Project Management Certificate Program

Learn practical skills that you can apply on the job right away.

Prepare for or maintain your project management certification through dozens of PMI-approved courses taught by certified project management experts.

See page 20 for details.
AEROSPACE & MANUFACTURING
A&P Test Preparation 5
Machining 7
Manufacturing 6
Soldering and Inspection Certifications 5

BUSINESS & PROFESSIONAL DEVELOPMENT
Accounting & Finance 11
Personal Business, Finance & Investment 23

CERTIFICATE PROGRAMS
Electronics & Troubleshooting 6
High Performance Management 13
Human Resources Management 14
IT Professional Cloud 12
Lean Six Sigma Green Belt 16
Manufacturing Operations Management 7
Non-Profit Management 18
Project Management 20
SQL Server Developer 10

CERTIFICATIONS
Flagging & Traffic Control 21
Forklift Operator 6
Personal Trainer 21
Real Estate 23

COMPUTERS & TECHNOLOGY
CATIA v5 8
Computer Basics & Desktop Applications 8
Programming 11
SQL Server 10

HEALTH & FITNESS
Weekday Wake-Up 22
Midday Wellness 22

ONLINE LEARNING
ed2go 23
UGotClass 22

PERSONAL & PROFESSIONAL EXCELLENCE
Personal & Professional Excellence 21

PERSONAL INTEREST
Creative Writing 24
Metaphysical Sciences 23
Personal Growth & Development 23
Photography 24
Visual & Creative Arts 24
World Languages 22

COURSE INDEX 26

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TABLE OF CONTENTS

---

OUR MISSION

We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.

- Professional Development
- Customized Training
- Small Business Acceleration
- Personal Interest

CCEC ROOM RENTALS

Host your next meeting or event at CCEC

- Conveniently located near I-5 and Hwy 526 in South Everett on Seaway Blvd. across from Fluke Corp. and Boeing-Everett
- Free parking
- Free Wi-Fi access

... and more!

Visit EverettCC.edu/CCECRentals for more information

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Contact Corporate & Continuing Education Center

Corporate & Continuing Education Center office is located at:
2333 Seaway Boulevard, Everett, WA 98203.
Office Hours: 7am–6:30pm, Mon.–Thur. | 7am–5pm, Fri. | 8am–12pm, Sat.

Customer Service and Registration
learn@everettcc.edu 425-267-0100

Customized Training
trainingsolutions@everettcc.edu 425-267-0162
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, procedure, or otherwise whenever necessary. Changes may apply not only to prospective students, but also to those currently enrolled. Advance notification will be given to students whenever possible.

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Certificates & Certifications

Certificate Programs
- Electronics & Troubleshooting, page 6
- High Performance Management, page 13
- Human Resources Management, page 14
- Lean Six Sigma Green Belt, page 16
- Manufacturing Operations Mgmt, page 7
- Non-Profit Management, page 18
- Project Management, page 20
- SQL Server Developer, page 10
- Certified IPC Specialist (Soldering), page 5
- Flagging & Traffic Control, page 21
- Forklift Operator Certification, page 6
- Personal Trainer Certification, page 21
- UGotClass Online Certificates, page 22

FREE information sessions
Contact learn@everettcc.edu or 425-267-0150 to register.

Aerospace & Manufacturing Programs
A&P Test Preparation
- Tuesday, June 13, 6:00-7:30PM, Everett
- Tuesday, September 5, 6:00-7:30PM, Everett
Aviation Ground School
- Tuesday, June 13, 6:00-7:30PM, Everett
- Tuesday, September 5, 6:00-7:30PM, Everett
Conventional & CNC Machine Operator
- Tuesday, September 12, 6:00-7:30PM, Arlington
Electronics & Troubleshooting
- Tuesday, June 13, 6:00-7:30PM, Everett
- Tuesday, September 5, 6:00-7:30PM, Everett
Manufacturing Operations Management
- Tuesday, June 13, 6:00-7:30PM, Everett
- Tuesday, September 5, 6:00-7:30PM, Everett

Computers & Technology Programs
Cloud Computing
- Wednesday, June 7, 5:30-6:30PM, Kirkland
Software Testing & Quality Assurance
- Wednesday, June 7, 7:30-8:30PM, Kirkland
SQL Server Developer Certificate
- Wednesday, June 7, 5:30-6:30PM, Everett

Business & Professional Certificate Programs
High Performance Management
Human Resources Management
Lean Six Sigma Green Belt
Non-Profit Management
Project Management
- Tuesday, June 13, 6:00 - 7:30PM, Everett
- Wednesday, June 14, 6:00 - 7:30PM, Bothell
- Tuesday, June 20, 6:00 - 7:30PM, Arlington
- Wednesday, June 21, 6:00 - 7:30PM, Kirkland

(Human Resources Management is not held in Kirkland.)
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. Registration recommended.

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

ITEM 9110-B782
1 Tuesday Sept. 5
B. DAVIS CCEC - Everett, 116
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-B781
2 Sessions T/W
C. RUSSELL CCEC - Everett, 126
July 11 - July 12
5:00PM - 9:00PM

This is a computer guided course in a computer lab

General Knowledge—Oral and Practical Exam Preparation (1.2 CEUs)
Fee: $525

ITEM 9159-B781
3 Sessions T/W/Th
B. DAVIS Aviation - PFC, 8008
July 18 - July 20
5:00PM - 9:00PM

Airframe—Oral and Practical Exam Preparation (1.2 CEUs)
Fee: $525

ITEM 9160-B781
3 Sessions T/W/Th
C. RUSSELL Aviation - PFC, 8008
July 25 - July 27
5:00PM - 9:00PM

Powerplant—Oral and Practical Exam Preparation (2.0 CEUs)
Fee: $525

ITEM 9161-B781
4 Sessions T/W/Th/5a
B. DAVIS, C. RUSSELL Aviation - PFC, 8008
Aug. 1 - Aug. 5
5:00PM - 9:00PM

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. Registration recommended.

ITEM 9393-B784
1 Tuesday June 13
O. NAIMI CCEC - Everett, 116
6:00PM - 7:30PM

ITEM 9393-B782
1 Tuesday Sept. 5
O. NAIMI CCEC - Everett, 116
6:00PM - 7:30PM

Aviation Ground School—Private Pilot
(6.0 CEUs)

ITEM 9393-B784
20 Sessions T/Th
O. NAIMI CCEC - Everett, 218
July 20 - Aug. 29
8:00AM - 1:00PM

ITEM 9393-B782
20 Sessions T/Th
O. NAIMI CCEC - Everett, 218
July 20 - Aug. 29
5:00PM - 8:00PM

No class on July 4.

Soldering and Inspection Certifications

Lead-Free Hands-On Soldering Training and Assembly (1.6 CEUs)
Prepare for entry-level opportunities in the electronics manufacturing industry. Practice basic electronic assembly and soldering, safety and ESD, component identification, industry terms, and safety procedures. Course modules are 40% lecture and 60% hands-on exercises. Earn a certificate upon successful completion of all tests within these modules. Complete a soldering kit in class. Basic English language skills required. Fee: $365

ITEM 9129-B781
2 Sessions F/Sa
J. LARSEN CCEC - Everett, 240
July 23 - July 24
8:00AM - 5:00PM

ITEM 9146-B781
2 Sessions F/Sa
J. LARSEN CCEC - Everett, 240
July 21 - July 22
8:00AM - 5:00PM

IPC J-STD-001 Certification (3.2 CEUs)
Achieve an internationally recognized two-year industry certification and enhance your skills in high tech, aerospace, and medical electronics manufacturing. A Certified IPC Specialist (CIS) is a portable credential that recognizes proficiency of international soldering standards. Course curriculum includes classroom and laboratory training, a written exam, and skills evaluation. Prerequisite: Previous soldering experience or certification class. Fee: $765

ITEM 9151-B781
4 Sessions F/Sa
J. LARSEN CCEC - Everett, 240
Aug. 4 - Aug. 12
8:00AM - 5:00PM

Meet Your Instructor: Oscar Naimi

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. Oscar worked for the Boeing Company for 25 years and retired 11 years ago. He enjoys flying, teaching, biking, and playing music.

Meet Your Instructor: Jonathan Larsen

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. In his free time, he enjoys hanging out with his wife and 3 sons, home improvement projects and incorporating modern technology into our daily lives.

