

Continuing Education

Continuing Education offers high-quality skills training, education, and personal enrichment workshops to meet the needs of individuals, businesses, and public organizations in our community. Convenient and affordable workshops are available in a variety of topics including Arts and Crafts, Computer Skills, Creative Writing, Culinary Arts, Financial Management, Health and Wellness, Hypnotherapy, Manufacturing, Music, Personal Enrichment, Recreation, World Languages and Travel, Youth programs, and much more.



REGISTER EARLY

By registering early you can help prevent a class from canceling due to low enrollment. If there is enough interest early on, we may even add additional sections.

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 Continuing Education at 425-267-0150 for prior approval and arrangements. (Online courses and credit-bearing courses are excluded from this policy).

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.

OUR REFUND POLICY

Cancellations or changes to your schedule need to be made at least 4 business days prior to first class to receive a full refund. There is no 50% refund option. Cancellations made by the College will be refunded 100%. Allow 30 days to process refunds. Also, see "Satisfaction Guaranteed" policy above. Credit-bearing courses have unique refund deadlines. Please see individual course description for deadlines.

ONLINE COURSE REFUND POLICY

Students may receive a full refund prior to course activation process completion. The activation process is complete once the student has received email confirming registration and procedures for using course materials. Exception to this policy are included in applicable course descriptions.

REGISTRATION CONFIRMATION

If you register at the Jackson Center, call the Continuing Education office to receive your Registration Confirmation and any additional information you may need prior to the class start date.

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

TO REGISTER FOR CLASSES

Phone: 425-267-0150 Fax: 425-267-0171

Mail: Everett Community College, Continuing Education,
2333 Seaway Blvd., Everett, WA 98203

All students may register immediately by phone, fax, or mail.

Walk in: Applied Technology Training Center,
2333 Seaway Blvd., Everett, WA 98203

Providing your ethnic origin is voluntary. Your Social Security number is confidential and, under Federal Family Education Rights and Privacy Law, may not be released. See College Catalog and Class Schedule for the uses of your SSN.



ACCOUNTING

See the Computer Software Workshops section for Quickbooks Pro 2006 Fundamentals; Quickbooks: Custom templates and mailings; Quickbooks: Payroll; Quickbooks: Custom reports and graphs; Quickbooks: Sales tax and inventory; and Quickbooks: Audit trails, theft prevention and advanced bookkeeping entries.

BOOKKEEPING BASICS (6HRS)

\$110

Whether for personal or business reasons, bookkeeping is a necessary part of life. This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). It is not meant to teach you how to become a bookkeeper. Topics include the accounting cycle, starting with an introduction of basic accounting terms and record keeping rules. You will be introduced to

double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You'll also review how to reconcile your bank account and create financial statements (profit and loss, owner's equity, and balance sheet). Handouts included. Bring notepad, hand-held calculator, and a sack lunch for the one-hour break, or drive to local restaurants. (Pat Coughlin)

8812-A891 6/28 Sa 9am-4pm ATC 115



BUSINESS SUCCESS

See the Personal Interest section for Presenting Yourself: Personal development and poise; and eBay Selling.

CASH CRUNCH MARKETING: Effective promotional campaigns for small businesses on a tight budget (3HRS)

\$49

Use your creativity rather than your checkbook to launch effective promotional campaigns. Cash Crunch Marketing is all about teaching small business owners how to promote their products and services on a bare-bones budget. Topics include: postcard mailings with impact; getting free publicity; viral marketing (instead of spam); sales promotions (coupons, demonstrations, samples); alluring taglines and signage; designing posters and flyers with impact; and more! Workbook included (\$5 value). (Sonya Carmichael Jones, MBA)

9128-A891 7/17 Th 6pm-9pm ATC 101

SPARKLING CUSTOMER SERVICE (3HRS)

\$39

This "SparkleSpeak" program is designed to motivate, instruct, and inspire customer service representatives to give exceptional service to their clients. This course will demonstrate techniques to meet and exceed your customer's expectations on the phone as well as face-to-face, and share valuable tips to satisfy those angry or dissatisfied customers. (Jyl Westbrook)

9365-A891 7/23 W 6:30pm-9:30pm BAK 110

BUSINESS SUCCESS – ONLINE

You must have access to a PC with Internet Explorer 6.0 or its equivalent on a MAC, possess intermediate PC skills, and have an email account to participate in these courses. Please provide your email with registration.

'GET ORGANIZED' FOR THE SELF-EMPLOYED - ONLINE (10HRS)

\$49

There is no greater joy than the liberation of working for yourself! Whether you work five hours a week or 50, at home or in an office, it's vital to have a strong sense of organization to run your business professionally and efficiently. This online, self-paced class will give you the tools to develop a personalized, flexible system to keep your business running smoothly. You'll discover how to have time for your priorities, coordinate activities, finish projects, track expenses and tax deductions, retain information, and be ready for seasonal events. You may start this class anytime during the current term. (Beverly Schulz)

9108-A891 6/16-7/25 ARRANGED

BUY A BUSINESS WITH NOTHING DOWN - ONLINE (24HRS)

\$69

Tired of someone else calling the shots and limiting your earnings? How much richer would your life be if you owned your own business? Isn't it time you found out? In this online class, you will explore how to find a flexible seller, do a financial analysis, package loans, and manage cash flow. You will also discover 56 ways to leverage the purchase price, proven negotiating techniques, and the eight important sources of cash. You will have six weeks to complete the course but it is truly self-paced. (Gary Fugere)

9110-A891 6/17-7/31 ARRANGED

HOW TO START A HOME-BASED BUSINESS - ONLINE (24HRS) \$69

Tired of working for someone else? Stop dreaming and start doing! This online class provides step-by-step techniques and strategies for quickly getting your business up and running. Topics include conducting market research, incorporating, licensing, filings, naming your business, becoming an independent contractor, setting prices, promoting your business, using bank accounts and credit cards, establishing IRS and home office deductions, buying a franchise, and finding small business resources including start-up capital. You will have six weeks to complete the course but it is truly self-paced. (Gary Fugere)

9111-A891 6/17-7/31 ARRANGED

HOW TO START AN INTERNET BUSINESS - ONLINE (24HRS) \$69

Would you like to launch an Internet business? How much richer would your life be if you operated your own business? Join us for this online step-by-step class that includes 'how-to' mentoring. Topics include identifying web businesses that do well, conducting market research on your idea, adding shopping carts and secure shopping for free, getting your web site online, creating strategies for getting others to pay you for advertising, bringing traffic to your site, and winning the search engine game. You will have six weeks to complete the course but it is truly self-paced. (Gary Fugere)

9113-A891 6/17-7/31 ARRANGED

TOURISM/HOSPITALITY

SUPERHOST: Customer service fundamentals (8HR) \$89

Gain the skills and techniques to provide exceptional customer service. The objectives of the SuperHost fundamentals workshop are to provide participants with an understanding of the importance of excellent customer service skills; to help participants make their communication with customers more effective and efficient; to help participants demonstrate their attentiveness to customer needs; and to provide participants with an understanding of the social and economic contribution that a healthy tourism industry makes to their communities. Bring a sack lunch or plan to drive to a nearby restaurant for the one-hour lunch break. Workbook included (\$20 value). (Juergen Kneifel)



8972 6/20 F 8am-5pm ATC 104
8974 6/21 Sa 8am-5pm ATC 104

COMMUNICATIONS

See the Caregiving section for Great Communication is Simpler Than You Think.

REAL ESTATE

ACQUIRING WEALTH THROUGH REAL ESTATE (4HRS) \$45

More fortunes have been acquired through real estate investing than any other medium - even stocks! You, too, can learn to invest wisely in the real estate market. During this workshop you'll identify the critical financial data required for planning, discover the triple benefits of owning real estate, and discover how to integrate your other assets with real estate. (Hoyt Robey)

9131-A891 7/8-7/15 T 6pm-8pm BAK 201

REAL ESTATE FUNDAMENTALS (60HRS) (6 CEUs CEUs) \$299

This real estate course satisfies Washington State's pre-license education requirement and helps you prepare to take the Washington State Sales Person Licensing Exam. This course is offered in collaboration with CENTURY 21 North Homes Realty, Inc. The material is presented using either live lecture and discussion (\$299) or CD (\$249). Topics are broken down into module format so you can start your studies at any time during the quarter. The course can be completed in ten weeks, two nights per week at one site, or five weeks if you attend Monday through Thursday at both class sites. The CD format is at your own pace through home study and is PC Windows-based (not Machintosh compatible). You must complete 60 hours of study and all 20 sessions within 180 days. Fee includes textbook, (\$46.95 value), classroom materials, and access to mock exams. You may purchase an optional study guide (\$15) from the instructor. Classes are held at the Lynnwood or Snohomish location (see schedule below). You may choose when you would like to begin the course. Map and driving directions mailed with registration confirmation. Once you register for this course there is no refund option. (Linda McLaughlin)

9157-A891 ARRANGED SNOHOMISH
9158-A891 ARRANGED LYNNWOOD
9159-A891 ARRANGED CD FORMAT



BUYING/SELLING/ BUILDING YOUR HOME

FIRST-TIME HOME BUYER TRAINING

These classes are offered through HomeSight, a non-profit housing organization committed to meeting the needs of first-time homebuyers through education and down payment assistance. HomeSight is an Equal Housing Opportunity Provider.

THE AMERICAN DREAM: Is homeownership for you? (1.5HRS) \$15

Kiss your landlord goodbye! HomeSight will share the basics of the home purchase process, pitfalls to avoid, and the right questions to ask your home loan officers or real estate agents when you start your home purchase adventure. You will review the services HomeSight offers including financial counseling and home loan originations. The instructor introduces HomeSight's special second mortgage loans (purchase assistance) and how you may be eligible. Class price includes course materials, and is per couple; both partners must register. (Staff)

9160-A891 7/9 W 6pm-7:30pm BAK 104
9162-A891 8/13 W 6pm-7:30pm BAK 104

HOME BUYER FINANCIAL SERIES (6HRS) \$25

Looking for and purchasing your first home can be an overwhelming task. Know the basics before you start the search for your first home. With the help of HomeSight, a non-profit housing organization, you will learn the ins and outs of home buying and home ownership. An educated homebuyer is a happy homeowner! This course provides in-depth coverage of issues affecting first-time buyers in today's market, emphasizing the long-term responsibilities of buying a home. The topics covered include avoiding predatory loan tactics, purchase/sale documents, mortgage default prevention, credit reports, better budgeting, and home maintenance. Price includes course materials, and is per married couple; both partners must register. Prerequisite: The American Dream: Is homeownership for you? (Staff)

9170-A891 7/12 Sa 10am-4:30pm BAK 104



HOME AND GARDEN

KITCHEN DESIGN AND REMODELING:

From a designer who loves to cook (2.5HRS) \$25

Thinking about remodeling or designing your dream house? The kitchen is one room you'll use several times each day, and it should be functional as well as beautiful. Come with notepad and questions, and be prepared to talk about cooking, design layout, appliances, counter surfaces, flooring, lighting, and ventilation. Gary's lighthearted approach and anecdotes will stir your imagination and help you turn your dreams into realistic plans. (Gary Hartz)

9133-A891 7/17 Th 6:30pm-9pm BAK 103



CULINARY ARTS

BEGINNING CAKE DECORATING (6HRS) \$69

Explore the timeless art of cake decorating. This workshop will introduce you to the basic concepts of decorating for your own celebrations. Discover the techniques for splitting and filling a cake and simple borders and flowers. An overview of icings; butter and whipped cream; rolled fondant, and poured icings. This is a hands-on workshop so participants receive plenty of practice using cake decorating equipment and the confidence to produce beautiful and delicious cakes immediately. \$35 payable to the instructor for beginning cake decorating kit. (Deanne Dodge)

9153-A891 6/14 Sa 10am-4pm ATC 200
9154-A891 6/28 Sa 10am-4pm ATC 200
9155-A891 7/19 Sa 10am-4pm ATC 200
9156-A891 7/26 Sa 10am-4pm ATC 200



FINANCIAL MANAGEMENT

FINANCIAL PLANNING FOR WOMEN (10HRS)

NEW \$45

This class is designed specifically for women, by women. Discover how easy it is to save, invest, and work toward your financial goals. Whether you're just starting out or want to explore new options, this class will give you real-world strategies that are easy to follow. (Diana Jackson)

9880-A891 7/15-7/22 T 6:30am-8:30pm BAK 202

ACQUIRING WEALTH THROUGH REAL ESTATE (4HRS) \$45

More fortunes have been acquired through real estate investing than any other medium - even stocks! You, too, can wisely invest in the real estate market. During this workshop you'll identify the critical financial data required for planning, discover the triple benefits of owning real estate, and how to integrate your other assets with real estate. (Hoyt Robey)

913-A8911 7/8-7/15 T 6pm-8pm SHK 130



CAREGIVER TRAINING

These courses fulfill the Washington State requirement of ten hours of continuing education for caregivers; however, they are open to anyone.

