Coding & Programming!
Create and maintain complex information through programming
• Excel VBA
• T-SQL
• CATIA V5

Free Information Sessions
See page 3 for details.

Corporate & Continuing Education Center
Expect Excellence
Winter 2019

Everett Community College
EverettCC.edu/CCEC
WHAT CCEC OFFERS

Training programs that enrich lives and promote individual, corporate, and community prosperity.

- Professional development
- Small business acceleration
- Personal interest classes
- Customized training options

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.

QUESTIONS?

For registration help or more information contact us at:
Learn@everettcc.edu
425-267-0150

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

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

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

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You belong here
Join others like you who are inspired by the same topics. Take classes to advance your career, develop technical skills, or learn something fun. Our instructors are experts in their field who want to prepare you to be successful.

You’ve got options
Take classes close to where you live and work. Take as many or few classes as you’d like. There are no added costs for parking at any of our locations. You can take online classes or customized training taught directly at your business too!

It’s 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
RSVP at EverettCC.edu/CCEC to reserve your seat.

WHY CCEC?
The Corporate & Continuing Education Center

AEROSPACE & MANUFACTURING
Information Sessions

A&P TEST PREPARATION
• Tues., January 15, 6:00-7:30PM, Everett
• Tues., March 12, 6:00-7:30PM, Everett

CONVENTIONAL & CNC MACHINE OPERATOR
• Wed., January 16, 6:00-7:30PM, Arlington
• Wed., March 13 6:00-7:30PM, Arlington

ELECTRONICS & TOUROUBLESHOOTING
• Tues., January 15, 6:00-7:30PM, Everett
• Tues., March 12, 6:00-7:30PM, Everett

MANUFACTURING OPERATIONS MANAGEMENT
• Tues., January 15, 6:00-7:30PM, Everett
• Tues., March 12, 6:00-7:30PM, Everett

TRIZ
• Tues., January 15, 6:00-7:30PM, Everett

COMPUTERS & TECHNOLOGY
Information Sessions

DATA SCIENCE ANALYTICS
• Mon., March 4, 6:00-7:00PM, Kirkland

IT PROFESSIONAL CLOUD
• Mon., March 4, 6:00-7:00PM, Kirkland

SOFTWARE TESTING & QUALITY ASSURANCE
• Wed., March 20, 6:00-7:00PM, Bothell

SQL SERVER DEVELOPER
• Thurs., March 28, 6:00-7:00PM, Bothell

PROFESSIONAL DEVELOPMENT
Information Sessions

HIGH PERFORMANCE MANAGEMENT
HUMAN RESOURCES MANAGEMENT
LEAN SIX SIGMA GREEN BELT
NON-PROFIT MANAGEMENT
PROJECT MANAGEMENT

• Mon., January 14, 6:00-7:30PM, Bothell
• Tues., January 15, 6:00-7:30PM, Everett
• Wed., January 16, 6:00-7:30PM, Kirkland
(HR Management excluded)
• Thurs., January 17, 6:00-7:30PM, Arlington
(Project Management & HR Management only)
• Mon., March 11, 6:00-7:30PM, Bothell
• Tues., March 12, 6:00-7:30PM, Everett
• Wed., March 13, 6:00-7:30PM, Kirkland
(HR Management excluded)
• Thurs., March 14, 6:00-7:30PM, Arlington
(Project Management & HR Management only)

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

CORPORATE AND CONTINUING EDUCATION CENTER (USPS 024-884, Vol. 11, No. 3) is published quarterly by Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390. Periodicals postage is paid at Everett, WA and at additional mailing offices. Postmaster: Send address changes to Corporate & Continuing Education Center c/o Everett Community College, 2000 Tower Street, Everett, Washington 98201-1390.
Certificate Programs

CCEC’s certificate programs are designed for the working professional with evening and weekend course offerings at multiple locations. Attend part-time or full-time as your schedule allows. The estimated time for program completion is 4-12 months. Many 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 8, 12, 13, 15, 19
• Electronics & Troubleshooting ....................page 5
• Conventional & CNC Machine Operator ..........page 8
• High Performance Management .....................page 14
• Human Resources Management ......................page 15
• Lean Six Sigma Green Belt .........................page 17
• Manufacturing Operations Management ..........page 7
• Non-Profit Management ................................page 18
• Project Management ....................................page 19
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Industry Certifications

• Certified IPC Specialist (Soldering) ................page 5
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Test Preparations Courses

• Airframe & Powerplant (A&P) .......................page 5
• Lean Six Sigma Green Belt .........................page 17

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.
Meet Your Instructor:

CHRIS RUSSELL

• A&P Test Prep

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

Soldering and Inspection Certifications

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

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

ITEM 9160-B893 J. LARSEN CCEC - Everett, 240 2 Sessions F/Sa Jan. 11 - Jan. 12 8:00AM - 5:00PM

ITEM 9161-B893 C. LITSON CCEC - Everett, 240 2 Sessions F/Sa Feb. 22 - Feb. 23 8:00AM - 5:00PM

IPC J-STD-001 CERTIFICATION (3.2 CEUS)

A Certified IPC Specialist (CIS) is a portable credential, valid for two years, that recognizes proficiency of international soldering standards. Upon successful completion of this course, you’ll receive certification and enhance your skills in high tech, aerospace, and medical electronics manufacturing. Course curriculum includes classroom and laboratory training, a written exam, and skills evaluation. Prerequisite: Previous soldering experience or certification class. Fee: $850

ITEM 9154-B893 J. LARSEN CCEC - Everett, 240 4 Sessions F/Sa Mar. 8 - Mar. 22 8:00AM - 5:00PM

For currently offered elective courses, view our website.

Learn more at a Free Information Session

Meet instructors and ask questions about the Electronics & Troubleshooting certificate.

BASIC ELECTRONICS AND TROUBLESHOOTING (7.2 CEUS)

Study safety, signal tracing and troubleshooting methodology in this two-module intensive hands-on course. Module 1 covers fundamental electronic components, circuits and testing. Module 2 covers the techniques for analyzing and repairing failures in electronics equipment and systems. Understanding of basic algebra and English proficiency strongly recommended. Fee: $1630

ITEM 9152-B893 C. LITSON CCEC - Everett, 240 18 Sessions T/W/Th/F/Sa Feb. 1 - Mar. 14 9:00AM - 1:00PM
INTERMEDIATE ELECTRONICS AND TROUBLESHOOTING (4.0 CEUS)

Advance the skills learned from Basic and Electronics and Troubleshooting course and expand your understanding of analysis and troubleshooting techniques for AC and DC power conversion, electro-mechanical interface circuits, electronic sensors, and breaking down complex schematics. Prerequisite: Successful completion of Basic Electronics and Troubleshooting, or similar experience as well as instructor permission, is required for this intensive hands-on training. Fee: $1250

ITEM 9124-B893  R. MOGSTER  CCEC - Everett, 240
10 Sessions T/W/Th  Mar. 19 - Apr. 9  9:00AM - 1:00PM

BASIC HANDS-ON SOLDERING TRAINING AND ASSEMBLY (1.6 CEUS)
See page 5 for course description and details.

NETWORK FUNDAMENTALS (1.8 CEUS)
Learn the necessary information for networking technologies, installation and common network problem areas. Explore Network Virtualization, Cloud computing, media access control methods, storage, topologies, cabling, Ethernet, TCP/IP protocol, VPNs, Wi-Fi wireless setup and securing your network systems. Prerequisite: Fundamental understanding of computer concepts and basic Windows PC skills. Textbook included ($35 value). Fee: $475

ITEM 8836-B893  N. DEVOGEL  CCEC - Everett, 238
3 Sessions Th/F/Sa  Jan. 31 - Feb. 2  9:00AM - 3:45PM

TRIZ

FREE Information Session: TRIZ (THE THEORY OF INVENTIVE PROBLEM SOLVING)
Learn how to develop better solutions to problems at a lower cost and in less time using TRIZ (The Theory of Inventive Problem Solving). Ideal for Engineers and Project Managers searching for root causes and innovative solutions to their engineering problems.

ITEM 9103-B893  Z. ROYZEN  CCEC - Everett, 116
1 Tuesday  Jan. 15  6:00PM - 7:30PM

INTRODUCTION TO TRIZ: A LEAN PROBLEM SOLVING TOOL (.3 CEUS)
This course provides an overview of the TRIZ system of problem-solving methods including the algorithm for resolving conflicts between product or process parameters while minimizing product changes and costs. Even the most difficult problems with contradictions involved can be routinely solved. TRIZ technology forecasting will help you to invent several product generations ahead. Fee: $125

ITEM 9143-B893  Z. ROYZEN  CCEC - Everett, 117
1 Thursday  Jan. 17  4:00PM - 7:00PM

Accelerate your innovation using TRIZ

For John Higgs, 767 Tanker Transport former chief project engineer, TRIZ refocused the thinking about a technical problem that had stumped a crew of top Boeing engineers for three years. “By applying TRIZ,” says Higgs, “the class came up with two complete solutions that my team had never thought of.” The results, according to Higgs, have put them ahead in the race to reconfigure the 767 into a combined tanker and transport for military use.

