

SHORELINE COMMUNITY COLLEGE

CENTER FOR BUSINESS &

Continuing Education

SUMMER 2010

www.shoreline.edu/ce

Over 25 New Classes!

**Drawing and/or Watercolor
for the Beginner**
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Get That Job and Keep it!
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Get a Website Quick, Cheap & Easy!
Pg. 5

Hands-On Home Repair
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Brain Basics for Adult Learners
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Skagit Whitewater Rafting
Pg. 17

Landscape Photography
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And Much More!

Shoreline
COMMUNITY COLLEGE



It's easy to register!



Register online. www.shoreline.edu/ce
 Visa/Mastercard 24-hours.



Register by phone. (206) 533-6700
 Visa/Mastercard 8 a.m. - 9:00 p.m.
 Monday through Thursday,
 8 a.m. - 4:30 p.m. Friday



Register by mail. Complete and return
 the form on **pg.27** with payment to:
Continuing Education
Shoreline Community College
17171 Bothell Way NE, Ste A220
Lake Forest Park, WA 98155



Register in-person.
 Visit the Lake Forest Park Campus
 during office hours.

Payment must accompany your registration.

- ✓ **Free Parking at the Lake Forest Park Campus
 Located in the Lake Forest Park Towne Centre
 17171 Bothell Way NE, Ste A-220
 Lake Forest Park, WA 98155**
- ✓ **Washington State Clock Hours
 available for Educators.
 Call 206-533-6700 for more details.**

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Summer 2010

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Business & Management

Leadership and Management

Communication Skills with Michael Buschmohle

Michael Buschmohle is an author, editor, artist, cartoonist, college instructor, speechwriter, media coach (his clients have been on Oprah, Good Morning America, Today Show, and won elections). For 30 years, he has taught communication tips in eight countries. The past seven years, Michael has been teaching MBA Communications seminars in China for business and government officials. He was chosen by the organizers of the 2008 Summer Olympic Games in Beijing to teach them presentation skills. His clients include Microsoft, Boeing China, Starbucks, Wells Fargo, United Way, Hainan Airlines, the FAA, City of Seattle, King County Council, and nonprofit organizations.

Write, Design, **NEW!** & Speak Persuasively

Promote yourself, your business, products, services, ideas in print and in person. How to write advertising copy (for fliers, brochures, Web sites, proposals, fund raising). How to design attractive materials (with typefaces, layout, color, pictures). How to sell and persuade with thirst-quenching presentations (on the phone, in meetings, in public). Bring a promotional project, if you wish, to work on in class. Taught by Michael Buschmohle.

1 Thu. July 15
9:00AM-4:00PM
Item 7040 Fee \$89
Lake Forest Park Campus, Rm.3

WorkTalk— What to Say in Difficult Situations on the Job

How do you respond to angry e-mail? What can you do to speak up in meetings that bore you? How do you confront an employee (or boss) who has been doing something that's bothering you? How do you handle complaints so the person who complains goes away smiling? In this class, which is taught around the world by Michael Buschmohle, you'll explore the latest practical and proven ways to handle some of the most challenging workplace situations and respond in a manner that is direct, honest, supportive and productive. Nine topics include the following.

- How to—
- 1—Create a positive first impression.
 - 2—Use your voice to sound confident and decisive.
 - 3—Write e-mail that people respond to.
 - 4—Create motivating messages and avoid misunderstandings.
 - 5—Listen supportively without resistance.
 - 6—Handle complaints confidently and say "no."
 - 7—Express yourself assertively to confront any problem.
 - 8—Motivate and give valuable feedback.
 - 9—Make your meetings more productive and satisfying.

Taught by Michael Buschmohle.
1 Thu. July 8
9:00AM-4:00PM
Item 7029 Fee \$89
Lake Forest Park Campus, Rm.3

Easy Ways to Give Good Presentations

If you've ever wanted to speak in public without the jitters, this class will give you everything you need to deliver outstanding presentations every time, before any audience. This practical course, which is taught around the world by the instructor, will prepare you to: Achieve your speaking objectives while satisfying the wants, worries, and questions of your audience (even if it is the media); Create a new way to open a presentation that captures the attention and desire-to-listen within-30-magic-seconds, guaranteed; Use your voice and body language as professionally to speak English as well as the best actors and radio and television broadcasters; and Develop PowerPoint slides, tell stories, be persuasive, use statistics, write speeches, answer questions, and handle disagreement and confrontations. Taught by Michael Buschmohle.

1 Thu. July 22
9:00AM-4:00PM
Item 7050 Fee \$89
Lake Forest Park Campus, Rm.3

Students give kudos to Michael Buschmohle: "The best presentation on presentations I have ever attended!"—"Excellent tips distilled from 40 years of personal experience"—"Very practical information"—"Easy to apply to all levels"

Profitable Service Management for Restaurants **NEW!**

How a business manages the art and science of customer service is one of the most significant indicators of the success or failure of a restaurant. Learn how to define, execute and sustain a service culture in your restaurant that will significantly impact your bottom line. Improving the customer's experience is the most cost effective way to improve your profits. Reduce costly turnover by creating more engaged employees. Keep the customers you have instead of losing their dollars to the competition. Turn guests into active ambassadors of your brand. Find out how to increase check averages and customer satisfaction at the same time. The instructor has owned and operated successful restaurants in Seattle for 30 years and now owns Polished Service Consulting. She is a passionate advocate for service improvement in our industry. Taught by Dorothy Frisch.

1 Mon. June 28
5:45-8:45PM
Item 7021 Fee \$49
Lake Forest Park Campus, Rm.3

1 Fri. July 30
9:00AM-12:00PM
Item 7056 Fee \$49
Lake Forest Park Campus, Rm.3

Washington State
Clock Hours Available

Call (206) 533-6700

Manners That Mean Business

Have you ever forgotten someone's name when it mattered most? Fumbled your way through an introduction? Ever wondered how to eat difficult foods, or recover from embarrassing mishaps, when dining with others? This informative and entertaining workshop will help increase your comfort, competence and confidence when interacting in everyday situations. Discover key strategies for building trust, rapport and credibility to get the results you want. Learn how to create positive impressions through a working knowledge of business manners and social skills to enhance your relationships, your career, and the company's bottom line. Instructor Nancy Mueller is an international communication specialist who helps aspiring leaders and global executives transform relationships through effective communication and people skills. She has designed and presented customized programs in cross-cultural relations, verbal communication skills and business manners & etiquette for numerous organizations, Fortune 500 companies, professional associations, corporate and educational conferences, and state and federal government. These include Boeing, WA Bankers Association, Franklin Templeton, IBM, Coca-Cola, the UW Executive MBA Program, and the U.S. Postal Service. She is the author of *Work Worldwide: International Career Strategies for the Adventurous Job Seeker*, and has written many articles on working globally. Taught by Nancy Mueller, MA.

1 Tue. June 15
9:00AM-12:00PM
Item 7009 Fee \$49
Lake Forest Park Campus, Rm.3

Career Building and Employment

Get That Job and Keep It! **NEW!**

Discover how to do your best in job interviews, perform well once you land the job, and make yourself almost indispensable to any employer. Specific topics include 1. How to prepare for interviews gain inside information about the potential employer and get your act together so you can talk confidently about what you offer. 2. How to make a good impression before you answer a single question and how to listen, answer questions (easy and tough ones), ask questions, and come off well. 3. What to do immediately after an interview to show your gratitude and interest and make yourself stand out from other candidates. 4. How to build relationships on the new job, earn trust and respect from your boss and peers, and determine what is expected of you and where to turn for information. 5. How to present yourself and your ideas in e-mail, at meetings, when giving presentations and how to approach problems and make recommendations. 6. How to listen without resistance to those you disagree with. 7. How to speak up for yourself and confront difficult situations by using techniques that are assertive (in person and in writing), yet tactful and supportive. Michael Buschmohle, author of the booklet *Get That Job*, has been an HR job interviewer in a hospital and has taught resume writing and job interviewing techniques to school principals, police officers, judges, courtroom witnesses, authors going on book tours, people who have appeared on national television. Taught by Michael Buschmohle.

1 Wed. June 16
9:00AM-4:00PM
Item 7011 Fee \$89
Lake Forest Park Campus, Rm.3

eBay I – The Basics of Selling! **NEW!**

Whether you simply want to get rid of “stuff,” desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling “Tips, Tricks and the Traps” to avoid. Covers how to conduct market research analysis, determine shipping costs, and where to get FREE shipping supplies. Optional workbooks available for purchase during class. Taught by multi-award winning eBay instructor and author Kevin Boyd, MBA, MS.

1 Wed. July 7
5:45-8:45PM
Item 7028 Fee \$49
Lake Forest Park Campus, Rm.3



Instructor **Kevin Boyd**, MBA, MS, teaches eBay I-The Basics of Selling! and Get a Website Quick, Cheap & Easy! (page 5). As a professional online marketing consultant he has appeared on KING 5 TV and various radio programs and is the author of several books.



Bethany Mooradian

Has never held a traditional job. For over a decade she has found ways to earn income through various means and currently teaches others how to do the same. Visit www.QueenoftheRandomJob.com

Finding Work from Home and Avoiding Scams

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! Learn how to identify scams, promote your talents, and find legitimate companies to work for. Whether you need to get out of debt, save for vacation, or just need to get food on the table, you will learn what is available to achieve your goals. Internet and email familiarity is helpful. The instructor has never held a traditional job. For over a decade she has found ways to earn income through various means and currently teaches others how to do the same. Course fee includes \$25 book with companies and resources. Taught by Bethany Mooradian.

1 Thu. Jun. 17
5:45-8:45PM
Item 7998 Fee \$59
Lake Forest Park Campus, Rm.2

Online Strategies for Career Building: LinkedIn, Facebook, Social Networking and More

Invest in your online presence: the network you build today can help you land your next job or launch your career. In this fast-paced class you'll learn what successful networkers are using: social networking sites, jobs sites and search engines—and you'll learn to polish your email and interview skill. We'll start by looking at ways to use LinkedIn, Facebook, and Twitter to create an online presence. We'll review how to find opportunities by networking as well as using online job sites like Monster and CareerBuilder. You'll learn how to find contact names and addresses that are not published and how to reach decision makers directly. Finally, you'll discover how to register your domain (additional fee to register a domain) and have your Google docs and multiple professional email addresses available for your business communications. Website design/creation is not within the scope of this class. Michael Keshani, MBA, MA has over 18 years of experience in corporate management, accounting, and financial development. Including fifteen years in IT and nearly four years of teaching technical and functional courses from the Oracle University at Shoreline Community College, he is the Co-Founder of EBS360, an information technology consulting firm. More on Michael Keshani at <http://www.linkedin.com/in/ebs360>.

