Corporate and Continuing Education

To see if a customized training option is the right match for your team, call us at 360.709.2020 or visit spscc.edu/cce

South Puget Sound Community College

Spring 2017
March - June
Refund Policy
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.
ARTS & CRAFTS

Garden Mosaics
Join us for this year’s Garden Mosaic Workshop and take home some eye-catching, whimsical mosaic pieces to beautify your garden and lift your spirits! Participants will work at their own pace, learning basic and more advanced design, layout, and glass-cutting techniques using various mediums, e.g., glass, ceramic, pebbles, broken china, etc. Bring items you’d like to transform OR select from instructor’s vintage treasures. Bring tools if you have them; if not, ALL materials, tools and supplies are provided and included! Instructor: Susan Alexander.
4/5-5/24 W 6:00pm-8:00pm $150
Code F613 Mottman Campus 21-294

Introduction to Acrylic Painting
Explore the fundamentals of artistic expression through the medium of acrylic paint. Topics to be addressed include value, color mixing and theory, and basic design principles. Learn the physical qualities of acrylic paint and apply this knowledge to both representational and abstract painting, working from both life and reference. Instructor: Jeff Pasek.
4/3-5/8 M 6:00pm-9:00pm $99
Code F620 Mottman Campus 21-293

Abstract Acrylic Painting
Explore abstraction through the medium of acrylic paint. Topics to be addressed include abstract vs non-representational painting, composition, color, concept and mood. Both geometric and expressive abstraction will be investigated. Instructor: Jeff Pasek.
5/17-6/21 W 6:00pm-9:00pm $99
Code F621 Mottman Campus 21-293

Beginning Wood Carving
This class is an introduction to wood carving techniques. Classes will focus on safety in using knives, how to keep your knife razor sharp, how to use patterns, how to make a cut out and learn different type of knife cuts. You will finish four beginner projects depending on time and attendance. Instructor: Neil Harris.
4/7-4/28 F 11:30am-1:30pm $115
Code F616 Lacey Campus L1-180

Intermediate Watercolor Painting
This is a 10 week class that involves paintings that include people and perspectives. Students are asked to NOT bring any painting supplies to the first class. The goal of this class is that the student will have the ability and confidence to tackle almost any subject. Instructor: Paul Randall.
4/4-6/13 T 6:30pm-8:00pm $99
Code F622 Mottman Campus 21-294

Introduction to Drawing
This course introduces the fundamentals of drawing from observation with pencil. While looking at a still life, basic skills such as contour line, gesture, continuous line, sighting and measuring, organizational line, perspective and value will be covered. The final project will use an original photo as reference. Instructor: Jeff Pasek.
4/5-5/10 W 6:00pm-8:30pm $99
Code F618 Mottman Campus 21-293

Botanical Papermaking
Learn the basics of the beautiful art form of botanical papermaking, from constructing your own mold and deckle to producing unique, handmade papers for gifts, cards, bookmaking, and more. Instructor: Susan Alexander.
5/13 Sa 11:00am-3:00pm $75
Code F614 Mottman Campus 21-294

New! Tap Dancing Bird Marionettes
The fun filled world of strings puppets has fascinated most since childhood. Build your very own marionette bird and learn how to make it bow, walk or even tap dance. All supplies provided. Instructor: Shannon Reagan.
5/6 Sa 9:00am-1:00pm $65
Code F650 Mottman Campus 21-294

New! Oil Painting Techniques
This is a six week class that covers all aspects of oil painting. Instruction will include the basics of supplies; oil paints, painting mediums, brushes and knives, canvas and gesso, palettes. The class will then begin to paint a picture in the Photo Realistic style of a subject selected by the instructor, learning how value, hue, tone and texture are expressed using oil paints. Instructor: Gay Hoffman.
4/7-5/12 F 9:00am-11:00am $99
Code F617 Lacey Campus L1-180

New! Abstract Acrylic Painting
Explore abstraction through the medium of acrylic paint. Topics to be addressed include abstract vs non-representational painting, composition, color, concept and mood. Both geometric and expressive abstraction will be investigated. Instructor: Jeff Pasek.
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Code F617 Lacey Campus L1-180

Please check website for supply lists for all art classes

Susan Alexander
Hearty Salads for Spring
If you love reading about food and haven’t visited marycakeblog yet, you should do so immediately! MaryKate is not only a skilled writer, she’s an excellent cook! Join her as she shows you how to make some of her best-loved salads for lunch or dinner. Her menu includes Tuscan Kale Caesar, topped with crumbled egg, Pasta Salad with Roasted Vegetables, Pistachios and Dates, Black Bean and Corn or Quinoa Salad, with cilantro, lime and bell peppers, and Sesame Red Cabbage Salad with Chicken and Cashew. Yes, it’s spring and it’s time for salad! Complementary wine pairing. Instructor: MaryKate Perry.
3/22  W  6:00pm-8:30pm  $45
Code F674  Bayview Cooking School

Stop Motion Animation for Beginners
Come learn this well-loved craft using common items and the smart and useful devices you use every day! Within three hours you should be able to create your first very short stop motion film. Bring your devices with you and be prepared to download some free apps. Instructor: Shannon Reagan.
4/13-4/20  Th  6:00pm-8:00pm  $40
Code F649  Lacey Campus  L1-191

Appetizers for Sunny Weather
Leanne has some easy appetizers that are perfect for spring and early summer—exactly what you’ve been craving! Her line-up includes Smoky Cauliflower Hummus served with Homemade Pita Chips, crispy Cheesy Sesame Phyllo Bites, Blue Cheese and Bacon Lettuce Boats, Pancetta-Wrapped Asparagus with Citronette, and Deviled Eggs with Pickled Shrimp. Complementary wine pairing. Instructors: Leanne Willard, Barb Agee and Dr. Wade Wolfe.
4/20  Th  6:00am-8:30pm  $45
Code F675  Bayview Cooking School
CRAFT BEER, CIDER & SPIRITS

WHISKEY APPRECIATION CERTIFICATE

Learn It, Like It, Love It!

This certificate was created in partnership with the The Whiskey People d.b.a Capital Scotch and Whiskey (CSAW), a Washington State Non-Profit. The goal of the certificate is to provide an avenue for people to learn the culture and history that surrounds whiskey and build appreciation and understanding of whiskey from an academic and experiential perspective.

How it works:

• The certificate has five classes.
• They build one each other so you need to start with The Language of Whiskey first and take them in order.
• These are interactive sessions and you must be 21+ years to attend.

The Language of Whiskey

This is a foundational class that will explore what taste is, how you describe it, how to recognize your own palate, and industry terminology. Great for beginners or those with some experience in tasting Whiskey that want to engage more fully in the experience and learn more about what makes this product unique. Must be 21+ to attend. Taught by Treacy Duerfeldt. Coming Again Soon

History and Types of Whiskey

Learn the history and flavor profiles of Whiskey from the different regions of the world. Each class session will be unique to a region and go in depth with the ingredients, processing, and traditions that make these distilled products what they are. The first region will be Scotland followed by Ireland, North American, and then International. Must be 21+ to attend. Taught by Treacy Duerfeldt. Coming Again Soon

The Business of Whiskey

Distilling Whiskey might be the easier part of actually making Whiskey. Come and learn about the complexities that come with the craft from a distiller’s perspective. Learn what is happening with the Whiskey market from a world industry level and local Washington State level. Must be 21+ to attend.

3/28 T 6:00pm-9:00pm $48
Code F501 Lacey Campus L1-186

Whiskey Cocktails

Whiskey can be enjoyed by itself, but also as a mixed drink. Join our master mixologists from local area bars and restaurants as they understand the most popular flavor profiles of Whiskey cocktails and teach you the tricks to creating the perfect drink for the palate. Must be 21+ to attend.

4/4 T 6:00pm-7.30pm $38
Code F502 Lacey Campus L1-186

Whiskey Pairings with Food

Based on your new found knowledge of Whiskey profiles and signatures it is now time to learn how to pair it with food. Covers how to determine what matches well with what and the progression of flavors in a menu. Three sample pairings will be provided. Must be 21+.

4/11 T 6:00pm-7.30pm $42
Code F503 Lacey Campus L1-186

Whiskey Server Training

This class is designed for bartenders and servers to understand the options that are available to customers and expand the opportunities for them to have unique experiences that open them to new types of Whiskey.

4/18 F 6:00pm-9:00pm $52
Code F504 Lacey Campus L1-186
DIGITAL PHOTOGRAPHY

Digital Photography: Level 1
Move beyond “auto” settings and acquire understanding and confidence using advanced aperture and shutter speed modes and menu settings. Please bring camera and manual, charged batteries and your sense of adventure the first night of class. Please confirm your advanced point & shoot camera has the ability to adjust aperture and shutter speed before enrolling. Instructor: Barbara Kates.
4/4-4/25 T 6:00pm-9:00pm $190
*4/22 Sa 11:00am-2:00pm
Code F668 Lacey Campus L1-180
*Class includes an ’On Location Field Trip’ - Location TBA in class.

Digital Photography: Level 2
In this class you will learn advanced principles of composition, metering, exposure, on camera flash, filters, focus and creative uses of your camera. Bring camera, manual, and excitement to class. Instructor: Barbara Kates.
5/30-6/27 T 6:00pm-9:00pm $190
*6/24 Sa 11:00am-2:00pm
Code F669 Lacey Campus L1-180
*Class includes an ’On Location Field Trip’ - Location TBA in class.