TRIZ: Invention Verses Inertia, ED Wells Initiative Newsletter, September 2000

Find out what makes TRIZ such an effective problem-solving approach at a FREE information session on January 15 in Everett.

Visit EverettCC.edu/TRIZ for more information.

Learn more about TRIZ:

TRIZ: Invention Verses Inertia, ED Wells Initiative Newsletter, September 2000
MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE

Certificate requires completion of 144 course hours:

REQUIRED CORE COURSES
- Inventory Management Essentials 30
- Principles of Operations Planning 30
- Principles of Manufacturing Management 30
- Principles of Managing Operations 30

Total Hours: 120

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

EverettCC.edu/ManufacturingCert

Free information sessions
- January 15, 6:00-7:30PM, CCEC-Everett
- March 12, 6:00-7:30PM, CCEC-Everett

Register today! See page 3 for details.

INVENTORY MANAGEMENT ESSENTIALS (3.0 CEUS)
The APICS Principles of Inventory Management course will relay operational knowledge and understanding of techniques, roles and responsibilities, and the impact that inventory can have on a business. This is the recommended starting point for the Managing Operations Certification Program. Required Workbook: Principles of Inventory Management Participant Workbook v.2.0. Books can be ordered through APICS, at apics.org, or call: 1-800-444-2742. Fee: $1325

ITEM 9855-B893  W. LATHAM  CCEC - Everett, 238
8 Sessions M/T/W/Th  Feb. 25 - Mar. 7  10:00AM - 1:45PM

PRINCIPLES OF MANUFACTURING MANAGEMENT (3.0 CEUS)

ITEM 9854-B893  W. LATHAM  CCEC - Everett, 238
8 Sessions M/T/W/Th  Feb. 25 - Mar. 7  2:30PM - 6:15PM

Manufacturing Operations Certificate Electives

MANAGING SMALL PROJECTS (.6 CEUS)
See page 17 for course description and details.

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

HIGH PERFORMANCE MANAGEMENT ESSENTIALS (1.5 CEUS)
See page 14 for course description and details.

PROJECT TEAM MANAGEMENT (1.5 CEUS)
See page 17 for course description and details.

Manufacturing & Paint

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

ITEM 9127-B893  J. SPEICHER  AMTEC, 126
1 Saturday  Mar. 9  9:00AM - 2:00PM
This course will be held at the EvCC’s main campus AMTEC Building, 909 N. Broadway. All students are required to bring safety glasses.

INDUSTRIAL PAINTING ESSENTIALS (4.0 CEUS) NEW!
This 40 hour program includes OSHA 10 certification and familiarizes participants with a foundational knowledge of safety protocols; skills in application methods using different types of spray equipment including HVLP, airless and air-assisted; as well as skills in surface preparation, coatings, and paint types. Key skills of proper tool use, material and safety equipment use, and proper cleaning, storage, and maintenance of equipment will be discussed and applied. Fee: $1200

ITEM 9126-B893  M. POSPICAL  AMTEC
10 Sessions T/Th  Feb. 19 - Mar. 21  5:00PM - 9:00PM
Classes on February 19, 21, and 26 will conclude at 9:30 p.m.
This course will be held at the EvCC’s main campus AMTEC Building, 909 N. Broadway. All students are required to bring safety glasses, a paint suit, and a respirator mask.

Meet Your Instructor:
BILL LATHAM
CFPIM, CIRM
Manufacturing Operations Management courses
Bill Latham is a nationally-recognized APICS Master Instructor. With over 28 years of hands-on experience as a practitioner in purchasing, production scheduling and materials management, Bill brings knowledge of a broad range of manufacturing environments and industries to his classes, seminars and clients.

INSTRUCTORS

Meet Your Instructor:
MATTHEW POSPICAL
- Industrial Painting
Matthew Pospical has more than 5 years’ experience as a professional painter and numerous years as a hobbyist. He has helped prep and paint around 100 airplane liveries, 250 airplane wings, and numerous houses. Matthew is currently working as a painter and in standardized work administration at a large airplane assembly company in Everett.

Meet Your Instructor:
BILL LATHAM
CFPIM, CIRM
Manufacturing Operations Management courses
Bill Latham is a nationally-recognized APICS Master Instructor. With over 28 years of hands-on experience as a practitioner in purchasing, production scheduling and materials management, Bill brings knowledge of a broad range of manufacturing environments and industries to his classes, seminars and clients.
AEROSPACE & MANUFACTURING

CONVENTIONAL & CNC MACHINE OPERATOR CERTIFICATE

Certificate requires completion of 136 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td>Module 1: Machine Operator Essentials</td>
<td>16</td>
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<tr>
<td>Module 2: Conventional Machining Basics</td>
<td>40</td>
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<tr>
<td>Module 3: CNC Operator: Codes – Read, Interpret, Compile</td>
<td>16</td>
</tr>
<tr>
<td>Module 4: CNC Operator: Set Ups - Start to Tryout</td>
<td>20</td>
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<tr>
<td>Module 5: CNC Operator: Making Better Parts</td>
<td>28</td>
</tr>
<tr>
<td>Module 6: CNC Operator: Inspecting Parts</td>
<td>16</td>
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</tbody>
</table>

Total Hours: 136

EverettCC.edu/CNCSeries

Free information sessions
- January 16, 6:00-7:30PM, CCEC-Arlington
- March 13, 6:00-7:30PM, CCEC-Arlington

Register today! See page 3 for details.

CONVENTIONAL AND CNC MACHINE OPERATOR RAPID TRACK (MODULES 1 - 6) (13.6 CEUS)

Enroll in the series and save! Enhance or develop a new skill set as a working machine operator, whether you are a newly hired, promoted or experienced machinist. The Conventional & CNC Operator Series includes Modules 1 - 6. Enroll in all six classes for a savings of $425! Fee: $4875

ITEM 9009-B893 M. WASHBURN Arlington, W131
34 Sessions T/Th Feb. 5 - May 30 5:00PM - 9:00PM
This course will be held at Arlington Campus on Weston High School. All students are required to bring safety glasses.

MACHINE OPERATOR ESSENTIALS (MODULE 1) (1.6 CEUS)

Develop new skills or enforce your current skills to safely operate CNC mills and conventional mills. Learn machine functions and controls, metal cutting theory, milling operations, how to coordinate systems, machine kinematics, production monitoring, and lockout/tagout procedures. Fee: $625

ITEM 9114-B893 M. WASHBURN Arlington, W131
4 Sessions T/Th Feb. 5 - Feb. 14 5:00PM - 9:00PM
This course will be held at the Weston High School campus in Arlington. All students are required to bring safety glasses.

CONVENTIONAL MACHINING BASICS (MODULE 2) (4.0 CEUS)

Achieve new skills or enforce your current skills to safely operate conventional milling machines. Explore set up and operation, metal cutting theory, milling operations, cutting tool selection, coordinate systems, trammng machine, tooling concepts, job planning, and order of operations. Fee: $1550

ITEM 9115-B893 M. WASHBURN Arlington, W131
10 Sessions T/Th Feb. 19 - Mar. 21 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-B894 M. WASHBURN Arlington, W131
4 Sessions T/Th Mar. 26 - Apr. 4 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-B894 M. WASHBURN Arlington, W131
5 Sessions T/Th Apr. 9 - Apr. 23 5:00PM - 9:00PM

CNC OPERATOR: MAKING BETTER PARTS (MODULE 5) (2.8 CEUS)

Accomplish 28 hours of in-lab time, working on different CNC machines to practice your technique. Gain insight and input from instructors and other machinists. Learn proper programming methods and efficient machining techniques. Identify part problems and workholding issues, CNC machine limits, and cutting tool limits. Fee: $1125

ITEM 9118-B894 M. WASHBURN Arlington, W131
7 Sessions T/Th Apr. 25 - May 16 5:00PM - 9:00PM

CNC OPERATOR: INSPECTING PARTS (MODULE 6) (1.6 CEUS)

In this final course, learn how to inspect a machined part by learning how to better use precision measuring tools and their function in machining. Basic blueprint reading and GD&T will also be covered. 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 5, Making Better Parts, will need to bring a sample of their work.

ITEM 9119-B894 M. WASHBURN Arlington, W131
4 Sessions T/Th May 21 - May 30 5:00PM - 9:00PM
Students who have not taken Module 5, Making Better Parts, will need to bring a sample of their work.