3 Sat. Aug. 7-21
10:00AM-2:00PM
Item 7090 Fee \$89
Lake Forest Park Campus, Rm.4

Write, Design, NEW! & Speak Persuasively

Promote yourself, your business, products, services, ideas in print and in person. How to write advertising copy (for fliers, brochures, Web sites, proposals, fund raising). How to design attractive materials (with typefaces, layout, color, pictures). How to sell and persuade with thirst-quenching presentations (on the phone, in meetings, in public). Bring a promotional project, if you wish, to work on in class. Taught by Michael Buschmohle.

1 Thu. July 15
9:00AM-4:00PM
Item 7040 Fee \$89
Lake Forest Park Campus, Rm.3

Easy Ways to Give Good Presentations

If you've ever wanted to speak in public without the jitters, this class will give you everything you need to deliver outstanding presentations every time, before any audience. This practical course, which is taught around the world by the instructor, will prepare you to: Achieve your speaking objectives while satisfying the wants, worries, and questions of your audience (even if it is the media); Create a new way to open a presentation that captures the attention and desire-to-listen within-30-magic-seconds, guaranteed; Use your voice and body language as professionally to speak English as well as the best actors and radio and television broadcasters; and Develop PowerPoint slides,

tell stories, be persuasive, use statistics, write speeches, answer questions, and handle disagreement and confrontations. Taught by Michael Buschmohle.

1 Thu. July 22
9:00AM-4:00PM
Item 7050 Fee \$89
Lake Forest Park Campus, Rm.3

Small Business Accelerator

The SCC Small Business Accelerator exists to help entrepreneurs start-up, plan, expand, or grow their small business. Our program consists of limited free one-on-one counseling and classroom instructor Accelerate your business by emailing us at accelerator@shoreline.edu to learn more about our program.

Achieving Teller Excellence



COURSE DESCRIPTION

Tellers are the heart of any Bank's retail operation. To customers, they are the Bank. Without excellence on the teller line, no branch can maximize its financial success. Banks from coast to coast are looking for tellers who are professional and prepared. *Achieving Teller Excellence* is a comprehensive program that teaches you the knowledge, skills and attitude that will make you the best teller you can be. *Achieving Teller Excellence* has trained over 300,000 tellers around the world!

The *Achieving Teller Excellence* program is designed to prepare you to immediately begin working at a bank. From how to count money, to bank regulation compliance, you will receive the industry's best bank teller training. Upon completion, you'll receive a Banker's Academy Teller Certification (BATC) that will jump start your career in today's banking industry. With Banker's Academy's global presence, our BATC will put you a step above all other applicants.

WHAT'S THE ONLINE CLASS LIKE?

Achieving Teller Excellence is a comprehensive online program that teaches the knowledge, skills and attitude that make tellers successful. *Achieving Teller Excellence* will prepare you to interact well with customers, to complete processing and settlement transactions quickly and correctly, and to follow compliance and security procedures that protect the Bank, its employees and its customers.

Fee:

\$495

Banker's 
Academy

- Do You Want A Great Rewarding Job?
- Do You Want To Feel Secure In Your Financial Future?
- Do You Need Better Benefits?
- Do You Want To Advance Your Career?

If you answered yes to any of these questions, *Achieving Teller Excellence* is a great first step.

Shoreline
COMMUNITY COLLEGE



MISSION:
We are dedicated to serving the educational, workforce and cultural needs of our diverse community.

CONTACT:
Phone: 206-533-6700

Developing Your Unique Selling Proposition

Your marketing message can make or break your business. This 2-hour, hands-on class will explore and answer: What are customers really buying from you? What's unique about you, and why would customers care? We will discuss how to translate features into key benefits that customers truly want, and how to develop a highly targeted marketing message that captures what's unique about your offer and attracts your ideal clients with ease. You will leave the session ready to test your new marketing message with your customers. The instructor is a small business owner with a 17-year career in corporate marketing. She now focuses her energy to help small business owners fulfill their dreams. Taught by Pam Jackson, M.A.

1 Wed. Jun 30
6:00-8:00PM
Item 7026 Fee \$39
Lake Forest Park Campus,
Rm.6B

General Business

Get a Website **NEW!** Quick, Cheap & Easy!

No web development experience required! This course provides a step-by-step road map to easily create your own website for fun, hobbies or business. Discover easy-to-use, template driven design tools that can build a basic site in 60 minutes! Learn how to choose the best web-hosting company, the dos and don'ts, tips and traps of website design, and how to make money by finding profitable products to sell on your site! Optional workbooks available for purchase during class. Taught by an award-winning instructor and published author Kevin Boyd, MBA, MS.

1 Sat. July 10
9:00AM-12:00PM
Item 7034 Fee \$49
Lake Forest Park Campus,
Rm.6B

Finding Funds: Myths **NEW!** and NEW Realities of Grants and Loans

Securing financing is often one of the first steps to successfully owning and running a business. But even the serial entrepreneur may not realize there are some basic rules to borrowing. So that you don't stroll confidently into a bank for a small business loan only to get turned down, or if you are searching for that elusive pot of gold through grants, this workshop will offer tips. Knowing what funders looks for can help you evaluate which type of financing is right for you and if you are right for financing. Today the small business owner needs to know more than the A B Cs of entrepreneurship, they need to know the X Y Zs too! Tiffany McVeety has helped hundreds of business owners narrow their niche, build their band, and turn passion into profit. As Director of an award-winning business incubator and co-Founder of Girandola Center, Tiffany has taught cities and countries how to implement best practices in self-employment as a means toward economic development www.girandolacenter.com Taught by Tiffany McVeety.

1 Thu. June 24
6:00-8:30PM
Item 7003 Fee \$54
1400 Building, Shoreline Main
Campus, Rm.1402

1 Wed. July 14
6:00-8:30PM
Item 7037 Fee \$54
1400 Building, Shoreline Main
Campus, Rm.1811

"Thank you for providing such useful and precise information at the Shoreline grant writing class. I now have the confidence to produce what I think are pretty good proposal letters and I'm completing my first full-on grant!"

Zentrapreneurship: The **NEW!** Art of Starting a Business

Have you wanted to learn what PPP, Tipple Bottom Line, social entrepreneurship or patient capital mean? Have you wanted to turn your passion into profit – and do good at the same time? Turn your dream into a reality today. This hands-on workshop is designed to help you think, plan, and put down on paper your vision and goals and plan to start or grow your business. Each student will leave with an understanding of the ABCs of starting a business from finding the right corporate structure to meet your needs to finding funding that suits you.

As Director of an award-winning business incubator and co-Founder of Girandola Center, Tiffany has taught cities and countries how to implement best practices in self-employment as a means toward economic development www.girandolacenter.com Taught by Tiffany McVeety.

1 Thu. Jun. 17
6:00-8:30PM
Item 7010 Fee \$54
1400 Building, Shoreline Main
Campus, Rm.1402

1 Wed. Jul. 21
6:00-8:30PM
Item 7048 Fee \$54
1400 Building, Shoreline Main
Campus, Rm.1402

Washington State Clock Hours Available

Call (206) 533-6700

ADD Strategies for Clutter and Time Management

Using clutter clearing, and simple organizing principles you can break old patterns and learn new skills. We'll address handling all the paper, filing systems that work for you and time management skills for people dealing with the special challenges of ADD and ADHD. Find that letter, reclaim the counter tops and feel at home in your world! Come and create strategies for change and discuss concrete methods of tackling clutter and chaos. Taught by Rebecca Ross.

2 Tue. Jun 13 & 20

6:30-8:30PM

Item 7047 Fee \$49

1800 Building, Shoreline Main Campus, Rm.1812

Mind-Mapping for Creative Problem Solving

Want to improve your ability to brainstorm, solve problems, remember information, take notes, plan projects, resolve conflicts, write presentations or organize events? Mind-Mapping is a whole-brain technique that stimulates your brain's flow of ideas and solutions. It quickly taps your creativity, reducing the time to accomplish any task from hours to minutes. Mind-Mapping will excite your mind and free it to create!

The instructor has taught seminars at the UW School of Business Management, state government offices, and large organizations. Fee includes all course materials. Taught by Robert Nein.

1 Sat. Jun. 26

9:00AM-1:00PM

Item 7004 Fee \$59

Lake Forest Park Campus, Rm.4

Non-Profit Management**Fundraising and Grant Writing: Fundamentals for Non Profits**

Learn about the fundamentals of fundraising for your non-profit, the impact of the current economic downturn, and the role grant writing plays in your overall funding plan. You'll be given valuable resources to help decide which foundations are a good fit for your program, identify the essential components of a grant application, and learn how to write a compelling and competitive proposal. Plan to work on an assignment over the lunch break. The instructor has over 30 years of experience as a grant writer, and is currently on the Board of the Puget Sound Grantwriters Association. Taught by Joyce Mork-O'Brien.

1 Fri. Jun. 18

9:00AM-4:00PM

Item 7012 Fee \$69

Lake Forest Park Campus, Rm.3

Accounting and Investments**QuickBooks Pro Accounting Basic**

Learn basic concepts and practical applications for business using QuickBooks Pro (2010). This course is designed for small business owners or employees with limited experience. Topics include: Overview of the accounting function, invoicing, paying bills, basic inventory, financial reports, and other software features.

Prerequisite: Basic familiarity with Microsoft Windows. Instructor has 30 years business experience as president of a Seattle-area accounting services company, controller of a division of a Fortune 500 company, accounting manager for a software company, and retail store manager QuickBooks ProAdvisor. Fee includes course materials. Taught by JR Hudson.

