



### Business Training Center

Have fun expanding your knowledge. Choose from Applied Composites, CATIA, Flagging, Leadership, Medical Devices, Welding, and more. The classes in this section are self-supporting, so fee waivers do not apply. The Business Training Center does not endorse or guarantee any specific result from taking the workshops listed.

**TO REGISTER CALL: 425.640.1840.**

### Refund Policy

Refunds can be accommodated if notice of withdrawal is given at least two business days prior to the first day of a class. You will not receive a refund if you withdraw after that date. There will be a \$10 processing fee for each class that is refunded. If we cancel a class for any reason, you will receive a 100% refund or have the option of moving to another class.

### Accuracy in Publication Disclaimer

The Business Training Center has made reasonable efforts to provide information that is accurate at the time of publication or WEB posting. However, the institution reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses, and fees. When feasible, changes will be announced prior to their effective dates, but the institution assumes no responsibility for giving any particular notice of such changes.

### Main Campus Class Locations:

Edmonds Community College Campus,  
20000 68th Ave. West, Lynnwood 98036  
SQL Snoqualmie Hall

### Off-Campus Class Locations:

**ATC** WA Aerospace Training Center  
3008 100th St. SW, Everett 98204  
**ERC** Employment Resource Center  
9901 24th Pl. W., Everett 98204  
**MAB** Maltby Building, North Campus Complex  
7020 196th St. SW, Lynnwood 98036

## Aerospace and Manufacturing

Visit [www.the-btc.com](http://www.the-btc.com) for class descriptions, dates and times.

### BEGINNING WELDING

This is a short two week course designed for those interested in a simple tutorial into welding's basic principles. No prerequisites.

### SIX SIGMA CERTIFICATIONS

Call **425.640.1840** or visit [www.the-btc.com](http://www.the-btc.com) for more information.

## Business Training Center at Edmonds Community College

We recognize the need to continue training beyond initial qualifications to maintain, and update skills throughout your working life.

Enhance your level of self-awareness and build your professional competencies by joining us in a **Business Training Center** class offering.

### Washington Aerospace Training and Research Center

Through an operating agreement with the Aerospace Futures Alliance (AFA), Edmonds Community College is orchestrating a statewide training effort for aerospace companies in the State of Washington. Edmonds Community College will act as the coordinating entity and liaison with industry and statewide community colleges to meet the training needs of aerospace industry. The development and delivery of aerospace training, courses, certificates and other degrees will be industry led. Training will be delivered through grounded, hybrid, and online formats, either at the Washington Aerospace Training and Research Center, state-wide community colleges, at the industry site, or through distance learning venues. Call **425.640-1840**, or visit [www.washingtonaerospace.com](http://www.washingtonaerospace.com) for more information on this program.

### AEROSPACE MANUFACTURING CORE CERTIFICATE

Certificate in Basic Aviation Manufacturing, a critical and complex technical field of aviation manufacturing. The student will be introduced to valuable skills in aviation technology needed for a precision aerospace technologist. This certificate will provide a basic understanding of general aviation manufacturing procedures. Topics covered include basic aircraft familiarization, sealing, electrical bond and ground, aircraft drawings and work instructions, assembly hand tools, precision measuring and aviation materials and processes. Other areas covered are aircraft cleaning and corrosion control. Hybrid courses. Lab times will vary. **Visit [www.the-btc.com](http://www.the-btc.com) for dates and times.**

**9 Cr** **\$2400**

### AEROSPACE MANUFACTURING ASSEMBLY MECHANIC CERTIFICATE

Certificate in Aerospace Assembly, a critical and complex technical field of aviation manufacturing. This certificate introduces valuable skills in aviation technology for the precision aerospace technologist. This certificate provides you with an advanced understanding of aviation manufacturing procedures. Topics covered include basic and advanced drilling, riveting, skin and wing riveting, counter-sinking, torquing, safety devices, sealing, bond and ground electricity, aircraft documentation, advanced assembly hand tools, precision measuring and fiber reinforced composites manufacturing, composites drilling and titanium drilling. Hybrid courses. Lab times will vary.