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

Get on the Rapid Track to save time and money!
Attend a FREE Information Session January 16 or March 13 to learn more.
**CATIA V5**

**CATIA V5 BOOT CAMP (2.5 CEUS)**

Learn the fundamentals of CATIA V5 in three days! This hybrid training method combines instructor-led sessions with web-based training. Meet for one weekend in class with an instructor. Supplement in-class sessions with access to the online simulation software. Receive two years of access to the software. This series includes the first five classes recommended for those new to CATIA:

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

Fee: $3095

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>8910-B993</td>
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<td>CCEC - Everett</td>
<td>Jan 11 - Jan 13</td>
<td>8:00AM - 5:00PM</td>
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<td>8915-B993</td>
<td>K. Rillos</td>
<td>CCEC - Everett</td>
<td>Mar 15 - Mar 17</td>
<td>8:00AM - 5:00PM</td>
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**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 will use formulas to control numeric features, and focus on parameters and parameter algebra to quickly change designs. We also show how to control our designs from a linked excel spreadsheet. Prior CATIA V5 Experience Preferred. Fee: $1400

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<td>CCEC - Everett</td>
<td>Feb 9</td>
<td>8:00AM - 5:00PM</td>
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</table>

**CATIA V5 PROGRAMMING BASICS (1.2 CEUS)**

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

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<tr>
<td>8928-B993</td>
<td>K. Rillos</td>
<td>ONLINE</td>
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</table>

**Meet Your Instructor:**

**KAAE RILLOS**

- CATIA V5

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

**CATIA V5 ASSEMBLY DESIGN ADVANCED**

Item 8938-B993

**CATIA V5 FUNCTIONAL TOLERANCE AND ANNOTATION**

Item 8939-B993

**CATIA V5 WIREFRAME FUNDAMENTALS**

Item 8970-B993

**Computer Basics and MS Office Applications**

**WELCOME TO COMPUTERS (.6 CEUS)**

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

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<td>8927-B993</td>
<td>J. Hopper</td>
<td>CCEC - Everett</td>
<td>Jan 5</td>
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<td>8924-B993</td>
<td>S. Saunders</td>
<td>Kirkland, T319</td>
<td>Jan 18</td>
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</table>

**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

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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<td>8722-B993</td>
<td>S. Saunders</td>
<td>CCEC - Everett</td>
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<tr>
<td>8921-B993</td>
<td>S. Saunders</td>
<td>Kirkland, T319</td>
<td>Feb 23</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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Instructor</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8930-B993</td>
<td>S. Saunders</td>
<td>CCEC - Everett</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8931-B993</td>
<td>S. Saunders</td>
<td>Kirkland, T319</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prerequisite: Access Level 1 or equivalent experience. Textbook included ($20 value). Works great for previous versions of Access. Fee: $225

ITEM 8724-B893  K. MCCCLIMANS  Kirkland, T319
1 Saturday  Mar. 2  8:30AM - 4:30PM

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

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

ITEM 8951-B893  S. SAUNDERS  CCEC - Everett, 126
1 Saturday  Jan. 12  8:30AM - 4:30PM

ITEM 8865-B893  C. HANKS  Bothell, CCI-211
1 Friday  Jan. 18  8:30AM - 4:30PM

ITEM 8864-B893  S. SAUNDERS  CCEC - Everett, 125
1 Saturday  Jan. 26  8:30AM - 4:30PM

ITEM 8852-B893  C. HANKS  ONLINE
2 Sessions M/W  Jan. 28 - Jan. 30  4:30PM - 8:00PM

Students will be contacted with class access details closer to the start date as the class will be conducted online.

ITEM 8961-B893  C. HANKS  Kirkland, T319
1 Friday  Feb. 1  8:30AM - 4:30PM

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

Practice customizing the Excel environment; create 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

ITEM 8888-B893  C. HANKS  CCEC - Everett, 126
1 Saturday  Feb. 2  8:30AM - 4:30PM

ITEM 8952-B893  S. SAUNDERS  Bothell, CCI-211
1 Friday  Feb. 8  8:30AM - 4:30PM

ITEM 8816-B893  S. SAUNDERS  Kirkland, T319
1 Friday  Feb. 15  8:30AM - 4:30PM

ITEM 8953-B893  C. HANKS  Arlington, W131
1 Saturday  Feb. 23  8:30AM - 4:30PM

ITEM 8889-B893  C. HANKS  ONLINE
2 Sessions M/W  Feb. 25 - Feb. 27  4:30 - 8:00PM

Students will be contacted with class access details closer to the start date as the class will be conducted online.

EXCEL 2016 LEVEL 3: COMPLEX WORKBOOKS (.7 CEUS)

Evolve your spreadsheet skills and master working with multiple workbooks and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, create sparklines, map and forecast data. Prerequisite: Excel Level 1 and 2 or equivalent knowledge. Textbook included ($20 value). Works great for previous versions of Excel. Fee: $225

ITEM 8702-B893  C. HANKS  Bothell, CCI-211
1 Saturday  Mar. 2  8:30AM - 4:30PM

ITEM 8975-B893  C. HANKS  Bothell, CC1-211
1 Saturday  Mar. 2  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 8974-B893  C. HANKS  Bothell, CCI-211
1 Friday  Mar. 1  1:00PM - 4:30PM

Meet Your Instructor:

CLIFF HANKS

• Computer Basics & Desktop Applications

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

EXCEL 2016: DATA ANALYSIS WITH POWER PIVOT (.35 CEUS)

Combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations. This course is lab-example intensive. We are living in the age of big data that is being continuously collected for increasingly detailed transactions. Maximize your effectiveness by using Excel’s Power Pivot to organize, manipulate, and report on data. Recommended: Excel Level 2 or equivalent knowledge. Fee: $125

ITEM 8736-B893  C. HANKS  Bothell, CCI-211
2 Saturdays  Mar. 9 - Mar. 16  8:30AM - 4:30PM

EXCEL 2016: QUICK POWERFUL GRAPHICS WITH POWER VIEW, POWERPIVOT, POWER QUERY, POWER MAP AND POWER BI (1.4 CEUS)

Discover how to combine the functionality of Power View, PowerPivot, Power Query, and Power BI into graphs, charts, KPIs, reports, and other visualizations for use in their business. This course is lab example intensive. Fee: $515

ITEM 8733-B893  C. HANKS  Bothell, CCI-211
2 Sessions  Friday  Mar. 8 - Mar. 15  8:30AM - 4:30PM

EXCEL 2016: PROGRAMMING WITH VBA (1.4 CEUS)

This course is 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). Automating repetitive activities saves you time, helps you get more done with less effort, and increases accuracy. 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-B893  C. HANKS  Bothell, CCI-211
2 Sessions  Friday  Mar. 8 - Mar. 15  8:30AM - 4:30PM
Meet Your Instructor:
SAM SAUNDERS
• Computer Basics & Desktop Applications

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

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

ITEM 8815-B893 J. HOPPER Kirkland, T319
1 Saturday Jan. 12 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-B893 J. HOPPER Kirkland, T319
1 Saturday Mar. 30 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-B893 K. MCCLIMANS CCEC - Everett, 125
1 Saturday Mar. 9 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-B893 C. HANKS Kirkland, T319
2 Sessions F/Sa Jan. 25 - Jan. 26 8:30AM - 4:30PM

SHAREPOINT 2016: LEVEL 2 (1.4 CEUS)
Discover how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs. Textbook included ($45 value). Fee: $395

ITEM 8978-B893 C. HANKS Kirkland, T320
2 Sessions Friday Feb. 15 - Feb. 22 8:30AM - 4:30PM

WORD 2016 LEVEL 1:
MORE COMPLEX DOCUMENTS (.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

ITEM 9851-B893 S. SAUNDERS Kirkland, T319
1 Saturday Mar. 9 8:30AM - 4:30PM

WORD 2016 LEVEL 3:
COMPUTERS & TECHNOLOGY

DID YOU KNOW?
Python is a programming language that can be used to address many problems, including string processing, Internet protocols, software engineering, and operating system interfaces.

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

COMPUTERS & TECHNOLOGY

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

ITEM 9851-B893 S. SAUNDERS Kirkland, T319
1 Saturday Mar. 9 8:30AM - 4:30PM

WORD 2016 LEVEL 3:
MORE COMPLEX DOCUMENTS (.7 CEUS)
Advance features of Word enable you to revise, manage, and secure business documents. Learn the features that are commonly used to collaborate on complicated documents and manage how the documents are accessed and distributed. Prerequisite: Word Level 2 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $225

ITEM 9851-B893 S. SAUNDERS Kirkland, T319
1 Saturday Mar. 9 8:30AM - 4:30PM

Programming

FOUNDATIONS OF PYTHON LEVEL 1 (2.4 CEUS)
Learn the basics of programming in Python; including an introduction on how to use variables, constants, and collection for storing data, use conditional and looping statements to control your programs flow, and how to build interactive scripts. Textbook included. Fee: $495

ITEM 8820-B893 M. LAW Online
6 Sessions T/Th Mar. 7 - Mar. 26 5:30PM - 9:30PM
DATABASE DESIGNS AND CONCEPTS (1.2 CEUS)
Learn how to create real-world, professional databases. Discover how database designs affect usability and performance and how you can design for both. Learn the rules of normalization and when to bend those rules as you create multiple database prototypes. Concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows operating system. Textbook included ($50 value). Fee: $385

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. Prerequisites: Databases Designs and Concepts or equivalent knowledge. Text included ($50 value). Fee: $385

SQL PROGRAMMING LEVEL 2 (1.2 CEUS)
Advance SQL programming techniques using store procedures and other programming constructs. Create many in-class examples to use on the job. Explore views, function, stored procedures, indexing, security, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included ($50 value). Fee: $385

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

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 table designs, Measures and Dimensional attributes, and much more. This class will be taught using Microsoft SQL server, the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included ($50 value). Fee: $385

SQL SERVER DEVELOPER RAPID TRACK (7.2 CEUS)
Enroll in the series and save! Learn foundational skills needed for Microsoft’s SQL Server 2012 administration and development. Move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. Prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Save $105 on these five courses when you enroll in this series:
- Database Designs and Concepts
- SQL Programming Level 1
- SQL Programming Level 2
- SQL Server Administration
- Data Warehouse Design
Course materials included. Fee: $2200

DATA WAREHOUSE DESIGN (1.2 CEUS)
Get on the Rapid Track to save time and money!
Attend a FREE Information Session March 26 to learn more.

