

CORPORATE & CONTINUING EDUCATION

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South Puget Sound
COMMUNITY COLLEGE

ENGAGING OUR COMMUNITY IN LEARNING, EXPERIENCES & GROWTH

FALL 2024
September-December



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Classes are designed for adults
ages 18 and older, unless
otherwise specified.

INCLEMENT WEATHER

In the case of inclement weather, natural disasters, power outages or other incidents that can disrupt the operations of the college please monitor local radio and TV stations. To sign up for alerts, text "spscalerts" to 67283.

HOW TO READ THE SCHEDULE

Date(s)	Days	Time	Price
9/10-9/12	TuThF	6:45pm-8:45pm	\$50
Code#	Location	Building - Room#	
Code 12345	Lacey Campus	L1-182	

LOCATIONS

Lacey Campus 4220 6th Avenue SE, Lacey
Olympia Campus 2011 Mottman Rd, Olympia
The Craft Brewing and Distilling Center (CBD)
4200 Capitol Blvd. SE,
Tumwater

<https://spsc.edu/maps-locations>

2 EASY WAYS TO REGISTER



ONLINE - Go to spsc.edu/cce,
select your classes, set up an
account and pay with a credit card.



OVER THE PHONE - Call
360.709.2020 and use a credit card
or request a company invoice.

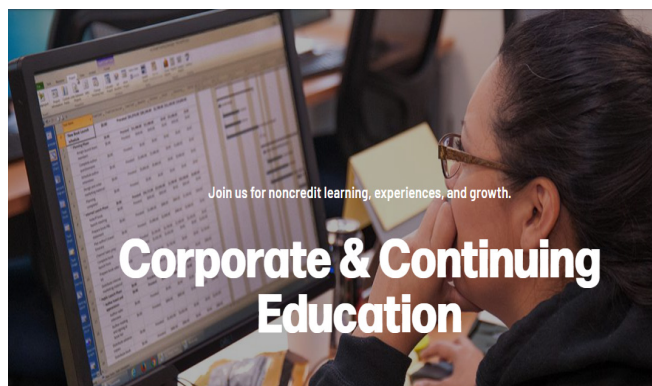
PARKING INFORMATION

Parking at Lacey Campus and Olympia Campus is free. Maps for all class locations are available online at spsc.edu/cce under About CCE/Directions.

Payment is due at the time of registration. If a class cancels, you will receive 100% refund. If you choose to withdraw from a class you need to do so 5 business days prior to the 1st day of class to receive a 100% refund.

HOW TO REGISTER ONLINE

1. Use the QR code to the right or go to spsc.edu/cce. You will land on this page



QR CODE FOR THE
SPSC.EDU/CCE WEB PAGE

2. Search or browse the class offerings.
3. When you find a class that you want to register for, "Add to cart."
4. When you go to check out, you will be prompted to sign in (see graphic below) to an existing account or create a new account. If you need any assistance, please reach out to us at (360) 709-2020 or conted@spsc.edu.
5. When you are ready to complete your registration and pay, click the "Check Out" button. Make sure your information is correct. Click "Next." The payment type defaults to Credit or Debit Card. Click "Next." Make sure your billing information is correct. Click "Next." On the next screen, click "Purchase."
6. Once you have clicked "Purchase," a new window will appear that allows for secure acceptance of credit card information. Please make sure to **ALLOW POP-UPS**. Confirm the correct billing information carried over and click "Next." Enter your payment information and click "next."

Sign In

You must sign in to your account to register for courses.

To sign in, enter your user name and password.

If you don't have an account, you can create one quickly by specifying a user name, password, and e-mail address

Sign In to Existing Account

Username:

Password:

Sign In

[Find My Username](#)
[Reset My Password](#)

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

Create Account

Once you have completed the payment process, you are all set. We will send you a reminder email ahead of your class, which will include any additional information you may need.



ARTS & CRAFTS

CREATIVE AND EXPRESSIVE WATERCOLOR

This four-week class is for all skill levels to learn an expressive and imaginative painting style. Participants will learn various watercolor elements, styles and abstract compositions inspired by author, Kate Rebecca Leach, from her book, *Creative Abstract Watercolor*. Come learn this fun, contemporary and expressive abstract painting technique using watercolor paints. Please see website for supply list.

Instructor: Divina Clark

10/23-11/13 W 6:00pm-8:00pm \$99
Code 40099 Lacey Campus L1-173

CREATIVE WRITING

SCREENWRITING AND SCRIPTING

Enter the captivating world of storytelling for both screen and stage, mastering the art of narrative creation that comes to life through various mediums. You will learn the mechanics of scriptwriting and playwriting, the fundamentals to develop compelling characters and storylines, and explore some of the unique advantages and hazards of visual and theatrical storytelling.

Instructor: Lindsay Schopfer

9/19 Th 6:00pm-7:30pm \$35
Code 43351 Lacey Campus L1-173

FOOD & DRINK

OKTOBERFEST FOOD AND DRINK

Willkommen to Oktoberfest in Olympia! Join us in celebrating the iconic food and beer of Bavaria. Brewer Stacey O'Connor will take you through history, beer styles and traditions of Bavaria as the class tastes delicious German style beers and treats. Come and enjoy a great night of food, beer pairings and education that you will use year round. Must be 21+ to attend.

Instructor: Stacey O'Connor

10/2 W 6:00pm-8:30pm \$60
Code 42374 CBD

BASIC CAKE DECORATING TECHNIQUES

This hands-on class will introduce you to the foundational techniques of cake decorating. You will learn how to level, fill and crumb coat cakes, as well as learn basic piping skills to create simple but elegant designs. The class will cover essential tools and materials as well as the opportunity to practice decorating your own cake to take home. Please see website for supply list.

Instructor: Makayla Roberson

9/26 Th 6:00pm-8:00pm \$45
Code 43471 Lacey Campus

ADVANCED CAKE DECORATING

In this advanced hands-on class, you will explore more sophisticated cake decorating techniques using fondant and gumpaste. You will learn how to cover cakes smoothly with fondant, create fondant decorations, and sculpt gumpaste flowers and other intricate designs. This class is ideal for those who have some basic cake decorating experience and want to enhance their skills. Please see website for supply list.

Instructor: Makayla Roberson

10/10 Th 6:00pm-8:00pm \$45
Code 43474 Lacey Campus

CAKE BUSINESS ESSENTIALS: PRICING AND MARKETING

This class is designed for aspiring cake decorators who want to turn their passion into a profitable business. You will learn how to price cakes effectively, taking into account ingredient costs, labor and market rates. You will also learn strategies for identifying and targeting a niche market, developing a unique selling pitch, and creating a compelling brand identity.

Instructor: Makayla Roberson

11/14 Th 6:00pm-8:00pm \$45
Code 43475 Lacey Campus L1-173

HOME & GARDEN

GARDEN WITH THE SEASONS

Discover why working with mother nature makes gardening easier and how it also helps our landscape adapt to climate changes. In this class, you will discover what you need to do to seasonally prepare your garden for fall and winter months while getting a jump start on spring and summer.

Instructor: Kerri Bailey

9/24	T	6:00pm-7:30pm	\$35
Code 40095	Lacey Campus	L1-173	

HERBAL MEDICINE BASICS

Learn how to stock your herbal medicine chest with easy to make home remedies using herbs, spices and other natural ingredients. Fun to do with friends and family. Explore what you can create in your own kitchen and share. Students will learn how to make herbal vitamins, tinctures and extracts, balms and butters, herbal sprays, essential oil blends, tea blends and bath salts.

Instructor: Kerri Bailey

10/29	T	6:00pm-7:30pm	\$35
Code 40096	Lacey Campus	L1-173	

AROMA HERBAL OILS - MAKE AND TAKE

Learn how to create all natural aroma herbal oils using plant-based oils and essential oils. Aroma herbal oils are fun and easy to prepare by combining a variety of scents and ingredients to make oil blends for fragrance, skin conditioning or as an herbal remedy. You will also explore the basics of using essential oils and how to blend oils by choosing which ones go well together for desired results.

