Software Testing & Quality Assurance

- Increase employment marketability
- Break into an exciting tech field
- Flexible, short-term program

See page 11 for details.
SUMMER YOUTH PROGRAM
June - August 2018

Fun, creative, and educational activities for kids in Everett.
See page 21 for details.

EverettCC.edu/YouthProgram

THE CCEC MISSION

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

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

CCEC offers classes that begin every week and are offered during the day, evening, and weekend to suit your schedule.

CCEC also offers contract training programs for corporations, businesses, non-profits, and public agencies that can be customized and delivered to you or at any of our locations.

CONTACT

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

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

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

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

TABLE OF CONTENTS

AEROSPACE & MANUFACTURING
- A&P Test Preparation 5
- Soldering and Inspection Certifications 5

BUSINESS & PROFESSIONAL DEVELOPMENT
- Accounting & Finance 19
- Personal Business, Finance & Investment 23

CERTIFICATE PROGRAMS
- Electronics & Troubleshooting 7
- High Performance Management 13
- Human Resources Management 14
- Lean Six Sigma Green Belt 16
- Manufacturing Operations Management 6
- Non-Profit Management 17
- Project Management 18
- Software Testing 11
- SQL Server Developer 10

CERTIFICATIONS
- Flagging & Traffic Control 20
- Forklift Operator 6
- Personal Trainer 20
- Real Estate 23
- Soldering 5

COMPUTERS & TECHNOLOGY
- CATIA v5 7
- Computer Basics & Desktop Applications 8
- Network 7

HEALTH & FITNESS
- Midday Wellness 22
- Personal Trainer 20

ONLINE LEARNING
- ed2go 25
- UGotClass 22

PERSONAL & PROFESSIONAL EXCELLENCE
- Personal & Professional Excellence 20

PERSONAL INTEREST
- Creative Writing 25
- History 26
- Personal Growth & Development 24
- Photography 24
- Sciences 22
- Visual & Creative Arts 24
- World Languages 22

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

Expect Excellence
Advance your career, develop technical skills, or learn something new and fun. Classes are taught by subject area experts with experience in their field.

Flexible and convenient
Take classes close to where you live and work. Over 200 classes offered in Everett, Bothell, Kirkland, Arlington and online each quarter. Customized training options are also available. There are no added costs for parking in any of our CCEC locations!

Easy to sign up
ONLINE: EverettCC.edu/CCEC
PHONE: 425-267-0150
IN PERSON: 2333 Seaway Blvd., Everett

EverettCC.edu/CCEC

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

Aerospace & Manufacturing Information Sessions

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

AVIATION GROUND SCHOOL - PRIVATE PILOT
• Wednesday, June 13, 5:00-6:30PM, Everett

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

MANUFACTURING OPERATIONS MANAGEMENT
• Wednesday, June 13, 6:00-7:30PM, Everett

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

Computers & Technology Information Sessions

IT PROFESSIONAL CLOUD
• Wednesday, June 6, 6:00-7:00PM, Kirkland
(Program offered fall quarter.)

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

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

Professional Development Information Sessions

HIGH PERFORMANCE MANAGEMENT
• Wednesday, June 6, 6:00-7:30PM, Kirkland

HUMAN RESOURCES MANAGEMENT
• Wednesday, June 13, 6:00-7:30PM, Everett

LEAN SIX SIGMA GREEN BELT
• Wednesday, June 13, 6:00-7:30PM, Bothell

NON-PROFIT MANAGEMENT
• Thursday, June 14, 6:00-7:30PM, Bothell

PROJECT MANAGEMENT
• Wednesday, June 13, 6:00-7:30PM, Everett
• Thursday, June 14, 6:00-7:30PM, Bothell

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

CORPORATE AND CONTINUING EDUCATION CENTER (USPS 024-884, Vol. 11, No. 1) is published quarterly by Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390. Periodicals postage is paid at Everett, WA. Postmaster: Send address changes to Corporate & Continuing Education Center c/o Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390.
Certificate Programs

CCEC’s certificate programs are designed for the working professional with evening and weekend course offerings at multiple locations. Participants may choose to attend part-time or full-time. The estimated time for program completion is 4-12 months. Several of our classes qualify for recertification credit. Check out the pages listed below and attend a free information session at a location near you.

- Electronics & Troubleshooting ..............................................page 7
- High Performance Management ............................................page 13
- Human Resources Management ............................................page 14
- Lean Six Sigma Green Belt .....................................................page 16
- Manufacturing Operations Management ...............................page 6
- Non-Profit Management ........................................................page 17
- Project Management ...............................................................page 18
- Software Testing & Quality Assurance ..................................page 11
- SQL Server Developer .............................................................page 10
- UGotClass Online Certificates ..............................................page 22

Apply your training toward a bachelor’s degree. Visit EverettCC.edu/BAM for details.

Industry Certifications

- Certified IPC Specialist (Soldering) .......................................page 5
- Flagging & Traffic Control ......................................................page 20
- Forklift Operator Certification ...............................................page 6
- Personal Trainer Certification ................................................Fall quarter

Test Preparations Courses

- Airframe & Powerplant (A&P) ...............................................page 5
- HRCI Test Prep .................................................................Fall quarter
- SHRM Test Prep .................................................................Fall quarter
- PMP Test Prep .................................................................Fall quarter
- Lean Six Sigma Green Belt Test Prep .....................................Fall quarter

WELCOME TO COMPUTERS (.6 CEUS)

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>8927</td>
<td>8927-B784</td>
<td>W. BERKLEY Everett</td>
<td>Mar. 30</td>
<td>9:00AM - 4:00PM</td>
</tr>
<tr>
<td>8922</td>
<td>8922-B784</td>
<td>W. BERKLEY Bothell</td>
<td>Apr. 13</td>
<td>9:00AM - 4:00PM</td>
</tr>
<tr>
<td>8924</td>
<td>8924-B784</td>
<td>W. BERKLEY Kirkland</td>
<td>May 18</td>
<td>9:00PM - 4:00AM</td>
</tr>
<tr>
<td>8925</td>
<td>8925-B784</td>
<td>W. BERKLEY Arlington</td>
<td>May 5</td>
<td>9:00AM - 4:00PM</td>
</tr>
</tbody>
</table>

HOW TO READ COURSES

- Indicates an ONLINE or HYBRID course
- NEW! Indicates a NEW course

View map on page 27 for more information on our locations.
A & P Test Preparation

**FREE Information Session: A&P TEST PREP**

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

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

**WKT – WRITTEN KNOWLEDGE TEST PREPARATION (1.0 CEUS)**

Prepare to test for an FAA Mechanic Certificate with an Airframe, Powerplant, or A&P rating. This is a computer-guided Written Knowledge Test (WKT) prep course. Students need to purchase an AMT Prepware Download to review test questions for the General, Airframe and Powerplant FAA Knowledge Exams at http://www.asa2fly.com/AMT-Prepware-Download-C707.aspx Fee: $150

**ITEM 9158-B891 C. RUSSELL Everett, 125**
2 Sessions T/W July 17 - July 18 4:00PM - 8:00PM
This is a computer guided course in a computer lab.

**Meet Your Instructor:**

**CHRIS RUSSELL**
- A&P Test Prep

Chris has been in aviation for 12 years, acquiring his A&P license through the FAA after completing EvCC’s Aviation Maintenance program. Since 2009 he has specialized in aircraft restoration and operation, from pre-WWI to Cold War era aircraft. He has worked with most of the premier aviation museums in Washington state, crewed at the Reno Air Races, and spent time as a traveling crew chief with a B-25D Mitchell and P-51B Mustang.