New! Point and Shoot!
Many people have told me they just want to take better pictures with their compact point and shoot camera. This class will teach you Tricks and Tips I have learned from years of taking pictures. We’ll cover: point and shoot camera basics; deciphering camera settings and menus; basic composition; light; camera accessories; and managing digital files. Instructor: Barbara Kates
4/4-4/18 Tu 2:00pm-4:00pm $90
Code F672 Lacey Campus L1-195

FITNESS & WELLNESS

YogaStretch: Gentle Yoga for All
YogaStretch is a gentle yoga class involving slow, deep stretching yoga postures rather than very challenging poses. This class is a fantastic way to improve flexibility, posture, and range of motion whether you’re new to yoga, or an advanced practitioner. Yoga Stretch is a refreshing stress reliever for all fitness levels and body types including young, fit, older, injured and larger frames. Instructor: David Ross.
4/7-6/23 F 9:30am-10:30am $50
Code F663 Strong Center
4/9-6/25 Su 9:30am-10:30am $50
Code F664 Strong Center

BodyCombat Aerobic Kickboxing
BodyCombat is the empowering cardio workout where you are totally unleashed. This fiercely energetic program is inspired by martial arts and draws from a wide array of disciplines such as karate, boxing, taekwondo, tai chi and muay thai. Supported by driving music and powerful role model instructors, you strike, punch, kick and kata your way through calories to superior cardio fitness. Instructor: David Ross.
4/5-6/21 W 6:30pm-7:30pm $50
Code F655 Strong Center

BodyFlow: Core, Balance, Flexibility
BodyFlow is an energizing and invigorating workout which improves posture, core strength, flexibility and balance. Grounding music enhances your connection to the workout. Class begins with relaxing Tai Chi movements, followed by various yoga sequences to strengthen and tone your key muscle groups. Specific poses and stretches are used to create suppleness and flexibility. Pilates exercises lead to strong and flattened abdominals, long and lean muscles with improved muscle tone, and increased coordination. Guided relaxation at the end offers enhanced focus and stress release. Instructor: David Ross.
4/6-6/22 Th 5:25pm-6:25pm $50
Code F661 Strong Center
4/7-6/23 F 12:00pm-1:00pm $50
Code F662 Strong Center

Limitations of Liability
The college’s total liability for claims arising from a contractual relationship with a student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes and programs. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.
FITNESS & WELLNESS

PERSONAL TRAINER CERTIFICATE

Inspire, Motivate, Encourage!

Prepare for a new career helping people attain their health, fitness, and weight loss goals with the Certified Personal Trainer Program. This program prepares you to meet the standards for the American council on Exercise (ACE)’s Certified Personal Trainer Exam.

Build Your Skills To:
• Provide lifestyle modifications.
• Gain knowledge in nutrition and exercise science.
• Be equipped to empower, motivate, and retain your clients long-term.
• Develop exercise programs and progressions.
• Provide instruction and spotting techniques.
• Screen your clients for risk factors.
• Prepare to become certified by the American Council on Exercise.

How It Works:
You can take all three classes and complete the Personal Trainer Certificate or take any of the classes that match your interests. You can begin Fall, Winter, or Spring.

This program is taught by ACE Certified Professionals. Instruction is based on the ACE Personal Trainer Manual, (5th Edition), the core textbook will help you prepare for the ACE Personal Trainer Exam.

Once you pass the Certified Personal Trainer Exam you are eligible to take the ACE Certified Lifestyle and Weight Management exam. The Spring Quarter Nutrition and Weight Management class will help you prepare!

Get Started:
Take one course or complete the entire certificate. To register visit spscc.edu/cce

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CERTIFIED PERSONAL TRAINER

Nutrition and Weight Management  Enroll Now!
Exercise Science for Fitness Professionals  Fall Quarter
Practice of Personal Training  Spring Quarter

Nutrition and Weight Management
Nutrition and Weight Management Coaching covers all of the necessary tools a Health Coach needs to be successful. The course brings client interviewing and assessment to life through hands-on practice. Program design and implementation are taught from case studies which follow accepted standards and guidelines. An ACE Health Coach isn’t just a fitness professional. It can be a nurse, an occupational therapist, or even a corporate wellness representative who helps change the behaviors that have kept their clients and employees from losing weight, changing the way they eat, incorporating physical activity into their lives, and improving their overall health and well-being. An ACE Health Coach helps people with strategies and systems to change the fitness, nutrition and lifestyle behaviors that may be holding them back. It can prepare professionals from a variety of fields for a career as an ACE Health Coach, or enhance the skills of practitioners already working with clients. Students should be prepared to read their text between classes to complete the course.

4/8-6/17 Sa 12:00pm-3:00pm $750
Code F654 Strong Center

For more information about the certification, go to www.acefitness.org.
**FITNESS & WELLNESS**

**Jujitsu Self-Defense**
Build confidence while learning the authentic fighting system of Jujitsu. Improve fitness as you develop flexibility, strength, and stamina using bodyweight training. This class gives you an amazing workout, leaving you with better balance, quick reflexes, and a calm demeanor.
Instructor: David Ross.
4/4-6/20  M  6:30pm-7:30pm  $50  
Code F657  Strong Center
4/6-6/22  Th  6:30pm-7:30pm  $50  
Code F658  Strong Center

**Krav Maga Self Defense**
Learn the authentic fighting system of Krav Maga used by the Israeli Defense Forces. Improve fitness as you develop flexibility, strength, and stamina using bodyweight training. This class gives you an amazing workout, leaving you with better balance, quick reflexes, and a calm demeanor.
Instructor: David Ross.
4/8-6/24  Sa  10:30am-11:30am  $50  
Code F658  Strong Center

**Tai Chi Ch’uan 1: Introduction**
Tai Chi Ch’uan embodies the principles of meditation, continuity of movement and breathing, flexibility and grounding. In this introduction to Tai Chi Ch’uan, you will focus on rejuvenating your body, mind and spirit.
Instructor: Harry Bowron.
4/3-6/12  M  6:30pm-8:00pm  $85  
Code F603  Mottman Campus 31-108

**Tai Chi Ch’uan 2: Intermediate**
Learn more advanced forms of Tai Chi Ch’uan to rejuvenate your body, mind, and spirit in this continuation class.
Instructor: Harry Bowron.
4/3-6/12  M  7:30pm-9:00pm  $85  
Code F604  Mottman Campus 31-108

**Zumba Fitness**
Are you ready to dance yourself into shape? That’s exactly what Zumba is all about. It’s an exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party. Zumba is perfect for moving people of all abilities and fitness levels toward joy and health. Even if you have never danced before, you will have fun and feel successful in a Zumba class.
Instructor: David Ross.
4/3-6/19  M  6:30pm-7:30pm  $50  
Code F659  Strong Center
4/8-6/22  Th  6:30pm-7:30pm  $50  
Code F660  Strong Center

**Flagger Certification**
This six-hour course is designed to meet the Department of Labor and Industries state certification and safety requirements. Upon successful completion you receive a certification card valid for three years. PLEASE NOTE – Preregistration and pre-payment are required no later than noon the Friday before the Saturday class.
Instructor: Michelle Foy.
4/1  Sa  8:00am-3:30pm  $56  
Code F600  Mottman Campus 21-285
5/6  Sa  8:00am-3:30pm  $56  
Code F601  Mottman Campus 21-285
6/3  Sa  8:00am-3:30pm  $56  
Code F602  Mottman Campus 21-285

**SHARE YOUR PASSION!**
SPSCC’s Continuing Education program is looking for a variety of new courses to offer.
If you have a passion for a particular topic and want to share it, why not give it a try?
No degree or previous instructional experience required, just knowledge and experience with your proposed topic and a passion to share it with others.
For our course proposal form, please email us at conted@spscc.ctc.edu or call us at 360-596-5753.

4220 6th Avenue SE, Lacey WA 98503  360.709.2020  spscc.edu/cce  conted@spscc.edu
HOME & GARDEN

**New! Natural Beekeeping and Build-a-hive**
Assemble a top-bar bee hive as part of a submer-
sion into all things Natural Beekeeping. In this case we
will study ancient history and culture, api therapies, and
modern solutions to our current bee crisis. Documentaries,
guest speakers, assigned readings, and bee works-of-art, combine in this course to build a lasting community of
bee guardians. Instructor: Heather Wood
3/23-6/8  Th  6:00pm-9:00pm  $120
Code F615  Lacey Campus  L1-182

**New! More Food As Your Farm-acy**
There's no time like now to improve your health. Food
choices and behavior choices are the foundation for
optimal wellness. Diabetes, high blood pressure, Syndrome
X and many more health concerns are related to what you
eat—or don't eat. Come along to explore the world of amaz-
- ing goods. Take powerful actions every day that increase
your energy and overall sense of well-being. Join the fun
whether you started the course in January or not. Being
well is a life-long journey. Instructor: Mary Ellen Psaltis
4/3-4/24  M  10:30am-12:30pm  $62
Code F635  The Olympia Center

PERFORMANCE ARTS

**From the Page to the Stage-Playwriting**
Come get in touch with your creative voice! In this class
students will learn the skills needed to craft short ten min-
ute plays in professional format. At the end of the course,
we will present our work to an audience of friends, family
and the community. Instructor: Stephanie Ybarra-Rotelli.
4/12-5/31  W  6:30pm-8:30pm  $75
Code F652  Mottman Campus 21-252

**New! Acting for the Stage**
Are you interested in acting for the theatre? Want
to find ways to come out of your shell and learn skills that will
help you feel more comfortable in your work life and develop
a presence in front of a group? Acting is a great way to do this!
This course will develop basic skills through monologue
work, direct application of methodology through scene
work and preparation of audition material and scene
work within the context of the entire play. This class will
culminate in a performance of scene work for family and
friends of students. Required Text: The Actor’s Scene Book.
Instructor: Stephanie Ybarra-Rotelli.
4/13-6/15  Th  6:30pm-8:30pm  $75
Code F651  Mottman Campus 21-252

**Group Voice Training**
Vocal techniques for choral and/or solo vocal singing. Useful
to anyone interested in learning about the singing process
or exploring new vocal repertoire. Begins with foundational
preparations, including analysis of how the voice works, to
methodological voice-building techniques that progress to
more challenging singing tasks. Instructor: John Lehrack.
4/3-6/5  MWF  1:15pm-2:45pm  $75
Code F667  Mottman Campus 21-252

**Jazz Ensemble**
This class provides the instrumentalist an opportunity to
study, rehearse and perform selected jazz music. You will
also develop skills of musical improvisation. Non-music
major participation is highly encouraged. Students must
have the ability to read music, a basic knowledge of mu-
- sic theory and a basic ability to play a jazz instrument.
Instructor: James Schneider.
4/4-6/13  T  5:30pm-8:30pm  $90
Code F641  Mottman Campus 21-253

**New! South Puget Sound Community College Chorus**
Join us for community choral singing! 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. No audition required, but please be able to
match pitches. Regular attendance is expected in order to
participate in the concert. A $15 materials fee is included
in this class fee. Instructor: John Lehrack.
4/5-6/7  W  7:00pm-9:30pm  $90
Code F665  Mottman Campus 21-253

conted@spscc.edu  spscc.edu/cce  360.709.2020  4220 6th Avenue SE, Lacey WA 98503
Barbara Craven has traveled to 20 countries, and she lived in Southeast Asia for three years. Her most recent trip was to Cuba where she immersed herself in learning as much about Cuban culture as possible. What did the Buddha really teach? This class will tell you. Free book for the class at first session. Instructor: Barbara Craven.