THE THREE D'S: Depression, dementia, demanding (10HRS) \$43

In this workshop you will define the meaning of depression, dementia and demanding behavior in clinical terms. Then we'll examine the treatments, medications, and interventions that will help clients live to the best of their abilities. Communication techniques to improve client interaction will also be covered. (Terry Miller)

9464-A891 7/8-7/10 TWTh 6pm-9:30pm BAK 110

OUTSMART STRESS! (10HRS) \$43

Life is stressful, but it doesn't have to be. You can outsmart stress by learning strategies to reduce stress, ways to cope when stressful situations occur, how to identify positive vs. negative stress, and tools you can use to manage stress. You will also discover how to share your stress management techniques with others. Your life can be stress-free! (Terry Miller)

9490-A891 7/22-7/24 TWTh 6pm-9:30pm BAK 110

GREAT COMMUNICATION IS SIMPLER THAN YOU THINK (10HRS) \$43

Discover how to speak as well as how to listen. Communication is an everyday occurrence and good communication will enhance your life by decreasing stress, diverting arguments, and saving time. You will explore different modes of communication as well as effective communication, listening, and conflict management skills. (Terry Miller)

9470-A891 8/5-8/7 TWTh 6pm-9:30pm BAK 110

DEALING WITH GRIEF AND LOSS (10HRS) \$43

Facing the loss of a loved one and dealing with the associated grief is one of life's most difficult situations. Whether for yourself or for someone else, this workshop will help you identify the stages of the dying process, ways to assist clients with comfort care, resources available in the community, and how cultural diversity affects the dying process. (Terry Miller)

9482-A891 8/12-8/14 TWTh 6pm-9:30pm BAK 110



CERTIFICATION AND LICENSING

FLAGGER CERTIFICATION (6HRS) \$49

This course fulfills the WA State training requirements for certification as a flagger. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. Pre-registration is required at least three days before class start date; however, it is recommended you register two weeks in advance. Payment is due at the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. (Staff)

9190-A891 6/28 Sa 8am-2:30pm IND 115
 9191-A891 7/12 Sa 8am-2:30pm IND 115
 9192-A891 7/26 Sa 8am-2:30pm IND 115
 9193-A891 8/2 Sa 8am-2:30pm IND 115

CPR: Basic life support for the health care provider (5HRS) \$69

This course is for healthcare providers, such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, residents or fellows, medical or nursing students in training, aides, medical or nursing assistants, police officers, and other allied health personnel who must have a credential documenting successful completion of CPR for healthcare provider course. Course teaches CPR skills for helping victims of all ages (including doing ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). This course follows the most current AHA healthcare provider guidelines. The certification is valid for two years. Due to the length of the class you may wish to bring beverage and snacks to eat during the short breaks; no formal meal break is scheduled. BLS Healthcare Provider textbook included (\$10 value). Presented by "I Know CPR." (Staff)

9197-A891 7/12 Sa 9:30am-2:30pm ATC 101
 9198-A891 7/30 W 4pm-9pm ATC 101
 9199-A891 8/13 W 4pm-9pm ATC 101

PEDIATRIC AND ADULT CPR, FIRST AID AND AED CERTIFICATION (6.5HRS) \$59

This is a basic training program in emergency care of infants, children, and adults using first aid, CPR, and AED. This training uses the same priorities of care and approach to the patient used by professional emergency care providers, but at a fundamental level. Training focuses on information, assessment, and hands-on skills that will save lives and/or prevent further injuries for occupational or parental providers during the brief period of time it takes for EMS to arrive. This course meets or exceeds state and federal requirements for most occupational providers including childcare facilities and schools. Two-year certificate issued immediately following course completion. Textbook included (\$10 value). Bring a sack lunch for the half-hour lunch break. Presented by "I Know CPR." ("I Know CPR")

9202-A891 7/15 T 9:30am-4:30pm ATC 120
 9208-A891 8/9 Sa 9:30am-4:30pm ATC 120

WORLD INSTRUCTOR TRAINING SCHOOL (W.I.T.S.)

Fitness professionals are in demand and our local market is no exception! EvCC is now a host site for the World Instructor Training School (W.I.T.S.). W.I.T.S. has been providing quality training and testing since 1995 and is now pleased to announce that college credits are now available for most of their courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions, has made it possible for W.I.T.S. graduates to apply the credits towards their degree of physical education or exercise science. If you want a real learning experience and time to develop your skills, we have the class for you.

FITNESS TRAINING ORIENTATION (1HRS) \$FREE

Are you interested in exploring a career as a fitness professional or trainer? Join us for this free seminar and receive an overview of the industry and current trends within the fitness profession. Registration is required. (Staff)

9204-A891 6/21 Sa 11am-12pm ATC 115

PERSONAL TRAINER NATIONAL CERTIFICATION (36HRS) \$499

Whether for a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. Fifteen hours of hands-on practical training prepares you to work with clients one-on-one. Fifteen hours of lecture includes anatomy, exercise physiology, nutrition, muscle and skeletal injuries, and health screening. The National Exam is held on the sixth week. You will then participate in a 20-hour internship program where you will have the opportunity to network with employers and get valuable experience applying your skills. You will receive your national certification after you have successfully completed the national exam, your internship, and proof of CPR. This course will also help you prepare for the National Boards, an optional exam and credential of distinction. For more information go to the following website: www.witseducation.com. To order required textbook go to www.witseducation.com or call 1-888-330-9487. It is recommended you order your textbook early and study the material immediately as this is a challenging course for the novice. (Cost: \$74.97). Class meets 9am-noon at the Applied Technology Training Center (ATTC) and 1-4pm at Mieko's Fitness in south Everett. (Staff)

9205-A891 6/28-8/9 Sa 9am-12pm ATC 115
 Sa 1pm-4pm OFF SITE

TO REGISTER, CALL
425-267-0150



HYPNOTHERAPY CERTIFICATION

This three-quarter class series, Basic, Intermediate, and Advanced Hypnosis (one 50-hour class per quarter) is designed for those who wish to become a certified hypnotherapist or counselor, and for existing counselors, medical/dental professionals, and other practitioners wishing to incorporate hypnosis in their current practice. It is also ideal for those interested in hypnosis and/or self-hypnosis for personal growth.

This is a hands-on, experiential training that will give you the skills to determine what creates the environments for healing and personal growth for your clients, and to confidently take clients through the next steps in their growth process. Approximately 20 hours of additional work is required outside of class consisting of self-study, several scripts, a 2,500 word essay, and a book report. These courses meet the national and international standards and are approved and accredited by the Association of Professional Hypnotists and Psychotherapists.

ADVANCED HYPNOSIS AND NLP TECHNIQUES (28HRS) (2.8 CEUs)

\$425

If you currently have a hypnotherapy, counseling, or health-related healing practice, and would like to make your practice grow to be among the top 1% in your field, then this class is a must! In this hands-on course you will explore advanced mind-body techniques such as Swish Pattern, Visual Squash, and New Behavior Generator. You will explore Hypnoacclimation and discover how to harness the power of desire, expectancy, and conditioning to create the mind-body response. Prerequisite: Basic Hypnosis or equivalent experience. (Ron Stubbs Cht, RCC, CI)

9400-A891 6/24-8/12 T 6pm-9:30pm ATC 112



WORLD LANGUAGES AND TRAVEL

EvCC's Northwest Language Center (NLC) specializes in the languages and cultures of European, Central American, and Latin American countries as well as American Sign Language. Services include customized on-site language instruction, translation and interpretation for the business community, language tutoring, country-specific cross-cultural training, and international student exchanges with Germany and Mexico.

The Nippon Business Institute (NBI) Japanese Cultural and Resource Center offers language and cultural enrichment workshops through the Continuing Education department specializing in Japanese and Chinese languages and culture.

See the Youth section for Summer Camp Sign Language (ASL) for kids.

SUMMER CAMP SIGN LANGUAGE (ASL) FOR KIDS (12HRS)

NEW \$99

Discover how to talk with your hands! Through games and fun activities your child will be able to fingerspell, ask questions, create sentences, tell a story, and count using American Sign Language (ASL)—the language of the deaf. Required textbook can be purchased online through Amazon.com or Barnes and Noble (Penny Warner, *Learn to Sign the Fun Way: Let Your Fingers do the Talking with Games, Puzzles, and Activities in American Sign Language*, Publisher: Prima Publishing; ISBN: 0761532633; approx. \$14.95). #9868 and #9870 grades 1st-5th, #9869 and #9871 grades 6th-8th. (Peggy Lee LeFors/Linda Bontrager)

9868	6/23-7/14	TTh	9am-10:30pm	BAK 205
9869	6/23-7/14	TTh	9am-10:30pm	BAK 205
9870	6/23-7/14	TTh	9am-10:30pm	BAK 205
9871	6/23-7/14	TTh	9am-10:30pm	BAK 205

ASL CHAT LAB (4HRS)

NEW \$49

Join us to practice your ASL skills out in the community. You'll keep your skills sharp and continue to grow your ASL vocabulary. Prerequisite: ASL 121 or instructor permission. (Peggy Lee LeFors/Linda Bontrager)

9872-A891	6/24-7/15	T	1:30pm-2:30pm	OFF SITE
9873-A891	7/22-8/12	T	1:30pm-2:30pm	OFF SITE

AMERICAN SIGN LANGUAGE: Finger spelling fun (4HRS) **NEW \$49**

This course is designed for the American Sign Language student who wishes to master finger spelling and reading of finger spelling. Course includes a variety of exercises, explanations, illustrated samples, and helpful tips. Topics covered will be finger spelling names, double letters, email addresses and much more! Prerequisite: #9874 ASL 121 or instructor permission; #9875 ASL 122 or instructor permission. Ages 16 and older. (Peggy Lee LeFors/Linda Bontrager)

9874-A891	6/25-7/16	W	1:30pm-2:30pm	OFF SITE
9875-A891	7/23-8/13	W	1:30pm-2:30pm	OFF SITE

ELEMENTARY AMERICAN SIGN LANGUAGE ASL 121 (50HRS) (5 credits)

\$380

Beginning course in ASL to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Students will introduce themselves, exchange personal information, talk about surroundings, tell where they live, talk about their family, and begin to discuss activities. Students will also be introduced to the deaf community through fun activities in the community. This course is a self-support, non-tuition class; class cost is \$380; an additional technology fee may also apply. Class begins on 6/23/08 and ends on 8/14/08. Payment is due at time of registration. Last day to register is 6/17/08. Last day for 100% refund is 6/27/08. There is no 50% refund option. You cannot register over-the-phone or use the mail-in registration form to enroll in this class. You can enroll online or in the Enrollment Services office located in the Jackson Center on or after 5/23/08. Required textbook can be purchased at the EvCC Bookstore (Ken Mikos, *Signing Naturally Level 1* Workbook and Video, Publisher: Dawn Press, ISBN: 0915035200). (Linda Bontrager/Peggy Lee LeFors)

9693-A891 6/23-8/14 MTWTh 11:45am-1pm BAK 205

INTENSIVE SUMMER JAPANESE SERIES

Make the most of your time this summer by immersing yourself in Japanese. Earn 5 credits in just 13 days or 15 credits in 8 weeks. Accomplish in just eight weeks what normally takes one year! You can enroll and pay for your classes in one of two ways: the "package program" of all three classes for a savings of \$165, or you may enroll in each class individually. The individual class fee is \$380; the "package program" is \$975. A technology fee may also apply. Students wishing to enroll in the "package program" must do so prior to the first session of the 121 class. These classes are self-support, non-tuition classes. Payment is due at time of registration. Last day to register is 4 working days prior to the class start date. Last day for 100% refund is 4:30pm of the first day for each class. There is no 50% refund option. You cannot use the mail-in registration form to enroll in this class. You can enroll online or in the Enrollment Services office located in the Jackson Center on or after 5/23. Students with previous language study in Japanese should contact Mayumi Smith at 425-388-9380 for a language assessment.