**GENERAL KNOWLEDGE—ORAL AND PRACTICAL EXAM PREPARATION (1.2 CEUS)**

Fee: $525

**ITEM 9159-B891 B. DAVIS Aviation - PFC, 8008**
3 Sessions M/T/W July 23 - July 25 4:00PM - 8:00PM

**AIRMFRAME—ORAL AND PRACTICAL EXAM PREPARATION (1.2 CEUS)**

Fee: $525

**ITEM 9160-B891 C. RUSSELL Aviation - PFC, 8008**
3 Sessions M/T/W July 30 - Aug. 1 4:00PM - 8:00PM

**POWERPLANT—ORAL AND PRACTICAL EXAM PREPARATION (2.0 CEUS)**

Fee: $525

**ITEM 9161-B891 B. DAVIS, C. RUSSELL Aviation - PFC, 8008**
4 Sessions M/T/W/ Sa Aug. 6 - Aug. 11 4:00PM - 8:00PM
This class is scheduled: Mon. - Wed. 4pm - 8pm 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 9394-B784 O. NAIMI Everett, 110**
1 Wednesday June 13 5:00PM - 6:30PM

**AVIATION GROUND SCHOOL - PRIVATE PILOT (6.0 CEUS)**


**ITEM 9392-B891 O. NAIMI Everett, 239**
20 Sessions T/Th July 10 - Sept. 13 10:00AM - 1:00PM
**ITEM 9390-B891 O. NAIMI Everett, 239**
20 Sessions T/Th July 10 - Sept. 13 5:00PM - 8:00PM

**Soldering and Inspection Certifications**

**BASIC HANDS-ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)**

Prepare for entry-level opportunities in the electronics manufacturing industry. Practice basic electronic assembly and soldering, safety and ESD, component identification, industry terms, and safety procedures. Course modules are 40% lecture and 60% hands-on exercises. Earn a certificate upon successful completion of all tests within these modules. Complete a soldering kit in class. Basic English-language skills required. Fee: $385

**ITEM 9129-B891 J. LARSEN Everett, 240**
2 Sessions F/S June 29 - June 30 8:00AM - 5:00PM
**ITEM 9146-B891 J. LARSEN Everett, 240**
2 Sessions F/S July 27 - July 28 8:00AM - 5:00PM

**IPC J-STD-001 CERTIFICATION (3.2 CEUS)**

A Certified J-STD-001 IPC Specialist (CIS) is a portable credential, valid for two years, that recognizes proficiency of international soldering standards. Upon successful completion of this course, you’ll receive certification and enhance your skills in high tech, aerospace, and medical electronics manufacturing. Course curriculum includes classroom and laboratory training, a written exam, and skills evaluation. Fee: $815

**ITEM 9154-B891 J. LARSEN Everett, 240**
2 Sessions F/S Aug. 10 - Aug. 18 8:00AM - 5:00PM

**JOIN OUR TEAM!**

Teach for CCEC. Visit EverettCC.edu/TeachCCEC for details.
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

Certificate requires completion of 144 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Management Essentials</td>
<td>30</td>
</tr>
<tr>
<td>Principles of Operations Planning</td>
<td>30</td>
</tr>
<tr>
<td>Principles of Manufacturing Management</td>
<td>30</td>
</tr>
<tr>
<td>Principles of Managing Operations</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES (24 HOURS)**

For currently offered elective courses, view our website.

Free information sessions

- Wednesday, June 13, 6:00-7:30 PM, CCEC-Everett

Register today! See page 3 for details.

For more information, go to EverettCC.edu/ManufacturingCert

Questions about the program? Contact our Operations Team at 425-267-0150 or learn@everettcc.edu

Manufacturing Operations Management Certificate

**INVENTORY MANAGEMENT ESSENTIALS (3.0 CEUS)**
The APICS Principles of Inventory Management course will relay operational knowledge and understanding of techniques, roles and responsibilities, and the impact that inventory can have on a business. This is the recommended starting point for the Managing Operations Certification Program. Required Workbook: Principles of Inventory Management Participant Workbook v2.0. Books can be ordered through APICS, at apics.org, or call: 1-800-444-2742. Fee: $1325

**PRINCIPLES OF MANUFACTURING MANAGEMENT (3.0 CEUS)**

For more information, go to EverettCC.edu/ManufacturingCert

Conventional & CNC machining classes resume September 18!
Electronics & Troubleshooting Certificate

Short-term training for high-demand jobs.

- Learn to identify, inspect, analyze and troubleshoot electrical and electronic circuits and components.
- Learn to logically identify, perform and document necessary repairs.
- Earn an internationally recognized certification.

Certificate requires completion of 170 course hours:

**REQUIRED CORE COURSES**
- Basic Electronics & Troubleshooting: 72 hours
- Intermediate Electronics & Troubleshooting: 40 hours
- Basic Hands-On Soldering Training & Assembly: 16 hours
- Network Fundamentals: 18 hours

**ELECTIVE COURSES (24 HOURS)**

For currently offered elective courses, view our website.

Free Information Sessions
- Wednesday, June 13, 6:00-7:30PM, CCEC-Everett

Register today! See page 3 for details.

Electronics & Troubleshooting Certificate Electives

- IPC J-STD-001 Certification (3.2 CEUs)
- IPC-A-610 CIS Certification (2.4 CEUs)
- Wire and Cable Harness Assembly with IPC/WHMA-A-620 Certification
- Quality Control Essentials (3.0 CEUs)

CATIA V5

CATIA V5 Boot Camp (2.5 CEUs)
Learn the fundamentals of CATIA V5 in three days! This hybrid training method combines instructor-led sessions with web-based training. Meet for one weekend in class with an instructor. Supplement in-class sessions with access to the online simulation software. Receive two years of access to the software. This series includes the first five classes recommended for those new to CATIA:
- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

Fee: $3095  
ITEM: 8915-B891  
K. Rillos  
Everett  
239

CATIA V5 Online Package (4.0 CEUs)
Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises. Enroll and start a class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this online package which includes the first five classes, for a saving of $200! Fee: $1975

ITEM: 8923-B891  
K. Rillos  
Everett  
239

CATIA V5 Introduction to CATIA
Fee: $335 Each

ITEM: 8930-B891

CATIA V5 Assembly Design Fundamentals
Fee: $335 Each

ITEM: 8931-B891

CATIA V5 Sketcher and Auto-Constraints
Fee: $335 Each

ITEM: 8932-B891

CATIA V5 Part Design Fundamentals
Fee: $335 Each

ITEM: 8933-B891

CATIA V5 Part & Product Integration
Fee: $335 Each

ITEM: 8934-B891

CATIA V5 Drafting Fundamentals
Fee: $335 Each

ITEM: 8935-B891

CATIA V5 Assembly Design Advanced
Fee: $335 Each

ITEM: 8938-B891

For more information, go to
EverettCC.edu/ElectronicsCert

Questions about the program?  
Contact our Operations Team at  
425-267-0150 or learn@everettcc.edu
CATIA V5 FUNCTIONAL TOLERANCE AND ANNOTATION
ITEM 8939-B891

CATIA V5 INTRODUCTION TO SURFACING
ITEM 8936-B891

CATIA V5 PART & PRODUCT INTEGRATION
ITEM 8934-B891

CATIA V5 SKETCHER AND AUTO-CONSTRAINTS
ITEM 8932-B891

CATIA V5 SURFACING OPERATIONS
ITEM 8937-B891

CATIA V5 WIREFRAME FUNDAMENTALS
ITEM 8970-B891

Meet Your Instructor:

KAAE RILLOS

- CATIA V5

Kaae Rillos has been in the aerospace industry for 35 years specializing in NC programming, composites, tool design and engineering. He has been teaching CATIA since 2003 and brings a great sense of humor to his classroom. He has a Bachelor of Science in Manufacturing Engineering and graduated cum laude from Boston University.

