IT Certificates
Enhance your skills for in-demand technology careers.

• Data Science Analytics
• SQL Server Developer
• IT Professional Cloud
• Software Testing

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CCEC Open House
page 15

EverettCC.edu/CCEC
NEW!
INDUSTRIAL PAINTING

Hands-on training that prepares you to enter a competitive industry.

See page 7 for details.

THE CCEC MISSION

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

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

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

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

CONTACT

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

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

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

Customized Training
Trainingsolutions@everettcc.edu
425-267-0166

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### WHY CCEC?

The Corporate & Continuing Education Center

**Expect Excellence**

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

**Flexible and convenient**

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

**Easy to sign up**

**ONLINE:** EverettCC.edu/CCEC  
**PHONE:** 425-267-0150  
**IN PERSON:** 2333 Seaway Blvd., Everett

**EverettCC.edu/CCEC**

### WANT TO KNOW MORE? Attend a **FREE** information session

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

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

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EvCC - Main • 2000 Tower Street, Everett  
CCEC - Bothell • 18345 Campus Way NE, Bothell  
CCEC - Everett • 2333 Seaway Blvd, Everett  
CCEC - Kirkland • 11605 132nd Ave NE, Kirkland  
CCEC - Arlington • 4407 172nd St NE, Arlington  
CCEC - Bothell **CCEC - Kirkland** **CCEC - Arlington** **EvCC - Main**  
CCEC - Bothell • 18345 Campus Way NE, Bothell  
CCEC - Kirkland • 11605 132nd Ave NE, Kirkland  
CCEC - Arlington • 4407 172nd St NE, Arlington
Certificate Programs

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

- Certificate Rapid Tracks ........................................ pages 14, 16, 18, 19
- Electronics & Troubleshooting ..................................... page 6
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Apply your training toward a bachelor’s degree: EverettCC.edu/BAM

Industry Certifications

- Certified IPC Specialist (Soldering) ................................ page 5
- Flagging & Traffic Control ........................................ page 22
- Forklift Operator Certification ..................................... page 7
- Personal Trainer Certification ..................................... page 22
- Airframe & Powerplant (A&P) ........................................ page 5
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Test Preparations Courses

- HRCI Test Prep .................................................... page 17
- SHRM Test Prep .................................................... page 17
- PMP Test Prep ..................................................... page 20

HOW TO READ COURSES

- Indicates an ONLINE or HYBRID course
- Indicates a RAPID TRACK program
- NEW! … Indicates a NEW course

View map on page 27 for more information on our locations.

COURSE NAME AND CONTINUING EDUCATION UNITS (CEUS)

Course description ..........................................
(Check online for extended information)

Fees and required materials ...........................

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

This course is held at Cascadia College in BOTHELL

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

This course is held at Weston High School in ARLINGTON

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

Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $225

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Ready to Register? Contact us 425-267-0150 learn@everettcc.edu EverettCC.edu/CCEC
A & P Test Preparation

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

ITEM 9110-B892  B. DAVIS  CCEC - Everett, 116
1 Tuesday  Sept. 11  6:00PM – 7:30PM

WKT--WRITTEN KNOWLEDGE TEST PREPARATION (1.0 CEUS)
Prepare to test for an FAA Mechanic Certificate with an Airframe, Powerplant, or A&P rating. This is a computer-guided Written Knowledge Test (WKT) prep course. Students need to purchase an AMT Prepware Download to review test questions for the General, Airframe and Powerplant FAA Knowledge Exams at asa2fly.com. See website for details. Fee: $150

ITEM 9150-B892  C. RUSSELL  CCEC - Everett, 125
2 Sessions T/W  Oct. 2 – Oct. 3  4:00PM – 8:00PM
This is a computer guided course in a computer lab.

Meet Your Instructor:
CHRIS RUSSELL & BERT DAVIS
- A&P Test Prep courses

Chris (left) has been in aviation for 12 years, acquiring his A&P license through EvCC’s Aviation Maintenance program. Since 2009 he has specialized in aircraft restoration and operation, from pre-WWII to Cold War era aircraft.

Bert (right) has over 6 years of experience in servicing general aviation aircraft. He holds an A&P license, is an EvCC alumus, and is currently an instructor with the EvCC Aviation Maintenance Technology program.

GENERAL KNOWLEDGE--ORAL AND PRACTICAL EXAM PREPARATION (1.2 CEUS)
Fee: $525
ITEM 9159-B892  B. DAVIS  Aviation – PFC, 8008
3 Sessions M/T/W  Oct. 8 – Oct. 10  4:00PM – 8:00PM

AIRFRAME--ORAL AND PRACTICAL EXAM PREPARATION (1.2 CEUS)
Fee: $525
ITEM 9160-B892  C. RUSSELL  Aviation – PFC, 8010
3 Sessions M/T/W  Oct. 15 – Oct. 17  4:00PM – 8:00PM

POWERPLANT--ORAL AND PRACTICAL EXAM PREPARATION (2.0 CEUS)
Fee: $525
ITEM 9161-B892  B. DAVIS, C. RUSSELL  Aviation – PFC, 8008
4 Sessions M/T/W/Sa  Oct. 22 – Oct. 27  4:00PM – 8:00PM
Saturday’s class is held at 8 a.m. – 5 p.m. and is a practical knowledge lab.

Meet Your Instructor:
OSCAR NAimi
- Aviation Ground School - Private Pilot
Oscar Naimi is an aerospace engineer, an advanced FAA aviation ground school instructor and a private pilot. He has over 45 years of aviation experience. He enjoys flying, teaching, biking, and playing music.

Aviation Ground School

FREE Information Session:
AVIATION GROUND SCHOOL - PRIVATE PILOT
Are you interested in becoming a private pilot? Attend this information session to learn about EvCC’s Aviation Ground School – Private Pilot program and be one step closer to flying.

ITEM 9933-B892  O. NAiMI  CCEC - Everett, 239
1 Tuesday  Sept. 11  4:00PM – 5:00PM

AVIATION GROUND SCHOOL - PRIVATE PILOT (6.0 CEUS)
Prepare for beginning private pilot flight lessons. Study aerodynamics, weather, navigation, airport/airspace operations, communications and FAA Regulations. Certificate provided to take FAA written exam upon successful completion. Materials included. May qualify for Boeing Learning Together program. Fee: $465

ITEM 9932-B892  O. NAiMI  CCEC - Everett, 239
20 Sessions T/Th  Oct. 2 – Dec. 13  8:00AM – 10:00AM
No class Nov. 20 and 22.

ITEM 9930-B892  O. NAiMI  CCEC - Everett, 239
20 Sessions T/Th  Oct. 2 – Dec. 13  1:00PM – 3:00PM
No class Nov. 20 and 22.

Soldering and Inspection Certifications

BASIC HANDS-ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)
Prepare for entry-level opportunities in the electronics manufacturing industry. Practice basic electronic assembly and soldering, safety and ESD, component identification, industry terms, and safety procedures. Course modules are 40% lecture and 60% hands-on exercises, like completing a soldering kit. Earn a certificate upon successful completion of all tests. Basic English-language skills required. Fee: $385

ITEM 9129-B892  J. LARSEN  CCEC - Everett, 240
2 Sessions F/Sa  Sept. 7 – Sept. 15  8:00AM – 5:00PM

ITEM 9146-B892  J. LARSEN  CCEC - Everett, 240
2 Sessions F/Sa  Nov. 2 – Nov. 3  8:00AM – 5:00PM

IPC-A-610 CIS CERTIFICATION (2.4 CEUS)
This two-year international certification is officially recognized by the U.S. Department of Defense and is often a requirement for electronics manufacturing positions. Learn how to determine acceptable conditions and defects of printed circuit boards, tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification is granted upon successful completion. Fee: $605

ITEM 9147-B892  J. LARSEN  CCEC - Everett, 126
3 Sessions F/Sa  Dec. 7 – Dec. 14  8:00AM – 5:00PM

WIRE AND CABLE HARNESS ASSEMBLY WITH IPC/WHMA-A-620 CERTIFICATION (3.2 CEUS)
Enhance your mechanical assembly and cable harness assembly skills and earn an internationally recognized two-year industry certification with this combined course. The IPC/WHMA-A-620 certification has become the most important process, materials and inspector standard for the cable and wire harness industry. Fee: $975

ITEM 9150-B892  M. YOUNG  CCEC - Everett, 240
4 Sessions M/T/W/Th  Oct. 8 – Oct. 11  8:00AM – 5:00PM

OCTOBER 13 IS NATIONAL GIRLS IN AVIATION DAY
Visit EverettCC.edu/AviationEvents to learn more.
**Electronic & Troubleshooting Certificate**

Certificate requires completion of 170 course hours:

**Required Core Courses**
- Basic: Electronics & Troubleshooting: 72 hours
- Intermediate: Electronics & Troubleshooting: 40 hours
- Basic Hands-On Soldering Training & Assembly: 16 hours
- Network Fundamentals: 18 hours

Total Hours: 146

**Elective Courses (24 Hours)**
For currently offered elective courses, view our website.

- Electronics & Troubleshooting Certificate Electives
- Module 1: Introduction to Network Security
- Module 2: Designing and Manufacturing Better Products Faster Using TRIZ

**Advanced TRIZ Courses (4.0 CEUs)**
- **TRIZ Practioner Course**
  - The practical application of the methods used in the Beginning TRIZ Advanced Practice TRIZ courses. All TRIZ courses are available via WebEx.
  - Fee: $5000
  - 10 Mondays Sept. 10 – Nov. 19 4:30PM – 8:30PM

**Meet Your Instructor:**

**Zinovy Royzen**
- TRIZ courses
- Zinovy Royzen is a leading TRIZ consultant, project facilitator, trainer and TRIZ developer.
- He is the founder and President of TRIZ Consulting, Inc., the first U.S. company to apply TRIZ, and has worked with many major companies worldwide. Zinovy has transformed the classical TRIZ theory into the most powerful and user friendly version of modern TRIZ and has taught it to over a thousand engineers.