“...This course helped me develop a better understanding of query writing, PowerShell, SSRS, and SSIS to the point that I now feel more competent in these areas.”

- Gavin B, 2018 Data Warehouse Design student.
SOFTWARE TESTING & QUALITY ASSURANCE CERTIFICATE

Certificate requires completion of 54 course hours:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Foundations of Software Testing</td>
<td>12</td>
</tr>
<tr>
<td>Software Testing in Agile and Scrum</td>
<td>15</td>
</tr>
<tr>
<td>Software Quality Assurance in Action</td>
<td>9</td>
</tr>
<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>

**FREE Information Sessions**

- March 20, 6:00-7:00PM, Bothell

*Register today! See page 3 for details.*

**SOFTWARE TESTING RAPID TRACK (5.4 CEUS)**

Enroll in the series and save! Register for the entire series and save $100 when compared to enrolling in each course individually. Includes:

- Foundations of Software Testing
- Software Testing in Agile and Scrum
- Software Quality Assurance in Action
- Applied Testing in the Real World

Fee: $1995

**ITEM 8814-B893**

<table>
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<tr>
<th>BOTHELL</th>
<th>CC1-211</th>
<th>18 Sessions M/W Jan. 7 - Mar. 13</th>
<th>6:00PM - 9:00PM</th>
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</thead>
</table>

No class on January 21st and February 18th.

**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, xExtreme Programming, Test Driven Development, and more. Fee: $595

**ITEM 8819-B893**

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<tr>
<th>BOTHELL</th>
<th>CC1-211</th>
<th>5 Sessions M/W Jan. 23 - Feb. 6</th>
<th>6:00PM - 9:00PM</th>
</tr>
</thead>
</table>

**SOFTWARE QUALITY ASSURANCE IN ACTION (.9 CEUS)**

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

**ITEM 8821-B893**

<table>
<thead>
<tr>
<th>BOTHELL</th>
<th>CC1-211</th>
<th>3 Sessions M/W Feb. 11 - Feb. 20</th>
<th>6:00PM - 9:00PM</th>
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</thead>
</table>

No class February 18th.

**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-B893**

| BOTHELL  | CC1-211 | 6 Sessions M/W Feb. 25 - Mar. 13 | 6:00PM - 9:00PM |

**Meet Your Instructor:**

**BRUCE CRONQUIST**

- Software Testing & Quality Assurance courses

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.

**FREE Information Sessions**

**FREE Information Session: CLOUD COMPUTING**

Join us to learn about Cloud Computing and how it is changing the IT Industry. We will introduce the various Cloud Computing models including: IaaS (infrastructure as a Service), PaaS (Platform as a Service), and SaaS (Software as a Service). Also discussing several common scenarios on how you can use the Cloud services to setup and administer a network infrastructure, extend your current on-premises infrastructure to the Cloud, build and manage applications, along with using productivity applications hosted in the Cloud.

**ITEM 8763-B893**

<table>
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<th>KIRKLAND</th>
<th>A201</th>
<th>1 Monday</th>
<th>Mar. 4</th>
<th>6:00PM - 7:00PM</th>
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**FREE Information Session: DATA SCIENCE ANALYTICS CERTIFICATE PROGRAM**

Employers are looking for data-driven problem solvers with strong technical and business skills and the ability to make impactful changes within an organization. If you’re interested in a career utilizing data analytics or to freshen up your skills, come attend our upcoming information session to learn more.

**ITEM 8762-B893**

<table>
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<th>KIRKLAND</th>
<th>A202</th>
<th>1 Monday</th>
<th>Mar. 4</th>
<th>6:00PM - 7:00PM</th>
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</table>
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 9878-B893 S. AFFHOLTER, MBA CCEC - Everett, 218
8 Sessions Monday Jan. 28 - Apr. 1 6:00PM - 9:00PM
No class February 4 or 18, 2019.

ITEM 9067-B893 A. SUCIU Kirkland
8 Sessions T/Th Mar. 12 - Apr. 4 3:00PM - 6:00PM

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 9047-B893 A. SUCIU Kirkland
5 Thursdays Feb. 14 - Mar. 14 6:00PM - 9:00PM

TRAINING THAT CONNECTS TO REAL JOBS!
Visit us at EverettCC.edu/ProfJobs for job listings and more information.
HUMAN RESOURCES MANAGEMENT CERTIFICATE

Certificate requires completion of 102 course hours:

**REQUIRED CORE COURSES**

- Human Resources Essentials: 9 hours
- Employment Law: 15 hours
- Talent Management - Finding and Keeping the Best: 12 hours
- Managing Employee Performance: 12 hours
- Total Rewards: 12 hours
- HR Systems and Metrics: 12 hours
- HR Certificate Capstone: 9 hours

**TOTAL HOURS:** 81

**ELECTIVE COURSES (21 HOURS)**

For currently offered elective courses, view our website.

EverettCC.edu/HRCert

Free information sessions:
- January 14, 6:00-7:30PM, Bothell
- January 15, 6:00-7:30PM, Everett
- January 17, 6:00-7:30PM, Arlington
- March 11, 6:00-7:30PM, Bothell
- March 12, 6:00-7:30PM, Everett
- March 14, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

HR MANAGEMENT RAPID TRACK

**Earn your certificate in as little as six months!**

This program is held on Tuesday and Thursday evenings and saves you money and time.

Fee: $2495

**ITEM 8956-B893** M. SUMMERS, SPHR Bothell
34 Sessions T/Th Jan. 10 - May 7 6:00PM - 9:00PM

HR MANAGEMENT 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 9863-B893** L. RETZER, SPHR Bothell
3 Sessions T/Th Jan. 10 - Jan. 17 6:00PM - 9:00PM

**ITEM 9318-B893** S. LEWIS, MSHR, PHR Arlington
3 Tuesdays Jan. 22 - Feb. 5 5:30PM - 8:30PM

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-B893** M. SUMMERS, SPHR Bothell
5 Sessions T/Th Jan. 31 - Feb. 14 6:00PM - 9:00PM

**ITEM 9317-B893** S. LEWIS, MSHR, PHR Arlington
5 Wednesdays Feb. 6 - Mar. 6 5:30PM - 8:30PM

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 9875-B893** C. MALONE, SPHR CCEC - Everett, 218
2 Saturdays Jan. 26 - Feb. 23 9:00AM - 3:30PM

**ITEM 9080-B893** C. MALONE, SPHR Bothell
4 Sessions T/Th Feb. 19 - Feb. 28 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 9081-B893** C. IVERSON CCEC - Everett, 117
2 Saturdays Jan. 26 - Feb. 23 9:00AM - 3:30PM

**ITEM 9068-B893** L. RETZER, SPHR Bothell
4 Sessions T/Th Mar. 5 - Mar. 14 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 9306-B893** J. SUNDERLAND, MBA, SPHR Arlington
4 Tuesdays Mar. 5 - Mar. 26 5:30PM - 8:30PM

**ITEM 9063-B893** M. SUMMERS, SPHR Bothell
4 Sessions T/Th Mar. 19 - Mar. 28 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 9091-B893** M. SUMMERS, SPHR Bothell
3 Sessions T/Th Jan. 31 - Feb. 7 6:00PM - 9:00PM

**ITEM 9083-B893** C. MALONE, SPHR CCEC - Everett, 117
4 Mondays Feb. 4 - Mar. 4 6:00PM - 9:00PM

No class on February 18.

HUMAN RESOURCES CERTIFICATE CAPSTONE (.9 CEUS)

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

**ITEM 9898-B893** S. LEWIS, MSHR, PHR Arlington
3 Wednesdays Jan. 9 - Jan. 23 5:30PM - 8:30PM

**ITEM 9084-B893** C. MALONE, SPHR Bothell
3 Sessions T/Th Jan. 31 - Feb. 7 6:00PM - 9:00PM

**ITEM 9101-B893** C. MALONE, SPHR CCEC - Everett, 231
3 Wednesdays Mar. 13 - Mar. 27 6:00PM - 9:00PM
**Human Resources Management Certificate Electives**

**WORKING WITH ORGANIZED EMPLOYEES (.6 CEUS)**

Working within an organized environment requires unique skills and knowledge. Learn how and why employees unionize; the legal code governing unions (and the unionization process); steps in union certification; the collective bargaining process; grievance resolution; and how to work effectively with employees to develop and sustain a positive working relationship based on trust. Prerequisite: Human Resources Essentials. Fee: $130

- **ITEM 9085-B893** J. Sunderland, MBA, SPHR
  - Arlington
  - 2 Tuesdays
  - Feb. 12 - Feb. 19
  - 5:30PM - 8:30PM

**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 9093-B893** J. Sunderland, MBA, SPHR
  - Bothell
  - 3 Sessions T/Th
  - Jan. 22 - Jan. 29
  - 6:00PM - 9:00PM

**EMPLOYEE TRAINING AND DEVELOPMENT (.6 CEUS)**

Most HR professionals will be involved at some level in employee training and development. Study the theory of adult learning; how training and development differ; how to conduct a needs analysis; how to develop training and manage external training vendors; and how to evaluate training effectiveness. Practice exercises that you can take back and use immediately within your organizations. Prerequisite: HR Essentials. Fee: $195

- **ITEM 9066-B893** S. Lewis, MSHR, PHR
  - Arlington
  - 2 Wednesdays
  - Mar. 13 - Mar. 20
  - 5:30PM - 8:30PM

**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 9453-B893** V. Kenmir-Hopper, SPHR
  - CCEC - Everett, 117
  - 1 Saturday
  - Mar. 1 - Mar. 18
  - 9:00AM - 3:30PM

**CONDUCTING HR INVESTIGATIONS (.6 CEUS)**

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

- **ITEM 9064-B893** E. Robinson, PHR
  - CCEC - Everett, 238
  - 1 Saturday
  - Feb. 9
  - 9:00AM - 3:30PM

**SUPERVISOR-TEAM LEAD TRAINING (1.5 CEUS)**

See page 14 for course description and details.