CATIA V5 NC PROGRAMMING BASICS (1.2 CEUS)

Learn the fundamentals of NC Programming using CATIA V5. Class covers correct product structure creation, machining concept and creating a PPR. The series of videos goes step by step, programming a part from beginning to end, using drilling, counter boring, pocketing, profile milling, hemstitching and creating operator documents. Prerequisites: CATIA Boot Camp or prior CATIA experience. Fee: $1250

ITEM 8928-B891 K. RILLOS ONLINE

CATIA V5 NC PROGRAMMING BOOT CAMP (2.4 CEUS)

Learn the basics of 3-axis NC programming in three days! Machining techniques taught include: profiling, drilling, pocketing, and surfacing. Also covers product setup, tool catalogs, multi-position fixtures techniques, NC verification, and more. Prerequisites: prior knowledge of CATIA V5. Machining experience a plus. Fee: $3900

ITEM 8911-B891 K. RILLOS Everett, 239
3 Sessions F/Sa/Su July 6 - July 8 8:00AM - 5:00PM

Computer Basics & Desktop Applications

WELCOME TO COMPUTERS (.6 CEUS)

Explore the Windows environment and general computer concepts, even if you have limited or no computer experience. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; and how to create, organize, and manage folders. Discover how to customize your desktop experience for ease of use. Textbook included ($20 value). Fee: $225

ITEM 8924-B891 S. SAUNDERS Kirkland, T319
1 Friday June 29 9:00AM - 4:00PM

ITEM 8927-B891 K. MCCLIMANS Everett, 125
1 Saturday Aug. 4 9:00AM - 4:00PM

ACCESS 2016 LEVEL 1: THE BASICS (.7 CEUS)

Develop fundamentals skills of Microsoft Access and practice general database design. Learn how to work with table data, querying a database, creating advanced queries, generating reports, and customizing the Access environment. Prerequisite: Basic proficiency with Windows. Good working knowledge of Word and Excel is highly recommended. Textbook included ($20 value) This course content also works great for previous versions of Access. Fee: $225

ITEM 8921-B891 C. HANKS Everett, 125
1 Friday June 29 8:30AM - 4:30PM

ITEM 8722-B891 C. HANKS Kirkland, T319
1 Saturday July 7 8:30AM - 4:30PM

ITEM 8927-B891 K. MCCLIMANS Everett, 125
1 Saturday Aug. 4 9:00AM - 4:00PM

ACCESS 2016 LEVEL 2: BEYOND THE BASICS (.7 CEUS)

Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Practice designing a relational database, joining tables, organizing a database for efficiency, sharing data across applications, and advanced reporting. Prerequisite: Access Level 1 or equivalent experience. Textbook included ($20 value). Works great for previous versions of Access. Fee: $225

ITEM 8924-B891 S. SAUNDERS Kirkland, T319
1 Saturday July 7 8:30AM - 4:30PM

ITEM 8951-B891 S. SAUNDERS Everett, 126
1 Saturday June 16 8:30AM - 4:30PM

ITEM 8952-B891 S. SAUNDERS Bothell, C-211
1 Saturday June 30 8:30AM - 4:30PM

ITEM 8961-B891 S. SAUNDERS Kirkland, T319
1 Friday July 13 8:30AM - 4:30PM

ITEM 8852-B891 C. HANKS ONLINE
2 Monday July 16 - July 23 4:30PM - 8:00PM

EXCEL 2016 LEVEL 1: SPREADSHEET BASICS (.7 CEUS)

Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Learn how to create and save a basic worksheet, perform calculations, modify and format a worksheet, and print and manage workbooks. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $225

ITEM 8865-B891 S. SAUNDERS Bothell, C-211
1 Saturday June 16 8:30AM - 4:30PM

ITEM 8951-B891 S. SAUNDERS Everett, 126
1 Saturday June 16 8:30AM - 4:30PM

ITEM 8961-B891 S. SAUNDERS Kirkland, T319
1 Friday July 13 8:30AM - 4:30PM

ITEM 8852-B891 C. HANKS ONLINE
2 Monday July 16 - July 23 4:30PM - 8:00PM

EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)

Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables.

Meet Your Instructor:

CLIFF HANKS

- Computer Basics & Desktop Applications

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

EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)

Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables.

TAKE YOUR CLASSES ON THE GO THIS SUMMER!

Visit EverettCC.edu/CCECOnline to learn about online and hybrid classes.
visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $225

ITEM 8974-B891 C. HANKS Everett, 126
1 Friday July 8 1:00 - 4:30PM

EXCEL 2016: QUICK POWERFUL GRAPHICS WITH POWER VIEW, POWERPIVOT, POWER QUERY, POWER MAP AND POWER BI (1.4 CEUS)
Discover how to combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations for use in their business. This course is lab example intensive. Fee: $515

ITEM 8736-B891 C. HANKS Everett, 126
2 Fridays Aug. 10 - Aug. 17 8:30AM - 4:30PM

POWERPOINT 2016 LEVEL 1 (.7 CEUS)
Create effective and engaging presentations to impress any audience. Learn to develop a presentation, perform advance text editing, add graphical elements, modify objects, add tables and charts, a how to deliver your presentation. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of PowerPoint. Fee: $225

ITEM 8815-B891 K. MCCLIMANS Bothell, CC1-211
1 Saturday July 7 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: $225

ITEM 8762-B891 S. SAUNDERS Everett, 125
1 Saturday Aug. 18 8:30AM - 4:30PM

Meet Your Instructor:
SAM SAUNDERS
- Computer Basics & Desktop Applications

Selma “Sam” Saunders has been teaching instructor-led, hybrid and online classes for over 25 years, helping employees develop information technology skills and knowledge to meet business goals using Microsoft Office Suite products.

Attend an upcoming TECH LUNCH & LEARN EVENT!
Visit EverettCC.edu/TechPrograms for details.
SQL SERVER DEVELOPER CERTIFICATE

Make better data-driven business decisions.

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

Certificate requires completion of 72 course hours:

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

Total Hours: 72

Free information sessions

- Thursday, June 14, 6:00-7:00PM, Bothell

Register today! See page 3 for details.

Microsoft Imagine Academy Program Member

For more information, go to EverettCC.edu/SQLCert

Questions about the program?
Contact our Operations Team at 425-267-0150 or learn@everettcc.edu

SQL Server Developer 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 SQL Server 2012 exams; 461, 462, and 463. Save $105 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: $2200

ITEM 8890-B891 M. LAW Bothell, CCT-211
18 Sessions T/Th June 26 - Aug. 23 5:30PM - 9:30PM

DATABASES DESIGNS AND CONCEPTS (1.2 CEUS)

Learn how to create real-world, professional databases. Discover how database designs affect usability and performance and how you can design for both. Learn the rules of normalization and when to bend those rules as you create multiple database prototypes. Concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows operating system. Textbook included ($50 value). Fee: $385

ITEM 8906-B891 M. LAW Bothell, CCT-211
3 Sessions T/Th June 26 - July 3 5:30PM - 9:30PM

SQL PROGRAMMING LEVEL 1 (1.2 CEUS)

Practice the basics of SQL programming. Focus on how to create and run SQL statements and the statements that matter most to database professionals. Explore insert, updates, deletes, joins, group by, aggregates, and many more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 1 or equivalent knowledge. Text included ($50 value). Fee: $385

