Project Management Certificate Program

Learn practical skills that you can apply on the job right away.

Prepare for or maintain your project management certification through dozens of PMI-approved courses taught by certified project management experts.

See page 20 for details.
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OUR MISSION
We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.

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

HIGH PERFORMANCE MANAGEMENT

Improve your people, processes and profits

Lead others with confidence and acquire practical knowledge and skills for a business environment.

See page 13 for course listings.

Call 425-267-0150 for more information.

Contact Corporate & Continuing Education Center

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

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

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

Customized Training
learn@lwtech.edu 425-267-0162
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, procedure, or process 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.
## Certificate Programs

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## Certifications

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## FREE information sessions

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

### Aerospace & Manufacturing Programs

- **A&P Test Preparation**
  - Tuesday, June 13, 6:00-7:30PM, Everett
  - Tuesday, September 5, 6:00-7:30PM, Everett

- **Aviation Ground School**
  - Tuesday, June 13, 6:00-7:30PM, Everett
  - Tuesday, September 5, 6:00-7:30PM, Everett

- **Conventional & CNC Machine Operator**
  - Tuesday, September 12, 6:00-7:30PM, Arlington

- **Electronics & Troubleshooting**
  - Tuesday, June 13, 6:00-7:30PM, Everett
  - Tuesday, September 5, 6:00-7:30PM, Everett

- **Manufacturing Operations Management**
  - Tuesday, June 13, 6:00-7:30PM, Everett
  - Tuesday, September 5, 6:00-7:30PM, Everett

### Computers & Technology Programs

- **Cloud Computing**
  - Wednesday, June 7, 5:30-6:30PM, Kirkland

- **Software Testing & Quality Assurance**
  - Wednesday, June 7, 7:30-8:30PM, Kirkland

- **SQL Server Developer Certificate**
  - Wednesday, June 7, 5:30-6:30PM, Everett

### Business & Professional Certificate Programs

- **High Performance Management**
- **Human Resources Management**
- **Lean Six Sigma Green Belt**
- **Non-Profit Management**
- **Project Management**
  - Tuesday, June 13, 6:00 - 7:30PM, Everett
  - Wednesday, June 14, 6:00 - 7:30PM, Bothell
  - Tuesday, June 20, 6:00 - 7:30PM, Arlington
  - Wednesday, June 21, 6:00 - 7:30PM, Kirkland

*Human Resources Management is not held in Kirkland.*
A & P Test Preparation

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

ITEM 9110-B674  B. DAVIS  CCEC - Everett, 116
1 Tuesday  June 13  6:00PM - 7:30PM
ITEM 9110-B782  B. DAVIS  CCEC - Everett, 116
1 Tuesday  Sept. 5  6:00PM - 7:30PM

WKT--Written Knowledge Test Preparation (1.0 CEUs)
Prepare to test for an FAA Mechanic Certificate with an Airframe, Powerplant, or A&P rating. This is a computer-guided Written Knowledge Test (WKT) prep course. Fee: $150

ITEM 9158-B781  C. RUSSELL  CCEC - Everett, 126
2 Sessions T/W  July 11 - July 12  5:00PM - 9:00PM
This is a computer guided course in a computer lab

General Knowledge--Oral and Practical Exam Preparation (1.2 CEUs)
Fee: $525

ITEM 9159-B781  B. DAVIS  Aviation - PFC, 8008
3 Sessions T/Th  July 18 - July 20  5:00PM - 9:00PM

Airframe--Oral and Practical Exam Preparation (1.2 CEUs)
Fee: $525

ITEM 9160-B781  C. RUSSELL  Aviation - PFC, 8008
3 Sessions T/Th  July 25 - July 27  5:00PM - 9:00PM

Powerplant--Oral and Practical Exam Preparation (2.0 CEUs)
Fee: $525

ITEM 9161-B781  B. DAVIS, C. RUSSELL  Aviation - PFC, 8008
4 Sessions T/Th/Tha  Aug. 1 - Aug. 5  5:00PM - 9:00PM
This class is scheduled: Tuesday - Thursday, 5pm - 9pm and Saturday, 8am - 5pm. Saturday’s class is a practical knowledge lab.

Aviation Ground School

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

ITEM 9393-B674  O. NAIMI  CCEC - Everett, 116
1 Tuesday  June 13  6:00PM - 7:30PM
ITEM 9393-B782  O. NAIMI  CCEC - Everett, 116
1 Tuesday  Sept. 5  6:00PM - 7:30PM

Aviation Ground School - Private Pilot (6.0 CEUs)

ITEM 9392-B781  O. NAIMI  CCEC - Everett, 218
20 Sessions T/Th  July 20 - Aug. 29  10:00AM - 1:00PM
ITEM 9390-B781  O. NAIMI  CCEC - Everett, 218
20 Sessions T/Th  July 20 - Aug. 29  5:00PM - 8:00PM
No class on July 4.

Meet Your Instructor: Oscar Naimi

• Aviation Ground School - Private Pilot  page 5
Oscar Naimi is an aerospace engineer, an advanced FAA aviation ground school instructor and a private pilot. He has over 45 years of aviation experience. Oscar worked for the Boeing Company for 25 years and retired 11 years ago. He enjoys flying, teaching, biking, and playing music.

Meet Your Instructor: Jonathan Larsen

• Soldering and Inspection Certifications  page 5
Along with being a part time soldering instructor, Jonathan also works full time as a mechanical technician and has a worked in electronic assembly and aerospace manufacturing for nearly nine years. In his free time, he enjoys hanging out with his wife and 3 sons, home improvement projects and incorporating modern technology into our daily lives.

Soldering and Inspection Certifications

Lead-Free 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: $365

ITEM 9129-B781  J. LARSEN  CCEC - Everett, 240
2 Sessions F/Th  July 23 - July 24  8:00AM - 5:00PM
ITEM 9146-B781  J. LARSEN  CCEC - Everett, 240
2 Sessions F/Th  July 21 - July 22  8:00AM - 5:00PM

IPC J-STD-001 Certification (3.2 CEUs)
Achieve an internationally recognized two-year industry certification and enhance your skills in high tech, aerospace, and medical electronics manufacturing. A Certified IPC Specialist (CIS) is a portable credential that recognizes proficiency of international soldering standards. Course curriculum includes classroom and laboratory training, a written exam, and skills evaluation. Prerequisite: Previous soldering experience or certification class. Fee: $765

ITEM 9151-B781  J. LARSEN  CCEC - Everett, 240
4 Sessions F/Th  Aug. 4 - Aug. 12  8:00AM - 5:00PM

Interested in Aerospace Training?
Visit EverettCC.edu/Aerospace
Electronics & Troubleshooting Certificate

FREE Information Session: Electronics and Troubleshooting Program
Learn about Everett Community College’s Electronics and Troubleshooting Certificate Program. In this free one-hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered while learning if the Electronics and Troubleshooting program is right for you. Registration recommended.

ITEM 9162-B674 STAFF CCEC - Everett, 116
1 Tuesday June 13 6:00PM - 7:30PM

ITEM 9162-B782 STAFF CCEC - Everett, 116
1 Tuesday Sept. 5 6:00PM - 7:30PM

Lead Free 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: $365

ITEM 9129-B781 J. LARSEN CCEC - Everett, 240
2 Sessions F/Sa July 23 - July 24 8:00AM - 5:00PM

ITEM 9146-B781 J. LARSEN CCEC - Everett, 240
2 Sessions F/Sa July 21 - July 22 8:00AM - 5:00PM

Network Fundamentals (1.8 CEUs)
Learn the necessary information for networking technologies, installation and common network problem areas. Explore media access control methods, topologies, cabling, Ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: Fundamental understanding of computer concepts and basic Windows skills. Textbook included ($35 value). Fee: $450

ITEM 8836-B781 N. DEVOGEL CCEC - Everett, 109
3 Sessions Th/F/Fa July 20 - July 22 9:00AM - 3:45PM

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

ELECTRONICS & TROUBLESHOOTING CERTIFICATE ELECTIVES

IPC J-STD-001 Certification (3.2 CEUs)
See page 5 for course description and details.