Instructor: Kerri Bailey

11/12	T	6:00pm-7:30pm	\$40
Code 40097	Lacey Campus	L1-173	

BALANCE YOUR CIRCADIAN RHYTHM

Circadian rhythms are our 24-hour sleep/wake cycle or "inner clock" that balances our bodies daily functions. Learn how to balance your circadian rhythm using multiple methods that can improve our general health, nutrition, sleep habits and mental clarity.

Instructor: Kerri Bailey

12/10	T	6:00pm-7:30pm	\$35
Code 40098	Lacey Campus	L1-173	



SPECIAL INTEREST

CSI - MYTH vs. FACT

Enjoy CSI shows and mysteries? Then this presentation is for you. This is an interactive presentation and you are encouraged to ask questions. You will look at actual photographs from homicides, suicides, robberies, etc. to determine what the evidence revealed. Presenter will then go over with participants how they analyzed the evidence and then relate the facts of the crime scene to tie into the evidence photos. You will also have the opportunity to engage in exercises during the class. Please see website for supply list. Class is strictly for participants 18 & over.

Instructor: Lynne Dean

10/12	Sa	9:00am-12:00pm	\$60
Code 40344	Online with Zoom		
11/12	Tu	6:00pm-9:00pm	\$60
Code 40345	Online with Zoom		

EXPLORING AI: HANDS-ON PROJECTS FOR BEGINNERS

Embark on a journey into the world of AI, designed especially for beginners. Dive into the practical side of artificial intelligence with hands-on projects that make learning engaging and accessible. Empower yourself with tangible AI skills to help you understand and navigate the AI-driven world, making you a more and empowered user.

Instructor: Lindsay Schopfer

9/15	Tu	6:30pm-8:00pm	\$35
Code 43354	Online with Zoom		

MUSIC

SPSCC music instruction classes are co-scheduled with for-credit programming and are offered for community members who have an interest in serious study. Most classes participate in a mandatory performance. Please see website for more information.



SPSCC JAZZ BAND

Provides the instrumentalist an opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation.

9/24-12/3	T	6:00pm-8:30pm	\$90
Code 37800	Olympia Campus	Building 21	

SPSCC SYMPHONY ORCHESTRA

The orchestra is open to students, faculty, staff, and community members. Enrollment requires teacher permission.

9/26-12/5	Th	7:00pm-9:30pm	\$90
Code 37803	Olympia Campus	Building 21	

SPSCC PERCIVAL CHOIR

You will work on the basics of good choral singing as we prepare works from standard choral literature for a performance at the end of the quarter.

9/25-12/4	W	6:15pm-8:45pm	\$90
Code 37805	Olympia Campus	Building 21	

SPSCC CHAMBER SINGERS

Basic principles of chamber ensemble singing and study of appropriate choral literature.

9/24-12/10	TuTh	1:20pm-3:05pm	\$90
Code 34638	Olympia Campus	Building 21	

Access Services

Support services and classroom accommodations are available to qualified students with disabilities. Upon registration, contact (360) 596-5306.

You can also join the music department for an upcoming concert!

Concerts are held at the Kenneth J. Minnaert Center for the Arts, Olympia Campus, Building 21.

*Admission is a suggested \$15 at the door



LOOKING FOR MORE TRAINING OPTIONS?

SPSCC is partnering with Ed2go to offer highly interactive courses that you can take entirely over the internet. All of the courses are led by expert instructors, many of whom are nationally known authors. The online courses are affordable, fun, fast, convenient, and geared just for you.

Visit www.ed2go.com/spsc to explore the entire course list. There are over 300 courses available. You register directly on the ed2go web page and classes start once a month.

Ed2go courses are entirely online. You can work on course material wherever and whenever you have internet access. Instructor-led courses operate on a rolling monthly basis. After enrolling, you will receive lessons on a set schedule over the duration of your course. Self-paced tutorial courses are open enrollment, meaning you can enroll and start a course any time it is convenient. You receive the lessons immediately after enrolling and can complete the course content anytime during your access period.

CAREER & PROFESSIONAL DEVELOPMENT

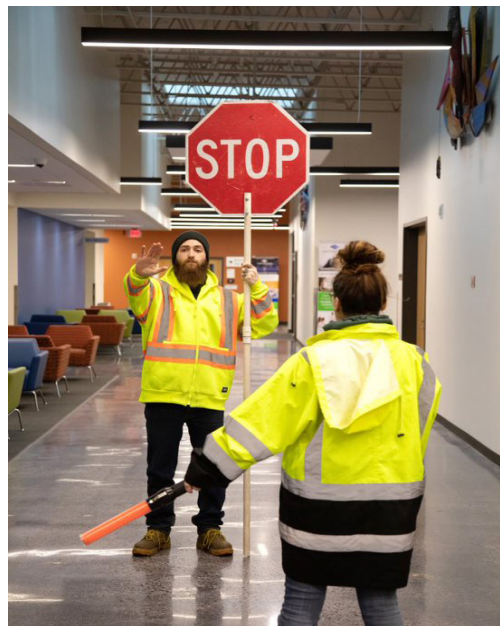
INDUSTRY SKILLS

FLAGGER CERTIFICATION

Get trained for a new job as a Certified Flagger! Upon successful completion of this course and passage of the exam, you will receive a Washington Department of Transportation Certification Card that is valid for three (3) years. This card is also valid in Oregon, Idaho and Montana. In addition, you will receive an American Traffic Safety Services Association National Flagger Certification Card, which is currently valid in 48 states (all except Washington and Oregon) and for four (4) years.

9/11	W	8:30am-4:00pm	\$75
Code 31905	Lacey Campus	L1-191	
10/2	W	8:30am-4:00pm	\$75
Code 31906	Lacey Campus	L1-191	
11/6	W	8:30am-4:00pm	\$75
Code 31907	Lacey Campus	L1-191	
12/4	W	8:30am-4:00pm	\$75
Code 31910	Lacey Campus	L1-191	

Instructor: Michelle Foy



PROJECT MANAGEMENT

AGILE PROJECT MANAGEMENT

This two-day course offers a high-level overview of various project management approaches, from prescriptive to adaptive methodologies. You will delve into Agile Project Management delivery principles, emphasizing Scrum and Kanban. This class features interactive discussions and hands-on activities tailored for effective agile project management.

12/5-12/6	8:00am-4:30pm	\$395
Code 40724	Lacey Campus	L1-186

Instructor: Candria Rauser

PROGRAM MANAGEMENT FUNDAMENTALS

This two-day course lays a foundation for program success, for the new program manager taking over an existing program, to the existing program managers considering launching new programs, and everyone in between. The course addresses the importance of program alignment with organizational strategic goals, program stakeholders, and the benefits provided by the program. This alignment ensures management support of the program and aligns the program for success. Practical program management approaches, tools and templates will be addressed during the course.

11/21-11/22	ThF 8:00am-4:30pm	\$395
Code 40132	Lacey Campus	L1-182

Instructor: Dave Pratt

ORGANIZATIONAL STRATEGIC PLANNING

This course identifies the philosophy and practical approach for strategic planning as a tool for effective program development within the public, private and nonprofit sectors. The course lays the foundation for successful strategic planning and takes students through the process for developing actionable strategic goals and objectives to guide program development. The course identifies how successful organizations integrate strategic objectives as a guiding element of successful portfolio management and program planning processes, to ensure the alignment of programs and their component subprograms, projects and ongoing operations to meet internal and external stakeholder needs.