ITEM 8904-B891 M. LAW Bothell, CCT-211
3 Sessions T/Th July 5 - July 12 5:30PM - 9:30PM

DATA WAREHOUSE DESIGN (1.2 CEUS)

Take the mystery out of data warehouse design through simple examples and by learning complex jargon in everyday terms. Learn star and snowflake schemas, fact and dimension table designs, measures and dimensional attributes, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included ($50 value). Fee: $385

ITEM 8812-B891 M. LAW Bothell, CCT-211
3 Sessions T/Th Aug. 16 - Aug. 23 5:30PM - 9:30PM

Meet Your Instructor:

MURRAY LAW

- SQL Certificate

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

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: $385

ITEM 8905-B891 M. LAW Bothell, CCT-211
3 Sessions T/Th July 17 - July 24 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: $765

ITEM 8899-B891 M. LAW Bothell, CCT-211
6 Sessions T/Th July 26 - Aug. 14 5:30PM - 9:30PM
Software Testing &
Quality Assurance Certificate

SOFTWARE TESTING SERIES (5.4 CEUS)
Enroll in the series and save! Register for the entire Software Testing Series hybrid course, and save $100 when compared to enrolling in each course individually. For course details and schedules, please see the individual listings below. Fee: $1995

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Sessions M/W</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8814-B891</td>
<td>B. CRONQUIST</td>
<td>Kirkland</td>
<td>18</td>
<td>June 25 - Aug. 27</td>
<td>6:00PM - 9:00PM</td>
</tr>
<tr>
<td>8817-B891</td>
<td>B. CRONQUIST</td>
<td>Kirkland</td>
<td>5</td>
<td>July 11 - July 25</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

SOFTWARE QUALITY ASSURANCE IN ACTION (.9 CEUS)
Discover how the use of metrics is an important part of developing a strategy to improve the quality of both software processes and work products. Explore the difference between quality assurance and quality control, and learn software quality assurance techniques, approaches, processes, software test metrics and tracking, and test-driven development. Explore today’s cutting edge methodologies including Testing in Production (TIP), data-driven quality (DDQ), and DevOps. Fee: $345

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Sessions M/W</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8821-B891</td>
<td>B. CRONQUIST</td>
<td>Kirkland</td>
<td>3</td>
<td>July 30 - Aug. 6</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

APPLIED TESTING IN THE REAL WORLD (1.8 CEUS)
Gain practical experience by applying everything you’ve learned to complete software testing projects. Start with reading specifications, create user acceptance tests, develop test plans and test cases, create estimates, run your tests, enter bugs, watch the product quality improve. In many cases, we’ll be working on real projects from the university, local governments, or local companies. Fee: $685

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Sessions M/W</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8823-B891</td>
<td>B. CRONQUIST</td>
<td>Kirkland</td>
<td>6</td>
<td>Aug. 8 - Aug. 27</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>
Small Business Accelerator is 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
- Maximize your return on investment of time and money
- Increase your market share and customer loyalty
- Design your business to grow faster while working less

Hear success stories from our past participants at EverettCC.edu/Accelerator
HIGH PERFORMANCE MANAGEMENT CERTIFICATE

Improve your people, processes and profits.

- Lead others with confidence and purpose
- Acquire practical financial knowledge and skills for a business environment
- Prepare to test for the ASQ Certification in CMQ/OE

Certificate requires completion of 124 course hours:

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

Total Hours: 84

ELECTIVE COURSES (40 HOURS)

For currently offered elective courses, view our website.

Free information sessions

- Wednesday, June 6, 6:00-7:30PM, Kirkland
- Wednesday, June 13, 6:00-7:30PM, CCEC-Everett
- Thursday, June 14, 6:00-7:30PM, Bothell

Register today! See page 3 for details.

ASQ-aligned program

For more information, go to EverettCC.edu/MgmtCert

Questions about the program?
Contact our Operations Team at 425-267-0150 or learn@everettcc.edu

High Performance Management Certificate

HIGH PERFORMANCE MANAGEMENT ESSENTIALS (1.5 CEUS)
Learn how to manage in today’s competitive global environment. Explore best practice approaches to decision making, time and team management, project success, managing risk and opportunity, competitive advantage, compliance, and diversity. Gain tools to fit it all together to achieve organizational goals.

Required textbook: See website. Fee: $395
ITEM 9056-B891 E. STEWART, MBA, PMP Everett, 117
5 Wednesdays July 11 - Aug. 8 6:00PM - 9:00PM

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

NEXT LEVEL LEADERSHIP (2.4 CEUS)
Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate and elevate employee performance. Learn how to communicate with credibility, persuasiveness and passion to affect positive change. Required textbook: See website. Fee: $850
ITEM 9892-B891 S. AFFHOLTER, MBA Kirkland
8 Mondays July 2 - Aug. 20 6:00PM - 9:00PM

High Performance Management Certificate Electives

SUPERVISOR-TEAM LEAD TRAINING (1.5 CEUS)
Learn practical skills, techniques, and best practices you can put to use the next day! This class is for new supervisors, experienced managers, and supervisors who want to enhance their skills. Understand how to motivate your employees; tools for active listening; and ways to delegate. Get tips on giving performance reviews, building effective teams, creating attainable goals, and dealing with challenging behavior. Fee: $395
ITEM 9860-B891 B. FROST Bothell
2 Saturdays July 28 - Aug. 4 9:00AM - 5:00PM

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

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

LEAN FOR THE OFFICE (.8 CEUS)
See page 16 for course description and details.

ROOT CAUSE ANALYSIS AND INVESTIGATION (.6 CEUS)
See page 16 for course description and details.

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

MICROSOFT PROJECT FOR PROJECT MANAGERS (1.5 CEUS)
See page 19 for course description and details.

PROJECT TEAM MANAGEMENT (1.5 CEUS)
See page 16 for course description and details.

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

VIRTUAL TEAMS - MANAGING PROJECTS TODAY (.6 CEUS)
See page 19 for course description and details.

MANAGING SMALL PROJECTS (.6 CEUS)
See page 14 for course description and details.

MANAGING EMPLOYEE PERFORMANCE (1.2 CEUS)
See page 14 for course description and details.

UNDERSTANDING BUDGETS (.9 CEUS)
See page 19 for course description and details.

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

TEAM COLLABORATION (.6 CEUS)
See page 20 for course description and details.

MANAGING PRIORITIES AND TIME (.6 CEUS)
See page 20 for course description and details.
HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

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

Certificate requires completion of 102 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Essentials</td>
<td>9</td>
</tr>
<tr>
<td>Employment Law</td>
<td>15</td>
</tr>
<tr>
<td>Talent Management - Finding and Keeping the Best</td>
<td>12</td>
</tr>
<tr>
<td>Managing Employee Performance</td>
<td>12</td>
</tr>
<tr>
<td>Total Rewards</td>
<td>12</td>
</tr>
<tr>
<td>HR Systems and Metrics</td>
<td>12</td>
</tr>
<tr>
<td>HR Certificate Capstone</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>81</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIVE COURSES (21 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For currently offered elective courses, view our website.</td>
</tr>
</tbody>
</table>

Free information sessions

- Wednesday, June 13, 6:00-7:30PM, CCEC-Everett
- Thursday, June 14, 6:00-7:30PM, Bothell

Register today! See page 3 for details.

Human Resources Management Certificate

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

<table>
<thead>
<tr>
<th>ITEM 9078-B891</th>
<th>M. SUMMERS, SPHR</th>
<th>Everett, 218</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Mondays</td>
<td>June 25 - July 16</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

No class on July 2, 2018.

