



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 self-awareness and build your professional competencies, take a class at the Business Training Center.

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

SEA Seaview Gymnasium

SNH Snohomish Hall

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

MON Monroe Hall

6606 196th St. SW, Lynnwood 98036

Aerospace and Manufacturing

Visit www.the-btc.com for class descriptions, dates & 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

ESC Lille School of Management, one of Europe's leading Business Schools, in cooperation with Edmonds Community College offers "Lean Six Sigma Green Belt Certification" and "Lean+ Certification" in the Puget Sound area. Instructor: Russ Coombs. Visit <http://thenewexcellence.com/training> for class dates and registration information.

SIX SIGMA GREEN BELT CERTIFICATE

SIX SIGMA LEAN + CERTIFICATE

SIX SIGMA BLACK BELT CERTIFICATE

Business Management

SMALL BUSINESS ROUNDTABLE

In this workshop your instructor will introduce systems thinking (planning, action, control and change) a little at a time, as well as summing up discussion.

L103 J. Wicks ATC 101 9:00a-3:30p
Th 6/24 \$150

L104 J. Wicks ATC 101 9:00a-3:30p
Th 7/28 \$150

L110 J. Wicks ATC 101 9:00a-3:30p
Th 8/26 \$150

BUSINESS BOOT CAMP

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

L105 MAB 107 5:00-8:00p
W 7/7-8/18 \$400

LEADERSHIP & SUPERVISION TRAINING

Supervisors, managers, and those who aspire to become supervisors—learn commonly made management mistakes and discover 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. (.12 CEUs)

L108 C. Schaeffer ERC 104 8:00a-3:00p
Tu, W 7/20-7/21 \$289

L109 C. Schaeffer ERC 104 8:00a-3:00p
Tu, W 8/17-8/18 \$289

CATIA Certification

Visit www.the-btc.com for class descriptions, dates & times.

CATIA LEVEL 1: PART DESIGN SPECIALIST.

CATIA LEVEL 2: DESIGN THEORY

Composites

Visit www.the-btc.com for class descriptions, dates & times.

APPLIED COMPOSITES LEVEL 1A

Beginner level. Students will receive hands on training and experience in the construction of a basic fiberglass assembly.

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. Register early due to limited enrollment. Note: You must be 18 years of age to register.

L100 C. Stephens SQL 212 8:00a-4:00p
Sa 7/10 \$60

L101 C. Stephens SQL 212 8:00a-4:00p
Sa 8/14 \$60

PERSONAL TRAINER

Become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. This course is formatted as a 60-hour program and comprises 15 hours of lecture, 15 hours of practical training and a 30-hour internship. Textbook is required and not included in course fees. Call to order and start reading immediately 888-330-9487. Visit www.witseducation.com for more information.

Location: Class will meet in SQL 213 on the main campus from 9a-12p and in the Seaview Gym weight room 121 from 1-4p.

L102 7/11-8/15 \$545

REAL ESTATE PRE-LICENSING

This stimulating 90-clock hour live lecture course satisfies Washington State's new (July 1, 2010) Fundamentals Pre-License education requirement. Topics are broken down into 22 separate modules so you can begin your studies at any time during the quarter. 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 review sessions. A textbook is available at the live class location for a fee of \$50. Registration can take place at any time throughout the year.

Location: 1133 164th St. SW, Lynnwood. Class meets Tuesday and Thursday evening 6-10p or Saturdays from 8:30a-4:30p.

L106 \$449 Open enrollment 7/6-8/20

REAL ESTATE PRE-LICENSING - INTERNET - STUDY AT HOME

Study at home by Internet. This 60-clock hour online real estate course satisfies one portion of the Washington State's pre-license education requirement and must be supplemented with a 30- hour online Practices Course effective June 1, 2010.

The \$289 tuition covers the 60-hour Fundamentals portion online course, and permission to attend live lecture classes without charge. There will be an additional \$149 for the 30 hour Practices Course. A text book is available at the live class location for a fee of \$50.00. Access to your online course will be e-mailed to you upon registration and payment for class. Registration can take place at anytime throughout the year.

L107 \$289 Open enrollment 7/6-8/20

Medical Quality Systems Certificate - Online

Edmonds Community College in cooperation with the Medical Device Industry Education Consortium (MDIEC) has developed this certificate to meet the needs of the medical device industry in quality assurance. Certificate requirements, 6 modules:

- Introduction to Quality Assurance
- Introduction To FDA Medical Device Regulation
- Design and Manufacturing in Medical Devices
- Quality Auditing for Medical Devices
- Change Control and Documentation
- Risk Management and Assessment for Medical Devices

INTRODUCTION TO FDA MEDICAL DEVICE REGULATION

Topics include U.S. Food and Drug law, medical device approval process, laboratory and clinical studies, introduc-

tion to Quality System Regulations (QSR's), FDA inspection and enforcement processes.

