEM 9179-B784 A. HUFF CCEC - Everett, 239
1 Saturday May 12 10:00AM - 2:00PM

**PERSONAL INTEREST**

**ONLINE Writing Courses (1.0 CEUs Each)**
Instructor: A. HUFF Fee: $99 Each

**CHARACTER DEVELOPMENT IN WRITING**
ITEM 9269-B783

**EBOOKS START TO FINISH**
ITEM 9342-B783

**TRAVEL WRITING**
ITEM 9270-B783

**WRITE ABOUT YOUR LIFE**
ITEM 9273-B783

**COMMAS TO CONTENT: EDIT YOUR OWN WRITING**
ITEM 9277-B783

**CREATE A SELLING NOVEL**
ITEM 9283-B783

**FREELANCE WRITING**
ITEM 9271-B783

**FICTION SERIES**
ITEM 9272-B783

**SELL YOUR NONFICTION BOOK**
ITEM 9284-B783

**WRITING FOR CHILDREN**
ITEM 9285-B783
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.
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.