12/3-12/4	TuW	8:00am-4:30pm	\$395
Code 40199	Lacey Campus	L1-182	

Instructor: Heidi Brownell

Check out the Project
Management Certificates
on pages 20-21

ONLINE TRAINING DEVELOPMENT

We can all agree that online learning is better when a course is dynamic, visually appealing and includes some elements of interaction. These classes will teach you how to create engaging instruction incorporating these elements and more.

ADULT LEARNING THEORY

Would you like to create more effective training sessions? In this course, we will discuss the basics of Adult Learning Theory which will assist you in designing more effective, engaging courses, to help your learners gain mastery of the subject that will stick with them beyond the course.

By the end of this course you will:

- Understand the basics of how adults learn.
- Identify and create clear objectives.
- Create clear learning plans.
- Learn how to utilize formal and informal assessments for practice versus mastery.
- Develop formative and summative assessments.
- Learn how to design and implement strategies for engagement. Create materials/visual aids that maximize understanding and engagement for both in-person and on-line training.

11/19 Tu 8:00am-4:30pm \$395
Code 38574 Lacey Campus Building 1
Instructor: Maggie Christofferson

ARTICULATE STORYLINE 3 & 360 ESSENTIALS

Articulate Storyline is an authoring tool used to create eLearning courses. This class will provide a progressive path to gain comfort in the program and your development of courses from the structure of the Storyline program to the project planning involved in creating interactive trainings. This is a two day hands-on class that gives you the skills to be successful in the Articulate Storyline program.

10/7-10/8 MTu 8:00am-4:30pm \$625
Code 38398 Online with Zoom
Instructor: Jessica Sanders



ARTICULATE STORYLINE 3 & 360 BEYOND THE ESSENTIALS 2

This two-day, hands-on class takes your skills to the next level! In this course you will break free from the linear model thinking and think beyond the box for what you can do with Articulate Storyline 360. This class covers the more complex elements of Articulate Storyline to give you the ability to create eLearnings that go to the next level.

11/18-11/19 MTu 8:00am-4:30pm \$625
Code 38425 Online with Zoom
Instructor: Jessica Sanders

ARTICULATE STORYLINE TIPS, TRICKS & GAMIFICATION

In this course, you will expand on the skills acquired in Articulate Storyline Essentials and Articulate Storyline Beyond the Essentials to create advanced interactions and graphics. We will mix self-guided work with step-by-step how-tos, best practices, as well as explore several different ways to accomplish the same task, allowing you to find your own process when working with storyline.

In this course, you will create the following elements:

- Custom menus,
- Looped graphics & audio,
- Adding descriptive narration including enable/disable options,
- Text-to-Speech (must have storyline 360),
- Understand how and when to use gamification for content retention,
- Accessible games that take you interactive elements beyond quiz questions.

9/25 W 8:00am-4:30pm \$300
Code 38382 Online with Zoom
Instructor: Jessica Sanders

MEDIA & CONTENT DEVELOPMENT

FILM AND VIDEO BASICS

Action! Cut! Roll Camera! Filming is not just for the big screen - it is an effective medium to relay information whether you are waiting in your doctor's office or accessing a website. Create more engaging informational and training videos by including film to tell your story. In this course you will learn the basics of capturing video. The best part is - with the right tools, you can use a modern cell phone to capture high quality video! We will discuss the basics of framing, lighting, and motion on screen, as well as how to get the best images using tools that can assist you with identifying proper focus and exposure.

By the end of this course you will be able to:

- Understand basic recording techniques.
- Understand types of lenses and when to use them.
- Create an effective storyboard and shot list to use as a roadmap for your project.
- Create a well framed image to appropriately draw the viewer's attention.
- Understand lighting basics.
- Understand how and why to implement concepts like the 180 degree rule, eye-line consistency, and the rule of thirds.
- Know how to use tools to assist with focus and exposure.
- Understand how and why to use a slate.

9/5 Th 8:00am-4:30pm \$395
Code 38386 Online with Zoom



AUDIO AND VOICEOVER BASICS

In this course, you will learn the basics of recording audio. We will start with a discussion on creating an optimal space for recording, a review of recording equipment, and an introduction to various software options for processing and editing your audio. From there, we will discuss best practices for recording with an emphasis on voiceover. We will use Adobe Audition to record, edit, and cleanup your recording by removing unwanted sounds and background noise, as well as adjust your audio for the best sound quality. We will finish with a brief introduction to sound design that will allow you to make your videos more engaging by adding simple sound effects.

11/6 W 8:00am-4:30pm \$395
Code 38416 Online with Zoom
Instructor: Jessica Sanders

VIDEO EDITING BASICS

In this course you will learn how to edit video footage from both live recordings and screen captures. This is an entry level course that will review the basics of the program covering best practices for working with video.

By the end of this course you will:

- Understand basic editing theory.
- Understand the panels in Adobe Premiere.
- Import footage into Adobe Premiere and the basics of project and asset management.
- Use and edit video clips including trimming and basic transitions.
- Tips for software simulations (freeze frame, rate stretch, picture-in-picture, adding text, etc.).
- Export video from Premiere for direct publication or use in Storyline eLearning projects.
- Working with text-to-speech and video.

11/22 T 8:00am-4:30pm \$395
Code 40133 Online with Zoom

Coming Soon!

- **STORYBOARDING AND PRE-PLANNING FOR BUSINESS**
- **ADOBE CHARACTER ANIMATOR**
- **LIVE STREAMING FOR TRAININGS AND MEETINGS**
- **PRODUCTION 101**
- **SET BASICS**
- **ASSISTANT EDITING**
- **SCRIPT SUPERVISING**

ADOBE

ACROBAT DC

The Acrobat DC two-day, hands-on course will give you plenty of practice with Acrobat DC's dramatically overhauled interface as well as the classic, tried-and-true tools for creating, reviewing, editing, commenting on, modifying, and finalizing PDF files. Need to create smaller, faster loading PDFs? This class includes various techniques for optimizing PDFs for both web and print output. In addition many brand new features will be covered and are sure to enhance office efficiency for users of all skill levels; with or without prior Acrobat experience.

10/1-10/2 TuW 8:00am-4:30pm \$455
 Code: 38375 Lacey Campus Building 1
 Instructor: Bernie Benson



ILLUSTRATOR, PHOTOSHOP & INDESIGN CLASSES ON PAGES 16-17

DATABASES & PROGRAMMING

ACCESS 2016 LEVEL 1

Come and learn the advantages of using a relational database program, like Access, and what it can do for your business processes. Covers the basic operations of Access including creating new databases and modifying existing ones. You will also practice creating tables and establishing relationships among them; creating and maintaining records; locating records; and producing reports.

10/1-10/2 TuW 8:00am-4:30pm \$289
 Code 38395 Lacey Campus Building 1
 Instructor: Viji Balakrishnan
 12/4-12/5 WTh 8:00am-4:30pm \$289
 Code 40142 Lacey Campus Building 1
 Instructor: Bernie Benson

ACCESS 2016 LEVEL 2

In this class, you will improve and customize tables, queries, forms and reports, and share Access data with other applications. If your job requires working with and revising intermediate-level queries, forms and reports and integrating Access data with other applications such as Microsoft Office Word or Excel, this course is for you.

10/22-10/23 TuW 8:00am-4:30pm \$289
 Code 38408 Lacey Campus Building 1
 Instructor: Viji Balakrishnan
 11/19-11/20 TuW 8:00am-4:30pm \$289
 Code 38420 Lacey Campus Building 1
 Instructor: Viji Balakrishnan

SQL STRUCTURED QUERY LANGUAGE LEVEL 1

Structured Query Language (SQL) is the programming language for managing data in relational databases. In this course, we will practice writing SQL queries to retrieve, summarize, modify data, and analyze business data. We will also discuss the theory and logic behind the language and its elements. We will use SQL Server and T-SQL (Microsoft's SQL dialect) for class exercises, but the material is useful for anyone using other relational database systems (e.g. Oracle, MySQL, Access, MariaDB).

