High Performance Management

Develop a culture of excellence and lead your team with confidence.

See page 19 for details.
NEW CULINARY COURSES

• January 11 & 18
  Learn to Cut Like a Chef
• January 23
  Skills Every Cook Should Know
• February 13
  Sushi Party At Home
• February 20
  French Winter Bistro
• March 6
  Takeout Chinese at Home
• March 13
  Takeout Thai at Home

Call 425-267-0150 to register.

OUR MISSION

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

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

CONTACT Corporate & Continuing Education Center

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

Office Hours: 7am–6:30pm, Mon.–Thur. | 7am–5pm, Fri. | 8am–12pm, Sat.

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

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

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  Electronics & Troubleshooting 7
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WHY CCEC?
The Corporate & Continuing Education Center

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

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

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

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

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

Aerospace & Manufacturing Program Information Sessions
A&P TEST PREPARATION
- Thursday, Dec. 14, 6:00-7:30PM, Everett
- Wednesday, Mar. 14, 6:00-7:30PM, Everett

CONVENTIONAL & CNC MACHINE OPERATOR
- Tuesday, Jan. 4, 6:00-7:30PM, Arlington

ELECTRONICS & TROUBLESHOOTING
- Thursday, Dec. 14, 6:00-7:30PM, Everett
- Wednesday, Mar. 14, 6:00-7:30PM, Everett

MANUFACTURING OPERATIONS MANAGEMENT
- Thursday, Dec. 14, 6:00-7:30PM, Everett
- Wednesday, Mar. 14, 6:00-7:30PM, Everett

Computers & Technology Program Information Sessions
BUSINESS INTELLIGENCE IMPLEMENTATION CERTIFICATE
- Wednesday, Dec. 13, 6:00-7:00PM, Bothell

IT PROFESSIONAL CLOUD
- Tuesday, Dec. 12, 6:00-7:00PM, Kirkland

SOFTWARE TESTING & QUALITY ASSURANCE
- Monday, Dec. 11, 6:00-7:00PM, Bothell

SQL SERVER DEVELOPER CERTIFICATE
- Wednesday, Dec. 13, 6:00-7:00PM, Bothell

Business & Professional Certificate Program Information Sessions
HIGH PERFORMANCE MANAGEMENT
- Wednesday, Dec. 13, 6:00-7:30PM, Bothell
- Thursday, Dec. 14, 6:00-7:30PM, Everett
- Thursday, Jan. 4, 6:00-7:30PM, Arlington
- Monday, Jan. 8, 6:00-7:30PM, Kirkland
(HR Management excluded.)
Certificate Programs & Professional Series 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.

- Business Intelligence Implementation ........................................ page 11
- Conventional & CNC Machine Operator Series ......................... page 6
- Electronics & Troubleshooting .................................................... page 7
- High Performance Management ................................................. page 19
- Human Resources Management ............................................... page 14
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- Forklift Operator Certification ................................................ page 6
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- Airframe & Powerplant (A&P) .................................................... page 5
- HRCI Test Prep ........................................................................ Spring quarter
- SHRM Test Prep ....................................................................... Spring quarter
- PMP Test Prep .......................................................................... Spring quarter
- Lean Six Sigma Green Belt Test Prep ....................................... Spring quarter

HOW TO READ COURSES

- Indicates an ONLINE course
- NEW! Indicates an NEW course
- View map on p. 27 for more information on our locations.

WELCOME TO COMPUTERS (.6 CEUS)

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

COURSE NAME AND CONTINUING EDUCATION UNITS (CEUS)

Fees and required materials

This course is held at EvCC’s Corporate & Continuing Education Center in SOUTH EVERETT

- ITEM 8926-B783 W. BERKLEY CCEC - Everett, 126
  - 1 Saturday Jan. 6 9:00AM - 4:00PM

This course is held at Cascadia College in BOTHELL

- ITEM 8922-B783 W. BERKLEY Bothell, CC1-211
  - 1 Friday Mar. 2 9:00AM - 4:00PM

This course is held at Lake Washington Institute of Technology in KIRKLAND

- ITEM 8924-B783 W. BERKLEY Kirkland, T319
  - 1 Saturday Feb. 3 9:00AM - 4:00PM

This course is held at Weston High School in ARLINGTON

- ITEM 8925-B783 W. BERKLEY Arlington, W131
  - 1 Saturday Mar. 17 9:00AM - 4:00PM

... Indicates an ONLINE course
NEW! ... Indicates an NEW course
View map on p. 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 you to test for an FAA Mechanic Certificate with an Airframe, Powerplant or A&P rating. Registration recommended.

ITEM 9131-B783
B. DAVIS
CCCEC - Everett, 116
1 Thursday
Dec. 14
6:00PM - 7:30PM

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

WKT -- WRITTEN KNOWLEDGE TEST PREP (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-B783
C. RUSSELL
CCCEC - Everett, 126
2 Sessions T/W
Feb. 27 - Feb. 28
4:00PM - 8:00PM

This is a computer guided course in a computer lab.

Meet Your Instructor:

BERT DAVIS
A&P Test Prep
Courses page 5
Bert has over 6 years of experience in servicing general aviation aircraft. He holds an A&P license, is an EvCC alumnus, and is currently an instructor with the EvCC Aviation Maintenance Technology program.

GENERAL KNOWLEDGE – ORAL AND PRACTICAL EXAM PREPARATION (1.2 CEUS)
Fee: $525
ITEM 9159-B783
B. DAVIS
Aviation - PFC, 8008
3 Sessions T/W/Th Mar. 13 - Mar. 15
4:00PM - 8:00PM

AIRFRAME -- ORAL AND PRACTICAL EXAM PREPARATION (1.2 CEUS)
Fee: $525
ITEM 9160-B783
C. RUSSELL
Aviation - PFC, 8010
3 Sessions T/W/Th Mar. 13 - Mar. 15
4:00PM - 8:00PM

POWERPLANT -- ORAL AND PRACTICAL EXAM PREPARATION (2.0 CEUS)
Fee: $525
ITEM 9161-B783
B. DAVIS, C. RUSSELL
Aviation - PFC, 8008
4 Sessions T/W/Th/Sc Mar. 20 - Mar. 24
4:00PM - 8:00PM

Class is scheduled T-Th 4pm - 6pm and Saturday 8am - 5pm. Saturday’s class is a practical knowledge lab.

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

Select one of the following:

REQUIRED CORE COURSES

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

ELECTIVE COURSES (24 HOURS)

For currently offered elective courses, view our website.

Free information sessions

- Thursday, December 14, 6:00-7:30PM, CCEC-Everett
- Wednesday, March 14, 6:00-7:30PM, CCEC-Everett

Register today! See pg. 3 for details.

For more information, go to EverettCC.edu/ManufacturingCert

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

Manufacturing Operations Management

PRINCIPLES OF MANAGING OPERATIONS (3.0 CEUS)

ITEM 9858-B783
W. LATHAM
CCCEC - Everett, 109
8 Sessions M/T/W/Th
Feb. 26 - Mar. 8
3:00PM - 6:45PM

PRINCIPLES OF MANUFACTURING MANAGEMENT (3.0 CEUS)

ITEM 9857-B783
W. LATHAM
CCCEC - Everett, 109
8 Sessions M/T/W/Th
Feb. 26 - Mar. 8
10:00AM - 1:45PM

Manufacturing

BLUEPRINT READING ESSENTIALS (1.5 CEUS)
Study and practice the basics of blueprints as used in the manufacturing trades. Understand and interpret the terms, abbreviations and symbols incorporated in today’s engineering drawings. Fee: $757

ITEM 9410-B783
D. Chase
Arlington
5 Wednesdays
Feb. 7 - Mar. 7
5:00PM - 8:00PM

GEOMETRIC DIMENSIONING AND TOLERANCING (1.5 CEUS)
Learn the real world skills needed to understand GDT designs and manufacture parts. Practice how to interpret designs based on datums and the 14 characteristics as well as how to inspect and prove that parts meet specifications. This course is ideal for machinists, planners, tool makers, inspectors and CMM operators. Fee: $575

ITEM 8917-B783
D. Chase
Arlington
5 Sessions W
Mar. 14 - Apr. 11
5:00PM - 8:00PM
AEROSPACE & MANUFACTURING

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-B783 J. SPEICHER EvCC - AMTEC, 126 1 Saturday Mar. 3 9:00AM - 2:00PM
This course will be held at the Everett Community College main campus AMTEC Building, 300 N. Broadway. All students are required to bring Safety Glasses.

DESIGNING AND MANUFACTURING BETTER NEW! PRODUCTS FASTER USING TRIZ (4.0 CEUS)
TRIZ (The Theory of Inventive Problems Solving) develops better solutions at a lower cost and in less time. Ideal for engineers and Project Managers searching for root causes and innovative solutions to their engineering problems. Use the TRIZ Failure Analysis and algorithm for resolving process conflicts and learn how even the most difficult problems with contradictions can be routinely solved. Fee: $5000
ITEM 9402-B783 Z. ROYZEN CCEC - Everett, 238 10 Tuesdays Jan. 16 - Mar. 27 8:00AM - 12:00PM
No class on February 20.
ITEM 9401-B783 Z. ROYZEN CCEC - Everett, 238 10 Mondays Jan. 22 - Apr. 2 4:30PM - 8:30PM
No class on February 19.

Meet Your Instructor:
ZINOVY ROYZEN
TRIZ page 6
Zinovy Royzen is a leading TRIZ consultant, project facilitator, trainer and TRIZ developer. He is the founder and President of TRIZ Consulting, Inc., the first U.S. company to apply TRIZ, and has worked with many major companies world-wide. Zinovy has transformed the classical TRIZ theory into the most powerful and user friendly version of modern TRIZ and has taught it to over a thousand engineers.

CONVENTIONAL & CNC MACHINE OPERATOR SERIES
Hands-on, industry-aligned training to advance your career.

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

Certificate requires completion of 136 course hours:

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

Free information sessions
• Tuesday, January 4, 6:00-7:30PM, Arlington
Register today! See pg. 3 for details.