ELEMENTARY JAPANESE 121, 122, 123 (150HRS) (15 credits) \$975

Beginning sequence of courses to practice the functional elements of Japanese pronunciation, grammar, vocabulary, reading, writing, and sentence patterns in the context of practical conversational Japanese with correct understanding of cultural and social background. Required textbook can be purchased at the EvCC Bookstore. Class will not meet on 7/4. Prerequisites: None for JAPAN& 121; JAPAN& 121 or placement assessment for JAPAN& 122; JAPAN& 122 or placement assessment for JAPAN& 123. (Masako Nair)

ELEMENTARY JAPANESE 121, 122, 123 (150HRS) (15 credits) \$975
9814-A891 6/23-8/15 DAILY 8:55am-12:10pm BAK 202

ELEMENTARY JAPANESE 121 (50HRS) (5 credits) \$380
9817-A891 6/23-7/10 DAILY 8:55am-12:10pm BAK 202

ELEMENTARY JAPANESE 122 (50HRS) (5 credits) \$380
9818-A891 7/11-7/29 DAILY 8:55am-12:10pm BAK 202

ELEMENTARY JAPANESE 123 (50HRS) (5 credits) \$380
9819-A891 7/30-8/15 DAILY 8:55am-12:10pm BAK 202

TRAVEL

Rem Malloy is a highly experienced travel professional with valuable contacts in the international travel industry. He has more than 20 years of corporate and independent travel experience. He is also on the faculty of several American educational institutions as an instructor of international travel studies.

PLANNING YOUR ITALIAN VACATION (3HRS) \$39

Whether you are a first-time traveler or experienced globetrotter discover strategies and practical ideas to make your Italian dream vacation a reality. Topics include the best time of year to travel; choosing cities; how long and where to stay; what to pack and what to wear; cultural and etiquette notes so you won't look like a tourist; personal and hotel security; public transportation, car rentals and driving; money matters, shopping and more! All materials included (\$5 value). (Rem Malloy)

9040-A891 6/24 T 6:30pm-9:30pm IND 103

SAVING \$\$ ON YOUR EUROPEAN VACATIONS (3HRS)



\$39

Don't let the weak U.S. dollar keep you away from Europe. This class provides first-time travelers and experienced globetrotters with the strategies and practical ideas to save money before, during, and after your trip to Europe. Discover how to create a money-saving travel plan before your trip, strategies for getting the lowest airfare, how to save on different types of accommodations, and how to track the Euro for the best exchange rate. All materials included (\$5 value). (Rem Malloy)

9043-A891 7/2 W 6:30pm-8:30pm IND 103

PLAN YOUR DREAM VACATION TO GREECE (2HRS) \$39

Santorini or Naxos, Ios or Athens? Greece is a country made up of mainland and islands, breathtaking villages, and whitewashed villas. For the first-timer there will always be several must-dos at the top of the list, but a visit to Greece will never be quite as simple as a quick look at Athens and the Acropolis. Topics include suggested routes, best times to go, what to see and what to avoid, information on flights, island-hopping, hotels, car rentals, the Euro, and much more. All materials included (\$5 value). (Rem Malloy)

9042-A891 7/22 T 6:30pm-8:30pm IND 103

CREATIVE WRITING

PUBLISH, MARKET, AND SELL YOUR BOOKS ONLINE (6HRS) \$79

Discover how easy it is to publish and market your own book! Digital technology has revolutionized the way books are printed these days. Where press runs were once for tens of thousands of books, now "print on demand" techniques (or POD) can deliver small runs - even single copies of a book - profitably. Professional publishing is within reach of anyone who can master a few tools. And the internet makes it possible to market these books to a worldwide audience. Bring a sack lunch for the half-hour lunch break. (Dany Byrne)

9399-A891 7/19 Sa 10am-4pm ATC 221

CREATIVE WRITING - ONLINE

You may start these classes at any time during the current term. Please provide your email with registration.

GET ORGANIZED - Just for writers - ONLINE (12HRS) \$49

As freelance writers, it is easy to be overwhelmed with great ideas, distracted when trying to write, and disorganized to the point of getting very little accomplished. This course will give you the tools to develop a personalized, flexible routine to keep all your writing projects on track and moving toward completion. Discover how to expand your research to include multiple projects; keep track of queries and rejections; log expenses and tax deductions; and take advantage of seasonal opportunities. You'll find that this system of organization really works! (Beverly R. Schulz, Ph.D.)

9102-A891 6/16-7/25 ARRANGED

WRITING FOR CHILDREN - ONLINE (20HRS) \$109

Writing for children is a specialized market. We'll look at what succeeds and what doesn't, how to submit proposals and where, and strategies for making this kind of writing accessible and interesting. (Ariele Huff)

9242-A891 6/23-8/15 ARRANGED

CHARACTER DEVELOPMENT IN WRITING - ONLINE (20HRS) \$109

Authentic and interesting characters are the central element in good fiction or nonfiction. Through unique exercises and lively discussion you will discover new skills in character development that will help improve any writer's work. Explore the differences between flat and round characters; identify the characteristics of the hero, victim, and villain; define the five elements of fiction and nonfiction; and much more! (Ariele Huff)

9243-A891 6/23-8/15 ARRANGED

TRAVEL WRITING - ONLINE (20HRS) \$109

Travel writing is one of the most lucrative and enjoyable fields in publishing. Discover how to turn your trips (past and future) into \$\$\$. The class includes information and practice in topic selection, different article formats, package presentation, and market selection. (Ariele Huff)

9244-A891 6/23-8/15 ARRANGED

FREELANCE WRITING - ONLINE (20HRS)

\$109

Increase your chances of selling your writing. We will discuss market research techniques and you'll create a query letter, cover letter, short piece for publication, and book synopsis. All these pieces and others receive instructor feedback. Instructor is a successful freelance writer with 30 prolific years in the field. (Ariele Huff)

9245-A891 6/23-8/15 ARRANGED

WRITE ABOUT YOUR LIFE - ONLINE (20HRS)

\$109

Write about your memories and experiences for the purpose of reminiscing or creating articles, books, and souvenir memoirs for cash, friends, and/or family. Ariele Huff is a nationally syndicated columnist who has used her own true stories for the last 30 years to make money and entertain people. (Ariele Huff)

9246-A891 6/23-8/15 ARRANGED

DO YOU WANT TO BE AN EDITOR? - ONLINE (20HRS)

\$109

Becoming an editor of a periodical is one of the most satisfying and interesting jobs available, especially for writers and other word-oriented people. Discover the requirements for this job, how and where to present yourself to be hired, professional editing tricks, and how to create a niche for the publication of your own writing. The instructor is the Senior Editor for *American Road Magazine*. (Ariele Huff)

9247-A891 6/23-8/15 ARRANGED

COMMAS TO CONTENT:

Edit your own writing - ONLINE (20HRS)

\$109

Discover the basic skills for a foundation in successful writing - whether academic, creative, business, or marketing. You will create brief writings in each style of rhetoric, progressing through the writing stages from brainstorming to proofreading. Research methods, documentation styles, and rules of grammar will be covered. (Ariele Huff)

9251-A891 6/23-8/15 ARRANGED

PERSONAL INTEREST

See the Recreation and Fitness section for Bicycle Maintenance.

THE IMPACT OF GANGS IN YOUR COMMUNITY (6.5HRS) (6.5 CEUs or Clock Hours)



\$99

If you think your community is immune to gangs, think again! Join us and explore the myths, stereotypes, graffiti, symbols associated with gangs, and the contributing factors from gang attire, gangster rap, to the influence of the media. You'll also examine current prevention, intervention, clinical, and suppression efforts of the local police, sheriff's department, juvenile court, and schools. Individuals working with youth, school personnel, law enforcement, parents, and all concerned citizens are encouraged to attend. (Ron Carr)

9862-A891 7/16 W 8:30am-4pm ATC 104

PRESENTING YOURSELF: Personal development and poise (1.5HRS) \$49

This course is for all ages, male or female. You will discover how proper posture and eye contact can improve the first impression someone has of you. Shaking hands, walking, and sitting techniques will also be covered and you'll have a chance to demonstrate all of these methods during class. Come discover techniques that can help make a positive impression in your personal and professional life! Appropriate for ages 10 and older. (Tamara Bochan)

9394-A891 6/26 Th 6pm-7:30pm BAK 113

THE MODELING WORLD: Ready, set, action (1.5HRS) \$49

Walking with style, doing half turns, checking your posture, keeping eye contact, and smiling are key ingredients needed to start in the modeling and talent industry. Explore the three areas where modeling is in demand. Practice in class a proper walk and a professional turn. Join us for a fun and informative introduction to the modeling and talent industry! Appropriate for ages 10 and older. You may purchase an optional book from the instructor for \$20. (Tamara Bochan)

9395-A891 7/1 T 6pm-7:30pm BAK 113

THE ART OF MAKEUP (1.5HRS) \$29

Discover how to enhance and polish your look with makeup. Using both lecture and demonstration, Tamara will break down the basic application techniques for day wear, color photography, black and white photography, and runway makeup. Whether you are using makeup for the first time, interested in modeling or preparing for a career as a makeup artist, you'll explore helpful tips for how makeup can enhance one's natural beauty. Bring your personal makeup to class. (Tamara Bochan)

9396-A891 7/8 T 6pm-7:30pm BAK 113

WHAT WERE YOU BORN TO DO (4HRS)

\$49

You were born to make a unique contribution to humanity. Progressing toward this purpose brings joy and abundance. Straying from it causes stress and emptiness. To accomplish this mission, one of the 33 Natural Talents™ is wired into your DNA. It's so subtle you rarely notice it; yet so powerful it's the source of your highest potential. Elvis, Oprah, and Einstein were all just 'doin' what comes naturally. Applying your natural talent relentlessly will magnetically attract all the desires of your heart. \$30 payable to the instructor for an assessment tool and comprehensive manual. (Curtis Adney, M.S., J.D)

9316-A891 6/28 Sa 1pm-5pm BAK 104

MAKE YOUR OWN BIODIESEL! (5.5HRS)

\$59

Try your hand at making your own fuel from used restaurant oil! Discover the chemistry and helpful tricks of making quality biodiesel, as well as experimenting with different vegetable oils, catalysts, and pH indicators. Explore reactor design, comparing the "Applesed" reactor (which we will operate in class) and the automated BioPro processor which the instructor uses for a fuel coop. Other topics will include myths and facts about biodiesel; quality control; washing; cold weather issues; local availability of supplies and equipment; and what's going on locally and nationally with the biodiesel movement. Handouts included; you may also purchase an optional 110-page booklet from the instructor (Cost: \$10). Appropriate for ages 17 and older. Bring a sack lunch for the half-hour break. (Lyle Rudensey, M.Ed)

9327-A891 7/12 Sa 10am-3:30pm ATC 104

AN INTRODUCTION TO VOICEOVERS:

Getting started in voice acting (2HRS)

\$55

Have you ever wondered whose voice you are listening to on TV and radio commercials? How about documentaries or audiobooks? You, too, can become a professional voiceover artist! This fun, informative, and empowering class will let you explore the basics of entering a successful career as a voiceover artist. We will discuss some of the many details of the voiceover industry, the importance of your voiceover demo, and much more. Be warned, many who have taken this class have gone on to become real, bona-fide, professional voice actors. (Voices for All, LLC)

9388-A891 7/28 M 7pm-9pm BAK 104

EBAY SELLING (6HRS)



\$110

Whether you simply want to get rid of stuff, desire additional part-time income, or a serious eBay business, this workshop will get you going. Explore how to set-up a Seller account, create successful listings, upload pictures, accept credit card payments with PayPal, and where to get FREE shipping supplies. Discover how to effectively market, organize and manage your sales, open an eBay store, sell internationally and how to find reputable product suppliers. You will have the option to purchase a resource text (\$35) from the instructor. Prerequisite: Fundamental working knowledge of your computer and understanding of a basic Internet search is recommended but not required. Bring a sack lunch or plan to drive to a nearby restaurant for the one-hour lunch break. (Kevin Boyd)

9391-A891 7/26 Sa 9am-4pm ATC 104

PERSONAL INTEREST – ONLINE

You must have access to a PC with Internet Explorer 6.0 or its equivalent on a Mac, and possess intermediate PC skills. Please provide your email with registration.