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

See page 17 for course description and details.

**UNDERSTANDING BUDGETS (.9 CEUS)**

See page 20 for course description and details.

**FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUS)**

See page 20 for course description and details.

**TEAM COLLABORATION (.6 CEUS)**

See page 20 for course description and details.

**MANAGING PRIORITIES AND TIME (.6 CEUS)**

See page 20 for course description and details.

**TEAM COLLABORATION (.6 CEUS)**

See page 20 for course description and details.
LEAN SIX SIGMA GREEN BELT CERTIFICATE

Certificate requires completion of 120.5 course hours:

REQUIRED CORE COURSES HOURS
Lean Practices Overview 3.5
Basic Statistics for Continuous Improvement 12
Lean Six Sigma Green Belt Foundations 18
Lean Six Sigma Green Belt Advanced 18
Managing Small Projects 6
Project Team Management 1.5
Lean Six Sigma Green Belt Capstone 1.5
Total Hours: 87.5

ELECTIVE COURSES (33 HOURS)

For currently offered elective courses, view our website.

EverettCC.edu/LeanSixSigma

Free information sessions

- January 14, 6:00-7:30PM, Bothell
- January 15, 6:00-7:30PM, Everett
- January 16, 6:00-7:30PM, Kirkland
- March 11, 6:00-7:30PM, Bothell
- March 12, 6:00-7:30PM, Everett
- March 13, 6:00-7:30PM, Kirkland

Register today! See page 3 for details.

MANAGING SMALL PROJECTS (.6 CEUS)
Gain Project Management Institute tools, templates and techniques to manage your small projects effectively. Practice skills that you can put to work immediately whether you are an experienced project manager or new to managing small projects. Develop projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: See website. Fee: $215

ITEM 9886-B893 S. THOMPSON, MBA, PMP Bothell 1 Saturday Feb. 2 9:30AM - 4:00PM

PROJECT TEAM MANAGEMENT (1.5 CEUS)
Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills and tools you need as project manager to achieve high project team performance. Understand how to improve communication, motivate, inspire and manage conflict with techniques you can apply the next day. Text and questionnaire included. Prerequisite: Project Management Essentials before or concurrent enrollment. Fee: $415

ITEM 9934-B893 S. THOMPSON, MBA, PMP CCEC - Everett, 110 2 Saturdays Jan. 12 - Jan. 26 9:00AM - 5:00PM

No class on January 19, 2018.

Meet Your Instructor:

SAL THOMPSON
MBA, PMP
- Lean Six Sigma Green Belt and Project Management courses

Sal Thompson, MBA, PMP®, has over 19 years of IT and Project Management experience in financial and retail sectors working for Fortune 500 companies. As a Senior Project Manager at Key Consulting, her clients span manufacturing, healthcare, government, residential construction and global pharmaceutical organizations. Sal is a volunteer instructor with the PSPMI. She has served on a local nonprofit board and as faculty at City University and Bellevue College.

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

ITEM 9018-B893 STAFF CCEC - Everett, 110 6 Tuesdays Feb. 19 - Apr. 30 6:00PM - 9:00PM

LEARN SIX SIGMA GREEN BELT EXAM PREP

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

ITEM 9455-B893 N. NAVARRO, MBA CCEC - Everett, 230 4 Tuesdays Jan. 8 - Jan. 29 6:00PM - 9:00PM

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

INTRODUCTION TO TRIZ: A LEAN PROBLEM SOLVING TOOL (.3 CEUS)
See page 6 for course description and details.
Discover best practices for legal and ethical requirements; effective communication with the board and the public; and for recruiting and leading board members. Required text: See website. Fee: $185
ITEM 9865-B893  S. AFFHOLTER, MBA CCEC - Everett, 117
2 Tuesdays Jan. 22 - Jan. 29  6:00PM - 9:00PM

FUNDRAISING ESSENTIALS (.9 CEUS)
Develop a basic understanding of the essential fundamentals of fundraising and resource development for non-profit organizations. Present, discuss and learn the theories and practices that will prepare you to successfully develop strategies to secure sustainable revenue sources to support your organization’s mission. Explore donor trends, various fundraising methods and skills that are central to successful fundraising. Required text: See website. Fee: $210
ITEM 9075-B893  J. CONGER, MNPL Bothell
3 Tuesdays Feb. 12 - Feb. 26  6:00PM - 9:00PM

GRANT WRITING AND GRANT MANAGEMENT ESSENTIALS PACKAGE (2.1 CEUS)
Enroll with the package and save! Register for both Grant Writing and Grant Management Essentials courses and save! Fee: $395
ITEM 9357-B893  A. BEARD, Ph.D Kirkland
7 Wednesdays Jan. 30 - Mar. 13  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 9347-B893  A. BEARD, Ph.D Kirkland
3 Wednesdays Jan. 30 - Feb. 13  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 9864-B893  A. BEARD, Ph.D Kirkland
4 Wednesdays Feb. 20 - Mar. 13  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 9460-B893  J. CONGER, MNPL Kirkland
2 Wednesdays Mar. 20 - Mar. 27  6:00PM - 9:00PM

NEXT LEVEL LEADERSHIP (2.4 CEUS)
See page 14 for course description and details.

Non-Profit Management Certificate Electives

PROJECT MANAGEMENT ESSENTIALS (1.5 CEUS)
See page 19 for course description and details.

MANAGING SMALL PROJECTS (.6 CEUS)
See page 17 for course description and details.

MANAGING EMPLOYEE PERFORMANCE (1.2 CEUS)
See page 15 for course description and details.

UNDERSTANDING BUDGETS (.9 CEUS)
See page 20 for course description and details.

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

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

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

Free information sessions

- January 14, 6:00-7:30PM, Bothell
- January 15, 6:00-7:30PM, Everett
- January 16, 6:00-7:30PM, Kirkland
- March 11, 6:00-7:30PM, Bothell
- March 12, 6:00-7:30PM, Everett
- March 13, 6:00-7:30PM, Kirkland

Register today! See page 3 for details.

BOOKS & SUPPLY LIST ONLINE EverettCC.edu/CourseMaterial

Free information sessions
- January 14, 6:00-7:30PM, Bothell
- January 15, 6:00-7:30PM, Everett
- January 16, 6:00-7:30PM, Kirkland
- March 11, 6:00-7:30PM, Bothell
- March 12, 6:00-7:30PM, Everett
- March 13, 6:00-7:30PM, Kirkland

Register today! See page 3 for details.

FREE INFORMATION SESSIONS
- January 14, 6:00-7:30PM, Bothell
- January 15, 6:00-7:30PM, Everett
- January 16, 6:00-7:30PM, Kirkland
- March 11, 6:00-7:30PM, Bothell
- March 12, 6:00-7:30PM, Everett
- March 13, 6:00-7:30PM, Kirkland

Register today! See page 3 for details.
PROJECT MANAGEMENT CERTIFICATE

Certificate requires completion of 99 course hours:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
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<tbody>
<tr>
<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>
<td>15</td>
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<tr>
<td>Project Management Capstone</td>
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Total Hours: 84

ELECTIVE COURSES (15 HOURS)

For currently offered elective courses, view our website.

EverettCC.edu/ProjectManagement

Free information sessions

- January 14, 6:00-7:30PM, Bothell
- January 15, 6:00-7:30PM, Everett
- January 16, 6:00-7:30PM, Kirkland
- January 17, 6:00-7:30PM, Arlington
- March 11, 6:00-7:30PM, Bothell
- March 12, 6:00-7:30PM, Everett
- March 13, 6:00-7:30PM, Kirkland
- March 14, 6:00-7:30PM, Arlington

Register today! See page 3 for details.