For more information, go to EverettCC.edu/CNCSeries

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

CONVENTIONAL AND CNC MACHINE OPERATOR SERIES
FREE Information Session: CONVENTIONAL AND CNC MACHINE OPERATOR SERIES
Bring your questions and learn about Everett Community College’s Conventional and CNC Machine Operator Series. During this free one hour session you will have an opportunity to meet your instructor and discuss each of the six training modules. Discover why this training is ideal for new and experienced machine operators. Registration recommended.
ITEM 9113-B783 M. WASHBURN Arlington 1 Thursday Jan. 4 6:00PM - 7:30PM

CONVENTIONAL AND CNC MACHINE OPERATOR SERIES (MODULES 1 - 6) (13.6 CEUS)
Enhance or develop a new skill set as a working machine operator, whether you are a newly hired, promoted or experienced machinist. Learn how to safely operate CNC and conventional mills, how to read, interpret and compile codes and practice using codes to set up jobs. Also learn how to make better parts and how to inspect those parts. The Conventional & CNC Operator Series includes Modules 1 - 6. Enroll in all six classes for a savings of $425! Fee: $4875
ITEM 9009-B783 M. WASHBURN Arlington 34 Sessions T/Th Feb. 6 - June 7 5:00PM - 9:00PM
This course will be held at Arlington Campus on Weston High School. All students are required to bring Safety Glasses.

MACHINE OPERATOR ESSENTIALS (MODULE 1) (1.6 CEUS)
Develop new skills or enforce your current skills to safely operate CNC mills and conventional mills. Learn machine functions and controls, metal cutting theory, milling operations, coordinate systems, machine kinematics, monitoring production, and lockout tagout procedures. Fee: $625
ITEM 9114-B783 M. WASHBURN Arlington 4 Sessions T/Th Feb. 6 - Feb. 15 5:00PM - 9:00PM
This course will be held at the Weston High School campus in Arlington. All students are required to bring Safety Glasses.

CONVENTIONAL MACHINING BASICS (MODULE 2) (4.0 CEUS)
Achieve new skills or enforce your current skills to safely operate conventional milling machines. Explore set up and operation, metal cutting theory, milling operations, cutting tool selection,
coordinate systems, trumming machine, tooling concepts, job planning, and order of operations.

Fee: $1550
ITEM 9115-B783 M. WASHBURN Arlington
10 Sessions T/Th Feb. 20 - Mar. 22 5:00PM - 9:00PM

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

Fee: $625
ITEM 9116-B784 M. WASHBURN Arlington
5 Sessions T/Th Apr. 10 - Apr. 24 5:00PM - 9:00PM

CNC OPERATOR: SET UPS - START TO TRYOUT
(MODULE 4) (2.0 CEUS)
This training is ideal to reinforce the skills of a newly hired, promoted or experienced machinist. Practice using codes to set up jobs, identify common mistakes and learn time saving practices. Fee: $750
ITEM 9117-B783 M. WASHBURN Arlington
7 Sessions T/Th Dec. 14 - Jan. 18 5:00PM - 9:00PM

CNC OPERATOR: MAKING BETTER PARTS
(MODULE 5) (2.8 CEUS)
Accomplish 28 hours of in-lab time, working on different CNC machines to practice your technique. Gain insight and input from instructors and other machinists. Learn proper programming methods, efficient machining techniques, identify part problems and workholding issues, CNC machine limits, and cutting tool limits. Fee: $1125
ITEM 9118-B784 M. WASHBURN Arlington
5 Sessions T/Th Apr. 26 - May 17 5:00PM - 9:00PM

CNC OPERATOR: INSPECTING PARTS
(MODULE 6) (1.6 CEUS)
In this final course, learn how to inspect a machined part by learning how to better use precision measuring tools and their function in machining. Basic blueprint reading and GD&T will also be covered. Students who have not taken Module 4, Making Better Parts, will need to bring a sample of their work.

Fee: $625
ITEM 9119-B784 M. WASHBURN Arlington
4 Sessions T/Th Jan. 23 - Feb. 1 5:00PM - 9:00PM
ITEM 9119-B784 M. WASHBURN Arlington
4 Sessions T/Th May 22 - June 7 5:00PM - 9:00PM
No classes on May 29 and 31.

Electronics & Troubleshooting Certificate

Short-term training for high-demand jobs.

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

Certificate requires completion of 170 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electronics &amp; Troubleshooting</td>
<td>72</td>
</tr>
<tr>
<td>Intermediate Electronics &amp; Troubleshooting</td>
<td>40</td>
</tr>
<tr>
<td>Basic Hands-On Soldering Training &amp; Assembly</td>
<td>16</td>
</tr>
<tr>
<td>Network Fundamentals</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Hours: 146

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

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

Register today! See pg. 3 for details.

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 Electives

IIPC 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 9155-B783 J. LARSEN CCEC - Everett, 240
4 Sessions F/Sa Mar. 9 - Mar. 17 8:00AM - 5:00PM

Network Fundamentals (1.8 CEUS)
See page 11 for course description and details.

Electronics & Troubleshooting Certificate Electives

AEROSPACE & MANUFACTURING
CATIA V5

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

Fee: $2945
ITEM 8915-B783  K. RILLOS  CCEC - Everett, 238
3 Sessions F/Sa/Sa  Dec. 15 - Dec. 17  8:00AM - 5:00PM

ITEM 8910-B783  K. RILLOS  CCEC - Everett, 238
3 Sessions F/Sa/Sa  Feb. 23 - Feb. 25  8:00AM - 5:00PM

CATIA V5 ONLINE PACKAGE (4.0 CEUS)
Study CATIA online at your own pace. The web-based curriculum includes video demonstrations and interactive labs using the CATIA simulation program. Enroll and start a class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this online package which includes the first five classes, for a saving of $200! Fee: $1875
ITEM 8923-B783  K. RILLOS  ONLINE

CATIA V5 Drafting Fundamentals
ITEM 8935-B783

CATIA V5 Introduction to Surfacing
ITEM 8936-B783

CATIA V5 Surfacing Operations
ITEM 8937-B783

CATIA V5 Assembly Design Advanced
ITEM 8938-B783

CATIA V5 Functional Tolerance and Annotation
ITEM 8939-B783

CATIA V5 Wireframe Fundamentals
ITEM 8970-B783

Find more CATIA V5 courses at EverettCC.edu/CATIA

Computer Basics & Desktop Applications

WELCOME TO COMPUTERS (.6 CEUS)
Explore the Windows environment and general computer concepts, even if you have limited or no computer experience. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; and how to create, organize, and manage folders. Discover how to customize your desktop experience for ease of use. Textbook included ($20 value). Fee: $215
ITEM 8926-B783  W. BERKLEY  CCEC - Everett, 126
1 Saturday  Jan. 6  9:00AM - 4:00PM
ITEM 8924-B783  W. BERKLEY  Kirkland, T319
1 Saturday  Feb. 3  9:00AM - 4:00PM
ITEM 8922-B783  W. BERKLEY  Bothell, CC1-211
1 Friday  Mar. 2  9:00AM - 4:00PM
ITEM 8925-B783  W. BERKLEY  Arlington, W131
1 Saturday  Mar. 17  9:00AM - 4:00PM

ACCESS 2016 LEVEL 1: THE BASICS (.7 CEUS)
Develop fundamentals skills of Microsoft Access and practice general database design. Learn how to work with table data, querying a database, creating advanced queries, generating reports, and customizing the Access environment. Prerequisite: Basic proficiency with Windows. Good working knowledge of Word and Excel is highly recommended. Textbook included ($20 value). This course content also works great for previous versions of Access. Fee: $215
ITEM 8922-B783  W. BERKLEY  CCEC - Everett, 126
1 Saturday  Jan. 6  9:00AM - 4:00PM
ITEM 8924-B783  W. BERKLEY  Kirkland, T319
1 Saturday  Feb. 3  9:00AM - 4:00PM
ITEM 8925-B783  W. BERKLEY  Bothell, CC1-211
1 Friday  Mar. 2  9:00AM - 4:00PM
ITEM 8926-B783  W. BERKLEY  Arlington, W131
1 Saturday  Mar. 17  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: $215
ITEM 8722-B783  K. McCLIMANS  Kirkland, T319
1 Saturday  Jan. 27  8:30AM - 4:30PM
ITEM 8921-B783  S. SAUNDERS  CCEC - Everett, 126
1 Saturday  Feb. 24  8:30AM - 4:30PM

EXCEL 2016 LEVEL 1: SPREADSHEET BASICS (.7 CEUS)
Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Learn how to create and save a basic worksheet, perform calculations, modify and format a worksheet, and print and manage workbooks. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215
ITEM 8961-B783  C. HANKS  Arlington, W131
1 Saturday  Jan. 6  8:30AM - 4:30PM
ITEM 8864-B783  S. SAUNDERS  Kirkland, T319
1 Friday  Jan. 26  8:30AM - 4:30PM
ITEM 8951-B783  S. SAUNDERS  CCEC - Everett, 126
1 Saturday  Feb. 10  8:30AM - 4:30PM
ITEM 8856-B783  S. SAUNDERS  Bothell, CC1-211
1 Friday  Feb. 23  8:30AM - 4:30PM

EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)
Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $215
ITEM 8816-B783  S. SAUNDERS  Kirkland, T319
1 Friday  Feb. 9  8:30AM - 4:30PM
ITEM 8808-B783  C. HANKS  CCEC - Everett, 126
1 Saturday  Feb. 24  8:30AM - 4:30PM
ITEM 8952-B783  S. SAUNDERS  Bothell, CC1-211
1 Friday  Mar. 9  8:30AM - 4:30PM

EXCEL 2016 LEVEL 3: COMPLEX WORKBOOKS (.7 CEUS)
Evolve your spreadsheet skills and master working with multiple workbooks and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, create sparklines, map and forecast data. Prerequisite: Excel Level 1 and 2 or equivalent knowledge. Text book included ($20 value). Works great for previous versions of Excel. Fee: $215
ITEM 8702-B783  C. HANKS  Kirkland, T319
1 Friday  Mar. 16  8:30AM - 4:30PM
EXCEL 2016: DATA ANALYSIS WITH PIVOTTABLES (.35 CEUS)
The need to analyze increasing amounts of data and gain actionable insights is greater than ever. Explore the capabilities of Excel’s advanced PivotTable and PivotChart features and gain a competitive edge. Discover how to summarize data in a way that can be easily analyzed and presented to others to increase better data-driven business decisions. Recommended: Excel Level 2 or equivalent knowledge. Fee: $135
ITEM 8975-B783  C. HANKS  Kirkland,  T319
1 Friday  Jan. 12  8:30AM - 12:00PM
ITEM 8830-B783  C. HANKS  CCEC - Everett,  126
1 Saturday  Mar. 3  8:30AM - 12:00PM