FINDING THE RIGHT HAIRSTYLE - ONLINE (24HRS)

\$89

Do you feel your hair is drab and unfashionable? How much more alive would you feel with a customized makeover? This online class provides professional mentoring and how-to hair care tips from the comfort of your own home. Topics include the right style for your face shape, hair type and texture; hair color and you; tools of the trade; shampoos, conditioners and styling products; and stretching your \$\$ between appointments. In addition you will send the instructor a digital photo and she will conduct a personal analysis by digitally superimposing several styles to your image, record these onto videotape, and then provide photos you can take to your stylist to create your new look! You will have six weeks to complete the course but it is truly self-paced. (Barb Quinn)

9267-A891 6/17-7/31 ARRANGED

TEACHING ON THE INTERNET - ONLINE (24HRS)

\$69

In this course you will explore converting existing classes to online instruction; using streaming audio/video, slides, and graphics; exploring management systems; researching courseware options; holding online meetings; testing and cheating; facilitating your online class; finding free resources; and getting buy-ins for your online course. By the end of Lesson 4 you will be able to invite students to your new classroom without spending a dime. You will have six weeks to complete the course but it is truly self-paced. (Gary Fugere)

9270-A891 6/17-7/31 ARRANGED

TELECOMMUTING - ONLINE (24HRS)

\$49

Tired of dropping your kids at daycare and fighting bumper-to-bumper traffic only to suffer through another day in a stress-filled environment? What would happen if you acquired the strategies of the sixteen million telecommuters who work from home each day? We will explore the most in-demand telecommuting jobs; what pay/benefits to expect; how to identify telecommuting-friendly companies; how to market yourself; and how to spot the scams. You will have six weeks to complete the course but it is truly self-paced. (Gary Fugere)

9271-A891 6/17-7/31 ARRANGED

CARING FOR YOUR AGING PARENTS - ONLINE (24HRS)

\$49

Do you feel overwhelmed by the prospect of taking care of your aging parents? Would you like the skills to bring harmony to the family? Topics include the evolving relationship between you and your parents; confronting independence (e.g., living alone, driving, falls); getting cooperation from your siblings; medical care options; living arrangement options; managing the finances; and available resources for both yourself as a caregiver and your parents. You will have six weeks to complete the course but it is truly self-paced (Gary Fugere)

9273-A891 6/17-7/31 ARRANGED

GET ORGANIZED WITH EASY HOUSEHOLD MANAGEMENT ONLINE (12HRS)

\$49

Would you like to have a clean home, cupboards you can open (even when guests are looking), meals ready, clothes washed, bills paid, and some time for yourself? Join us as we explore a wonderful method of putting order into your life that's easy and fun. We'll work with the Sidetracked Home Executives, Inc.'s tried and true card file, Connie Emerson's concept that anything can be done in 30 minutes, and other great advice. Whether you're a stay-at-home mom, full-time employee, or somewhere in between, you'll find this flexible, adaptable program a wonderful asset in bringing order to your life. You may start this class anytime during the current term. Required textbook is widely available at local bookstores (Pam Young, Sidetracked Home Executives, Publisher: Warner Books, ISBN: 0446677671). (Beverly Schulz)

9275-A891 6/16-7/25 ARRANGED

WHAT EVERYONE OUGHT TO KNOW ABOUT THE "LAW OF ATTRACTION" – ONLINE (24HRS)

\$69

You are already experiencing the "law of attraction" in your life - with jobs, money, relationships, and happiness. Are you satisfied with the results? Chronic thoughts you hold in your mind tend to become your experiences. What you think becomes your beliefs, which become your perceptions of life, which then become your experience. This mind-and-heart-opening class shares with you the "secret" of how to stop attracting things you don't want and start attracting things you do want. You will have six weeks to complete the course, but you can work at your own pace. (Gary Fugere)

9294-A891 6/17-7/31 ARRANGED

MUSIC

GUITAR FOR ADULTS AND TEENS LEVEL I (8HRS)

\$79

Play the acoustic guitar! You'll be introduced to the most common chords used in many popular songs. You'll also discover how to make chord changes called progressions, use basic strumming patterns, and tune your guitar. No prior music experience is necessary. Although you will need to bring an acoustic guitar to class, these skills also apply to the electric guitar. Appropriate for ages 13 and older. (Eric Wood)

9276-A891 7/1-8/5 T 7pm-8pm BAK 111

ARTS AND CRAFTS

See the Culinary Arts section for Beginning Cake Decorating.

BREAST CANCER AWARENESS SUN CATCHER (3HRS)



\$35

Discover the beauty of the sun catcher. You'll make a sun catcher for yourself or as a wonderful remembrance of a loved one. The sun catcher can hang from any place you want to have a unique loving reminder of the strength and courage you or some one you love has shown. All materials provided. (Chris Warrington)

9877-A891 7/22 T 6pm-9pm Off Site

BEGINNING WIRE WRAP JEWELRY (2.5HRS)

\$35

Discover how to make unique, eye-catching, wire-wrapped jewelry that will express your individual taste and creativity. Here's your chance to make beads, gems stones, and crystals into designer jewelry in just one evening of fun and imagination. You will explore cutting wire, making a regular loop, and bending and wrapping wire to make a bead dangle. You'll also explore how to use jump rings, split rings, toggles, and clasps. After review and practice you will be able to make a single dangle earring, cluster, and stacked earrings. Once these basic wire techniques are mastered you are off and beading! Required materials: chain nose pliers, round nose pliers, and wire cutters. Basic wire and beads provided. Class held at Treasured Beads, 9214 State Ave. #B, Marysville. Map and driving directions will be mailed with your registration confirmation. (Chris Warrington)

9864-A891 6/26 Th 6:30pm-9pm OFF SITE

BEGINNING BEAD STRINGING (2.5HRS)

\$35

Discover how to construct a stunning necklace with beads. In this class you will incorporate a variety of beads and gems into a piece of designer jewelry you'll be proud to wear, give as a gift and even sell. Techniques include how to use clasps, crimps, and stringing material. Required materials: focal beads or beads, accent beads, and filler seed beads. Stringing material and base metal clasp provided. Class held at Treasured Beads, 9214 State Ave. #B, Marysville. Visit the store for assistance with selection of your required beads. Map and driving directions will be mailed with your registration confirmation. (Chris Warrington)

9865-A891 7/8 T 6:30pm-9pm OFF SITE

EXPLORING THE ESSENTIALS OF BEGINNING WATERCOLOR (17.5HRS)

\$169

Create unique and dynamic paintings! This concentrated, progressive course offers you the chance to develop the basic skills needed to begin to create watercolor paintings. Start by practicing the application methods, and then move on to basic color mixing knowledge. Explore a variety of sketching techniques, layering, and problem solving with this fascinating media. Come and find out how you can enjoy this fluid and vibrant form of painting. All supplies provided (\$12 value). (Emmett McLaughlin, MFA)

9145-A891 7/1-7/29 T 6pm-9:30pm WHI 361

QUILTING

These workshops are held at The Quiltmaker's Shoppe, 315 N. Olympic Avenue, Arlington WA 98223, 360-435-3993. Visit the shop for assistance with selection of required fabric, tools, and materials. Required materials list, map and driving directions will be mailed with your registration confirmation. Students will need to provide their own sewing machine for each workshop except for Hand Appliqué.

HAND APPLIQUE (2HRS)

NEW \$20

Hand appliqué methods are fun and easy. Discover needle-turn appliqué as Kim demonstrates the tricks for outside points and deep inside points. With this "getting started" class you will be well on your way to beautiful appliqué projects galore. Required materials approx. \$20 depending on fabric and tools selected. Prerequisite: Basic hand sewing skills. (Kim Moff)

9072-A891 6/4 W 10am-12pm OFF SITE

9-PATCH PIZZAZZ (4HRS)

NEW \$40

Diana has had lots of fun teaching this class in Portland and Vancouver and has agreed to come to the Shoppe to teach it to us! The pattern uses large scale focus fabric, such as large florals, novelty prints and landscapes. Mixing the "Pizzazz" with the 9-Patch results in some amazing looking quilts! Required book (\$18) can be purchased at The Quiltmaker's Shoppe or local craft store (Judy Sisneros, *9-Patch Pizzazz: Fast, Fun & Finished in a Day*, Publisher: C&T Publishing, ISBN: 1571203230). Required materials approx. \$30-\$50 depending on fabric and tools selected. Prerequisite: Intermediate sewing skills. (Diana Cruz)

9073-A891 6/10 T 12pm-4pm OFF SITE

INTRODUCTORY QUILTING (21HRS)

NEW \$70

Join us and discover the time-honored pastime of quilting. This basics class is designed to provide the essential skills for quilt making. Explore the fundamentals of choosing fabrics, contrast; cutting and piecing; and finishing your quilt with borders and binding. We'll show you how fun and easy quilting can be. You'll walk away with a finished quilt you're sure to be proud of! Required materials approx. \$50-\$200 depending on fabric and tools selected. Prerequisite: Basic machine sewing skills. Class will not meet on 6/18. (Pat Mitchell)

9070-A891 6/11-7/23 W 10am-1:30pm OFF SITE

'STAINED GLASS' QUILTED BUTTERFLY (4HRS)

NEW \$30

Discover the bias tape application to create a beautiful butterfly wall hanging using pre-made bias tape and only two fabrics. Finished size is 22" X 18." Required book (\$10) can be purchased at The Quiltmaker's Shoppe or local craft store (Brenda Henning, *Stained Glass Flower Garden*, Publisher: Bear Paw Productions, ISBN: 0964887835). Required materials approx. \$20 depending on fabric and tools selected. Prerequisite: Intermediate sewing skills. (Karen Lowry)

9074-A891 6/17 T 10am-2pm OFF SITE

PJs (3HRS)

NEW \$28

Nothing says love like pajama bottoms. Join us for fun as we master the pajama bottom. Sign up now, this class is sure to fill fast. Fee includes pattern. Required materials approx. \$25 depending on fabric and tools selected. Prerequisite: Basic machine sewing skills. (Elizabeth Gough)

9071-A891 6/30 M 6pm-9pm OFF SITE

CHRISTMAS TABLE RUNNER (4HRS)

NEW \$30

Who said you can't do Christmas in July! This beautiful table runner will add a touch of elegance when the holiday rush hits! Create one for yourself or to give as a gift. Required materials approx. \$25-\$35 depending on fabric and tools selected. Prerequisite: Intermediate sewing skills. (Karen Lowry)

9075-A891 7/8 T 10am-2pm OFF SITE

FIBER ART COLLAGE (5HRS)

NEW \$40

Create a beautiful work of art using a favorite photo or get more creative by using your imagination! Judy will show you how to set up your "canvas" and go to work. Required materials approx. \$15 depending on fabric and tools selected. Prerequisite: Basic machine sewing skills. This is a Fall quarter class. (Judy Irish)

9076-A892 8/30 Sa 10am-3pm Off site

MORE ART CLASSES

The Arts Council of Snohomish County also offers art classes. To receive a free brochure with complete course descriptions, please call 425-257-8380 or visit www.artscouncilofsno.co.org.