Fee: $1325

ITEM 9856-B892  W. LATHAM  CCEC - Everett, 125
8 Sessions M/T/W/Th  Oct. 15 – Oct. 25  3:00PM – 6:45PM

**Manufacturing Operations Certificate Electives**

**MANAGING SMALL PROJECTS (.6 CEUS)**
See page 18 for course description and details.

**ROOT CAUSE ANALYSIS & INVESTIGATION (.9 CEUS)**
See page 18 for course description and details.

**HIGH PERFORMANCE MANAGEMENT ESSENTIALS (1.5 CEUS)**
See website for course description and details.

**PROJECT TEAM MANAGEMENT (1.5 CEUS)**
See page 20 for course description and details.

**FORKLIFT OPERATOR I, IV, V CERTIFICATION (.5 CEUS)**
Review and demonstrate OSHA forklift safety procedures. Complete and pass a written exam and practical training assessment to become certified in class I, IV and V forklifts with an Operator’s card valid for three years. All students are required to bring safety glasses. Fee: $185

ITEM 9128-B892  J. SPEICHER  AMTEC, 126
1 Saturday  Oct. 13  9:00AM – 2:00PM

ITEM 9129-B892  M. WASHBURN  Arlington, W131
4 Sessions  T/Th  Sept. 18 – Sept. 27  5:00PM – 9:00PM

**INDUSTRIAL PAINTING ESSENTIALS (4.0 CEUS)**
This 40 hour program includes OSHA 10 certification and familiarizes participants with the foundational knowledge of safety protocols, application methods, surface preparation, coatings, and paint types. Please see website for a complete list of required supplies. Fee: $1,200

ITEM 9126-B892  STAFF  AMTEC T26
10 Sessions T/Th  Oct. 16 – Nov. 15  5:00PM - 9:00PM

**MANUFACTURING & PAINT**

**CONVENTIONAL & CNC MACHINE OPERATOR CERTIFICATE**

Certificate requires completion of 136 course hours:

**REQUIRED CORE COURSES HOURS**

| Module 1: Machine Operator Essentials | 16 |
| Module 2: Conventional Machining Basics | 40 |
| Module 3: CNC Operator: Codes – Read, Interpret, Compile | 16 |
| Module 4: CNC Operator: Setup - Start to Tryout | 20 |
| Module 5 CNC Operator: CNC Operator: Making Better Parts | 28 |
| Module 6: CNC Operator: Inspecting Parts | 16 |

**Total Hours: 136**

see website for a complete list of required supplies. All students are required to bring safety glasses.

**MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE**

**PRINCIPLES OF MANAGING OPERATIONS (3.0 CEUS)**

ITEM 9058-B892  W. LATHAM  CCEC - Everett, 218
8 Sessions M/T/W/Th  Oct. 15 – Oct. 25  10:00AM – 1:45PM

**PRINCIPLES OF OPERATIONS PLANNING (3.0 CEUS)**
The APICS Principles of Operations Planning course imparts a fundamental knowledge and understanding of the basic inventory planning principles and techniques that are used at each level in the planning process, from strategic to tactical. Recommended Prerequisite: Inventory Management Essentials. Required Workbook: Principles of Operations Planning Participant Workbook. Workbook can be ordered through APICS, www.apics.org, or call: 1-800-444-2742.

Fee: $1325

ITEM 9856-B892  W. LATHAM  CCEC - Everett, 125
8 Sessions M/T/W/Th  Oct. 15 – Oct. 25  3:00PM – 6:45PM
Meet Your Instructor:

MATT WASHBURN
• Conventional & CNC Machining Series

Matt Washburn has nearly 20 years of experience working as an aerospace machinist with skills in CNC mill and lathe, manual mill and lathe and CNC programming. As a subject matter expert, Matt has been instrumental in setting up extensive industry training programs. He currently works for a large aerospace company in Arlington.

Watch Matt Washburn speak about training machine operators: EverettCC.edu/CNCSeries

CONVENTIONAL MACHINING BASICS (MODULE 1) (4.0 CEUS)
Achieve new skills or enforce your current skills to safely operate conventional milling machines. Learn set up and operation, metal cutting theory, milling operations, cutting tool selection, coordinate systems, tramping machine, tooling concepts, job planning, and order of operations.
Fee: $1550
ITEM 9115-B892 M. WASHBURN Arlington, W131
10 Sessions T/Th Oct. 2 – Nov. 1 5:00PM – 9:00PM

CNC OPERATOR: CODES - READ, INTERPRET, COMPILe (MODULE 3) (1.6 CEUS)
Explore specific skills relating to G and M codes for CNC machining. Learn common industry standard G and M codes, program structure, post processors, troubleshooting skills, handwriting programs, and program prove out techniques.
Fee: $625
ITEM 9116-B892 M. WASHBURN Arlington, W131
4 Sessions T/Th Nov. 6 – Nov. 15 5:00PM – 9:00PM

CNC OPERATOR: SET UPS - START TO TRYOUT (MODULE 4) (2.0 CEUS)
This training is ideal to reinforce the skills of a newly hired, promoted or experienced machinist. Practice using codes to set up jobs, identify common mistakes and learn time saving practices. Fee: $750
ITEM 9117-B892 M. WASHBURN Arlington, W131
5 Sessions T/Th Nov. 20 – Dec. 6 5:00PM – 9:00PM
No class Nov. 22

CNC OPERATOR: MAKING BETTER PARTS (MODULE 5) (2.8 CEUS)
Accomplish 28 hours of in-lab time, working on different CNC machines to practice your technique. Gain insight and input from instructors and other machinists. Learn proper programming methods, efficient machining techniques, identify part problems and work-holding issues, CNC machine limits, and cutting tool limits. Fee: $1125
ITEM 9118-B892 M. WASHBURN Arlington, W131
7 Sessions T/Th Dec. 11 – Jan. 1 5:00PM – 9:00PM
No class Dec. 25, 27, and Jan. 1.

CNC OPERATOR: INSPECTING PARTS (MODULE 6) (1.6 CEUS)
In this final course, learn how to inspect a machined part by learning how to better use precision measuring tools and their function in machining. Basic blueprint reading and GD&T will also be covered. Fee: $625
ITEM 9119-B893 M. WASHBURN Arlington, W131
4 Sessions T/Th Jan. 15 – Jan. 24 5:00PM – 9:00PM
Students who have not taken Module 4, Making Better Parts, will need to bring a sample of their work.

CATIA V5

CATIA V5 BOOT CAMP (2.5 CEUS)
Learn the fundamentals of CATIA V5 in three days! This hybrid training method combines instructor-led sessions with web-based training. Meet for one weekend in class with an instructor. Supplement in-class sessions with access to the online simulation software. Receive two years of access to the software. This series includes the first five classes recommended for those new to CATIA:
• Intro to CATIA V5
• Assembly Design Fundamentals
• Sketcher and Auto-Constrants
• Part Design Fundamental
• Part and Product Integrations
Fee: $3095
ITEM 8910-B892 K. Rillos CCEC-Everett, 116
3 Sessions F/Sa/Su Oct. 19 – Oct. 21 8:00AM – 5:00PM

CATIA V5 RELATIONAL DESIGN TECHNIQUES (.8 CEUS)
Learn Relational Design Techniques to make your designs easy to change. Changing one design feature will cause a related design feature to morph in synchronization. We also use formulas to control any numeric features, and also focus on Parameters and parameter algebra to quickly change designs. We also show how to control our designs from a linked excel spreadsheet. Fee: $1,400
ITEM 8945-B892 K. Rillos CCEC-Everett, 239
1 Saturday Aug. 25 8:00AM – 5:00PM

CATIA V5 ONLINE PACKAGE (4.0 CEUS)
Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. Enroll and start a class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this online package which includes the first five classes, for a saving of $200! Fee: $1,975
ITEM 8923-B892 K. Rillos ONLINE

ONLINE CATIA V5 Courses (.8 CEUs Each)
Instructor: K. Rillos
Fee: $435 Each

CATIA V5 INTRODUCTION TO CATIA
ITEM 8930-B892

CATIA V5 RELATIONAL DESIGN
ITEM 8931-B892

NEW! CATIA V5 BOOT CAMP (2.4 CEUS)
Learn the basics of 3-axis NC programming in three days! Machining techniques taught include: profiling, drilling, pocketing, and surfacing. Also covered is product setup, tool catalogs, multi-position fixturing techniques, NC verification, and more. Prerequisites: Prior knowledge of CATIA V5 and Machining experience a plus. Fee: $3900
ITEM 8912-B892 K. Rillos CCEC-Everett, 116
3 Sessions F/Sa/Su Oct. 19 – Oct. 21 8:00AM – 5:00PM