<table>
<thead>
<tr>
<th>ITEM 9918-B891</th>
<th>D. DEFREECE, SPHR</th>
<th>Arlington</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Thursdays</td>
<td>July 12 - July 26</td>
<td>5:30PM - 8:30PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ITEM 9916-B891</th>
<th>E. ROBINSON, PHR</th>
<th>Everett, 117</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Mondays</td>
<td>July 23 - Aug. 20</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM 9917-B891</th>
<th>E. ROBINSON, PHR</th>
<th>Arlington</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Thursdays</td>
<td>Aug. 2 - Aug. 30</td>
<td>5:30PM - 8:30PM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ITEM 9875-B891</th>
<th>S. LEWIS, MBA, PHR</th>
<th>Everett, 218</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Tuesdays</td>
<td>June 26 - July 17</td>
<td>6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

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 9908-B891 | C. IVESON | Everett, 117 |
|----------------|---------|
| 2 Saturdays | June 30 - July 7 | 9:00AM - 3:30PM |

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

<table>
<thead>
<tr>
<th>ITEM 9909-B891</th>
<th>S. LEWIS, MBA, PHR</th>
<th>Arlington</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Wednesdays</td>
<td>July 11 - Aug. 1</td>
<td>5:30PM - 8:30PM</td>
</tr>
</tbody>
</table>

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

Books & Supply List Online: EverettCC.edu/CourseMaterial

For more information, go to EverettCC.edu/HRCert

Questions about the program? Contact our Operations Team at 425-267-0150 or learn@everettcc.edu

Meet Your Instructor:

DONNA DEFREECE
SPHR, SHRM-SCP

- Human Resources Essentials

Donna DeFreece has been an HR professional for over 20 years; Snohomish County Human Resources Association board member for 3 years; Professional Development chair; and Project Manager for SCHRA certification. She facilitated classes for HR professionals to pass the PHR/SPHR certification class, and developed the SHRM-CP/SHRM-SCP certification class in partnership with EvCC. Donna is currently a Generalist for Boeing and enjoys supporting her business partner with coaching, development and staffing needs.
A customizable education program that leads toward a B.A. in Management – Organizational Excellence Degree through a partnership between EvCC and City University of Seattle.

**ESSENTIALS OF EMPLOYEE HANDBOOKS AND JOB DESCRIPTIONS (.6 CEUS)**
Employee handbooks and job descriptions communicate policies and procedures, outline job requirements used for recruiting and ADA accommodation, and can be critical components when legal issues arise. We’ll start with job descriptions and look at various methods for job analysis. Next we’ll review best practices for employee handbooks. Bring your organization’s handbook and at least one sample job description. Recommended textbook: See website. Fee: $195

**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

**RECRUITMENT AND RETENTION: BECOMING THE EMPLOYER OF CHOICE (.9 CEUS)**
We’ll learn the basics of employment branding to make your organization stand out, and how that same branding can lower your turnover rate and retain your best people. We’ll look at some of the best branded companies and see how you can apply their process to your organization; and look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite: Talent Management: Finding and Keeping the Best. Fee: $180

**Books & Supply List Online:** EverettCC.edu/CourseMaterial
Lean Six Sigma Green Belt Certificate

LEAN PRACTICES OVERVIEW (.35 CEUS)
Gain an understanding of Lean principles and how they are applied to the workplace. Study the systematic management approach designed to provide a product or service to a customer in the shortest time at the lowest cost. Explore how to reduce or eliminate the eight types of waste, which accounts for 95 percent of the total process time. Study Lean tools: Just In Time, Kanban, Standard Work, 5S and 5 Whys, with a Six Sigma Black Belt instructor. Fee: $115

ITEM 9105-B891 N. NAVARRO, MBA Everett, 116
1 Tuesday June 26 5:00PM - 8:30PM

ITEM 9399-B891 N. NAVARRO, MBA Kirkland
1 Saturday Aug. 18 8:30AM - 12:00PM

BASIC STATISTICS FOR CONTINUOUS IMPROVEMENT (1.2 CEUS)
Improve processes using Six Sigma without being intimidated by math and statistics. Explore hands-on training, including what they are, how they are generated and interpreted. View ways used in process control, compare before and after process improvements, and how they are demonstrated. Also, review algebraic equations to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required text: See website. Fee: $315

ITEM 9884-B891 E. STEWART, MBA, PMP Everett, 230
4 Tuesdays July 10 - July 31 6:00PM - 9:00PM

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 9419-B891 Z. BROWNHOPKINS, PMP Kirkland
2 Thursdays Aug. 23 - Aug. 30 6:00PM - 9:00PM

PROJECT TEAM MANAGEMENT (1.5 CEUS)
Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills and tools you need 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-B891 S. THOMPSON, MBA, PMP Bothell
5 Tuesdays July 10 - Aug. 7 6:00PM - 9:00PM

ITEM 9934-B891 N. NAVARRO, MBA Arlington
5 Wednesdays July 18 - Aug. 15 5:30PM - 8:30PM

LEAN SIX SIGMA GREEN BELT CAPSTONE (1.5 CEUS)
No matter what sector in your organization, this approach provides a valuable framework for understanding and running Six Sigma projects. This course provides an opportunity for participants to become familiar and fine tune their understanding of running six sigma projects. Prerequisites: Lean Practices Overview, Basic Statistics for Continuous Improvement, LSSGB Foundations, LSSGB Advanced Topics, Managing Small Projects and Project Team Management. Fee: $365

ITEM 9118-B891 STAFF Bothell
5 Thursdays July 12 - Aug. 9 6:00PM - 9:00PM

If you have any questions, please contact our Operations Team at 425-267-0150 or learn@everettcc.edu.
NON-PROFIT MANAGEMENT CERTIFICATE

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

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

Certificate requires completion of 99 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Overview</td>
<td>3</td>
</tr>
<tr>
<td>Leading Boards that Lead</td>
<td>9</td>
</tr>
<tr>
<td>Fundraising Essentials</td>
<td>6</td>
</tr>
<tr>
<td>Grant Writing Essentials</td>
<td>9</td>
</tr>
<tr>
<td>Grant Management Essentials</td>
<td>12</td>
</tr>
<tr>
<td>Volunteer Management</td>
<td>6</td>
</tr>
<tr>
<td>Next Level Leadership</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES (30 HOURS)**

For currently offered elective courses, view our website.

**FREE INFORMATION SESSION** to learn more!

See page 3 for details.

Questions about the program?
Contact our Operations Team at 425-267-0150 or learn@everettcc.edu

For more information, go to EverettCC.edu/NonProfitCert

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

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

**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

**GRAIN WRITING AND GRANT MANAGEMENT ESSENTIALS PACKAGE (2.1 CEUS)**
Register for the Grant Writing/Grant Management Essentials package and save! Fee: $395

**GRANT WRITING ESSENTIALS (.9 CEUS)**
Learn the basics of grant writing for organizations with hands-on opportunities to embed your skills. Explore grant opportunities; learn how to make the determination to apply for the grant, make a compelling case, draft...
breathtaking performance and how to apply. Gain fundamental skills that can be used to develop convincing proposals. Required texts: See website. Fee: $185

ITEM 9864-B891 A. BEARD, Ph.D Bothell
4 Thursdays July 19 - Aug. 9 6:00PM - 9:00PM

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

ITEM 9866-B891 A. BEARD, Ph.D Bothell
2 Wednesdays Aug. 15 - July 22 6:00PM - 9:00PM

VOLUNTEER MANAGEMENT (.6 CEUS)
Keep them coming back! Manage your volunteers with tips and tools from non-profit leaders. You will learn: recruiting, legal factors, volunteers with tips and tools from non-profit leadership. You will learn: recruiting, legal factors, administrative how-to’s, how to motivate your volunteers to obtain their best work, how to give feedback and what to do when challenges arise. Required text: See website. Fee: $185

ITEM 9866-B891 S. AFFHOLTER, MBA Bothell
2 Wednesdays Aug. 15 - Aug. 22 6:00PM - 9:00PM

NEXT LEVEL LEADERSHIP (2.4 CEUS)
See page 13 for course description and details.
MANAGING SMALL PROJECTS (.6 CEUS)
See page 16 for course description and details.