INTERESTED IN AEROSPACE TRAINING?
Visit EverettCC.edu/Aerospace
AEROSPACE & MANUFACTURING

ELECTRONICS & TROUBLESHOOTING CERTIFICATE

Short-term training for high-demand jobs.

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

Electronics & Troubleshooting Certificate

Certificate requires completion of 170 course hours:

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

ELECTIVE COURSES (24 hours)
For currently offered elective courses view our website

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett

For more information, go to EverettCC.edu/ElectronicsCert
Questions about the program? Contact Customer Service at 425-267-0150 or learn@everettcc.edu

Electronics & Troubleshooting Certificate

FREE Information Session: Electronics and Troubleshooting Program

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

ITEM 9162-B674 STAFF  CCEC - Everett, 116
1 Tuesday June 13 6:00PM - 7:30PM

ITEM 9162-B782 STAFF  CCEC - Everett, 116
1 Tuesday Sept. 5 6:00PM - 7:30PM

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

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

ITEM 9129-B781
J. LARSEN  CCEC - Everett, 240
2 Sessions F/Sa July 23 - July 24 8:00AM - 5:00PM

ITEM 9146-B781
J. LARSEN  CCEC - Everett, 240
2 Sessions F/Sa July 21 - July 22 8:00AM - 5:00PM

Network Fundamentals (1.8 CEUs)

Learn the necessary information for networking technologies, installation and common network problem areas. Explore media access control methods, topologies, cabling, Ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: Fundamental understanding of computer concepts and basic Windows skills. Textbook included ($35 value). Fee: $450

ITEM 8836-B781
N. DEVOGEL  CCEC - Everett, 109
3 Sessions Th/F/Sa July 20 - July 22 9:00AM - 3:45PM

Forklift Operator Certification

Forklift Operator I, IV, V Certification (.5 CEUs)

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

ITEM 9127-B781
J. SPEICHER  AMTEC, 125
1 Saturday July 15 9:00AM - 2:00PM

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

MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE

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

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

Manufacturing Operations Management Certificate
Certificate requires completion of 144 course hours:

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

ELECTIVE COURSES (24 hours)
Work towards an entire certificate or take classes individually.

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett

For more information, go to EverettCC.edu/ManufacturingCert
Questions about the program? Contact Customer Service at 425-267-0150 or learn@everettcc.edu

Do you want to enhance your MACHINIST TRAINING?

Advance your skills as a machine operator.
For newly hired, promoted, and experienced machinists.

Improve your understanding of how to safely operate CNC and conventional mills, how to read, interpret and compile codes, and practice using these codes to set up jobs.
Make better parts and inspect parts more accurately.

Conventional & CNC Machine Operator Series:
- Module 1: Machine Operator Essentials (1.6 CEUs)
- Module 2: Conventional Machining Basics (4.0 CEUs)
- Module 3: Codes - Read, Interpret, Compile (1.6 CEUs)
- Module 4: Set-up and Prove Out (2.0 CEUs)
- Module 5: Making Better Parts (2.8 CEUs)
- Module 6: Inspecting Parts (1.6 CEUs)

Watch for the next Conventional and CNC Machine Operator Series COMING THIS FALL.

Visit EverettCC.edu/Aerospace for more information
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

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<tr>
<th>Item Code</th>
<th>Instructor</th>
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<th>Time</th>
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<tbody>
<tr>
<td>8910-B781</td>
<td>K. Rillos</td>
<td>Everett</td>
<td>3 Sessions Su/F/Sa, July 14 - July 16</td>
<td>8:00AM - 5:00PM</td>
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<tr>
<td>8915-B781</td>
<td>K. Rillos</td>
<td>Everett</td>
<td>3 Sessions Su/F/Sa, Aug. 11 - Aug. 13</td>
<td>8:00AM - 5:00PM</td>
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This is an online course

CATIA V5 Online Package (4.0 CEUs)
Study CATIA at your pace and in the comfort of your own home. The web-based curriculum includes video demonstrations and interactive lab exercises using a CATIA simulation program. Enroll and start class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. This online package which includes the first five classes, for a saving of $200! Fee: $1875

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<tr>
<td>8923-B781</td>
<td>K. Rillos</td>
<td>Everett</td>
<td>3 Sessions Su/F/Sa, July 14 - July 16</td>
<td>8:00AM - 5:00PM</td>
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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

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<tr>
<td>8922-B781</td>
<td>W. Berkley</td>
<td>Kirkland</td>
<td>1 Friday June 30</td>
<td>9:00AM - 4:00PM</td>
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<tr>
<td>8924-B781</td>
<td>W. Berkley</td>
<td>Everett</td>
<td>1 Friday June 30</td>
<td>9:00AM - 4:00PM</td>
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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

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<tr>
<td>8961-B781</td>
<td>S. Saunders</td>
<td>Kirkland</td>
<td>1 Saturday June 24</td>
<td>8:30AM - 4:30PM</td>
</tr>
</tbody>
</table>

Excel 2016 Level 2: Beyond Excel Basics (.7 CEUs)
Advance your knowledge of spreadsheets to increase your productivity. Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with data charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

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<tr>
<td>8951-B781</td>
<td>K. Mclimans</td>
<td>Arlington</td>
<td>1 Saturday Aug. 5</td>
<td>8:30AM - 4:30PM</td>
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Computer Basics & Desktop Applications

Online CATIA V5 Courses (.8 CEUS EACH)
Instructor: K. Rillos  Fee: $415 EACH

Introduction To CATIA
ITEM 8930-B781

Assembly Design Fundamentals
ITEM 8931-B781

Sketcher And Auto-Constraints
ITEM 8932-B781

Part Design Fundamentals
ITEM 8933-B781

Part & Product Integration
ITEM 8934-B781

Drafting Fundamentals
ITEM 8935-B781

Assembly Design Advanced
ITEM 8936-B781

Functional Tolerance And Annotation
ITEM 8937-B781

Introduction To Surfacing
ITEM 8938-B781

Part & Product Integration
ITEM 8939-B781

Surfacing Operations
ITEM 9021-B781

Wireframe Fundamentals
ITEM 9022-B781

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

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<tr>
<td>8925-B781</td>
<td>S. Saunders</td>
<td>Kirkland</td>
<td>1 Saturday June 24</td>
<td>8:30AM - 4:30PM</td>
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Access 2016 Level 2: Beyond the Basics (.7 CEUs)
Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Practice designing a relational database, joining tables, organizing a database for efficiency, sharing data across applications, and advanced reporting. Prerequisite: Access Level 1 or equivalent experience. Textbook included ($20 value). This course content also works great for previous versions of Access. Fee: $215

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<td>K. Mclimans</td>
<td>Arlington</td>
<td>1 Saturday Aug. 5</td>
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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

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Excel 2016 Level 2: Beyond Excel Basics (.7 CEUs)
Advance your knowledge of spreadsheets to increase your productivity. Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with data charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

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<td>8951-B781</td>
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<td>Arlington</td>
<td>1 Saturday Aug. 5</td>
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</table>
Excel 2016 Level 3: Complex Workbooks (.7 CEUs)
Evolve your spreadsheet skills beyond functions, formulas, features and functionality. 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. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8702-B781 S. SAUNDERS CCEC - Everett, 125
1 Saturday Aug. 19 8:30AM - 4:30PM

ITEM 8769-B781 S. SAUNDERS CCEC - Arlington, T319
1 Saturday Aug. 12 5:30PM - 9:30PM

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 8975-B781 C. HANKS CCEC - Bothell, CC1-211
1 Friday June 23 8:30AM - 12:00PM

Excel 2016: Data Analysis with Power Pivot (.35 CEUs)
Learn how to combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations for use in their business. 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-B781 C. HANKS CCEC - Bothell, CC1-211
1 Friday June 23 1:00PM - 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 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 PowerPoint. Fee: $215

ITEM 8815-B781 S. SAUNDERS CCEC - Everett, 125
1 Saturday July 29 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-B781 C. HANKS CCEC - Bothell, CC1-211
1 Saturday Aug. 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 8978-B781 C. HANKS CCEC - Bothell, CC1-211
2 Fridays July 21 - July 28 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 8979-B781 C. HANKS CCEC - Bothell, CC1-211
2 Fridays Aug. 11 - Aug. 18 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-B781 S. SAUNDERS CCEC - Everett, 125
1 Friday June 23 8:30AM - 4:30PM