NEW! CATIA V5 NC PROGRAMMING BASICS (1.2 CEUS)
Fee: $1250
ITEM 8928-B892 K. Rillos ONLINE

NEW! CATIA V5 ONLINE PACKAGE (4.0 CEUS)
Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. Enroll and start a class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. If you are new to CATIA you may wish to enroll in this online package which includes the first five classes, for a saving of $200! Fee: $1,975
ITEM 8923-B892 K. Rillos ONLINE

ONLINE CATIA V5 Courses (.8 CEUs Each)
Instructor: K. Rillos
Fee: $435 Each

CATIA V5 INTRODUCTION TO CATIA
ITEM 8930-B892

CATIA V5 RELATIONAL DESIGN
ITEM 8931-B892
ACCESS 2016 LEVEL 1: THE BASICS (.7 CEUS)
Develop fundamentals skills of Microsoft Access and practice general database design. Learn how to work with table data, querying a database, creating advanced queries, generating reports, and customizing the Access environment. Prerequisite: Basic proficiency with Windows. Good working knowledge of Word and Excel is highly recommended. Textbook included ($20 value). This course content also works great for previous versions of Access. Fee: $225

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<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 8921-B892</td>
<td>K. MCCCLIMANS</td>
<td>CCEC - Everett, 125</td>
<td>Sept. 29</td>
<td>8:30AM – 4:30PM</td>
</tr>
<tr>
<td>ITEM 8920-B892</td>
<td>C. HANKS</td>
<td>Bothell, CC1-211</td>
<td>Oct. 13</td>
<td>8:30AM – 4:30PM</td>
</tr>
</tbody>
</table>

ACCESS 2016 LEVEL 2: BEYOND THE BASICS (.7 CEUS)
Expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Practice designing a relational database, joining tables, organizing a database for efficiency, sharing data across applications, and advanced reporting. Prerequisite: Access Level 1 or equivalent experience. Textbook included ($20 value). Works great for previous versions of Access. Fee: $225

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<th>Instructor</th>
<th>Location</th>
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<td>ITEM 8724-B892</td>
<td>C. HANKS</td>
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<td>Oct. 20</td>
<td>8:30AM – 4:30PM</td>
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ACCESS 2016 LEVEL 2: BEYOND THE BASICS (.7 CEUS)

<table>
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<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>ITEM 8816-B892</td>
<td>S. SAUNDERS</td>
<td>Kirkland, T319</td>
<td>Nov. 2</td>
<td>8:30AM – 4:30PM</td>
</tr>
<tr>
<td>ITEM 8952-B892</td>
<td>S. SAUNDERS</td>
<td>Bothell, CC1-211</td>
<td>Nov. 16</td>
<td>8:30AM – 4:30PM</td>
</tr>
</tbody>
</table>

EXCEL 2016 LEVEL 1: SPREADSHEET BASICS (.7 CEUS)
Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Learn how to create and save a basic worksheet, perform calculations, modify and format a worksheet, and print and manage workbooks. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $225

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<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 8951-B892</td>
<td>K. MCCCLIMANS</td>
<td>CCEC - Everett, 126</td>
<td>Sept. 15</td>
<td>8:30AM – 4:30PM</td>
</tr>
</tbody>
</table>

EXCEL 2016 LEVEL 2: BEYOND EXCEL BASICS (.7 CEUS)
Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $225

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<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>ITEM 8818-B892</td>
<td>S. SAUNDERS</td>
<td>Kirkland, T319</td>
<td>Oct. 6</td>
<td>8:30AM – 4:30PM</td>
</tr>
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</table>

EXCEL 2016 LEVEL 3: COMPLEX WORKBOOKS (.7 CEUS)
Evolve your spreadsheet skills and master working with multiple workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis

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<tr>
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<th>Instructor</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>ITEM 8852-B892</td>
<td>C. HANKS</td>
<td>ONLINE</td>
<td>Oct. 26</td>
<td>8:30AM – 4:30PM</td>
</tr>
</tbody>
</table>

Students will be contacted with class access details closer to the start date as the class will be conducted online.
tools, create sparklines, map and forecast data. Prerequisite: Excel Level 1 and 2 or equivalent knowledge. Text book included ($20 value). Works great for previous versions of Excel. Fee: $225
ITEM 8702-B892 S. SAUNDERS Kirkland, T319
1 Friday Dec. 7 8:30AM – 4:30PM

EXCEL 2016: DATA ANALYSIS WITH PIVOTTABLES (.35 CEUS)
The need to analyze increasing amounts of data and gain actionable insights is greater than ever. Explore the capabilities of Excel’s advanced PivotTable and PivotChart features and gain a competitive edge. Discover how to summarize data in a way that can be easily analyzed and presented to others to increase better data-driven business decisions. Recommended: Excel Level 2 or equivalent knowledge. Fee: $125
ITEM 8975-B892 C. HANKS Bothell, CC1-211
1 Friday Nov. 30 8:30AM – 12:00PM

EXCEL 2016: DATA ANALYSIS WITH POWER PIVOT (.35 CEUS)
Combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations. This course is lab-example intensive. Fee: $515
ITEM 8736-B892 C. HANKS CCEC - Everett, 126
2 Sessions F/Sa Nov. 16 – Nov. 17 8:30AM – 4:30PM

EXCEL 2016: PROGRAMMING WITH VBA (1.4 CEUS)
Intended for advanced Microsoft Excel professionals seeking to add the skills needed to automate Excel spreadsheet tasks such as formulas, charts, and graphs, using Visual Basic for Applications (VBA). Participants will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, and macros. Prerequisite: Excel Level 1 and Excel Level 2 or equivalent experience. Textbook included. Fee: $455
ITEM 8733-B892 C. HANKS Kirkland, T319
2 Sessions M/W Dec. 10 – Dec. 12 8:30AM – 4:30PM

POWERPOINT 2016 LEVEL 1 (.7 CEUS)
Create effective and engaging presentations to impress any audience. Learn to develop a presentation, perform advance text editing, add graphical elements, modify objects, add tables and charts, a how to deliver your presentation. Prerequisite: Basic proficiency with Windows. Textbook included ($45 value). This course content also works great for previous versions of PowerPoint. Fee: $225
ITEM 8896-B892 S. SAUNDERS Bothell, CC1-211
1 Saturday Oct. 27 8:30AM – 4:30PM

POWERPOINT 2016 LEVEL 2 (.7 CEUS)
Enhance your PowerPoint skills using a variety of audio and visual tools that help your presentation stand out in a crowd. Practice advanced presentation techniques that take little time or effort to master. This course content also works great for previous versions of PowerPoint. Fee: $225
ITEM 8897-B892 K. MCCLIMANS CCEC - Everett, 125
1 Saturday Oct. 27 8:30AM – 4:30PM

OUTLOOK 2016 LEVEL 1 (.7 CEUS)
Learn the basics of how to send and respond to email, maintain contacts, manage a calendar and tasks, and use notes with Microsoft Outlook. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Outlook. Fee: $225
ITEM 8866-B892 S. SAUNDERS Bothell, CC1-211
1 Friday Sept. 28 8:30AM – 4:30PM

OUTLOOK 2016 LEVEL 2 (.7 CEUS)
Develop advanced skills for managing email, calendar settings, data files, schedules, and contacts with Microsoft Outlook. Prerequisite: Outlook 2016 Level 1 or equivalent knowledge. This course content also works great for previous versions of Outlook. Fee: $225
ITEM 8867-B892 C. HANKS Bothell, CC1-211
1 Friday Oct. 19 8:30AM – 4:30PM

SHAREPOINT 2016: LEVEL 1 (1.4 CEUS)
Learn about and use a SharePoint Team Site to access, store, and share information and documents. SharePoint is a complex platform with many features and capabilities that with a strong understanding will allow you to work more efficiently and effectively with the documents and data stored online. Textbook included ($45 value). Fee: $395
ITEM 8979-B892 C. HANKS Bothell, CC1-211
2 Fridays Oct. 5 – Oct. 12 8:30AM – 4:30PM

SHAREPOINT 2016: LEVEL 2 (1.4 CEUS)
Discover how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs. Textbook included ($45 value). Fee: $395
ITEM 8978-B892 C. HANKS Bothell, CC1-211
2 Fridays Nov. 2 – Nov. 9 8:30AM – 4:30PM

WORD 2016 LEVEL 1: WORD PROCESSING BASICS (.7 CEUS)
Create professional-looking documents. Learn how to edit and proof a document, format text and paragraphs, add tables, manage lists, insert graphic objects, control page appearance, and
customized the user environment. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Word.

Fee: $225

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<td>CCEC - Everett</td>
<td>Sat, Sept 22</td>
<td>8:30AM – 4:30PM</td>
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<td>8754-B892</td>
<td>S. SAUNDERS</td>
<td>Bothell, CC1-210</td>
<td>Fri, Oct 5</td>
<td>8:30AM – 4:30PM</td>
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</table>

**WORD 2016 LEVEL 2: BEYOND WORD BASICS (.7 CEUS)**

Advance your skills to create a variety of documents for any situation. Learn to customize tables, charts, and pictures, and graphic elements. Practice inserting content using quick parts, controlling text flow, using templates, mail merge, and macros. Prerequisite: Word Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word.

Fee: $225

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<tbody>
<tr>
<td>8752-B892</td>
<td>S. SAUNDERS</td>
<td>Bothell, CC1-210</td>
<td>Fri, Oct 26</td>
<td>8:30AM – 4:30PM</td>
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</table>

**WORD 2016 LEVEL 3: MORE COMPLEX DOCUMENTS (.7 CEUS)**

Advanced features of Word enable you to revise, manage, and secure business documents. Learn the features that are commonly used to collaborate on complicated documents and manage how the documents are accessed and distributed. Prerequisite: Word Level 2 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word.