PHOTOGRAPHY

BASIC DIGITAL PHOTOGRAPHY:

Without reading the manual (3HRS)

\$45

Do you want to take sharp photos without slogging through the manual that came with your camera? Then this class is for you! As a basic introduction to digital cameras we'll start with the advantages of digital cameras, and then walk step-by-step through taking, uploading, and sharing your photographs off and online. We'll cover the basics every camera owner needs to know, including camera settings, composition, moving images from camera to computer, removing red-eye, storing images on your computer, printing, and sharing photos with others. Bring your camera if you have one, but not required. (Cindy Shebley)

9377-A891 7/7 M 6pm-9pm ATC 104

DIGITAL PHOTOS I: Cleaning up your image (6HRS)

\$105

This workshop is designed to reveal the mysteries of Photoshop as you discover how to obtain and manipulate a photographic image on a computer. Whether using a scanner, digital camera, or a Photo CD, rarely is a digital photo "just right." Enhance the company newsletter, advertisement, slideshow, or web page by learning to brighten, correct color, adjust the contrast, remove unwanted portions, and much more. The Photoshop skills gained in this class will apply to other photo software as well. Prerequisite: Previous computer and mouse experience. Handouts included; practice photos are available on the Internet. (Van Aguirre)

8808-A891 7/19 Sa 9am-4pm ATC 221

TO REGISTER, CALL
425-267-0150

RECREATION AND FITNESS

Please see the Certification section for Personal Trainer National Certification.

BICYCLE MAINTENANCE (1.5HRS) \$29

Get the skills needed to maintain your bicycle from a professional. Scott Stuart will show you how to get your bike in top shape for riding, with valuable tips and tricks of the trade. Discover how to adjust your brakes, derailleurs, headset and bottom bracket, as well as how to change your tire. This course is appropriate for beginning and advanced riders. Bring your questions and we will provide the bicycles and tools for hands-on practice. Wear appropriate clothing (bicycle grease stains clothes). Class is held at Bike Works in Lake Stevens, 2010 Grade Road, 425-334-7812. Visit the website at www.bikeworksls.com. Map and driving directions will be mailed with your registration confirmation. (Scott Stuart)

9320-A891	7/23	W	6:30pm-8pm	OFF SITE
9328-A891	8/13	W	6:30pm-8pm	OFF SITE

AIKIDO KOKIKAI FOR BEGINNERS (16HRS) \$55

Aikido Kokikai is a martial art concerned with the realization of our fullest potential power in all the activities of daily life. Training in Aikido Kokikai focuses on each individual becoming centered, relaxed, and confident – with both the mind and body working together. With these tools in place, we not only become powerfully proficient at self-defense, but we also become better equipped to fully enjoy our daily lives. Wear loose fitting clothing. Appropriate for ages 16 to adult. Class is held at Kindred Learning Center in Everett, 2804 Grand Ave, Suite # 311, 98201. Map and driving directions will be mailed with your registration confirmation. (Shon Grimes)

9326-A891	6/24-8/14	TTh	7:30pm-8:30pm	OFF SITE
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INTERMEDIATE IAIDO - CLASSICAL JAPANESE SWORDSMANSHIP (12HRS) \$40

Intermediate students will study the 12 kata of Seitei Iaido and the shoden level of Muso Shinden Rye. Emphasis will be on the refinement of body movement. Appropriate for ages 16 and older. Prerequisites: Iaido - Classical Japanese Swordsmanship or instructor permission. (Dick Anderson)

9266-A891	6/23-8/11	M	7pm-8:30pm	GYM 205
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INTERMEDIATE KENDO - JAPANESE FENCING (16HRS) \$40

Intermediate students will study the basic exercises necessary to develop proper Kendo technique and an understanding of Yuko-datotsu. Appropriate for ages 16 and older. Prerequisites: Kendo - Japanese Fencing or instructor permission. (Dick Anderson)

9265-A891	6/25-8/13	W	7pm-9pm	GYM 205
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DANCE

RUMBA LATINA FOR FITNESS (7HRS) \$59

If you like dancing and you are looking for a fun way to work out this is the class for you! Discover how to rejuvenate your heart, body, and soul with the motivating beats of Latin rhythms. Rumba Latina is an energetic class that combines Latin dance styles with the cardio advantages of exercise. No dance experience needed. Wear workout clothes and shoes. (Nathalye Isaacson)

9279-A891	7/1-8/12	T	7pm-8pm	GYM 205
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SALSA DANCE FOR BEGINNERS (7HRS) \$59

Come and experience salsa dance! Whether you are single or have a partner, this class will teach you how to dance salsa with Latin energy and style, the way it is danced in Latin towns. Once you learn the basic steps you will create your own style by combining turns, spins, and other movements. Feel the salsa rhythms, have fun on the dance floor, and get a great workout too! No dance experience needed. Appropriate for ages 16 years and older. Wear smooth-soled shoes. (Nathalye Isaacson)

9325-A891	7/1-8/12	T	8:15pm-9:15pm	GYM 205
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ADULT TAP DANCE (8HRS) \$75

Get a great workout while hardly noticing! While exploring all the basic tap steps, you'll improve your overall balance, sense of rhythm, timing, muscle tone, and strength. You'll also gain a deeper appreciation for tap and its place among the performing arts. This is a beginner course with emphasis on mastering all the basic moves and steps using Broadway musical tunes. Tap shoes are required. Appropriate for ages 14 and older. (Leslie Buell)

9444-A891	7/3-8/21	Th	7pm-8pm	GYM 205
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OLY'S DANCE!

These classes are held at Oly's! at the Dorothy Jayne Studio, 2931 Bond St., Everett, 98201. No prior dance experience needed. Class is taught by US National Professional Rising Star Finalists. Class includes a "Saturday Night Out" open dance following the last lesson. "Saturday Night Out" is a non-smoking, non-alcoholic environment. Appropriate for ages 16 and older. Wear smooth-soled shoes. Map and driving directions will be mailed with your registration confirmation.

NIGHT CLUB DANCING - Swing, two-step, and hustle (10HRS) \$99

Expand your dance repertoire with the steps to the most popular swing-style dances: East coast swing, night club two-step, and hustle. Whether you are single or have a partner, you'll enjoy this fast and fun class. (Yegor Novikov)

9368-A891	6/23-8/11	M	7:30pm-8:20pm	ODS
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SOCIAL BALLROOM FOR BEGINNERS (10HRS) \$99

Shall we waltz, foxtrot, tango? Whether you are single or have a partner, this class will introduce you to up to five standard steps and turns for each of the dances. Dancing is fun and good for you, too, with all the benefits of a cardio workout. (Staff)

9324-A891	6/24-8/12	T	8:30pm-9:20pm	ODS
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LATIN DANCING FOR BEGINNERS: Cha-cha, rumba, and mambo (10HRS) \$99

Get ready for three hot Latin dances: cha cha, rumba, and mambo. This class is fun, and also gives you a great cardio workout. Whether you are single or have a partner, you will explore dance with Latin style and energy. (Katia Zakharoff)

9337-A891	6/24-8/12	T	7:30pm-8:20pm	ODS
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OUTDOOR ADVENTURES

Map, driving directions, and what to bring will be mailed with registration confirmation.

MT. ERIE CLIMBING DAY (6HRS) \$75

Have you been learning the ropes indoors and now want to transition to climbing outdoors? Let us help you bridge the gap to outdoor top-roped climbing at Mt. Erie (easy driving from I-5, west of Mount Vernon). Before we rope up you'll receive a thorough overview of equipment, anchors, and techniques. Then spend the day climbing with experienced instructors (1:6 instructor to student ratio). Prerequisite: ability to pass basic belay certification test administered at Vertical World, Everett (free to class enrollees); call 425-258-3431 to schedule an appointment. Ages 14 and up; ages 12-13 with parent. Course # 9309 is a Fall quarter class. (Vertical World Staff)

9299-A891	6/21	Sa	10am-4pm	VTW
9308-A891	7/19	Sa	10am-4pm	VTW
9309-A892	8/16	Sa	10am-4pm	VTW

INTRODUCTION TO SEA KAYAKING (2HRS) \$50

Come find out if sea kayaking is for you and explore the basics of paddling a kayak on tranquil Silver Lake in Everett. We start on land and review equipment, clothing, and safety. On the shore, you'll practice easy ways to get in and out of a kayak from the beach and from a dock. Then, as we paddle the lake, you'll practice a variety of paddle strokes to help you maneuver your kayak effectively. No experience is necessary. Class meets at Homestead Park at Silver Lake in Everett. Class fee includes use of kayak, paddle, spray skirt, and wetsuit. (Staff)

9430-A891	7/16	W	6pm-8pm	VTW
9431-A891	8/13	W	6pm-8pm	VTW

Are you receiving funding from an agency?
(Boeing, Trade Act, etc.)

If an employer, agency, or other third-party is paying your fee, do you need proof of completion? Please request proof of completion when you register.

SEA KAYAKING FUNDAMENTALS (8HRS)

\$200/\$150

The Pacific Northwest is a sea kayaker's paradise - one that you, too, can enjoy if you have the knowledge and skills. Whether you are new to sea kayaking or want to improve your skills, this class will help prepare you to safely explore our beautiful Northwest waters. This three-session class consists of two classroom sessions and one lake session. Topics include how to select kayaks, clothing, and gear that will work for you and your budget; how to transport, launch, and land your kayak; how to prevent injury and review other considerations for a safe, fun trip; how to paddle effectively and efficiently by using a variety of paddle strokes; how to use your boat and body for easier, sharper turns; how to use tide and current tables and nautical charts to plan your trips and navigational techniques to keep you on course; how to prevent capsizing with bracing strokes and how to get back in your boat if you capsize as well as how to assist others if they capsize. No experience is necessary. The Saturday "on the water" session will meet at Homestead Park at Silver Lake in Everett. \$200 class fee includes use of kayak, spray skirt, paddle, and wetsuit (#9432, #9434). \$150 class fee does not include use of required equipment (#9433, #9435). Course # 9433 and 9435 are Fall quarter classes. (Staff)

9432-A784	7/22-7/26	TTh	7pm-9pm	VTW
		Sa	10am-2pm	OFF SITE
9433-A784	7/22-7/26	TTh	7pm-9pm	VTW
		Sa	10am-2pm	OFF SITE
9434-A784	8/19-8/23	TTh	7pm-9pm	VTW
		Sa	10am-2pm	OFF SITE
9435-A784	8/19-8/23	TTh	7pm-9pm	VTW
		Sa	10am-2pm	OFF SITE

AQUA TREK SEA KAYAKING ADVENTURES

All of our trips, tours, and treks are designed to be fun, safe, and educational. Aqua Trek guides are friendly, knowledgeable, and patient as they instruct paddle skills or identify birds and wildlife. Each outing begins with a thorough equipment and safety orientation. No previous sea kayaking experience is necessary and anyone in reasonable physical condition should have no problem. We provide top-of-the-line equipment including Eddyline double kayaks which are very stable and comfortable. We believe sea kayaking can be a perfect combination of relaxation, exercise, and adventure which may become a lifetime activity. Highlights, driving instructions, and "what to bring" list provided with your registration confirmation. Children age 10 and older are welcome to register with parent or guardian.