VIRTUAL TEAMS - MANAGING PROJECTS TODAY (.6 CEUS)
Learn practical tools and techniques for managing projects in today's global environment. Through case study analysis of real-life scenarios, identify common challenges and pitfalls of virtual teams and how to navigate them to ensure project success. Fee: $175
ITEM 9034-B891 S. THOMPSON, MBA, PMP Bothell
2 Tuesdays July 11 - July 18 6:00PM - 9:00PM

PROJECT RISK MANAGEMENT ESSENTIALS (.9 CEUS)
Understanding Project Risk Management can lessen inevitable risk, reduce costs and improve project outcomes. Aligned with the PMBOK®, this will give an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Prerequisite: PM Essentials course or concurrent enrollment. Fee: $225
ITEM 9028-B891 M. FISCHER, PMP Bothell
3 Mondays July 23 - Aug. 6 6:00PM - 9:00PM

EARNED VALUE MANAGEMENT (.6 CEUS)
Earned Value Management is a best practice tool to help manage scope, schedule and cost effectively. It can provide an early warning for actions needed to keep projects on track. Learn tools to determine critical vs. non-critical problems; use formulas to report and forecast project performance. Based on the PMBOK® principles. Prerequisite: PM Essentials and Project Planning and Scheduling Techniques. Recommended textbooks: See website. Fee: $195
ITEM 9038-B891 M. FISCHER, PMP Bothell
1 Saturday July 14 9:00AM - 3:30PM

FIND MORE ELECTIVES ONLINE:
EverettCC.edu/ProjectManagement

Microsoft Project for Project Managers (.5 CEUS)
Get started on MS Project 2016 and create a personal project. Work with GANTT charts; create and organize a task list in a work breakdown structure; set up and assign resources to tasks; format and print plan and reports; create baseline and track task progress; and resolve over-allocation issues. Bring USB drive to class. Attendance of first session mandatory. Prerequisite: Working knowledge of Windows, Word & Excel. Required Textbook: See website. Fee: $410
ITEM 9439-B891 M. ALDRICH HYBRID
The first session meets on July 14 from 9am - 12pm at CCEC 2333 Seaway Blvd., Everett room 126. Remaining sessions held online through August 11th. Course equivalent to 15 hours.
ITEM 8908-B891 M. ALDRICH Everett, 126
5 Thursdays Aug. 2 - Aug. 30 6:00PM - 9:00PM

Project Management Certificate Electives

PROJECT REQUIREMENTS MANAGEMENT (.6 CEUS)
Define, manage and avoid pitfalls of Project Requirements. Inadequate processes for requirement’s definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. Required text: See website. Fee: $195
ITEM 9042-B891 D. THOMPSON Arlington
2 Tuesdays Aug. 7 - Aug. 14 5:30PM - 8:30PM

BOOKKEEPING BASICS (.6 CEUS)
Manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included ($90 value). Prerequisite: Proficiency with navigating Windows. Recommended: Bookkeeping Basics. Textbook and course instruction is based on QuickBooks 2015 Desktop version. Fee: $330
ITEM 9467-B891 S. LESLIE Kirkland
3 Tuesdays July 10 - July 24 6:00PM - 9:00PM

Understand Budgets (.9 CEUS)
Budgets are the means by which financial assets are planned, controlled and strategically managed. For business, an effective budget provides the strategic planning and the tools to verify the plans are tracking to specific goals. Learn the tools and processes to build and manage a budget, as well as some useful skills targeted at building and managing budgets for businesses from company financial data. Required textbook: See website. Fee: $279
ITEM 9014-B891 J. DAS Arlington
3 Tuesdays July 10 - July 24 6:00PM - 9:00PM
ITEM 9879-B891 J. DAS Bothell
3 Tuesdays July 31 - Aug. 14 6:00PM - 9:00PM

QUICKBOOKS ESSENTIALS (.9 CEUS OR 9 CPES)
Start with an introduction of basic accounting terms and record keeping rules; explore bookkeeping practices; terminology to better utilize bookkeeping software; the accounting cycle; practice double-entry accounting; cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable. Review financial statements, how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: $205
ITEM 8900-B891 C. MILLS Everett, 238
2 Mondays July 9 - July 16 5:30PM - 8:30PM

ACCOUNTING & FINANCE
FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUS)
Learn how to read, prepare, and analyze income statements, balance sheets, and statement of cash flows to make sound financial decisions, allocate resources, and accurately budget expenses. Acquire a financial toolkit that you can use for real-world situations. Practice financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits, fraud, and reflection on the post-Enron era. Required textbook: See website. Fee: $389
ITEM 9045-B891 J. DAS Kirkland
5 Thursdays July 5 - Aug. 2 6:00PM - 9:00PM

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
Learn to identify problems through recognition and analysis of their root causes. Go beyond the symptoms, which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: $195
ITEM 9074-B891 STAFF Kirkland
2 Wednesdays July 11 - July 18 6:00PM - 9:00PM

MANAGING PRIORITIES AND TIME (.6 CEUS)
What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: $195
ITEM 9073-B891 J. AGRAWAL, MBA Kirkland
2 Wednesdays July 25 - Aug. 1 6:00PM - 9:00PM

TEAM COLLABORATION (.6 CEUS)
Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders, as well as poorly performing team members. Learn how to address common obstacles to success, including communication, interpersonal challenges, and a lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee: $195
ITEM 9073-B891 J. AGRAWAL, MBA Kirkland
2 Wednesdays July 25 - Aug. 1 6:00PM - 9:00PM

Meet Your Instructor:
JYOTI AGRAWAL
- Team Collaboration

Jyoti Agrawal is an ASQ - certified Lean Six Sigma Black Belt and has led various process improvement projects using Lean Six Sigma methodology. She has 15 years of experience in manufacturing and technology development in the semiconductor industry in Singapore, Germany and United States. She holds a master’s in Physics from Indian Institute of Technology, India and a master’s degree in Business from Rutgers University, New Jersey.

PERSONAL & PROFESSIONAL EXCELLENCE SERIES

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-B891 J. DAS Kirkland
5 Thursdays July 5 - Aug. 2 6:00PM - 9:00PM

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
Learn to identify problems through recognition and analysis of their root causes. Go beyond the symptoms, which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: $195
ITEM 9074-B891 STAFF Kirkland
2 Wednesdays July 11 - July 18 6:00PM - 9:00PM

MANAGING PRIORITIES AND TIME (.6 CEUS)
What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: $195
ITEM 9073-B891 J. AGRAWAL, MBA Kirkland
2 Wednesdays July 25 - Aug. 1 6:00PM - 9:00PM

TEAM COLLABORATION (.6 CEUS)
Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders, as well as poorly performing team members. Learn how to address common obstacles to success, including communication, interpersonal challenges, and a lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee: $195
ITEM 9073-B891 J. AGRAWAL, MBA Kirkland
2 Wednesdays July 25 - Aug. 1 6:00PM - 9:00PM

MEETING YOUR INSTRUCTOR:

JYOTI AGRAWAL
- Team Collaboration

Jyoti Agrawal is an ASQ - certified Lean Six Sigma Black Belt and has led various process improvement projects using Lean Six Sigma methodology. She has 15 years of experience in manufacturing and technology development in the semiconductor industry in Singapore, Germany and United States. She holds a master’s in Physics from Indian Institute of Technology, India and a master’s degree in Business from Rutgers University, New Jersey.