Fee: $225

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<tr>
<td>8751-B892</td>
<td>S. SAUNDERS</td>
<td>Bothell, CC1-210</td>
<td>Fri, Nov 30</td>
<td>8:30AM – 4:30PM</td>
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</table>

**Database Design and Concepts (1.2 CEUS)**

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

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<tr>
<td>8906-B892</td>
<td>M. LAW</td>
<td>Kirkland, T319</td>
<td>Oct 2 – Oct 9</td>
<td>5:30PM – 9:30PM</td>
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**SQL Server Developer Certificate**

Certificate requires completion of 72 course hours.

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

**EVERETTCC.EDU/SQLCERT**

Free information sessions

- Friday, August 24, 6:00-7:00PM, Kirkland
- Tuesday, September 11, 6:00-7:00PM, CCEC-Everett

Register today! See page 3 for details.

**SQL PROGRAMMING LEVEL 1 (1.2 CEUS)**

In this hands-on class you will learn how to create queries using the T-SQL programming language. This class focuses on how to create and run SQL statements including SELECT, INSERT, UPDATE and DELETE statements. Textbook included ($50 value). Fee: $385

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<th>Date</th>
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<tbody>
<tr>
<td>8904-B892</td>
<td>M. LAW</td>
<td>Kirkland, T319</td>
<td>Oct 11 – Oct 18</td>
<td>5:30PM – 9:30PM</td>
</tr>
</tbody>
</table>

**SQL PROGRAMMING LEVEL 2 (1.2 CEUS)**

Learn to create advanced SQL queries. Topics include Views, Table Valued Functions, Common Table Expressions, and more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 1 or equivalent knowledge. Textbook included ($50 value). Fee: $385

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<tbody>
<tr>
<td>8903-B892</td>
<td>M. LAW</td>
<td>Kirkland, T319</td>
<td>Oct 23 – Oct 30</td>
<td>5:30PM – 9:30PM</td>
</tr>
</tbody>
</table>

**SQL SERVER ADMINISTRATION (2.4 CEUS)**

How do you manage databases and security configurations in Microsoft’s SQL Server? Come and discover the answers with us! This course offers a platform for enterprise data management. Companies rely on database administrators who know how to manage their databases correctly and efficiently. This course welcomes those who are new to database administration and will offer essential skills needed to administer SQL Server.

Fee: $765

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<tr>
<td>8908-B892</td>
<td>M. LAW</td>
<td>Kirkland, T319</td>
<td>Nov 1 – Nov 20</td>
<td>5:30PM – 9:30PM</td>
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**DATA WAREHOUSE DESIGN (1.2 CEUS)**

What’s the difference between a standard database and a data warehouse database? In this class you will find the answers to these questions and others as you learn about data warehouses. Topics include; Star and Snowflake schemas, Fact and Dimension attributes, and much more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Textbook included ($50 value). Fee: $385

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<tr>
<td>8907-B892</td>
<td>M. LAW</td>
<td>Kirkland, T319</td>
<td>Nov 27 – Dec 4</td>
<td>5:30PM – 9:30AM</td>
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</table>
SOFTWARE TESTING & QUALITY ASSURANCE CERTIFICATE

Certificate requires completion of 54 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Software Testing</td>
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<tr>
<td>Software Testing in Agile and Scrum</td>
<td>15</td>
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<tr>
<td>Software Quality Assurance in Action</td>
<td>9</td>
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<tr>
<td>Applied Testing in the Real World</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

Meet Your Instructor:
BRUCE CRONQUIST

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

SOFTWARE QUALITY ASSURANCE IN ACTION (.9 CEUS)

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

ITEM 8821-B892     B. CRONQUIST    Kirkland, T319
3 Sessions M/W     Oct. 15 – Oct. 22  6:00PM – 9:00PM

SOFTWARE TESTING IN AGILE AND SCRUM (1.5 CEUS)

Agile is the method most companies use today to develop their products. In this course you will develop the knowledge needed to help effectively determine the methods, tools, and artifacts required to quickly and efficiently take your software project from inception to release. Learn and practice agile methodologies including Scrum, Lean, xTreme Programming, Test Driven Development, and more. Fee: $595

ITEM 8819-B892     B. CRONQUIST    Kirkland, T319
5 Sessions M/W     Sept. 24 – Oct. 8  6:00PM – 9:00PM

APPLIED TESTING IN THE REAL WORLD (1.8 CEUS)

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

ITEM 8823-B892     B. CRONQUIST    Kirkland, T319
6 Sessions M/W     Oct. 24 – Nov. 14  6:00PM – 9:00PM

INTRODUCTION TO CLOUD SERVICES (2.0 CEUS)

Explore how cloud services like Microsoft and Amazon are evolving the IT industry. Compare Amazon Web Services, Microsoft Azure, and Office 365 Cloud services. Learn about the Azure portal and how it can be used for configuring

IT PROFESSIONAL CLOUD CERTIFICATE

Certificate requires completion of 72 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Cloud Services</td>
<td>20</td>
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<tr>
<td>Introduction to Office 365</td>
<td>16</td>
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<tr>
<td>Deploying and Managing a Network...</td>
<td>20</td>
</tr>
<tr>
<td>Implementing and Managing Network...</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td><strong>72</strong></td>
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</tbody>
</table>

IT Professional Cloud Certificate

Enroll in the series and save! Save $100 when you enroll in all four of the required core courses. A $25 purchase to Azure University Required. Fee: $2395

ITEM 8926-B892     F. KHAN    Kirkland, T320
18 Wednesdays      Sept. 5 – Jan. 30  5:30PM – 9:30PM
and managing the Cloud services, and about Azure virtual machines, web apps, mobile apps, and storage. Course materials included. Fee: $690

**DATA SCIENCE ANALYTICS CERTIFICATE**

**Free information sessions**
- Tuesday, August 28, 6:00-7:00PM, Kirkland
- Tuesday, September 11, 6:00-7:00PM, CCEC-Everett

Register today! See page 3 for details.

**Certificate requires completion of 54 course hours:**

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Data Science</td>
<td>12</td>
</tr>
<tr>
<td>Basic Python for Data Science</td>
<td>12</td>
</tr>
<tr>
<td>Machine Learning and Data Science</td>
<td>12</td>
</tr>
<tr>
<td>Data Science Capstone</td>
<td>18</td>
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</table>

**Total Hours:** 54

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

Understand how to use the Cloud to deploy a network infrastructure or extend on-premises network to the Cloud as an IT professional. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Review tools and utilities necessary to configure and manage Azure virtual machines, including PowerShell, Xplat-CLI, and Visual Studio. Create availability sets, scale for schedule or demand, and monitor VM infrastructure in the cloud. Course materials included. Fee: $555

**ITEM 8827-B892**  
STAFF  
Kirkland, T320  
4 Wednesdays  
Oct. 10 – Oct. 31  
5:30PM – 9:30PM

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

Understand how to use the Cloud to deploy a network infrastructure or extend on-premises network to the Cloud as an IT professional. Explore virtualization and how it is used in the Azure cloud to create, deploy, configure, and manage Virtual Machines. Review tools and utilities necessary to configure and manage Azure virtual machines, including PowerShell, Xplat-CLI, and Visual Studio. Create availability sets, scale for schedule or demand, and monitor VM infrastructure in the cloud. Course materials included. Fee: $555

**ITEM 8828-B892**  
STAFF  
Kirkland, T320  
5 Wednesdays  
Nov. 7 – Dec. 5  
5:30PM – 9:30PM

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

Explore a virtual network and its configuration along with scenarios for modification and configuration. Connect a workstation to an Azure virtual network to using VPN. Use Azure AD for extending and syncing the on-premise AD to the Cloud to enable single sign-on options and implement multi-factor authentication. Course materials included. Fee: $555

**ITEM 8829-B893**  
STAFF  
Kirkland, T320  
4 Wednesdays  
Jan. 9 – Jan. 30  
5:30PM – 9:30PM

**BASIC PYTHON FOR DATA SCIENCE (1.2 CEUS)**

Building on the warm-up class, we will learn and build various Python scripts to apply against the data science problem previously defined. In this course we will also deepen our understanding of statistical methods in data science. Fee: $490

**ITEM 8944-B892**  
STAFF  
Kirkland, T320  
4 Sessions T/Th  
Oct. 2 – Oct. 11  
6:00PM – 9:00PM

**MACHINE LEARNING AND DATA SCIENCE (1.2 CEUS)**

Continuing to build up our momentum here, we will go into learning how computers can be taught to derive insights from data: for example, making predictions about something or classifying customer reviews into categories based on the text customer typed. Fee: $490

**ITEM 8943-B892**  
STAFF  
Kirkland, T320  
4 Sessions T/Th  
Oct. 16 – Oct. 25  
6:00PM – 9:00PM

**DATA SCIENCE CAPSTONE (1.8 CEUS)**

Building on the foundational knowledge, in this final course we will identify several areas to continue learning and acquire new techniques for a capstone project. Fee: $695

**ITEM 8761-B892**  
STAFF  
Kirkland, T320  
4 Sessions T/Th  
Oct. 30 – Nov. 15  
6:00PM – 9:00PM

**CUSTOMIZED TRAINING FOR YOUR EMPLOYEES**

Industry-recognized employee training programs customized for your organization.