**Original Buddhism**

How does one make sense of the different views of Buddhism? By starting at the beginning! The original collection of the Buddha's teachings has survived through the ages, and its practitioners are called Theravadans. Everything else, whether doctrine or ritual, has been added on. What did the Buddha really teach? This class will tell you. Free book for the class at first session. Instructor: Barbara Craven.

**Islam: Past, Present, and Future**

As the second largest religious tradition in the world, Islam is also one of the most misunderstood and misrepresented faiths in the news and popular culture. From its origins in 7th century Arabia to the emigration of Muslims to North America and beyond in the 21st century, Islam is a diverse and dynamic religion with countless interpretations and manifestations the world over. In this six-week class, we will explore the origins of Islam, the history of its development, and the diversity of beliefs and practices that are used by those who identify themselves as Muslims. Instructor: Ian Werrett

**O'er the Land of the Free**

This course will explore domestic history through the lens of the revered national anthem and “The New Colossus” poem’s claim we are the “Mother of Exiles” for “huddled masses yearning to breathe free”. Let’s examine the real story behind how our expressed ideals compare to the history of the Irish, Quakers, First Peoples, Chinese, Japanese, Africans, Jews, Mexicans, homosexuals, and Catholics (and more) in our nation’s story. Come explore the real stories behind some of our most cherished narratives, events, and personalities; discover what was left out as well as the other side of what is often taught or assumed in our nation’s story. Discussions, slides, handouts, and fun included! Instructor: Gary Gerst.

Join Barbara this spring for Original Buddhism, see this page, and Cuba Today, page 11.
SPECIAL INTEREST

New! Washington State Cannabis Law and Regulation
Initiative 502 “Marijuana Reform” passed by popular vote in November of 2012 tasking the Liquor and Cannabis Board (LCB) with licensing and regulating cannabis production, processing and retail sales for persons over 21. What has LCB done to implement the new laws and what does the regulatory structure look like today? How has the Federal government responded to I 502 rules? What legal obstacles does WA State still face? Join us for an in-depth presentation covering these frequently asked questions and more. Adequate time will be set aside for Q&A. Instructors: WA State Attorney General’s Office and Liquor Control Board.
4/25  T   6:00pm-8:00pm  $20
Code F677  Lacey Campus  L1-182

Rock and Mineral Identification
Ever curious about what kind of rock that is or how it was made? Four hours of hands on examination will cover the basics of identifying most rocks in Washington. Class covers igneous, metamorphic and sedimentary rocks and more common minerals as time allows. Tools and handouts are provided for use in class. Instructor: David Kaynor.
5/30-6/6  T   6:30pm-8:30pm  $49
Code F647  Lacey Campus  L1-195

New! Cuba Today
If you are fascinated with Cuba, and want to know more, this class will satisfy your curiosity with a factual, timely narrative, and vibrant photos. We will delve deeply into the country, exploring these topics: food, clothing, shelter, medical care, land and home ownership, education, jobs and income, the economic system, transportation, religion, industry, culture, the arts and dance, history, freedom of movement, speech, and internet, the embargo, and tourism. Instructor: Barbara Craven.
5/9-5/16  T   6:30pm-8:00pm  $30
Code F605  Lacey Campus  L1-191

New! Ultra Light Backpacking & Hiking
Many hikers carry too much weight in their pack. This creates physical discomfort and pain, limiting the distance they can travel and taking away from what should be an enjoyable, refreshing experience. This class will teach backpackers and even day hikers how to make the decisions necessary to lighten their pack weight so they can enjoy backpacking once again. Instructor: Judson Lang.
4/12-5/3  W   6:30pm-8:00pm  $60
Code F639  Lacey Campus  L1-182

New! Car Camping: The Basics
Join us for a look at what you need to know before you go car camping. This class is a great starting place for people who want to see Washington’s wonders on a budget. Topics include equipment, differences in campground and places to go. Instructor: David Kaynor.
5/16  T   6:30pm-8:30pm  $25
Code F645  The Olympia Center

New! Surviving an Unplanned Night in the Woods
People go into the woods for many reasons...to hike, bird watch, picnic, etc. What do you do if your planned day goes wrong...a broken ankle or getting lost...and you have to spend a night out in the forest? Too often, in the mountains, a cell phone does not get reception, and help is not just a phone call away. This class will teach the average person, simple strategies, for surviving the unexpected night out in the forest. How to make the decisions necessary to be safe, stay warm, and survive. Instructor: Judson Lang.
5/2-5/23  T   6:30pm-8:00pm  $60
Code F638  Lacey Campus  L1-182

How to be a Rebel by Bus
Learn how to navigate greater Puget Sound Transit systems for leisure travel. This workshop is meant to inspire and encourage you to try using public transportation. Participants will practice using transit schedules and planning trips throughout the Puget Sound area, as well as visiting the Lacey Transit center across the street from the SPSCC Lacey campus. Instructor: Mary Williams.
4/7  F   10:00am-12:00pm  $20
Code F609  Lacey Campus  L1-160

TRAVEL & EXCURSIONS

New! Washington State Cannabis Law and Regulation
Initiative 502 “Marijuana Reform” passed by popular vote in November of 2012 tasking the Liquor and Cannabis Board (LCB) with licensing and regulating cannabis production, processing and retail sales for persons over 21. What has LCB done to implement the new laws and what does the regulatory structure look like today? How has the Federal government responded to I 502 rules? What legal obstacles does WA State still face? Join us for an in-depth presentation covering these frequently asked questions and more. Adequate time will be set aside for Q&A. Instructors: WA State Attorney General’s Office and Liquor Control Board.
4/25  T   6:00pm-8:00pm  $20
Code F677  Lacey Campus  L1-182

Rock and Mineral Identification
Ever curious about what kind of rock that is or how it was made? Four hours of hands on examination will cover the basics of identifying most rocks in Washington. Class covers igneous, metamorphic and sedimentary rocks and more common minerals as time allows. Tools and handouts are provided for use in class. Instructor: David Kaynor.
5/30-6/6  T   6:30pm-8:30pm  $49
Code F647  Lacey Campus  L1-195

New! Cuba Today
If you are fascinated with Cuba, and want to know more, this class will satisfy your curiosity with a factual, timely narrative, and vibrant photos. We will delve deeply into the country, exploring these topics: food, clothing, shelter, medical care, land and home ownership, education, jobs and income, the economic system, transportation, religion, industry, culture, the arts and dance, history, freedom of movement, speech, and internet, the embargo, and tourism. Instructor: Barbara Craven.
5/9-5/16  T   6:30pm-8:00pm  $30
Code F605  Lacey Campus  L1-191

New! Ultra Light Backpacking & Hiking
Many hikers carry too much weight in their pack. This creates physical discomfort and pain, limiting the distance they can travel and taking away from what should be an enjoyable, refreshing experience. This class will teach backpackers and even day hikers how to make the decisions necessary to lighten their pack weight so they can enjoy backpacking once again. Instructor: Judson Lang.
4/12-5/3  W   6:30pm-8:00pm  $60
Code F639  Lacey Campus  L1-182

New! Car Camping: The Basics
Join us for a look at what you need to know before you go car camping. This class is a great starting place for people who want to see Washington’s wonders on a budget. Topics include equipment, differences in campground and places to go. Instructor: David Kaynor.
5/16  T   6:30pm-8:30pm  $25
Code F645  The Olympia Center

New! Surviving an Unplanned Night in the Woods
People go into the woods for many reasons...to hike, bird watch, picnic, etc. What do you do if your planned day goes wrong...a broken ankle or getting lost...and you have to spend a night out in the forest? Too often, in the mountains, a cell phone does not get reception, and help is not just a phone call away. This class will teach the average person, simple strategies, for surviving the unexpected night out in the forest. How to make the decisions necessary to be safe, stay warm, and survive. Instructor: Judson Lang.
5/2-5/23  T   6:30pm-8:00pm  $60
Code F638  Lacey Campus  L1-182

New! How to be a Rebel by Bus
Learn how to navigate greater Puget Sound Transit systems for leisure travel. This workshop is meant to inspire and encourage you to try using public transportation. Participants will practice using transit schedules and planning trips throughout the Puget Sound area, as well as visiting the Lacey Transit center across the street from the SPSCC Lacey campus. Instructor: Mary Williams.
4/7  F   10:00am-12:00pm  $20
Code F609  Lacey Campus  L1-160

conted@spscc.edu  spscc.edu/cce  360.709.2020  4220 6th Avenue SE, Lacey WA 98503
Rebels by Bus Adventure: Seattle Art Museum
This trip takes advantage of FREE admission to the Seattle Art Museum on the first Thursday of the month. In addition to the many galleries at the museum, the featured exhibit is “Seeing Nature”, American and European landscape masterpieces, from the collection of Paul G. Allen. Instructor: Mary Williams.
5/4 Th 9:00am-5:30pm $30
Code F607 Martin Way Park and Ride

Rebels by Bus Adventure: Old Town Issaquah and Boehm’s Chocolate Factory
After exiting the bus by Old Town Issaquah, you’ll have time for lunch and browsing on your own. After lunch we’ll walk several blocks to the Boehm’s chocolate factory. The 45 minute tour is $5. Return trip includes the Sounder train. Instructor: Mary Williams.
4/25 T 9:00am-6:30pm $30
Code F611 Martin Way Park and Ride

Adventure: Paramount Theater tour (Seattle)
Once we arrive in Seattle, we’ll have a no-host lunch at The Cheesecake Factory, two blocks from the beautiful and historic Paramount Theater. This trip features a 90 minute theater tour to experience the technical workings of the stage, backstage operations, the history of the lobby, and the theater building itself. Instructor: Mary Williams.
4/12 W 9:00am-5:30pm $30
Code F610 Martin Way Park and Ride

Rebels by Bus Adventure: Queen Anne Hill and Gates Visitor Center, Seattle
Once we arrive in Seattle we take the monorail to the Seattle Center. Lunch is on your own at the Center's food court. After lunch we cross the street to the impressive Bill and Melinda Gates Foundation visitor center, an interactive and engaging overview of their global social justice efforts. From there we catch the bus up to Queen Anne Hill to explore that area, including Kerry Park. Instructor: Mary Williams.
6/20 T 9:00am-6:30pm $30
Code F612 Martin Way Park and Ride