ITEM 8968-B781 S. SAUNDERS CCEC - Kirkland, T319
1 Saturday July 8 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-B781 W. BERKLEY CCEC - Everett, 126
1 Friday July 14 8:30AM - 4:30PM

ITEM 8759-B781 S. SAUNDERS CCEC - Kirkland, T319
1 Saturday July 29 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 8762-B781 S. SAUNDERS CCEC - Everett, 126
1 Saturday Aug. 5 8:30AM - 4:30PM

Meet Your Instructor: Will Berkley
Welcome to Computers page 8
Will Berkley has been an instructor of credit and continuing education classes for over eight years. Prior to teaching, Will’s professional experiences included software development, database management, and telephone technical support. He enjoys teaching students from across different backgrounds how to become more efficient in their skills. When not in class, you may spot Will out hiking, playing volleyball, sailing, or visiting bakeries.
SQL Server Certificate

SQL Server Developer Series (7.2 CEUs)
Enroll in the series and save. Learn foundational skills needed for Microsoft’s SQL Server 2012 administration and development. Move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. Prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Save $100 on these five courses when you enroll in this series:
• Database Designs and Concepts
• SQL Programming Level 1
• SQL Programming Level 2
• SQL Server Administration
• Data Warehouse Design
Course materials included. Fee: $2085

ITEM 8890-B781 R. ROOT CCEC - Everett, 126
18 Sessions M/T/W/Th June 13 - Aug. 9 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. Microsoft SQL Server is used, but the concepts learned are applicable to all database software.
Prerequisites: Familiarity with spreadsheets and the Windows Operating System. Textbook included ($50 value). Fee: $365

ITEM 8899-B781 R. ROOT CCEC - Everett, 126
3 Sessions T/Th June 13 - June 20 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 SQL programming statements. Microsoft SQL Server is used, but the concepts learned are applicable to all database software.
Prerequisites: Databases Designs and Concepts or equivalent knowledge. Textbook included ($50 value). Fee: $365

ITEM 8905-B781 R. ROOT CCEC - Everett, 126
3 Sessions M/W Aug. 2 - Aug. 9 5:30PM - 9:30PM

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 8904-B781 R. ROOT CCEC - Everett, 126
3 Sessions T/Th July 6 - July 13 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 8906-B781 R. ROOT CCEC - Everett, 126
6 Sessions T/Th July 18 - Aug. 3 5:30PM - 9:30PM

Data Warehouse Design (1.2 CEUs)
What’s the difference between a standard database and a data warehouse database? What is a star or snowflake schema? Discover the answers to these questions and others as you create functioning data warehouses. 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.
Fee: $365

ITEM 8907-B781 R. ROOT CCEC - Everett, 126
3 Sessions M/W Aug. 2 - Aug. 9 5:30PM - 9:30PM

Make better data-driven business decisions.
• Leverage productive analytical techniques that drive better risk assessments and business potential
• Attend classes at an official Microsoft IT Academy school

Microsoft Imagine Academy Program Member

SQL Server Developer Certificate
Certificate requires completion of 72 course hours:

REQUIRED COURSES (72 hours) HOURS
Database Designs and Concepts 12
SQL Programming Level 1 12
SQL Programming Level 2 12
SQL Server Administration 24
Data Warehouse Design 12

ATTEND A FREE INFORMATION SESSION
Wednesday, June 7, 5:30-6:30PM, CCEC-Everett
Programming

Microsoft PowerShell (1.6 CEUs)
Develop the skills necessary to be a Windows administrator PowerShell scripting language for using Microsoft Windows operating systems. Explore PowerShell as a language and as an automation platform. Discover how to use PowerShell applications for command-line administration and create scripts to automate any complex administrative task. Learn basic programming concepts such as variables, functions, looping, and conditional branching.
Fee: $525
ITEM 8844-B781 G. BOBBIO CCEC - Kirkland, T413A
4 Tuesdays July 18 - Aug. 8 5:30PM - 9:30PM

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 8977-B781 M. LAW CCEC - Kirkland, T319
4 Sessions M/W June 19 - June 28 5:30PM - 9:30PM

Networking

Network Fundamentals (1.8 CEUs)
Learn the necessary information for networking technologies, installation and common network problem areas. Explore media access control methods, topologies, cabling, Ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models.
Prerequisite: Fundamental understanding of computer concepts and basic Windows skills. Textbook included ($35 value).
Fee: $450
ITEM 8836-B781 N. DEVOGEL CCEC - Everett, 109
3 Sessions Th/F/Sa July 20 - July 22 9:00AM - 3:45PM

Accounting & Finance

Bookkeeping Basics (.6 CEUs)
Explore key concepts, bookkeeping practices and terminology to better utilize bookkeeping software. Learn the accounting cycle with an intro of basic accounting terms and record keeping rules. Practice double-entry, cash vs accrual, chart of accounts & ledgers, and accounts receivable and accounts payable accounting. Review financial statements, how to avoid fraud and embezzlement, and learn business entity types. Bring notepad and pen.
Fee: $205
ITEM 8980-B781 C. MILLS CCEC - Everett, 239
2 Tuesdays July 11 - July 18 5:00PM - 8:00PM

QuickBooks Essentials (.9 CEUs or 9 CPEs)
Improve your business productivity. Gain 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. Prerequisite: Proficiency with navigating Windows. Recommended prerequisite: Bookkeeping Basics. Textbook and course instruction is based on QuickBooks 2015.
Fee: $330
ITEM 8963-B781 C. MILLS CCEC - Everett, 126
3 Tuesdays July 25 - Aug. 8 6:00PM - 9:00PM

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 fundamentals of budgeting, tools and processes to build and manage a budget, as well as useful skills targeted at building and managing budgets for businesses from company financial data. Required textbook: See website.
Fee: $279
ITEM 9378-B781 J. DAS CCEC - Kirkland, TBD
3 Thursdays June 29 - July 13 6:00PM - 9:00PM

Financial Intelligence for Non-Financial Managers (1.5 CEUs)
Learn how to read, prepare and analyze income statements, balance sheets and statement of cash flows to make sound financial decisions, allocate resources and accurately budget expenses. Acquire a financial toolkit that you can use for real-world situations. Practice financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits, fraud and reflection on the post-Enron era. Required textbook: See website.
Fee: $389
ITEM 9045-B781 J. DAS CCEC - Kirkland, TBD
5 Thursdays July 20 - Aug. 17 6:00 - 9:00PM
ITEM 8985-B781 J. DAS CCEC - Everett, 239
5 Mondays July 31 - Aug. 28 6:00PM - 9:00PM

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tips, and trends.
Subscribe to our mobile-friendly newsletter.
EverettCC.edu/CCECNews
SMALL BUSINESS ACCELERATOR

A 10-month program that features expert instruction, one-on-one coaching, and networking with other business owners.

- Apply the latest strategies to grow and improve your business
- Increase your market share and customer loyalty
- Maximize your return on investment of time and money
- Design your business to grow faster while working less

Increase your company’s growth & profit

SMALL BUSINESS ACCELERATOR

Watch our video to hear success stories from our past participants at EverettCC.edu/Accelerator

Small Business Accelerator begins in October.

To reserve your space email learn@everettcc.edu or call 425-267-0150 today!
CERTIFICATE PROGRAMS

High Performance Management

High Performance Management Essentials (1.5 CEUs)
Learn how to manage in today’s competitive global environment. Explore best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, and diversity. Gain tools to fit it all together to achieve organizational goals. Required textbook: See website. Fee: $395
ITEM 9396-B781 N. NAVARRO, MBA CCEC - Kirkland, TBD
5 Tuesdays July 11 - Aug. 8 6:00PM - 9:00PM

“Our instructor was very knowledgeable and enthusiastic which made class participation easy and fun.”

- Maria M., 2017

High Performance Management Essentials.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)
See page 11 for course description and details.