**18.5 Cr** **\$2400**

**Prerequisite:** Aerospace Manufacturing Core Certificate must be completed before taking this certificate. **Visit [www.the-btc.com](http://www.the-btc.com) for dates and times.**

### AEROSPACE ELECTRICAL ASSEMBLY MECHANIC CERTIFICATE

This program provides an overview of the electrical knowledge and skills necessary to qualify for employment in the aerospace industry as an electrical assembler. Gain an advanced understanding of aviation electrical procedures. Topics covered include demonstrating technical knowledge and skills in electrical hand and power tools, basic drilling and riveting, wire bundle basics, wire installation drawings, wire bundle installation, electrical ground jumpers, electrical ground studs and wire grounding, crimping terminals and splices, and assembly of coaxial connectors. Also includes proper handling and installation of fiber optic cables and components.

**13 Cr** **\$2400**

**Prerequisite:** Aerospace Manufacturing Core Certificate and Assessment must be successfully completed before taking this certificate. **Visit [www.the-btc.com](http://www.the-btc.com) for dates and times.**

## Aerospace and Manufacturing

### LEADERSHIP IN A MANUFACTURING ENVIRONMENT

Learn commonly made management mistakes and successful tips in leading others, doing performance appraisals, working with difficult people, leading effective meetings, building productive teams, dealing with change, motivating employees, and implementing corrective action. Please email [btc@edcc.edu](mailto:btc@edcc.edu) if your company is interested in group training.

### TEAM BUILDING AND COMMUNICATION FOR MANUFACTURING

Most organizations aren't reaching their full potential because they have teams that are dysfunctional, often wasting valuable time and energy dealing with interpersonal problems. We will provide multiple assessments for team members to evaluate team effectiveness, strengths and weaknesses. These assessments are then used as a foundation for gaining a better understanding of team dynamics, and to develop strategies for building team cohesiveness. Please email [btc@edcc.edu](mailto:btc@edcc.edu) if your company is interested in group training.

## Business Management

### 21st CENTURY BUSINESS PLANNING

Increase efficiency, profits, and prepare for financing. Participants will have the potential to complete a functional business plan by the end of the eight week course. Appropriate for all levels of experience.

**L304** M. TYSON MAB 107  
W 5:00p-8:00p 1/11-2/29 \$400

### CHANGE MANAGEMENT

Lead work activities and staff during difficult organizational changes, such as mergers, acquisitions and/or downsizing. Not knowing how to lead during these situations can be devastating to organizations if staff needs are not considered and managers are not prepared to deal with human factor issues. Please email [btcc@edcc.edu](mailto:btcc@edcc.edu) if your company is interested in group training.

### LEADERSHIP AND SUPERVISION TRAINING

See Leadership in a Manufacturing Environment for description. Please email [btcc@edcc.edu](mailto:btcc@edcc.edu) if your company is interested in group training.

## CATIA Certification

### CATIA - LEVEL 1

### CATIA - LEVEL 2

### CATIA - LEVEL 3

Please visit our website, [www.the-btc.com](http://www.the-btc.com), for course descriptions and dates.

## Composites

### COMPOSITES TECHNICIAN TRAINING PROGRAM

Hybrid. This introductory certificate prepares students for advanced coursework in the area of fiber reinforced composites (FRC). The delivery method for the courses will be a combination of online discussion and lessons, and hands-on labs. Upon successful completion of this class, students will be able to demonstrate a basic understanding of composites. A six hour Advanced Composite Fab and Repair course is now included. Tuition includes lab fee.