9/25-9/26 WTh 8:00am-4:30pm \$595
 Code 38385 Online with Zoom
 Instructor: Jim Parshall
 10/8-10/9 TuW 8:00am-4:30pm \$595
 Code 38406 Lacey Campus Building 1
 Instructor: Bernie Benson



MICROSOFT OFFICE

EXCEL 2016-2019 Lv1

Microsoft Excel is an incredibly powerful and effective tool for managing numbers and data. In today's demanding business or personal environment, Excel provides quick, responsive answers for manipulating, storing, and sharing this information. Use practical, and realistic hands-on exercises as you learn to get more done quickly. Level 1 provides skills to being productive: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.

9/9-9/10	MTu	8:00am-4:30pm	\$255
Code 38569	Lacey Campus	Building 1	
Instructor: Pam Clevenger			
10/2-10/3	WTh	8:00am-4:30pm	\$255
Code 38571	Lacey Campus	Building 1	
Instructor: Pam Clevenger			

EXCEL 2016-2019 Lv2

This course builds on the basic concepts of Excel Level 1, providing more advanced tools for analysis and presentation of complex, realistic data. Practice the advanced skills necessary for working with complex workbooks, building complex functions, using data analysis tools, making an impact with charts, and collaborating with others.

9/11-9/12	WTh	8:00am-4:30pm	\$255
Code 38373	Online with Zoom		
Instructor: Jessica Sanders			
11/21-11/22	ThF	8:00am-4:30pm	\$255
Code 38573	Online with Zoom		
Instructor: Pam Clevenger			

EXCEL 2016-2019 Lv3

If you are an experienced Excel user who wants to build on knowledge and skills, this course is for you. This course will build on your prior knowledge in Excel and will provide advanced tools for solving real-world problems.

9/16-9/17	MTu	8:00am-4:30pm	\$255
Code 32501	Lacey Campus	Building 1	
Instructor: Viji Balakrishnan			
10/3-10/4	ThF	8:00am-4:30pm	\$255
Code 38401	Lacey Campus	Building 1	
Instructor: Al Hedstrom			

CREATING DASHBOARDS IN EXCEL

Dashboards, also known as "infographics," are ideal for delivering information in a graphical, dynamic, user-friendly form; and Excel is a familiar, effective application that will enable you to do just that! This class will help you to extract information from your raw data and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. Utilizing various combinations of Excel charts, Pivot Tables, Pivot charts/slicers, conditional formatting, Data Validation, Sparklines, hyperlinks, and advanced formulas, you will be able to synthesize your raw data into meaningful, dynamic visual presentations.

11/13-11/14	WTh	8:00am-4:30pm	\$290
Code 38421	Lacey Campus	Building 1	
Instructor: Al Hedstrom			

FORMULA FAVORITES

Do you find yourself wanting to go beyond the typical basic Excel formulas like Sum, Average, Min/Max, and Count? This one-day class will show you how to do just that! You will be able to take your raw data in Excel and summarize it even more efficiently by using concepts and tools you learn in this class.

9/18	W	8:00am-4:30pm	\$275
Code 38362	Lacey Campus	Building 1	
Instructor: Al Hedstrom			

EXCEL PIVOT TABLES

Do you work with Excel documents involving large, cumbersome amounts of data? You can use the Microsoft Excel Pivot Tables feature to quickly extract meaningful, concise information from this data and look at the data in many different ways. Pivot Tables are interactive and dynamic, enabling you to make comparisons and answer specific questions without having to write new formulas, copy and paste cells, or reorganize rows and columns.

12/10	Tu	8:00am-4:30pm	\$159
Code 43267	Lacey Campus	Building 1	
Instructor: Al Hedstrom			

MICROSOFT OFFICE

OUTLOOK 2016 Lv1

This course provides you with the skills you need to compose and send email, schedule appointments and meetings, manage contact information and schedule tasks.

9/25 W 8:00am-4:30pm \$159
Code 38378 Lacey Campus Building 1
Instructor: Al Hedstrom

OUTLOOK 2016 Lv2

This course will expand your knowledge of Outlook and provide the information and tools needed to maximize your abilities and proficiency in your work.

10/14 M 8:00am-4:30pm \$159
Code 38404 Lacey Campus Building 1
Instructor: Al Hedstrom

POWERPOINT 2016 Lv1

Create professional and well-organized presentations. Learn the fundamentals needed to create and modify basic presentations, format text on slide, enhance visual appeal using graphical objects and transitions, and add tables and charts to present data in a structured way.

10/10 Th 8:00am-4:30pm \$159
Code 38384 Lacey Campus Building 1
Instructor: Al Hedstrom

MICROSOFT PROJECT - A NEW APPROACH

Microsoft Project is the premier software application used to track and dynamically update project management tasks and deadlines. This hands-on course is designed to provide practice with managing time, people, and budgets for any size project. You will learn how to create a task list and assign resources, fine-tune your project plan, track project progress, and share and publish project information.

10/22-10/24 TWTh 8:00am-4:30pm \$475
Code 38394 Lacey Campus Building 1
Instructor: Shannon Reynolds

VISIO 2016 LEVEL 1

Microsoft Visio is the premiere application to create all types of visual displays of information that can help communication and improvement in your work. In this course, you will practice the tools and techniques used to create professional business and technical diagrams, including flowcharts, organizational charts, and network diagrams.

9/3-9/4 TuW 8:00am-4:30pm \$325
Code 38393 Lacey Campus Building 1
Instructor: Viji Balakrishnan
11/5-11/6 TuW 8:00am-4:30pm \$325
Code 38430 Lacey Campus Building 1
Instructor: Viji Balakrishnan

WORD 2016 LEVEL 1

Microsoft Word is an essential tool for any individual in today's digital age. Proficiency in Word is a vital skill used in both business and basic day-to-day activities. Word 2016 Level 1 provides the basic concepts and skills to start being productive with Microsoft Word 2016: how to create, format, and set up a document, and how to add graphics and tables.

2/22 Th 8:00am-4:30pm \$159
Code 39330 Lacey Campus Building 1
Instructor: Al Hedstrom

ACCESSIBLE OFFICE DOCUMENTS

In this course you will learn how to edit and create Word, Excel and PowerPoint documents to ensure accessibility. By the end of this course you will be able to:

- Understand the basics of accessibility for digital documents
- Know how and when to use alt text for images
- Check fonts and colors for accessibility
- Use built in accessibility checkers
- Appropriately use styles and layouts
- Know how to create accessible links
- Understand responsibilities of including videos and audio in your documents

10/4 F 8:00am-4:30pm \$275
Code 38396 Online with Zoom
Instructor: Jessica Sanders
11/7 Th 8:00am-4:30pm \$275
Code 383424 Online with Zoom
Instructor: Jessica Sanders

ITIL FOUNDATION

ITIL (Information Technology Infrastructure Library) is used as a best practices process framework for managing IT services. Gain an understanding of the ITIL terminology, service lifecycles, processes, roles, and functions. Learn the five areas of the service lifecycle along with the importance of aligning IT practices to business processes. Covers the fundamental practices necessary to achieve the efficient support and delivery of high quality, cost effective IT services.

10/16-10/18 WThF 8:00am-4:30pm \$1195
Code 38409 Online with Zoom
Instructor: Jim Parshall



SHAREPOINT

SHAREPOINT 2016 FOR SITE USERS

Course provides foundational knowledge for the Microsoft SharePoint 2016 platform. With the modern business environment and distributed workforces collaboration is essential to a successful business model. SharePoint 2016 offers flexibility to tailor deployments based on your infrastructure to ensure the most successful model that matches your work. This hands-on course begins with a detailed understanding of SharePoint and its benefits. In this course you will become proficient with 2016's new interface, navigation structure, and all the essentials for understanding and working efficiently with lists, libraries, documents, discussion groups and more. You will gain proficiency with day-in-the-life site member tasks, discover what's new in 2016 compared to previous versions, and gain an introductory understanding of SharePoint's permissions and user roles.