**EverettCC.edu/TrainingSolutions**
High Performance Management Certificate

INTRODUCTION TO PERFORMANCE EXCELLENCE (1.5 CEUS)
Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints, and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee: $375

ITEM 9885-B892  A. SUICIU  CCEC - Everett, 117 5 Tuesdays Sept. 25 – Oct. 23 6:00PM – 9:00PM

DEALING WITH CHALLENGING BEHAVIORS (.6 CEUS)
You occasionally deal with difficult people—at work, at home, neighbors, strangers. This class explores psychology and motivations that drive human behavior and 5 options for handling challenging people. Practical topics include understanding human needs, listening, handling complaints, saying no, being assertive, motivation, feedback, vocal tips and email techniques. Complete handout of techniques included. Fee: $198

ITEM 9874-B892  M. BUSCHMOHLE  CCEC - Everett, 117 1 Saturday Nov. 17 9:00AM – 3:30PM

High Performance Management Certificate Electives

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

ITEM 9049-B892  A. SUICIU  CCEC - Everett, 218 4 Sessions Saturday Nov. 17 – Dec. 15 9:00AM – 12:45PM

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

EverettCC.edu/MgmtCert

Free information sessions
- Monday, Sept. 10, 6:00-7:30PM, Bothell
- Tuesday, Sept. 11, 6:00-7:30PM, CCEC-Everett
- Wednesday, Sept. 12, 6:00-7:30PM, Kirkland
- Thursday, Sept. 13, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

Eager to Register? Contact us
425-267-0150 learn@everettcc.edu
EverettCC.edu/CCEC

INCREASE YOUR COMPANY’S PROFITS WITH SMALL BUSINESS ACCELERATOR!
See page 24 for details.
CCEC Open House

Join us for an evening of:

• Networking with employers, associations, and instructors
• Break-out presentations
• Facility tours
• Refreshments

…and more!

September 11 at 4 p.m.

Followed by FREE Information Sessions at 6 p.m.

Visit EverettCC.edu/CCEC to RSVP and for more information.
PROFESSIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT CERTIFICATE

Certificate requires completion of 102 course hours:

**REQUIRED CORE COURSES**
- Human Resources Essentials...9
- Employment Law...15
- Talent Management - Finding and Keeping the Best...12
- Managing Employee Performance...12
- Total Rewards...12
- HR Systems and Metrics...12
- HR Certificate Capstone...9
  Total Hours: 81

**ELECTIVE COURSES (21 HOURS)**
For currently offered elective courses, view our website.

EverettCC.edu/HRCert

Free information sessions
- Monday, Sept. 10, 6:00-7:30PM, Bothell
- Tuesday, Sept. 11, 6:00-7:30PM, CCEC-Everett
- Thursday, Sept. 13, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

Human Resources Management Certificate

HR MANAGEMENT RAPID TRACK
NEW! Earning your Human Resources Management Certificate in as little as six months!

See website for details. Fee: $2495
ITEM 8956-B892 MULTIPLE INSTRUCTORS Bothell 34 Sessions T/Th Sept. 20 – Feb. 7 6:00PM – 9:00PM

HUMAN RESOURCES ESSENTIALS (.9 CEUS)
Explore the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession, learn the competencies required to be successful as an HR practitioner and acquire information on HR industry certifications. This is the starting point for the HRM Certificate Program. Required textbook: See website. Fee: $205
ITEM 9078-B892 D. DEFREECE, SPHR CCEC - Everett, 218 3 Wednesdays Sept. 19 – Oct. 3 6:00PM – 9:00PM
ITEM 9663-B892 C. MALONE, SPHR Bothell 3 Sessions T/Th Sept. 20 – Sept. 27 6:00PM – 9:00PM

EMPLOYMENT LAW (1.5 CEUS)
The legal landscape for human resources is complex and ever-changing. Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations.
Prerequisite: HR Essentials. Required textbook: See website. Fee: $310
ITEM 9878-B892 J. SUNDERLAND, MBA, SPHR Bothell 5 Sessions T/Th Oct. 4 – Oct. 18 6:00PM – 9:00PM
ITEM 9316-B892 C. MALONE, SPHR CCEC - Everett, 218 5 Wednesdays Oct. 3 – Oct. 23 6:00PM – 9:00PM

TALENT MANAGEMENT: FINDING AND KEEPING THE BEST (1.2 CEUS)
Finding and keeping talented employees is a key to the success of any organization. Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent.
Prerequisite: Human Resources Essentials. Required textbook: See website. Fee: $235
ITEM 9391-B892 S. LEWIS, MSHR, PHR Arlington 4 Thursdays Sept. 27 – Oct. 18 5:30PM – 8:30PM
ITEM 9080-B892 L. RETZER, SPHR Bothell 4 Sessions T/Th Oct. 8 – Oct. 29 6:00PM – 9:00PM

MANAGING EMPLOYEE PERFORMANCE (1.2 CEUS)
Drive high performance by supporting and motivating employees to do their best work. Discover how to develop and administer a performance management system, manage complaints and conflicts, implement progressive discipline and navigate the termination process while protecting employee rights.
Prerequisite: HR Essentials. Required textbook: See website. Fee: $250
ITEM 9307-B892 S. LEWIS, MSHR, PHR Arlington 4 Thursdays Oct. 25 – Nov. 15 5:30PM – 8:30PM
ITEM 9668-B892 L. RETZER, SPHR Bothell 4 Sessions T/Th Nov. 1 – Nov. 13 6:00PM – 9:00PM

TOTAL REWARDS (1.2 CEUS)
Employee compensation and benefits often represent an organization’s greatest expense. Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits.
Prerequisite: HR Essentials. Required textbook: See website. Fee: $250
ITEM 9062-B892 M. SUMMERS, SPHR CCEC - Everett, 117 4 Mondays Oct. 8 – Oct. 29 6:00PM – 9:00PM
ITEM 9063-B892 M. SUMMERS, SPHR Bothell 4 Sessions T/Th Nov. 15 – Nov. 29 6:00PM – 9:00PM

HR SYSTEMS AND METRICS (1.2 CEUS)
HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. Explore the basics of HR Information Management Systems; record-keeping requirements for HR; selecting and implementing a new HRIS; HR metrics calculating; and researching HR issues. Enrollment dependent upon successful completion of other core courses (sans Capstone). Required textbook: See website. Fee: $240
ITEM 9878-B892 S. LEWIS, MSHR, PHR CCEC - Everett, 110 4 Tuesdays Nov. 20 – Dec. 11 6:00PM – 9:00PM

Meet Your Instructor:
LAUREEN RETZER
- Managing Employee Performance

Laureen Retzer is an experienced talent development leader with almost 20 years of experience working in the financial services, banking, insurance and health care industries. Laureen enjoys being both a teacher and student of Human Resources, particularly on what organizations can do to attract, develop and retain quality employees. She holds a master’s in Human Resource Development and both SPHR and SHRM-SCP certifications.

Thank you for your interest in our HR programs. If you have any questions, please contact us at 425-267-0150 or learn@everettcc.edu.
### Human Resources Management

**Exam Preparation**

**HRCI PHR OR SPHR EXAM PREPARATION (2.4 CEUS)**

To earn your Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) credential, you need to meet the experience and education requirements, and pass the exam given by the Human Resources Certification Institute (HRCI). See website for full class description. Fee: $495

- **ITEM 9459-B892**  C. MALONE, SPHR  Bothell
  - 4 Sessions Saturday  Nov. 3 – Dec. 15  9:00AM – 3:30PM
  - No class November 10, 24, and December 8.

**SHRM - CP OR SCP EXAM PREPARATION (2.4 CEUS)**

To earn your Certified Professional (SHRM - CP) or Senior Certified Professional (SHRM - SCP) credential, you need to meet the experience and education requirements, and pass the exam given by the Society for Human Resources Management (SHRM). Required SHRM learning system provided. See website for full class description. Fee: $1295

- **ITEM 9458-B892**  MULTI. INSTRUCTORS  CCEC - Everett, 231
  - 8 Sessions Thursday  Oct. 4 – Nov. 29  6:00PM – 9:00PM
  - Next exam window is Dec 1, 2018 - Feb 15, 2019. Application is accepted till Oct 19, 2018; late application deadline is Nov 9, 2018.

**Certificate Electives**

**ESSENTIALS OF EMPLOYEE HANDBOOKS AND JOB DESCRIPTIONS (.6 CEUS)**

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

- **ITEM 9090-B892**  S. LEWIS, MSHR, PHR  Arlington
  - 2 Wednesdays  Nov. 7 – Nov. 14  5:30PM – 8:30PM

**COACHING FOR HR PROFESSIONALS (.6 CEUS)**

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

- **ITEM 9376-B892**  C. IVERSON  CCEC - Everett, 117
  - 2 Wednesdays  Nov. 28 – Dec. 5  6:00PM – 9:00PM

**PERSONNEL ISSUES - TIPS AND TOOLS (.6 CEUS)**

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

- **ITEM 8993-B892**  C. MALONE, SPHR  Bothell
  - 2 Sessions T/Th  Dec. 11 – Dec. 13  6:00PM – 9:00PM

**RECRUITMENT AND RETENTION: BECOMING THE EMPLOYER OF CHOICE (.9 CEUS)**

We'll learn the basics of employment branding to make your organization stand out, and how that same branding can lower your turnover rate and retain your best people. We'll look at some of the best branded companies and see how you can apply their process to your organization; and look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite: Talent Management: Finding and Keeping the Best. Fee: $180

- **ITEM 9094-B892**  C. MALONE, SPHR  CCEC - Everett, 218
  - 3 Mondays  Sept. 24 – Oct. 8  6:00PM – 9:00PM

**SOCIAL MEDIA AND HR (.6 CEUS)**

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

- **ITEM 8999-B892**  C. MALONE, SPHR  Bothell
  - 2 Mondays  Nov. 19 – Nov. 26  6:00PM – 9:00PM

### BAM

**BACHELOR OF ARTS IN MANAGEMENT**

A customizable education program that leads toward a B.A. in Management – Organizational Excellence Degree through a partnership between EvCC and City University of Seattle.