5 Cr D. CIANCI

**A382** TTh 11:00a-2:00p 12/5-2/2  
\$2490

**A388** TTh 4:00p-7:00p 12/5-2/2  
\$2490

Location: WATRC, 3008 100th St. SW, Everett 98204.  
Late registration requires instructor's approval. Please email your instructor upon registering: [dcianci@edcc.edu](mailto:dcianci@edcc.edu).

## Continuing Education

### FLAGGING

Upon successful completion, you will be issued a flagging certificate, which is valid for three years in Washington, Oregon, Idaho, and Montana. This hands-on seminar will entitle you to pursue employment opportunities as a flagger in the construction and utilities industries. Flaggers control traffic through and around work sites. Course fee

includes training manual and certificate. **Note:** You must be 18 years of age to register.

**L300** C. STEPHENS SNO 212  
Sa 8:00a-4:00p 1/21 \$60

**L301** C. STEPHENS SNO 212  
Sa 8:00a-4:00p 2/18 \$60

**L302** C. STEPHENS SNO 212  
Sa 8:00a-4:00p 3/17 \$60

### REAL ESTATE PRE-LICENSING

90-clock hour live lecture course satisfies Washington State's Fundamentals pre-license education requirement. Students learn the basics of real estate, including ownership rights and title, public restrictions on land, financing and basic loan features, purchase and sale agreements, appraisal, the escrow process, landlord/tenant law and more.

**Tuition** Includes classroom materials and access to mock state exams. Live lecture classes are continuously ongoing. Students can begin class at anytime.

Class meets Tues. & Thurs., 6p-10p or Sat, 8:30a- 4:30p.

Location: North Lynnwood

**L303** \$449

Open enrollment 1/3-3/9

## Fire Officer Degree

For complete Fire Officer Degree class schedules and descriptions, visit [www.fod.edcc.edu](http://www.fod.edcc.edu). Please call 425.640.1840 to register.

### INCIDENT MGMT -MCO

**4965** FOD 210 3 Cr M RISEN

Online 1/30-3/19, Two required in-class sessions, Sa, 2/4 and 3/3, 9a-5p, Fire Station #21, 16819 13th Ave W, Lynnwood.

## Medical Devices Certificates

Edmonds Community College, in cooperation with the Medical Device Industry Education Consortium (MDIEC), has developed these certificates to meet the needs of the medical device industry.

For complete class descriptions, please visit [www.the-btc.com](http://www.the-btc.com). If you or your company are interested in the training sessions listed, please contact our registration specialists at 425.640.1840

## Medical Quality Systems Certificate - Online

Intro To FDA Medical Device Regs -1 Cr \$350

Introduction to Quality Assurance - 3 Cr \$899

Risk Management and Assessment - 3 Cr \$899

Design and Manufacturing in Medical Devices - 3 Cr \$899

## Clinical Data Management Certificate - Online

Fundamentals of Clinical Trials - 3 Cr \$899

## Professional Certificates

Please email [btcc@edcc.edu](mailto:btcc@edcc.edu) if you or your company are interested in these certificate trainings. A minimum number of participants is required to run these programs.

### Customer Service Certificate 14 Cr

- Sales Fundamentals 2 Cr
- Fundamentals of Customer Relations 3 Cr
- Call Center 3 Cr
- Retail Sales 3 Cr
- Customer Service Management 3 Cr

### Green Manufacturing Certificate 18 Cr

- Handling Hazardous Material 4 Cr
- Intro to Sustainability 3 Cr
- Lean Manufacturing 5 Cr
- Six Sigma Green Belt 5 Cr
- Product Lifecycle Management 1 Cr

### Quality Assurance Certificate 16 Cr

- Introduction to Quality Control 3 Cr
- Quality Control Applications and Statistics 3 Cr
- Lean Manufacturing 5 Cr
- Principles of Management 5 Cr

### Supervision and Management Analyst Certificate 16 Cr

- Emotional Intelligence and Effective Leadership 3 Cr
- Emotional Intelligence and Building Your Team 1 Cr
- Change Management During Reorganization and Downsizing 2 Cr
- Principles of Management 5 Cr
- Lean Manufacturing 5 Cr

Learn  
from the  
comfort of  
home!

## > Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

### How to Get Started:

1. Visit our Online Instruction Center:  
  
[www.ed2go.com/btconline](http://www.ed2go.com/btconline)
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

## Edmonds Community College

### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

### Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### Real Estate Investing

Build and protect your wealth by investing in real estate.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

## Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

**New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

### Enroll Now!

Visit our Online Instruction Center today!

[www.ed2go.com/btconline](http://www.ed2go.com/btconline) or call:

**(425) 640-1840**

**Courses Start as Low as:**

**\$93.00**

### Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

**MORE COURSES AVAILABLE  
AT OUR ONLINE INSTRUCTION CENTER**

**[www.ed2go.com/btconline](http://www.ed2go.com/btconline)**

## Online Career Training

To register for classes below please visit [www.gatlineducation.com/edcc](http://www.gatlineducation.com/edcc) or call 425.640.1840 with questions.

Health Care Programs	Hours	Price
Administrative Dental Assistant	240	\$1,595
Administrative Medical Specialist with Medical Billing and Coding	300	\$1,995
Advanced Coding for the Physician's Office	80	\$1,395
Certified National Pharmaceutical Representative	120	\$1,595
HIPAA Compliance (four user licenses)	12	\$599
Human Resources for Health Care Professionals	80	\$1,995
Medical Billing and Coding	240	\$1,595
Medical Transcription	240	\$1,595
Revenue Cycle Management for Health Care Providers	12	\$795
Veterinary Assistant	240	\$1,795

Business Programs	Hours	Price
Administrative Professional with Microsoft Office Specialist	240	\$1,995
Bookkeeping the Easy Way with QuickBooks	140	\$1,695
Certified Bookkeeper	80	\$1,795
Certified Global Business Professional	400	\$2,495
Corporate Governance and Ethics	15	\$895
EBusiness	200	\$1,995
Freight Broker/Agent Training	150	\$1,695
Management for IT Professionals	390	\$2,095
Management Training	360	\$2,095
Mediation and Dispute Resolution	180	\$4,195
Microsoft Office Specialist (MOS)	120	\$1,595
Non-Profit Management Training	300	\$2,095
Pay Per Click Marketing	150	\$1,395
Payroll Practice and Management	80	\$1,595
Personal Financial Planning	40	\$1,395
Principles of Private Investigation	200	\$1,995
Purchasing Management	300	\$2,095
Records Management	80	\$1,395
Search Engine Marketing	250	\$1,795
Search Engine Optimization	150	\$1,395
Seven Steps to Leading High Achieving Teams	70	\$1,395
Supply Chain Management	240	\$2,795
Technical Writing	80	\$1,595
Travel Agent Training	200	\$1,595
Wedding Planner	300	\$1,395

Internet, Design, and Technical Programs	Hours	Price
ASP.NET	300	\$1,995
AutoCAD 2009	150	\$1,995
Business Marketing Design	240	\$3,295
Digital Arts Certificate	225	\$3,195
Interior Design	350	\$2,295

Networking and Comp TIA™ Certification Training Programs	Hours	Price
Comp TIA A+ Certification Training	160	\$1,695
Comp TIA Cisco™ CCNA® Certification Training	80	\$1,795
Comp TIA Linux+/LPI Level One Certification Training	300	\$2,195
Comp TIA Network+/Server+ Certification Training	80	\$1,495
Comp TIA Security+ Certification Training	120	\$1,695
RFID (Radio Frequency Identification) on the Web™	70	\$2,495

Construction/Automotive Technology Programs	Hours	Price
Home Inspection	200	\$2,095
HVAC Technician	320	\$3,095
Modern Automotive Service Technician	380	\$2,695