9/17-9/18 TuW 8:00am-4:30pm \$455
Code 38365 Online with Zoom
Instructor: Jim Parshall

SHAREPOINT 2016 FOR SITE OWNERS

Provides hands-on practical knowledge for the Microsoft SharePoint 2016 site owner or super user. Whether you are creating a new site for your team or project or have inherited an existing site, this course shows how to use site owner features effectively to customize your pages, lists and libraries for maximum team efficiency. Take advantage of SharePoint's robust, no-code customization options and detailed permission settings. This class covers the enhancements specifically for site owners or anyone interested in taking a more active role in supporting and customizing SharePoint team sites for their members. This course is also helpful for managers or supervisors who want to be more familiar with SharePoint's capabilities and is highly recommended for IT staff who support site members and owners.

11/13-11/14 WTh 8:00am-4:30pm \$495
Code 38427 Online with Zoom
Instructor: Jim Parshall

CUSTOMIZED TRAINING

WE WORK WITH YOU TO DEVELOP TRAINING THAT MATCHES YOUR ORGANIZATION'S NEEDS.

Corporate & Continuing Education can provide customized courses to meet the individual needs of both business and government organizations in the Thurston County area. After careful assessment of client needs, we design tailored educational solutions that speak to the outcomes your organization is searching for. Our instructors are public sector and private business practitioners and/or consultants who bring subject matter expertise to the classroom and real world solutions to the training.

Contact us at conted@spsc.edu to discuss your business and or agency needs.



BUSINESS ANALYSIS CERTIFICATE

DATA DRIVEN DECISIONS!

SPSCC is an endorsed educational provider for the International Institute of Business Analysis (IIBA®). This program is designed to provide you with a comprehensive grounding in the underlying principles, basic concepts, and terminology related to Business Analysis (BA). The Business Analysis Certificate Program is 105 hours in length and comprised of courses that provide you with a solid foundation in the six functional areas of BA. These courses are designed around the BABOK® guide from IIBA® and prepare you with the knowledge to get a great start toward your exam preparation.

How It Works

- Start with Business Analysis Fundamentals then take the rest of the courses as they fit your schedule.
- Class length is 2 days from 8:00am–4:30pm.
- Classes are offered year-round.
- Earn PDUs (Professional Development Units). (1 PDU = 1 hr of instruction)
- Take one course or complete the certificate.

BUILD YOUR SKILLS

- Understand what Business Analysis is and what a Business Analyst does.
- Understand the relationship between the Business Analyst and the Program Manager.
- Understand the role of the Business Analyst on a project.
- Define what a requirement is.
- Recognize BA terminology.
- An overview of motivational theories and how these relate to group work.
- Understanding of BA competencies:
 - Analytical Thinking and Problem Solving
 - Behavioral Characteristics
 - Business Knowledge
 - Communication Skills
 - Interaction Skills
 - Software Applications
- Understand the requirements for sitting for the CCBA® (IIBA®) exam.

15 hrs	Business Analysis Fundamentals: Framework & Competencies
15 hrs	Business Analysis Elicitation, Collaboration & Requirements Life Cycle Management
15 hrs	Business Analysis Strategy Analysis & Perspectives
15 hrs	Business Analysis Techniques
15 hrs	Business Analysis Planning & Monitoring
15 hrs	Business Analysis Requirements Analysis & Design Definition
15 hrs	Business Analysis Solution Evaluation



"IIBA®, the IIBA® logo, BABOK® Business Analysis Body of Knowledge® are registered trademarks owned by International Institute of Business Analysis. CBAP® and CCBA® are registered certification marks owned by International Institute of Business Analysis. Certified Business Analysis Professional, Certification of Competency in Business Analysis, Endorsed Education Provider, EEP and the EEP logo are trademarks owned by International Institute of Business Analysis."

INSTRUCTOR HIGHLIGHT SHARON SIKES



Sharon Sikes has 45 years in development, implementation and training of practices in project, program and business analysis management within the domestic and international oil & gas, construction, banking IT, and insurance IT industries. She developed the courses for the Business Analysis Certificate, which allows attendees to create and implement successful business analysis practices in their organizations. Her coursework outlines the necessity of a solid partnership between the business analyst and the project/program manager. She is an established international presenter and has received multiple recognitions including the PMI Distinguished Contribution Award.

BUSINESS ANALYSIS CLASSES

BUSINESS ANALYSIS FUNDAMENTALS: FRAMEWORK & COMPETENCIES (RECOMMENDED FIRST CLASS)

Understand the Business Analyst's role and responsibilities in a successful project. In this introductory course, you'll delve into the roles and responsibilities of the Business Analyst: the communication link between all business areas and a critical player in project success. Learn techniques for ensuring project success every step of the way from identifying and analyzing potential projects to making sure the final project product meets the identified requirements.

9/9-9/10 MTu 8:00am-4:30pm \$395
Code 38327 Lacey Campus L1-191 15 PDUs

BUSINESS ANALYSIS ELICITATION, COLLABORATION & REQUIREMENTS LIFE CYCLE MANAGEMENT

Address two knowledge areas from the Business Analysis Body of Knowledge. During Elicitation, the course will cover details for eliciting business, stakeholder, solutions or transition requirements. During Requirements Management & Communication, the student will gain an understanding of the activities and considerations for managing and expressing requirements to a broad and diverse audience.

11/13-11/14 WTh 8:00am-4:30pm \$395
Code 38342 Lacey Campus L1-191 15 PDUs

BUSINESS ANALYSIS STRATEGY ANALYSIS & PERSPECTIVES

Describes the activities necessary to identify a business need, problem or opportunity, define the nature of a solution that meets that need and justify the investment necessary to deliver that solution. Enterprise Analysis outputs provide context to requirements analysis, and to solution identification for a given initiative or for long-term planning. This is often the starting point for initiating a new project and is continued as changes occur and more information becomes available.

10/9-10/10 WTh 8:00am-4:30pm \$395
Code 38332 Lacey Campus L1-191 15 PDUs

Clear and Concise, always willing and able to answer student questions. Sharon is always willing to expand on knowledge.

-Business Analysis Elicitation, Collaboration & Requirements Life Cycle Management

BUSINESS ANALYSIS PLANNING & MONITORING

Addresses identifying stakeholders; defining roles and responsibilities of stakeholders in the business effort; developing estimates for effort; planning how the BA will communicate with stakeholders; planning how requirements will be approached, traced and prioritized; determining the deliverables; defining and determining processes; and determining the metrics that will be used for monitoring work.

12/11-12/12 WTh 8:00am-4:30pm \$395
Code 38345 Lacey Campus L1-191 15 PDUs

BUSINESS ANALYSIS SOLUTION EVALUATION

This course describes the tasks that are performed in order to ensure that solutions meet the business need and to facilitate their successful implementation. It will also cover activities that may be performed to assess and validate business processes, organizational structures, outsourcing agreements, software applications, and any other component of the solution.

11/4-11/5 MTu 8:00am-4:30pm \$395
Code 38339 Lacey Campus L1-191 15 PDUs

BUSINESS ANALYSIS REQUIREMENTS ANALYSIS & DESIGN DEFINITION

Presents tasks and techniques used by a business analyst to analyze stated requirements to define required capabilities of a potential solution that will fulfill stakeholder needs. Course covers the definition of stakeholder requirements, which describes what a solution must be capable of doing to meet the needs of one or more stakeholder groups, and solution requirements, which describe the behavior of solution components.