**START HERE.**

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

**FINISH HERE.**

**FIND MORE ELECTIVES ONLINE:**

EverettCC.edu/HRCert
**LEAN SIX SIGMA GREEN BELT**

*Certificate*

Certificate requires completion of 120.5 course hours:

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

**ELECTIVE COURSES (33 HOURS)**

For currently offered elective courses, view our website.

EverettCC.edu/LeanSixSigma

**Free information sessions**

- Monday, Sept. 10, 6:00-7:30PM, Bothell
- Tuesday, Sept. 11, 6:00-7:30PM, CCEC-Everett
- Wednesday, Sept. 12, 6:00-7:30PM, Kirkland
- Thursday, Sept. 13, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

**LEAN SIX SIGMA GREEN BELT**

**RAPID TRACK**

Earn your Lean Six Sigma Green Belt Certificate in just over six months! See website for details. Fee: $2795

ITEM 8955-B892  MULT. INSTRUCTORS  CCEC - Everett
40 Sessions M/T/W/Th  Sept. 18 – Apr. 30  6:00PM – 9:00PM

**LEAN SIX SIGMA GREEN BELT**

**RAPID TRACK WITH ASQ TEST PREP**

Earn your Lean Six Sigma Green Belt Certificate in just over six months! Complete most of your required hours and take the test prep course right before ASQ test windows. See website for details. Fee: $2995

ITEM 8957-B892  MULT. INSTRUCTORS  CCEC - Everett
40 Sessions M/T/W/Th  Sept. 18 – Apr. 30  6:00PM – 9:00PM

**LEAN PRACTICES OVERVIEW (.35 CEUS)**

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

ITEM 9105-B892  N. NAVARRO, MBA  CCEC - Everett
1 Tuesday  Sept. 18  5:00PM – 8:30PM

**BASIC STATISTICS FOR CONTINUOUS IMPROVEMENT (1.2 CEUS)**

Improve processes using Six Sigma without being intimidated by math and statistics. Explore hands-on statistics training, including what they are, and how they are generated and interpreted. Compare before and after process improvements and explore how they are demonstrated. Review algebraic equations to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required text: See website. Fee: $315

ITEM 9884-B892  E. STEWART, MBA, PMP  CCEC - Everett
4 Sessions T/Th  Sept. 20 – Oct. 2  6:00PM – 9:00PM

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

Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and tools and techniques. Study a foundation of learning applicable to the American Society for Quality (ASQ) Body of Knowledge for Six Sigma Green Belt (SSGB) certification. Class is offered in partnership with Ceptara. Learn from a Six Sigma Black Belt instructor. Required textbook: See website. Fee: $215

ITEM 9897-B892  N. NAVARRO, MBA  CCEC - Everett
2 Mondays  Oct. 22 – Oct. 29  6:00PM – 9:00PM

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

Enhance the understanding of the DMAIC approach with additional concepts related to quality principles and systems, strategy, process management, lean principles, team management and best practices for continuous improvement. Offered in partnership with Ceptara, by Black Belt instructor. Prerequisite: LS5GB - Foundations, please bring your textbook. This course completes the coverage for the ASQ Body of Knowledge. Fee: $389

ITEM 9013-B892  STAFF  CCEC - Everett
5 Tuesdays  Oct. 23 – Nov. 20  6:00PM – 9:00PM

**MANAGING SMALL PROJECTS (.6 CEUS)**

Gain Project Management Institute tools, templates and techniques to manage your small projects effectively. Practice skills that you can put to work immediately whether you are an experienced project manager or new to managing small projects. Develop projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: See website. Fee: $215

ITEM 9065-B892  J. AGRAWAL, MBA  CCEC - Everett
2 Wednesdays  Dec. 5 – Dec. 12  6:00PM – 9:00PM

**Root Cause Analysis and Investigation (.6 CEUS)**

Organizations often focus on symptoms of problems rather than seeking out the true root causes. Learn the foundational tools required in any process improvement approach. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and avoid having to address the same problem repeatedly. Fee: $195

ITEM 9076-B892  N. NAVARRO, MBA  CCEC - Everett
2 Mondays  Oct. 22 – Oct. 29  6:00PM – 9:00PM

**Proactive Planning and Problem Solving (.6 CEUS)**

See page 21 for course description and details.

**Understanding Budgets (.9 CEUS)**

See page 21 for course description and details.

**Introduction to TRIZ: Theory of Inventive Problem Solving**

See page 6 for course description and details.
**NON-PROFIT MANAGEMENT CERTIFICATE**

Certificate requires completion of 99 course hours:

**REQUIRED CORE COURSES**  

<table>
<thead>
<tr>
<th>Course</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Overview</td>
<td>3</td>
</tr>
<tr>
<td>Non-Profit Board Leadership</td>
<td>6</td>
</tr>
<tr>
<td>Fundraising Essentials</td>
<td>9</td>
</tr>
<tr>
<td>Grant Writing Essentials</td>
<td>9</td>
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<tr>
<td>Grant Management Essentials</td>
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<tr>
<td>Volunteer Management</td>
<td>6</td>
</tr>
<tr>
<td>Next Level Leadership</td>
<td>24</td>
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<td><strong>Total Hours:</strong></td>
<td><strong>69</strong></td>
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**ELECTIVE COURSES (30 HOURS)**  

For currently offered elective courses, view our website.

EvCC.edu/NonProfitCert

Free information sessions  
- Monday, Sept. 10, 6:00-7:30PM, Bothell  
- Tuesday, Sept. 11, 6:00-7:30PM, CCEC-Everett  
- Wednesday, Sept. 12, 6:00-7:30PM, Kirkland

Register today! See page 3 for details.

**GRANT WRITING AND GRANT MANAGEMENT ESSENTIALS PACKAGE (2.1 CEUS)**

Enroll with the package and save! Register for the Grant Writing/Grant Management Essentials package and save! Fee: $395  

ITEM 9446-B892  
A. BEARD, Ph.D  
CCEC - Everett, 238  
7 Tuesdays  
Sept. 25 – Nov. 6  
6:00PM – 9:00PM

**GRANT WRITING ESSENTIALS (.9 CEUS)**

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

ITEM 9443-B892  
A. BEARD, Ph.D  
CCEC - Everett, 238  
3 Tuesdays  
Sept. 25 – Oct. 9  
6:00PM – 9:00PM

**GRANT MANAGEMENT ESSENTIALS (1.2 CEUS)**

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

ITEM 9445-B892  
A. BEARD, Ph.D  
CCEC - Everett, 238  
4 Tuesdays  
Oct. 16 – Nov. 6  
6:00PM – 9:00PM

**VOLUNTEER MANAGEMENT (.6 CEUS)**

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

ITEM 9097-B892  
J. CONGER, MNPL  
Arlington  
2 Thursdays  
Nov. 1 – Nov. 8  
5:30PM – 8:30PM

**FIND ELECTIVES ONLINE:**  
EvCC.edu/NonProfitCert

**MEET YOUR INSTRUCTOR:**

**ANGELA BEARD**  
Ph.D

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

“Incredible value for the information received and the advancement potential it provides.”  
- Amy K., 2018 Project Management certificate graduate

**PROJECT MANAGEMENT CERTIFICATE**

Certificate requires completion of 99 course hours:

**REQUIRED CORE COURSES**  

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

For currently offered elective courses, view our website.

EvCC.edu/ProjectManagement

Free information sessions  
- Monday, Sept. 10, 6:00-7:30PM, Bothell  
- Tuesday, Sept. 11, 6:00-7:30PM, CCEC-Everett  
- Wednesday, Sept. 12, 6:00-7:30PM, Kirkland  
- Thursday, Sept. 13, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

**PROJECT MANAGEMENT RAPID TRACK**  
NEW!  
Earn your PM Certificate in as little as six months! See website for details. Fee: $3495  

ITEM 8959-B892  
MULTIPLE INSTRUCTORS  
Kirkland  
33 Sessions T/Th  
Sept. 20 – Feb. 7  
6:00PM – 9:00PM

**PROJECT MANAGEMENT ESSENTIALS (1.5 CEUS)**

Project success doesn’t just happen - it requires careful planning and effective management skills. Gain professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required texts: current versions of PMBOK® and FF MBA. See website for...
PROJECT PLANNING AND SCHEDULING TECHNIQUES (1.5 CEUS)

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

PROJECT TEAM MANAGEMENT (1.5 CEUS)

Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills and tools you need as project manager to achieve high project team performance. Understand how to improve communication, motivate, inspire and manage conflict with techniques you can apply the next day. Text and questionnaire included. Recommended to complete Project Management Essentials before or concurrent enrollment. Fee: $415

MICROSOFT PROJECT FOR PROJECT MANAGERS (1.5 CEUS)

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

PROJECT RISK MANAGEMENT ESSENTIALS (0.9 CEUS)

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

Meet Your Instructor:

ERIC STEWART
MBA, PMP

• Project Management and Lean Six Sigma Courses

Eric Stewart is a certified Project Management Professional (PMP) and an ASQ Certified Six Sigma Black Belt. He has experience managing projects in information technology, healthcare, aerospace manufacturing, human resources and legal support services. He also has managed process improvement projects in corporate and operational settings.