IPC-A-610 CIS Certification (2.4 CEUs)
See website for course description.

Wire and Cable Harness Assembly with IPC/WHMA-A-620 Certification
See website for course description.

Quality Control Essentials (3.0 CEUs)
See website for course description.

Manufacturing

Blueprint Reading Essentials (1.5 CEUs)
Study and practice the basics of blueprints as used in the manufacturing trades. Understand and interpret the terms, abbreviations and symbols incorporated in today’s engineering drawings. Fee: $725

ITEM 9410-B781 D. CHASE CCEC - Arlington, W131
5 Sessions T/Th July 11 - July 25 5:00PM - 8:00PM

Geometric Dimensioning and Tolerancing (1.5 CEUs)
Learn the real world skills needed to understand GDT designs and manufacture parts. Practice how to interpret designs based on datums and the 14 characteristics as well as how to inspect and prove that parts meet specifications. This course is ideal for machinists, planners, tool makers, inspectors and CMM operators. Fee: $725

ITEM 8917-B781 D. CHASE CCEC - Arlington, W126
5 Sessions T/Th Aug. 8 - Aug. 22 5:00PM - 8:00PM

Forklift Operator Certification

Forklift Operator I, IV, V Certification (.5 CEUs)
Review and demonstrate OSHA forklift safety procedures. Complete and pass a written exam and practical training assessment to become certified in class I, IV and V forklifts with an Operator’s card valid for three years. Fee: $175

ITEM 9127-B781 J. SPEICHER AMTEC, 125
1 Saturday July 15 9:00AM - 2:00PM
This course will be held at the Everett Community College main campus AMTEC Building, 909 N. Broadway. All students are required to bring Safety Glasses.
MANUFACTURING OPERATIONS MANAGEMENT CERTIFICATE

Enhance the skills required for success in today’s global economy.

• Learn how to be successful in production and distribution careers
• Gain understanding of inventory planning and control, including operations management
• Obtain industry guided training such as managing operations and manufacturing management
• APICS-aligned

Manufacturing Operations Management Certificate
Certificate requires completion of 144 course hours:

REQUIRED COURSES (120 hours) HOURS
Inventory Management Essentials 30
Principles of Operations Planning 30
Principles of Manufacturing Management 30
Principles of Managing Operations 30

ELECTIVE COURSES (24 hours)
Work towards an entire certificate or take classes individually.

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett

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

MANUFACTURING OPERATIONS CERTIFICATE ELECTIVES

Managing Small Projects (.6 CEUs)
See page 16 for course description and details.

Root Cause Analysis & Investigation (.9 CEUs)
See page 16 for course description and details.

High Performance Management Essentials (1.5 CEUs)
See page 13 for course description and details.

Project Team Management (1.5 CEUs)
See page 16 for course description and details.

Conventional and CNC Machine Operator Series
FREE Information Session: Conventional and CNC Machine Operator Series
Bring your questions and learn about Everett Community College’s Conventional and CNC Machine Operator Series. During this free one hour session you will have an opportunity to meet your instructor and discuss each of the six training modules. Discover why this training is ideal for new and experienced machine operators. Registration recommended.

ITEM 9113-B674 M. WASHBURN CCEC - Arlington, Commons
1 Tuesday Sept. 12 6:00PM - 7:30PM

Do you want to enhance your MACHINIST TRAINING?

Advance your skills as a machine operator.
For newly hired, promoted, and experienced machinists.

Improve your understanding of how to safely operate CNC and conventional mills, how to read, interpret and compile codes, and practice using these codes to set up jobs.
Make better parts and inspect parts more accurately.

Conventional & CNC Machine Operator Series:
• Module 1: Machine Operator Essentials (1.6 CEUs)
• Module 2: Conventional Machining Basics (4.0 CEUs)
• Module 3: Codes - Read, Interpret, Compile (1.6 CEUs)
• Module 4: Set-up and Prove Out (2.0 CEUs)
• Module 5: Making Better Parts (2.8 CEUs)
• Module 6: Inspecting Parts (1.6 CEUs)

Watch for the next Conventional and CNC Machine Operator Series COMING THIS FALL.

Visit EverettCC.edu/Aerospace for more information
CATIA V5 Boot Camp (.5 CEUs)
Learn the fundamentals of CATIA V5 in three days! This hybrid training method combines instructor-led sessions with web-based training. Meet for one weekend in class with an instructor. Supplement in-class sessions with access to the online simulation software. Receive two years of access to the software. This series includes the first five classes recommended for those new to CATIA:
- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

Fee: $2945

ITEM 8910-B781 K. Rillos CCEC - Everett, 117
3 Sessions Su/F/Sa July 14 - July 16 8:00AM - 5:00PM
This is an online course

CATIA V5 Online Package (.4 CEUs)
Study CATIA at your pace and in the comfort of your own home. The web-based curriculum includes video demonstrations and interactive lab exercises using a CATIA simulation program. Enroll and start class at any time. Take up to 90 days to complete the five course package and 21 days to complete an individual course. This online package which includes the first five classes, for a saving of $200! Fee: $1875

ITEM 8923-B781 K. Rillos ONLINE

ONLINE CATIA V5 COURSES (.8 CEUS EACH)
INSTRUCTOR: K. Rillos FEE: $415 EACH

Introduction To CATIA
ITEM 8930-B781

Assembly Design Fundamentals
ITEM 8931-B781

Sketcher And Auto-Constraints
ITEM 8932-B781

Part Design Fundamentals
ITEM 8933-B781

Part & Product Integration
ITEM 8934-B781

Drafting Fundamentals
ITEM 8935-B781

Assembly Design Advanced
ITEM 8936-B781

Functional Tolerance And Annotation
ITEM 8937-B781

Introduction To Surfacing
ITEM 8938-B781

Part & Product Integration
ITEM 8939-B781

Sketcher And Auto-Constraints
ITEM 8940-B781

Surfacing Operations
ITEM 8941-B781

Wireframe Fundamentals
ITEM 8942-B781

Computer Basics & Desktop Applications

Welcome to Computers (.6 CEUs)
Explore the Windows environment and general computer concepts, even if you have limited or no computer experience. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; and how to create, organize, and manage folders. Discover how to customize your desktop experience for ease of use. Textbook included ($20 value). Fee: $215

ITEM 8951-B781 K. Mc CLIMANS CCEC - Arlington, W131
1 Saturday July 22 8:30AM - 4:30PM

Access 2016 Level 1: The Basics (.7 CEUs)
Develop fundamentals skills of Microsoft Access and practice general database design. Learn how to work with table data, querying a database, creating advanced queries, generating reports, and customizing the Access environment. Prerequisite: Basic proficiency with Windows. Good working knowledge of Word and Excel is highly recommended. Textbook included ($20 value) This course content also works great for previous versions of Access. Fee: $215

ITEM 8952-B781 W. BERKLEY CCEC - Bothell, C11-230
1 Monday July 7 8:30AM - 4:30PM