PROJECT MANAGEMENT ESSENTIALS (1.5 CEUS)

Project success doesn't just happen - it requires careful planning and effective management skills. Gain professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required texts: current versions of PMBOK® and FF MBA. See website for details. Fee: $395

ITEM 9862-B893 S. GOLDSMITH, MBA, PMP Bothell 5 Sessions T/Th Jan. 22 - Feb. 5 6:00PM - 9:00PM
ITEM 9417-B893 M. MULLIN, MBA, PMP, CSM CCEC - Everett, 110 5 Wednesdays Jan. 23 - Feb. 20 6:00PM - 9:00PM

Meet Your Instructor:

SCOTT GOLDSMITH
MBA, PMP

- Project Management Essentials

Scott Goldsmith is Senior Program Manager at Amazon. He has over 15 years experience managing engineering, information technology and robotics qualification projects. Scott is an Air Force veteran and strong supporter for youth athletics in north Snohomish county.

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

ITEM 9369-B893 C. HOPPER Kirkland 5 Sessions T/Th Jan. 8 - Jan. 22 6:00PM - 9:00PM
ITEM 9873-B893 M. ALDRICH CCEC - Everett, 125 5 Thursdays Feb. 21 - Mar. 14 6:00PM - 9:00PM
ITEM 9439-B893 M. ALDRICH HYBRID The first session meets on February 9th from 9am - 12pm at CCEC 2333 Seaway Blvd., Everett room 126. Remaining sessions held online through March 16th. Course equivalent to 15 hours.
ITEM 8908-B893 C. HOPPER Arlington 5 Thursdays Feb. 28 - Mar. 28 5:30PM - 8:30PM

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

ITEM 9026-B893 D. THOMPSON, MBA Arlington 5 Tuesdays Feb. 12 - Mar. 12 5:30PM - 8:30PM
ITEM 9043-B893 Z. BROWN HOPKINS, PMP Bothell 5 Sessions T/Th Feb. 26 - Mar. 12 6:00PM - 9:00PM

PROJECT TEAM MANAGEMENT (1.5 CEUS)

See page 17 for course description and details.

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

ITEM 9369-B893 C. HOPPER Kirkland 5 Sessions T/Th Jan. 8 - Jan. 22 6:00PM - 9:00PM
ITEM 9873-B893 M. ALDRICH CCEC - Everett, 125 5 Thursdays Feb. 21 - Mar. 14 6:00PM - 9:00PM
ITEM 9439-B893 M. ALDRICH HYBRID The first session meets on February 9th from 9am - 12pm at CCEC 2333 Seaway Blvd., Everett room 126. Remaining sessions held online through March 16th. Course equivalent to 15 hours.
ITEM 8908-B893 C. HOPPER Arlington 5 Thursdays Feb. 28 - Mar. 28 5:30PM - 8:30PM

PROJECT MANAGEMENT CAPSTONE (.9 CEUS)

Summarize and reinforce program teachings in simulated real-world conditions. Serve as Project Manager and key stakeholders in scenario/case study formats using notes and materials from all previous courses. Prerequisites: Completion of all Project Management Certificate program courses. Fee: $395

ITEM 9312-B893 M. FISCHER, PMP Arlington 5 Tuesdays Feb. 12 - Mar. 12 5:30PM - 8:30PM
ITEM 9026-B893 D. THOMPSON, MBA Arlington 5 Tuesdays Feb. 12 - Mar. 12 5:30PM - 8:30PM
ITEM 9043-B893 Z. BROWN HOPKINS, PMP Bothell 5 Sessions T/Th Feb. 26 - Mar. 12 6:00PM - 9:00PM

Instructor Sal Thompson talks about the Project Management certificate: EverettCC.edu/ProjectManagement
required courses. Review of course notes from all Project Management Certificate program required courses before class start is expected. Fee: $225

ITEM 9857-B893 D. SPAYTH, PMP Kirkland
3 Sessions T/Th Jan. 31 - Feb. 7 6:00PM - 9:00PM

ITEM 9441-B893 S. THOMPSON, MBA, PMP CCEC - Everett, 110
3 Saturdays Mar. 9 - Mar. 23 9:30AM - 12:30PM

PROJECT REQUIREMENTS MANAGEMENT (.6 CEUS)
Define, manage and avoid pitfalls of Project Requirements. Inadequate processes for requirement’s definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. Required text: See website. Fee: $195

ITEM 9035-B893 D. SPAYTH, PMP Kirkland
2 Sessions T/Th Jan. 24 - Jan. 29 6:00PM - 9:00PM

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

ITEM 9039-B893 J. SCHERRER, MBA, PMP Bothell
3 Sessions T/Th Mar. 14 - Mar. 21 6:00PM - 9:00PM

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

ITEM 9859-B893 E. STEWART, MBA, PMP Arlington
2 Thursdays Feb. 14 - Feb. 21 5:30PM - 8:30PM

MANAGING SMALL PROJECTS (.6 CEUS)
See page 17 for course description and details.

UNDERSTANDING BUDGETS (.9 CEUS)
See page 20 for course description and details.

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

DEALING WITH CHALLENGING BEHAVIORS (.6 CEUS)
See page 20 for course description and details.

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

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

Personal & Professional Excellence Series

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-B893 M. BUSCHMOHLE CCEC - Everett, 117
1 Saturday Mar. 2 9:00AM - 3:30PM

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

ITEM 9071-B893 A. SUCIU CCEC - Everett, 231
1 Saturday Feb. 23 9:00AM - 3:30PM

MANAGING PRIORITIES AND TIME (.6 CEUS)
What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: $195

ITEM 9879-B893 J. AGRAWAL, MBA, CSSBB Bothell
2 Sessions T/Th Jan. 31 - Feb. 7 6:00PM - 9:00PM

Understanding BUDGETS (.9 CEUS)
Budgets are the means by which financial assets are planned, controlled and strategically managed. For business, an effective budget provides the strategic planning and the tools to verify the plans are tracking to specific goals. Learn the tools and processes to build and manage a budget, as well as some useful skills targeted at building and managing budgets for businesses from company financial data. Required textbook: See website. Fee: $279

ITEM 9879-B893 J. AGRAWAL, MBA, CSSBB Bothell
2 Saturdays Mar. 9 - Mar. 16 9:00AM - 2:00PM

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

ITEM 8985-B893 D. THOMPSON, MBA Bothell
5 Mondays Jan. 28 - Mar. 4 6:00PM - 9:00PM
No class on February 18.

ACCOUNTING & FINANCE

ITEM 9045-B893 D. THOMPSON, MBA Bothell
5 Sessions T/Th Feb. 21 - Mar. 7 3:00PM - 6:00PM

ITEM 9061-B893 D. THOMPSON, MBA Bothell
5 Sessions T/Th Feb. 21 - Mar. 7 10:00AM - 1:00PM
**Flagging & Traffic Control**

**FLAGGING AND TRAFFIC CONTROL CERTIFICATION (3.6 CEUS)**

Become a WA State certified flagger. Course consists of lecture, slide presentation, and mock traffic situations. Upon successful completion you will be issued a certification card valid for three years. Minimum age: 18. Includes half-hour lunch break. Pre-registration is required at least three days before class start date. We can arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. Fee: $75

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**Personal Trainer**

**PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)**

Start an exciting career as a Certified Personal Trainer. Includes 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, health assessment and 16 hours of hands-on practical labs with drills on assessing clients, programming, presentation skills and an optional internship that can walk you into jobs! **See website for more information.** We strongly encourage interested students to attend a free orientation. Fee: $700

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<td>12 Sessions T/Th</td>
<td>Feb. 5 - Mar. 21</td>
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<td>6:00PM - 9:00PM</td>
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<tr>
<td>ITEM 9310-B893</td>
<td>W. STAFF</td>
<td>CCEC - Everett, 239</td>
<td>6 Saturdays</td>
<td>Jan. 26 - Mar. 9</td>
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<td>9:00AM - 12:00PM</td>
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<td>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. Class will not meet on Mar. 2. National exam given Mar. 9.</td>
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**HYBRID PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUS)**

Limited time for an in-person class? This hybrid course is for students wanting the convenience of an online class with in-depth instruction and hands-on practical labs. Your key bonus option is to master the hands-on skills at your local fitness center as part of the program. Includes mentored online self-paced lessons for optimal learning. **See website for more information.** We strongly encourage interested students to attend a free orientation. Fee: $680

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**Health & Fitness**

**WEEKDAY WAKE-UP ZUMBA (1.8 CEUS)**

Start the week off on Monday with Zumba®! Class meets at the EvCC Walt Price Fitness Center; Multipurpose room. Fee: $80

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<td>Class will not meet on Jan. 21 and Feb. 18.</td>
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**WEEKDAY WAKE-UP CARDIO ONLY (2.0 CEUS)**

We work on cardiovascular fitness and endurance using weight machines, treadmills, and bikes. Class meets at the EvCC Walt Price Fitness Center; Fitness & Weight room (FIT 148). Fee: $80

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<td>Jan. 8 - Mar. 14</td>
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**PERSONAL TRAINER NATIONAL CERTIFICATION FREE ORIENTATION**

Please register for Live Your Passion, Become a Personal Trainer! All times listed are Pacific Standard Time

- May 3 1PM [http://tinyurl.com/fitnessorientation517](http://tinyurl.com/fitnessorientation517)
- June 1 9AM [http://tinyurl.com/fitnessorientation617](http://tinyurl.com/fitnessorientation617)