PERSONAL & PROFESSIONAL EXCELLENCE SERIES

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-B891 J. DAS Kirkland
5 Thursdays July 5 - Aug. 2 6:00PM - 9:00PM

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
Learn to identify problems through recognition and analysis of their root causes. Go beyond the symptoms, which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: $195
ITEM 9074-B891 STAFF Kirkland
2 Wednesdays July 11 - July 18 6:00PM - 9:00PM

TEAM COLLABORATION (.6 CEUS)
Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders, as well as poorly performing team members. Learn how to address common obstacles to success, including communication, interpersonal challenges, and a lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee: $195
ITEM 9073-B891 J. AGRAWAL, MBA Kirkland
2 Wednesdays July 25 - Aug. 1 6:00PM - 9:00PM

MANAGING PRIORITIES AND TIME (.6 CEUS)
What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: $195
ITEM 9073-B891 J. AGRAWAL, MBA Kirkland
2 Wednesdays July 25 - Aug. 1 6:00PM - 9:00PM

MEETING YOUR INSTRUCTOR:

JYOTI AGRAWAL
- Team Collaboration

Jyoti Agrawal is an ASQ - certified Lean Six Sigma Black Belt and has led various process improvement projects using Lean Six Sigma methodology. She has 15 years of experience in manufacturing and technology development in the semiconductor industry in Singapore, Germany and United States. She holds a master’s in Physics from Indian Institute of Technology, India and a master’s degree in Business from Rutgers University, New Jersey.
Discover. Play. Learn.

SUMMER YOUTH PROGRAM June - August 2018

Fun, creative, and educational activities for kids in Everett.

Weekly programs include:

Imagine Quest: Ages 4.5 - 9
Includes a take-home starter game kit!

Green Crusaders: Ages 5-12
Includes a take-home garden stone project!

Monster’s Club: Ages 7.5 - 11
Play with sci-fi, fantasy, and horror story characters.

Cheer Camp: Ages 5-12
Includes a performance at an Everett AquaSox game!

STEMTREE Science Camp Ages: 5-17
Experience robotics, coding, and electrical engineering all in the same week!

and more!
Register by June 1 and save!

EverettCC.edu/YouthProgram
World Languages

AMERICAN SIGN LANGUAGE VI (ASL & 121) (5 CREDITS)
Beginning sequence of courses in ASL to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversation skills. Self-support, non-tuition class. Payment is due at time of registration. You must register through EvCC’s Enrollment Services for this course. Fee: $535

ITEM 9484-B891  BONTRAGER L  EvCC Main - IND 103
19 Sessions T/Th  June 5 - Aug. 23  10:30AM - 1:20PM

ITALIAN FOR TRAVELERS LEVEL 2 (1.6 CEUS)  NEW!
With Italian for Travelers Level 2 you will be expanding on what you have learned with Italian Level 1 classes. After a brief review of what you have previously learned, you will be introduced to more grammar rules, verbs and Italian sentences. You will learn how to pronounce words and sentences like an Italian. Fee: $169

ITEM 9180-B891  P. GIORGIO FIORENTINI  Bothell
8 Tuesdays  June 19 - Aug. 7  6:30PM - 8:30PM

SPANISH FOR TRAVELERS LEVEL 1 (1.2 CEUS)
Traveling to a Spanish-speaking country or just want to learn Spanish for fun? Join us for this relaxing, practical approach to acquiring basic Spanish vocabulary and useful phrases to use on your next vacation, at work, or at home. Includes travel tips and typical cultural faux pas that can take away from your travel enjoyment. Perfect for beginners or as a refresher course. Required textbook: See website. Fee: $129

ITEM 9172-B891  B. JOHNSON  Everett, 230
4 Tuesdays  July 10 - July 31  6:00PM - 9:00PM

History

HISTORY OF MANNED SPACEFLIGHT (1.2 CEUS)  NEW!
Discover the race for space as we retrace the history of manned spaceflight, sparked by the Soviets to the American programs of Mercury, Gemini, Apollo, and the Space Shuttle and beyond. We will learn about the brave men who had the “right stuff” and the support teams of scientists and engineers that got them to the heavens. Learn about the moon landings with mixed media and presentations about one of humankind’s greatest accomplishments. Fee: $169

ITEM 9870-B891  R. EVANS  Everett, 218
4 Tuesdays  Aug. 7 - Aug. 28  6:30PM - 9:30PM

Sciences

INFINITE COSMOS: AN INTRODUCTION TO ASTRONOMY (1.2 CEUS)
Delve deep into the wonders of the cosmos in this course covering the wonders of astronomy. The class explores the history of astronomy, the discoveries made about the planets in our solar system and beyond. From star constellations, to pulsars and black holes the course will uncover the secrets of the universe. Fee: $169

ITEM 9286-B891  R. EVANS  Everett, 218
4 Tuesdays  Aug. 7 - Aug. 28  6:30PM - 9:30PM

NEUROBIOLOGY OF EMOTION REGULATION (1.2 CEUS)  NEW!
Do you work with people who have difficulty managing their emotions? This engaging and interactive course will help you understand in everyday terms the newest related brain science and helpful strategies. In addition, we will target and reduce one of the most destructive emotions: Shame. (Counselors and Social Workers: This Course grants up to 10 CEUs from WMHCA) Fee: $169

ITEM 9336-B891  H. SMITH  Bothell
4 Tuesdays  July 10 - July 31  6:00PM - 9:00PM

For detailed course outlines, demos, frequently asked question and student reviews, visit EverettCC.edu/CCECOline
**Personal Business, Finance, & Investment**

**CREATE A WEBSITE FOR FUN, PROFIT AND BUSINESS (.35 CEUS)**

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website in 60 minutes. Covers SEO, social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating affiliate websites. Taught by a multi award-winning instructor and published author. Lecture. Fee: $69

ITEM 9098-B891  K. BOYD  Everett, 117  
1 Thursday  Aug. 2  6:00PM - 9:30PM

**EBAY 1 - THE BASICS OF SELLING (.3 CEUS)**

Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept PayPal payments. Included are selling tips, tricks and the traps to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels and get FREE home pickup. Taught by a multi-award winning instructor and published author from Seattle. Lecture. Fee: $59

ITEM 9391-B891  K. BOYD  Everett, 218  
1 Wednesday  Aug. 1  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-B891  S. JONSON  Off site/Arranged  
you may start the program anytime. Tuesdays & Thursdays meet 6:00-10pm, and/or Saturdays meet 8:30am-4:30pm. Meet at 13322 Highway 99 S., Everett, 98204; or online.