Excel 2016 Level 1: Spreadsheet Basics (.7 CEUs)
Develop an understanding of spreadsheets with hands-on practice using Microsoft Excel 2016. Learn how to create and save a basic worksheet, perform calculations, modify and format a worksheet, and print and manage workbooks. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8961-B781 S. SAUNDERS CCEC - Kirkland, T319
1 Saturday June 24 8:30AM - 4:30PM

Access 2016 Level 2: Beyond the Basics (.7 CEUs)
Expand your knowledge of spreadsheets to increase your productivity. Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8953-B781 W. BERKLEY CCEC - Bothell, C11-211
1 Friday June 30 9:00AM - 4:00PM

Excel 2016 Level 2: Beyond Excel Basics (.7 CEUs)
Advance your knowledge of spreadsheets to increase your productivity. Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8954-B781 S. SAUNDERS CCEC - Kirkland, T319
1 Saturday July 15 8:30AM - 4:30PM

Excel 2016 Level 3: Advanced Applications (.7 CEUs)
Develop advanced skills in creating and formatting workbooks. Prerequisite: Basic proficiency with Windows. Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 2 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8955-B781 W. BERKLEY CCEC - Bothell, C11-230
1 Monday July 30 8:30AM - 4:30PM

Excel 2016 Level 4: Advanced Applications (.7 CEUs)
Continue building your skills in creating and formatting workbooks. Prerequisite: Basic proficiency with Windows. Practice customizing the Excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, Slicers, and PivotCharts. Prerequisite: Excel Level 3 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215

ITEM 8956-B781 W. BERKLEY CCEC - Bothell, C11-211
1 Friday Aug. 12 8:30AM - 4:30PM
Excel 2016 Level 3: Complex Workbooks (.7 CEUs)
Evolve your spreadsheet skills beyond functions, formulas, features and functionality. Master working with multiple sheets and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing workbooks, using automated analysis tools, create sparklines, map and forecast data.
Prerequisite: Excel Level 1 and 2 or equivalent knowledge. Textbook included ($20 value). This course content also works great for previous versions of Excel. Fee: $215
ITEM 8702-B781 S. SAUNDERS CCEC - Everett, 125
1 Saturday Aug. 19 8:30AM - 4:30PM
ITEM 8769-B781 C. HANKS CCEC - Kirkland, T319
1 Saturday Aug. 12 5:30PM - 9:30PM

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: $120
ITEM 8975-B781 C. HANKS CCEC - Bothell, C1-211
1 Friday June 23 8:30AM - 12:00PM

Excel 2016: Data Analysis with Power Pivot (.35 CEUs)
Learn 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. 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: $120
ITEM 8974-B781 C. HANKS CCEC - Bothell, C1-211
1 Friday June 23 1:00PM - 4:30PM

PowerPoint 2016 Level 2 (.7 CEUs)
Enhance your PowerPoint skills using a variety of audio and visual tools that help your presentation stand out in a crowd. Practice advanced presentation techniques that take little time or effort to master. This course content also works great for previous versions of PowerPoint. Fee: $215
ITEM 8897-B781 S. SAUNDERS CCEC - Everett, 125
1 Saturday Aug. 12 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 8978-B781 C. HANKS CCEC - Bothell, C1-211
2 Fridays July 21 - July 28 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 8979-B781 C. HANKS CCEC - Bothell, C1-211
2 Fridays Aug. 11 - Aug. 18 8:30AM - 4:30PM

Word 2016 Level 3: More Complex Documents (.7 CEUs)
Advanced features of Word enable you to revise, manage, and secure business documents. Learn the features that are commonly used to collaborate on complicated documents and manage how the documents are accessed and distributed. Prerequisite: Word Level 2 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8762-B781 S. SAUNDERS CCEC - Everett, 126
1 Saturday Aug. 5 8:30AM - 4:30PM

Meet Your Instructor: Will Berkley
Will Berkley has been an instructor of credit and continuing education classes for over eight years. Prior to teaching, Will's professional experiences included software development, database management, and telephone technical support. He enjoys teaching students from across different backgrounds how to become more efficient in their skills. When not in class, you may spot Will out hiking, playing volleyball, sailing, or visiting bakeries.

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: $215
ITEM 8815-B781 S. SAUNDERS CCEC - Everett, 125
1 Saturday July 29 8:30AM - 4:30PM

Word 2016 Level 1: Word Processing Basics (.7 CEUs)
Create professional-looking documents. Learn how to edit and proof a document, format text and paragraphs, add tables, manage lists, insert graphic objects, control page appearance, and customize the user environment. Prerequisite: Basic proficiency with Windows. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8752-B781 S. SAUNDERS CCEC - Everett, 125
1 Friday June 23 8:30AM - 4:30PM
ITEM 8968-B781 C. HANKS CCEC - Kirkland, T319
1 Saturday July 8 8:30AM - 4:30PM

Word 2016 Level 2: Beyond Word Basics (.7 CEUs)
Advance your skills to create a variety of documents for any situation. Learn to customize tables, charts, and pictures, and graphic elements. Practice inserting content using quick parts, controlling text flow, using templates, mail merge, and macros. Prerequisite: Word Level 1 or equivalent. Textbook included ($20 value). This course content also works great for previous versions of Word. Fee: $215
ITEM 8758-B781 W. BERKLEY CCEC - Everett, 126
1 Friday July 14 8:30AM - 4:30PM
ITEM 8759-B781 C. HANKS CCEC - Kirkland, T319
1 Saturday July 29 8:30AM - 4:30PM
SQL Server Certificate

SQL Server Developer Series (7.2 CEUs)
Enroll in the series and save. Learn foundational skills needed for Microsoft’s SQL Server 2012 administration and development. Move from simple to complex aspects of SQL, including programming, data warehousing and SQL administration. Prepare for Microsoft Solution Associate SQL Server 2012 exams; 461, 462, and 463. Save $100 on these five courses when you enroll in this series:
- Database Designs and Concepts
- SQL Programming Level 1
- SQL Programming Level 2
- SQL Server Administration
- Data Warehouse Design
Course materials included. Fee: $2085
ITEM 8899-B781  R. ROOT  CCEC - Everett, 126
10 Sessions M/T/W/Th June 13 - Aug. 9 5:30PM - 9:30PM

Databases Designs and Concepts (1.2 CEUs)
Learn how to create real-world, professional databases. Discover how database designs affect usability and performance and how you can design for both. Learn the rules of normalization and when to bend those rules as you create multiple database prototypes. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: Familiarity with spreadsheets and the Windows Operating System. Textbook included ($50 value). Fee: $365
ITEM 8899-B781  R. ROOT  CCEC - Everett, 126
3 Sessions T/Th June 13 - June 20 5:30PM - 9:30PM

SQL Programming Level 1 (1.2 CEUs)
Practice the basics of SQL programming. Focus on how to create and run SQL statements and the statements that matter most to database professionals. Explore insert, updates, deletes, joins, group by, aggregates, and many more SQL programming statements. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: Databases Designs and Concepts or equivalent knowledge. Textbook included ($50 value). Fee: $365
ITEM 8905-B781  R. ROOT  CCEC - Everett, 126
3 Sessions T/Th June 22 - June 29 5:30PM - 9:30PM

SQL Programming Level 2 (1.2 CEUs)
Advance SQL programming techniques using store procedures and other programming constructs. Create many in-class examples to use on the job. Explore views, function, stored procedures, indexing, security, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 1 or equivalent knowledge. Textbook included ($50 value). Fee: $365
ITEM 8904-B781  R. ROOT  CCEC - Everett, 126
3 Sessions T/Th July 6 - July 13 5:30PM - 9:30PM