**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 Basic Game Design ......................................... $395
- Introduction to Game Design ................................................ $395
- Intermediate Video Game Design ......................................... $395
- Inbound Marketing Certificate .............................................. $495
- Mobile Marketing Certificate ................................................ $595
- Mastering Video Marketing Certificate .................................. $395
- Google+ ........................................................................... $195
- Instagram for Business ........................................................ $195
- Managing Social Media Platforms Certificate ......................... $495
- Certificate in Designing Successful Webinars ....................... $345
- Substitute Teacher Preparation ............................................. $145
- Using Cell Phones in the Classroom ....................................... $145

**TRAINING FOR K-12 TEACHERS**

- Certificate in Learning Styles .............................................. $395
- Students with ASD .............................................................. $395
- Gender in the Classroom ..................................................... $395
- Generational Learning Styles .............................................. $395
- Online Learning & Teaching ................................................. $145

For detailed course outlines, demos, frequently asked question and student reviews, visit [EverettCC.edu/CCECOline](http://EverettCC.edu/CCECOline)
PERSONAL INTEREST

WEEKDAY WAKE-UP TAI CHI (1.0 CEUS)
Learn the ancient Chinese martial art practiced for both its defense training and its health benefits. Discover the joy of movement for balance, grace and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art and a martial art. Fee: $55
ITEM 9330-B893  D. DILDAY  EvCC - Main, NBL, 101
20 Sessions T/Th  Jan. 8 - Mar. 14  7:30AM - 8:00AM

WEEKDAY WAKE-UP YOGA FIT (1.0 CEUS)
YogaFit is designed to improve the health, performance, and mental acuity of athletes or individuals interested in improving their level of fitness. Based on the ancient fitness science of hatha yoga, it blends balance, strength, flexibility and power in a fitness format. Yoga is a gift for the body and the mind. Fee: $55
ITEM 9182-B893  K. CHILTON  EvCC - Main, FIT, 231
9 Fridays  Jan 18 - Mar. 15.  6:15AM - 7:15AM

MIDDAY WELLNESS CARDIO FUSION (1.2 CEUS)
Join us for kickboxing, HIIT, weights, and bands for a total body, heart pumping aerobic and strength conditioning workout. We will combine endurance, speed, interval training and power with guided focus and motivational music! ALL ARE WELCOME!! Beginners get in shape and more experienced exercisers will be challenged!! Have fun, reduce stress, and get a great workout! Fee: $80
ITEM 9220-B893  STAFF  EvCC - Main, FIT, 231
16 Sessions M/W  Jan. 14 - Mar. 13  12:15PM - 1:00PM
Class will not meet on January 21 and February 18.

MIDDAY WELLNESS STRONG BY ZUMBA (1.35 CEUS)
STRONG by Zumba™ is a High Intensity Interval Training class using more traditional fitness moves for a more athletic, conditioning-style workout. You use your own body weight as resistance to achieve muscle definition. There are movements inspired by dance but these are limited compared to a Zumba® class, so it is perfect for those not comfortable in a full-out workout. You use your own body weight as resistance to achieve muscle definition. There are movements inspired by dance but these are limited compared to a Zumba® class, so it is perfect for those not comfortable in a full-out workout. Options are offered to increase/decrease intensity. Athletic clothing is recommended. Required supplies: 1 yoga mat and 1 foam yoga block. Fee: $59
ITEM 9196-B893  M. LARSON  Bothell
10 Fridays  Jan. 11 - Mar. 15  12:00PM - 1:00PM

LUNCHTIME YOGA
NEW!
Learn how combining yoga poses with simple breath and mindfulness techniques can improve your physical and mental well-being. This gentle, effective workout will lead to increased flexibility, strength and balance, while students also learn yoga techniques and philosophies for stress reduction, relaxation and increased mindfulness in all aspects of life. Karuna blends hatha, yin, anusara and flow styles, and may be adapted for chair yoga. Fee: $65
ITEM 9242-B893  D. BROOKS  CCEC - Everett, 117
10 Fridays  Jan. 11 - Mar. 15  12:00PM - 1:00PM

VINYASA YOGA FLOW
NEW!
Meet yourself on the mat and give your body and mind the gift of yoga! Vinyasa yoga links physical postures with breath, allowing students to develop flexibility, strength, and mindfulness. Practicing with a curious and compassionate mindset assists in giving your body what it needs. All levels are welcome! Options are offered to increase/decrease intensity. Athletic clothing is recommended. Required supplies: 1 yoga mat and 1 foam yoga block. Fee: $59
ITEM 9196-B893  M. LARSON  Bothell
10 Fridays  Jan. 11 - Mar. 15  12:00PM - 1:00PM

Outdoor Recreation

AMERICA’S BOATING COURSE (1.0 CEUS)
Boating is fun! And we show you how. Our award-winning five weeks of classroom instruction, coupled with our exclusive on the water, hands-on training has something for everyone -- whether you are thinking of buying your first boat or have many sea miles beneath your keel. Upon course completion you can apply for the Washington State Boater Education card. Now is the time to take our course to be ready for the upcoming boating season. Fee: $120
ITEM 9226-B893  G. BONTRAGER  EvCC Main - IND 103
9 Fridays  Jan 11 - Mar. 15  6:30PM - 8:30PM
No class on February 18, 2019.

World Languages

AMERICAN SIGN LANGUAGE V (ASL 222) (5 CREDITS)
For registration details, fees, and refund information, visit EverettCC.edu/Classes. Fee: $537
9488-B893  BONTRAGER L  EvCC Main - IND 103
19 Sessions M/W  Jan 7, 18 - Mar. 18  5:00PM-7:10PM
Class will not meet on Jan. 23 and Feb. 18.

FRENCH LEVEL 1 (1.6 CEUS)
In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Required text: See website. The same textbooks will be used for Levels 1 and 2. Fee: $169
ITEM 9011-B893  M. LARSON  Bothell
8 Thursdays  Jan. 10 - Feb. 28  6:30PM - 8:30PM

ITALIAN FOR TRAVELERS LEVEL 1 (1.6 CEUS)
Taking a trip to Italy and want to learn Italian? It's not enough to fare la valigia (pack your suitcase) and watch Italian language movies before you arrive in Italy. Whether you're sight-seeing in such world-famous cities as Florence, Rome, and Venice, on a business trip in Milan, or reuniting with family, this introductory class will give you the confidence and comfort in nearly every situation. Required text: See website. Fee: $169
ITEM 9101-B893  R. BERTOLDI  EvCC - Main, WHL, 352
8 Tuesdays  Jan. 8 - Feb. 26  6:30PM - 8:30PM

ITALIAN FOR TRAVELERS LEVEL 2 (1.6 CEUS)
For registration details, fees, and refund information, visit EverettCC.edu/Classes. Fee: $537
9466-B893  R. BERTOLDI  EvCC - Main, WHL, 352
19 Sessions M/W  Jan 7, 18 - Mar. 18  5:00PM-7:10PM

SPANISH FOR TRAVELERS LEVEL 1 (1.2 CEUS)
Traveling to a Spanish-speaking country or just want to learn Spanish for fun? Join us for this relaxing, practical approach to acquiring basic Spanish vocabulary and useful phrases to use on your next vacation, at work, or at home. Includes travel tips and typical cultural faux pas that can...
take away from your travel enjoyment. Perfect for beginners or as a refresher course. Required textbook: See website. Fee: $120
ITEM 9172-B893  B. JOHNSON  CCEC - Everett, 218
6 Wednesdays  Feb. 6 - Mar. 13  6:30PM - 8:30PM

Food & Drink

FRESH MOZZARELLA CHEESE (.2 CEUS)  NEW!
In this 2 hour class, participants will learn how to make delicious creamy mozzarella cheese, one that is great on pizza! Julie Kamin-Martin, owner of Oly-Cultures, will discuss which milk is best, which temperature to use, and which cultures to make kombucha, water & milk kefir, wild yeast sourdough starters and more. She also teaches numerous cooking classes on each of her products throughout the Salish Sea area and Portland, sharing what has worked for her over the years. Being a native of the Pacific Northwest she is actively gathering and harvesting many of the wild edibles native to the area, which she incorporates in many of her classes and always encourages others to do the same.
ITEM 9046-B893  J. KAMIN-MARTIN  CCEC - Everett, 116
1 Saturday  Feb. 23  1:00PM - 3:00PM

Meet Your Instructor:

JULIE KAMIN-MARTIN
• Food & Drink courses

Julie is the owner and founder of Oly-Cultures, growing live cultures to make kombucha, water & milk kefir, wild yeast sourdough starters and more. She also teaches numerous cooking classes on each of her products throughout the Salish Sea area and Portland, sharing what has worked for her over the years. Being a native of the Pacific Northwest she is actively gathering and harvesting many of the wild edibles native to the area, which she incorporates in many of her classes and always encourages others to do the same.