PROJECT EXECUTION AND CONTROL (1.5 CEUS)

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

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

TEAM COLLABORATION (.6 CEUS)
Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders, as well as poorly performing team members. Learn how to address common obstacles to success, including communication, interpersonal challenges, and a lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee: $195

COMMUNICATING WITH IMPACT (.6 CEUS)
Your professional success is largely determined by how well you communicate. Analyze and proactively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow and express yourself with confidence, assertiveness and persuasiveness. Techniques for active listening, speaking, presenting and writing covered. We will implement an interpersonal communication action plan for workplace success and advancement. Fee: $195

ACCOUNTING & FINANCE

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

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

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

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

MEET YOUR INSTRUCTOR:

SCOTT LESLIE
CPA

- Quickbooks Intermediate

Scott Leslie is a CPA with 10+ years of accounting experience using QuickBooks. He is QuickBooks Desktop and Online certified. Scott has a bachelor of arts degree in Accounting and MBA from Western Washington University.

TEACH FOR CCEC! Become an Instructor
Are you an industry professional who wants to share your knowledge and skill? Do you have teaching experience? Consider teaching for CCEC!

EverettCC.edu/TeachCCEC
CERTIFICATIONS

Flagging & Traffic Control

FLAGGING AND TRAFFIC CONTROL CERTIFICATION (3.6 CEUS)

Become a WA certified flagger. Course consists of lecture, slide presentation and mock traffic situations. Upon successful completion you will be issued a certification card validated for three years. Minimum age: 18. Pre-registration is required at least three days before class start date. Note: We can also arrange a class for your employees at your business or at our training site. For more information call 425-267-0150.
Fee: $75
-
 ITEM 9902-B892  M. FOY  CCEC - Everett,  116
  1 Saturday Aug. 25  8:00AM – 2:30PM
-
 ITEM 9138-B892  M. FOY  Bothell
  1 Saturday Sept. 22  9:00AM – 3:30PM
-
 ITEM 9137-B892  M. FOY  CCEC - Everett,  110
  1 Saturday Sept. 29  8:00AM – 2:30PM
-
 ITEM 9141-B892  M. FOY  Bothell
  1 Saturday Oct. 20  9:00AM – 3:30PM
-
 ITEM 9142-B892  M. FOY  CCEC - Everett,  117
  1 Saturday Oct. 27  8:00AM – 2:30PM
-
 ITEM 9148-B892  M. FOY  CCEC - Everett,  110
  1 Wednesday Nov. 7  8:00AM – 2:30PM
-
 ITEM 9144-B892  M. FOY  Bothell
  1 Saturday Nov. 17  9:00AM – 3:30PM
-
 ITEM 9151-B892  M. FOY  CCEC - Everett,  110
  1 Monday Dec. 3  8:00AM – 2:30PM
-
 ITEM 9900-B892  M. FOY  Bothell
  1 Saturday Dec. 15  9:00AM – 3:30PM


Personal Trainer National Certification

PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)

Start an exciting career as a Certified Personal Trainer. Includes 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, health assessment and 16 hours of hands-on practical labs with drills on assessing clients, programming, presentation skills and more. Also includes an optional internship that can walk you into jobs! See website for more information. We strongly encourage interested students to attend free orientations. Fee: $700
-
 ITEM 9909-B892  WITS  Bothell
  6 Saturdays Sept. 22 – Nov. 3  9:00AM – 12:00PM
  Class meets 9 a.m. – 12 p.m. at Cascadia College and 1 p.m. – 4 p.m. at Gold’s Gym Bothell, 15254 Bothell-Everett Highway, Bothell. No class on Oct. 27. Final exam on Nov. 3.
-
 ITEM 9910-B892  WITS  CCEC - Everett,  239
  6 Saturdays Oct. 20 – Dec. 8  9:00AM – 12:00PM
  Class meets 9 a.m. – 12 p.m. at CCEC - Everett and 1 p.m. – 4 p.m. at Columbia Athletic Club, 505 128th Street SE, Everett. No class on Nov. 10, 24. Final exam on Dec. 8.


Health & Fitness

WEEKDAY WAKE-UP ZUMBA ONLY (1.8 CEUS)
Fee: $80
-
 ITEM 9386-B892  N. RICHEY  EvCC Main, FIT,  231
-
 WEEKDAY WAKE-UP CARDIO ONLY (2.3 CEUS)
Fee: $80
-
 ITEM 9384-B892  S. TAGG  EvCC Main, FIT,  148
  21 Sessions T/Th  Sept. 25 – Dec. 6  6:15AM – 7:15AM
-
 WEEKDAY WAKE-UP TAI CHI (1.0 CEUS)
Fee: $55
-
 ITEM 9330-B892  D. DILDAY  EvCC Main, FIT,  101
  10 Fridays Sept. 28 – Dec. 7  7:30AM – 8:00AM
-
 MIDDAY WELLNESS YOGA FIT (1.5 CEUS)
Fee: $55
-
 ITEM 9102-B892  N. RICHEY  EvCC Main, FIT,  231
  21 Sessions M/W  Oct. 2 – Dec. 13  12:15PM – 1:00PM
-
 MIDDAY WELLNESS STRONG BY ZUMBA
Fee: $80
-
 ITEM 9103-B892  K. BREWER  EvCC Main, FIT,  231
  21 Sessions T/Th  Oct. 2 – Dec. 13  12:15PM – 1:00PM
-
 MIDDAY WELLNESS CARDIO FUSION
Fee: $80
-
 ITEM 9220-B892  STAFF  EvCC Main, FIT,  231
  21 Sessions M/W  Oct. 1 – Dec. 12  12:15PM – 1:00PM

Corporate & Continuing Education Center in partnership with LERN.
Practical, how-to information for learners to gain the knowledge and skills necessary to succeed in the 21st century

- Technology
- Marketing
- Teaching

EARN A CERTIFICATE OR TAKE CLASSES INDIVIDUALLY

Certificate in Customer Service .............................................$245
Certificate in Data Analysis ..............................................$495
Certificate in Google Tools ..............................................$495
Cyber Security for Managers .............................................$195
The Business Plan ..........................................................$195
Funding Your Business ......................................................$195
Digital Marketing Certificate ............................................$495
Google Apps for Business ..................................................$195
Certificate in Game Design .................................................$395
  Introduction to Game Design
  Intermediate Video Game Design
  Inbound Marketing Certificate .......................................$495
  Mobile Marketing Certificate .......................................$495
  Video Marketing Certificate .......................................$495
  Google+ .................................................................$495
  Instagram for Business .............................................$195
  Managing Social Media Platforms Certificate ...............$495
  Certificate in Designing Webinars .................................$345
  Developing Hybrid Courses .......................................$195
  Substitute Teacher Preparation ...................................$145
  Using Cell Phones in the Classroom .............................$195
  Certificate in Learning Styles ......................................$395
  Students with ASD ....................................................$195
  Gender in the Classroom ............................................$195
  Generational Learning Styles ....................................$295
  Online Learning & Teaching .......................................$345
  Mobile Marketing Certificate .......................................$495
  Google+ .................................................................$495
  Instagram for Business .............................................$195
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TRAINING FOR K-12 TEACHERS
Certificate in Learning Styles .................................$145
  Students with ASD ....................................................$195
  Gender in the Classroom ............................................$195
  Generational Learning Styles ....................................$295
  Online Learning & Teaching .......................................$345

Visit EverettCC.edu/CCECOnline for detailed course outlines, demos, frequently asked question and student reviews.
**Personal Growth & Development**

**EVERETT CHORALE**
Everett Chorale is a SATB adult community choir. Previous chorus experience preferred, but all levels welcome with an informal audition. Performance at the Everett Performing Arts Center. Rehearsals at Our Savior’s Lutheran Church, 215 Mukilteo Blvd. Special performance dress required. Deadline for 100% refund is 10 days after the first rehearsal. No 50% refund. Course cost includes a $5 non-refundable registration fee. Visit everettchorale.org for more info. Fee: $75

**ITEM 9204-B892**
**STAFF**
Off site
12 Sessions Su/M/F/Sa
Sept. 10 – Dec. 2
7:00PM – 9:30PM
Performances on Saturday and Sunday, December 1 & 2. Dress Rehearsal on Friday, November 30.