Next Level Leadership (2.4 CEUs)
Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate and elevate employee performance. Learn how to communicate with credibility, persuasiveness and passion to affect positive change. Required textbook: See website. Fee: $850
ITEM 9067-B781 N. NAVARRO, MBA CCEC - Everett, 231
8 Sessions T/Th July 27 - Aug. 22 10:30AM - 1:30PM

High Performance Management Certificate requires completion of 124 course hours:

REQUIRED CORE COURSES (84 hours) HOURS
High Performance Management Essentials 15
Introduction to Performance Excellence 15
Financial Intelligence for Non-Financial Managers 15
Next Level Leadership 24
High Performance Management Cert. Capstone 15

ELECTIVE COURSES (40 hours)
For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington
Wednesday, June 21, 6:00-7:30PM, CCEC-Kirkland

For more information, go to EverettCC.edu/MgmtCert
Questions about the program?
Contact Customer Service at 425-267-0150
or learn@everettcc.edu

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

HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

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

Human Resources Management
Certificate requires completion of 102 course hours:

REQUIRED CORE COURSES (81 hours) HOURS
Human Resources Essentials 9
Employment Law 15
Talent Management - Finding and Keeping the Best 12
Managing Employee Performance 12
Total rewards 12
HR Systems and Metrics 12
HR Certificate Capstone 9

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

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC - Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington

For more information, go to EverettCC.edu/HrCert
Questions about the program? Contact Customer Service at 425-267-0150

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-B781 SUNDERLAND, SPHR CCEC - Everett, 238
3 Wednesdays July 12 - July 26 6:00PM - 9:00PM

ITEM 9863-B781 M. SUMMERS, SPHR CCEC - Bothell, TBD
3 Thursdays Aug. 3 - Aug. 24 6:00PM - 9:00AM
No class on August 10, 2017

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

ITEM 9316-B781 M. SUMMERS, SPHR CCEC - Everett, 239
3 Saturdays July 22 - Aug. 5 9:00AM - 3:00PM

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 9307-B781 SUNDERLAND, SPHR CCEC - Arlington, 218
4 Thursdays June 29 - July 20 5:30PM - 8:30PM

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

ITEM 9306-B781 SUNDERLAND, SPHR CCEC - Arlington, 213
4 Thursdays July 27 - Aug. 17 5:30PM - 8:30PM

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 9063-B781 C. MALONE, SPHR CCEC - Everett, 239
4 Wednesdays July 12 - Aug. 2 6:00PM - 9:00PM

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

ITEM 9898-B781 C. MALONE, SPHR CCEC - Everett, 239
4 Thursdays July 27 - Aug. 17 5:30PM - 8:30PM

BOOKS & SUPPLY LIST ONLINE EverettCC.edu/CourseMaterial

The HR Certification Institute® (HRCI®) does not endorse any particular preparation program or strategy. We encourage preparation to further enhance the candidate’s chances of success in becoming a certified professional. The candidate should also be aware of other sources of information and materials that are available that may or may not be affiliated with HRCI. Course and examination fees, and passing rates may vary. The passing rate is a representation of the percentage or number of candidates who have passed during the previous 12 month period. The actual passing rate may be different. The passing rate is not indicative of the overall success of the candidates, as some candidates pass on their first attempt and others do not. The passing rate may also affect the future success of the candidates, as some candidates may choose to take the exam again if they did not pass. The passing rate is not indicative of the overall success of the candidates, as some candidates pass on their first attempt and others do not. The passing rate may also affect the future success of the candidates, as some candidates may choose to take the exam again if they did not pass.
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 9376-B781 C. IVERSON CCEC - Bothell, CC2-358
2 Thursdays June 22 - June 29 6:00PM - 9:00PM

Conducting HR Investigations (.6 CEUs)
Conducting an effective internal investigation of employee misconduct or complaints can be critical in protecting your organization from agency complaints and lawsuits. Learn the steps for conducting a lawful and thorough internal investigation. See website for complete course description. Fee: $195

ITEM 9064-B781 SUNDERLAND, SPHR CCEC - Everett, 238
2 Mondays Aug. 7 - Aug. 14 6:00PM - 9:00PM

Social Media and HR (.6 CEUs)
We'll look at Facebook, Linked In, 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 9094-B781 SUNDERLAND, SPHR CCEC - Everett, 238
2 Thursdays June 22 - June 29 6:00PM - 9:00PM

Personnel Issues - Tips and Tools (.6 CEUs)
Working through personnel issues is a key component of working in Human Resources. One of HR’s main tasks is to help supervisors and managers deal with difficult employee behavior. Explore tools to help mitigate some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance. Fee: $195

ITEM 8999-B781 C. MALONE, SPHR CCEC - Everett, 239
1 Saturday Aug. 12 9:00AM - 4:00PM

Strategic HR (.6 CEUs)
Are you working in HR and want to participate in management level and/or C-suite discussions? Whether this is something you are already doing or something you aspire to, this program will help you learn about HR’s role as a senior leader within an organization. We will discuss the differences between a tactical versus strategic approach to people issues, as well as cover the competencies needed to be a true strategic HR business partner. Fee: $195

ITEM 9373-B781 KENMIR-HOPPER, SPHR CCEC - Arlington, W131
2 Mondays July 10 - July 17 5:30PM - 8:30PM

High Performance Management Essentials (1.5 CEUs)
See page 13 for course description and details.

Understanding Budgets (.9 CEUs)
See page 11 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)
See page 11 for course description and details.

Managing Small Projects (.6 CEUs)
See page 16 for course description and details.

Communicating with Impact (.6 CEUs)
See page 21 for course description and details.
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

Lean Six Sigma Green Belt
Certificate requires completion of 120.5 course hours:

REQUIRED CORE COURSES (87.5 hours) HOURS
Lean Practices Overview 3.5
Basic Statistics for Continuous Improvement 12
Lean Six Sigma Green Belt-Foundations 18
Lean Six Sigma Green Belt-Advanced 18
Managing Small Projects 6
Project Team Management 15
Lean Six Sigma Green Belt Capstone 15

ELECTIVE COURSES (33 hours)
For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington
Wednesday, June 21, 6:00-7:30PM, CCEC-Kirkland

For more information, go to EverettCC.edu/LeanSixSigma
Questions about the program?
Contact Customer Service at 425-267-0150
or learn@everettcc.edu

Meet Your Instructor: Nathan Navarro, MBA

• Lean Practices Overview page 16  • Lean electives page 16
Nathan Navarro has over 16 years of practical hands-on experience in initiating, leading and implementing successful process improvements for manufacturing, retail, government, service and medical organizations. He is an instructor for EvCC, the University of Washington, and founder of The Navarro Learning Institute, LLC. Nathan has also served as a keynote speaker for the Washington State Government Lean Transformation Conference.

Lean Six Sigma Green Belt

Lean Practices Overview (.3 CEUs)
Gain an understanding of Lean principles and how they are applied to the workplace. Study the systematic management approach designed to provide a product or service to a customer in the shortest time at the lowest cost. Explore how to reduce or eliminate the eight types of waste, which accounts for 95 percent of the total process time. Study Lean tools: Just In Time, Kanban, Standard Work, 5S and 5 Whys, with a Six Sigma Black Belt instructor. Fee: $115
ITEM 9883-B781 N. NAVARRO, MBA CCEC - Bothell, CC1-041
1 Saturday July 8 9:00AM - 12:30PM
ITEM 9399-B781 N. NAVARRO, MBA CCEC - Kirkland, TBD
1 Monday Aug. 21 5:30PM - 9:00PM

Basic Statistics for Continuous Improvement (1.2 CEUs)
Improve processes using Six Sigma without being intimidated by math and statistics. Explore hands-on training of statistics, including what they are, how they’re generated and interpreted. View ways they are used in process control, compare before and after process improvements, and how they’re demonstrated. Also, review algebraic equations to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required text: See website. Fee: $315
ITEM 9892-B781 E. STEWART, MBA, PMP CCEC - Bothell, CC1-041
5 Tuesdays July 11 - Aug. 8 6:00PM - 9:00PM
ITEM 9871-B781 K. RALLS, PMP, CDI CCEC - Kirkland, TBD
2 Saturdays July 28 - July 29 8:00AM - 4:30PM

Managing Small Projects (.6 CEUs)
Gain Project Management Institute tools, templates and techniques to manage your small projects effectively. Practice skills that you can put to work immediately whether you are an experienced project manager or new to managing small projects. Develop projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: See website. Fee: $215
ITEM 9065-B781 THOMPSON, PMP, MBA CCEC - Arlington, W131
2 Tuesdays Aug. 8 - Aug. 15 5:30PM - 8:30PM