SAN JUAN ISLAND WEEKEND:

Camping and Kayaking (31.5HRS)

\$349

One of the most sought after experiences in sea kayaking is to paddle with killer whales (orcas), and one of the best places to find them is along the west side of San Juan Island. The J, K, and L pods show up each summer to feed upon the annual salmon runs and we are privileged to see them, sometimes close-up. Contrary to myth and legends, they will not harm humans, and we support conservation efforts to protect them from humans. We can't promise whales on any given weekend, but the odds are usually pretty good, and there are many other attractions. Combine sea kayaking to see eagles, whales, and other wildlife with camping near the water, beautiful sunsets, and delicious guide-prepared meals, and you have an unforgettable experience. You must register through the Continuing Education office for this course. (Staff)

9414-A891	7/12-7/13	SaSu	8:15am-6:30pm	OFF SITE
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WILDWATER RIVER TOURS

Are you searching for the ultimate ride on a whitewater trip? Or maybe a family-friendly outing that is educational as well as entertaining? Wildwater River Tours, Inc. offers adventure on some of the wildest rivers in Washington as well as relaxing, scenic float trips. For river trips that are guaranteed to stimulate, we have the rafting trip for you. Directions, recommended clothing list, and pertinent trip information sent with registration confirmation.

WENATCHEE WHITEWATER RAFTING (5HRS)

\$79

The sunny side of the Cascades is a definite splash. Roller-coaster action and generally sunny weather makes this snow-fed river a favorite for river-runners. You'll experience commanding scenery that includes apple orchards and tall bluffs. The whitewater maneuvering in "Boulder Bend, Rock & Roll, Drunkards Drop and Snow Blind" rapids will definitely capture your attention. Participants will paddle self-bailing rafts with an experienced guide. All rafting equipment and a fantastic buffet lunch are included. (Staff)

9416-A891	6/29	Su	10am-3pm	OFF SITE
9417-A891	7/13	Su	10am-3pm	OFF SITE

SKAGIT WHITEWATER RAFTING (4HRS)

\$79

Come explore the lush woods in North Cascades National Park while floating down the Upper Skagit River. This is essentially a relaxing, calm-water float devoted to scenery so magnificent it earned a place in the National Wild and Scenic River System. The tranquility is shattered for one-quarter mile by a fun-filled section of Class III whitewater. After that, enjoy the peace and quiet of undisturbed natural beauty including wildlife along the banks. Experienced guides steer professional-quality paddle rafts. Buffet lunch included. Beginners welcome. Appropriate for adults and youth ages 6 and older (youth under 18 must be accompanied by a parent or guardian). Neoprene wet suit is normally not used on this river, but would be provided if needed at no additional charge. (Staff)

9420-A891	8/3	Su	12pm-4pm	OFF SITE
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PACIFIC FLY FISHERS

These classes are held at Pacific Fly Fishers, 1018 - 164th Street SE, Ste. A-22, Mill Creek, 98012. Map and driving directions will be mailed with your registration confirmation.

INTRODUCTION TO FLY FISHING (6HRS)

\$49

This introductory workshop is packed with information and designed to provide anglers with a solid foundation for fly fishing. Anglers will discover how to choose appropriate fly fishing equipment, identify and imitate particular insects, find fish in rivers and lakes, tie popular fly fishing knots, and basic casting techniques. We'll also explore fly fishing opportunities in Washington and good places to use your new skills. Each workshop includes two, two-hour (Tuesday) evening classroom sessions and one, two-hour morning on-the-water Saturday session. (Pacific Fly Fishers)

9002-A891	6/17-6/28	T	7pm-9pm	OFF SITE
		Sa	8am-10am	OFF SITE
9000-A891	7/15-7/26	T	7pm-9pm	OFF SITE
		Sa	8am-10am	OFF SITE
9001-A891	8/12-8/23	T	7pm-9pm	OFF SITE
		Sa	8am-10am	OFF SITE

BEGINNING FLY TYING (6HRS)

\$49

Enter a new dimension of the sport of fly fishing by tying your own flies. Explore the materials and tools used to tie flies and the basic fundamentals for tying streamer, nymph and dry flies. We'll examine and tie the Woolly Bugger, Soft hackle, Gold Ribbed Hare's Ear, Elk Hair Caddis, Stimulator and the Gray Wulff. Students will be required to supply their own basic tools (vise, bobbin, scissors, whip finishing tool and hackle pliers). All other materials provided. Each workshop includes three, two-hour sessions. (Pacific Fly Fishers)

9007-A891	7/9-7/23	W	7pm-9pm	OFF SITE
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ADVANCED FLY TYING (6HRS)

\$49

You've mastered the basics and now it's time to tackle the more difficult techniques in fly tying. In this advanced workshop you'll explore how to tie parachute and quill wing dry flies, spin deer hair, tie extended body flies, make articulated leeches and tie tube flies. The flies we will tie to cover these techniques will include the Parachute Adams, Blue Dun, Muddler Minnow, Green Drake Paradrake, BR2 Leech and the Levitator Steelhead Marabou Tube fly. Prerequisite: Intermediate-level fly tying experience. Students will be required to supply their own basic tools (vise, bobbin, scissors, whip finishing tool and hackle pliers). All other materials provided. Each workshop includes three, two-hour sessions. (Pacific Fly Fishers)

9008-A891	8/6-8/20	W	7pm-9pm	OFF SITE
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HEALTH AND WELLNESS

See the Personal Interest section for Caring for Your Aging Parents-Online. See the Caregiving section for The Three D's: Depression, dementia, demanding; Dealing with Grief and Loss; Out Smart Stress; and Great Communication is Simpler Than You Think. See the Certification/Licensing section for CPR for the Healthcare Provider and Personal Trainer National Certification.

THE SECRET TO BEING THIN (7.5HRS)

NEW \$89

Discover the secret to losing weight and being optimally healthy without gimmicks, starving yourself, eating low-carb, counting points, popping pills, buying mail order food, going under the knife, or undergoing hypnosis. The solution to fat has always been uncomplicated, straight forward, and simple to follow. The good news is we know the secret and it's highly teachable. Discover how to get thin and healthy and simultaneously make less of an impact on the planet. Textbook and recipe book included (\$20 value). (Kelly Ballew/Kami Gray)

9349-A891	7/26	Sa	9am-5:30pm	BAK 111
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HEALING AND STRESS RELEASE (6HRS)

\$49

Stressed? Anxious? Tired of struggling and swimming upstream? Come explore true healing by tuning into what you really need. Superficial healing enables us to play it safe and dodge the truth as we delay or deny deeper healing. In this class you will use guided meditation and small group discussion to share stories and insights to help you discover the heart of healing. Gain insight into the roles of nutrition, stress relief, emotions, yoga, meditation, and other healing methods on your overall wellness. Roy Holman is a local yoga and meditation teacher, hands-on healer, and reflexologist. (Roy Holman)

9333-A891 7/16 W 7pm-9pm BAK 113

REIKI - Level I (7HRS)

\$225

Anyone can learn reiki and everyone can benefit from it. Open to beginners as well as professionals of bodywork, Reiki Level I provides the foundation for practicing this healing art and is a prerequisite for all future classes. Reiki means "universal life energy" and is a profound system of hands-on healing that is easy to use. A foundation underlying the practice of reiki is the philosophy that all healing is self-healing. In this class you will explore the hand positions for yourself and others, and will be attuned to healing on the physical body level. Bring a sack lunch or visit local restaurants for the hour-long lunch, and wear loose-fitting comfortable clothing. Classes held at the Tree of Life Reiki Training Institute, 5557 38th Ave NE, Seattle, WA, 98105-2203. Map and driving directions will be mailed with your registration confirmation. Students may enroll in both Reiki Level I and Level II for the same weekend. (Kathy Heffernan)

9352-A891 7/12 Sa 10am-6pm OFF SITE
9353-A891 8/9 Sa 10am-6pm OFF SITE

YOUTH

See the Recreation and Fitness section for Intermediate Iaido: Classical Japanese Swordsmanship; Intermediate Kendo: Japanese Fencing; a variety of dance classes, Wildwater River Tours; and a variety of kayaking classes. See the Music section for Guitar for Adults and Teens. See the Personal Interest section for Presenting Yourself; The Modeling World; and The Art of Makeup.

SUMMER CAMP SIGN LANGUAGE (ASL) FOR KIDS (12HRS)



\$99

Discover how to talk with your hands! Through games and fun activities your child will be able to fingerspell, ask questions, create sentences, tell a story, and count using American Sign Language (ASL)—the language of the deaf. Required textbook can be purchased online through Amazon.com or Barnes and Noble (Penny Warner, *Learn to Sign the Fun Way: Let Your Fingers do the Talking with Games, Puzzles, and Activities in American Sign Language*, Publisher: Prima Publishing; ISBN: 0761532633; approx. \$14.95). #9868 and #9870 grades 1st-5th, #9869 and #9871 grades 6th-8th. (Peggy Lee LeFors/Linda Bontrager)

9868 6/23-7/14 TTh 9am-10:30pm BAK 205
9869 6/23-7/14 TTh 9am-10:30pm BAK 205
9870 6/23-7/14 TTh 9am-10:30pm BAK 205
9871 6/23-7/14 TTh 9am-10:30pm BAK 205

NATURAL AS (3HRS)

\$39

Would you like to increase your grade point average quickly and easily? In this workshop you will discover that any student can significantly enhance grades, self-confidence, and chances for scholarships and college admissions by performing academic skills in alignment with the brain's natural patterns. This makes note-taking, reading, studying, memorizing, and test-taking amazingly efficient. Explore simple methods for understanding math and other subjects, optimizing focus and concentration, and preventing test anxiety. Students of all ages describe this class as "awesome," "necessary," and "easy-to-understand." The instructor graduated at the top of his college class with a 4.0 GPA and has a Juris Doctor degree from Brigham Young University. \$30 due to the instructor at first class session for comprehensive workbook. Parents who wish to attend with their minor child must register and pay the course fee; but can share course materials with their child. Appropriate for ages ten and older. (Curtis Adney, M.S., J.D)

9315-A891 6/28 Sa 9am-12pm BAK 104

ED2GO ONLINE

ONLINE NON-CREDIT CLASSES: Ed2Go

\$79

Can't make it to class on a regular schedule? In collaboration with Ed2Go EvCC's Continuing Education now offers a wide variety of non-credit classes online. These courses are delivered over the Internet, and you can study from your home or office at any time of day or night. The courses are taught by instructors who are famous for their ability to create warm and supportive learning communities, plus are affordable, fun, fast, and convenient! We've listed the course categories we offer below. However, for a full list of course titles and descriptions visit the class

web site www.ed2go.com/everett and select "Courses." While visiting the website, test drive a free sample class by selecting "demo" on the landing page!

How Online Classes Work:

Each class is \$79, lasts for six weeks, and has a set beginning and end date. You have two class sessions to choose from for Summer quarter:

6/18-8/8 or 7/16-9/5

On the class start date you will access lessons and assignments in an interactive online format via the Internet. Each course is project-oriented and includes lessons, quizzes, hands-on assignments, discussion areas, and supplementary links. A course includes twelve sets of lessons with a new lesson released each Wednesday and Friday, culminating in a final exam. You pick up lessons from the web, complete assignments, then return to the web to complete the chapter quizzes. When you finish the course you can print out an individualized completion letter showing your progress and completion.

How to Get Started:

Visit our Online Instruction Center at www.ed2go.com/everett. Select the "Courses" link to browse through our course listings and descriptions. When you are ready to register for a class, while on the individual course's webpage merely click the "Enroll Now" button and follow the instructions to enroll and pay for your course. Be sure to complete the orientation where you will learn important information about your course, and choose your name and password to access your course. (This step is critical! You cannot access your course until you complete the orientation.) On the start date of your class return to the Online Instruction Center website and select the "Classroom" link. To begin your studies, simply log in with the name and password you provided during orientation.

Computer Requirements:

All courses require Internet access, e-mail, and Netscape Navigator or Microsoft Internet Explorer web browser. Some courses may have additional requirements listed in the course description.