Rebels by Bus Adventure: Theler Wetlands, Belfair
Theler wetlands are located at the head of Hood Canal, in Belfair. Bring a sack lunch (no restaurants nearby) and spend time exploring the wetlands and boardwalks. This is a great place to see birds and other wildlife. We will be able to visit the nearby Salmon Center also. This trip is shorter than most Rebels trips AND bus fare (please have exact change) is also a bargain! Instructor: Mary Williams.
6/8 Th 9:15am-3:30pm $30
Code F608 Macy’s Furniture Store Parking Lot

WASHINGTON STATE

Bird Watching in Washington State
A perfect class for the beginner or intermediate level birders. Learn to identify nearly 300 bird species found in Washington. Topics will include, Identification of specie, habitat and season, locations, and tools needed when birding. Also presented are birding techniques, safety and ethics. A field trip will enhance your learning experience. Required Materials: National Geographic Society Field Guide to North American Birds, 6th Edition. Instructor: David Kaynor.
4/4-5/9 T 6:30pm-8:30pm $120
Code F644 Woodland Creek White House

Geology of Mount Rainier
Mount Rainier is Washington's most visible peak. Learn how this mountain was built and how the glaciers carved Rainier into its present form. See the real hazards the mountain poses to people living in the Northwest. Instructor: David Kaynor.
6/13 T 6:30pm-6:30pm $25
Code F646 Lacey Campus L1-195

WRITING

How to Create a Blog
This class is for anyone who wants to set up a blog. You’ll learn techniques for writing sharp and appealing blog posts. We’ll also explore which blog platform will best meet your needs. The last step will be learning how to post an article to a blog. Instructor: Rita Robison.
4/22 Sa 10:00am-2:00pm $50
Code F653 Mottman Campus 21-285

For full fare information on Rebels by Bus Adventures, please consult our website at spscc.edu/cce or call us at 360.709.2020
NEW BUSINESS

Steps for Starting a Business
Thinking of starting a business? This workshop lays out the steps it takes for a successful launch, including: the business planning process, assessing market demand, the basics of business financing, setting up operations, meeting legal requirements, and resources available at this stage and for the long-run. Presented by CB&I business advisors and trainers. Feel free to bring a brown bag lunch. Offered the 4th Wednesday of each month.

3/22 W 12:00pm-1:30pm $20
Code F500 Lacey Campus L1-160

4/26 W 12:00pm-1:30pm $20
Code F626 Lacey Campus L1-160

5/24 W 12:00pm-1:30pm $20
Code F627 Lacey Campus L1-160

Building & Sustaining a Successful Nonprofit Organization
Are you considering starting a new nonprofit organization? This two-part course will explain what a “public benefit corporation” is, the application for tax exempt status, and the roles, duties and responsibilities of nonprofit board members. Charitable organizations must engage in a broad array of fundraising tactics to secure their annual revenue, observe a strict code of ethical practices, and report the results of its programs and services as public benefits delivered back to its community. The workshop will cover these and more. Instructor Jim Greenfield is an author of several books on nonprofit management and fundraising and is a certified SCORE Mentor.

5/9 & 5/16 T 6:30pm-8:00pm $45
Code F631 Lacey Campus L1-160
How to Start a Food Truck Business
If your dream is to start a food truck, cart, or trailer, but you’re confused by the steps you need to take regarding the permitting process and other issues facing street food start-ups, this introductory workshop is for you. Fundamental topics covered include: basic business concepts and considerations, permitting and health department requirements, plan submission and inspections, financing options, operations and marketing. Presented by Washington Center for Women in Business.
5/18 Th 6:00pm-8:00pm $40
Code F630 Lacey Campus L1-191

New! Operating a Successful Home-Based Business
There are many advantages and motivations for running a home-based business, this class addresses the unique questions that go with them. Whether you’re interested in a full-scale home-based business or a supplementary part-time income, this class will help your home-based business succeed. This workshop is particularly great for entrepreneurial-minded military spouses and Mompreneurs.
5/10 W 6:00pm-8:00pm * $40
Code F629 Lacey Campus L1-160
* Scholarships are available based on 2x state-defined poverty level; call 360-464-6050 before registering.

New! From Military to Small Business
Veterans and their family members have launched and grown many small businesses in our region. Equipped with important transferable skills, exceptional discipline and passion, former military people possess a great foundation for success. In this workshop, you’ll learn the basics of developing a small business and get connected to resources available toward bringing your idea to reality. You’ll hear from a local Veteran small business owner about their experience starting and operating a business. You’ll also gain tools for business planning and leave with a template to build upon. This course is free, thanks to funding through the City of Lacey.
4/11 T 6:00pm-8:00pm $FREE
Code F628 Lacey Campus CB&I Lobby

New! CB&I PROGRAMS
The mission of the Washington Center for Women in Business is to develop people, using the tool of entrepreneurship. We are a powerful ally for women entrepreneurs, providing business coaching, training, partnership and accountability in a unique context of empowerment and transformation. Go to www.wcwb.org or call 360.464.6050.*

SCORE offers free business mentoring at the CB&I. To Make an appointment, call 360.754.6320.*

Experienced advisors provide a full-range of free and confidential assistance in business planning, marketing, planning and research, E-commerce, merchandising and advertising, record keeping and taxes, human resources, loan packaging, website management, and more! Visit wsbdc.org or call 360.709.2050.*

If you and your business are ready for serious growth, ScaleUp provides the training and tools to get you there. For more information, visit www.scaleupthurston.org or contact Daryl Murrow at 360.464.6056 or email dmurrow@thurstonedc.com.*

If you’re a business owner looking for a better return on your time and money, then TuneUp is the perfect training experience for you. For more information, visit www.businessstuneup.org or contact Daryl Murrow at 360.464.6056 or dmurrow@thurstonedc.com.

The Washington Procurement Technical Assistance Center helps businesses find, bid and win government contracts. PTAC’s services are free. To meet with a contracting specialist, call Kate Hoy at 360.464.6042 or email khoy@thurstonedc.com.

*Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.

New!
NEW BUSINESS

Business TuneUp

Is your business in need of a Tune Up? If you’ve been in business a while, you know how challenging and overwhelming it can be to run and grow your business. There are so many things that need to be done and require your attention, yet you only have so many hours in the day! TuneUp is an 8-week training program that teaches you the tools you need to increase operational efficiency, improve profitability, and create a long-term sustainable business that can continue to operate if you’re there or not. If you’re ready to get more done while working less hours, enroll in TuneUp today!

Available through live webcast also.

9/21-11/9 Th 6:30pm - 8:30pm $395
Lacey Campus L1-182

For more information, go to www.businessstuneup.org

ScaleUp-Accelerate Your Company’s Growth!

ScaleUp is a 14-week program designed for businesses that have been in operation two or more years, with revenues between $150,000 and $500,000 per year, and that are committed to doubling or tripling their revenue in the next few years. ScaleUp offers a comprehensive business growth training program, which includes in-person classroom training, one-on-one mentoring and assistance, and networking events to help business owners plan and achieve their goals. At the end of the training you’ll have developed a customized growth plan for your business. This course is FREE, thanks to funding from the U.S. Small Business Administration, and has a competitive selection process.

For more information, go to www.scaleupthurston.org

5/4-8/3 Th 5:30pm -9:00pm $FREE
Lacey Campus L1-182

BUSINESS MANAGEMENT

New! Business Bottom-line Communication

As our local economy continues to stabilize and improve, business competition gets tougher. New businesses sprout up and modern business concepts move in next door. Business teams need every ounce of communication skill available to remain competitive and receive business new opportunities. Standing still means falling behind. Often the ideas and answers lie among the staff and managers. Are you listening and changing at the right pace? This course will teach simple and effective techniques for improving communication flow and accuracy, along with keeping focus on the customers and the bottom-line. Time wasted is money spent, so rallying everyone to work toward the same business goals is time well spent! Instructor: Kay Christy

5/9 Tu 9:00am-12:00pm $40
Code F643 Lacey Campus L1-191

New! Social Media: Untangling the Maze

In this class focus will be placed on the primary social media outlets used for business and creative marketing today. Facebook, twitter, Instagram, email marketing and YouTube. What is the most effective way to use each of these resources? Do you "have to"? What is reasonable to expect in return? When is the right time to match each of these to a project or event? This class will take these media one-by-one and answer the basics. Students will leave with a clear understanding of each resource and a "how to" approach for getting started.

4/27 Th 6:00pm-9:00pm $40
Code F642 Lacey Campus L1-191
**BUSINESS MARKETING**

**Marketing on a Shoestring Budget**

Few businesses have the marketing budget they’d like, but that doesn’t mean they can’t effectively reach new customers and expand their sales. Learn 10 proven, low-cost ways to build product/service awareness and increased sales. Presented by CB&I staff.

5/2 T 10:30am-12:30pm $40
Code F634 Lacey Campus L1-160

**Understanding Government Purchasing**

If you have considered expanding your business to include government clients but don’t know the first thing about government contracting, this class is for you! Learn the basics and walk away with next steps and resources designed specifically for the small business owner. This course is FREE thanks to Federal funding.

04/28 F 2:00 pm-4:00 pm $FREE
Lacey Campus L1-195
05/26 F 2:00 pm-4:00 pm $FREE
Lacey Campus L1-195
06/30 F 2:00 pm-4:00 pm $FREE
Lacey Campus L1-195

Registration required. Visit [www.washingtonptac.org/events](http://www.washingtonptac.org/events)

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**BUSINESS FINANCE**

**Accounting and Tax Basics for Small Business**

A strong understanding of basic accounting and taxes is crucial to a successful business, even if you plan to hire an outside accountant. Do you know what you should track and why? What can you write-off for tax purposes? When, what and to whom do you need to report? Is QuickBooks or another software required? In this class, you’ll gain knowledge about “what” and “how,” but even more importantly you’ll learn in what ways your financial information can serve you in making solid management decisions toward profitability and growth.

4/6 Th 6:00pm-8:00pm *$40
Code F632 Lacey Campus L1-160

*Scholarships are available based on 2x state-defined poverty level; call 360-464-6050 before registering.

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**QuickBooks for Small Business and Self Employed Professionals**

Do you need to make your bookkeeping smoother and faster? QuickBooks Accounting is one of the most popular accounting programs used by small business and self-employed professionals. This introductory course will enable participants to become productive and efficient in using QuickBooks software to manage a company’s transactions and finances. Instructor: Cynthia Collins.