Project Team Management (1.5 CEUs)
Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills and tools you need as project manager to achieve high project team performance. Understand how to improve communication, motivate, inspire and manage conflict with techniques you can apply the next day. Text and questionnaire included. Prerequisite: Project Management Essentials or concurrent enrollment. Fee: $415
ITEM 8992-B781 E. STEWART, MBA, PMP CCEC - Bothell, CC1-041
5 Tuesdays July 11 - Aug. 8 6:00PM - 9:00PM
ITEM 9871-B781 K. RALLS, PMP, CDI CCEC - Kirkland, TBD
2 Saturdays July 22 - July 29 8:00AM - 4:30PM

LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

Root Cause Analysis and Investigation (.6 CEUs)
Organizations often focus on symptoms of problems rather than seeking out the true root causes. Learn the foundational tools required in any process improvement approach. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and

BOOKS & SUPPLY LIST ONLINE EverettCC.edu/CourseMaterial
avoid having to address the same problem repeatedly. Fee: $195

ITEM 9019-B781  N. NAVARRO, MBA  CCEC - Arlington, W127
2 Thursdays  July 6 - July 13  5:30PM - 8:30PM

ITEM 9897-B781  N. NAVARRO, MBA  CCEC - Bothell, TBD
2 Thursdays  Aug. 3 - Aug. 10  6:00PM - 9:00PM

**Lean for the Office (.8 CEUs)**
Experience a full-immersion Lean office simulation. Apply Lean concepts and tools to improve a professional business process. Practice what it’s like to analyze an office process, discover waste, apply a suite of Lean tools and methods to remove waste from the process, and finally implement their improved process. Apply what you learn to your own business processes. Fee: $295

ITEM 9044-B781  N. NAVARRO, MBA  CCEC - Everett, 109
2 Saturdays  Aug. 5 - Aug. 12  9:00AM - 1:30PM

**High Performance Management Essentials (1.5 CEUs)**
See page 13 for course description and details.

**Earned Value Management (.6 CEUs)**
See page 21 for course description and details.

**Understanding Budgets (.9 CEUs)**
See page 11 for course description and details.

**Financial Intelligence for Non-Financial Managers (1.5 CEUs)**
See page 11 for course description and details.

**Communicating with Impact (.6 CEUs)**
See page 21 for course description and details.

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**Funding Opportunities for Employee Training**

**WASHINGTON STATE JOB SKILLS PROGRAM:**
Washington State provides Job Skills funds to qualifying companies to substantially offset the cost of employee training.

**CUSTOMIZED TRAINING PROGRAM:**
The Washington Customized Training Program (CTP) was created by the State Legislature to provide training assistance to businesses that provide employment opportunities.

**TUITION FUNDING FOR DISLOCATED WORKERS:**
Financial assistance may be available for training in high-demand fields such as electronics manufacturing and machining.

Contact us at trainingsolutions@everettcc.edu or call 425-267-0162 to find out more about our funding opportunities, and how EvCC can help make it happen.
CERTIFICATE PROGRAMS

NON-PROFIT MANAGEMENT CERTIFICATE

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

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

Non-Profit Management Certificate
Certificate requires completion of 99 course hours:

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

ELECTIVE COURSES (30 hours)
For currently offered elective courses view our website

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington
Wednesday, June 21, 6:00-7:30PM, CCEC-Kirkland

Meet Your Instructor: Dr. Angela Beard

- Grant Writing Essentials & Grant Management Essentials page 18

Dr. Angela Beard has been a nonprofit practitioner, scholar and board member for nearly 30 years. Her career in the nonprofit sector has focused on fund development, and in September 2015 Dr. Beard joined the faculty of the department of Nonprofit Leadership at Seattle University, teaching financial management, grant writing and fundraising leadership.

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

<table>
<thead>
<tr>
<th>Item 9346-B781</th>
<th>J. Conger, MNP</th>
<th>CCEC - Kirkland, TBD</th>
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<tr>
<td>1 Tuesday</td>
<td>June 27</td>
<td>6:00PM - 9:00PM</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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<tr>
<th>Item 9446-B781</th>
<th>A. Beard, Ph.D</th>
<th>CCEC - Everett, 231</th>
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<tr>
<td>7 Mondays</td>
<td>July 10 - Aug. 21</td>
<td>6:00PM - 9:00PM</td>
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</table>

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

<table>
<thead>
<tr>
<th>Item 9443-B781</th>
<th>A. Beard, Ph.D</th>
<th>CCEC - Everett, 231</th>
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<tbody>
<tr>
<td>3 Mondays</td>
<td>July 10 - July 24</td>
<td>6:00PM - 9:00PM</td>
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Grant Management Essentials (1.2 CEUs)
Now that you have won the grant, what's next? Gain a comprehensive overview of grant management fundamentals including: accountability, achieving outcomes, strategic outreach, staying within the budget, reporting, interfacing with your grant officer, working with subcontractors and modifications. Learn practical concepts applicable to a range of funding sources. Prerequisite: Grant Writing Essentials. Fee: $240

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<tr>
<th>Item 9445-B781</th>
<th>A. Beard, Ph.D</th>
<th>CCEC - Everett, 231</th>
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<tr>
<td>4 Mondays</td>
<td>July 31 - Aug. 21</td>
<td>6:00PM - 9:00PM</td>
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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 to board operations; in legal and ethical requirements; in communication with the board and with the public; and in recruiting and leading board members. Required text: See website. Fee: $210

<table>
<thead>
<tr>
<th>Item 9021-B781</th>
<th>J. Conger, MNP</th>
<th>CCEC - Bothell, TBD</th>
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<tbody>
<tr>
<td>3 Thursdays</td>
<td>June 29 - July 13</td>
<td>6:00PM - 9:00PM</td>
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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>
<th>Item 9067-B781</th>
<th>J. Conger, MNP</th>
<th>CCEC - Arlington, W127</th>
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<tbody>
<tr>
<td>2 Thursdays</td>
<td>Aug. 3 - Aug. 10</td>
<td>5:30PM - 8:30PM</td>
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</table>

For more information, go to EverettCC.edu/NonProfitCert
Questions about the program? Contact Customer Service at 425-267-0150 or learn@everettcc.edu
Volunteer Management (.6 CEUs)
Keep them coming back! Manage your volunteers with tips and tools from non-profit leaders. You will learn: recruiting, legal factors, administrative how-to’s, motivating your volunteers to obtain their best work, giving feedback and what to do when challenges arise.
Required text: See website. Fee: $185

ITEM 9866-B781 J. CONGER, MNPL CCEC - Bothell, CC1-041
2 Thursdays July 20 - July 27 6:00PM - 9:00PM

ITEM 9360-B781 J. CONGER, MNPL CCEC - Kirkland, TBD
2 Wednesdays Aug. 2 - Aug. 9 6:00PM - 9:00PM

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

BOEING PROGRAMS

PROJECT & HIGH PERFORMANCE MANAGEMENT
BAM • COACHING • TRIZ • LEADERSHIP

During my time in the program I transitioned to a management position where I have used many of the skills from financial to project management to communicator. It has been incredibly useful.

The instructor was awesome! I want to take more of Michael’s classes!

Serving more than a 1000 Boeing employees per year.

Visit EverettCC.edu/Boeing to find out more about our programs and how EvCC serves more than 1000 Boeing employees per year with professional continuing education, certificates, and degree programs.

Contact us at learn@everettcc.edu or call 425-267-0150.
CERTIFICATE PROGRAMS

Project Management Certificate

High-demand skills. Highly respected program.