9/24-9/25 TuW 8:00am-4:30pm \$395
Code 38329 Lacey Campus L1-191 15 PDUs

BUSINESS ANALYSIS TECHNIQUES

Provides a high-level overview of the techniques referenced in all Knowledge Areas of the BABOK® Guide. Techniques alter the way a business analysis task is performed or describe a specific form the output of a task may take. If you specialize in a particular methodology or business domain, you may need to understand a smaller set of techniques in greater depth, or may need to develop expertise in other techniques.

10/21-10/22 MTu 8:00am-4:30pm \$395
Code 38337 Lacey Campus L1-191 15 PDUs



GRAPHIC DESIGNER I CERTIFICATE

FOR PRINT & DIGITAL BASED DESIGNS

Whether you planned a career in graphic design or have inherited the job of designing print based communication for your organization, this program will give you the foundational skills to work in this fun and fast-paced industry. Build a foundation in design theory and software that will help you to create brochures, posters, newsletters, and work in other key areas of design. Covers topics that take you from the “whys” of design and best practices to hands on “hows” of getting it done.

HOW IT WORKS

- The certificate has eight classes which are listed in the order we suggest you take them.
- The skills and knowledge you learn can be applied to any design software.
- Take one course or the entire certificate.

CERTIFICATE CLASSES (98 HOURS)

14 hrs	InDesign CC Lv1*
14 hrs	Illustrator CC 101*
14 hrs	Photoshop CC*
14 hrs	Design Principles 101
14 hrs	Web Design Principles
14 hrs	Designing Publications
14 hrs	User-Centered Design & Usability 101

*The Adobe Suite Classes have been updated to CC to deliver the most up to date versions of the programs

INSTRUCTOR HIGHLIGHT ANNETTE ROTH



Annette is an accomplished professional, with almost 20 years' experience in marketing, communications, graphic design, business and technical writing, web design and development, brand strategy, strategic planning, program development, and corporate and technical training. She has expert-level skills in Adobe Creative Suite programs, and has developed dozens of websites for various organizations. In addition to teaching at SPSCC and Green River Community College, Annette works for the Washington State Arts Commission as the Creative Districts Program Manager, and provides communications and brand consulting to clients throughout the Puget Sound region.

Great overview, good format alternating lecture and practice.

– Illustrator CC 101 participant

INDESIGN CC Lv1

InDesign is the premier tool for creating layouts for magazines, newsletters, and brochures. You will begin with the basics of page layout and then practice tips and techniques to help you become more productive. This course will help you create eye-catching print documents as well as give you practice with time-saving workflows.

12/5-12/6 ThF 9:00am-4:30pm \$425
Code 40146 Lacey Campus L1- 165

ILLUSTRATOR CC 101

Illustrator is the premier tool for creating vector images for magazines, newsletters, brochures and the web. In this introductory class, you will begin with the basics of drawing shapes and lines, creating text, and importing graphics and pictures and then practice techniques to help you become more productive with the program. These are the building blocks that will make Illustrator one of your favorite programs to use.

11/21-11/22 ThF 9:00am-4:30pm \$425
Code 38423 Lacey Campus L1- 165

GRAPHIC DESIGNER I CLASSES CONT.



I learned a lot of great basics that will allow me to do a lot more in Illustrator. I learned more than I thought we would cover in 2 days.
-Illustrator CC 101 participant

PHOTOSHOP CC

This two-day class breaks down the interface, tools, and features of Adobe Photoshop CC into easily understood topics and hands-on exercises. You will learn how to use tools to enhance images, whether for digital photography, print design, or the web. Gain proficiency in using Photoshop's many selection methods. Work with layers for design flexibility and creative effects. This class also covers an introduction to color models and color management--to ensure your final product looks and prints as expected.

Winter 2025 9:00am-4:30pm \$425

DESIGN PRINCIPLES 101

Do you need to create a stunning brochure, marketing piece or newsletter and don't know where to begin? Do you regularly create communications pieces, but never had any formal training in graphic or web design? Do you just want to refine your skills by learning the basics of great design? If any of these apply to you, then Mastering Basic Design Principles is for you.

9/26-9/27 ThF 9:00am-4:30pm \$425
Code 38376 Lacey Campus L1- 165

WEB DESIGN PRINCIPLES

If you need to create, re-vamp or maintain a website, and you need background knowledge and a few useful skills and tips, this class is for you. This class will discuss the fundamentals of what it takes to create a website from scratch and maintain it. We will also discuss the process of creating websites, terms, principles, converting images for the web, different types of website software, and more.

10/10-10/11 ThF 9:00am-4:30pm \$425
Code 38400 Lacey Campus L1- 165

DESIGNING PUBLICATIONS

Do you need to create a newsletter, magazine, annual report or other multi-page document? What makes the difference between a good brochure and a great brochure? This two-day course will include the basic elements, vocabulary and practical use for creating products for both print and web to include tips, tricks and standards of graphic design elements. Students will use Adobe InDesign, Photoshop and Acrobat to complete a sample project. Please note this is not an introductory class to any of those programs.

11/14-11/15 ThF 9:00am-4:30pm \$425
Code 38422 Lacey Campus L1- 165

USER-CENTERED DESIGN & USABILITY 101

Do you create or manage websites but need to redesign the structure to make it more user-friendly? Do you get feedback from users that your site is difficult to navigate or doesn't function well? Designing for the user experience is becoming more and more important as technology changes and this class will help you stay ahead of the game. This two-day class will provide you with the basic methodology, knowledge and tools required to approach a website design or application building project with the principles of User-Centered Design and Usability.

9/12-9/13 ThF 9:00am-4:30pm \$425
Code 38367 Lacey Campus L1- 165



LEADERSHIP DEVELOPMENT CERTIFICATE

UNLOCK YOUR POTENTIAL!

This program is aimed at mid-level functional or technical managers who want to grow in leadership standing and in their ability to influence positive organizational outcomes. Each course is effective as a stand alone class; as a group, this certificate provides an integrated approach to the skills needed to be successful in leading and managing yourself and the people around you.

HOW IT WORKS

- The program is made up of five courses that you must complete for your certificate.
- Classes are 3 days long from 8:00am-4:30pm.
- Classes are offered year-round.
- The classes give you a foundation that will be applicable wherever you go.
- Take one course or complete the entire certificate in any order.

INSTRUCTOR HIGHLIGHT

Robert Jeffers entire career has been devoted to helping leaders transition workplace issues that impede progress. He's an international speaker, consultant, and coach, and spent twenty-years on faculty for the University of Wisconsin School of Business in Advanced Management, a program awarded five #1 world rankings by the London Financial Times.

He has helped many organizations grow their success, including: Inc. Magazine, Bosch, Deloitte, Harley Davidson, Kodak, Shure Audio, American Family Insurance, Clemson University, First Data Corporation, Pacific Telecom, Small Business Administration, GE Medical, Thrivent Financial, Weyerhaeuser, numerous Washington state agencies, and the USDA.

Robert practices the leadership of which he speaks, on the podium, from behind his desk, and as a father of two. He makes his home in Olympia, Washington.



CERTIFICATE CLASSES (105 HOURS)

21 hrs	Mind of a Manager, Heart of a Leader
21 hrs	Motivating & Coaching to Build Top Talent
21 hrs	Managing Change & Making Great Decisions
21 hrs	Leading from the Middle: Influencing without Direct Authority
21 hrs	Leading through Difficulty: Emotional Intelligence, Communication, & Conflict Management

MIND OF A MANAGER, HEART OF A LEADER

The most successful managers know themselves and know how to flex to their audience. They communicate clearly and with appropriate candor. They coach and mentor to develop the people around them. Mostly, they deliver great results. This is the gateway course to the Leadership Development certificate and it clarifies the full scope of these roles. It shows participants their strengths and sets them on a clear path to solving their challenges. Upon completion participants should be able to:

- Understand the difference between leadership and management and the necessities of each
- Improve your ability to get others efficiently doing the right work, and with the right intentions for the organization, its customers, and employees
- Learn your leadership strengths and create strategies to manage for your leadership challenges.