5/22-5/24 MTW 3:00pm-7:00pm $375
Code C644 Lacey Campus L1-168

**Profit Mastery – Practical Tools for Control, Survival & Success**

This course is designed to enhance financial management skills of business owners, key managers and others whose decisions have an impact on company financial performance. It will cover overcoming common business problems, evaluating cost patterns, understanding your financial position, leveraging financial resources, using tools to take active control, planning for transition, and making effective pricing decisions. You’ll leave with a process to evaluate the performance of your business and a strategy to implement change. Course price includes a valuable reference manual. Instructor: Ron Nielsen, SBDC Director

2/6, 8, 13, 15 12:00pm-4:00pm $299
Lacey Campus L1-157

To register, call 360.709.2050 or email nputt@spscc.edu

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**What the SBDC Can Do for You as A SMALL BUSINESS OWNER**

Experienced counselors provide a full-range of free and confidential professional assistance in:

- Business planning
- Market planning and research
- E-commerce
- Merchandising and advertising
- Purchase or sale of a business
- Record keeping and taxes
- Human resource
- Loan packaging
- Website management and more....
ENTREPRENEURSHIP CERTIFICATE

Do you dream of opening your own business one day? Do you currently own a small business and worry everything is not quite working right? Do you feel your small business could be doing better? This four course certificate in Entrepreneurship is designed to help people in all aspects of starting and growing a small business. Courses can be taken for no credit as shown below or for college credit.

Build your skills:
• Recognize the fundamental steps to prepare a sound business plan and successfully launch a small business.
• Attain knowledge necessary to understand the financial aspects of a small business both from an outsider’s perspective and an owner’s perspective.
• Learn the techniques and methods used to communicate what is special about your business to prospective customers.
• Understand the legal aspects of owning a small business from regulatory requirements to contracts to human resource issues.

How it works:
• There are four courses in the certificate program.
• Take one course or complete the entire certificate.
  To register visit spscc.edu/cce
• You can register to take a course for credit by following the regular admission steps of the college. Visit the college website at spscc.edu and click on Areas of Study and then Business.

Accounting for Small Business Owners
This course covers the basic uses of accounting information from the perspective of a small business owner. Having a successful small business depends on the ability to have good financial statements, understand ratio analysis of your costs and expenses, control and manage your budgets, and do cash flow forecasts. This course is taught online. Instructor: Tim Madely
4/3-6/12  Web Class  $411
Code F670    Online

Starting and Managing a New Business
This course will help you define and develop your business idea, conduct research around your concept, identify markets and competition, and evaluate feasibility. You will learn how to create a business plan and the resources available in our community to help you move the idea forward as well as learn the management skills you will need to be successful long term. Course price includes the book “Successful Business Plans” and all other course fees. Some course content is taught online. Instructor: Tim Madely
4/5-6/14  W  3:30pm-5:45pm  $513
Code F671    Lacey Campus  L1-189

Principles of Marketing
This course focuses on business activities concerned with planning, pricing, promotion and distributing goods and services. Fundamental principles and business cases are combined so the student may understand more clearly the functioning of marketing in a small business. Some course content is taught online. Course price includes the book “Marketing: An Introduction” 9th Edition.
Summer 2017

Business Law
Understanding the legal structures behind your business is essential to staying in business and entering into appropriate contracts. This course covers the American legal system; includes the constitution, legislative, executive, and judiciary branches to help you understand where your business fits and what agencies you need to work with to stay legal. Course price includes course materials and course fees. Some course content is taught online.
Summer 2017

Advisor Biography
Tim Madeley purchased Big Toys in 2004. He re-invented the company by introducing a product line made largely from recycled materials, doubling sales in the first four years. In 2010, he recognized the company needed greater resources which led to an acquisition by its largest competitor. Tim is pleased to be pursuing his passion of teaching and sharing his experiences with students at SPSCC.
### OFFICE 2010

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6/7  W  8:00am-4:30pm  $159
Code C620  Lacey Campus L1-166

Outlook 2013 Level 2
4/20  Th  8:00am-4:30pm  $159
Code C548  Lacey Campus L1-170

PowerPoint 2013 Level 1
4/10  M  8:00am-4:30pm  $159
Code C549  Lacey Campus L1-168
6/8  Th  8:00am-4:30pm  $159
Code C625  Lacey Campus L1-166

Project 2013
3/21-3/23  TWTh  8:00am-4:30pm  $475
Code C509  Lacey Campus L1-172
4/26-4/28  WThF  8:00am-4:30pm  $475
Code C552  Lacey Campus L1-166
5/10-5/12  WThF  8:00am-4:30pm  $475
Code C595  Lacey Campus L1-172

OFFICE 2016

Excel 2016 Level 1
3/20-3/21  MT  8:00am-4:30pm  $255
Code C519  Lacey Campus L1-168
4/24-4/25  MT  8:00am-4:30pm  $255
Code C540  Lacey Campus L1-168
5/10-5/11  WTh  8:00am-4:30pm  $255
Code C594  Lacey Campus L1-170

Excel 2016 Level 2
4/13-4/14  ThF  8:00am-4:30pm  $255
Code C542  Lacey Campus L1-170
6/1-6/2  ThF  8:00am-4:30pm  $255
Code C619  Lacey Campus L1-170

Outlook 2016 Level 1
5/1  M  8:00am-4:30pm  $159
Code C610  Lacey Campus L1-170

Outlook 2016 Level 2
5/18  Th  8:00am-4:30pm  $159
Code C611  Lacey Campus L1-170

Word 2016 Level 1
3/22  W  8:00am-4:30pm  $159
Code C517  Lacey Campus L1-168

Word 2016 Level 2
5/22  M  8:00am-4:30pm  $159
Code C613  Lacey Campus L1-170

Word Masters Mail Merge
5/17  W  8:00am-12:00pm  $89
Code C603  Lacey Campus L1-166

Testing Available

- KRYTERION
- PEARSON VUE
- CASTLE

We are a certified testing center for the following services. Go online to their web sites to view the tests available, test schedules, and to register.

coted@spscc.edu  spscc.edu/cce  360.709.2020  4220 6th Avenue SE, Lacey WA 98503
# DATABASES/SQL

## Access 2010 Level 1
- **Dates:** 5/2-5/3
- **Days:** TW
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-168
- **Fee:** $279

## Access 2010 Level 2
- **Dates:** 4/11-4/12
- **Days:** TW
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $279

## Access 2010 Level 3
- **Dates:** 5/31-6/1
- **Days:** WTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $279

## Access 2013 Level 1
- **Dates:** 4/19-4/20
- **Days:** WTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $289

## Access 2013 Level 2
- **Dates:** 5/10-5/11
- **Days:** WTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $289

## Access 2013 Level 3
- **Dates:** 5/15-5/16
- **Days:** MT
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $289

## Access 2016 Level 1
- **Dates:** 4/4-4/5
- **Days:** TW
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $289

## Access 2016 Level 2
- **Dates:** 4/17-4/18
- **Days:** MT
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-168
- **Fee:** $289

## Access 2016 Level 3
- **Dates:** 4/19-4/20
- **Days:** WTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-168
- **Fee:** $289

## SQL Server Database Development
- **Dates:** 5/8-5/9
- **Days:** MT
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $595

## SQL Server Integration Services (SSIS)
- **Dates:** 4/24-4/26
- **Days:** MTW
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $1100

## SQL Server: Performance Tuning and Monitoring
- **Dates:** 3/28-3/30
- **Days:** TWTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $995

## SQL Server Reporting Services
- **Dates:** 5/16-5/17
- **Days:** TW
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $595

## SQL Structured Query Language Level 1
- **Dates:** 4/24-4/25
- **Days:** MT
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-166
- **Fee:** $595

## ADOBE

### Acrobat XI
- **Dates:** 3/22-3/23
- **Days:** WTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-165
- **Fee:** $455

### SharePoint 2013 Enterprise Content Management and Search
- **Dates:** 4/19-4/21
- **Days:** WThF
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-173
- **Fee:** $1095

## SHAREPOINT

### SharePoint 2013 for Site Owners
- **Dates:** 3/22-3/23
- **Days:** WTh
- **Time:** 8:00am-4:30pm
- **Location:** Lacey Campus L1-165
- **Fee:** $455
SHAREPOINT

SharePoint 2013 for Site Users
4/11-4/12  TW  8:00am-4:30pm  $455
Code C554  Lacey Campus L1-172
5/3-5/4  WTh  8:00am-4:30pm  $455
Code C586  Lacey Campus L1-172
6/6-6/7  TW  8:00am-4:30pm  $455
Code C629  Lacey Campus L1-170

SharePoint 2013 Administration
5/17-5/19  WThF  8:00am-4:30pm  $1095
Code C601  Lacey Campus L1-173

WEB & E-LEARNING DEVELOPMENT

Articulate Storyline 2-Beyond the Essentials (Level 2)
4/6-4/7  ThF  8:00am-4:30pm  $625
Code C532  Department of Enterprise Services

Managing and Creating Digital Content for Social Media
This 2-day course will cover the social and legal issues surrounding social media (i.e. usage rights, what is fair use, etc.). You will explore: social media platforms and demographics; creating digital content for the web (i.e. writing for the web, creating graphics), and more. This course will help you build a foundation for creating digital content and learning the basics of on-line marketing.
4/4-4/5  TW  8:00am-4:30pm  $395
Code C547  Lacey Campus L1-165

Create Amazing eLearning
Choose the right E-Learning Development Tool based on your individual needs. These courses will help you learn to create eLearning courses that support your learners achieving the course goals and objectives.