- Work-ready skills developed and taught by project management professionals
- Classes count toward Project Management Professional (PMP)* and Certified Associate in Project Management (CAPM)* certifications

Project Management Certificate requires completion of 99 course hours:

REQUIRED CORE COURSES (84 hours) HOURS
Project Management Essentials 15
Project Planning and Scheduling Techniques 15
Project Execution and Control 15
Project Team Management 15
Microsoft Project for Project Managers 15
Project Management Capstone 9

ELECTIVE COURSES (15 hours)
For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington
Wednesday, June 21, 6:00-7:30PM, CCEC-Kirkland

For more information, go to EverettCC.edu/ProjectManagement

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

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

Microsoft Project For Project Managers (1.5 CEUs)
Get started on MS Project 2016 & create a personal project. Work with GANTT charts; create & organize a task list in a work breakdown structure; set up & assign resources to tasks; format & print plan & reports; create baseline & track task progress; & 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 Planning and Scheduling Techniques (1.5 CEUs)
Bringing your project in on time and on budget begins with effective planning & scheduling. Explore tools & strategies to define a new project or a new phase of an existing project, define initial scope & budget, develop the Project Charter, identify Stakeholders & develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. Required texts: Same as PM Essentials course. Fee: $395

Project Execution and Control (1.5 CEUs)
Explore tools and processes to monitor & control a project to meet project requirements of time, cost & 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 & resources all the way through project closure. Prerequisites: Project Planning and Scheduling Techniques. Required texts: Same as PM Essentials course. Fee: $395

Project Requirements Management (.9 CEUs)
Define, manage and avoid pitfalls of Project Requirements. Inadequate processes for requirement’s definition & 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 & manage the project scope. Required text: See website. Fee: $225

Managing Small Projects (.6 CEUs)
See page 16 for course description and details.
Understanding basic Project Risk Management can lessen inevitable risk, reduce costs & improve project outcomes. Aligned with the PMBOK®, this will give students an in-depth look at the process of identifying & applying risk management principles and techniques to projects. Learn to quantify risks & create risk response strategies to deliver projects that meet stakeholder expectations. Prerequisite: PM Essentials course or concurrent enrollment. Fee: $225

ITEM 9038-B781 M. FISCHER, PMP CCEC - Arlington, W126
3 Thursdays July 13 - July 27 5:30PM - 8:30PM

Dealing With Challenging Behaviors (.6 CEUs)
See page 13 for course description and details.

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

ITEM 9007-B781 M. FISCHER, PMP CCEC - Everett, 239
2 Mondays July 17 - July 24 6:00PM - 9:00PM

Estimation Essentials (1.2 CEUs)
Build a toolkit with several methods for cost estimation. Learn to find and identify elements that affect costs in an organization, forecast expenses and estimate costs for budgets, projects or product development. Use best practices for estimating schedules, demands and pricing to identify and minimize cost risks. Recommended prerequisites: Ability to do basic research; laptop with current version of Excel; beginner or intermediate skills in spreadsheet software. Fee: $325

ITEM 9371-B781 K. RALLS, PMP, CDI CCEC - Everett, 117
4 Sessions T/Th Aug. 22 - Aug. 31 6:00PM - 9:00PM

High Performance Management Essentials (1.5 CEUs)
See page 13 for course description and details.

Understanding Budgets (.9 CEUs)
See page 11 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)
See page 11 for course description and details.

Communicating with Impact (.6 CEUs)
See page 21 for course description and details.

Flagging and Traffic Control Certification (.6 CEUs)
Become a WA State certification flagger. Course consists of lecture, slide presentation, and mock traffic situations. Upon successful completion you will be issued a certification card validated for three years. Minimum age: 18. Includes a 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 9900-B781 M. FOY CCEC - Bothell, CC1-021
1 Saturday June 17 9:00AM - 3:30PM

ITEM 9137-B781 M. FOY CCEC - Everett, 110
1 Saturday June 24 8:00AM - 2:30PM

ITEM 9136-B781 M. FOY CCEC - Bothell, CC1-021
1 Saturday July 22 9:00AM - 3:30PM

ITEM 9901-B781 M. FOY CCEC - Everett, 110
1 Saturday July 29 8:00AM - 2:30PM

ITEM 9141-B781 M. FOY CCEC - Bothell, CC1-021
1 Saturday Aug 15 9:00AM - 3:30PM

ITEM 9902-B781 M. FOY CCEC - Bothell, CC1-021
1 Saturday Aug 22 8:00AM - 2:30PM

Personal Trainer

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, performing proper exercises, presentation skills and more. Also includes an optional employer internship that can walk you into jobs! See website for more information. We strongly encourage interested students to attend a free orientations; see details below. Fee: $700

ITEM 9909-B781 STAFF CCEC - Bothell, CC1-021
12 Sessions T/Th Jul. 11 - Aug. 24 6:00PM - 9:00PM
Class meets Tuesdays at Cascadia College and Thursdays at Northshore YMCA, 11811 NE 195th St., Bothell, WA 98011. Class will not meet on Aug. 15 and Aug. 17.

Hybrid Personal Trainer National Certification (3.6 CEUs)
Limited on time for in-seat class? This hybrid course is for students wanting the convenience of an online class with in-depth instruction and hands-on practical labs on video to understand how it all comes together. 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-B781 STAFF ONLINE/Arranged

Personal Trainer National Certification Free Orientation
Please register for Live Your Passion, Become a Personal Trainer!
All times listed are Pacific Standard Time
May 3 1PM tinyurl.com/fitnessorientation517
June 1 9AM tinyurl.com/fitnessorientation617
Meet Your Instructor: Pier Giorgio Fiorentini

Pier Giorgio Fiorentini has been a teacher and tutor for over thirty years. He also enjoys oil painting, mostly landscapes and architecture from Italy, specifically of Tuscany where he was born. Pier Giorgio loves to teach and finds it to be one of the most rewarding jobs there is.

Health & Fitness

Midday Wellness Zumba (1.2 CEUs)
The middle of your day is perfect for a ZUMBA® workout! You’ll be energized and ready to tackle the balance of your day. This dance-fitness class incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. ZUMBA® combines fast and slow rhythms that tone and sculpt the body with a blended balance of cardio and muscle-toning benefits. ZUMBA® is “exercise in disguise” and designed for any fitness level and any age. Fee: $50
ITEM 9181-B781 A. ROY Fitness Center, 231 15 Sessions T/Th Jul. 3 - Aug. 24 10:30AM-1:20PM

Midday Wellness Cardio Fusion (1.1 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: $50
ITEM 9220-B781 T. ROBBINS Fitness Center, 231 15 Sessions M/W Jul. 3 - Aug. 23 12:15PM-1:00PM

Weekday Wake-up Tai Chi (.75 CEUs)
Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee: $40
ITEM 9330-B781 G. EVANS NBI, 101 15 Sessions T/Th Jul. 6 - Aug. 24 7:30AM-8:00AM
Class will meet in room 101 or in the garden depending on the weather.

World Languages

American Sign Language I (ASL & 121) (5 credits)
Beginning sequence of courses in ASL to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Self-support, non-tuition class. Payment is due at the time of registration. Last day to register is June 26. Last day for 100% refund: July 10. No 50% refund option. You must register through Enrollment Services/Admissions for this course. Fee: $513.
ITEM 9172-B781 B. JOHNSON CCEC - Everett, 218 6 Mondays Jul. 10 - Aug 14 6:30PM - 8:30PM

Italian 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 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 9166-B781 P. GIORGIO FIORENTINI CCEC - Bothell, TBD 8 Thursdays June 22 - Aug. 10 6:30PM - 8:30PM

Italian for Travelers I & II page 22

Pier Giorgio Fiorentini has been a teacher and tutor for over thirty years. He also enjoys oil painting, mostly landscapes and architecture from Italy, specifically of Tuscany where he was born. Pier Giorgio loves to teach and finds it to be one of the most rewarding jobs there is.

Health & Fitness

Midday Wellness Zumba (1.2 CEUs)
The middle of your day is perfect for a ZUMBA® workout! You’ll be energized and ready to tackle the balance of your day. This dance-fitness class incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. ZUMBA® combines fast and slow rhythms that tone and sculpt the body with a blended balance of cardio and muscle-toning benefits. ZUMBA® is “exercise in disguise” and designed for any fitness level and any age. Fee: $50
ITEM 9181-B781 A. ROY Fitness Center, 231 16 Sessions M/W Jul. 3 - Aug. 23 12:15PM-1:00PM

Midday Wellness Cardio Fusion (1.1 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: $50
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ITEM 9166-B781 P. GIORGIO FIORENTINI CCEC - Bothell, TBD 8 Thursdays June 22 - Aug. 10 6:30PM - 8:30PM
**Personal Business, Finance, & Investment**

**How To Start A Business (.3 CEUs)**
You’ve thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee: $69

- **ITEM 9191-B781**
  - T. M. O’DELL
  - CCCEC - Everett, CC1-041
  - 238
  - 1 Thursday
  - July 13
  - 6:00PM
  - 9:00PM

**Real Estate Pre-Licensing-Washington State (9.0 CEUs)**
Obtain a Washington State Real Estate License in as little as 7 weeks. Live Lecture Course: Fundamentals 60-clock hours; Practices 30 clock-hours. ONLINE self-paced course is also available. Either option satisfies the Washington 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-B781**
  - T. STEVENSON
  - Off-site
  - Arranged
  - June 17 - Aug. 24
  - You may start the program anytime. Tuesdays & Thursdays meet 6pm-10pm; Saturdays meet 8:30am-4:30pm. Meet at 13322 Highway 99 S., Everett, 98204; or online.