2 Fri. Jun. 18 & 25

9:00AM-4:00PM

Item 7997 Fee \$169

Lake Forest Park Campus, Rm.4

4 Mon. Jun. 14-Jul. 12

(No class Jul. 5)

5:45-8:45PM

Item 7996 Fee \$169

Lake Forest Park Campus, Rm.4



Online learning
anytime, anywhere...
just a click away!

www.ed2go.com/shore

QuickBooks Pro Accounting Intermediate

This class builds upon concepts learned in QuickBooks Pro Basic class, but it's not a prerequisite. It is designed for individuals whose primary function is full accounting using QuickBooks Pro (2008 or 2009 versions). Topics include: full accounting cycle, budgeting, inventory, customizing, importing and exporting data. Prerequisite: Basic familiarity with QuickBooks and Microsoft Windows. Instructor has 30 years business experience as president of a Seattle-area accounting services company, controller of a division of a Fortune 500 company, accounting manager for a software company, and retail store manager. Current QuickBooks ProAdvisor. Fee includes course materials. Taught by J.R. Hudson.

2 Fri. Jul. 9 & 16
9:00AM-4:00PM
Item 7995 Fee \$169
Lake Forest Park Campus, Rm.4

Computers & Technology

Basics

Introduction to Windows 7

This hands-on course takes a unique approach to teaching the skills necessary to navigate and use the Windows 7 operating system efficiently and confidently. Learn to maximize new features to get around, customize the desktop, and efficiently store, locate and search for files. Make the most of new tools and programs. Fee includes text. Taught by Jay Hopper.

3 Sat. Jul. 10-24
1:00-4:00PM
Item 7054 Fee \$129
Lake Forest Park Campus, Rm.2

Quick Keyboarding

This course is designed for students who wish to learn to type by touch using all their fingers. At the end of the first session, you will be able to type all the letters of the alphabet, the horizontal numbers, comma and period on the keyboard without looking at your fingers.

After a week of practice in a scientifically designed book, you will return to learn new techniques to increase speed and improve accuracy. Fee includes all course materials. Taught by Virginia Williams.

2 Sat. Jul. 31 & Aug. 7
10:00AM-12:00PM
Item 7078 Fee \$139
Lake Forest Park Campus, Rm.2

Computer Boot Camp

Welcome to the world of computers! You'll start with basic terms, progress to elementary exercises using a mouse, the desktop, and the taskbar. Before long you'll be typing letters, surfing the Internet, and sending your friends and family email messages with attachments and photos. No computer experience required. Jay Hopper has taught Microsoft business technology application classes since 1986 and says his greatest satisfaction comes from guiding his students to what he calls "ah-hah" moments. Fee includes workbook. Taught by Jay Hopper.

3 Sat. Jul. 10-24
9:00AM-12:00PM
Item 7053 Fee \$109
Lake Forest Park Campus, Rm.2

Free Parking
at the
Lake Forest
Park Campus

Computer and Internet Safety

Are you bombarded with spam, cookies, and spyware? Whether for home or business use, Internet and general computer security is a must and can save you time and money. Topics cover protecting your home or small office computer against viruses and hackers, shopping on the Internet, what you need to know to avoid web scams and fraud, including identity and credit card theft (phishing), and the hazards with file sharing. You'll also cover spam (unsolicited e-mail), cookies, spyware, and social networking. Child safety on the Internet will be discussed. Prerequisite: basic familiarity with computers and the Internet. Fee includes book. Taught by H Goldis.

1 Sat. Jul. 31
1:00-4:00PM
Item 7061 Fee \$49
Lake Forest Park Campus, Rm.2

Windows XP— Basics

Discover basic concepts of the Windows XP operating system and how to put it to the best use for home and business. The class introduces an operating system and proceeds through the layout, working with multiple windows, folder and file management, the concept of copy and paste to include transferring data between various programs, using 'find' and 'help,' working with the Control Panel to include changing/modifying the properties of Windows objects, types of – and adding/deleting – users, how to properly add/remove programs, options for backing up your system, and finally restoring and deleting files and folders. Prerequisite: familiarity with keyboard and mouse. Fee includes text. Taught by H. Goldis.

4 Fri. Jul. 9-30
1:00-4:00PM
Item 7057 Fee \$149
Lake Forest Park Campus, Rm.2

MS Office 2007 Applications**Word 2007— Level 1**

This introductory class will provide you with the basic concepts of creating electronic documents using Microsoft Word. You will learn basic desktop publishing skills such as how to add text, graphics, tables, formatting, borders, headers/footers and more. You'll learn how to use Microsoft Office Word Help and other built-in tools. Prerequisite: Familiarity with working in the Windows environment and with working with a mouse and keyboard. Instructor has over 20 years of experience in instructional design and facilitates various MS Office applications, as well as MS Project. Textbook included (\$20 value). Taught by Mikel Aldrich.

2 Mon. Jul 12 & 19
5:45-8:45PM
Item 7045 Fee \$109
Lake Forest Park Campus, Rm.2

Word 2007— Level 2

This class will help you go beyond the basics of word processing. You will learn how to enhance your documents with components like managing a list, customizing tables and charts, creating templates, automating mail merges, modifying pictures, and creating customized graphic elements. You will learn more advanced desktop publishing skills such as customizing formatting with styles and built-in themes. Prerequisite: Prerequisite: Word 2007 Level 1 or equivalent. The instructor has over 20 years of experience in instructional design and facilitates various MS Office applications, as well as MS Project. Textbook included (\$20 value). Taught by Mikel Aldrich.

2 Mon. Jul 26 & Aug. 2
5:45-8:45PM
Item 7065 Fee \$109
Lake Forest Park Campus, Rm.4

Excel 2007— Level 1

This introductory class will provide you with the basic concepts of creating electronic spreadsheets using Microsoft Excel. You'll learn basic skills such as creating a basic worksheet, performing calculations, modifying and formatting worksheets, printing workbook contents and managing large workbooks. You learn how to use Microsoft Office Excel Help and other built-in tools. Prerequisite: Familiarity with working in the Windows environment and with working with a mouse and keyboard. Wednesday classes taught by Mikel Anne Aldrich who has over 20 years of experience in instructional design and facilitates various MS Office applications. Friday class taught by Sam Saunders. See bio in Excel Level 2. Fee includes textbook included (\$20 value).

1 Fri. Jun. 25
8:30AM-3:30PM
Item 7017 Fee \$109
Lake Forest Park Campus, Rm.2

2 Wed. Jul 7 & 14
5:45-8:45PM
Item 7039 Fee \$109
Lake Forest Park Campus, Rm.4

Excel 2007 — Level 2

In this course you will learn how to enhance your spreadsheets with templates, charts, graphics and formulas by applying visual elements and advanced formulas. Sam Saunders has been a trainer responsible for the development and implementation of training programs to assist employees developing the Information Technology skills and knowledge to meet their business goals. Her courses are hands on with an emphasis on adult education and meeting the needs of participants with a variety of experience levels. Fee includes workbook.

1 Fri. Jul. 23
8:30AM-3:30PM
Item 7051 Fee \$109
Lake Forest Park Campus, Rm.4

Access 2007— Level 1

Managing large amounts of complex information is common in today's business environment and, if done properly, can provide any business an edge over the competition. Sometimes Excel is not robust enough to manage your data and you need a relational database. This introductory class will provide you with the basic concepts of creating a database using Microsoft Access. You will learn basic skills such as designing and building a database, managing data in a table, querying your database, designing forms, and generating reports. Prerequisite: A strong knowledge of Excel is highly recommended. This instructor has over 20 years of experience in instructional design and facilitates various MS Office applications, as well as MS Project. Textbook included (\$20 value). Taught by Mikel Aldrich.

2 Tue. Jun. 15 & 22
5:45-8:45PM
Item 7994 Fee \$109
Lake Forest Park Campus, Rm.4

**Web Graphics,
Design and Development****Photoshop ^{NEW!}
Elements 8.0 Basics**

Learn the basics of using Adobe Photoshop Elements 8.0 in a fun course designed for beginners. Topics include the workspace; downloading and organizing photos; and cropping, resizing, and basic photo editing. In addition, learn to create and share photo projects, make photo composites, and use the photo exposure merge feature. NOTE: Students must have a working knowledge of either the Windows or Macintosh operating system and be at ease creating and renaming files and folders and navigating multiple levels of folders and drives. Taught by Rhonda Forsberg.

3 Thu. Jun. 10-24
5:45PM-8:45PM
Item 7993 Fee \$159
Lake Forest Park Campus, Rm.4

Adobe InDesign CS4 Basics

Adobe InDesign is the professional industry standard software used to produce print-based materials such as posters, flyers, and brochures. In this introductory course we will explore this powerful design program. Through short, easy-to-follow exercises each student will learn to navigate the Adobe InDesign CS4 interface, create basic documents, use text and graphic frames, import and thread text, place images, and work with text. The instructor is an award winning photographer with a BFA in photography. She has been creating fine art and commercial images with impact for 25 years. NOTE: Students must have a basic working knowledge of either the Windows or Macintosh operating system and be at ease creating and renaming files and folders and navigating multiple levels of folders and drives. No text required; handouts will be provided. Taught by Rhonda Forsberg.

4 Tue. Jun. 8-29
5:45-8:45PM
Item 7024 Fee \$259
Lake Forest Park Campus, Rm.4

Processing Digital Images 1: The Basics

Need to produce polished digital images for business documents or turn snapshots into great photographic prints? Adobe Photoshop CS4 provides an extensive set of professional tools for editing and retouching digital images. This hands-on introductory course guides you to use key tools to perform essential basic corrections. Topics include: overview of interface and features, selection techniques, basic skills to crop, straighten, retouch and repair digital images, and saving in an appropriate file format. Bring 3-5 scanned or photographic images to class on a flash drive. Note: Students must have a working knowledge of either the Windows or Macintosh operating system and be at ease creating and renaming files and folders

and navigating multiple levels of folders and drives. Please purchase required text before class: Adobe Photoshop CS4 Classroom in a Book, Adobe Creative Team, ISBN-13: 978-0321573797.

The instructor has taught various technical and software classes, including photography and digital darkroom topics, at colleges and Fortune 500 companies for more than 25 years. Taught by Debiruth Stanford, MA.

2 Tue/Thu. Jul. 13-15
5:45-8:45PM
Item 7041 Fee \$119
Lake Forest Park Campus, Rm.2

Processing Digital Images 2: Layers and Typography

Discover how to combine individual images and text to create images that draw attention! This hands-on workshop is for anyone wanting to add style and appeal to business documents such as flyers and brochures, or create unique art projects and digital scrapbooks.