C# Level 2
Learn how to write C# code more effectively in this three-day class. This class covers a variety of different examples from generics, LINQ, delegates, and resource management with CLR. This class teaches and reinforces modern and proper coding techniques. This class uses C# 6 and is relevant to both .NET and .NET Core.
5/23-5/24  TWTh  8:00am-4:30pm  $995
Code C649  Lacey Campus L1-173

JavaScript Level 2: jQuery
5/2-5/3  TW  8:00am-4:30pm  $549
Code C585  Lacey Campus L1-173

C# Level 1
Learn how to write C# code more effectively in this two-day class. This class covers a variety of different examples from generics, LINQ, delegates, and resource management with CLR. This class teaches and reinforces modern and proper coding techniques. This class uses C# 6 and is relevant to both .NET and .NET Core.
5/2-5/3  TW  8:00am-4:30pm  $549
Code C585  Lacey Campus L1-173

PROGRAMMING & DEVELOPMENT

PowerShell Scripting
4/6-4/7  ThF  8:00am-4:30pm  $745
Code C551  Lacey Campus L1-173

PowerShell: Active Directory
3/23  Th  8:00am-4:30pm  $369
Code C508  Lacey Campus L1-173
4/4  T  8:00am-4:30pm  $369
Code C550  Lacey Campus L1-173
6/1  Th  8:00am-4:30pm  $369
Code C622  Lacey Campus L1-173

ASP.NET Web API for REST Services
6/5-6/7  MTW  8:00am-4:30pm  $1195
Code C624  Lacey Campus L1-173

C# Level 1
6/12-6/14  MTW  8:00am-4:30pm  $995
Code C626  Lacey Campus L1-173

C# Level 2
6/12-6/14  MTW  8:00am-4:30pm  $995
Code C626  Lacey Campus L1-173

HTML5 and CSS3 Level 2
4/6-4/7  ThF  8:00am-4:30pm  $345
Code C546  Lacey Campus L1-172

ITIL Foundations
5/2-5/4  TWTh  8:00am-4:30pm  $1195
Code C584  Lacey Campus L1-170

JavaScript Level 2: jQuery
5/2-5/3  TW  8:00am-4:30pm  $549
Code C585  Lacey Campus L1-173

New!
GEORGIC INFORMATION SYSTEMS (GIS) CERTIFICATE

Data Visualization

In today’s competitive business environment, efficient data analysis systems are indispensable. Organizations need to be confident they are applying effective processes to data analysis for accurate results. This GIS certificate provides high-demand technical knowledge and troubleshooting skills. You will learn how to complete GIS processes, analyze data to aid in answering work related questions, troubleshoot problems, and develop workflows to achieve and communicate an accurate outcome through maps.

Businesses and government understand the need for employees with geospatial intelligence and critical thinking skills. This certificate will allow you to use GIS to gain practical experience in collecting, analyzing, modeling and presenting data. Organizing and displaying spatial information will promote better decision making for a wide range of complex demands on limited business resources.

How it works:
• The certificate has six classes.
• Individual classes may be taken without pursuing the entire certificate.
• Start with Learning Geographic Information Systems and progress through the classes.
• Each one to two day class is scheduled from 8:00am - 4:30pm, and offered throughout the year.

Get Started:
Take one course or complete the entire certificate. To register visit spscc.edu/cce

Instructor Biography

Maria Sevier is a geospatial professional specializing in GIS mapping solutions for government, private, and non-profit organizations with a focus on project and data management, demographic analysis, and business processes. Her 20+ years experience ranges from providing mapping solutions through GIS data analysis, data mining and development, to project planning and development of business requirements for local governments. She holds a Bachelor of Science degree in Environmental Studies and is the Owner & Principal of NW GIS Consulting, LLC.

Geographic Information Systems (GIS) Certificate

- Learning Geographic Information Systems
- Applying Geographic Information Systems
- Analyzing & Editing Geographic Information Systems
- Integrating Geographic Information Systems
- Designing Maps & Visualizing Data
- ArcGIS Online

Learning GIS (recommended prerequisite)
GIS allows you to tell a story by translating various forms of data into a map that helps educate and inspire a wide audience for your organization. This introductory course is designed for individuals who are new or recently introduced to GIS using ArcGIS 10.0 and higher. Utilizing ArcGIS you will review basic concepts of GIS tools with the goal of obtaining, analyzing, and communicating information to others through maps. You will learn easy to follow, repeatable steps that will aid in developing a foundation for use of GIS tools in your work and future GIS courses.

3/27-3/28 MT 8:00am-4:30pm $775
Code C640 Lacey Campus L1-170

Applying GIS
Learning to visualize and share information with maps can impact daily decisions helping to save money, time and resources. In this class you will use ArcGIS Desktop software to expand your use of GIS tools for a deeper understanding of how to apply them to your daily work tasks. GIS data that holds both spatial information and attributes will help you present information in different forms to meet your individual needs. This class will help you learn about spatial and attribute data so you can modify and manipulate geographic data to add values to the existing data for meaningful analysis. Additionally you will learn to develop a workflow enabling smooth processes and standardization of projects. Students will learn how to apply basic spatial analysis techniques to tabular and geographic data using easy to follow, repeatable steps.

This is the second recommended course for the Geographic Information Systems certificate.

4/24-4/25 MT 8:00am-4:30pm $775
Code C641 Lacey Campus L1-166
GEOGRAPHIC INFORMATION SYSTEMS (GIS) CERTIFICATE

Analyzing and Editing GIS
GIS spatial analysis tools can help to reveal potential solutions to business questions, improve organizational record keeping and communication. In this class you will learn to analyze data relationships by transforming and applying statistical techniques to real world problems using raster and vector data.

Use ArcMap tools to dynamically display your data analysis results, explore geo-coding processes and review metadata editing techniques. Explore how to share your GIS work by packaging your maps and data with ArcGIS.

This is the third recommended course for the Geographic Information Systems certificate.
6/12-6/13 TW 8:00am-4:30pm $775
Code C637 Lacey Campus L1-168

Integrating GIS
Data is the basis of all that is done with Geographic Information Systems (GIS) and is critical to the successful analysis of spatially based questions. In this course you will build skills in finding, creating, editing and maintaining spatial data as well as learning how to test existing data to determine its spatial accuracy.

In addition you will gain an understanding of geodatabase design and development, GIS data types, topologic rules and spatial accuracy standards.
4/13-4/14 Th F 8:00am-4:30pm $775
Code C638 Lacey Campus L1-172

Designing Maps and Visualizing Data
Data can be analyzed and displayed using various methods and tools. Knowing which is best for each scenario can sometimes be tricky. With this course you will use the ArcGIS software platform to analyze geographic patterns in your data and develop fundamental skills of spatial analysis by exploring concepts in solving real world scenarios. Learn how to design maps with the analysis results focused for your specific audience. Apply fundamental cartographic design principles with print and online mediums for your final maps. Instructor: Joanne Markert
5/2 T 8:00am-4:30pm $395
Code C614 Lacey Campus L1-172

ArcGIS Online
Collaboration is the fuel for managing your geospatial content to increase efficiency and improve a business’s ability to understand problems and discover opportunities. Esri’s ArcGIS Online provides resources for map and data collaboration online as you analyze relationships and patterns. This course will guide you through the process of creating dynamic online maps by publishing data and map layers. You will learn to build a customizable web application that allows you to connect a project group that can use the same map, data and tools in the same platform. AGOL is an effective avenue for organizations to distribute, collect and analyze data. Instructor: Maria Sevier
Summer 2017

Instructor Biography
Joanne Markert is a geospatial and technology professional specialized in GIS business analysis, data visualization, data analysis and project management. Her experience includes demonstrating scientific and statistical concepts to non-technical audiences, ultimately helping audiences understand complex projects and issues, writing implementation plans, budgeting and developing business requirements for projects. Joanne holds a Bachelor of Science degree in Biology from James Madison University and a Masters in Environmental Studies from Evergreen State College. She is the current Principal of Technology Solutions at Leon Environmental, LLC.

Great introduction course! Instructors were very knowledgeable. - Applying Geographic Information Systems
For Print and 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 print design. Courses cover 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 seven classes which are listed in the suggested order that they should be taken.
• Adobe CS6 creative suite with emphasis on InDesign, Photoshop, and Acrobat will be used.
• The skills and knowledge you learn can be applied to any design software.

Get Started:
Take one course or complete the entire certificate.
To register visit spscc.edu/cce

Career Outlook:
• Overall employment for graphic designers is projected to grow by 7% between 2012 and 2022 (U.S. Bureau of Labor Statistics).
• Graphic designers with website design and animation experience will especially be needed as demand increases for design projects for interactive media – websites, video games, cellular telephones, personal digital assistants and other technology (U.S. Department of Labor).

Graphic Designer I Certificate

- Mastering Design Principles
- Introduction to User-Centered Design & Usability
- Photoshop Essentials & Beyond*
- Beginning Web Design Principles
- Producing Brochures using InDesign, Photoshop & Acrobat
- Creating Newsletters & Multipage Designs using InDesign, Photoshop & Acrobat
- Working with Commercial Printers

*If you previously took Photoshop Essentials: Making Photoshop Work for You, it will apply to your certificate.

Mastering Design Principles
Do you need to create a stunning marketing piece and don’t know where to begin? Do you regularly create communications pieces, but have never had any formal training in graphic or web design? If any of these apply to you, then Mastering Design Principles is for you. This course will include the basic principles, elements, and vocabulary of designing for both print and the web. You will get a brief introduction to using InDesign, Dreamweaver and Photoshop for design.

5/23-5/24 TW 8:00am-4:30pm $395
Code C605 Lacey Campus L1-165

Introduction to User-Centered Design & Usability
This course will provide you with the basic methodology, knowledge, and tools required to approach a website design or application building project using the principles of User-Centered Design and Usability. You will learn how to develop an idea, formulate a strategy for fleshing out the concept, determine the structure, create the details for the design, and validate the interface through various testing methodologies. It also includes writing for the web, information design, branding and marketing.

Instructor: Val Champagne

3/20-3/21 ThF 8:00am-4:30pm $395
Code C639 Lacey Campus L1-165

Great for beginner-intermediate through every level of skill! - Creating Newsletters and Multipage Designs using InDesign, Photoshop & Acrobat

Instructor Highlight

Valerie Champagne is a professional software trainer and web developer. Her extensive training repertoire includes dozens of subjects including web design, graphic design, web accessibility, as well as customized, and proprietary software applications. Valerie’s background in the adult education and usability arena began in the real estate field in the late 1980’s. Valerie continued teaching nationally for computer training centers, businesses, and state organizations; focusing on desktop applications, web development, and graphic design.
Photoshop Essentials: Making Photoshop Work for You
Do you need to edit photos for webpages, print or other documents? Do you need to create or modify graphics or logos? Do you need to improve upon the art of ”seeing” what sets apart an excellent photograph from a mediocre one? Do you need to know how to ”fix” a photograph? If so, then this class is for you. This one-day course will include the basic principles, elements and vocabulary of using Photoshop. It will give you valuable tips and techniques related to the many uses of Photoshop. Class will be taught using Adobe Photoshop CS6 but the skills will be transferable to any version of Photoshop.

Photoshop CS6 Essentials & Beyond*
This course includes the essential principles, elements and vocabulary of using Photoshop in more detail. In addition you will work with layers for design flexibility and creative effects. Learn a variety of selection techniques to help modify specific details in photos. An introduction to color models and color management will ensure your final product look and print as expected!