SQL Server Administration (2.4 CEUs)
How do you manage databases and security configurations in SQL 2012? Learn server and database configurations, SQL Agent automation, security, indexing, and performance tuning. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Fee: $725
ITEM 8906-B781  R. ROOT  CCEC - Everett, 126
6 Sessions T/Th July 18 - Aug. 3 5:30PM - 9:30PM

Data Warehouse Design (1.2 CEUs)
What’s the difference between a standard database and a data warehouse database? What is a star or snowflake schema? Discover the answers to these questions and others as you create functioning data warehouses. Take the mystery out of data warehouse design through simple examples and by learning complex jargon in everyday terms. Learn star and snowflake schemas, fact and dimension table designs, measures and dimensional attributes, and more. Microsoft SQL Server is used, but the concepts learned are applicable to all database software. Prerequisites: SQL Programming Level 2 or equivalent knowledge. Textbook included ($50 value). Fee: $365
ITEM 8907-B781  R. ROOT  CCEC - Everett, 126
3 Sessions M/W Aug. 2 - Aug. 9 5:30PM - 9:30PM

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

SQL Server Developer Certificate
Certificate requires completion of 72 course hours:

REQUIRED COURSES (72 hours) HOURS
Database Designs and Concepts 12
SQL Programming Level 1 12
SQL Programming Level 2 12
SQL Server Administration 24
Data Warehouse Design 12

ATTEND A FREE INFORMATION SESSION
Wednesday, June 7, 5:30-6:30PM, CCEC-Everett

For more information, go to EverettCC.edu/SQLCert

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

Microsoft Imagine Academy Program Member
**Programming**

**Microsoft PowerShell (1.6 CEUs)**
Develop the skills necessary to be a Windows administrator PowerShell scripting language for using Microsoft Windows operating systems. Explore PowerShell as a language and as an automation platform. Discover how to use PowerShell applications for command-line administration and create scripts to automate any complex administrative task. Learn basic programming concepts such as variables, functions, looping, and conditional branching.

Fee: $525

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**Accounting & Finance**

**Bookkeeping Basics (.6 CEUs)**
Explore key concepts, bookkeeping practices and terminology to better utilize bookkeeping software. Learn the accounting cycle with an intro of basic accounting terms and record keeping rules. Practice double-entry, cash vs accrual, chart of accounts & ledgers, and accounts receivable and accounts payable accounting. Review financial statements, how to avoid fraud and embezzlement, and learn business entity types. Bring notepad and pen.

Fee: $205

**QuickBooks Essentials (.9 CEUs or 9 CPEs)**
Improve your business productivity. Gain hands-on experience with invoicing, receiving and depositing payments, entering bills and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included. Prerequisite: Proficiency with navigating Windows. Recommended prerequisite: Bookkeeping Basics. Textbook and course instruction is based on QuickBooks 2015.

Fee: $330

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**Networking**

**Network Fundamentals (1.8 CEUs)**
Learn the necessary information for networking technologies, installation and common network problem areas. Explore media access control methods, topologies, cabling, Ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: Fundamental understanding of computer concepts and basic Windows skills. Textbook included ($35 value). Fee: $450

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

Fee: $279

**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

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SMALL BUSINESS ACCELERATOR

A 10-month program that features expert instruction, one-on-one coaching, and networking with other business owners.

- Apply the latest strategies to grow and improve your business
- Increase your market share and customer loyalty
- Maximize your return on investment of time and money
- Design your business to grow faster while working less

Increase your company’s growth & profit

Watch our video to hear success stories from our past participants at EverettCC.edu/Accelerator

Small Business Accelerator begins in October.

To reserve your space email learn@everettcc.edu or call 425-267-0150 today!
CERTIFICATE PROGRAMS

HIGH PERFORMANCE MANAGEMENT

CERTIFICATE

Improve your people, processes and profits.

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

High Performance Management
Certificate requires completion of 124 course hours:

REQUIRED CORE COURSES (84 hours) HOURS
High Performance Management Essentials 15
Introduction to Performance Excellence 15
Financial Intelligence for Non-Financial Managers 15
Next Level Leadership 24
High Performance Management Cert. Capstone 15

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

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington
Wednesday, June 21, 6:00-7:30PM, CCEC-Kirkland

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

BOOKS & SUPPLY LIST ONLINE  EverettCC.edu/CourseMaterial

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

High Performance Management

High Performance Management Essentials (1.5 CEUs)
Learn how to manage in today’s competitive global environment. Explore best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, and diversity. Gain tools to fit it all together to achieve organizational goals. Required textbook: See website. Fee: $395
ITEM 9936-B781  N. NAVARRO, MBA  CCEC - Kirkland, TBD
5 Tuesdays  July 11 - Aug. 8 6:00PM - 9:00PM

“Our instructor was very knowledgeable and enthusiastic which made class participation easy and fun.”
- Maria M., 2017
High Performance Management Essentials.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)
See page 11 for course description and details.

Next Level Leadership (2.4 CEUs)
Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance, productivity and profits. Develop your own leadership style based on your strengths and values; equip yourself with proven tools and strategies to inspire, motivate and elevate employee performance. Learn how to communicate with credibility, persuasiveness and passion to affect positive change. Required textbook: See website. Fee: $850
ITEM 9067-B781  N. NAVARRO, MBA  CCEC - Everett, 231
8 Sessions T/Th  July 27 - Aug. 22 10:30AM - 1:30PM

Lean Practices Overview (.35 CEUs)
See page 16 for course description and details.

Lean for the Office (.8 CEUs)
See page 17 for course description and details.

Project Management Essentials (1.5 CEUs)
See page 20 for course description and details.

Project Risk Management Essentials (.9 CEUs)
See page 21 for course description and details.

Microsoft Project For Project Managers (1.5 CEUs)
See page 20 for course description and details.

Project Team Management (1.5 CEUs)
See page 16 for course description and details.

Managing Employee Performance (1.2 CEUs)
See page 14 for course description and details.

Root Cause Analysis and Investigation (.6 CEUs)
See page 16 for course description and details.

Managing Small Projects (.6 CEUs)
See page 16 for course description and details.

Communicating with Impact (.6 CEUs)
See page 21 for course description and details.

HIGH PERFORMANCE MANAGEMENT
CERTIFICATE ELECTIVES

Dealing With Challenging Behaviors (.6 CEUs)
Working with others’ personalities, priorities, and ways of doing things can be frustrating. People don’t always do what we want, or live up to our expectations. We can become critical and begin to label our colleagues, supervision, and those we serve as “difficult,” which can lead to feelings of anger, blame, and retaliation. This course explores the hidden causes of our reactions and offers 5 immediately practical tools for dealing with difficult people: Understand our mind’s role; Analyze the other’s needs and behavior; Accept the reality of the situation with patience; Forgive with compassion; and when necessary, Confront the person assertively. Fee: $198
ITEM 9874-B781  M. BUSCHMOHLE  CCEC - Arlington, W128
2 Thursdays  Aug. 10 - Aug. 17 5:30PM - 8:30PM

“...
CERTIFICATE PROGRAMS

HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

- Learn practical skills you can apply tomorrow
- Instructors are current practitioners and experienced in the field of human resources
- Courses count toward PHR® and SPHR® recertification Guide
- Evening classes designed for working professionals

Human Resources Management Certificate requires completion of 102 course hours:

**REQUIRED CORE COURSES (81 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Essentials</td>
<td>.9 CEUs</td>
<td>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</td>
</tr>
<tr>
<td>Employment Law</td>
<td>1.5 CEUs</td>
<td>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: $240</td>
</tr>
<tr>
<td>Total Rewards</td>
<td>1.2 CEUs</td>
<td>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</td>
</tr>
<tr>
<td>HR Systems and Metrics</td>
<td>1.2 CEUs</td>
<td>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</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES (21 hours)**

- For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington

For more information, go to EverettCC.edu/HrCert
Questions about the program? Contact Customer Service at 425-267-0150

**BOOKS & SUPPLY LIST ONLINE** EverettCC.edu/CourseMaterial

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Instructor</th>
<th>Location</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 9066-B781</td>
<td>M. SUMMERS, SPHR</td>
<td>CCEC - Arlington, W131</td>
<td>4 Thursdays</td>
<td>July 27 - Aug. 17</td>
</tr>
<tr>
<td>ITEM 9131-B781</td>
<td>M. SUMMERS, SPHR</td>
<td>CCEC - Everett, 239</td>
<td>3 Saturdays</td>
<td>July 22 - Aug. 5</td>
</tr>
<tr>
<td>ITEM 9083-B781</td>
<td>C. MALONE, SPHR</td>
<td>CCEC - Everett, 239</td>
<td>4 Mondays</td>
<td>July 10 - July 31</td>
</tr>
<tr>
<td>ITEM 9063-B781</td>
<td>M. SUMMERS, SPHR</td>
<td>CCEC - Bothell, CC1-041</td>
<td>4 Mondays</td>
<td>July 10 - July 31</td>
</tr>
<tr>
<td>ITEM 9078-B781</td>
<td>SUNDERLAND, SPHR</td>
<td>CCEC - Everett, 238</td>
<td>3 Wednesdays</td>
<td>July 12 - July 26</td>
</tr>
<tr>
<td>ITEM 9066-B781</td>
<td>M. SUMMERS, SPHR</td>
<td>CCEC - Bothell, TBD</td>
<td>3 Thursdays</td>
<td>Aug. 3 - Aug. 24</td>
</tr>
<tr>
<td>ITEM 9078-B781</td>
<td>SUNDERLAND, SPHR</td>
<td>CCEC - Arlington, W128</td>
<td>4 Thursdays</td>
<td>June 29 - July 20</td>
</tr>
<tr>
<td>ITEM 9065-B781</td>
<td>M. SUMMERS, SPHR</td>
<td>CCEC - Bothell, TBD</td>
<td>3 Thursdays</td>
<td>Aug. 3 - Aug. 24</td>
</tr>
</tbody>
</table>

The HR Certification Institute® (HRCI®) does not endorse any particular preparation program or affinity. We encourage prospective certification holders to use a variety of resources that reflect their learning styles and needs. Purchasing a certification product is NOT required and HRCI does not guarantee that an individual will pass based on the purchase of a certification preparation product. aPHR™, PHR®, SPHR®, and GPHR® are all registered trademarks of HRCI Certification Institute.
HUMAN RESOURCES MANAGEMENT CERTIFICATE ELECTIVES

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 9086-B781 C. MALONE, SPHR CCEC - Bothell, CC1-041
1 Saturday July 15 9:00AM - 4:00PM

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-B781 SUNDERLAND, SPHR CCEC - Everett, CC2-358
2 Tuesdays June 22 - June 29 6:00PM - 9:00PM

Personnel Issues - Tips and Tools (.6 CEUs)
Working through personnel issues is a key component of working in Human Resources. One of HR’s main tasks is to help supervisors and managers deal with difficult employee behavior. Explore tools to help mitigate some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance. Fee: $195
ITEM 9094-B781 C. MALONE, SPHR CCEC - Everett, CC1-041
1 Saturday Aug. 12 9:00AM - 4:00PM

Safety and Security (.9 CEUs)
Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics of worker’s compensation; effective ways to manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: HR Essentials. Fee: $205
ITEM 9087-B781 C. MALONE, SPHR CCEC - Everett, CC2-358
3 Tuesdays July 11 - July 25 6:00PM - 9:00PM

Communicating with Impact (.6 CEUs)
One of HR’s main tasks is to help supervisors and managers deal with difficult employee behavior. Explore tools to help mitigate some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance. Fee: $195
ITEM 9099-B781 C. MALONE, SPHR CCEC - Everett, CC2-358
1 Saturday Aug. 12 9:00AM - 4:00PM

Managing Small Projects (.6 CEUs)
See page 16 for course description and details.

Communicating with Impact (.6 CEUs)
See page 21 for course description and details.

BACHELOR OF ARTS IN MANAGEMENT (BAM)
A customizable education program that leads toward a B.A. in Management – Organizational Excellence Degree through a partnership between EvCC and City University of Seattle.

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

FINISH HERE.
CERTIFICATE PROGRAMS

LEAN SIX SIGMA GREEN BELT CERTIFICATE

Transform your organization into a leaner, more efficient business.
- Gain knowledge and skills to participate in and lead continuous improvement projects
- Prepare for the ASQ Green Belt Certification exam

Lean Six Sigma Green Belt
Certificate requires completion of 120.5 course hours:

REQUIRED CORE COURSES (87.5 hours) 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 15
Lean Six Sigma Green Belt Capstone 15

ELECTIVE COURSES (33 hours)
For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION
Tuesday, June 13, 6:00-7:30PM, CCEC-Everett
Wednesday, June 14, 6:00-7:30PM, CCEC-Bothell
Tuesday, June 20, 6:00-7:30PM, CCEC-Arlington
Wednesday, June 21, 6:00-7:30PM, CCEC-Kirkland

For more information, go to EverettCC.edu/LeanSixSigma

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

Lean Six Sigma Green Belt

Lean Practices Overview (.3 CEUs)
Gain an understanding of Lean principles and how they are applied to the workplace. Study the systematic management approach designed to provide a product or service to a customer in the shortest time at the lowest cost. Explore how to reduce or eliminate the eight types of waste, which accounts for 95 percent of the total process time. Study Lean tools: Just In Time, Kanban, Standard Work, 5S and 5 Whys, with a Six Sigma Black Belt instructor. Fee: $115

ITEM 9883-B781 N. NAVARRO, MBA CCEC - Bothell, CC1-041
1 Saturday July 8 9:00AM - 12:30PM

ITEM 9399-B781 N. NAVARRO, MBA CCEC - Kirkland, TBD
1 Monday Aug. 21 5:30PM - 9:00PM

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

ITEM 8992-B781 E. STEWART, MBA, PMP CCEC - Bothell, CC1-041
5 Tuesdays July 11 - Aug. 8 6:30PM - 9:00PM

ITEM 9871-B781 K. RALLS, PMP , CDI CCEC - Kirkland, TBD
2 Saturdays July 22 - July 29 8:00AM - 4:30PM

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: $515

ITEM 9065-B781 THOMPSON, PMP , MBA CCEC - Arlington, W131
2 Tuesdays Aug. 8 - Aug. 15 5:30PM - 8:30PM

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

ITEM 8992-B781 E. STEWART, MBA, PMP CCEC - Bothell, CC1-041
5 Tuesdays July 11 - Aug. 8 6:00PM - 9:00PM

ITEM 9871-B781 K. RALLS, PMP , CDI CCEC - Kirkland, TBD
2 Saturdays July 22 - July 29 8:00AM - 4:30PM

LEAN SIX SIGMA GREEN BELT
CERTIFICATE ELECTIVES

Root Cause Analysis and Investigation (.6 CEUs)
Organizations often focus on symptoms of problems rather than seeking out the true root causes. Learn the foundational tools required in any process improvement approach. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and
avoid having to address the same problem repeatedly. Fee: $195