9/16-9/18 MTuW 8:00am-4:30pm \$595
Code 39617 Lacey Campus L1-182

LEADERSHIP DEVELOPMENT CLASSES

MOTIVATING & COACHING TO BUILD TOP TALENT

Organizations need people to step up and get the job done. Most organizations expect this without giving enough of the right kinds of support to staff and without insisting on the right kinds of activities from managers. This class helps participants create environments that compel initiative at every level and gives them the hands-on coaching practice needed to develop people's capacity, be they already high-performers, entry level staff, or somewhere in between. Upon completion participants should be able to:

- Assess your organization for four variables that drive employee performance
- Utilize the six steps of a good coaching conversation
- Effectively deliver positive reinforcement so constructive feedback can be optimized
- Know the importance of keeping conversations focused on what can be improved and how it can be done
- Energize staff to take ownership and drive positive ethics
- Understand why some people won't get on board

12/9-12/11 MTuW 8:00am-4:30pm \$595
Code 39616 Lacey Campus L1-182

MANAGING CHANGE & MAKING GREAT DECISIONS

Organizations that have the right change rollout conversations and involve the right people at the right times are the most successful. Organizations that are clear about their decision making criteria and how each member is expected to input are more productive. This program leads participants through an assessment of these processes in their organization and for their teams. Teaches strategies to immediately elevate functioning and provides templates for keeping the improvement focused and on track in the future. Upon completion participants should be able to:

- Understand the components of the change "process"
- Understand the impact that change has on employees and customers
- Practice assessing root causes of issues, rather than treating symptoms
- Practice five key facilitator practices: Observing behaviors, eliciting clear communication, challenging assumptions, speaking with tact, and maintaining group energy

10/23-10/25 WThF 8:00am-4:30pm \$595
Code 39615 Lacey Campus L1-186

LEADING FROM THE MIDDLE:

INFLUENCING WITHOUT DIRECT AUTHORITY

To get the job done, effective leaders know how to use influence when they lack direct authority. They innovate, using informal power to compel key stakeholders, upward, downward, and laterally. Participants in this course will experience expanded positive influence by embodying the attributes of influential people, discover how to read situations in order to bring the right communication, and learn strategies to brand their leadership identity with others and with themselves.

- Challenge your personal assumptions about your ability to exert more influence
- Leverage the power base you already possess
- Practice the art of clear, concise, direct, and tactful communication, and understand when to and when not to use it
- Emphasize positive influence by connecting actions to peoples' values
- Explore methods to overcome bureaucratic impediments

11/13-11/15 WThF 8:00am-4:30pm \$595
Code 39612 Lacey Campus L1-186

LEADING THROUGH DIFFICULTY: EMOTIONAL INTELLIGENCE, COMMUNICATION, & CONFLICT MANAGEMENT

Most employees spend too much time in conflict situations. Most managers spend too much time putting out fires that could have been prevented with better planning and more deliberate actions. These events collide to create a constant strain for managers. This program gives them the tools to better manage themselves so they are less drained from these realities, it clarifies processes for handling conflicts head-on before they become too hot to handle, and it provides practice in communication skills for turning difficult situations into win-wins almost all the time.

- Assess Emotional Intelligence: What it is, why it matters and how to improve it
- Discover how conflicts are shaped by expectations, perceptions and life long coping patterns
- Implement an interest-based approach to help both sides get their needs met
- Use the components of the conflict "process" when mediating impasse between others
- Practice how to face your next conflict head-on

10/7-10/9 MTuW 8:00am-4:30pm \$595
Code 39614 Lacey Campus L1-186



PROJECT MANAGEMENT CERTIFICATES

PROJECTS DONE RIGHT!

Prepare for your next big project or job opportunity. These certificates will give you the knowledge you need to be more confident at work and more competitive in the job market.

How It Works

- Start with Project Management Essentials and then take the courses you need to meet your certificate goal.
- Classes are typically 2-3 days from 8:00am-4:30pm.
- Choose the certificate that is right for you.
- Several classes are offered each month.
- Earn PDUs (Professional Development Units) (1 PDU = 1 hr of instruction).
- Take one course or complete a certificate.

BUILD YOUR SKILLS TO

- Deliver projects on time and within the scope and quality specified.
- See potential risks before it's too late.
- Ensure your project team delivers results.
- Use status reports for immediate and up-to-date information about your project.
- Determine how to allocate resources.
- Assess how delays impact the project.
- Gain knowledge for professional certification exams.



15 hrs	Project Management Essentials
15 hrs	Project Initiation & Planning
15 hrs	Communications Skills in Project Team Management & Leadership
15 hrs	Project Execution, Control & Closure
15 hrs	Project Scope & Requirements Management
15 hrs	Project Cost & Schedule Management
15 hrs	Stakeholder Management & Project Governance
15 hrs	Project Quality & Performance Management
15 hrs	Project Risk Management
15 hrs	Project-Driven Change Management

PROJECT SCHEDULER CERTIFICATE (81 HRS) PDUS

15 hrs	Project Management Essentials
15 hrs	Project Initiation & Planning
15 hrs	Project Execution, Control & Closure
21 hrs	Microsoft Project
15 hrs	Project Cost & Schedule Management

PROJECT MANAGEMENT ESSENTIALS

Addresses the nuts and bolts of project management essentials for those charged with leading a project team to successful completion. Class includes discussion and hands-on activities that will help plan and execute projects on time, stay on budget, and work with maximum efficiency.

10/3-10/4	ThF	8:00am-4:30pm	\$395
Code 40125	Lacey Campus	L1-182	15 PDUs
11/14-11/15	ThF	8:00am-4:30pm	\$395
Code 40130	Lacey Campus	L1-182	15 PDUs
12/12-12/13	ThF	8:00am-4:30pm	\$395
Code 40149	Online with Zoom		15 PDUs

PROJECT INITIATION & PLANNING

Proper initiation and planning greatly enhances the likelihood of project success. This course teaches key concepts and practical skills necessary to properly initiate and plan a project.

9/11-9/12	WTh	8:00am-4:30pm	\$395
Code 39353	Lacey Campus	L1-182	15 PDUs
11/6-11/7	WTh	8:00am-4:30pm	\$395
Code 40128	Online with Zoom		15 PDUs

PROJECT MANAGEMENT CLASSES

PROJECT EXECUTION, MONITORING CONTROL & CLOSURE

Plans developed in the project initiation and planning phases will be examined for how best to implement them. Project control processes will be emphasized on how a project team ensures that project processes function as they should and deliver the product, solution or change desired by the project's sponsor.

10/16-10/17 WTh 8:00am-4:30pm \$395
Code 39354 Lacey Campus L1-182 15 PDUs

COMMUNICATIONS SKILLS IN PROJECT TEAM MANAGEMENT & LEADERSHIP

It has been said that 80% of all project issues are people and/or ineffective project communications. This emphasizes the need for more effective communication, management, and leadership skills. This class provides an understanding of critical communication skills and the human factor of project management, people-based management and leadership skills.

9/5-9/6 ThF 8:00am-4:30pm \$395
Code 40123 Lacey Campus L1-182 15 PDUs
11/7-11/8 ThF 8:00am-4:30pm \$395
Code 40129 Lacey Campus L1-182 15 PDUs

PROJECT SCOPE & REQUIREMENTS MANAGEMENT

Covers two key elements of success for projects: the effective gathering and appropriate management of project requirements.

9/26-9/27 ThF 8:00am-4:30pm \$395
Code 40124 Lacey Campus L1-182 15 PDUs

PROJECT COST & SCHEDULE MANAGEMENT

Presents an overview of project schedule and time management: what it is, its costs, benefits, why it is important, and how to attain it. Tools for managing and measuring time will be discussed, including how to collect and understand data, and identify and analyze project process.