3/28-3/29 TuW 8:00am-4:30pm $455
Code C505 Lacey Campus L1-165
6/14-6/15 WTh 8:00am-4:30pm $455
Code C006 Lacey Campus L1-165

Beginning Web Design Principles
If you need to create, re-vamp or maintain a website, and you want background knowledge and a few useful skills and tips, this class is for you. We will discuss the process of creating websites, terms, principles, converting images for the web, different types of website software and more. We will walk through the process of creating a very simple website. Class format includes lecture, hands-on exercises, and real world examples. Instructor: Val Champagne

5/24-5/25 WTh 8:00am-4:30pm $395
Code C607 Lacey Campus L1-165

Producing Brochures using InDesign, Photoshop & Acrobat
Do you need to create a stunning brochure or marketing piece for print and web? Do you need to know the basics of InDesign, how to edit photos in that brochure and use Acrobat to prepare it for the web? This 1.5 day course will include the basic elements, vocabulary and practical use of InDesign for creating a brochure for both print and the web. Besides learning the basic tenets for creating a brochure, you will also get a brief introduction to integrating Photoshop and Acrobat in the design process.

Summer 2017

Creating Newsletters & Multi-Page Designs Using InDesign, Photoshop & Acrobat
Do you wish you knew how to use photos and artwork to make your publication or web page interesting and beautiful? Do you need to know how to integrate your workflow using InDesign, Photoshop and Acrobat? If any of these apply to you, then this class is for you. This course will include the basic elements, vocabulary and practical use of InDesign for creating a newsletter, magazine, or annual report, for both print and the web. Besides learning the basic tenets, you will also get a brief introduction to integrating Photoshop and Acrobat in the design process. Please see the online description for more detail.

5/18-5/19 Th 8:00am-4:30pm $295
F 8:00am-12:00pm
Code C604 Lacey Campus L1-165

Working with Commercial Printers
So you’ve created your designed document and you are ready to send it to a commercial print shop. What do you need to know to make your interaction efficient and your document done to your specifications? This onsite class will teach you how to take your finished document from InDesign and send it to a printer in a format that both you and your printer will appreciate. This 4-hour course will include: a historical perspective of the print industry; take a look at the questions that need to be answered when you send a document to print; get an explanation of print specifications; and how to design efficiently and more. Instructor: Capitol City Press.

4/18 Tu 8:00am-12:00pm $95
Code C642 Capital City Press
INFORMATION SECURITY CERTIFICATE

Managing Data Security and Privacy

The Information Security Certificate is designed for IT professionals, those wanting to advance their careers in the IT security field, and anyone needing to develop and implement data and internet security strategies.

This certificate covers the essential skills in the information security domain. The program’s curriculum focuses on problem-solving skills and techniques needed to provide computer-based solutions to security issues. In addition, this series will provide relevant experience to any student preparing for the Security+ or GSEC exams.

How it works:

- Start with Network Security and Access Control and take the rest of the classes as they fit your schedule.
- Classes are 3 - 4 days long, 8:00am - 4:30pm.
- Classes are offered year-round.
- We recommend you take the classes in the order listed but it is not required.

Benefits of the Information Security Certificate:

- Allows you to be recognized as having demonstrated professional competence and integrity in IT Security.
- Sets a benchmark for establishing and maintaining high standards of both professional practice and ethical conduct.
- Provides a clear pathway for professionals to pursue careers in IT Security.
- Creates opportunities for established IT professionals to continue to sharpen their professional skills and ethical performance as technology changes.

Information Security Certificate

- Network Security and Access Control
- Security Certificates, Risks and Disaster Recovery
- Digital Forensics
- Web and Internet Security
- Penetration Testing

Instructor Biography

Jim Parshall began programming over 35 years ago and started teaching over 20 years ago. As one of Microsoft’s first certified trainers he taught classes and helped to write courseware for Microsoft and other companies.

12 years ago, he switched to his specialty architecture and implementation of massively multi-player online role playing games. He has taught and worked for companies as varied as Blizzard Entertainment, NVIDIA, Pixar, Apple, Microsoft and SPSCC.

Jim teaches almost all major Microsoft and Apple technologies including: .NET programming, SQL Server, Service Oriented Architecture and more. He also teaches security from basic “protect from malware” all the way to reverse engineering of malware and forensics.

Jim enjoys racing cars, hiking, programming, gaming and other pursuits.
Network Security & Access Control
Do you need to learn how to protect your network from attack and how to secure documents and more from prying eyes and fingers? In this world fraught with security threats, the need for skilled and knowledgeable information security professionals has never been greater. This 3 day class concentrates on network security covering wired and wireless as well as different ways to secure them. We will be working with web and other types of communications. The class experience helps to identify the skills necessary to support today's varied IT environments. In addition, you will learn to use Windows Access Controls as a way to lock down objects in a Windows environment. This class maps to objectives in both the Security+ and GSEC exams.
5/8-5/10 MTW 8:00am-4:30pm $975
Code C589 Lacey Campus L1-173

Security Certificates, Risks & Disaster Recovery
A major disaster could cripple your organization and disrupt service to your customers. Learn how to evaluate risks against your network systems and data. Examine risk management and mitigation as well as how to create a policy to govern your efforts. We will look into how certificates can be used to add even greater security to objects on the network in addition to both the good and bad effects of implementing such a strategy. Lastly, you will learn how to respond to a security incident and how to implement a disaster recovery plan for various issues which can occur. This class maps to objectives in both the Security+ and GSEC exams.
3/20-3/22 MTW 8:00am-4:30pm $975
Code C510 Lacey Campus L1-173

Digital Forensics
Have you been charged with finding abuse or even criminal activities with your companies IT systems? Computer abuse and crime is here to stay. Digital Forensics deals with the recovery and investigation of information from digital devices like computers, cell phones, and more. The rate of fraud in recent years requires increasing IT duties as a very important part of the overall security picture. This class introduces the basic concepts and procedures as well as the “how-to” skills of forensics using hands on exercises. In this course we will investigate Windows OS computers though the lessons learned can easily be applied to Unix, Linux or Mac OS X.
Summer 2017
BUSINESS ANALYSIS CERTIFICATE

Data Driven Decisions!
SPSCC is an endorsed educational provider of 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.

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 underlying 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.

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)

Get Started:
Take one course or complete the certificate.
To register visit spscc.edu/cce.

Business Analysis Fundamentals:
Framework & Competencies (recommended prerequisite)
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. Instructor: Sharon Sikes.
5/17-5/18 WTh 8:00am-4:30pm $395
Code C571 Lacey Campus L1-182 15 PDUs

Business Analysis Elicitation, Collaboration & Requirements Life Cycle Management
Address two knowledge areas from the Business Analysis Body of Knowledge: Elicitation and Requirements Management & Communication. 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. Instructor: Sharon Sikes.
5/22-5/23 MT 8:00am-4:30pm $395
Code C574 Lacey Campus L1-191 15 PDUs

Business Analysis Certificate

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<th>PDUs</th>
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<tr>
<td>Business Analysis Fundamentals; Framework &amp; Competencies</td>
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<td>Business Analysis Elicitation, Collaboration &amp; Requirements Life Cycle Management</td>
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<td>Business Analysis Strategy Analysis &amp; Perspectives</td>
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<td>Business Analysis Planning &amp; Monitoring</td>
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<td>Business Analysis Requirements Analysis &amp; Design Definition</td>
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BUSINESS ANALYSIS CERTIFICATE

Business Analysis Strategy Analysis & Perspectives
This course 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. Instructor: Sharon Sikes.
6/6-6/7 TW 8:00am-4:30pm $395
Code C648 Lacey Campus L1-191 15 PDUs

Business Analysis Planning & Monitoring
Addresses identifying stakeholders; defining roles and responsibilities of stakeholders in the business effort; developing estimates for business analysis effort; planning how the Business Analyst will communicate with stakeholders; planning how requirements will be approached, traced and prioritized; determining the deliverables that the Business Analyst will produce; defining and determining business analysis processes; and determining the metrics that will be used for monitoring business analysis work. Instructor: Sharon Sikes.
4/5-4/6 WTh 8:00am-4:30pm $395
Code C564 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. Instructor: Sharon Sikes
4/27-4/28 ThF 8:00am-4:30pm $395
Code C569 Lacey Campus L1-182 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. The 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 in enough detail to allow them to be constructed. Tasks will apply to both stakeholder and solutions requirements. Instructor: Sharon Sikes.
Summer 2017

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. These techniques are applicable to enough business analysis practitioners, that a skilled generalist should reasonably be expected to be familiar with the existence and purpose of them all. Business analysts who specialize in a particular methodology or business domain may need to understand a smaller set of techniques in greater depth, or may need to develop expertise in techniques not described here. Instructor: Sharon Sikes
6/1-6/2 ThF 8:00am-4:30pm $395
Code C645 Lacey Campus L1-191 15 PDUs

CCBA Exam Prep Class - available on demand
Gain essential information needed to prepare for the Certification of Competency in Business Analysis™ (CCBA™) exam. Focuses on the six Knowledge Areas presented in the BABOK®. Visit the IIBA® web page for information.
HUMAN RESOURCE MANAGEMENT CERTIFICATE

The Human Side of Business!

Advance your career with a Human Resource Management certificate. Develop the knowledge, methods, and skills necessary to meet the challenges of today’s changing workplace.

Build Your Skills To:
- Create a talent management culture for your organization.
- Develop and implement employee training programs to increase individual and organizational effectiveness.
- Understand and apply federal, state and local workplace health, safety, security and privacy laws and regulations.
- Actively participate in strategic planning and implementation strategies.
- Evaluate and balance relationships between employee and employer.
- Gain knowledge for professional certification exams.

How It Works:
- Start with Human Resource Essentials then take the rest of the courses as they fit your schedule.
- Classes range from 1-3 days from 8:00am-4:30pm.
- Classes are offered year-round.
- Earn PDUs (Professional Development units). (1 PDU = 1 hr of instruction)

Get Started:
Take one course or complete the certificate. To register visit spscc.edu/cce.

Human Resource Essentials (recommended prerequisite)
An introduction to the challenging and ever-changing field of human resources, this overview class will use real-life case studies as a basis for discussing HR’s role and its potential impact on an organization. The class will cover acronyms and jargon used in the profession; the competencies required to be successful as an HR practitioner; an explanation of available HR certifications; and an overview of the HR certificate program. This course is recommended prior to attending other HR certification courses.