EXCEL 2016: DATA ANALYSIS WITH POWER PIVOT (.35 CEUS)
Combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations. This course is lab example intensive. We are living in the age of big data that is being continuously collected for increasingly detailed transactions. Maximize your effectiveness by using Excel’s Power Pivot to organize, manipulate, and report on data. Recommended: Excel Level 2 or equivalent knowledge. Fee: $135
ITEM 8832-B783  C. HANKS  Kirkland,  T319
1 Friday  Jan. 12  1:00PM - 4:30PM
ITEM 8974-B783  C. HANKS  CCEC - Everett,  126
1 Saturday  Mar. 3  1:00PM - 4:30PM

EXCEL 2016: QUICK POWERFUL GRAPHICS WITH POWER VIEW, POWERPIVOT, POWER QUERY, POWER MAP AND POWER BI (.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 your business. This course is lab example intensive. Fee: $515
ITEM 8734-B783  C. HANKS  Bothell,  CC3-115
2 Friday  Mar. 2 - Mar. 9  8:30AM - 4:30PM

OUTLOOK 2016 LEVEL 1 (.7 CEUS)
Learn the basics of how to send and respond to email, maintain contacts, manage a calendar and tasks, and use notes with Microsoft Outlook. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Outlook. Fee: $215
ITEM 8866-B783  K. McCLIMANS  Bothell,  CC1-210
1 Saturday  Feb. 10  8:30AM - 4:30PM

OUTLOOK 2016 LEVEL 2 (.7 CEUS)
Develop advanced skills for managing email, calendar settings, data files, schedules, and contacts with Microsoft Outlook. Prerequisite: Outlook 2016 Level 1 or equivalent knowledge. This course content also works great for previous versions of Outlook. Fee: $215
ITEM 8867-B783  K. McCLIMANS  Bothell,  CC1-211
1 Saturday  Mar. 10  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 advanced text editing, add graphical elements, modify objects, add tables and charts, a how to deliver your presentation. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of PowerPoint. Fee: $215
ITEM 8815-B783  W. BERKLEY  Bothell,  CC3-115
1 Saturday  Feb. 10  8:30AM - 4:30PM
ITEM 8896-B783  W. BERKLEY  CCEC - Everett,  126
1 Friday  Mar. 9  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-B783  S. SAUNDERS  CCEC - Everett,  126
1 Friday  Mar. 23  8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 1 (1.4 CEUS)
Learn about and use a SharePoint Team Site to access, store, and share information and documents. SharePoint is a complex platform with many features and capabilities that with a strong understanding will allow you to work more efficiently and effectively with the documents and data stored online. Textbook included ($45 value). Fee: $395
ITEM 8979-B783  C. HANKS  Bothell,  CC1-211
2 Friday  Jan. 19 - Jan. 26  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 9878-B783  S. SAUNDERS  Bothell,  CC1-211
2 Friday  Feb. 16 - Feb. 23  8:30AM - 4:30PM

WORD 2016 LEVEL 1: WORD PROCESSING BASICS (.7 CEUS)
Create professional-looking documents. Learn how to edit and proof a document, format text and paragraphs, add tables, manage lists, insert graphic objects, control page appearance, and customize the user environment. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8754-B783  K. McCLIMANS  Kirkland,  T319
1 Saturday  Jan. 6  8:30AM - 4:30PM
ITEM 8752-B783  C. HANKS  CCEC - Everett,  126
1 Saturday  Jan. 20  8:30AM - 4:30PM
ITEM 8966-B783  S. SAUNDERS  Bothell,  CC1-211
1 Friday  Feb. 2  8:30AM - 4:30PM
ITEM 8756-B783  W. BERKLEY  Arlington,  WT31
1 Saturday  Feb. 24  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-B783  C. HANKS  CCEC - Everett,  126
1 Saturday  Jan. 27  8:30AM - 4:30PM
ITEM 8759-B783  S. SAUNDERS  Bothell,  CC1-211
1 Friday  Feb. 16  8:30AM - 4:30PM

WORD 2016 LEVEL 3: MORE COMPLEX DOCUMENTS (.7 CEUS)
Advanced features of Word enable you to revise, manage, and secure business documents. Learn the features that are commonly used to collaborate on complicated documents and manage how the documents are accessed and distributed. Prerequisite: Word Level 2 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 9851-B783  S. SAUNDERS  Bothell,  CC1-211
1 Friday  Mar. 16  8:30AM - 4:30PM
**SQL Server Developer Certificate**

Make better data-driven business decisions.

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

Certificate requires completion of 72 course hours:

<table>
<thead>
<tr>
<th>REQUIRED 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>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

**Free information sessions**

- Wednesday, December 13, 6:00-7:00PM, Bothell
  
*Register today! See pg. 3 for details.*

**Meet Your Instructor:**

**MURRAY LAW**

- SQL Certificate courses page 10

Murray Law spent ten 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 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 8904-B783**
M. LAW
Bothell, CC1-211
3 Sessions T/Th
Jan. 30 - Feb. 6
5:30PM - 9:30PM

**DATABASES DESIGNS AND CONCEPTS (1.2 CEUS)**

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

**ITEM 8909-B783**
M. LAW
Bothell, CC1-211
18 Sessions T/Th
Jan. 18 - Mar. 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. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: Databases Designs and Concepts or equivalent knowledge. Text included ($50 value). Fee: $365

**ITEM 8904-B783**
M. LAW
Bothell, CC1-211
3 Sessions T/Th
Jan. 30 - Feb. 6
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 8905-B783**
M. LAW
Bothell, CC1-211
3 Sessions T/Th
Feb. 8 - Feb. 15
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-B783**
M. LAW
Bothell, CC1-211
3 Sessions T/Th
Jan. 18 - Jan. 25
5:30PM - 9:30PM

**Data Warehouse Design (1.2 CEUS)**

Take the mystery out of data warehouse design through simple examples and by learning complex jargon in everyday terms. Learn star and snowflake schemas, fact and dimension table designs, measures and dimensional attributes, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included ($50 value). Fee: $365

**ITEM 8812-B783**
M. LAW
Bothell, CC1-211
3 Sessions T/Th
Mar. 13 - Mar. 20
5:30PM - 9:30PM

For more information, go to EverettCC.edu/SQLCert

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

Make better data-driven business decisions.

- Make sound business decisions based on accurate and current information
- Leverage productive analytical techniques that drive better risk assessments and business potential
- Attend classes at an official Microsoft Imagine Academy member school

Certificate requires completion of 80 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETL with Integration Services (SSIS)</td>
<td>24</td>
</tr>
<tr>
<td>OLAP Cubes with MS Analysis Server (SASS)</td>
<td>24</td>
</tr>
<tr>
<td>Reporting Queries with SQL and MDX</td>
<td>8</td>
</tr>
<tr>
<td>Reporting Applications with SSRS</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

Free information sessions

- Wednesday, December 13, 6:00-7:00PM, Bothell

*Register today! See pg. 3 for details.*

Microsoft Imagine Academy Program Member

For more information, go to [EverettCC.edu/BusinessIntelligence](https://EverettCC.edu/BusinessIntelligence)

Questions about the program?

Contact Customer Service at 425-267-0150 or learn@everettcc.edu

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**BUSINESS INTELLIGENCE IMPLEMENTATION**

**BUSINESS INTELLIGENCE IMPLEMENTATION CERTIFICATE (8.0 CEUS)**

Enroll in the series and save! This new online Business Intelligence Implementation Certificate focuses on Microsoft’s BI servers; SQL, Integration (SSIS), Analysis (SSAS), and Reporting (SSRS). Subjects are also applicable to other vendor’s BI software. Also prepare for Microsoft Solutions Expert exams 466 and 467. Save $105 on these four courses when you enroll in this series:

- ETL with Integration Services
- OLAP Cubes with MS Analysis Server
- Reporting Queries SQL and MDX
- Reporting Applications with SSRS

Required text: See website. Fee: $2295

**ITEM 8909-B783 R. ROOT ONLINE**

3 Arranged Sessions Jan. 30 - Feb. 19 5:30PM - 9:30PM

Class meets online Jan. 30, Feb. 6, and Feb. 13, from 5:30-9:30pm.

**REPORTING QUERIES WITH SQL AND MDX (.8 CEUS)**

In this online, interactive class, expand your knowledge of the two most commonly used reporting languages: SQL and MDX. Learn how to create and run MDX scripts and functions, Slicing and Dicing the cubes with MDX queries, contrasting MDX to SQL queries and when to use them, and more. Prerequisites: SQL Programming Level 2, DW Design, OLAP Cubes with SSAS or equivalent knowledge. Required text: See website. Fee: $345

**ITEM 8913-B783 R. ROOT ONLINE**

1 Arranged Session Feb. 20 - Feb. 26 5:30PM - 9:30PM

Class meets online on Feb. 20, from 5:30-9:30pm.

**ETL WITH INTEGRATION SERVICES (SSIS) (.2 CEUS)**

In this new online course, discover how SSIS allows developers and administrators from companies of all sizes to perform complex ETL operations in a graphic flowchart environment. Learn Star and Snowflake schemas, Fact and Dimension table designs, Measures and Dimensional attributes, and more. Class meets online every Tuesday. Prerequisites: SQL Programming Level 2 or equivalent knowledge. DW Design recommended. Required text: See website. Fee: $685

**ITEM 8911-B783 R. ROOT ONLINE**

3 Arranged Sessions Jan. 9 - Mar. 15 5:30PM - 9:30PM

This online course runs January 9 through March 15, with class meeting every Tuesday online from 5:30 - 9:30pm.

**OLAP CUBES WITH MS ANALYSIS SERVER (SSAS) (.2 CEUS)**

Retrieve report data quickly and efficiently and create dimensional models that include hierarchical structures and KPI members for advanced reporting and charting. Practice real-world applications of Data Source Views, Cube and Dimension designs, hierarchies, KPIs, and more. Prerequisites: SQL Programming Level 2 and DW Design or equivalent knowledge. ETL with SSIS recommended. Required text: See website. Fee: $685

**ITEM 8911-B783 R. ROOT ONLINE**

3 Arranged Sessions Jan. 9 - Mar. 15 5:30PM - 9:30PM

Class meets online January 9, 16, and 23, from 5:30 - 9:30pm.