Take your image processing skills to the next level using key intermediate features, including using layers to edit images, creating composite images and inserting and formatting text. Prerequisite: Processing Digital Images 1 or equivalent. Please purchase book before class: Adobe Photoshop CS4 Classroom in a Book, Adobe Creative Team, ISBN-13: 978-0321573797. Instructor has taught various technical and software classes, including photography and digital darkroom topics, at colleges and Fortune 500 companies for more than 25 years. Taught by Debiruth Stanford, MA or Rhonda Forsberg.

1 Mon. Jul. 19
5:45-8:45PM
Item 7046 Fee \$55
Lake Forest Park Campus, Rm.4

Processing Digital Images 6: Correcting Common Digital Image Problems

NEW!

Ready to notch up your skills in correcting digital images? Take this class and learn advanced techniques for resizing and cropping; correcting color; fixing under- or over-exposed images; increasing contrast; creating various portraits effects; and using the sharpening filters. Tools covered include advanced features of the Toolbox tools, Content Aware Scaling, Adjustment tools such as Curves and the Targeted Adjustment tool, sharpening filters, and much more. Please bring a few scanned or photographic images to class on a CD or flash drive. Prerequisite: Processing Digital Images 1 and 2 or equivalent. Please purchase required text before class: Adobe Photoshop CS4 Book for Digital Photographers by Scott Kelby, ISBN: 978-0321580092. Taught by Debiruth Stanford, MA.

2 Mon./Wed. Aug. 9 & 11
5:45-8:45PM
Item 7084 Fee \$119
Lake Forest Park Campus, Rm.2

Get a Website Quick, Cheap & Easy!

NEW!

No web development experience required! This course provides a step-by-step road map to easily create your own website for fun, hobbies or business. Discover easy-to-use, template driven design tools that can build a basic site in 60 minutes! Learn how to choose the best web-hosting company, the dos and don'ts, tips and traps of website design, and how to make money by finding profitable products to sell on your site! Optional workbooks available for purchase during class. Taught by an award-winning instructor and published author Kevin Boyd, MBA, MS.

1 Sat. July 10
9:00AM-12:00PM
Item 7034 Fee \$49
Lake Forest Park Campus, Rm.6B

Compact Digital Photography Boot Camp

The Compact Digital Photography Boot Camp is aimed at entry level camera owners who want to know how to best use their compact digital camera and create "wow" photos. Classes cover both photography and software topics. About your instructors: Debiruth Stanford has taught at various colleges and Fortune 500 companies technical and software classes, including photography and digital darkroom topics. Rhonda Forsberg is an award winning photographer with a BFA in photography. She has been creating fine art and commercial images with impact for 25 years.

Importing and Organizing Your Images

Are your photos languishing in your camera? Maybe they are on your hard drive, but you don't know where? This workshop provides a hands-on experience that takes you through everything you need to know to transfer your photos from a digital camera to a Windows PC, view them, and begin the process of organizing. Topics include connecting cameras and cardreaders to your PC, using Windows or digital darkroom software such as Windows Live Photo Gallery to import photos, viewing the images, learning to organize your images by a variety of methods including tags or keywords, and image backup. Note: Students must have a basic working knowledge of either the Windows or Macintosh operating system and be at ease creating and renaming files and folders and navigating multiple levels of folders and drives. No text required; handouts will be provided. See instructors' bio in introduction.

1 Mon. Jun. 28
5:45-8:45PM
Item 7022 Fee \$59
Lake Forest Park Campus, Rm.2

Compact Digital Camera Basics

Ever wonder what all you can do with your compact digital camera? Are you curious about the many buttons and their functions? Want to make the most of your camera's features and create great photo memories? This workshop provides a hands-on experience that takes you through the basics of choosing and using a compact digital camera. We will focus on identifying and understanding how to use the basic features of a compact digital camera to capture better images. Tip: Improve your photos by learning how to use the Exposure setting rather than flash. Note: Students should bring a compact digital camera to class. Handouts will be provided. See instructors' bio in introduction.

2 Wed. Jun. 30 & Jul. 7
5:45-8:45PM
Item 7027 Fee \$119
Lake Forest Park Campus, Rm.2

2 Sat. Jul 10 & 17
10:00AM-1:00PM
Item 7043 Fee \$119
Lake Forest Park Campus, Rm.4

Making Wow Photos!

Discover techniques to make "wow" photos with your compact digital camera. Content includes digital photography operations and settings like focus, white balance, and exposure; the basics of composition, color, content, and atmosphere; and combining techniques to create outstanding images. Tip: When photographing an image take a step back or take a step forward for a fresh perspective. Note: Students must have basic knowledge of compact digital camera controls as detailed in the Compact Digital Camera Basics class and should bring a camera to class. Handouts will be provided. See instructors' bio in introduction.

2 Wed. Jul. 14 & 21
5:45-8:45PM
Item 7049 Fee \$119
Lake Forest Park Campus, Rm.3

2 Sat. Jul. 24 & 31
10:00AM-1:00PM
Item 7060 Fee \$119
Lake Forest Park Campus, Rm.4

Night Photography **NEW!**

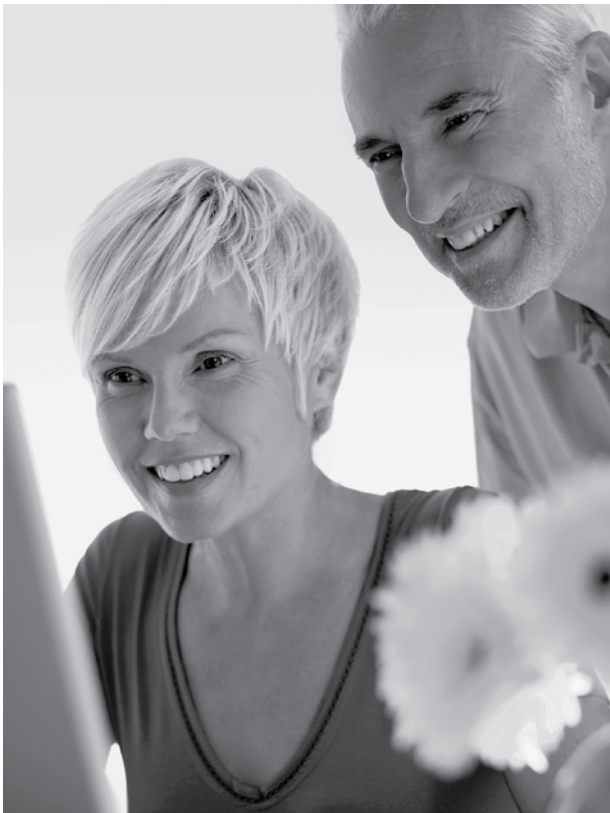
Want to capture the beauty and drama of night and low-light images? Learn the secrets of long exposure including proper shutter speed, ISO selection, and stabilization techniques. Topics include camera settings, composition, using available light, and selecting the right equipment for your shoot. Prerequisites: completion of Compact Digital Camera Basics and Making Wow Photos! or the equivalent. See instructors' bio in introduction.

2 Mon. Jul. 26 & Aug. 2
5:45-8:45PM
Item 7062 Fee \$119
Lake Forest Park Campus, Rm.2

Travel Photography **NEW!**

Chronicle your travels using your photographer's eye to create images that stir the heart. Topics include techniques for conveying the sense of place, true mood, or feeling of the location; incorporating people into the story; and focusing on details rather than the 'big picture' to make your images stand out. Also learn what photographic equipment to bring and what to leave at home as you travel. Prerequisites: completion of Compact Digital Camera Basics and Making Wow Photos! or the equivalent. See instructors' bio in introduction.

2 Wed. Jul. 28 & Aug. 4
5:45-8:45PM
Item 7070 Fee \$119
Lake Forest Park Campus, Rm.2



My PC Series

Shoreline Community College and Microsoft are excited to bring you a fun series of hands-on workshops that will bring your PC to life.

Take control of your learning curve with easy, jargon-free classes delivered at a pace you can enjoy.

It's easier than you ever imagined. If you can click a mouse, you can edit a digital photo, turn your photos into a movie that tells a story, and use a webcam to stay in touch with loved ones.

Be Empowered.

Be Inspired.

Be Entertained.

...by your PC

Grab a friend and sign up today!

See below for more details.

Brought to you by  Windows

My PC: Getting Started with Windows 7

Windows 7 will change the way you interact with your PC in exciting and dramatic ways! This workshop takes a unique, fun approach to getting hands-on with the new Windows 7 operating system. At a comfortable pace, you'll learn how to get around in Windows 7, adapt your desktop to fit your personal style and needs, work with files and file folders, find and use desktop tools and gadgets, and get a sneak peek at the fun things you can do with Windows 7 – like photo editing, making slide shows, and keeping in touch with friends and family! This workshop is the first in the new My PC Series and recommended as a primer to the other courses. Taught by Jay Hopper or Staff.

1 Tue. Aug. 10
5:45-8:45PM
Item 7083 Fee \$55
Lake Forest Park Campus, Rm.2

1 Sat. Aug. 14
9:00AM-12:00PM
Item 7992 Fee \$55
Lake Forest Park Campus, Rm.2

It's easy to register!

Call (206) 533-6700
or
www.shoreline.edu/ce

My PC: Using Technology to Connect with Your Family

Learn three new ways to stay in touch. In class you learn how to see loved ones on your PC via video chat, try out social networking to keep connected with your family and friends, and learn how to send photos embedded in email rather than as clumsy, hard-to-open attachments. Class uses software that participants can install at home and use for free, as well. Taught by Jay Hopper or Staff.

1 Tue. Aug. 5
5:45-8:45PM
Item 7074 Fee \$55
Lake Forest Park Campus, Rm.2

1 Sat. Aug. 21
9:00AM-12:00PM
Item 7991 Fee \$55
Lake Forest Park Campus, Rm.2

My PC: Digital Photo Editing for Beginners

Have fun while learning all the essentials, including how to adjust color and light, fix red-eye, crop, straighten, create a panoramic photo and even more! Class uses free Windows Live software that can be installed at home. Taught by Debiruth Stanford.