**Food & Drink**

**CHINESE TAKEOUT AT HOME**
Learn the secrets of cooking Chinese food at home. Chef Jason will teach you to stir fry and make gossamer thin pancakes for Mu Shu Pork, make beef ultra-tender for Pepper Beef, and to make non-greasy Fried Rice. Fee: $59

**ITEM 9007-B892**
J. GOERTZ
Kirkland
1 Tuesday Oct. 23
6:00PM – 9:00PM

**LEARN TO CUT LIKE A CHEF**
The most basic skill required to transform nature’s bounty into delicious food is cutting with a knife. Chef Jason will teach knife techniques as taught in culinary schools. You will learn to dice, batonnet, julienne, concasse and supreme like a pro, as well as learn specific techniques for onions, garlic, and other common recipe ingredients. Fee: $59

**ITEM 9002-B892**
J. GOERTZ
Kirkland
1 Tuesday Oct. 2
6:00PM – 9:00PM

**THAI COOKING AT HOME**
Thai food has gained in popularity over the past decade, and Chef Jason will show you how to make it at home. On the menu is Chicken Satay with a delicious Peanut Sauce, Pad Thai Noodles with Tofu, Red Curry with Beef, and Tom Yum Koong Soup. Fee: $59

**ITEM 9008-B892**
J. GOERTZ
Kirkland
1 Tuesday Nov. 27
6:00PM – 9:00PM

**Personal Business, Finance, & Investment**

**CREATE A WEBSITE FOR FUN, PROFIT AND BUSINESS (.35 CEUS)**
No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website in 60 minutes. Covers SEO, social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating affiliate websites. Taught by a multi award-winning instructor and published author. Lecture. Fee: $69

**ITEM 9098-B892**
K. BOYD
CCEC – Everett, 218
1 Tuesday Oct. 23
6:00PM – 9:30PM

**Outdoor Recreation**

**AMERICA’S BOATING COURSE (1.0 CEUS)**
Many boat insurance companies offer discounts to those who successfully complete this course. We will give you the education required by most states to obtain a state boat license or operator certificate; and provide the basic knowledge of boats, boat handling, emergency situations, and required safety equipment for the novice boater. Important topics include anchoring, trailer boating, marine communications, and water sport activities. Fee: $120

**ITEM 9226-B892**
EVERETT S&PS
CCEC - Everett, 230
5 Mondays
Sept. 10 – Oct. 8
6:30PM – 8:30PM

**PNW WILD MUSHROOM IDENTIFICATION WITH TASTING (.3 CEUS)**
For the novice fungi enthusiast. We’ll focus on what we can find in our area: fungal morphology and ecology; how they should be harvested, stored, and cooked; and how to identify poisonous look alikes. Sample mushrooms and go over methods of preserving them. Fee: $85

**ITEM 9211-B892**
J. KAMIN-MARTIN
CCEC – Everett, 116
1 Saturday Oct. 13
10:00AM – 1:00PM

**YUMMY FALL PIEs**
NEW!
Just in time for Thanksgiving, Chef Jason will teach you the secrets of the perfect flaky pie crust. Make 3 of the most popular holiday pies: Pumpkin with real whipped cream, Cinnamon Apple, and Pecan. Each student will make a personal pie of each, and take the leftovers home. Fee: $59

**ITEM 9375-B892**
J. GOERTZ
Kirkland
1 Tuesday Nov. 6
6:00PM – 9:00PM
**PERSONAL INTEREST**

EBAY 1- THE BASICS OF SELLING (.3 CEUS)
Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept PayPal payments. Included are selling tips, tricks and the traps to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels and get FREE home pickup. Taught by a multi-award winning instructor and published author from Seattle. Lecture. Fee: $59

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<td>ITEM 9991-B892</td>
<td>K.BOYD</td>
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PASSPORT TO RETIREMENT (.5 CEUS)
Define and create your retirement, assess the costs of retirement, evaluate sources of income, invest for the future, protect your health and wealth, receive funds from retirement plans and manage your estate distribution. The system is filled with compelling statistics and case studies, and the workbook includes a wealth of self-analysis quizzes and worksheets that will help participants long after the workshop is over. Fee: $59

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<td>ITEM 9551-B892</td>
<td>S.BAILEY, CFP</td>
<td>Bothell</td>
<td>2 Thursdays Oct. 18 – Oct. 25</td>
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RETIREMENT PLANNING TODAY™ (.6 CEUS)
Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes two illustrated workbooks. Couples may attend together for a single registration fee. Class sizes are limited so register today! Fee: $59

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<td>ITEM 9190-B892</td>
<td>T.MCILRATH, CFP</td>
<td>Kirkland</td>
<td>2 Tuesdays Sept. 25 – Oct. 2</td>
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REAL ESTATE PRE-LICENSING WASHINGTON STATE (9.0 CEUS)
Earn a Washington state real estate license in as little as 7 weeks. Live lecture course: fundamentals 60-clock hours; practices 30 clock-hours. An online, self-paced course is also available. Either option satisfies the Washington state real estate license education requirement. Live classes presented in 22 separate modules so you can begin your studies at any time during a cycle. Fee: $449

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**Personal Growth & Development**

AN INTRODUCTION TO VOICEOVERS: GETTING STARTED IN VOICE ACTING (.2 CEUS)
Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a real script and receive coaching from your instructor, a professional voice actor, to improve your delivery. Fee: $69

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<td>ITEM 9035-B892</td>
<td>V.FOR ALL</td>
<td>Bothell</td>
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NEUROSCIENCE OF EMOTION REGULATION (1.2 CEUS)
Do you work with people who have difficulty managing their emotions? This engaging and interactive course will help you understand in everyday terms the newest related brain science and helpful strategies. In addition, we will target and reduce one of the most destructive emotions: Shame. Counselors and social workers: This course grants up to 10 CEUs from WMHCA Fee: $169

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<td>H.SMITH</td>
<td>CCEC - Everett, 117</td>
<td>4 Wednesdays Sept. 5 – Sept. 26</td>
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Meet Your Instructor:

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

** Sciences**
CHASING THE FALL COLORS
Learn how to capture beautiful fall photos with instructor Juan Aguilera.
See below for details.

PHOTOGRAHY
CAMERA FUNDAMENTALS (1.2 CEUS)
Take the mystery out of the buttons and dials on your camera. Topics include manual settings; exposure, white balance, and focus; techniques for sharper images; controlling light and depth of field; composition; and much more. Fee: $159
ITEM 9189-B892 J. AGUILERA CCEC - Everett, 218
4 Sessions Saturday Oct. 6 – Oct. 27 9:00AM – 12:00PM
Class will meet off-site on class date in a place of your choosing and will be discussed during the 1st day of class.

CHASING THE FALL COLORS NEW!
Fall colors in the Pacific Northwest are spectacular on the correct day and location. Learn when and how to capture them. Fee: $159
ITEM 9177-B892 J. AGUILERA CCEC - Everett, 117/Off site
4 Sessions Su/ Sa Oct. 13 – Oct. 28 1:00PM – 4:00PM
First two classes meet in classroom 117, second two classes will meet on location. Locations decided during first or second class.

GREATER THAN LIFE (MACRO PHOTOGRAPHY)
Use your DSLR to capture close ups and Macro images. Fee: $159
ITEM 9231-B892 J. AGUILERA CCEC - Everett, 117
4 Fridays Oct. 19 – Nov. 9 5:00PM – 8:00PM

LIGHTROOM FOR PHOTOGRAPHERS (1.2 CEUS)
Lightroom skills can dramatically improve your images. Bring your laptop and download the free trial of Adobe Lightroom to learn how to use it. Fee: $159
ITEM 9257-B892 J. AGUILERA Kirkland
4 Fridays Aug. 24 – Sept. 14 5:00PM – 8:00PM

VISUAL & CREATIVE ARTS
UNDERSTANDING COLORS FOR THE WATERCOLORIST NEW!
Explore watercolor pigments and different ways of mixing color. Learn about temperature, value, and intensity of pigments. Make charts and explore how to match colors. Study classic palettes, look at the emotions of colors and explore its use through art history. Fee: $189
ITEM 9252-B892 C. COLLINS FREEMAN Bothell
7 Thursdays Sept. 20 – Nov. 1 6:00PM – 8:30PM
ITEM 9256-B892 C. COLLINS FREEMAN CCEC - Everett, 231
5 Saturdays Sept. 29 – Nov. 3 10:00AM – 1:00PM

WATERCOLORS MADE EASY NEW!
Learn the fundamentals of watercolor painting: Understanding watercolor supplies, how to draw for paintings in simplified steps, watercolor techniques and different ways to mix colors. Fee: $159
ITEM 9394-B892 C. COLLINS FREEMAN CCEC - Everett, 231
5 Saturdays Sept. 29 – Nov. 3 2:00PM – 5:00PM

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

CHARACTER DEVELOPMENT IN WRITING
ITEM 9269-B892

EBOOKS START TO FINISH
ITEM 9342-B892

TRAVEL WRITING
ITEM 9270-B892

WRITE ABOUT YOUR LIFE
ITEM 9273-B892

COMMAS TO CONTENT: EDIT YOUR OWN WRITING
ITEM 9277-B892

CREATING A SELLING NOVEL
ITEM 9283-B892

FREELANCE WRITING
ITEM 9271-B892

FICTION SERIES
ITEM 9272-B892

SELL YOUR NONFICTION BOOK
ITEM 9284-B892

WRITING FOR CHILDREN
ITEM 9268-B892

EXPLORING POETRY
ITEM 9238-B892

SCRIPT WRITING
ITEM 9201-B892

HUMOR WRITING
ITEM 9237-B892

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ITEM 9283-B892

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BOOKS & SUPPLY LIST ONLINE EverettCC.edu/CourseMaterial

ED2GO

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

Over 250 courses to choose from starting at just $99!
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### SATISFACTION GUARANTEED

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

### OUR REFUND POLICY

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

### CANCELLATIONS

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

### ACCREDITATION

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

### CEUs AND CLOCK HOURS

The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.
Rapid Track

Earn your certificate in as little as 6 months!

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- Human Resources Management
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