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**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 8816-B783 N. DEVOGEL CCEC - Everett, 238**

3 Sessions Th/F/Sa Feb. 1 - Feb. 3 9:00AM - 3:45PM
Register for the series and save!

IT PROFESSIONAL CLOUD SERIES (7.2 CEUs)

Discover how Cloud services fits into the IT and developer world and how it is evolving the IT industry. Learn how to create, configure, and manage virtual machines and networks using Azure and PowerShell. Save $100 when you enroll in the series. $25 purchase to Azure University Required.

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

Course materials included. Fee: $225

ITEM 8833-B783  F. KHAN  Kirkland, WEST 113
10 Sessions T/Th  Jan. 9 - Mar. 8  4:30PM - 8:30PM

INTRODUCTION TO CLOUD SERVICES (2.0 CEUS)

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

ITEM 8834-B783  F. KHAN  Kirkland, WEST 113
5 Sessions T/Th  Jan. 9 - Jan. 23  4:30PM - 8:30PM

INTRODUCTION TO OFFICE 365 (1.6 CEUS)

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

ITEM 8835-B783  F. KHAN  Kirkland, WEST 113
4 Sessions T/Th  Jan. 25 - Feb. 6  4:30PM - 8:30PM

DEPLOYING AND MANAGING A NETWORK INFRASTRUCTURE IN THE CLOUD (2.0 CEUS)

Understand how to use the Cloud to deploy a network infrastructure or extend on-premises network to the Cloud as an IT professional. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Review PowerShell, Xplat-CLI, and Visual Studio and monitor VM infrastructure in the cloud. Course materials included. Fee: $650

ITEM 8836-B783  F. KHAN  Kirkland, WEST 113
5 Sessions T/Th  Feb. 8 - Feb. 22  4:30PM - 8:30PM

IMPLEMENTING AND MANAGING NETWORK SERVICES IN THE CLOUD (1.6 CEUS)

Explore a virtual network and its configuration along with scenarios for modification and configuration. Connect a workstation to an Azure virtual network to using VPN. Use Azure AD for extending and syncing the on-premise AD to the Cloud to enable single sign-on options and implement multi-factor authentication. Course materials included. Fee: $525

ITEM 8837-B783  F. KHAN  Kirkland, WEST 113
4 Sessions T/Th  Feb. 27 - Mar. 8  4:30PM - 8:30PM

Meet Your Instructor: FAWAD KHAN

Fawad Khan has been in the IT industry for 25 years. He has worked in Cloud services at Microsoft for 10 years. Mr. Khan holds Bachelor degrees in Electrical Engineering and Physics, along with Master degrees in Electrical Engineering and Information Technology & Management. He has held various IT certifications including MCT, and has been teaching for 15 years. He enjoys teaching, coaching, mentoring and helping others succeed.
SOFTWARE TESTING SERIES (5.4 CEUS)

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

ITEM 8814-B783  A. ARORA  Kirkland, T319
18 Sessions M/W  Jan. 8 - Mar. 14  6:00PM - 9:00PM

FOUNDATIONS OF SOFTWARE TESTING (1.2 CEUS)

Focus on why and how software testing is an integral part of the software development process in this introductory course. Develop practical knowledge of fundamental software testing tools and practice the techniques needed to improve processes, write test cases, and create bug reports. Learn software testing axioms, testing types, test environments, and risk-based testing. Fee: $455

ITEM 8817-B783  A. ARORA  Kirkland, T319
4 Sessions M/W  Jan. 8 - Jan. 22  6:00PM - 9:00PM
No class session on Monday, January 15.

SOFTWARE TESTING IN AGILE AND SCRUM (1.5 CEUS)

Develop the knowledge needed to help effectively determine the methods, tools, and artifacts required to quickly and efficiently take your software project from inception to release. Learn how software testing benefits multi-disciplines while exploring the shift in industry to Agile software development. Fee: $575

ITEM 8819-B783  A. ARORA  Kirkland, T319
5 Sessions M/W  Jan. 24 - Feb. 7  6:00PM - 9:00PM

SOFTWARE TESTING AUTOMATION (2.0 CEUS)

Working with the industry-standard UI Automation tool, Selenium, we will explore the basics of its features, how to install/configure it, record a script, and modify the recording. Understanding Web UI Automation and smoke-testing will require that we understand HTML syntax and CSS selectors. This course builds on top of Applied Testing in the Real World and advances you to being able to automate what would otherwise be a relatively manual process. Fee: $785

ITEM 8839-B783  C. STOKER  ONLINE
4 Sessions T/Th  Mar. 13 - Mar. 22
Class meets online Tuesdays and Thursdays.

SOFTWARE QUALITY ASSURANCE IN ACTION (.9 CEUS)

Discover how the use of metrics is an important part of developing a strategy to improve the quality of both software processes and work products. Explore the difference between quality assurance and quality control, and learn software quality assurance techniques, approaches, processes, software test metrics and tracking, and test-driven development. Fee: $345

ITEM 8821-B783  A. ARORA  Kirkland, T319
3 Sessions M/W  Feb. 12 - Feb. 21  6:00PM - 9:00PM
No class session on Monday, February 19.

APPLIED TESTING IN THE REAL WORLD (1.8 CEUS)

Learn functional and structural techniques such as equivalence class partitioning, boundary value analysis, decision tables, cause and effect, state diagrams, pair-based testing, and more. Practice test design techniques to reinforce your new skill, and discover when to use each test design technique for the best results. Fee: $685

ITEM 8823-B783  A. ARORA  Kirkland, T319
6 Sessions M/W  Feb. 26 - Mar. 14  6:00PM - 9:00PM
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

Certificate requires completion of 102 course hours:

**REQUIRED CORE COURSES**

- 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

**Total Hours: 81**

**ELECTIVE COURSES (21 HOURS)**

For currently offered elective courses, view our website.

Free information sessions

- Wednesday, December 13, 6:00-7:30PM, Bothell
- Thursday, December 14, 6:00-7:30PM, CCEC-Everett
- Thursday, January 4, 6:00-7:30PM, Arlington

Register today! See pg. 3 for details.

For more information, go to EverettCC.edu/HRCert

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

**Human Resources Management**

**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-B783 DEFREECE, SPHR, SHRM CCEC - Everett, 238
3 Tuesdays Jan. 16 - Jan. 30 6:00PM - 9:00PM

ITEM 9863-B783 L. RETZER, SPHR Bothell
2 Saturdays Jan. 20 - Jan. 27 9:00AM - 2:00PM

**EMPLOYMENT LAW (1.5 CEUS)**

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

ITEM 9987-B783 SUNDERLAND, SPHR, HPIC Bothell
3 Saturdays Feb. 3 - Feb. 24 9:00AM - 3:00PM

ITEM 9316-B783 M. SUMMERS, SPHR CCEC - Everett, 239
5 Tuesdays Feb. 6 - Mar. 6 6:00PM - 9:00PM

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

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

ITEM 9319-B783 SUNDERLAND, SPHR, HPIC Arlington
4 Thursdays Jan. 18 - Feb. 8 5:30PM - 8:30PM

ITEM 9866-B783 L. RETZER, SPHR Bothell
2 Saturdays Mar. 3 - Mar. 10 9:00AM - 4:00PM

ITEM 9875-B783 M. SUMMERS, SPHR CCEC - Everett, 238
4 Thursdays Mar. 8 - Apr. 5 6:00PM - 9:00PM

No class on March 22.

**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 9066-B783 V. KENMIR-HOPPER, SPHR Arlington
4 Mondays Jan. 22 - Feb. 12 5:30PM - 8:30PM

ITEM 9063-B783 SUNDERLAND, SPHR, HPIC Bothell
2 Saturdays Mar. 17 - Mar. 24 9:00AM - 4:00PM

**HR SYSTEMS AND METRICS (1.2 CEUS)**

HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. Explore the basics of HR Information Management Systems; record-keeping requirements for HR; selecting and implementing a new HRIS; HR metrics calculating; and researching HR issues. Enrollment dependent upon successful completion of other core courses (sans Capstone). Required textbook: See website. Fee: $240

ITEM 9083-B783 C. MALONE, SPHR CCEC - Everett, 239
2 Saturdays Feb. 3 - Feb. 10 9:00AM - 4:00PM

Bothell WEEKEND SERIES: HUMAN RESOURCES

Finish your certificate in 2 quarters! EverettCC.edu/HRCert for details.
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-B783  C. MALONE, SPHR  CCEC - Everett, 239
3 Saturdays  Feb. 24 - Mar. 10  9:30AM - 12:30PM

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

ITEM 9087-B783  C. MALONE, SPHR  Bothell
3 Wednesdays  Feb. 21 - Mar. 7  6:00PM - 9:00PM

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

ITEM 9373-B783  C. MALONE, SPHR  CCEC - Everett, 117
2 Wednesday  Jan. 17 - Jan. 24  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-B783  C. MALONE, SPHR  Arlington
2 Monday  Mar. 5 - Mar. 12  5:30PM - 8:30PM

SOCIAL MEDIA AND HR (.6 CEUS)
We’ll look at Facebook, LinkedIn, Twitter and more; and talk about ways HR can use social media to recruit, orient, train and communicate with employees more effectively. We will also talk about potential pitfalls of social media in terms of employee privacy and data security, as well as negative comments posted on social media about your organization and/or individual supervisors. Fee: $195

ITEM 9094-B783  V. KENMIR-HOPPER, SPHR  CCEC - Everett, 218
1 Saturday  Mar. 5  9:00AM - 4:00PM

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 9094-B783  V. KENMIR-HOPPER, SPHR  CCEC - Everett, 218
1 Saturday  Mar. 5  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 how to cover the competencies needed to be a true strategic HR business partner. Fee: $195

ITEM 9373-B783  C. MALONE, SPHR  CCEC - Everett, 117
2 Wednesday  Jan. 17 - Jan. 24  6:00PM - 9:00PM

BACHELOR OF ARTS IN MANAGEMENT (BAM)
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.

START HERE.  Email learn@everettcc.edu or visit EverettCC.edu/BAM for more information

FINISH HERE.
High-demand skills.
Highly respected program.