ITEM 9019-B781  N. NAVARRO, MBA  CCEC - Arlington, W127
2 Thursdays  July 6 - July 13  5:30PM - 8:30PM

ITEM 9897-B781  N. NAVARRO, MBA  CCEC - Bothell, TBD
2 Thursdays  Aug. 3 - Aug. 10  6:00PM - 9:00PM

**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 their improved process. Apply what you learn to your own business processes. Fee: $295

ITEM 9044-B781  N. NAVARRO, MBA  CCEC - Everett, 109
2 Saturdays  Aug. 5 - Aug. 12  9:00AM - 1:30PM

**High Performance Management Essentials (1.5 CEUs)**
See page 13 for course description and details.

**Earned Value Management (.6 CEUs)**
See page 21 for course description and details.

**Understanding Budgets (.9 CEUs)**
See page 11 for course description and details.

**Financial Intelligence for Non-Financial Managers (1.5 CEUs)**
See page 11 for course description and details.

**Communicating with Impact (.6 CEUs)**
See page 21 for course description and details.

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Get the training without the cost.

**Funding Opportunities for Employee Training**

**WASHINGTON STATE JOB SKILLS PROGRAM:**
Washington State provides Job Skills funds to qualifying companies to substantially offset the cost of employee training.

**CUSTOMIZED TRAINING PROGRAM:**
The Washington Customized Training Program (CTP) was created by the State Legislature to provide training assistance to businesses that provide employment opportunities.

**TUITION FUNDING FOR DISLOCATED WORKERS:**
Financial assistance may be available for training in high-demand fields such as electronics manufacturing and machining.

Contact us at trainingsolutions@everettcc.edu or call 425-267-0162 to find out more about our funding opportunities, and how EvCC can help make it happen.
Meet Your Instructor: Dr. Angela Beard

- Grant Writing Essentials & Grant Management Essentials  page 18

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

Non-Profit Management

Non-Profit Overview (.3 CEUs)
Develop a basic understanding of common non-profit structures, when a non-profit is appropriate and the role of the board. This course is an essential and required first step in the Non-Profit Management Certificate.
Fee: $140
ITEM 9346-B781  J. CONGER, MNPL  CCEC- Kirkland, TBD
1 Tuesday  June 27  6:00PM - 9:00PM

Grant Writing and Grant Management Essentials package (2.1 CEUs)
Register for the Grant Writing/Grant Management Essentials package and save!
Fee: $395
ITEM 9446-B781  A. BEARD, Ph.D  CCEC- Everett, 231
7 Mondays  July 10 - Aug. 21  6:00PM - 9:00PM

“The teacher’s knowledge and encouragement of critical thinking was very valuable. She is awesome!”
- Julia S., 2017, Grant Writing Essentials.

Grant Writing Essentials (.9 CEUs)
Learn the basics of grant writing for organizations with hands-on opportunities to embed your skills. Explore grant opportunities, an learn how to make the determination to apply for the grant, make a compelling case, draft budgets, and how to apply. Gain fundamental skills that can be used to develop convincing proposals. Required texts: See website. Fee: $210
ITEM 9443-B781  A. BEARD, Ph.D  CCEC- Everett, 231
3 Mondays  July 10 - July 24  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. Fee: $240
ITEM 9445-B781  A. BEARD, Ph.D  CCEC- Everett, 231
4 Mondays  July 31 - Aug. 21  6:00PM - 9:00PM

Leading Boards That Lead (.9 CEUs)
Do you have an active board and want to help them become more successful? Learn the tools necessary to be an effective board leader and cultivate champions of your organization. Discover best practices to board operations; in legal and ethical requirements; in communication with the board and with the public; and in recruiting and leading board members. Required text: See website. Fee: $210
ITEM 9021-B781  J. CONGER, MNPL  CCEC- Bothell, TBD
3 Thursdays  June 29 - July 13  6:00PM - 9:00PM

Fundraising Essentials (.6 CEUs)
Develop a basic understanding of the essential fundamentals of fundraising and resource development for non-profit organizations. Present, discuss and learn the theories and practices that will prepare you to successfully develop strategies to secure sustainable revenue sources to support your organization’s mission. Explore donor trends, various fundraising methods and skills that are central to successful fundraising. Required text: See website. Fee: $185
ITEM 9067-B781  J. CONGER, MNPL  CCEC- Arlington, W127
2 Thursdays  Aug. 3 - Aug. 10  5:30PM - 8:30PM
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, motivating your volunteers to obtain their best work, giving feedback and what to do when challenges arise. Required text: See website. Fee: $185
ITEM 9866-B781 J. CONGER, MNPL CCEC - Bothell, CC1-041
2 Thursdays July 20 - July 27 6:00PM - 9:00PM
ITEM 9360-B781 J. CONGER, MNPL CCEC - Kirkland, TBD
2 Wednesdays Aug. 2 - Aug. 9 6:00PM - 9:00PM

Next Level Leadership (2.4 CEUs)
See page 13 for course description and details.

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**CERTIFICATE PROGRAMS**

**BOEING PROGRAMS**

**PROJECT & HIGH PERFORMANCE MANAGEMENT**

**BAM • COACHING • TRIZ • LEADERSHIP**

During my time in the program I transitioned to a management position where I have used many of the skills from financial to project management to communicator. It has been incredibly useful.


The instructor was awesome! I want to take more of Michael’s classes!


Serving more than a 1000 Boeing employees per year.

Visit [EverettCC.edu/Boeing](http://EverettCC.edu/Boeing) to find out more about our programs and how EvCC serves more than 1000 Boeing employees per year with professional continuing education, certificates, and degree programs.

Contact us at learn@everettcc.edu or call 425-267-0150.
Project Management

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

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

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

Project Management Capstone (.9 CEUs)
Summarize and reinforce program teachings in simulated real-world conditions. Serve as Project Manager and key stakeholders in scenarios sets and study formats using notes and materials from all previous courses. Prerequisite: Completion of all Project Management Certificate program required courses. Review of course notes from all Project Management Certificate program required courses before class start is expected. Fee: $225

Microsoft Project For Project Managers (1.5 CEUs)
Get started on MS Project 2016 & create a personal project. Work with GANTT charts; create & organize a task list in a work breakdown structure; set up & assign resources to tasks; format & print plan & reports; create baseline & track task progress; & resolve over-allocation issues. Bring USB drive to class. Attendance of first session mandatory Prerequisite: Working knowledge of Windows, Word & Excel. Required Textbook: See website. Fee: $410

Project Requirements Management (.9 CEUs)
Define, manage and avoid pitfalls of Project Requirements. Inadequate processes for requirement’s definition & 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 & manage the project scope. Required text: See website. Fee: $225

Managing Small Projects (.6 CEUs)
See page 16 for course description and details.
Project Risk Management Essentials (.9 CEUs)
Understanding basic Project Risk Management can lessen inevitable risk, reduce costs & improve project outcomes. Aligned with the PMBOK®, this will give students an in-depth look at the process of identifying & applying risk management principles and techniques to projects. Learn to quantify risks & create risk response strategies to deliver projects that meet stakeholder expectations. Prerequisite: PM Essentials course or concurrent enrollment. Fee: $225
ITEM 9038-B781  M. FISCHER, PMP  CCEC - Arlington, W126
3 Thursdays  July 13 - July 27  5:30PM - 8:30PM

Dealing With Challenging Behaviors (.6 CEUs)
See page 13 for course description and details.