**Retirement Planning Today® (.6 CEUs)**
Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Couples may attend together for a single registration Fee: $59

- **ITEM 9202-B781**
  - T. MCILRATH
  - CCCEC - Bothell, CC1-041
  - 2 Tuesdays
  - June 20 - June 27
  - 6:30PM
  - 9:30PM

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

- **ITEM 9345-B781**
  - T. McILRATH
  - CCCEC - Bothell, CC1-041
  - 1 Saturday
  - July 8
  - 12:00PM
  - 3:00PM

**Metaphysical Sciences**

**Discover Your Animal Totem (.3 CEUs)**
Have you ever wondered what is an animal totem? 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-B781**
  - T. MCILRATH
  - CCCEC - Bothell, CC1-041
  - 1 Saturday
  - July 8
  - 12:00PM
  - 3:00PM

**Using Crystals to Enhance Your Life (.3 CEUs)**
Crystals can be beneficial in your daily life. Crystals have unique and individual qualities that can be used in order to provide balance, protection, health and other positive attributes. Come enjoy an informative class that will describe some common crystals, how to use and program them, and learn other interesting information related to crystals. Fee: $59

- **ITEM 9206-B781**
  - T. Patrick, Ph.D
  - CCCEC - Bothell, CC1-041
  - 1 Saturday
  - Aug. 12
  - 12:00PM
  - 3:00PM

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**PERSONAL INTEREST**

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

**ONLINE NON-CREDIT CLASSES**
Through Ed2Go, CCCEC offers a variety of non-credit classes online. View a full list of course titles with descriptions and try out a FREE sample class at:

www.ed2go.com/everett and select “Courses.”

**Personal Growth & Development**

**An Introduction to Voice Overs: Getting Started in Voice Acting (.2 CEUs)**
Fun, empowering two hour introductory class covering the different types of voice overs and what tools are needed to find success. You’ll have the knowledge necessary to help you decide if this is something you’d like to pursue. 18 and over. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All. Fee: $69

- **ITEM 9896-B781**
  - V. For All
  - CCCEC - Bothell, CC1-041
  - 1 Thursday
  - Aug. 3
  - 6:00PM
  - 8:00PM

- **ITEM 9192-B781**
  - V. For All
  - CCCEC - Kirkland, TBD
  - 1 Tuesday
  - Aug. 8
  - 6:00PM
  - 8:00PM

- **ITEM 9197-B781**
  - V. For All
  - CCCEC - Everett, 109
  - 1 Friday
  - Aug. 11
  - 6:00PM
  - 8:00PM

**Discover Your Animal Totem (.3 CEUs)**
Have you ever wondered what is an animal totem? 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-B781**
  - S. Patrick, Ph.D
  - CCCEC - Everett, 117
  - 1 Saturday
  - July 8
  - 12:00PM
  - 3:00PM

**Using Crystals to Enhance Your Life (.3 CEUs)**
Crystals can be beneficial in your daily life. Crystals have unique and individual qualities that can be used in order to provide balance, protection, health and other positive attributes. Come enjoy an informative class that will describe some common crystals, how to use and program them, and learn other interesting information related to crystals. Fee: $59

- **ITEM 9206-B781**
  - S. Patrick, Ph.D
  - CCCEC - Everett, 230
  - 1 Saturday
  - Aug. 12
  - 12:00PM
  - 3:00PM
Visual & Creative Arts

Beginning Watercolor
Learn about watercolor paper, paints, brushes, values, basic drawing and brushstroke skills in a fun, nurturing atmosphere. See like an artist and discover the value of light and shadow for dramatic paintings! Creative exercises help build the skills to take your artwork to the next level. Level: Beginner. For supply list please visit: charlenecollinsfreeman.com/art-supplies-books/2016/7/16/watercolor-supplies-for-adults.

12 hours (1.2 CEUs), Fee: $169
ITEM 9234-B781 COLLINS FREEMAN CCEC - Bothell, CC1-041
4 Wednesdays Aug. 2 - Aug. 23 5:30PM - 8:30PM

9 hours (0.9 CEUs), Fee: $129
ITEM 9894-B781 COLLINS FREEMAN CCEC - Everett, 116
3 Saturdays Aug. 5 - Aug. 19 10:00AM - 1:00PM

Watercolor Botanical Sketchbooking (1.2 or 0.9 CEUs)
Exploring the tradition of botanical watercolors, we will cover various aspects of botanical drawing and painting, learning about materials, and techniques for drawing and painting with graphite and watercolor in a relaxed, supportive setting, where experimentation and play are encouraged while techniques and observation are emphasized. Subjects include flowers, fruit and vegetables. All levels. For supply list please visit: charlenecollinsfreeman.com/art-supplies-books/2016/8/6/botanical-watercolor-supplies.

12 hours (1.2 CEUs), Fee: $169
ITEM 9280-B781 COLLINS FREEMAN CCEC - Bothell, CC2-358
4 Thursdays Aug. 3 - Aug. 24 5:30PM - 8:30PM

9 hours (0.9 CEUs), Fee: $129
ITEM 9279-B781 COLLINS FREEMAN CCEC - Everett, 116
3 Saturdays Aug. 5 - Aug. 19 2:00PM - 5:00PM

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 9189-B781 J. AGUILERA CCEC - Kirkland, TBD
4 Saturdays June 3 - July 15 9:00AM - 12:00PM

Class will meet off-site on July 1, 2017 in a place of your choosing and will be discussed during the 1st day of class.

Meet Your Instructor: Charlene Collins Freeman

Charlene Collins Freeman received her BFA in 1987. Her artwork and photography have been exhibited in national and international competitions, receiving top awards. In 2011 Charlene was awarded signature membership in the Northwest Watercolor Society. Her watercolor paintings are the result of both her love of realism and the unpredictable qualities of watercolors.

Night Photography (1.5 CEUs)
Explore the types of Night Photography--Urban, Structure, and Celestial--through this intensive, hands-on course. Learn exposure techniques, paint with various light, remote releases, and on/off camera flash. Learn about individual camera settings to ensure best possible night photography exposure. Shooting at various locations. Required equipment/skills: Digital Camera with manual settings; Tripod + Quick Release Plate; Memory Cards. Fee: $159

ITEM 9244-B781 J. AGUILERA CCEC - Everett, 109
4 Fridays July 14 - Aug. 4 5:30PM - 8:45PM
Meet at 5:30pm in the classroom.

Creative Writing

True Stories (.4 CEUs)
Magazine editors and book publishers agree: the hottest trend these days is the telling of personal experiences. Learn how to access and format your memories and experiences for the purpose of creating articles, books, and souvenir memoirs. Come join the fun, sharing life stories. Instructor is the author of The Perks of Aging, Fifty Shades of Graying, and Housekeeping. (All are anthologies of many people’s experiences and opinions.) Fee: $59

ITEM 9267-B781 A. HUFF CCEC - Everett, 238
1 Saturday July 29 10:00AM - 2:00PM

Sell Your Nonfiction Book (.5 CEUs)
Learn the parts of nonfiction book proposals: bios, marketing analyses, concept statements, queries, and more. Formulating these marketing tools also helps clarify further improvements books may need. It is not necessary to have completed a book to take this class. Instructor is a popular substantive editor and widely published writer. Fee: $69

ITEM 9285-B781 A. HUFF CCEC - Everett, 238
1 Saturday July 15 10:00AM - 3:00PM

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

Character Development In Movies
ITEM 9269-B781

eBooks Start to Finish
ITEM 9342-B781

Travel Writing
ITEM 9273-B781

Write About Your Life
ITEM 9277-B781

Commas To Content: Edit Your Own
ITEM 9279-B781

Creating A Selling Novel
ITEM 9283-B781

Freelance Writing
ITEM 9271-B781

Fiction Series
ITEM 9272-B781

Sell Your Nonfiction Book
ITEM 9284-B781

Writing For Profit
ITEM 9268-B781
5 EASY WAYS TO REGISTER

Classes fill up quickly. Register now to secure your spot. Registration confirmations will be emailed within 48 hours of your request. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.