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

Certificate requires completion of 99 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Essentials</td>
<td>15</td>
</tr>
<tr>
<td>Project Planning and Scheduling Techniques</td>
<td>15</td>
</tr>
<tr>
<td>Project Execution and Control</td>
<td>15</td>
</tr>
<tr>
<td>Project Team Management</td>
<td>15</td>
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<tr>
<td>Microsoft Project for Project Managers</td>
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<td>Project Management Capstone</td>
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<td><strong>Total Hours:</strong></td>
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ELECTIVE COURSES (15 HOURS)

For currently offered elective courses, view our website.

Free information sessions
- Wednesday, December 13, 6:00-7:30PM, Bothell
- Thursday, December 14, 6:00-7:30PM, CCEC-Everett
- Thursday, January 4, 6:00-7:30PM, Arlington
- Monday, January 8, 6:00-7:30PM, Kirkland

Register today! See pg. 3 for details.

For more information, go to EverettCC.edu/ProjectManagement

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

---

PROJECT MANAGEMENT CERTIFICATE

**PROJECT MANAGEMENT ESSENTIALS (1.5 CEUS)**

Project success doesn’t just happen – it requires careful planning and effective management skills. Gain professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required texts: See website. Fee: $395

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COURSE</th>
<th>INSTRUCTOR</th>
<th>OFFERED</th>
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<tbody>
<tr>
<td>ITEM 9862-B783</td>
<td>GOLDSMITH, MBA, PMP</td>
<td>Bothell</td>
<td>5 Thursdays Jan. 18 - Feb. 15 6:00PM - 9:00PM</td>
</tr>
<tr>
<td>ITEM 9417-B783</td>
<td>THOMPSON, MBA, PMP</td>
<td>CCEC - Everett, 110</td>
<td>2 Saturdays Jan. 20 - Jan. 27 9:00AM - 5:30PM</td>
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<tr>
<td>ITEM 9024-B783</td>
<td>THOMPSON, MBA, PMP</td>
<td>Kirkland</td>
<td>5 Wednesdays Jan. 24 - Feb. 21 6:00PM - 9:00PM</td>
</tr>
</tbody>
</table>

Class begins and ends 15 minutes later on Feb. 21 only.

**PROJECT PLANNING AND SCHEDULING TECHNIQUES (1.5 CEUS)**

Bringing your project in on time and on budget begins with effective planning and scheduling. Explore tools and strategies to define a new project or a new phase of an existing project, define initial scope & budget, develop the Project Charter, identify Stakeholders and develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. Required texts: Same as PM Essentials course. Fee: $395

<table>
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<th>ITEM</th>
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<tbody>
<tr>
<td>ITEM 9312-B783</td>
<td>M. FISCHER, PMP</td>
<td>Arlington</td>
<td>5 Wednesdays Jan. 17 - Feb. 14 5:30PM - 8:30PM</td>
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<tr>
<td>ITEM 9025-B783</td>
<td>BLACK, PMP, MSPM</td>
<td>CCEC - Everett, 110</td>
<td>2 Saturdays Feb. 3 - Feb. 10 8:00AM - 6:30PM</td>
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<td>ITEM 9026-B783</td>
<td>BLACK, PMP, MSPM</td>
<td>Bothell</td>
<td>5 Tuesdays Feb. 20 - Mar. 20 6:00PM - 9:00PM</td>
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<td>ITEM 9418-B783</td>
<td>D. SPARTH, PMP</td>
<td>Kirkland</td>
<td>2 Saturdays Feb. 24 - Mar. 3 9:00AM - 5:30PM</td>
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</table>

**PROJECT EXECUTION AND CONTROL (1.5 CEUS)**

Explore tools and processes to monitor and control a project to meet project requirements of time, cost and quality. Practice hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources all the way through project closure. Prerequisites: Project Planning and Scheduling Techniques. Required texts: Same as PM Essentials course. Fee: $395

<table>
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<td>ITEM 9368-B783</td>
<td>THOMPSON, MBA, PMP</td>
<td>CCEC - Everett, 109</td>
<td>2 Saturdays Dec. 9 - Dec. 16 9:00AM - 5:30PM</td>
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<td>ITEM 9026-B783</td>
<td>THOMPSON, MBA, PMP</td>
<td>CCEC - Everett, 110</td>
<td>5 Mondays Jan. 22 - Feb. 26 6:00PM - 9:00PM</td>
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No class on February 19.

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<tr>
<td>ITEM 9043-B783</td>
<td>THOMPSON, MBA, PMP</td>
<td>Bothell</td>
<td>2 Saturdays Mar. 24 - Mar. 31 9:00AM - 5:30PM</td>
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</table>

**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

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<td>ITEM 9871-B783</td>
<td>THOMPSON, MBA, PMP</td>
<td>CCEC - Everett, 117</td>
<td>5 Sessions 1/Th Jan. 18 - Feb. 1 10:30AM - 1:30PM</td>
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<td>ITEM 8992-B783</td>
<td>MULLIN, MBA, PMP, CSM</td>
<td>Bothell</td>
<td>5 Tuesdays Feb. 27 - Mar. 27 6:00PM - 9:00PM</td>
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**MICROSOFT PROJECT FOR PROJECT MANAGERS (1.5 CEUS)**

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

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<td>ITEM 9905-B783</td>
<td>C. HOPPER</td>
<td>CCEC - Everett, 125</td>
<td>5 Sessions 1/Th Feb. 22 - Mar. 8 10:30AM - 1:30PM</td>
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<td>ITEM 8908-B783</td>
<td>M. ANNE ALDRICH</td>
<td>Bothell</td>
<td>5 Thursdays Feb. 22 - Mar. 22 6:00PM - 9:00PM</td>
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<td>ITEM 9369-B783</td>
<td>C. HOPPER</td>
<td>Kirkland</td>
<td>3 Saturdays Mar. 17 - Mar. 31 9:00AM - 3:00PM</td>
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<tr>
<td>ITEM 9439-B783</td>
<td>M. ANNE ALDRICH</td>
<td>ONLINE</td>
<td>5 Arranged Sessions Jan. 18 - Feb. 15</td>
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</tbody>
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**Kirkland PROJECT MANAGEMENT SERIES**

Finish your certificate in 2 quarters!

EverettCC.edu/ProjectManagement for more details.
PROJECT MANAGEMENT CAPSTONE (.9 CEUS)
Summarize and reinforce program teachings in simulated real-world conditions. Serve as Project Manager and key stakeholders in scenario/case study formats using notes and materials from all previous courses. Prerequisites: Completion of all Project Management Certificate program required courses. Review of course notes from all Project Management Certificate program required courses before class start is expected. Fee: $225

ITEM 9441-B783 THOMPSON, MBA, PMP CCEC - Everett, 117
3 Tuesdays Jan. 16 - Jan. 30 6:15 - 9:15PM

ITEM 9440-B783 THOMPSON, MBA, PMP Bothell
3 Saturdays Feb. 10 - Mar. 3 9:30AM - 12:30PM

No class on February 17.

ITEM 9108-B783 THOMPSON, MBA, PMP CCEC - Everett, 117
3 Tuesdays Jan. 9 - Jan. 16 6:00PM - 9:00PM

PROJECT REQUIREMENTS MANAGEMENT (.9 CEUS)
Define, manage and avoid pitfalls of Project Requirements. Inadequate processes for requirement’s definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. Required text: See website. Fee: $225

ITEM 9036-B783 BLACK, PMP, MSPM Bothell
3 Tuesdays Jan. 23 - Feb. 6 6:00PM - 9:00PM

ITEM 9042-B783 THOMPSON, MBA, PMP CCEC - Everett, 117
3 Sessions T/Th Feb. 6 - Feb. 13 10:30AM - 1:30PM

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 9532-B783 THOMPSON, MBA, PMP CCEC - Everett, 117
2 Sessions T/Th Feb. 15 - Feb. 20 10:30AM - 1:30PM

ITEM 9031-B783 J. SCHERRER, PMP CCEC - Everett, 126
1 Saturday Mar. 17 9:00AM - 4:00PM

AGILE PROJECT MANAGEMENT (.6 CEUS)
Learn how Agile compares to classic methods in project management and how it can help with changing requirements, shifted deadlines or other major issues. If you are new to Agile you will learn how to apply fundamental techniques. For those already versed in Agile, we’ll provide best practices, tools, and discussions on how companies are using Agile. Recommended prerequisite knowledge: Experience with software projects and basic computer literacy.

Fee: $205

ITEM 9534-B783 G. SMITH Kirkland
1 Tuesday Mar. 6 9:00AM - 4:00PM

ESTIMATION ESSENTIALS (1.2 CEUS)
Build a toolkit with methods for cost estimation. 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 9872-B783 THOMPSON, MBA, PMP CCEC - Everett, 117
3 Sessions T/Th Jan. 9 - Jan. 16 10:30AM - 1:30PM

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 course or concurrent enrollment. Fee: $225

ITEM 9907-B783 THOMPSON, MBA, PMP CCEC - Everett, 117
3 Sessions T/Th Jan. 13 - Mar. 15 10:30AM - 1:30PM

FIND MORE ELECTIVES ONLINE: EverettCC.edu/ProjectManagement

Meet Your Instructor:
FRED BLACK

- Project Management courses pages 16-17

Fred Black is a life-long project and program manager of new product development programs primarily in commercial and military aerospace. He earned his Master’s Degree in project management at City University of Seattle graduating with Presidential Honors. He now consults and teaches in his field.

DEVELOP YOUR BUSINESS!
Workshops, coaching, and mentorship opportunities for new and established small business owners.

Visit EverettCC.edu/CCEC for more information.
Lean Six Sigma Green Belt Certificate

Transform your organization into a leaner, more efficient business

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

Certificate requires completion of 102.5 course hours:

### REQUIRED CORE COURSES (HOURS)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Lean Practices Overview</td>
<td>3.5</td>
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<tr>
<td>Basic Statistics for Continuous Improvement</td>
<td>12</td>
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<tr>
<td>Lean Six Sigma Green Belt Foundations</td>
<td>18</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt Advanced</td>
<td>18</td>
</tr>
<tr>
<td>Managing Small Projects</td>
<td>6</td>
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<tr>
<td>Project Team Management</td>
<td>1.5</td>
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<tr>
<td>Lean Six Sigma Green Belt Capstone</td>
<td>1.5</td>
</tr>
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</table>

**Total Hours:** 87.5

### ELECTIVE COURSES (33 HOURS)

For currently offered elective courses, view our website.