1 Fri. Aug. 6
1:00-4:00PM
Item 7075 Fee \$55
Lake Forest Park Campus, Rm.2

My PC: Creative Photo Slideshows 101

Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits and music. Burn a DVD to play on your TV or computer, or share with family. Class uses free Windows Live software that can be installed at home. Taught by Debiruth Stanford.

1 Fri. Aug. 13
1:00-4:00PM
Item 7086 Fee \$55
Lake Forest Park Campus, Rm.2

Professional Development

Teaching

Washington State Clock Hours Available

Call (206) 533-6700

Brain Basics **NEW!** for Adult Learners

Learn what makes your brain tick, how “Deep Practice” improves learning, what makes “experts” expert, and why passively sitting back and doing nothing can be harmful to your brain. We’ll explore the role physical fitness plays in learning, why exercising your brain is just as important as exercising your body, and how common adult learning strategies often sabotage our success. Leave knowing what it takes to develop brain friendly learning strategies tailored to your interests, needs, and lifestyle—essential skills for business, pleasure, and everyday life. For more information see instructor’s website www.reneegilbert.com. Three (3) Clock Hours available for educators. Taught by Renée Gilbert, Ph.D.
1 Sat. Jul. 10
11:00AM-2:00PM
Item 7032 Fee \$39
1800 Building, Shoreline Main Campus, Rm. 1811

Washington State Clock Hours Available

Call (206) 533-6700

Teaching and Facilitating Learning: Level 1

This course will help new instructors to become effective instructional facilitators and leaders in the professional-technical setting. This class covers developing effective lessons based on identified student learning outcomes and competencies, practicing implementing a variety of instructional strategies, student assessments and methods to evaluate progress of diverse learners to meet course objectives. The course focuses on primary modes of instruction—lecture, discussion, demonstration, small group work and effective facilitation methods. For textbook information and questions contact instructor Bob Biesiedzinski at bbiesied@shoreline.edu.
8 Mon. Jun 21-Aug. 12
Arranged
Item 7002 Fee \$210

Trades

Flagger Certification Training

This course fulfills the WA State training requirements for certification as a flagger. The trained flagger is the key factor in establishing proper warning and traffic control to assure workers’ safety and to see that traffic moves cautiously and consistently through the work zone. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. This program helps flaggers know what their duties are and how to provide the maximum protection for themselves and the public. It is recommended you register early. Payment is due at

the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 206-533-6700. Taught by G. Habermann.

1 Mon. Jun. 14
8:30AM-4:30PM
Item 7007 Fee \$49
Lake Forest Park Campus, Rm.3

1 Mon. Aug. 2
8:30AM-4:30PM
Item 7063 Fee \$49
Lake Forest Park Campus, Rm.3

Home and Family Living

Family and Parenting

“Why Can’t You Behave?” **NEW!** Ideas for Positively Handling Misbehavior

It is critical to develop effective skills for responding to children’s misbehavior. We’ll discuss developmental changes and challenges, setting a positive tone, strategies for handling misbehavior, setting firm limits in a kind way and encouraging your children to own and solve their own problems. This session is for parents or guardians with children ages 12 and under. The instructor is an internationally recognized parenting educator and founder of Priceless Parenting which offers online parenting classes, presentations and parent coaching. Taught by Kathy Slattengren, M. Ed.

1 Mon. Jun. 14
6:00-8:30PM
Item 7008 Fee \$39
Lake Forest Park Campus, Rm.3

1 Wed. Jun. 16
9:30AM-12:00PM
Item 7014 Fee \$39
Lake Forest Park Campus, Rm.2

Baby Sign

Discover how to communicate with your baby before she/he learns to speak. Prevent frustration from not knowing what your child wants. Understand your child's wants and needs as early as just a few months old. Through Baby Sign you'll learn signs that pertain to your baby's everyday life. Over the course of 4 weeks you will learn how to expand your baby's vocabulary to include eating and bath time, the alphabet, feelings, and animals. Bring your baby ages 3 to 12 months. Bring a pillow. Instructor is Certified American Sign Language Interpreter. Second person may register at the same time for \$29. Taught by Samantha Lorenz.

4 Sat. Jul. 10-31
10:00-11:30AM
Item 7058 Fee \$59.00
Lake Forest Park Campus, Rm.5
Second Person Registration
Item 7059 Fee \$29

Exploring Senior Residences

You hear the stories and it may have happened to someone you know—people caught off guard, suddenly having to face difficult decisions about senior residence facilities for themselves or loved ones. It doesn't have to be that way. This class will give you specific information, worksheets and guidelines for assessing local residences from simple retirement to assisted living. A King County Senior Services representative and the instructor will guide you through the process. Students will be encouraged to visit at least one facility between sessions. Don't wait for an emergency—learn how to do this now with careful guidance! Taught by Marguerite Langlois.

2 Wed. Jul. 14 & 21
6:00-8:00PM
Item 7038 Fee \$39
Lake Forest Park Campus, Rm.2

Engaging Aging

Engaging Aging is a series on active aging in today's world, dealing with the issues and skills we need for this time in our lives. Shoreline's Center for Business and Continuing Education is pleased to offer this exciting new series, taught by Marguerite Langlois, at a time when, more than ever, we need to be actively engaged in directing our own lives as we age, and in contributing leadership and other skills in our communities. These classes are geared toward aging adults people 55 or over. Others are welcome to attend. Marguerite brings over 30 years of experience with training for businesses, non-profits, individuals, and groups into her classes. She has designed and managed training programs for community groups, corporations, and small businesses, and has coached instructors and trainers. She has also edited and written numerous training publications.

Staying in Charge as We Age

We are often concerned about what will happen to us (or is already happening!) as we age. In this class, regardless of what age or stage of "elderhood" you've reached, you'll learn how to make specific decisions and plans, instead of waiting for things to happen to you. Class will include setting priorities, discussing what's important for you, developing alternatives, and how to talk with others about your plans. You'll work on sample plans for yourself, and we'll have ample time for discussion. Please bring a notebook to class for writing. Taught by Marguerite Langlois.

1 Fri. Jul. 16
10:00AM-4:00PM
Item 7042 Fee \$49
Lake Forest Park Campus, Rm.3

Project Management— For the Rest of Your Life

You can use the same project management skills that businesses and various organizations use to successfully carry out ideas and goals. You'll discuss and practice using the classic concepts of project management: defining the project, identifying who is involved and how, making a timeline, dealing with risk and uncertainty, and tracking progress to completion. You'll have plenty of time for discussion and for work based on needs and ideas you bring to the class. You do not need to know about Project Management or computers to take this class. Taught by Marguerite Langlois.

1 Fri. Jul. 23
10:00AM-4:00PM
Item 7052 Fee \$49
Lake Forest Park Campus, Rm.3

Excellence in Volunteering

Want to make the most of your volunteering time? This class will explore the wide variety of options for volunteering. We'll talk about the specific gifts, skills, and abilities each person has to contribute. You'll learn to select volunteer opportunities that fit you and are satisfying for you. You'll have time to discuss and work with individual situations, with practical suggestions to make your volunteering more effective for the organization and for you. Taught by Marguerite Langlois.

1 Fri. Jul. 9
10:00AM-4:00PM
Item 7030 Fee \$49
Lake Forest Park Campus, Rm.3

Green Living

Home Repairs

Hands-On Home Repair and Maintenance

Through hands-on techniques, in Shoreline's most comprehensive home repair class, learn a variety of home improvements and maintenance skills. Class includes hand and power tool selection, operation and personal safety, kitchen and bath remodels, electrical, plumbing, wall repair, materials and methods, home security and weatherization. Supply fee: \$22 payable to instructor at first class. The instructor has been teaching a variety of community college basic home repair classes since 1992 and has been doing residential remodeling and custom solid surfacing fabrication for decades. Currently, he is engaged in doing "green" building solutions. Instructor is Peter Marx.

3 Mon-Wed. Jun. 21, 22, & 23
6:30-9:00PM
Item 7092 Fee \$99
1500 Building, Shoreline Main Campus, Rm.1515

Update your Kitchen and Bathroom

Kitchens and bathrooms are the two rooms that need the most updating and may be the most expensive to update or remodel. This class provides the tools to design and implement your ideas. Learn about which skills to tackle yourself, and when it is cost effective to hire a contractor and how to avoid making mistakes. Bring your questions and photos. Supply fee: \$6 payable to instructor at first class. The instructor has been teaching a variety of community college basic home repair classes since 1992 and has been doing residential remodeling and custom solid surfacing fabrication for decades. Taught by Peter Marx.

1 Thu. Jun. 24
6:30-9:00PM
Item 7093 Fee \$35
1500 Building, Shoreline Main Campus, Rm.1515

Ceramic Tile Installation Made Easy

Tile is creative, fun and easy to install yourself and adds value to your home. Through hands-on techniques this class covers the many types of tiles, tools, setting materials, grouts, underlayment, preparation and layout. By class end you will have acquired the skills and confidence to undertake a home tile project in the bathroom, kitchen, floors or walls. Dress for mess. Supply fee: \$28 payable to instructor at first class. The instructor has been teaching a variety of community college basic home repair classes since 1992 and has been doing residential remodeling and custom solid surfacing fabrication for decades. Taught by Peter Marx.

1 Thu. Jun. 25
6:30-9:00PM
Item 7091 Fee \$29
1500 Building, Shoreline Main Campus, Rm.1515
Gardening

Perennial Pleasures

Find out about the absolute best perennials, plants that come back year after year, for Northwest gardens. Learn about easy to grow flowers, bulbs and ferns that will be stand outs in your garden for years to come. Discover which perennials are right for you. Plan a Perennial Garden Bed for your garden that considers its special growing conditions and your preferences. Whether it's daffodils, daisies, geraniums or irises that tickle your fancy we'll ID the perfect plants to make your gardening dreams come true. Class will begin at the Lake Forest Park campus then move to Victoria's fabulous garden for a field trip. Another area garden may be toured as well. Instructor has been a Master Gardener and is a garden designer, coach and consultant with extensive experience. Fee includes starter Plants for your garden. Taught by Victoria Gilleland.

1 Sat. Jun. 26
9:00AM-1:00PM
Item 7018 Fee \$49
Lake Forest Park Campus, Rm.6A



Students rave about **Victoria Gilleland's** gardening classes!