**NORTHERN ITALIAN TRATTORIA**

While everyone is familiar with spaghetti, meatballs and other Southern Italian fare, Northern Italy’s cuisine is just as rich. We will explore a simple dinner of fennel and greens salad with white balsamic vinaigrette, beef milanese, roll cut root vegetables, and saffron risotto. Fee: $59

ITEM 9030-B891  J. GOERTZ  Kirkland  
1 Tuesday  Aug. 7  6:00PM - 9:00PM

**PIZZA PARTY**

A piece of yeasty, hot flatbread with sauce and toppings is universal in cuisines throughout the world and the second most popular fast food in the United States. We will learn to craft artisan pizza dough along with sauces and toppings for your own party at home. Fee: $79

ITEM 9030-B891  J. GOERTZ  Kirkland  
1 Saturday  Aug. 18  10:00AM - 2:00PM

**SUSHI PARTY AT HOME**

Sushi’s popularity has increased worldwide for the past several decades. Expensive in a restaurant, sushi is actually very inexpensive when made at home. Your chef instructor will teach the secrets of sushi rice, the basis of all sushi, along with Maki sushi (rolls), Temakizushi (cones), and Nigirizushi (hand formed servings). Fee: $59

ITEM 9004-B891  J. GOERTZ  Kirkland  
1 Tuesday  Aug. 7  6:00PM - 9:00PM

**Food & Drink**

**LEARN TO CUT LIKE A CHEF**  
NEW!

The most basic skill required to transform nature’s bounty into delicious food is cutting with a knife. Chef Jason will teach knife techniques as taught in culinary schools. You will learn to dice, batonnet, julienne, concasse under the guidance of a master chef. Fee: $59

ITEM 9002-B891  J. GOERTZ  Kirkland  
1 Tuesday  July 10  6:00PM - 9:00PM

**Meet Your Instructor:**

**JASON GOERTZ**  
- **Food & Drink**
- Chef Jason Goertz has been cooking since the age of 7, and baking since high school. After a decade long career in the IT industry, he “retired” and went to culinary school, graduating summa cum laude from Lake Washington Institute of Technology with both culinary and baking/pastry degrees. He loves sharing his passion for food and seeing students learn to prepare flavorful food for themselves and their families.

**Meet Your Instructor:**

**THOR MCILRATH**  
- **Retirement Planning Today**
- Thor has over 20 years of experience as a financial advisor. He began his career in 1992 before joining McIlrath|Eck as a registered representative practicing financial planning. While at Cambridge Investment Research, Thor received recognition as a leading financial planner among his peers. In 2006 Thor formed his own company, McIlrath|Eck, LLC, an independent registered investment advisory firm.
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 9035-B891 J. AGUILERA Everett, 177
1 Thursday June 28 6:00PM - 8:00PM

ITEM 9192-B891 V. FOR ALL Kirkland
1 Tuesday July 24 6:00PM - 8:00PM

ITEM 9896-B891 V. FOR ALL Bothell
1 Wednesday Aug. 22 6:00PM - 8:00PM

Meet Your Instructor:

JUAN AGUILERA
• Photography
Juan G. Aguilera is an industrial designer from the University Autonoma Metropolitana in Mexico City. Having taught geometry and design with students ranging from middle school to adults, he currently teaches Photoshop, color correction, camera raw, Lightroom, and printing and digital photography workflow. Juan is a member of the National Association of Photoshop Professionals, has attended several Photoshop World events and has a most impressive collection of Photoshop books and DVDs.

Visual & Creative Arts

BIRDS! SKETCHING, DRAWING AND PAINTING BIRDS
NEW!
Learn about birds and how to draw them with convincing form and color. We will learn the basics of bird anatomy, proportions and features. We will learn to sketch quick thumbnails to capture the essence of birds and we will learn how to draw and paint detailed realistic birds. All levels of skill welcome. Required supplies: See website. Fee: $169

ITEM 9869-B891 C. COLLINS FREEMAN Everett, 116
6 Saturdays July 14 - Aug. 18 10:00AM - 12:00PM

ITEM 9280-B891 C. COLLINS FREEMAN Bothell
6 Thursdays July 12 - Aug. 16 6:30PM - 8:30PM

ITEM 9279-B891 C. COLLINS FREEMAN Everett, 117
6 Saturdays July 14 - Aug. 18 1:00PM - 3:00PM
Creative Writing

NOVEL PREP
Discover the secrets of getting your novel onto the page. 1) How to compel yourself to write. 2) How to engage your energy to continue. 3) How to set the stage for a satisfying completion. Fee: $59

ITEM 9889-B891 A. Huff Kirkland
1 Saturday Aug. 11 10:00AM - 2:00PM

ITEM 9891-B891 A. Huff Everett, 117
1 Saturday Aug. 18 10:00AM - 2:00PM

YOU'RE IN CHARGE: EBOOKS AND PUBLISH ON DEMAND PAPERBACKS (4 CEUS)
Published? You? You bet! Learn how to choose between traditional and new publishing options including blogging, self-publication, and eBooks. Discover how to get your words to your chosen audience, spending little to nothing and earning the best percentages. Instructor is a widely published author and blogger. Fee: $59

ITEM 9179-B891 A. Huff Bothell
1 Saturday June 23 10:00AM - 2:00PM

NOVEL WORKSHOP
Is your first or latest novel flowing smoothly? Articulating your vision? Join this class to clarify theme, develop story/chapter/character arcs, erect synopses/chapter outlines, deal with subtext, digressions, deus ex machina, mood, tone, voice, etc. Remove blocks on started novels or discover methods to use in the future. It’s never too late in the process to improve. This class answers questions and supports progress on any genre of novel. Fee: $99

ITEM 9876-B891 A. Huff Bothell
4 Wednesdays July 11 - Aug. 1 6:30PM - 8:00PM

Meet Your Instructor:
ARIELE HUFF
• Creative Writing
With 17 books on Amazon, 3 blogs, and 2 websites, Ariele is at the cutting edge of the new era in publishing. Specializing in assisting eBook and Publish On Demand (POD) writing, preparation, and publishing, Huff has credits on books ranging from autobiographical political espionage to philosophy. Columnist and freelance writer since 1979, instructor and speaker since 1982, she edits and assists in publishing books of all genres.

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

CHARACTER DEVELOPMENT IN WRITING
ITEM 9269-B891

EBOOKS START TO FINISH
ITEM 9342-B891

TRAVEL WRITING
ITEM 9270-B891

WRITE ABOUT YOUR LIFE
ITEM 9273-B891

COMMAS TO CONTENT: EDIT YOUR OWN WRITING
ITEM 9277-B891

CREATING A SELLING NOVEL
ITEM 9283-B891

FREELANCE WRITING
ITEM 9271-B891

FICTION SERIES
ITEM 9272-B891

SELL YOUR NONFICTION BOOK
ITEM 9284-B891

WRITING FOR CHILDREN
ITEM 9268-B891

I loved the collaboration and enthusiasm toward short story writing. I felt very at home with everyone who shared my same personal interests.

- Kalyani D., Writing student, 2017

Online non-credit classes
Through Ed2Go, CCEC offers a variety of non-credit classes online. Try out a FREE sample class. Visit EverettCC.edu/CCECOnline for details.

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

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| Accounting & Finance | Corporate & Continuing Education Center | ed2go online classes | Electronics & Troubleshooting | Food and Drink | Fundraising | Human Resources | Information Sessions | Italian | Leadership | Lean Six Sigma Green Belt | Manufacturing | Novel | Personal Business, Finance, & Investment | Quickbooks | Real Estate | Retirement Planning | Risk Management | Software Engineering | Test Prep | Traffic Control | Understanding Budgets | Visual & Creative Arts | Volunteer Management | Welcome to Computers | Writing | Zumba | Yoga | Youth Program |

### 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.
COrporatE & ContInuInG EDuCaTion CENter

Expect Excellence

Develop your business

Workshops, coaching, and mentoring for small business owners.

Visit EverettCC.edu/BusinessDev for more information.