Free information sessions

- Wednesday, December 13, 6:00-7:30PM, Bothell
- Thursday, December 14, 6:00-7:30PM, CCEC-Everett
- Thursday, January 4, 6:00-7:30PM, Arlington
- Monday, January 8, 6:00-7:30PM, Kirkland

Register today! See pg. 3 for details.

For more information, go to EverettCC.edu/LeanSixSigma

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

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**Lean Six Sigma Green Belt Certificate Electives**

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

Enhance the understanding of the DMAIC approach with additional concepts related to quality principles and systems, strategy, process management, lean principles, team management and best practices for continuous improvement. Offered in partnership with Ceptara, by Black Belt instructor. Prerequisite: LSSGB - Foundations. Please bring your textbook from LSSGB - Foundations. This course completes the coverage for the ASQ Body of Knowledge. Fee: $389

- **ITEM 9013-B783**
  - **STAFF**
  - **CCEC - Everett**, 110
  - 6 Wednesdays Jan. 17 - Feb. 21
  - 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 9886-B783**
  - **N. NAVARRO, MBA**
  - Bothell
  - 2 Tuesdays Feb. 13 - Feb. 20
  - 6:00PM - 9:00PM

**PROJECT TEAM MANAGEMENT (1.5 CEUS)**

See page 16 for course description and details.

**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 9018-B783**
  - **STAFF**
  - **CCEC - Everett**, 239
  - 5 Wednesdays Feb. 28 - Mar. 28
  - 6:00PM - 9:00PM

**UNDERSTANDING BUDGETS (.9 CEUS)**

See page 20 for course description and details.

**Lean Six Sigma Green Belt Certificate Electives**

**BOOKS & SUPPLY LIST ONLINE**

EverettCC.edu/CourseMaterial

**FIND MORE ELECTIVES ONLINE:**

EverettCC.edu/LeanSixSigma
CERTIFICATE PROGRAMS

HIGH PERFORMANCE MANAGEMENT CERTIFICATE

Improve your people, processes and profits.

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

Certificate requires completion of 124 course hours:

**REQUIRED CORE COURSES  15**

- High Performance Management Essentials
- Introduction to Performance Excellence
- Financial Intelligence for Non-Financial Managers
- Next Level Leadership
- High Performance Management Certificate Capstone

**TOTAL HOURS: 84**

**ELECTIVE COURSES (40 HOURS)**

For currently offered elective courses, view our website.

Free information sessions

- Wednesday, December 13, 6:00-7:30PM, Bothell
- Thursday, December 14, 6:00-7:30PM, CCEC-Everett
- Thursday, January 4, 6:00-7:30PM, Arlington
- Monday, January 8, 6:00-7:30PM, Kirkland

Register today! See pg. 3 for details.

For more information, go to EveretTC.edu/MgmtCert

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

High Performance Management

HIGH PERFORMANCE MANAGEMENT ESSENTIALS (1.5 CEUS)

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

**ITEM 9057-B783  N. NAVARRO, MBA Bothell**

2 Saturdays Jan. 20 - Jan. 27 9:00AM - 5:30PM

INTRODUCTION TO PERFORMANCE EXCELLENCE (1.5 CEUS)

Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints, and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee: $375

**ITEM 9885-B783 STAFF Bothell**

5 Thursdays Jan. 24 - Feb. 21 6:00PM - 9:00PM

FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUS)

See page 21 for course description and details.

“A great class! I really enjoyed the networking and teamwork opportunities.”
- Rachel W., 2017,
High Performance Management Student

NEXT LEVEL LEADERSHIP (2.4 CEUS)

Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate and elevate employee performance. Learn how to communicate with credibility, persuasiveness and passion to affect positive change. Required textbook: See website. Fee: $850

**ITEM 9878-B783 SUNDERLAND, SPHR, HPIC CCEC Everett, 230**

8 Sessions M/W Jan. 8 - Feb. 5 3:00PM - 6:00PM

No class on January 15

HIGH PERFORMANCE MANAGEMENT CERTIFICATE CAPSTONE (1.5 CEUS)

This is the culminating course of the High Performance Management Certificate Program. You will apply, in a case study format, a comprehensive solution to common business challenges using the tools and techniques learned in the program’s core and elective courses, including project management, finance, lean, performance, and communication. Prerequisite: completion of core classes in the High Performance Management Certificate Program. Fee: $375

**ITEM 9505-B783 A. SUCIU CCEC Everett, 230**

5 Sessions M/W Feb. 7 - Feb. 28 3:00PM - 6:00PM

No class on February 14 and 19.

**ITEM 9430-B783 STAFF Bothell**

5 Tuesdays Feb. 27 - Mar. 27 6:00PM - 9:00PM

High Performance Management Certificate Electives

DEALING WITH CHALLENGING BEHAVIORS (.6 CEUS)

You occasionally deal with difficult people – at work, at home, neighbors, strangers. This class explores psychology and motivations that drive human behavior and 5 options for handling challenging people. Practical topics include understanding human needs, listening, handling complaints, saying no, being assertive, motivation, feedback, vocal tips and email techniques. Complete handout of techniques included. Fee: $178

**ITEM 9874-B783 M. BUSCHMOHLE Kirkland**

2 Tuesdays Jan. 23 - Jan. 30 6:00PM - 9:00PM

LEAN PRACTICES OVERVIEW (.35 CEUS)

See page 18 for course description and details.

COMMUNICATING WITH IMPACT (.6 CEUS)

See page 21 for course description and details.

TEAM COLLABORATION (.6 CEUS)

See page 21 for course description and details.

FIND MORE ELECTIVES ONLINE:
EveretTC.edu/MgmtCert
Non-Profit Management

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

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<th>Dates</th>
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<tr>
<td>9349-B783</td>
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<td>Bothell</td>
<td>Tuesday</td>
<td>January 16</td>
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<td>9348-B783</td>
<td>J. Conger</td>
<td>Kirkland</td>
<td>Saturday</td>
<td>January 27</td>
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<td>9359-B783</td>
<td>J. Conger</td>
<td>Bothell</td>
<td>Tuesday</td>
<td>March 20</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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<td>Tuesday</td>
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<td>9668-B783</td>
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<td>Tuesday</td>
<td>January 23 - February 6</td>
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<td>9669-B783</td>
<td>J. Conger</td>
<td>Bothell</td>
<td>Tuesday</td>
<td>January 23 - February 6</td>
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GRANT WRITING ESSENTIALS (.9 CEUS)
Learn the basics of grant writing for organizations with hands-on opportunities to embed your skills. Explore grant opportunities; learn how to make the determination to apply for the grant, make a compelling case, draft budgets, and how to apply. Gain fundamental skills that can be used to develop convincing proposals. Required texts: See website. Fee: $210

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

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NEXT LEVEL LEADERSHIP (2.4 CEUS)
See page 19 for course description and details.

ACCOUNTING & FINANCE

BOOKKEEPING BASICS (.6 CEUS)
Start with an introduction of basic accounting terms and record keeping rules; explore bookkeeping practices; terminology to better utilize bookkeeping software; the accounting cycle; practice double-entry accounting; cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable. Review financial statements, how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: $205

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QUICKBOOKS ESSENTIALS (.9 CEUS OR 9 CPES)
Manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included ($90 value). Prerequisite: Proficiency with navigating Windows. Recommended: Bookkeeping Basics. Textbook and course instruction is based on QuickBooks 2015. Fee: $330

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QUICKBOOKS INTERMEDIATE (.9 CEUS)
Advance your working knowledge of QuickBooks. Learn how to be more efficient with tools including reviewing payroll, memorized transactions, tracking inventory, posting sales tax, customizing forms, invoicing and statements, and creating forms and graphs. Bring your text used in QuickBooks Essentials. Prerequisite: QuickBooks Essentials. Fee: $215

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UNDERSTANDING BUDGETS (.9 CEUS)
Budgets are the means by which financial assets are planned, controlled and strategically managed. For business, an effective budget provides the strategic planning and the tools to verify the plans are tracking to specific goals. Learn the tools and processes to build and manage a budget, as well as some useful skills

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

For currently offered elective courses, visit EverettCC.edu/NonProfitCert

FIND ELECTIVES ONLINE: EverettCC.edu/NonProfitCert
targeted at building and managing budgets for businesses from company financial data. Required textbook: See website. Fee: $279
ITEM 9879-B783 J. DAS Bothell
2 Saturdays Jan. 20 - Jan. 27 9:00AM - 2:00PM
ITEM 9860-B783 J. DAS CCEC - Everett, 117
3 Wednesdays Jan. 31 - Feb. 14 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 9861-B783 J. DAS Bothell
5 Thursdays Feb. 1 - Mar. 1 6:00PM - 9:00PM
ITEM 9895-B783 J. DAS CCEC - Everett, 238
5 Wednesdays Feb. 21 - Mar. 21 6:00PM - 9:00PM
ITEM 9045-B783 J. DAS CCEC - Everett, 117
3 Saturdays Mar. 17 - Mar. 31 9:00AM - 3:00PM

Flagging & Traffic Control

FLAGGING AND TRAFFIC CONTROL CERTIFICATION (6 CEUS)
Become a WA State certification flagger. Course consists of lecture, slide presentation, and mock traffic situations. Upon successful completion you will be issued a certification card validated for three years. Minimum age: 18. Pre-registration is required at least three days before class start date. Note: We can also arrange a class for your employees at your business or at our training site. For more information call 425-267-0150. Fee: $75
ITEM 9900-B783 M. Foy Bothell
1 Saturday Jan. 20 9:00AM - 3:30PM
ITEM 9902-B783 M. Foy CCEC - Everett, 117
1 Saturday Jan. 27 8:00AM - 2:30PM
ITEM 9151-B783 C. Stephens Kirkland
1 Saturday Feb. 10 9:00AM - 3:30PM
ITEM 9137-B783 M. Foy CCEC - Everett, 110
1 Thursday Feb. 15 8:00AM - 2:30PM
ITEM 9138-B783 M. Foy Bothell
1 Saturday Feb. 24 9:00AM - 3:30PM
ITEM 9144-B783 C. Stephens Kirkland
1 Saturday Mar. 10 9:00AM - 3:30PM
ITEM 9141-B783 M. Foy Bothell
1 Saturday Mar. 17 9:00AM - 3:30PM
ITEM 9142-B783 M. Foy CCEC - Everett, 110
1 Saturday Mar. 24 8:00AM - 2:30PM