WILD KOMBUCHA (.2 CEUS)  NEW!
How much did you pay for your last bottle of kombucha? No more! Walk through the steps of fermenting kombucha at home. Learn how to successfully ferment kombucha in two stages, achieving the FIZZ in the second stage. Use Salish Sea wild ingredients to flavor your kombucha as well as fresh fruit, herbs, spices and veggies! Come and see what else can be made incorporating your kombucha. Learn everything it takes to be a true kombuchasseur! Fee: $30
ITEM 9017-B893  J. KAMIN-MARTIN  CCEC - Everett, 116
1 Saturday  Feb. 23  10:00AM - 12:00PM

Personal Business, Finance, & Investment

BECOME A MYSTERY SHOPPER! (.3 CEUS)
Yes, there is such a thing as a free lunch! Companies hire people to evaluate their stores and employees. They need information to train workers and improve customer service, and so you can earn extra income while you shop and eat! Learn who is hiring, what companies expect, writing evaluations, tax reporting, common scams, and how to get started. Basic Internet skills required. Class price includes $20 book with over 300 companies and resources. Fee: $59
ITEM 9199-B893  B. MOORADIAN  CCEC - Everett, 218
1 Tuesday  Feb. 5  6:30PM - 9:30PM

WORK AT HOME JOBS FOR REAL PEOPLE (.3 CEUS)
Need extra ways to supplement your income but can’t figure out what is legitimate? This class is for you! Learn how to identify scams, promote your talents, and find legitimate work-at-home jobs. Whether you need to get out of debt, save for vacation, or just need to get food on the table, you will learn what is available to achieve your goals. Basic Internet skills required. Class price includes $20 book with over 700 companies and resources. Fee: $59
ITEM 9184-B893  B. MOORADIAN  CCEC - Everett, 218
1 Monday  Jan. 28  6:30PM - 9:30PM

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 quickly! Covers website layout planning, SEO, social media marketing, the tips and traps of website design, and how to test your site. Plus how to create money generating Affiliate websites. Taught by a multi award-winning instructor and published author from Seattle. Lecture. Fee: $69
ITEM 9198-B893  T. MCLIRATH, CFP  CCEC - Everett, 218
2 Tuesdays  Jan. 29 - Feb. 5  6:30PM - 9:30PM
ITEM 9202-B893  T. MCLIRATH, CFP  Bothell
2 Saturdays  Jan. 26 - Feb. 2  9:00AM - 12:00PM
ITEM 9188-B893  T. MCLIRATH, CFP  CCEC - Everett, 116
2 Tuesdays  Feb. 19 - Feb. 26  6:30PM - 9:30PM
ITEM 9193-B893  T. MCLIRATH, CFP  CCEC - Everett, 110
2 Saturdays  Feb. 23 - Mar. 2  9:00AM - 12:00PM

EBAY 1 - THE BASICS OF SELLING (.3 CEUS)
Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept PayPal payments. Included are selling tips, tricks and the traps to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels and get FREE home pickup. Taught by a multi-award winning instructor and published author from Seattle. Lecture. Fee: $59
ITEM 9391-B893  K. BOYD  CCEC - Everett, 238
1 Monday  Mar. 18  6:00PM - 9:00PM

REAL ESTATE PRE-LICENSING WASHINGTON STATE (9.0 CEUS)
Obtain a Washington state real estate license in as little as 7 weeks. Live Lecture Course: Fundamentals 60-hour classes; Practices 30 clock-hours. ONLINE self-paced course is also available. Either option satisfies the Washington state pre-licensure education requirement. Live classes presented in 22 separate modules so you can begin your studies at any time during a cycle. Fee: $449
ITEM 9200-B893  CENTURY 21  Off site/Arranged
You may start the program anytime. Tuesdays & Thursdays meet 6pm-10pm, and/or Saturdays meet 8:30am-4:30pm. Meet at 1133 164th ST SW #109, Lynnwood 98087 or online.

RETIREMENT PLANNING TODAY! (.6 CEUS)
Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes two illustrated workbooks. Couples may attend together for a single registration fee. Class sizes are limited so register today! Fee: $59
ITEM 9190-B893  T. MCLIRATH, CFP  Bothell
2 Tuesdays  Jan. 22 - Jan. 29  6:30PM - 9:30PM
ITEM 9202-B893  T. MCLIRATH, CFP  Bothell
2 Saturdays  Jan. 26 - Feb. 2  9:00AM - 12:00PM
ITEM 9188-B893  T. MCLIRATH, CFP  CCEC - Everett, 116
2 Tuesdays  Feb. 19 - Feb. 26  6:30PM - 9:30PM
ITEM 9193-B893  T. MCLIRATH, CFP  CCEC - Everett, 110
2 Saturdays  Feb. 23 - Mar. 2  9:00AM - 12:00PM

TAX & INCOME PLANNING STRATEGIES FOR 2018 AND BEYOND
A course for those 55 and up teaching the principles of sound tax and retirement income planning with emphasis on the new tax code changes. This course focuses on financial terms and concepts that are important to retirement. It explains strategies designed to accomplish common objectives such as Inflation Protection,
Meet Your Instructor:

ADELAID EL ZEIN
CFP®, MBA

- Wealth Creation Today

Adelaide is a graduate of the University of Phoenix while teaching overseas in Germany and the United Arab Emirates.

PREPARING FOR YOUR FUTURE (.4 CEUS) NEW!

Want to plan for retirement, a major purchase, or how to financially protect you and your family? If yes, this class is for you. Learn the basics of financial planning, challenges, and the way to work toward establishing your goals. Designed for anyone who has financial goals or wants to learn about the world of financial planning. Make your own basic initial plan in class. Fee: $59

ITEM 9362-B893  R. KEPPLER, CFP  CCEC - Everett, 110
2 Thursdays Jan. 24 - Jan. 31 6:30PM - 8:30PM
ITEM 9374-B893  R. KEPPLER, CFP  CCEC - Everett, 116
2 Saturdays Jan. 26 - Feb. 2 9:30AM - 11:30AM

WEALTH CREATION TODAY™ NEW!

For adults age 35-50: Whether you are a corporate veteran, business owner, high-powered consultant or independently wealthy, Wealth Creation Today™ uses a comprehensive, unbiased approach to deliver rewards over a lifetime that you can set the foundations of your legacy. This course includes two illustrated textbook workbooks. Couples may attend together for a single registration fee. Class sizes are limited so register today! Fee: $59

ITEM 9379-B893  A. EL ZEIN, MBA, CFP  CCEC - Everett, 110
2 Tuesdays Mar. 12 - Mar. 19 6:30PM - 9:30PM
ITEM 9381-B893  A. EL ZEIN, MBA, CFP  CCEC - Everett, 116
2 Saturdays Mar. 16 - Mar. 23 9:00AM - 12:00PM

EDUCATION IN PERSONAL INTEREST

Sciences

NEUROSCIENCE AND EMOTION; UNDERSTANDING AND REGULATING YOUR INNER WORLD (.6 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 CEUs from WMHCA). Fee: $85

ITEM 9336-B893  H. SMITH, MA, LMHC, MHP  CCEC - Everett, 117
2 Wednesdays Feb. 13 - Feb. 20 6:00PM - 9:00PM

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 9294-B893  STAFF  Our Savior’s Lutheran Church
12 M / 1 Sa Jan. 7 - Mar. 25 7:00PM - 9:30PM
Performances on Saturday Mar. 30.

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

ITEM 9891-B893  V. FOR ALL  Bothell
1 Wednesday Jan. 30 6:00PM - 8:00PM
ITEM 9179-B893  V. FOR ALL  CCEC - Everett, 117
1 Thursday Feb. 7 6:00PM - 8:00PM
ITEM 9192-B893  V. FOR ALL  Kirkland
1 Wednesday Mar. 13 6:00PM - 8:00PM

Photography

CAMERA FUNDAMENTALS (.2 CEUS)

Take the mystery out of the buttons and dials on your camera. Learn to go beyond auto for truly creative photographs. Topics include manual settings; exposure, white balance, and focus; techniques for sharper images; controlling light and depth of field; composition; and much more. Fee: $159

ITEM 9189-B893  J. AGUILERA  Kirkland
4 Saturdays Jan. 12 - Feb. 9 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. No class on January 19.

INTERMEDIATE PHOTOGRAPHY (.2 CEUS)

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

ITEM 9377-B893  J. AGUILERA  Kirkland
4 Saturdays Jan. 12 - Feb. 9 1:00PM - 4:00PM
No class on January 19.
LIGHTROOM FOR PHOTOGRAPHERS (1.2 CEUS)
Learn how to use Adobe Photoshop Lightroom®, a powerful, professional-grade image management and enhancement tool that can furrow the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom to learn how to use it. Fee: $159
ITEM 9257-B893 J. AGUILERA CCEC - Everett, 117
4 Fridays Jan. 11 - Feb. 1 5:00PM - 8:00PM

CREATE YOUR OWN COMIC!
Learn how to tell a story through the art of comics. See below for course details.

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

PAINTING FRUIT AND VEGETABLES IN WATERCOLOR (1.6 CEUS)
We’ll cover basic techniques and use of color, glazing and dry brush techniques. We will look at drawing, composition, and lighting. We will have fun as we learn how to paint in the magical medium of watercolors! Level: All levels. Supplies: See website. Fee: $189
ITEM 9094-B893 C. COLLINS FREEMAN CCEC - Everett, 239
8 Saturdays Jan. 12 - Mar. 16 10:00AM - 12:00PM
No class on January 19 and February 16, 2019.

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
## COURSE INDEX

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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.)

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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.

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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.
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