Major Topic Areas:

- The Internet
- Web Page Design
- Web Graphics and Multimedia
- Basic Computer Literacy
- Computer Applications
- Graphic Design
- Computer Troubleshooting and Networking
- Database Management and Programming
- Digital Photography and Digital Video
- Languages
- Writing and Publishing
- Entertainment Industry Careers
- Grant Writing and Nonprofit Management
- Start Your Own Business
- Sales and Marketing
- Accounting
- Business Administration
- Test Prep
- Personal Development
- Personal Finance and Wealth Building
- Health, Nutrition and Fitness
- Personal Enrichment
- Child Care and Parenting
- Art, History, Psychology and Literature
- Math, Philosophy and Science
- Teaching and Instruction

HURRY!
Classes fill quickly.

Call 425.267.0150
to register now!

Technology Focus



LOCATION OF TECHNOLOGY CLASSES: Most computer classes are held at the Applied Technology Training Center (ATC), located at 2333 Seaway Boulevard in south Everett (see map on the back of this schedule). However a few are held at Lake Stevens High School (marked as LKH).

COMPUTER SKILLS TRAINING: A QUICK OVERVIEW

EvCC's Continuing Education offers computer applications workshops and programs with a variety of options to match your skill level and schedule. The courses and programs are described in detail in the Computer "Introductory" Workshops and Computer Software Workshops sections.

Computer Information Session: Making the right choices (2HRS)

FREE

Are you new to computers? Planning to purchase one? Wondering what workshops you should enroll in? Attend this free seminar and receive easy to understand help in selecting the best computer workshops to fit your skill level. Use this great opportunity to ask questions to gain the knowledge that will help you get started. Registration is not required. (Cindy Kling)

8860-A891 6/23 M 6pm-8pm ATC 221

COMPUTER "INTRODUCTORY" WORKSHOPS

In order to apply your new skills after a workshop is completed, you will need to have access to a computer with the appropriate software applications. All computer software workshops use the Windows XP operating system.

QUICK KEYBOARDING (4HRS)

\$139

Do you have difficulty using your computer and "hunt and peck" the characters because your fingers just don't know where the correct keys are? Whether for personal use or in your career correct keyboarding skills are a necessity. Discover to type the alphabet by touch (without looking at the keyboard) in just six short hours. You'll be delighted once you acquire correct keyboarding techniques including proper posture and wrist placement for a lifetime of healthy keyboarding! No prior computer knowledge or experience necessary. Typing book, colored chart, and software included (\$45 value). (Christina Kelly)

8760-A891 6/24-6/26 TTh 6pm-8pm ATC 113

BARE ESSENTIALS COMPUTING (6HRS)

\$105

Are you intimidated by personal computers? If you have limited or no computer experience then this class is for you. Receive hands-on practice beginning with the basics and comfortably progressing through the essentials. Become familiar with computer terminology and technique as you use the mouse and keyboard to open programs, create a document, and save your work. You will also explore the wonders of the Internet and learn email basics. This foundational workshop will introduce users to the most commonly used software applications. This class uses Windows XP, but is also appropriate for Windows Vista, 2000, ME, and 98. No prior computer knowledge or experience necessary. Textbook included (\$20 value). (Christina Kelley)

8772-A891 6/28 Sa 9am-4pm ATC 113

WINDOWS XP FOR THE REAL WORLD (6HRS)

\$105

This class will develop intermediate computer skills by expanding on Windows XP fundamentals as you gain skills to confidently manage files and folders using real world scenarios. Whether for home or business use, fundamental knowledge of file management is essential in order to be computer proficient. The importance of Windows clipboard will be demonstrated as you discover how to cut, copy, and paste text within a document. A brief explanation of computer hardware components and their uses will also be covered. This class uses Windows XP but is also appropriate for individuals running Windows Vista, 2000, ME and 98. Prerequisite: Bare Essentials Computing or equivalent. Textbook included (\$20 value). Prerequisites: (Christina Kelley)

8778-A891 7/12 Sa 9am-4pm ATC 113

COMPUTER SOFTWARE WORKSHOPS

In order to apply your new skills after a workshop is completed, you will need to have access to a computer with the appropriate software applications. All computer software workshops use the Windows XP operating system and Microsoft Office 2007 suite.

WORD

WORD 2007 LEVEL I: Word processing basics (6HRS)

\$105

This course is for those new to word processing and want to explore the fundamentals of Microsoft Word. Receive vital training in the basics of creating, formatting, and saving documents. Additional topics include cut, copy, and paste; font and paragraph formatting; indents; margins; and print options. Discover the organizational power of tabs and tables, and add impact by incorporating clip art. Prerequisite: Bare Essentials Computing or equivalent. Textbook included (\$20 value). (Christina Kelley)

8782-A891 8/2 Sa 9am-4pm ATC 113

EXCEL

EXCEL 2007 LEVEL I: Spreadsheet basics (6HRS)

\$105

This class presents the basic concepts of spreadsheets with hands-on practice using Microsoft Excel. You will create worksheets by entering text and numbers, and then edit, save, and close the workbooks. Work with columns and rows by resizing, inserting, deleting, and using fill colors and borders. Move, copy, and automate content using cut/copy/paste, autofill techniques, and customized sheet tabs. Discover the computing strength of Excel by working with formulas and functions, and present your spreadsheet results with dynamic visual impact using Excel charts. Prerequisite: Bare Essentials Computing or equivalent. Textbook included (\$20 value). (#8792 Lynne Midyette; #8794 Christina Kelley)

8792-A891 7/19 Sa 9am-4pm ATC 113
8794-A891 7/22-7/24 TTh 6pm-9pm ATC 113

EXCEL 2007: Excel formulas and functions made easy (3HRS)

\$45

Want to use the built-in functions of Excel to easily perform complex calculations? Or run a web query to include real time information in your spreadsheet? To explore these capabilities and more, we'll develop a workbook that explores multiple budgeting options for an imaginary Australian vacation, an accounts payable worksheet, and payments on a loan. Topics will include using functions AutoSum, Pmt, Max, Min, Avg and If; including dates in calculations; using absolute and relative cell references for formulas and functions; and running Web queries to retrieve external data. Prerequisite: Bare Essentials or equivalent. Handouts included. (Cindy Kling)

8775-A891 8/11 M 6pm-9pm ATC 113

EXCEL 2007: Using Excel as a database (3HRS)

\$45

Discover Excel's powerful list and database capabilities. Explore how to organize and manage worksheet information so you can quickly find data for projects, reports, and charts. We will create a database for a "business" and then summarize the information stored there in an Excel chart. Topics include creating, adding and deleting records; using AutoFilter; creating custom and advanced filters; using data validation for list entries; and creating a chart. Prerequisite: Excel I or equivalent. Handouts included. (Cindy Kling)

8777-A891 8/13 W 6pm-9pm ATC 113

ACCESS

ACCESS 2007 LEVEL I: Learn the basics (6HRS) \$105

This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Discover how to make a table and enter data using various methods, including wizards and forms. Create simple and advanced queries to filter results by using specific criteria. Explore techniques to organize, sort, and extract relevant information. Present organized results attractively by using reports. Additionally, discover how to use relationships between tables to effectively synchronize the records, insuring clarity and data integrity. Prerequisite: Windows XP for the Real World or equivalent experience, and good working knowledge of Word and Excel highly recommended. Textbook included (\$20 value). This is a Fall quarter class. (Cindy Kling)

8800-A892 8/16 Sa 9am-4pm ATC 221

PHOTOSHOP

DIGITAL PHOTOS I: Cleaning up your image (6HRS) \$105

This workshop is designed to reveal the mysteries of Photoshop as you discover how to obtain and manipulate a photographic image on a computer. Whether using a scanner, digital camera, or a Photo CD, rarely is a digital photo "just right." Enhance the company newsletter, advertisement, slideshow, or web page by learning to brighten, correct color, adjust the contrast, remove unwanted portions, and much more. The Photoshop skills gained in this class will apply to other photo software as well. Prerequisite: Previous computer and mouse experience. Handouts included; practice photos are available on the Internet. (Van Aguirre)

8808-A891 7/19 Sa 9am-4pm ATC 221

POWERPOINT

POWERPOINT 2007: The PowerPoint advantage (6HRS) \$105

PowerPoint is an impressive presentation tool for work and at home. Create high-quality, attention-grabbing presentations on a PC or a laptop. Whether to keep a business meeting on track, promote a product to a client, or creatively present your vacation photos, this program is essential for professional-looking and cost-effective results. Create handouts, meeting notes, and overhead films. Design creative notices, brochures, and presentations by using a versatile combination of graphics and text. Create graphs to illustrate trends, profits, and losses. Generate your own slide show and discover shortcuts to speed up your work. Prerequisite: Bare Essentials Computing or equivalent. Textbook included (\$20 value). (Siri Cummins)

8804-A891 7/26 Sa 9am-4pm ATC 113

PUBLISHER

PUBLISHER 2007: Promoting events with flyers and brochures (3HRS) \$45

Desktop publishing is not just for advertising professionals, it's easy enough for the whole family! Explore how to create flyers and tri-fold brochures to promote your business or special event. This workshop will show you how simple and fun it is to use MS Publisher. Topics will include how to replace existing text; inserting and resizing Clip Art; copying and moving an image; and adding BorderArt and Word Art. Prerequisite: Bare essentials computing or equivalent. Handouts included. (Cindy Kling)

8769-A891 7/21 M 6pm-9pm ATC 221

QUICKBOOKS

BOOKKEEPING BASICS (6HRS) \$110

Whether for personal or business reasons, bookkeeping is a necessary part of life. This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). It is not meant to teach you how to become a bookkeeper. Topics include the accounting cycle, starting with an introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You'll also review how to reconcile your bank account and create financial statements (profit and loss, owner's equity, and balance sheet). Handouts included. Bring notepad, hand-held calculator, and a sack lunch for the one-hour break, or drive to local restaurants. (Pat Coughlin)

8812-A891 6/28 Sa 9am-4pm ATC 115

QUICKBOOKS PRO 2006 FUNDAMENTALS (6HRS) \$145

Get your company books open and ready for business! This workshop is filled with tips and tricks on using various versions of QuickBooks efficiently. Discover how to tailor your company preferences, walk through setting up items and services, and customize your Chart of Accounts.

Manage customer and vendor lists while gaining hands-on experience with several transactions from invoices to deposits. Reconcile and balance your bank and credit card statements and explore basic reports and financial statements. Prerequisites: Basic MS Windows knowledge. Bookkeeping Basics class is not required but highly recommended. Textbook included (\$20 value). (Lynne Midyette)

8814-A891 7/26 Sa 9am-4pm ATC 220

QUICKBOOKS: Custom reports and graphs (2 HRS) \$55

Creating the right report can be a difficult and daunting task. Every business has specific needs when it comes to accessing and displaying their data. This module will cover a range from report basics to advance customization. Explore how to run preset reports, modify reports, and export and print reports. Discover how to graphically display your data using graphs and memorize reports for later viewing. Prerequisite: Quickbooks Pro 2006 Fundamentals or equivalent experience. (Handout included). This is a Fall quarter class. (Lynne Midyette)

8832-A892 8/16 Sa 9am-11am ATC 220

QUICKBOOKS: Sales tax and inventory (2HRS) \$55

This workshop will cover what you need to know regarding sales tax and inventory using QuickBooks. Discover how easy it is to set up tax items, combine tax items, and track and pay sales tax. We'll also explore how to set up tax rates and payment agencies, and access various related reports. Small businesses that work with a limited inventory will benefit from the QuickBooks Inventory feature. Discover how to set up inventory items, adjust inventory, set-up reorder points, and access various inventory reports. Prerequisite: Quickbooks Pro 2006 Fundamentals or equivalent experience. (Handout included). This is a Fall quarter class. (Lynne Midyette)

8833-A892 8/16 Sa 11:30am-1:30pm ATC 220

QUICKBOOKS: Audit trails, theft prevention and advanced bookkeeping entries (2HRS) \$55

The workshop will cover advanced bookkeeping entries such as large purchase transactions, loans, and depreciation. You'll use Quickbooks Pro to make journal entries, adjusting entries, and discuss closing your books. We will also discuss the proper way to handle non-sufficient funds and fix common bookkeeping mistakes. Workshop also includes multi-user accounts, auditing your books, and theft prevention. Prerequisite: Quickbooks Pro 2006 Fundamentals or equivalent experience. (Handout included). This is a Fall quarter class. (Lynne Midyette)

8839-A892 8/16 Sa 2pm-4pm ATC 220

CATIA

CATIA Version 5 (V5) is Dassault Systemes' computer aided drafting and computer-aided manufacturing (CAD/CAM) software solution that allows you to define and make the tools needed to manufacture your products. CATIA is predominately used by design, tooling, and manufacturing engineers; commercial and consumer designers; and users of other CAD/CAM software programs. CATIA enables users to tailor product development according to their industry-specific requirements. With CATIA, users simulate the entire range of industrial design processes from marketing and initial concept to product design, analysis, assembly, and maintenance. This software is the standard in the aircraft industry and widely used in the automotive industry across the U.S.