COMMUNICATING WITH IMPACT (.6 CEUS)
Your professional success is largely determined by how well you communicate. Analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow and express yourself with confidence, assertiveness and persuasiveness. Techniques for active listening, speaking, presenting and writing covered. We will implement an interpersonal communication action plan for workplace success and advancement. Fee: $195
ITEM 9076-B783 M. Buschmoihe Kirkland
2 Wednesdays Feb. 14 - Feb. 21 6:00PM - 9:00PM

PROACTIVE PLANNING AND PROBLEM SOLVING (.6 CEUS)
Learn to identify problems through recognition and analysis of their root causes, not just their symptoms which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: $195
ITEM 9074-B783 Staff CCEC - Everett, 238
2 Tuesdays Mar. 6 - Mar. 13 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-B783 K. Wyatt Bothell
2 Thursdays Jan. 18 - Jan. 25 6:00PM - 9:00PM
ITEM 9071-B783 C. Iverson CCEC - Everett, 230
1 Saturday Mar. 10 9:00AM - 3:30PM

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

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

TRAINING FOR K-12 TEACHERS
Certificate in Learning Styles..............................................$395
Students with ASD
Gender in the Classroom ..................................................$145
Generational Learning Styles ..............................................$145
Online Learning & Teaching ..............................................$145
PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)
Start an exciting career as a Certified Personal Trainer. Includes 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, health assessment and 16 hours of hands-on practical labs with drills on assessing clients, programming, presentation skills and an optional internship that can walk you into jobs! For more information see website. We strongly encourage interested students to attend a free orientation. Fee $700.

ITEM 9310-B783 STAFF CCEC - Everett, 109
6 Saturdays Jan. 27 - Mar. 17 9:00AM - 4:00PM
Class meets 9am-1pm at EvCC’s Corporate & Continuing Education Center and 2pm-4pm at Columbia Athletic Club, 505 128th Street SE, Everett. Class will not meet on Feb. 17 and Mar. 3. Class finishes on Mar. 24 for the final exam.

HYBRID PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)
Limited on time? This hybrid course is for students wanting the convenience of an online class with in-depth instruction and hands-on practical labs. Your key bonus option is to master the essential hands on skills at a local fitness center near you as part of the program. Course includes mentored online self-paced lessons for optimal learning. See website for more information. We strongly encourage interested students to attend a free orientations. Fee: $700.

ITEM 9145-B783 STAFF ONLINE/Arranged
Students may start this course at any time.

PERSONAL TRAINER NATIONAL CERTIFICATION FREE ORIENTATION
Please register for Live Your Passion, Become a Personal Trainer! All times listed are Pacific Standard Time
Jan. 4 11am https://tinyurl.com/orientation1-18
Feb. 1 9am https://tinyurl.com/orientation2-18
Mar. 1 1pm https://tinyurl.com/orientation3-18

WEEKDAY WAKE-UP FITNESS PROGRAM (3.8 CEUS)
Start the week off on Monday with ZUMBA®. Tuesday we work on cardiovascular fitness and endurance using weight machines, treadmills, and bikes. We repeat ZUMBA® on Wednesday and cardiovascular training on Thursday. This class is perfect for all shapes, sizes, and exercise levels. Class meets at the EvCC Walt Price Fitness Center; Multipurpose room (FIT 231) Mondays, Wednesdays; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: $160.

ITEM 9217-B783 S. TAGG, J. KEY EvCC - Main, FIT 231
38 Sessions M/T/W/Th Jan. 8 - Mar. 15 6:30AM - 7:30AM
Class will not meet on Jan. 15 and Feb. 19.

WEEKDAY WAKE-UP ZUMBA ONLY (1.8 CEUS)
This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee: $80.

ITEM 9386-B783 J. KEY EvCC - Main, FIT 231
18 Sessions M/W Jan. 8 - Mar. 14 6:30AM - 7:30AM
Class will not meet on Jan. 15 and Feb. 19.

WEEKDAY WAKE-UP CARDIO ONLY (2.0 CEUS)
This course is for those only interested in attending the Cardio portion of the Weekday Wake-up fitness program on Tuesdays and Thursdays. Fee: $80.

ITEM 9384-B783 S. TAGG EvCC - Main, FIT 148
20 Sessions T/Th Jan. 9 - Mar. 15 6:30AM - 7:30AM

WEEKDAY WAKE-UP TAI CHI (1.0 CEUS)
Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee $55.

ITEM 9350-B783 D. DILDAY EvCC - Main, NBI 101
20 Sessions T/Th Jan. 9 - Mar. 15 7:30AM - 8:00AM

YOGA FIT (.135 CEUS)
YogaFit is designed to improve the health, performance, and mental acuity of athletes or individuals interested in improving their level of fitness. Based on the ancient fitness science of hatha yoga, it blends balance, strength, flexibility and power in a fitness format. Yoga is a gift for the body and the mind. Fee $80

ITEM 9182-B783 T. ROBBINS EvCC - Main, FIT 149
9 Wednesdays Jan. 17 - Mar. 14 1:15PM - 2:00PM
9 Fridays Jan. 19 - Mar. 16 12:15PM - 1:00PM

MIDDAY WELLNESS ZUMBA STRONG (.675 CEUS)
STRONG by Zumba™ is a High Intensity Interval Training class using more traditional fitness moves for a more athletic, conditioning-style workout. You use your own body weight as resistance to achieve muscle definition. There are movements inspired by dance but these are limited compared to a Zumba® class, so it’s perfect for those not comfortable in a full-out dance class. Fee $55.

ITEM 9181-B783 T. ROBBINS EvCC - Main, FIT 149
9 Thursdays Jan. 18 - Mar. 15 12:15PM - 1:00PM
9 Fridays Jan. 19 - Mar. 16 12:15PM - 1:00PM

MIDDAY WELLNESS ZUMBA (.675 CEUS)
Get energized and ready to tackle the balance of your day. This dance-fitness class incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. ZUMBA® combines fast and slow rhythms that tone and sculpt the body with a blended balance of cardio and muscle-toning benefits. ZUMBA® is “exercise in disguise” and designed for any fitness level and any age. Fee $55.

ITEM 9183-B783 STAFF EvCC - Main, FIT 149
9 Tuesdays Jan. 16 - Mar. 13 12:15PM - 1:00PM

MIDDAY WELLNESS CARDIO FUSION (1.2 CEUS)
Join us for kickboxing, HIIT, weights, and bands for a total body, heart pumping aerobic and strength conditioning workout. We will combine endurance, speed, interval training and power with guided focus and motivational music! ALL ARE WELCOME!! Beginners get in shape and more experienced exercisers will be challenged!! Have fun, reduce, stress, and get a great workout! Fee $80.

ITEM 9220-B783 T. ROBBINS EvCC - Main, FIT 149
9 Sessions M/W Jan. 8 - Mar. 15 12:15PM - 1:00PM

MIDDAY WELLNESS YOGA FIT (.135 CEUS)
Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee $55.

ITEM 9330-B783 D. DILDAY EvCC - Main, NBI 101
20 Sessions T/Th Jan. 9 - Mar. 15 7:30AM - 8:00AM
**Outdoor Recreation**

**AMERICA’S BOATING COURSE (.6 CEUS)**
Many boat insurance companies offer discounts to those who successfully complete this course. This course will give you the education required by most states to obtain a state boat license or operator certificate; provide the basic knowledge of boats, boat handling, emergency situations, and required safety equipment for the novice boater. Important topics include Anchoring, Trailer Boating, Marine Communications, and Water Sport activities.

Fee: $120

**World Languages**

**AMERICAN SIGN LANGUAGE V (ASL & 222) (.5 CREDITS)**
Continuation of ASL & 121, 122, 123. Expand your ability to narrate events that occurred in the past, make suggestions and requests, describe weekend activities, and ask about family names and immigration history. Self-support, non-tuition class. Additional fees may apply. Payment due at time of registration. Last day for 100% refund is January 5. There is no 50% refund option. PR: ASL & 123 or equivalent. Must register through Enrollment Services. Fee $535

**ITALIAN FOR TRAVELERS LEVEL 2 (1.6 CEUS)**
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: $159

**Italy Series**

**ITALIAN I (ITAL 121) (.5 CREDITS)**
Begin to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Course requires work to be completed online. Self-support, non-tuition class. Additional fees may apply. Payment due at time of registration. Last day for 100% refund is Sept. 15. There is no 50% refund option. Must register through Enrollment Services for this class. Fee: $535

**EBAY 1 - THE BASICS OF SELLING (.3 CEUS)**
Set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling “Tips, Tricks and the Traps” to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. The class is taught by a multi-award winning instructor and published eBay author from Seattle. Fee: $59

**EBAY 2 - ADVANCED SELLING STRATEGIES (.3 CEUS)**
Discover if your item will sell or not in just one minute! Learn insider Tips and Strategies that draw the most bids, maximize sales and beat your competition. Covers how to find a profitable niche, what to sell, and avoid plus find reputable suppliers. Includes eBay research, Marketing and Photography tips, how to sell Antiques, Collectibles and Large items you don’t want to ship. Taught by a published eBay author from Seattle. Fee: $59

**HOTEL 1 (2.0 CEUS)**
A business class designed for hotel and hospitality management students. You will: learn and practice the English used in the hospitality industry, learn about hotel management and hotel operations, and gain an understanding of the hospitality industry. Fee: $59

**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. Fee: $69

**EBAY SERIES (.6 CEUS)**
Take both eBay selling classes at a discount. Must register for both classes at the same time. Fee: $99

Register for the series and save!
PASSPORT TO RETIREMENT (0.5 CEUS)
Define and create your retirement, assess the costs of retirement, evaluate sources of income, invest for the future, protect your health and wealth, receive funds from retirement plans and manage your estate distribution. The system is filled with compelling statistics and case studies, and the workbook includes a wealth of self-analysis quizzes and worksheets that will help participants long after the workshop is over. Fee: $59
ITEM 9351-B783  S. BAILEY, CFP  CCEC - Everett, 116
2 Thursdays  Jan. 14 - Feb. 11  6:30PM - 9:00PM