Victoria's Tips for a Fabulous Landscape Garden

Learn how to make your home landscape more drought tolerant, easier to maintain, more inviting and less expensive to keep up. Discover plants that will look great and thrive in your garden year round. Get valuable suggestions on how and where to start improving your landscape. Class will begin at the Lake Forest Park campus then move to Victoria's fabulous garden for a field trip. Another area garden may be toured as well. Instructor has been a Master Gardener and is a garden designer and consultant with extensive experience. Fee includes starter plants. Taught by Victoria Gilleland.

1 Sat. Jul. 10
9:00AM-2:00PM
Item 7031 Fee \$59
Lake Forest Park Campus, Rm.6A



Instructor **Victoria Gilleland's** classes include a field trip and starter plants!

Health & Fitness

Exercise

Water Aerobics for Active Older Adults

This adult group water fitness class is designed to enhance each individual's quality of life and daily function and utilizes the physical properties of the water to enhance agility, range of motion and cardiovascular conditioning. The instructor helps participants develop strength, balance and coordination. No swimming ability is required as you learn a format that is safe, fun and effective. Intensity Level 2 (on a scale of 0-4: 4 being most intense). The instructor is the Aquatic Director at the YMCA and has been teaching group water fitness for five years and is certified as a YMCA Water Fitness instructor. Note: All guests to the YMCA must supply a photo ID at entrance. Please arrive 15 minutes prior to the class with current ID. Please bring a standard size lock for the lockers. Taught by Becky Vrieland.

8 Thu. Jun. 10-Jul 29
9:00-10:00AM
Item 7990 Fee \$89
Dale Turner Family YMCA
19290 Aurora Ave. N.

Lose Weight and Keep It Off

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. And since you don't want to lose weight only to gain it back again, we'll determine the differences between weight loss and weight maintenance, and see how to master the obstacles to weight maintenance.

TO REGISTER: www.shoreline.edu/ce or call (206) 533-6700

Tai Chi

Tai Chi — Chen Style with Saber

Chen Style broad sword (saber) is designed to accentuate Tai Chi principles, such as awareness and movement from center, balancing, and grounding, while wielding one of the three traditional Tai Chi weapons. Generally considered to be a more advanced practice, this class offers an opportunity to learn the style of movement that is Tai Chi. The instructor has been an instructor of Tai Chi and related arts for 24 years, and was the Bronze medal winner in Yang Style Form and Push Hands at the American Tai Chi Championships earlier in his career. Sabers provided. Beginners and advanced practitioners are welcome. Taught by Ken Wright.

8 Mon. Jun. 14-Aug. 16
6:00-7:00PM
Item 7081 Fee \$79
Lake Forest Park Campus, Rm.5
Note: No class July 5

Tai Chi: Chen Style— Beginning

This 24-movement form consists of circular movements and fairly low stances, which emphasize a principle called "Chan Ssu" or silk reeling energy. This principle emphasizes rotation of the joints as well as the "tantien" or center, to create maximum chi flow to all parts of the body. Tai Chi, in general, is considered to be a soft, internal style of martial arts – sometimes referred to as moving meditation – which enhances balance, grounding, centering yin & yang nature, and above all, relaxation in movement. In class, Qigong elements will also be introduced. Ken Wright has been a practitioner of Tai Chi for 26 years and an instructor of Tai Chi and related arts for 24 years. Taught by Ken Wright.

8 Thu. Jun. 17-Aug. 5
10:30-11:30AM
Item 7072 Fee \$79
Lake Forest Park Campus, Rm.5



SummerCollege -Adult Education Program

Explore the American Civil War or environmental pollution. Be guided to write your autobiography or get started with Windows 7. Discover qigong, tai chi, or meditation. Hear about historical and current political events from the UW's Jackson School of International Studies.

Monday–Wednesday, August 16 – 18,
Lake Forest Park Campus
17171 Bothell Way NE, Suite A220,
Lake Forest Park, WA 98155

Light morning refreshments provided.
Bring a lunch or eat at one of the Lake Forest Park food vendors.

Fee: \$99—includes four classes each day

To register: Call 206-533-6700
For full schedule visit:
<http://www.shoreline.edu/ce>

Tai Chi: Chen Style— Intermediate

This course is a continuation of the beginning Chen Style class. Course gives a deeper understanding of the principles, the internal energies, and how to move the body as a single unit. Continuation of Qigong elements. Prior experience with either the beginning Chen Style class or with other Chen classes is recommended. Instructor has been a practitioner of Tai Chi for 26 years and an instructor of Tai Chi and related arts for 24 years. Taught by Ken Wright.

8 Thu. Jun. 17-Aug. 5
9:30-10:30AM
Item 7071 Fee \$79
Lake Forest Park Campus, Rm.5

Tai Chi: Kuang Ping Yang Style—Intermediate

For those who have completed the beginning course this is an opportunity to review and continue to build on the basic level. Students familiar with other tai chi forms are more than welcome to come and experience this Yang style using your fundamental understanding of tai chi principles. The instructor is with the Ling Gui International Healing Qigong School and has practiced and taught Tai Chi Chuan for 12 years. No class on June 23. Taught by Barbara Gleisner.

7 Wed. Jun. 16-Aug 11
6:00-7:30PM
Item 7055 Fee \$79
Lake Forest Park Campus, Rm.5
Note: No classes June 23 & July 28

It's easy to register!

Call (206) 533-6700
or
www.shoreline.edu/ce

Yoga

Plus Size Yoga: Beginning

Have you ever wanted to take Yoga but felt intimidated? This is the class for you! Safe, thoughtfully modified poses designed by an instructor who has been there. In a fun, relaxed environment discover what your body can really do and what is right for you body. When we combine Yoga poses, breath, and correct alignment, the body responds. You can stop when you feel the first resistance to do what is appropriate for you. Wear layers, bring a blanket, yoga mat and a long scarf. The instructor has decades of teaching experience. Taught by Shiela Baker.

8 Tue. Jun. 15-Aug. 3
6:00-7:15PM
Item 7989 Fee \$89
Lake Forest Park Campus, Rm.5

Plus Size Yoga: Intermediate

Deepen your Yoga practice in this fun, thoughtfully guided class. Yoga relaxes mind energy and brings focus into the body. Some Yoga experience is beneficial but a desire to listen to your body and do what is correct in the moment is the most important quality required. Use breath, positioning and correct alignment to carry you to the next level of health. Wear layers, bring a blanket. The instructor has decades of teaching experience. Taught by Shiela Baker.

8 Tue. Jun. 15-Aug. 3
6:00-7:15PM
Item 7066 Fee \$89
Lake Forest Park Campus, Rm.5

Introduction to Ayurveda— Yogic Medicine

Ayurveda is the traditional, natural medicine of India. A sister science to Yoga, Ayurveda has been used for over 5,000 years to prevent disease in the healthy and to treat disease in the ill. The focus is on removing the actual cause of disease, rather than treating just the symptoms. This class will teach you the basic concepts of Ayurveda including determining your body type and the early signs of the disease process. Knowing your body type is a key to health. The instructor will work individually with each student to help them identify their body type. Many diseases can be prevented by proper food choices according to body type. Food choices, medicinal herbs and lifestyle guidelines including Yoga for each body type are covered. Natural treatments of some common diseases including diabetes, heart disease, weight loss, acid indigestion, food allergies and seasonal allergies are discussed. All class materials are provided. No previous medical knowledge is required. Class meets once for 3 hours. The instructor, David Freedman, is a Certified Ayurvedic Practitioner and is the director of education at the Center for Vedic Medicine, www.VedicMD.com. He is a graduate of the AYU Ayurvedic Academy where he studied under traditionally trained Ayurvedic doctors and surgeons. He is an adviser and instructor for the Ayurvedic programs at Bastyr University, Kerala Ayurveda Academy, and Shoreline Community College, and is the editor and contributor of the book Ayurvedic Massage Therapy. He writes, teaches and practices Oriental medicine including Ayurveda, Tibetan and Chinese. He has been studying natural medicine for 30 years and has been practicing Ayurvedic medicine for the past nine.

Taught by David Freedman.
1 Sat. Jun. 26
1:00-4:00PM
Item 7020 Fee \$39
Lake Forest Park Camus, Rm.6B

Recreation

Skagit Whitewater Rafting ^{NEW!}

EXPLORE LUSH WOODS IN NORTH CASCADES NATIONAL PARK. The Upper Skagit River is essentially a relaxing calm water float and devoted to scenery so magnificent it earned a place in the National Wild and Scenic River System. Wildlife is often seen along the banks. The tranquility is shattered for one-quarter mile by an easy section of fun-filled Class III whitewater. After that, enjoy the peace and quiet and undisturbed natural beauty. Experienced guides steer professional quality paddle rafts. All rafting equipment is included. Join us! For directions and handouts go to www.shoreline.edu/ce and click on supply list.

1 Sun. Jul. 18
1:00PM-4:30PM
Item 7988 Fee \$75

1 Sat. Aug. 7
1:00PM-4:30PM
Item 7987 Fee \$75

Health and Well Being

Practical Shamanism Revealed

Would you like more peace and serenity? Discover your personal connection to spirit, find your own power animal and spirit guide, and tap into the deep consciousness available in every moment. Shamanism predates recorded history and was the way our ancestors sought connection with the divine. Discover this ancient technique that Shaman used throughout time. With a monotonous drumbeat enter into the realm of the old healers and teachers. Inherent in every situation, every problem is an ultimate optimistic outcome as you bring active awareness into your daily life. Wear warm, comfortable clothing, bring a bandana and snacks. The instructor has been a practicing Shaman for decades teaching internationally and locally. Her book, Practical Shamanism, is a guidebook to the Shamanic realm. Taught by Sheila Baker.

1 Sat. Jun. 12
11:00AM-4:00PM
Item 7005 Fee \$49
Lake Forest Park Campus, Rm.5

Introduction to Natural Health and Healing

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself.

REGISTER:
www.ed2go.com/shoreline

Personal Enrichment

Visual Arts

Drawing and/or ^{NEW!} Watercolor for the Beginner

If you have wanted to learn to draw or improve your drawing skills, combine drawing with watercolor or learn about watercolor only, this is the class for you. Working from simple still lifes, you will learn the basic skills and techniques for working on either drawing only or drawing combined with watercolor. Among the topics to be covered are values (lights and darks), focal point, background and foreground. Please bring drawing pad, pencils, erasers and watercolor supplies if you want to work in that medium. Supplies will be discussed on the first night. Taught by Susan Schneider, MFA.