11/19-11/20 TuW 8:00am-4:30pm \$395
Code 40131 Online with Zoom 15 PDUs

PROJECT RISK MANAGEMENT

Projects often tend to be time constrained, pose huge technical challenges, and suffer from a lack of adequate resources. Learn key concepts and skills to identify and manage risk.

Winter 2025 8:00am-4:30pm \$395
15 PDUs

STAKEHOLDER MANAGEMENT & PROJECT GOVERNANCE

Provides a structured introduction to key terms commonly used within the project management discipline. Topics include stakeholder management and engagement processes, organizational structures and how they influence project stakeholder management and governance, and the roles and responsibilities of governing bodies.

10/10-10/11 ThF 8:00am-4:30pm \$395
Code 40126 Lacey Campus L1-182 15 PDUs

PROJECT QUALITY & PERFORMANCE MANAGEMENT

Overview of project quality: what it is, its costs, benefits, why it is important, and how to attain it. Discuss tools for managing quality, including how to collect and understand data, identify and analyze project processes, and solve project problems.

Winter 2025 8:00am-4:30pm \$395
15 PDUs

PROJECT-DRIVEN CHANGE MANAGEMENT

This two-day course addresses project-driven change management as it relates to both projects and programs. The course identifies the need for project managers to focus on the humanistic, programmatic and organizational implications of change driven by projects and the programs they support and a critical project success factor. Students will discuss the need for stakeholder involvement in all elements of a project's initiation, planning, execution and close phases. Through the use of case studies and group projects, students will address the need for comprehensive transition planning to support of the organization and the programs to which project managers hand off their project solutions. Specific emphasis is placed on John Kotter's 8-step change process and how it supports effective change management.

10/28-10/29 MTu 8:00am-4:30pm \$395
Code 40127 Lacey Campus L1-182

MICROSOFT PROJECT: A NEW APPROACH

Microsoft Project is a premier software application used to track and dynamically update project management tasks and deadlines in real time. This course will give you the introduction to scheduling and then apply those concepts to build a plan from the bottom up.

10/22-10/24 TWTh 8:00am-4:30pm \$475
Code 39329 Lacey Campus L1-168 15 PDUs



TECHNICAL SOLUTIONS DELIVERY CERTIFICATE

This certificate has been designed to bridge the gap of understanding between the Project world view and the IT world view.

Inspired by work with a local state agency, SPSCC has created a set of classes that promote a more effective working environment between Project Management and IT.

These classes bring light to the various technical programs that are out there. The participants will gain an understanding of the programs and language to give enough information that projects and communication can move more smoothly.

How It Works

- Start with Architecture for Agile Solution Delivery and then take the courses you need to meet your goals.
- Classes are typically 1-2 days from 8:00am-4:30pm.
- Take one course or complete the certificate.

Build Your Skills

Classes are set up to allow various workgroups the opportunity to gain a better understanding of concepts from the other side, ultimately providing a common language and fostering communication to enhance success on both ends and are application focused allowing you to immediately use the knowledge you obtain back at your work!



CERTIFICATE CLASSES (70 HRS)

7 hrs	Architecture for Agile Solution Delivery
7 hrs	Programming for the Non-Programmer
7 hrs	Internet Information Services
7 hrs	XML/Javascript for the Non-Tech
7 hrs	Relational Database Fundamentals
7 hrs	SQL Language Basics
7 hrs	Data Warehouse Information & Overview
7 hrs	Application Programming Interface Overview
14 hrs	Data Analysis, Integration and Business Intelligence

ARCHITECTURE FOR AGILE SOLUTION DELIVERY

What is architecture? How does software architecture relate to building architecture? Working in teams and determining needs of the business can sometimes be hard to determine through communication. This class is designed to help to set up the non-architect with the information that will provide understanding.

10/2 W 8:00am-4:30pm \$375
Code 38397 Online with Zoom 7 PDUs

PROGRAMMING FOR THE NON-PROGRAMMER

What is a Programmer? You understand the programming work provides an end product that is useful and amazing but what does it take to get there? This class is designed to help to set up the non-programmer for success in understanding and planning.

10/15 Tu 8:00am-4:30pm \$375
Code 38399 Online with Zoom 7 PDUs

Exactly the level needed. Good energy, instructor was in tune with student understanding and needed level of detail.

- Relational Database Fundamentals participant

TECHNICAL SOLUTIONS CLASSES

INTERNET INFORMATION SERVICES

Have you ever wondered about how the internet works? What makes the web browsers work the best? AND more importantly how can you make your sites the best they can be with the different tools out there? Sometimes the techy language can create a barrier that makes it hard to understand what the possibilities can be. This class can provide an understanding of how CSS, HTML and most things websites work.

10/24	Th	8:00am-4:30pm	\$375
Code 38402	Online with Zoom		7 PDU's

XML/JAVASCRIPT FOR THE NON-TECH

Have you ever wondered what the other person is talking about when they are working through the Javascript and XML needs of a project? It is easy to get lost in a language that you don't touch every day. This class provides an overarching awareness of the programs so that in conversations there is a common ground to move forward on projects and while working on teams.

10/29	Tu	8:00am-4:30pm	\$375
Code 38403	Online with Zoom		7 PDU's

RELATIONAL DATABASE FUNDAMENTALS

Databases store and organize data and provide valuable decision making and analysis tools in business. When building a database there are multiple layers of employees that are using the database for a variety of reasons. An accurate, complete collection of needs from the working groups is essential to making the database successful.

10/22	Tu	8:00am-4:30pm	\$375
Code 38407	Online with Zoom		7 PDU's

SQL LANGUAGE BASICS

(FORMERLY NAMED SQL FOR SQL CONSTRUCTS)

Structured Query Language (SQL) is the programming language for managing data in relational databases. This class will discuss the theory, logic, and syntax, and give a basic overview so that you can obtain a basic understanding of SQL capabilities. Finding agile solutions in a technical world and delivering technology projects can be difficult, particularly understanding how different technological elements work together towards a solution.

10/4	F	8:00am-4:30pm	\$375
Code 38369	Lacey Campus	L1-170	7 PDU's
11/21	Th	8:00am-4:30pm	\$375
Code 38428	Online with Zoom		7 PDU's

Class format made the topic approachable for a non-programmer like myself. instructor provided fantastic real work examples.

- Programming for the Non-Programmer participant

DATA WAREHOUSE INFORMATION & OVERVIEW

Databases storing details of the organization's day to day operations contain important data to track and make decisions. Data Warehouses facilitate complex analysis by restructuring, consolidating and summarizing operational data. Data Warehouse projects require in-depth analysis to determine data structure to support your organizational goals.

9/19	Th	8:00am-4:30pm	\$375
Code 38374	Online with Zoom		7 PDU's
12/11	W	8:00am-4:30pm	\$375
Code 40148	Online with Zoom		7 PDU's

APPLICATION PROGRAMMING INTERFACE OVERVIEW

Communication protocols in programming are set to determine building software and understanding the Application Programming Interface (API) gives you a step up when working with others to determine the next steps or best way to lay out the interface.

10/30	W	8:00am-4:30pm	\$375
Code 38405	Online with Zoom		7 PDU's

DATA ANALYSIS, INTEGRATION & BUSINESS INTELLIGENCE

Take the first steps to identify key concepts in business intelligence, including data analysis, integration and reporting. This is a huge topic that arches into a variety of business programs and concepts to assist in business decisions and database and application structures. Understanding the overarching concepts can give you a head start when beginning work on projects involving business intelligence.

9/23-9/24	MTu	8:00am-4:30pm	\$575
Code 38380	Online with Zoom		14 PDU's
12/16-12/17	MTu	8:00am-4:30pm	\$575
Code 40151	Online with Zoom		14 PDU's



4220 6th Avenue SE
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