ONLINE: EverettCC.edu/CCEC (Visa/MasterCard/Discover) 24/7

PHONE: 425-267-0150 (Visa/MasterCard/Discover) Monday-Thursday 7am-6:30pm, Friday 7am-5pm and Saturday 8am-12pm. Please be prepared to give all information included on the mail-in form below.

IN PERSON: Register at least one week in advance of class start date. You may register at the Corporate & Continuing Education Center located at 2333 Seaway Blvd., Everett, WA 98203. Extended weekday hours for your convenience: Monday - Thursday 7am - 6:30pm, Friday 7am - 5pm and Saturday 8am-12pm.

FAX: 425-259-8299 (Visa/MasterCard/Discover or company purchase order only.) Complete the mail-in registration form below. Transmit form and payment.

MAIL: Complete the mail-in registration form below. Use one form per person. Include payment for the exact amount of tuition. Mail to: Corporate & Continuing Education Center, 2333 Seaway Blvd., Everett, WA 98203

LEGEND

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<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9188-B781</td>
<td>June 10 - July 1</td>
<td>4 Saturdays</td>
<td>9AM - 12PM</td>
<td>CCEC-Bothell, CC1-014</td>
</tr>
</tbody>
</table>

CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER. COPY FORM AS NEEDED

Registration for:
SUMMER 2017

Name:___________________________________________________________
First       Middle       Last
E-mail Address:___________________________________________________
Mailing Address _________________________________________________
Street
City        State        Zip        (        )        Phone Number
Birthdate: Month______  Day______  Year________    □ Female    □ Male
Student ID# __________________________  SS# __________________________

Item Number | Date          | Course Title
-----------|---------------|-----------------
-----------|---------------|-----------------
-----------|---------------|-----------------

Student Signature_______________________________________
Date: _______________________________

METHOD OF PAYMENT: □ Check or money order (make checks payable to Everett Community College) Credit Card payment: □ Visa □ MasterCard □ Discover
Card number:__________________________________________
Name on card:__________________________________________
Signature:____________________________________________
Exp. date:____________________________________________

REGISTRATION CONFIRMATION Registration confirmations are not guaranteed to arrive via mail. If you do not receive confirmation three days prior to your class, please call us at 425-267-0150.

THANK YOU FOR TAKING CLASSES WITH US!
COURSE INDEX

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; P Test Preparation</td>
<td>BAM</td>
<td>Camera Fundamentals</td>
<td>Data Warehouse</td>
<td>Earned Value Management</td>
<td>Finance</td>
</tr>
<tr>
<td>Written Knowledge Test</td>
<td>Blueprint Reading</td>
<td>CATIA v5</td>
<td>Dealing with Challenging Behaviors</td>
<td>ed2go online classes</td>
<td>Flagging &amp; Traffic Control</td>
</tr>
<tr>
<td>Prep..........................5</td>
<td>Bookkeeping</td>
<td>Certifications</td>
<td></td>
<td>Excel 2016</td>
<td>Forklift Operator's Certification</td>
</tr>
<tr>
<td>General Knowledge—Oral</td>
<td>Budgets</td>
<td>Challenging Behaviors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp; Practical Exam..................5</td>
<td></td>
<td>CNC Machining</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Airframe—Oral &amp; Practical Exam</td>
<td></td>
<td>Communication</td>
<td></td>
<td></td>
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<tr>
<td>Powerplant—Oral &amp; Practical Exam</td>
<td></td>
<td>Computer Basics</td>
<td></td>
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<tr>
<td>Accounting &amp; Finance</td>
<td></td>
<td>Computers &amp; Technology</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Access 2016..................8</td>
<td></td>
<td>Conventional Machining</td>
<td></td>
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</tr>
<tr>
<td>Aerospace</td>
<td></td>
<td>Creative Writing</td>
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<tr>
<td>American Sign Language</td>
<td></td>
<td>Crystals</td>
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<td>Aviation Ground School</td>
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<tr>
<td>Free Info Sessions.....4, 5, 6, 7, 13, 14, 16, 18, 20</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Funding ................................17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Essentials..........................18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Writing...............18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Management.........18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Fitness ..........22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Performance Management...........13</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>How to Start a Business</td>
<td></td>
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<tr>
<td>Human Resources .........14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Sessions.....4, 5, 6, 7, 13, 14, 16, 18, 20</td>
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<tr>
<td>IPC J-STD-001 Certification</td>
<td>5</td>
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<tr>
<td>Italian ..........................22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership ...........................13</td>
<td></td>
<td>Lean Six Sigma Green Belt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Operator...........7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Small Projects...16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing ...................6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing Operations Management</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metaphysical Sciences......23</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Microsoft Office ...........8</td>
<td></td>
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<tr>
<td>Microsoft PowerShell</td>
<td></td>
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<tr>
<td>Midday Wellness...........22</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Network Fundamentals.....6</td>
<td></td>
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</tr>
<tr>
<td>Networking ....................11</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Non-Profit Management....18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night Photography ...........24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Learning.............8, 22, 23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Painting ........................24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Business, Finance, &amp; Investment</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Personal Growth &amp; Development</td>
<td>23</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Personal &amp; Professional Excellence</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Interest ..........22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Trainer ..........21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography ..........................24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerPoint 2016..................9</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PowerShell ......................11</td>
<td></td>
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</tr>
<tr>
<td>Programming .....................11</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Project Management........20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Python ...........................11</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Quickbooks ........................11</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Real Estate ....................23</td>
<td></td>
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<tr>
<td>Retirement Planning........23</td>
<td></td>
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<tr>
<td>Root Cause Analysis and Investigation</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sharepoint 2016 ..................9</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Social Media and HR ...........15</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Soldering ............................5</td>
<td></td>
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<tr>
<td>Spanish ...........................22</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SQL Server ......................10</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Start A Business ..........23</td>
<td></td>
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<tr>
<td>Tai Chi .............................22</td>
<td></td>
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</tr>
<tr>
<td>Total Rewards ..................14</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Totems ...............................23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Control .............21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UGotClass online certificates and classes</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding Budgets .......11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual &amp; Creative Arts .........24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voice Acting ....................23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Management.......19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watercolor ...........................24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome to Computers .....8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekday Wake-up Fitness .....22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Word 2016 .........................9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>World Languages .............22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing ..............................24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zumba ...............................22</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

SATISFACTION GUARANTEED
If you are not completely satisfied with one of our workshops or were not able to attend due to an emergent situation, you may repeat it (one time, tuition-free, for up to one year, as long as there is space available and the course is still offered). Valid picture identification required. Call Corporate & Continuing Education Center at 425-267-0150 for information. (Online and credit-bearing courses are excluded from this policy.)

OUR REFUND POLICY
Cancellations or changes to your schedule need to be made at least 4 business days prior to first class session to receive a refund. Classes not meeting minimum enrollment will be canceled and refunded 100%. Allow 30 days to process refunds. Any exceptions to this policy are listed in the applicable course descriptions. See also “Satisfaction Guaranteed” policy above.

CANCELLATIONS
Classes not meeting minimum enrollment will be canceled. The College will attempt to notify students 3 days prior to the class start date if a class is being canceled.

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

CEUs AND CLOCK HOURS
The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.
Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.

Stay connected with us on Facebook & Twitter for the most up-to-date information. Join our LinkedIn group to discuss employee training opportunities and resources. Subscribe to our mobile-friendly Business & Industry Newsletter.

Corporation & Continuing Education Campus Maps

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

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

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

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

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

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Night Photography

Explore the three types of Night Photography — Urban, Structure, and Celestial through this intensive, hands-on course.

See page 24 for more info.