4 Mon. Jul 12-Aug. 2
6:00-8:00PM
Item 7064 Fee \$89
Lake Forest Park Campus, Rm.3

Healing Through Hypnosis

A fun, informative, and entertaining look at the history, methods, and application of hypnotic suggestion in today's society. You will learn how to determine what types of people are susceptible to hypnotic suggestion, how and why hypnosis works, how to induce trance, and how to script and deliver an appropriate suggestion during hypnosis. You'll also learn about regression, false memories, and how to recognize situations when the use of hypnosis is not appropriate.

REGISTER:
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Improve Health, Mind, and Spirit



Call (206) 533-6700
or log on to
www.shoreline.edu/ce

The Artist Within— NEW! Exploring YOUR Painting Medium

Here is a rare opportunity to draw and paint in the medium you love or have wanted to explore this summer. This class will allow you to draw in pencil, colored pencil, charcoal, pastel, oil pastel. If you want to learn watercolor or acrylic or want to brush up on your skills, you can do that. You will receive individual attention and instruction from the teacher who is the head of the art department at Lake Forest Park. There will be hand-outs and demonstrations in a friendly and relaxed atmosphere. For the first class, please bring any art supplies (except oils) you want to work with. We will work with still life set-ups as well as other creative ways to help develop your artistic side. Absolute beginners are welcome. Taught by Susan Schneider, MFA.

6 Tue. Jun. 15-Jul. 20
6:00-8:00PM
Item 7067 Fee \$129
Lake Forest Park Campus, Rm.3

6 Thu. Jun. 17-Jul. 22
6:00-8:00PM
Item 7073 Fee \$129
Lake Forest Park Campus, Rm.3

Quick Intro to Acrylics: A One Day Workshop

Come for this one day class to learn everything you need to know about starting to paint with acrylics. Learn about brushes, paper, canvas, mixing colors, etc. and feel confident painting with them by the end of the class. Fee includes supplies. Taught by Susan Schneider, MFA.

1 Sat. Jul. 10
10:00AM-3:00PM
Item 7033 Fee \$59
Lake Forest Park Campus, Rm.3

Quick Intro to Watercolors: One-Day Workshop

Love to learn watercolors? Pressed for time? Here is the solution:

Discover the basics of watercolor from brushes to paper to washes in a 5-hour Saturday workshop. By the end of the day you'll have an understanding of how to do a simple landscape and still life, know the difference between cool and warm colors, and how to set up a studio space in your home. Materials are not provided so please bring the following: a pad of watercolor paper (not drawing paper), a supply of watercolors that include yellow, blue, and red and watercolor brushes. There will be handouts and demonstrations. Absolute beginners are welcome. Taught by Susan Schneider, MFA.

1 Sat. Jun. 26
10:00AM-3:00PM
Item 7019 Fee \$59
Lake Forest Park Campus, Rm.3

Watercolors: A Guide for Beginners and Intermediates

You will be guided through the basics of watercolor including paper (rough or smooth or in between), brushes (Kolinsky or synthetic) and pigments (tubes or pans). Discover how to rescue an overworked watercolor, what complementary colors are, how to use masking fluid, and what basic colors to work with. If you are an intermediate student, Susan will work with you to explore the way you work with watercolors and address any problems you are encountering. This class takes the mystery out of the technique and allows you to put the mystery of watercolor on the paper using the "less is more" principal. Susan has taught classes in London for 3 years and has painted in Cornwall for 12 years before recently returning to Seattle. You'll work from a variety of subject matter and explore other watercolor artist's techniques such as Turner,

Sergeant, and Hopper. Please bring watercolor brushes, drawing board, water color paper, and watercolor pigments. Supplies will be discussed the first class. Taught by Susan Schneider, MFA.

4 Sat. Jul. 17-Aug. 7
10:00AM-12:00PM
Item 7077 Fee \$89
Lake Forest Park Campus, Rm.3

Stained Glass

Design, cut and fabricate glass with lead and/or copper foil techniques. Create your own design with assistance from instructor. Students need not have any prior experience in art or working with glass, but must supply their own tools and materials. Supply cost will vary with each project but expect a minimum of \$275. Instructor will contact students regarding supplies. Michelle has been producing stained glass art for the past 25 years. Taught by Michele Nicholas.

8 Sat. Jun. 26-Aug. 21
10:00AM-12:30PM
Item 7087 Fee \$109
**2000 Building, Shoreline Main
Campus, Rm.2066**

Camera Basics: Techniques and Art

Bring your digital SLR (or 35mm film SLR) camera to class. This intro class will emphasize the basics of camera operation: exposure, f-stops, shutter speeds, iso settings, lenses, filters, and flash. A tripod is recommended. Instructor's work has appeared in National Geographic and Kodak publications and he has led photo trips all over the world. Required text: Photography for the Joy of It by Patterson and Gallant (ISBN-13:978-1552637937). Course fee does not include text. Taught by Robert Stahl, MA. in Art History.

5 Fri. Jul. 9-Aug. 6
7:00-9:00PM
Item 7076 Fee \$115
**1800 Building, Shoreline Main
Campus, Rm.1811**
**Note: Class includes 3 Sunday
field trips: July 18,25,& Aug 1.
Details in class.**

Landscape Photography—Intermediate NEW!

Nature course for both digital dslr & 35mm film shooters. Topics include composition/design, using light, exposure control, and camera gear. Tripod required. Three Sunday field trips, see below. Instructor's work has appeared in National Geographic & Kodak publications. Text: Digital Landscape Photography by John/Barbara Gerlach (ISBN: 978-0-240-81093-5). Course fee does not include text. Taught by Robert Stahl, MA. in Art History.

5 Mon. Jul 12-Aug. 9

7:00-9:00PM

Item 7036 Fee \$115

1800 Building, Shoreline Main Campus, Rm.1811

Note: Class includes 3 Sunday field trips: July 18,25,&Aug 1. Details in class.

Compact Digital Photography Boot Camp

The Compact Digital Photography Boot Camp is aimed at entry level camera owners who want to know how to best use their compact digital camera and create "wow" photos. Classes cover both photography and software topics. About your instructors: Debiruth Stanford has taught at various colleges and Fortune 500 companies technical and software classes, including photography and digital darkroom topics. Rhonda Forsberg is an award winning photographer with a BFA in photography. She has been creating fine art and commercial images with impact for 25 years.

Importing and Organizing Your Images

Are your photos languishing in your camera? Maybe they are on your hard drive, but you don't know where? This workshop provides a hands-on experience that takes you through everything you need to know to transfer your photos from a digital camera to a Windows PC, view them, and begin the process of organizing. Topics include connecting cameras and cardreaders to your PC, using Windows or digital darkroom software such as Windows Live Photo Gallery to import photos, viewing the images, learning to organize your images by a variety of methods including tags or keywords, and image backup.

Note: Students must have a basic working knowledge of either the Windows or Macintosh operating system and be at ease creating and renaming files and folders and navigating multiple levels of folders and drives. No text required; handouts will be provided. See instructors' bio in introduction.

1 Mon. Jun. 28

5:45-8:45PM

Item 7022 Fee \$59

Lake Forest Park Campus, Rm.2

Compact Digital Camera Basics

Ever wonder what all you can do with your compact digital camera? Are you curious about the many buttons and their functions? Want to make the most of your camera's features and create great photo memories? This workshop provides a hands-on experience that takes you through the basics of choosing and using a compact digital camera. We will focus on identifying and understanding how to use the basic features of a compact digital camera to capture better images. Tip: Improve your photos by learning how to use the Exposure setting rather than

flash. Note: Students should bring a compact digital camera to class. Handouts will be provided. See instructors' bio in introduction.

2 Wed. Jun. 30 & Jul. 7

5:45-8:45PM

Item 7027 Fee \$119

Lake Forest Park Campus, Rm.2

2 Sat. Jul 10 & 17

10:00AM-1:00PM

Item 7043 Fee \$119

Lake Forest Park Campus, Rm.4

Making Wow Photos! NEW!

Discover techniques to make "wow" photos with your compact digital camera. Content includes digital photography operations and settings like focus, white balance, and exposure; the basics of composition, color, content, and atmosphere; and combining techniques to create outstanding images. Tip: When photographing an image take a step back or take a step forward for a fresh perspective. Note: Students must have basic knowledge of compact digital camera controls as detailed in the Compact Digital Camera Basics class and should bring a camera to class. Handouts will be provided. See instructors' bio in introduction.

2 Wed. Jul. 14 & 21

5:45-8:45PM

Item 7049 Fee \$119

Lake Forest Park Campus, Rm.3

2 Sat. Jul. 24 & 31

10:00AM-1:00PM

Item 7060 Fee \$119

Lake Forest Park Campus, Rm.4

Night Photography NEW!

Want to capture the beauty and drama of night and low-light images? Learn the secrets of long exposure including proper shutter speed, ISO selection, and stabilization techniques. Topics include camera settings, composition, using available light, and selecting the right equipment for your shoot. Prerequisites: completion of Compact Digital Camera Basics and Making Wow Photos! or the equivalent. See instructors' bio in introduction.

2 Mon. Jul. 26 & Aug. 2

5:45-8:45PM

Item 7062 Fee \$119

Lake Forest Park Campus, Rm.2

Dance

Swing Dance for Beginners (Single Time East Coast Swing)

If you want to go out dancin', this is the class you NEED to take! Dance to Big Band, Swing, Rock n Roll, Country, New Wave, Blues, and Jazz music. Leading and following techniques are stressed throughout the course. Be prepared to have fun! No experience necessary. Singles and couples welcome. This is an outdoor class except for inclement weather. Taught by Anita La Franchi.

6 Wed. Jul. 7-Aug. 11

8:00-8:55PM

Item 7085 Fee \$59

3000 Building, Shoreline Main Campus, Rm.3011

Ballroom Dance For Beginners

If you are new to ballroom dancing, this is the class for you! In this beginning class you'll discover the tango, waltz, and foxtrot, with leading and following techniques emphasized throughout the course. The instructor has been teaching and sharing her love for dance since 1987. Both singles and couples are welcome! No experience necessary. This is an outdoor class except for inclement weather. Taught by Anita LaFranchi.