Instructor: Dalene Sprick.
4/11-4/12 TW 8:00am-4:30pm $345
Code C565 Lacey Campus L1-191 14 PDUs

HR Management Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>PDUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Essentials</td>
<td>14</td>
</tr>
<tr>
<td>Strategic HR Management</td>
<td>14</td>
</tr>
<tr>
<td>Workforce Planning and Employment</td>
<td>21</td>
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<td>Human Resource Development</td>
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<td>Total Rewards</td>
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<tr>
<td>Employee and Labor Relations</td>
<td>14</td>
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<tr>
<td>HR Risk Management</td>
<td>7</td>
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<tr>
<td>HR Case Studies</td>
<td>2</td>
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<td>Total PDUs</td>
<td>105</td>
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</table>
HUMAN RESOURCE MANAGEMENT CERTIFICATE

Strategic HR Management
HR uses the organization’s mission to formulate policies, guide change, and evaluate contributions. Learn how HR fits into strategic planning and contributes to the organization’s mission, vision, values, goals, and objectives. Instructor: Dalene Sprick
Summer 2017

Workforce Planning and Employment
HR is essential to the development of an organization’s workforce. Proper recruitment, hiring, orientation, and retention plans are critical pieces in reducing turnover, planning for succession, and developing a workforce that matches the needs of the organization. Instructor: Dalene Sprick
3/20-3/22 MTW 8:00am-4:30pm $345
Code C521 Lacey Campus L1-191 14 PDUs

Human Resource Development
Do employees’ knowledge, skills, and abilities match the requirements of the jobs they hold and the strategic direction of the organization? Learn to develop, implement, and evaluate activities and programs that address employee training, development, performance appraisals, and talent and performance management. Instructor: Dalene Sprick
5/25-5/26 ThF 8:00am-4:30pm $345
Code C576 Lacey Campus L1-191 14 PDUs

Total Rewards
This class covers employee compensation and benefit programs and how they support the organization. Learn to develop, implement, and evaluate these programs with regard to the strategic goals of the organization. Instructor: Cindy Nakano
Summer 2017

Employee and Labor Relations
Learn to analyze, develop, implement, and evaluate the workplace relationship between employer and employee. Balance is required to maintain relationships and working conditions while supporting the organization’s strategic goals, objectives, and values. Instructor: Dalene Sprick
6/8-6/9 ThF 8:00am-4:30pm $345
Code C647 Lacey Campus L1-191 14 PDUs

HR Risk Management
Having a safe and secure working environment protects the employees and the organization from liability. Learn how to develop, implement, and evaluate these programs and policies at your organization. Instructor: Dalene Sprick
4/13 Th 8:00am-4:30pm $195
Code C566 Lacey Campus L1-191 7 PDUs

HR Case Studies
Apply what you have learned to real-life HR case studies. Develop a “best practice” framework to analyze scenarios, determine risks, and recommend next steps. Instructor: Dalene Sprick
Summer 2017

Consulting Services
Does your business or department have specific needs onsite? Let our experienced consultants provide the focused attention your organization needs. Call 360.709.2005 for more information.

Technical Services
• Database Development and Maintenance
• Web Design, Development and Maintenance
• Application Development

Professional Services
• Writing/Editing Services
• Meeting Facilitation
• Executive Coaching
• Strategic and Operational Planning
• Process Improvement
• Project Management
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 core courses that you must complete for your certificate plus three optional electives of your choosing.
- Classes are 3 days long from 8:00am-4:30pm.
- Classes are offered year-round.
- You can choose to specialize in an area by taking all three electives in a specific area or mix and match electives based on your career direction or interest area and tailor the certificate to your needs.
- Whether you choose to be a generalist or specialist, the core classes will give you a foundation that will be applicable wherever you go.

Get Started:
Take one course or complete the entire certificate. To register visit spscc.edu/cce.

<table>
<thead>
<tr>
<th>Leadership Core</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>Mind of a Manager, Heart of a Leader</td>
<td>21</td>
</tr>
<tr>
<td>Motivating &amp; Coaching to Build Top Talent</td>
<td>21</td>
</tr>
<tr>
<td>Managing Change &amp; Making Great Decisions</td>
<td>21</td>
</tr>
<tr>
<td>Leading from the Middle: Influencing w/o Authority</td>
<td>21</td>
</tr>
<tr>
<td>Leading through Difficulty: Emotional Intelligence, Communication, &amp; Conflict Management</td>
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<td>Total Contact Hours (CHs)</td>
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<table>
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<tr>
<th>Leadership Electives/Specialist Areas</th>
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<tbody>
<tr>
<td>Business Analysis (specialist area)</td>
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<tr>
<td>Human Resource (specialist area)</td>
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<tr>
<td>Project Management (specialist area)</td>
</tr>
<tr>
<td>*Public Management (specialist area)</td>
</tr>
<tr>
<td>*In partnership with DES. See spscc.edu/cce for eligible classes.</td>
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<tr>
<td>Total Required</td>
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</table>

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.

Summer 2017

The course contains an excellent balance of a few key concept areas that are tangible; management, leadership, delegation and more. Robert is an energetic, engaging and thoughtful communicator – Mind of a Manager, Heart of a Leader participant

Instructor Biography

Robert Jeffers is a twenty-year veteran in helping people transition workplace issues that impede progress. He’s an international speaker, consultant, and coach, as well as program faculty for the University of Wisconsin School of Business in Advanced Management, a program awarded a #1 world ranking for value by the London Financial Times five times since 2005. He provides content-rich programs in an engaging style that inspires adult learners to improve their skills. The increase in productivity from such training pays off in countless ways.

With his passion for organization development, Robert formed Lindsey & Jeffers in Iola, Wisconsin in 1994, then moved the company to Olympia, Washington in 2005. He offers development strategies that help people and organizations identify where they are, where they want to go, what’s in their way, and how to turn roadblocks into advantages.
LEADERSHIP DEVELOPMENT CERTIFICATE

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.
5/30-6/1 TWTh 8:00am-4:30pm $550
Code C502 Lacey Campus L1-182 21CHs

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.
5/9-5/11 TWTh 8:00am-4:30pm $550
Code C501 Lacey Campus L1-182 21CHs

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.
4/11-4/13 TWTh 8:00am-4:30pm $550
Code C503 Lacey Campus L1-182 21CHs

Leading Through Difficulty: Emotional Intelligence, Communication, and 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.
Summer 2017

YOU MAY ALSO BE INTERESTED IN

Succession Planning: Developing Leaders Before It’s Too Late
Many of us know that neglecting to prepare our next generation of leaders could create significant turbulence in the near future. This class helps participants create seamless transitions in changing times. Instructor: Robert Jeffers
Fall 2017

“I loved the model for change. Feeling and seeing the levels of decision and knowing I must see how my behavior impacts the outcome.”-Managing Change & Making Great Decisions
PROJECT MANAGEMENT CERTIFICATE

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.

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.

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).

Get Started:
Take one course or complete a certificate. To register visit spscc.edu/cce.

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**Project Management Essentials**
Addresses the nuts and bolts of project management essentials for those charged with leading a project team to successful completion. Discusses theoretical fundamentals as well as provides hands-on activities that will help plan and execute projects on time, stay on budget, and work with maximum efficiency. Instructor: Dave Pratt.

<table>
<thead>
<tr>
<th>Course</th>
<th>PDUs</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
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<td>Project Management Essentials</td>
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</table>

**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. Instructor: Dave Pratt.

<table>
<thead>
<tr>
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<th>PDUs</th>
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<th>Time</th>
<th>Cost</th>
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</tbody>
</table>

**Project Coordinator Certificate**
Beings new to Project Management it gave me good insight into managing all aspects of a project. This class gave me a solid foundation. – Project Management Essentials

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<thead>
<tr>
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<th>PDUs</th>
<th>Date</th>
<th>Time</th>
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<tbody>
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<td>Lacey Campus L1-182</td>
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</tbody>
</table>
PROJECT MANAGEMENT CERTIFICATE

Project Execution, 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 with specific regard to 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. Instructor: Sharon Sikes.
4/17-4/18 MT 8:00am-4:30pm $395
Code C567 Lacey Campus L1-182 15 PDUs

Project Leadership & Team Management
It has been said that 80% of all projects are people issues. This truism emphasizes the need for leadership, solid team building, and good management techniques in order to be a successful project manager. Develop an understanding of the human factors of project management and people-based management skills. Instructor: Dalene Sprick.
4/25-4/26 TW 8:00am-4:30pm $395
Code C568 Lacey Campus L1-182 15 PDUs

Project Communications Management
Focuses on communications as an ongoing issue for projects regardless of their size or complexity. Proper communication is critical in establishing appropriate expectations and ensuring project success. Instructor: Dalene Sprick.
5/23-5/24 TW 8:00am-4:30pm $395
Code C573 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. Instructor: Sharon Sikes.
3/21-3/22 TW 8:00am-4:30pm $395
Code C520 Lacey Campus L1-182 15 PDUs

Project Cost & Schedule Management
This course 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. Instructor: Sharon Sikes.
5/8-5/9 MT 8:00am-4:30pm $395
Code C575 Lacey Campus L1-186 15 PDUs

Project Stakeholder & HR Management
Focuses on basic concepts, organizational structures, project organizational design, matrix organizations, processes, and team acquisition. Instructor: Dalene Sprick.
3/2-3/3 ThF 8:00am-4:30pm $395
Code C449 Lacey Campus L1-191 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. Instructor: Dave Pratt.
5/2-5/3 TW 8:00am-4:30pm $395
Code C570 Lacey Campus L1-191 15 PDUs

Project Risk Management
This is one of the most vital of the nine content areas of the PMBOK® because 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. Instructor: Dave Pratt.
3/28-3/29 TW 8:00am-4:30pm $395
Code C522 Lacey Campus L1-191 15 PDUs

I now understand how HR works within Project Management. I will use many of the concepts in real life. – Project Stakeholder & Human Resource Management
Customized Training Opportunities

Did you know that we can customize training to meet your business needs?

“We were impressed with the consultant’s ability to quickly integrate into our team. They brought a solid understanding of the unique issues our agency faces. We were able to complete our project ahead of schedule and under budget!”

“Working with SPSCC has been so easy. The ability to contract using an interagency agreement allowed us to get our project up and running quickly without having to jump through a bunch of hoops.”

To see if a customized training option is the right match for your team, call us at 360.709.2020 or visit spscc.edu/cce