CONSERVATIVE RETIREMENT PLANNING (.6 CEUS)
The materials cover varied aspects of retirement income planning, such as longer life income challenges, excess taxation, inflation, healthcare expenses, aspects of making a financial decision, six areas where income is derived for retirement, and income goal setting, while highlighting the ABC Planning Model. This course covers general topics and is not designed to give specific solutions to individual needs. Fee: $59
ITEM 9119-B783  R. KEPPLER, CFP  CCEC - Everett, 116
3 Tuesdays  Jan. 23 - Mar. 6  6:30PM - 9:30PM

10 TRAITS FOR ENTREPRENEURIAL SUCCESS NEW!
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-B783  M. SULLIVAN  Bothell
1 Wednesday  Feb. 7  6:00PM - 8:00PM

10 WAYS TO NAVIGATE CYCLES: THE EBB & FLOW OF SALES (.15 CEUS)
The ebb and flow of sales are a normal part of the business landscape. Your enterprise may have a steady increase in sales, then plateau or decline. Slow sales can increase stress and cause enthusiasm and motivation to disappear. When this happens, it is wise to explore the causes of cycles, assessing marketing activities, the 80/20 rule of revenue, creating a niche, reigniting enthusiasm and other ideas to help move your business forward. Fee: $39
ITEM 9238-B783  M. SULLIVAN  Bothell
1 Wednesday  Jan. 24  6:00PM - 7:30PM

MAKE WRITING A BUSINESS: THE NITTY GRITTY NEW! OF BEING AN AUTHOR ENTREPRENEUR (.2 CEUS)
Expand your writing passion to embrace entrepreneurship. Participants will discover resources to help manage their writing ventures. Learn the basics of a writing enterprise such as home office deductions, sales taxes and tax reseller agreements. Topics include domain names, websites, accepting credit cards, bank accounts, crowdfunding, paperless filing systems, business plans and more. Fee: $30
ITEM 9017-B783  M. SULLIVAN  CCEC - Bothell, CC1-041
1 Saturday  Feb. 10  10:00AM - 12:00PM

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 9206-B783  S. JONSON  Off-site/Arranged
You may start the program anytime. Tuesdays & Thursdays meet 6:30-9:30pm. Meet at 13322 Highway 99 S., Everett 98204; or online.

PERSONAL GROWTH & Development

AN INTRODUCTION TO VOICE OVERS: GETTING STARTED IN VOICE ACTING (.2 CEUS)
Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a real script and receive coaching from your instructor, a professional, working voice actor from Voices For All, to improve your delivery. Receive a professional voiceover evaluation later. One-time, 2 hour, introductory class! Fee: $69
ITEM 9192-B783  V. FOR ALL  Kirkland
1 Tuesday  Jan. 23  6:00PM - 8:00PM

ITEM 9896-B783  V. FOR ALL  Bothell
1 Friday  Feb. 9  6:00PM - 8:00PM

ITEM 9197-B783  V. FOR ALL  CCEC - Everett, 231
1 Wednesday  Mar. 14  6:00PM - 8:00PM

EVERETT CHORALE
Love to sing? Learn a variety of choral music and perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. Rehearses and performs in Everett. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a $5 registration fee which is non-refundable. Visit www.everettchorale.org for more information. Fee: $75
ITEM 9294-B783  STAFF  Off-site
1 Thursday  Jan. 11  7:00PM - 9:30PM
Performances on Sunday Apr. 8.

EMERGENCY GRAB & GO BINDER WITH BACKUP! (.3 CEUS)
Determine which paperwork is crucial to take with you in the event of fire, flood, natural disaster or medical emergency. Organize your vital information into a “Grab-&-Go” binder. Also convert everything to electronic documents, then back it all up to the Cloud using free, easy to use, drag and drop tools. Learn about helpful free apps, multiple preparation tips, evacuation routes, “Go Bags & Bins”, and much more. Fee: $49
ITEM 9364-B783  K. BOYD  CCEC - Everett, 117
1 Thursday  Mar. 22  6:00PM - 9:00PM

NEUROBIOLOGY OF EMOTION REGULATION NEW! (1.2 CEUS or 10 CES FOR WMHCA)
Many people who seek help for life stresses struggle with emotion regulation. This course will help care providers understand and explain the neurobiology and psychology of emotion in understandable terms to reduce shame and increase client participation in treatment. Participants will also learn self-monitoring techniques and have immediate opportunities to practice new skills. Fee: $169
ITEM 9336-B783  H. SMITH, MA LMHC, MHP  CCEC - Everett, 117
4 Tuesdays  Feb. 6 - Feb. 27  6:00PM - 9:00PM

VISUAL & CREATIVE ARTS

WATERCOLORS: GLAZING & DETAILS (1.8 CEUS) NEW!
Focus on painting watercolors in thin layers, called glazing, to produce vibrant, glowing colors; also learn techniques to paint textures and details. We will also learn about watercolor paper, paints, brushes, and values in a fun, nurturing atmosphere. You’ll be amazed at...
how fast you progress. Required supplies: See website. Fee: $189

ITEM 9394-B783  C. COLLINS FREEMAN  CCEC - Everett, 218
6 Saturdays  Jan. 20 - Mar. 3  1:00PM - 4:00PM

WATERCOLORS: WET & LOOSE (1.8 CEUS)  NEW!

Learn about watercolor paper, paints, brushes, values and drawing in a fun, nurturing atmosphere. The wet into wet and loose watercolors technique is based on painting watercolors quickly, spontaneously and with a plan. Participate in creative exercises and build the skills to take your artwork to the next level. Level: Beginner & Intermediate. Required supplies: See website. Fee: $189

ITEM 9280-B783  C. COLLINS FREEMAN  CCEC - Everett, 218
6 Saturdays  Jan. 20 - Mar. 3  9:00AM - 12:00PM

KEEPING A VISUAL JOURNAL/SKETCHBOOK (1.6 CEUS)

Explore how to create illustrated journals using both words and drawings to explore your world. Learn how to get into the habit of making art a daily practice by filling up sketchbooks with every day experiences. Discover the joy of exploring your life by keeping a sketchbook as a visual journal using ink and watercolors! Level: Beginner and Intermediate. Required supplies: See website. Fee: $189

ITEM 9225-B783  C. COLLINS FREEMAN  Bothell
4 Saturdays  Jan. 20 - Mar. 3  9:00AM - 12:00PM

USING CRYSTALS TO ENHANCE YOUR LIFE (.35 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: $69

ITEM 9326-B783  S. PATRICK, Ph. D  CCEC - Everett, 238
1 Saturday  Mar. 10  10:00AM - 1:00PM

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 9187-B783  J. AGUILERA  Kirkland
4 Saturdays  Jan. 20 - Feb. 10  9:00AM - 12:00PM

LIGHTROOM FOR PHOTOGRAPHERS (1.2 CEUS)

Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can free up the creative process for serious amateurs and professional photographers alike, while dramatically improving both your happiness level and your income. Bring your laptop and download the free trial of Lightroom, to learn how to use it. Fee: $159

ITEM 9257-B783  J. AGUILERA  Bothell
4 Fridays  Feb. 23 - Mar. 16  5:00PM - 8:00PM

Creative Writing

ONLINE Writing Courses (.5 CEUs Each)

Instructor: A. Huff  Fee: $99 Each

CHARACTER DEVELOPMENT IN WRITING
ITEM 9269-B783

EBOOKS START TO FINISH
ITEM 9342-B783

TRAVEL WRITING
ITEM 9270-B783

WRITE ABOUT YOUR LIFE
ITEM 9273-B783

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

CREATE A SELLING NOVEL
ITEM 9283-B783

FREELANCE WRITING
ITEM 9271-B783

FICTION SERIES
ITEM 9272-B783

SELL YOUR NONFICTION BOOK
ITEM 9284-B783

WRITING FOR CHILDREN
ITEM 9268-B783

Metaphysical Sciences

SMudging and PERSONAL Psychic PROTECTION (.25 CEUs)
Learning how to smudge for yourself, others and your environment can be releasing. Smudging, an ancient practice of cleansing, can remove negativity, yet balance energies. Psychic protection is another way of further clearing your physical, mental and spiritual bodies to promote feeling grounded. Join us to learn basic and fundamental skills to improve your life. Fee: $49

ITEM 9206-B783  S. PATRICK, Ph. D  CCEC - Everett, 117
1 Saturday  Jan. 20  10:00AM - 12:30PM

UNLOCKING THE MYSTERY OF PENDULUMS (.3 CEUS)

Pendulums hold a mystery to deciphering situations in our lives. Tapping into your awareness can help guide us when making daily decisions. Join an explorative class addressing how to choose a pendulum, how to understand its use, and ways pendulums can benefit you throughout your day. Please bring a pendulum to work with in class. Fee: $59

ITEM 9225-B783  S. PATRICK, Ph. D  CCEC - Everett, 117
1 Saturday  Feb. 3  10:00AM - 1:00PM

INTERMEDIATE PHOTOGRAPHY (1.2 CEUS)  NEW!

Using your basic skill of Photography for calculation of proper exposure on a normal light situation, let’s add the use of filters ND and Polarizer Filter. Understand how to drag the shutter, long exposure and work your aperture to give the depth of field that you are looking for. Understand the use of White Balance in a creative way. Fee: $159

ITEM 9377-B783  J. AGUILERA  CCEC - Everett, 116
4 Saturdays  Feb. 24 - Mar. 17  9:00AM - 12:00PM

JOIN THE CCEC TEAM!
Share your expertise with others by becoming a CCEC instructor.

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

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

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

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

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

**CAMPUS KEY**

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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EvCC - Main • 2000 Tower Street, Everett
CCEC - Bothell • 18345 Campus Way NE, Bothell
CCEC - Everett • 2333 Seaway Blvd, Everett
CCEC - Kirkland • 11605 132nd Ave NE, Kirkland
CCEC - Arlington • 4407 172nd St NE, Arlington
Increase your expertise in fundraising grants, marketing, and communications.

Learn to manage your organization through practical training and guidance on how to research, develop, write, and manage grants.

See page 20 for more information.