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 9907-B781  M. FISCHER, PMP  CCEC - Everett, 239
2 Mondays  July 17 - July 24  6:00PM - 9:00PM

Estimation Essentials (1.2 CEUs)
Build a toolkit with several methods for cost estimation. Learn to find and identify elements that affect costs in an organization, forecast expenses and estimate costs for budgets, projects or product development. Use best practices for estimating schedules, demands and pricing to identify and minimize cost risks. Recommended prerequisites: Ability to do basic research; laptop with current version of Excel; beginner or intermediate skills in spreadsheet software. Fee: $325
ITEM 9371-B781  K. RALLS, PMP, CDI  CCEC - Everett, 117
4 Sessions 1/Th  Aug. 22 - Aug. 31  6:00PM - 9:00PM

High Performance Management Essentials (1.5 CEUs)
See page 13 for course description and details.

Understanding Budgets (.9 CEUs)
See page 11 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)
See page 11 for course description and details.

Communicating with Impact (.6 CEUs)
See page 21 for course description and details.

Personal & Professional Excellence Series

Communicating with Impact (.6 CEUs)
Your professional success is largely determined by how well you communicate. Analyze and pro-actively engage your audience with proven approaches to achieve results, enhance relationships, improve work flow and express yourself with confidence, assertiveness and persuasiveness. Techniques for active listening, speaking, presenting and writing are covered. Participants will implement an interpersonal communication action plan for workplace success & advancement. Fee: $195
ITEM 9902-B781  M. BUSCHMOHLE  CCEC - Bothell, TBD
2 Saturdays  Aug. 2 - Aug. 9  6:00PM - 9:00PM

Flagging and Traffic Control Certification (.6 CEUs)
Become a WA State certification flagger. Course consists of lecture, slide presentation, and mock traffic situations. Upon successful completion you will be issued a certification card validated for three years. Minimum age: 18. Includes a half-hour lunch break. Pre-registration is required at least three days before class start date. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. Fee: $75
ITEM 9901-B781  M. FOY  CCEC - Bothell, CC1-021
1 Saturday  Aug. 26  8:00AM - 2:30PM
1 Saturday  Jul. 29  8:00AM - 2:30PM
1 Saturday  Jul. 16  8:00AM - 2:30PM
1 Saturday  Jun. 24  8:00AM - 2:30PM
1 Saturday  Jun. 17  9:00AM - 3:30PM
ITEM 9141-B781  M. FOY  CCEC - Bothell, TBD
1 Saturday  Aug. 19  9:00AM - 3:30PM
1 Saturday  Jul. 22  9:00AM - 3:30PM
1 Saturday  Jul. 15  9:00AM - 3:30PM
ITEM 9902-B782  M. FOY  CCEC - Everett, 238
1 Saturday  Aug. 26  8:00AM - 2:30PM

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, performing proper exercises, presentation skills and more. Also includes an optional employer internship that can walk you into jobs! See website for more information. We strongly encourage interested students to attend a free orientations; see details below. Fee: $700
ITEM 9999-B781  STAFF  CCEC - Bothell, CC1-021
12 Sessions 1/Th  Jul. 11 - Aug. 24  6:00PM - 9:00PM
Class meets Tuesdays at Cascadia College and Thursdays at Northshore YMCA, 11811 NE 195th St., Bothell, WA 98011. Class will not meet on Aug. 15 and Aug. 17.

Hybrid Personal Trainer National Certification (3.6 CEUs)
Limited time for in-seat class? This hybrid course is for students wanting the convenience of an online class with in-depth instruction and hands-on practical labs on video to understand how it all comes together. Your key bonus option is to master the essential hands on skills at a local fitness center near you as part of the program. Course includes mentored online self-paced lessons for optimal learning. See website for more information. We strongly encourage interested students to attend a free orientations; see details below. Fee: $700
ITEM 9145-B781  STAFF  ONLINE/Arranged

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  tinyurl.com/fitnessorientation517
June 1  9AM  tinyurl.com/fitnessorientation617
Italian for Travelers Level 1 (1.2 CEUs)
Traveling to a Spanish-speaking country or just want to learn Spanish for fun? Join us for this relaxing, practical approach to acquiring basic Spanish vocabulary and useful phrases to use on your next vacation, at work, or at home. Includes travel tips and typical cultural faux pas that can take away from your travel enjoyment. Perfect for beginners or as a refresher course. Required textbook: See website. Fee: $129

ITEM 9192-B781  B. JOHNSON  CCEC - Everett, 218
6 Mondays  Jul. 10 - Aug 14  6:30PM-8:30PM

Italian for Travelers Level 1 (1.6 CEUs)
Taking a trip to Italy and want to learn Italian? Need more than watching Italian movies for practice? 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 9139-B781  P. GIORGIO FIORENTINI  CCEC - Bothell, TBD
8 Thursdays  June 22 - Aug. 10  6:30PM - 8:30PM

Health & Fitness
Midday Wellness Zumba (1.2 CEUs)
The middle of your day is perfect for a ZUMBA® workout! You’ll be energized and ready to tackle the balance of your day. This dance-fitness class incorporates Latin and international music and dance movements, creating a dynamic, exhilarating, and effective fitness system. ZUMBA® combines fast and slow rhythms that tone and sculpt the body with a blended balance of cardio and muscle-toning benefits. ZUMBA® is “exercise in disguise” and designed for any fitness level and any age. Fee: $50

ITEM 9181-B781  A. ROY  Fitness Center, 231
15 Sessions T/Th  Jul. 6 - Aug. 24 12:15PM-1:00PM

Midday Wellness Cardio Fusion (1.1 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: $50

ITEM 9110-B781  T. ROBBINS  Fitness Center, 231
16 Sessions M/W  Jul. 3 - Aug. 23 12:15PM-1:00PM

World Languages
American Sign Language I (ASL& 121) (5 credits)
Beginning sequence of courses in ASL to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Self-support, non-tuition class. Payment is due at the time of registration. Last day to register is June 26. Last day for 100% refund: July 10. No 50% refund option. You must register through Enrollment Services/Admissions for this course. Fee: $513.

9484-B781  BONTRAGER/LEFORS  EvCC Main - Index 103
15 Sessions T/Th  Jul. 3 - Aug. 24 10:30AM-1:20PM
Class will not meet on Jul. 4.

American Sign Language II (ASL& 122) (5 credits)
A continuation of ASL& 121. Expanding vocabulary and sentence structure to include a variety of real-life situations and a comprehensive review of the grammar of ASL. Fee: $513.

ITEM 9485-B781  BONTRAGER/LEFORS  EvCC Main - Index 103
15 Sessions T/Th  Jul. 3 - Aug. 24 10:30AM-1:20PM
Class will not meet on Jul. 4.

Weekday Wake-up Tai Chi (.75 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: $40

ITEM 9330-B781  G. EVANS  NBI, 101
15 Sessions T/Th  Jul. 6 - Aug. 24 7:30AM-8:00AM
Class will meet in room 101 or in the garden depending on the weather.