3133 1.0 Cr P.Labarre 7/19-8/20 350

Configuration Documentation Certificate - Online

This program is targeted at individuals and/or teams interested in establishing and managing documentation and related systems in the area of medical device manufacturing. Certificate requirements, 5 modules:

- Introduction To FDA Medical Device Regulation
- Design & Manufacturing In Medical Devices
- Introduction To Documentation /Configuration Mgmt
- Database Management - Medical Devices
- Document Writing For Medical Devices

Clinical Data Management Certificate - Online

This program is target at individuals and/or teams involved in the critical and complex process of evaluating new products found in a clinical setting. Certificate Requirements, 5 modules:

- Fundamentals of Clinical Trials
- Statistics in Clinical Trials
- Introduction To FDA Medical Device Regulation
- Clinical Data Management 1
- Clinical Data Management 2

Professional Certificates

CUSTOMER SERVICE CERTIFICATE | 14 CR

The Customer Service Certificate Program will educate workers in the principles of sales and customer service. Topics to be covered: effective communication skills, retail sales, call centers, and managing customer service representatives. Program prepares individuals to possess the skills associated with promotion of products and services to potential customers.

- 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

The Green Manufacturing Certificate Program will educate workers in the principles of clean manufacturing, energy conservation, and waste reduction. Among the topics covered in the skills level training are environmental waste streams and receptors; managing hazardous wastes; waste minimization; using green materials in manufacturing; alternative energy sources; low-impact manufacturing processes, and globalization issues involving green manufacturing.

- Handling Hazmat Material 4 Cr
- Intro To Sustainability 3 Cr
- Lean Manufacturing 5 Cr

- Six Sigma Green Belt 5 Cr
- Product Lifecycle Management 1 Cr

INDUSTRIAL DESIGN AND MANUFACTURING CERTIFICATE | 16.5 CR

The Industrial Design and Manufacturing certificate prepares students to use CATIA and prepares them to take the challenging CATIA certification exams. The courses CATIA Level 1, Level 2 and Level 3 prepare students in the following areas: Part Design Specialist, Part Design Expert, and Designing for Manufacturing. The IDM Certificate Completion Exam helps prepare students for the CATIA exams.

- CATIA Level 1 5 Cr
- CATIA Level 2 5 Cr
- CATIA Level 3 5 Cr
- IDM Certificate Completion Exam 1.5 Cr

ISO/AS QUALITY MANAGEMENT SYSTEM (QMS) CERTIFICATE | 12.5 CR

ISO is the international standard for quality. Participants will gain an understanding of the ISO9001, AS9100, and ISO14001 standards. The ISO9001 standard relates to customer quality requirements, regulatory requirements, continuous improvement, and maximization of customer satisfaction. Additionally, students will gain experience with the AS9100 standard, which specifically targets the Aerospace industry and ISO14001, which governs Environmental Management Systems.

- ISO9001 Quality Management Systems 2.5 Cr
- AS9100 Quality Management Systems 2.5 Cr
- ISO14001 Environmental Management Systems 2.5 Cr
- Lean Manufacturing 5 Cr

QUALITY ASSURANCE CERTIFICATE | 16 CR

This certificate blends the basic manufacturing process, management principles, quality control concepts and statistical tools needed to prepare professionals for careers in Quality Assurance and Control. In addition, it enriches the knowledge and skills of the professionals already working in the field seeking career advancement in the Quality Assurance area.

- 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

This certificate provides those wishing to enter management analysts positions with the leadership and planning skills to assist companies and organizations in operating more efficiently and effectively. Topics include "soft" skills, team building, planning, "lean", decision making, and motivation.

- 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

Edmonds Community College Business Training Center

More than 250 online courses available **ed2go**

Courses Start as Low as **\$85.00**



> Instructor-Facilitated Online Courses

Learn More...

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

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. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

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.

New course sessions begin each month. 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

or call:

(425) 640-1840

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Introduction to Microsoft Excel 2007

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to Quickbooks

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

Creating Web Pages

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

Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Discover Digital Photography

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

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Accounting Fundamentals

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

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Grammar Refresher

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

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

GRE; GMAT

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

SAT/ACT Preparation - Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

Certificate in Legal & Ethical Issues in Nursing

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Complementary & Alternative Medicine

(27 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

A to Z Grantwriting

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

Marketing Your NonProfit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Speed Spanish I

We also offer Speed Spanish II

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

Medical Terminology:

A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to Natural Health & Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

Merrill Ream Speed reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

How to Get Started:

1. Visit our Online Instruction Center:
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.

Online Career Training

To register for classes below please visit 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