Training Designed for a Variety of Users: These courses are ideal for manufacturing engineers, commercial or consumer designers, and others familiar with 3D construction from 2D instructions (carpenters, mechanics, electricians) interested in switching to CATIA. This includes current users of CATIA V5, those using CATIA V4 who will be upgrading to V5, and other CAD/CAM users who are new to the CATIA software program.

Those new to CATIA V5 and wish to become designers should consider taking all five of the following introduction classes:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamentals
- Part and Product Integration

Current CATIA V5 users can enhance their skills by taking:

- V5 Surfacing Operations
- Intro to V5 Surfacing
- V5 Drafting Fundamentals
- and/or Assembly Design Advanced

Full class descriptions can be viewed at <http://v5train.com>

Training Options: You can take the classes "On Line – Self Directed" using a web-based simulation of the CATIA software (you don't have to own the CATIA software license). Or you can choose to participate in the "Boot Camp" which is a five-week hybrid class that combines online simulation with instructor-led instruction in a lab setting. Both training models use a simulated CATIA program for all or part of the training. To view and experience a sample of the training methods go to <http://v5train.com/coll/everettcc.htm> Please note that once you register and your username and password are activated, there are no refunds.

Prerequisites and Hardware and Software Requirements: You must have a working knowledge of Windows 98 (or a later version), experience using files and folders, and basic background in CAD (desired although not necessary). You can access the training software on any computer (IBM, MAC or Linux OS) with high speed Internet connection (recommended), a browser with Macromedia Flash plug-in installed, Adobe Reader (7.0.7 or higher), an active email account, and pop-up blockers disabled.

CLASSROOM – INSTRUCTOR LED

HYBRID - CATIA V5 BOOT CAMP (4.5 CEUs) \$3,500

Obtain the fundamentals of CATIA V5 in five weeks in the "hybrid" training method that combines instructor-led sessions with web-based training. Once a week you will meet at the ATTC lab in South Everett using live CATIA V5 software. After each classroom session you'll have one week to reinforce skills using the online simulation training unit via the Internet (no CATIA license required).

Boot Camp includes the first five classes recommended for those new to CATIA:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamentals
- Part and Product Integrations

8761-A891 6/25 - 7/23 Online 5-10 pm ATC 113
 6/25 - 7/23 W

CEUs
(Continuing Education Units)
Are available for most workshops

Please make your request when you register

ONLINE – SELF DIRECTED

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll in and start a class at any time plus you have access to the web-based class materials for 21 days from the date of activation. If you are new to CATIA you may wish to enroll in the "Online Package" which include the first five classes, for a saving of \$200!

CATIA V5 ONLINE "PACKAGE" (4.0 CEUs) \$1725

Includes Intro to CATIA V5; Assembly Design Fundamentals, Sketcher and Auto-Constraints, Part Design Fundamentals, and Part and Product Integration.

9118-A891 Online

INTRO TO CATIA (.8 CEUs) \$400

9080-A891 Online

ASSEMBLY DESIGN FUNDAMENTALS (.8 CEUs) \$400

9081-A891 Online

SKETCHER AND AUTO-CONSTRAINTS (.8 CEUs) \$400

9082-A891 Online

PART DESIGN FUNDAMENTALS (.8 CEUs) \$400

9083-A891 Online

PART AND PRODUCT INTEGRATION (.8 CEUs) \$400

9084 Online

DRAFTING FUNDAMENTALS (.8 CEUs) \$400

9085-A891 Online

INTRODUCTION TO SURFACING (.8 CEUs) \$400

9086-A891 Online

SURFACING OPERATIONS (.8 CEUs) \$400

9087-A891 Online

ASSEMBLY DESIGN ADVANCED (.8 CEUs) \$400

9089-A891 Online

FUNCTIONAL TOLERANCING AND ANNOTATION (.8 CEUs) \$400

9090-A891 Online

WIREFRAME FUNDAMENTALS (.8 CEUs) \$400

9091-A891 Online

EVERETT COMMUNITY COLLEGE CONTINUING EDUCATION REGISTRATION FORM

USE ONLY FOR CLASSES OFFERED THROUGH CONTINUING EDUCATION.

Name: _____ Student ID# _____ Social Security # _____

Registration for: _____ First _____ Middle _____ Last _____

Fall 200 _____ Mailing Address _____ () - _____ Phone Number _____

Winter 200 _____ Street _____ City _____ State _____ Zip _____

Spring 200 _____ Birthdate: Month _____ Day _____ Year _____ Female Male Ethnic Origin: _____

Summer 200 _____ Proof of completion required for a funding source? Yes No E-mail: _____

Item Number	Course Number	Course Title	# Credits

Student Signature _____ Date: _____

METHOD OF PAYMENT: Credit Card payment: Visa Mastercard Discover

Check or money order attached Card number: _____ *V-code: _____

Cash payment in person to cashier Name on card: _____ Exp. date: _____

Signature: _____

* The V-code is the last 3 digits of the number located on the back of your Visa/MasterCard. We now require the V-code in order to process your credit card. This new policy has been implemented in response to the increasing threat of credit card fraud. This policy is in place to protect you!

Office Hours Summer 2008

The hours posted in this section only apply when classes are in session. Office hours will vary at other times.

DEPARTMENT	HOURS	LOCATION	CONTACT
Arts	M-Th, 8am-5pm; F, 8am-5pm	Whitehorse Hall, Rooms 208 and 209	425.388.9501
Athletics/Sports	M-F, 7am-4pm	Gym, 1815 13th Street, Everett (Rockefeller and 13th) Room 108A	425.388.9328
Bookstore	Parks Student Union: M-T, 8am-7pm; W-Th, 8am-5pm; F, 8am-3pm Whitehorse Hall: M-T, 8am-7pm; W-Th, 8am-5pm; F, 8am-12pm	Parks Student Union, main floor Whitehorse Building Room 290	425.388.9413 425.388.9433
Business, Computer Technology, Economics	8am-5pm	Olympus Hall, Room 133	425.388.9243
Cashier	M-T, 7:30am-6:30pm; W-F, 9am-4:30pm First 4 days of quarter, 7:30am-7:30pm	Jackson Center	425.388.9224
Center for Disability Services	M-F, 8am-5pm. First 2 days of quarter, 8am-6:30pm Evening hours by appointment	Parks Student Union, main floor	425.388.9272 TTY 425.388.9438
Child Care	Closed for construction and renovation	Early Learning Center, 820 Waverly	425.388.9121
Communication (English, Speech, World Languages)	M-F, 8am-5pm	Rainier Hall, Room 311	425.388.9387
Computer Lab	M-Th, 7:30am-8:30pm; F, 7am-3pm	Shuksan Hall, Room 231	425.388.9417
Continuing Education	Phone or walk in from M-F, 8am-4pm	Applied Technology Training Center, 2333 Seaway Blvd., Everett	425.267.0150
Counseling, Advising, and Career Center	M, 8:30am-6:30pm; T-F, 8:30am-4:30pm Walk-in hours: M, 9am-12:30pm and 4-6:30pm; T-F, 9am-12:30pm Special Hours: First two days of quarter, 8am-6:30pm	Parks Student Union	425.388.9263
Distance Learning	M-Th, 8am-5pm; F 8am-4pm	Whitehorse Hall, Rooms 210 and 211	425.388.9367 or 9585
Diversity & Equity Center	M, 8:30am-5:30pm; T-F, 8:30am-4:30pm	Parks Student Union	425.388.9306
Fire Science and EMT	M-Th, 8am-5pm; F, 8am-3pm	Baker Hall, Room 106	425.388.9591
Enrollment Services (Admissions and Registration)	M-T, 7:30am-6:30pm; W-F, 9am-4:30pm First 4 days of quarter, 7:30am-7:30pm (No registrations processed June 6 and September 5)	Jackson Center	425.388.9219 fax 425.388.9173
Financial Aid	M, 9am-6:30pm; T-Th, 9am-4:30pm; Closed Fridays. First week of the quarter, M-T 8am-6:30pm, W-F 9am-4:30pm	Parks Student Union	425.388.9280
Food Services - The Cascade Range Cafe	M-Th, 7am-6pm; F, 7am-1:30pm	Parks Student Union, main floor	425.388.9400
Learning Services	M-Th, 8am-5pm; F, 8am-4pm	Rainier Hall, second floor, Room 227	425.388.9291
Library-Media Center	M-T, 7:30am-7 pm; W-Th, 7:30am-3pm, F, 7:30am-12pm Holidays and quarter break hours vary. Call 425.388.9353 for schedule.	Parks Student Union, lower floor	Circulation 425.388.9353 Reference 425.388.9354
Math & Science	M-F, 8:30am-5pm	Shuksan Hall, Room 120	425.388.9429
Monroe Program	By appointment only M-Th, 8am-8pm; F, 8am-noon	Monroe High School	360.804.4523
Nursing & Health Sciences	M-F, 7am-5pm	Health Science, Index Quad, Room 141 Nursing, Index Quad, Room 140	Health Science 425.388.9461 Nursing 425.388.9463
Paperclip - Student Service Center	M, 8:30am-6:30pm; T-Th, 8:30am-1pm; Friday closed	Parks Student Union, Room 203	425.388.9258
Parking & Security	M-F, 7:30am-4:30pm	Parks Student Union, Room 224	425.388.9990 Emergency 425.388.9998
Physical Education/Health & Wellness	M-F, 7am-4pm	Gym, 1815 13th Street, Everett (Rockefeller and 13th) Room 106	425.388.9323
Social Sciences	M-F, 8am-5pm	Rainier Hall, Room 311	425.388.9387
Student Activities	M-F, 8:30am-5pm	Parks Student Union, Room 209	425.388.9561
Student Copy and Computer Center	M-Th, 8am-8pm; F, 8am-3pm	Glacier Hall	
Student Employment Referral Center	M, 8:30am-6:30pm; T-F, 8:30am-4:30pm	Parks Student Union	425.388.9278 or 9279
TRIO-Student Support Services	M-Th, 8:30am-4:30pm; closed Friday	Parks Student Union	425.388.9275
Testing Services	Testing hours are listed on page 7.	Parks Student Union, third floor	425.388.9288
Veterans	M, 9am-4:30pm; T-Th, 9am-4:30pm; closed Fridays First week of the quarter, M-T 8am-4:30pm, W-F 9am-4:30pm	Parks Student Union	425.388.9277
Vice President for Student Services	M-F, 8:30am-4:30pm Evening hours as needed	Parks Student Union	425.388.9588 or 9589
Workforce Development	M-Th, 8am-4pm; F, 8am-2pm	Parks Student Union	425.388.9547
Youth Re-engagement	M-Th, 8am-5pm; F, 8am-3pm	Rainier Hall, Room 217	425.259.8738