Meet Your Instructor: Pier Giorgio Fiorentini

• Italian for Travelers I & II page 22

Pier Giorgio Fiorentini has been a teacher and tutor for over thirty years. He also enjoys oil painting, mostly landscapes and architecture from Italy, specifically of Tuscany where he was born. Pier Giorgio loves to teach and finds it to be one of the most rewarding jobs there is.
**Personal Business, Finance, & Investment**

**How To Start A Business (.3 CEUs)**
You’ve thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee: $69

**Real Estate Pre-Licensing-Washington State (9.0 CEUs)**
Obtain a Washington State Real Estate License in as little as 7 weeks. Live Lecture Course: Fundamentals 60-clock hours; Practices 30 clock-hours. ONLINE self-paced course is also available. Either option satisfies the Washington state pre-license education requirement. Live classes presented in 22 separate modules so you can begin your studies at any time during a cycle. Fee: $449

**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 a 225-page illustrated textbook. Couples may attend together for a single registration. Fee: $59

**10 Traits for Entrepreneurial Success (.2 CEUs)**
Entrepreneurs come in a variety of personalities and backgrounds. Some demand attention when they enter a room while others go unnoticed. Inner characteristics—not outward persona—empower success. You will explore traits such as financial realism, passion, prudent decision making and seven more. The essence is about strengths that will help you succeed as your own boss. Fee: $49

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**Personal Growth & Development**

**An Introduction to Voice Overs: Getting Started in Voice Acting (.2 CEUs)**
Fun, empowering two hour introductory class covering the different types of voice overs and what tools are needed to find success. You’ll have the knowledge necessary to help you decide if this is something you’d like to pursue. 18 and over. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All. Fee: $69

**Discover Your Animal Totem (.3 CEUs)**
Have you ever wondered what is an animal totem? Do you wonder if you have one or more? Do you notice animal symbols and signs in your daily life? Join this class, and journey to meet your animal totems. You will also discover how to meditate, and work with your animal guides. Fee: $59

**Using Crystals to Enhance Your Life (.3 CEUs)**
Crystals can be beneficial in your daily life. Crystals have unique and individual qualities that can be used in order to provide balance, protection, health and other positive attributes. Come enjoy an informative class that will describe some common crystals, how to use and program them, and learn other interesting information related to crystals. Fee: $59

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**PARKING IS INCLUDED WITH PAID REGISTRATIONS AT ALL LOCATIONS!**

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

Visual & Creative Arts

Beginning Watercolor
Learn about watercolor paper, paints, brushes, values, basic drawing and brushstroke skills in a fun, nurturing atmosphere. See like an artist and discover the value of light and shadow for dramatic paintings! Creative exercises help build the skills to take your artwork to the next level. Level: Beginner. For supply list please visit: charlenecollinsfreeman.com/art-supplies-books/2016/7/16/watercolor-supplies-for-adults.

12 hours (1.2 CEUs), Fee: $169
ITEM 9234-B781 COLLINS FREEMAN CCEC - Bothell, CC1-041
4 Wednesdays Aug. 2 - Aug. 23 5:30PM - 8:30PM
9 hours (0.9 CEUs), Fee: $129
ITEM 9894-B781 COLLINS FREEMAN CCEC - Everett, 116
3 Saturdays Aug. 5 - Aug. 19 10:00AM - 1:00PM

Watercolor Botanical Sketchbooking
(1.2 or 0.9 CEUs)
Exploring the tradition of botanical watercolors, we will cover various aspects of botanical drawing and painting, learning about materials, and techniques for drawing and painting with graphite and watercolor in a relaxed, supportive setting, where experimentation and play are encouraged while techniques and observation are emphasized. Subjects include flowers, fruit and vegetables. All levels. For supply list please visit: charlenecollinsfreeman.com/art-supplies-books/2016/8/6/botanical-watercolor-supplies.

12 hours (1.2 CEUs), Fee: $169
ITEM 9280-B781 COLLINS FREEMAN CCEC - Bothell, CC2-358
4 Thursdays Aug. 3 - Aug. 24 5:30PM - 8:30PM
9 hours (0.9 CEUs), Fee: $129
ITEM 9279-B781 COLLINS FREEMAN CCEC - Everett, 116
3 Saturdays Aug. 5 - Aug. 19 2:00PM - 5:00PM

Creative Writing

True Stories (.4 CEUs)
Magazine editors and book publishers agree: the hottest trend these days is the telling of personal experiences. Learn how to access and format your memories and experiences for the purpose of creating articles, books, and souvenir memoirs. Come join the fun, sharing life stories. Instructor is the author of The Perks of Aging, Fifty Shades of Graying, and Housekeeping. (All are anthologies of many people’s experiences and opinions.) Fee: $59
ITEM 9267-B781 A. HUFF CCEC - Kirkland, TBD
1 Saturday July 29 10:00AM - 2:00PM

Sell Your Nonfiction Book (.5 CEUs)
Learn the parts of nonfiction book proposals: bios, marketing analyses, concept statements, queries, and more. Formulating these marketing tools also helps clarify further improvements books may need. It is not necessary to have completed a book to take this class. Instructor is a popular substantive editor and widely published writer. Fee: $69
ITEM 9285-B781 A. HUFF CCEC - Everett, 238
1 Saturday July 15 10:00AM - 3:00PM

Meet Your Instructor: Charlene Collins Freeman

Charlene Collins Freeman received her BFA in1987. 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.

Online Writing Courses (1.0 CEUs Each)
INSTRUCTOR: A. HUFF FEE: $99 Each

Character Development in
ITEM 9269-B781
Fiction Series
ITEM 9272-B781
Travel
ITEM 9270-B781
Write About Your Life
ITEM 9277-B781
Commas To Content: Edit Your Own
ITEM 9273-B781
Freelance Writing
ITEM 9281-B781
New!
Sell Your Nonfiction
ITEM 9284-B781
Writing For
ITEM 9268-B781
Classes fill up quickly. Register now to secure your spot. Registration confirmations will be emailed within 48 hours of your request. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.

ONLINE: EverettCC.edu/CCEC (Visa/MasterCard/Discover) 24/7

PHONE: 425-267-0150 (Visa/MasterCard/Discover) Monday-Thursday 7am-6:30pm, Friday 7am-5pm and Saturday 8am-12pm. Please be prepared to give all information included on the mail-in form below.

IN PERSON: Register at least one week in advance of class start date. You may register at the Corporate & Continuing Education Center located at 2333 Seaway Blvd., Everett, WA 98203. Extended weekday hours for your convenience: Monday - Thursday 7am - 6:30pm, Friday 7am - 5pm and Saturday 8am-12pm.

FAX: 425-259-8299 (Visa/MasterCard/Discover or company purchase order only.) Complete the mail-in registration form below. Transmit form and payment.

MAIL: Complete the mail-in registration form below. Use one form per person. Include payment for the exact amount of tuition. Mail to: Corporate & Continuing Education Center, 2333 Seaway Blvd., Everett, WA 98203.

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**CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM**

USE ONLY FOR CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER. COPY FORM AS NEEDED

Registration for:
SUMMER 2017

Name: ____________________________________________  First  Middle  Last

E-mail Address: ________________________________________

Mailing Address

________________________________________________________

________________________________________________________

Street

City  State  Zip  Phone Number

Birthdate: Month______  Day______  Year________

Female □  Male □

Student ID# __________________________  SS# __________________________

REGISTRATION CONFIRMATION  Registration confirmations are not guaranteed to arrive via mail. If you do not receive confirmation three days prior to your class, please call us at 425-267-0150.

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

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

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

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

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

26 Corporate & Continuing Education Center 425-267-0150 learn@everettcc.edu EverettCC.edu/CCEC
Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.

Stay connected with us on Facebook & Twitter for the most up-to-date information. Join our Linked In group to discuss employee training opportunities and resources. Subscribe to our mobile-friendly Business & Industry Newsletter.

Connect with us!

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.
Night Photography

Explore the three types of Night Photography — Urban, Structure, and Celestial through this intensive, hands-on course.

See page 24 for more info.