6 Wed. July 7-Aug. 11

7:00-7:55PM

Item 7001 Fee \$59

3000 Building, Shoreline Main Campus, Rm.3011

It's easy to register!

Call (206) 533-6700

or

www.shoreline.edu/ce

Food

NEW!

Quick Elegant Italian Dinner

Get great ideas for a quick, easy, and elegant Italian meal. Iole will show you how to make fabulous dishes that are easy to make. She will also provide you with lots of tips about cooking as she shares an evening of quick Italian cooking while presenting her flavorful recipes. On the menu is Mushroom crostini with lemon and parsley, Chicken piccata with capers served over fresh pasta, Butter lettuce with chives, and Individual warm soft chocolate cake served with ice cream and berries. Note: All guests to the YMCA must supply a photo ID at entrance. Please arrive 15 minutes prior to the class with current ID. Class held in the kitchen. Taught by Iole Agüero

1 Tue. Jun. 29

6:30-8:30PM

Item 7023 Fee \$49

Dale Turner Family YMCA,

**Rm.YMCA Kitchen
19290 Aurora Ave. N.**



Chef and Italian cooking instructor points out local lemons while in Sorrento, Italy.

Quick Italian Salads **NEW!**

Iole Agüero shares an evening of quick Italian cooking as she presents her flavorful salads. On the menu is Assorted bean salad with feta and olives, Oven roasted tomato pasta salad, Orzo salad, and Tomato arugula salad. Note: All guests to the YMCA must supply a photo ID at entrance. Please arrive 15 minutes prior to the class with current ID. Class held in the kitchen. Taught by Iole Agüero.

1 Tue. Jun. 22

6:30-8:30PM

Item 7015 Fee \$49

Dale Turner Family YMCA,

**Rm.YMCA Kitchen
19290 Aurora Ave. N.**

1 Tue. Aug. 3

6:30-8:30PM

Item 7068 Fee \$49

Dale Turner Family YMCA,

**Rm.YMCA Kitchen
19290 Aurora Ave. N.**

Writing and History

NEW!

Write Your Way Around the World! Travel Writing for Fun and Profit

Have a yen to write and an itch to travel? If so, you could be turning your travel tales into published articles, essays, and books. This travel writing class will provide all the practical tips, tools and techniques that you need to make the most of your travel experiences. You'll gain knowledge of: exercises to jumpstart your travel writing, where to find and capture great ideas, how to develop your stories, 3 steps to publication, and how to work with editors. Taught by Nancy Mueller, MA.

1 Mon. Jun. 14

9:00AM-12:00PM

Item 7006 Fee \$39

Lake Forest Park Campus, Rm.2

Guided Autobiography Workshop

In this interactive course, participants discover depth and meaning in life stories through exploration of a variety of life themes. Participants write two pages about each weekly theme and then share their writing in a small group format. By writing and sharing stories from their lives, individuals give their memories context and meaning, gain insight to reevaluate the past and influence the direction of their future, and connect with others to create community. No prior writing experience is necessary. The instructor is an experienced facilitator and adult educator. She currently offers workshops devoted to exploring renewed meaning and direction in the second half of life. Taught by Joanne Horn.

8 Tue. Jun. 22-Aug. 10
9:30AM-12:00PM
Item 7082 Fee \$149
Lake Forest Park Campus, Rm.3

Languages

Beginning Spanish: Level 1

This class is for students who have not taken Spanish before, or have very minimal Spanish skills. This is a comprehensive class that will cover vocabulary, grammar, writing, reading and listening skills. Emphasis is on the present tense. The required textbook is Spanish Now Level 1, 7th edition, ISBN 10-7641-2933-3 (recommended with CDs). Handouts will be provided. Washington State Clock Hours available for educators. Instructor is a native speaker with 10 years of experience. Taught by Urania Pérez.

6 Wed. Jul. 21-Aug. 25
9:00AM-12:00PM
Item 7088 Fee \$139
Lake Forest Park Campus, Rm.6A

Beginning Spanish: Level 2

This class is for students who have taken some Spanish before (or Level 1), or have some minimal Spanish skills. This is a comprehensive class that will cover vocabulary, grammar, writing, reading and listening skills. Emphasis would be in speaking skills and present and preterite tenses. The required textbook is Spanish Now Level 1, 7th edition, ISBN: 10-7641-2933-3 (recommended with CDs). Handouts will be provided. Washington State Clock Hours available for educators. Instructor is a native speaker with 10 years of teaching experience. Taught by Urania Pérez.

6 Tue. Jul. 27-Aug. 31
1:00-4:00PM
Item 7089 Fee \$139
Lake Forest Park Campus, Rm.3

Special Interests

Dark and Stormy Nights 1: Introduction to Paranormal Investigation

Forget ghost 'reality' shows. Find out what REALLY goes on behind the scenes in paranormal investigations. Discover the latest theories about ghostly phenomena, hear hair-raising tales from a veteran ghost investigator, learn about investigative tools, and participate in an actual investigation of a local haunt. (Third session of class, location and/or time may vary based on availability. May include ferry ride not included in class fee.) Continued on next column.

Well known paranormal investigator Neil McNeill will share his knowledge, methodology, and stories about the mysterious world of the Paranormal. This class is not suitable for those under 16 years of age. Taught by Neil McNeill.

3 Wed. Jun. 16-30
6:00-9:00PM
Item 7025 Fee \$79
1800 Building, Shoreline Main Campus, Rm.1811

3 Sat. Jul 24-Aug. 7
6:00-9:00PM
Item 7080 Fee \$79
1800 Building, Shoreline Main Campus, Rm.1811

Good Dog: Fundamentals of Canine Massage

Explore a potential job in the animal service industry while learning canine massage basics that will make your dog healthier and happier. Course topics and activities include inter species communication, dog etiquette, self marketing strategies house calls / office visits, massage techniques to relieve muscle tension, improve circulation, treat injury recovery and arthritis with hands on practice. Great fun for dog lovers who want to add a healthy activity to deepen the relationship with their pet. Dog volunteer provided. Please do not bring your own dog. Taught by Marty Bucher.

2 Mon./Thu. Jul. 8 & 12
7:00-9:00PM
Item 7035 Fee \$49
1800 Building, Shoreline Main Campus, Rm.1802

It's easy to register!

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Online Learning

Online Career Training Programs

Event Management and Design

This exciting Event Management and Design online program is structured to provide both practical knowledge and a comprehensive understanding of the modern special event industry. Event Management and Design will equip you with the knowledge to advance in the field if you are already working in events, or to prepare you to enter the profession with an understanding of the industry and knowing what you are getting yourself into. Students will build the foundation which you can use to build a career in special events or start your own special event business.

Fee \$1,895 Hours 300
To register visit www.gatlineducation/shoreline or Toll Free (877) 221-5151.

Grant Writing

This nationally recognized Grant Writing online certificate program is perfect for anyone seeking to learn the essentials in writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, you will want to learn the essentials of writing, researching, obtaining and maintaining operations and strategies within the grant system. The Grant Writing Certificate consists of 10 modules geared to provide the essential information in a timely manner designed to fit busy, work, and family schedules.

Fee \$2,095 Hours 300
To register visit www.gatlineducation/shoreline or Toll Free (877) 221-5151.

Personal Fitness Trainer

This nationally recognized Personal Fitness Trainer online course and certificate program is an interactive, comprehensive Web-based Professional Certificate in Personal Fitness Training (PFT). This program is collaboration between industry experts, internship affiliates, national organizations, Educational Fitness Solutions Inc, and their board of advisors. Content and curriculum in the program is designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients.

Fee \$2,095 Hours 250
To register visit www.gatlineducation/shoreline or Toll Free (877) 221-5151.

Management Training

This nationally recognized Business Management Training Program and online course is perfect for a business owner, entrepreneur or anyone seeking to learn the introductory and foundational essentials in business and management. If you are thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training program consists of 12 separate modules geared to providing the vital information in a timely manner designed to fit your busy work and family schedules.

This program will provide you with an introductory and basic understanding of financial and accounting terms, the successful negotiation strategies for most environments, and any necessary issues in the management of the marketing process, employment law, compliance and regulatory requirements, as well as licensing, permits and taxes, and successful negotiation strategies for most environments.

Fee \$2,095 Hours 360
To register visit www.gatlineducation/shoreline or Toll Free (877) 221-5151.

Non-Profit Management

This nationally recognized Non-Profit Management training course and online certificate program is for those who work with or desire to work in a non-profit organization or business environment. The Non-Profit Management Training Program is particularly well suited for anyone in the non-profit field who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a basic and introductory perspective on some of the unique issues facing management of a non-profit organization. This certificate program consists of 10 modules geared to provide the basic and essential information in a timely manner designed to fit your busy work and family schedules. You will examine the fundamental and introductory principles of non-profit management as well as the roles and responsibilities of a nonprofit board of directors and the management team, examine the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process. This Non-Profit Management online certificate program is offered in partnership with major accredited colleges and universities and is best for anyone who has little or no previous management or non-profit experience.

Fee \$2,095 Hours 300
To register visit www.gatlineducation/shoreline or Toll Free (877) 221-5151.

Alternative Dispute Resolution Certificate

This online Alternative Dispute Resolution Certificate (ADR) program is offered in partnership with IADR® GLOBAL. Dispute Resolution is a rapidly growing field of study and a process commonly used in federal and local government agencies, corporations, non-profit and for profit agencies as well as in private ADR practices. This online training program will give you the educational background you need to break into this fast-growing field. The three course program of study offers a highly comprehensive conflict resolution education that can help you advance in your present job, add a sought after skill to your resume, or help you set up a private practice as an alternative dispute resolution specialist.
Fee \$4,195 Hours 180
To register visit www.gatlineducation/shoreline or Toll Free (877) 221-5151.

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Making Age an Asset in Your Job Search

Are you over 50 and considering a new career? This course, based on research and programs developed by AARP, is a guide for people over 50 looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. You'll find out how to plan your job search, build your résumés, get ready for interviews, and take maximum advantage of job openings and offers. By the end of the course, you'll know how your work and life skills can meet the needs of employers who are hiring today. You'll be fully prepared to begin your winning job search!
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Washington State Clock Hours Available

Call (206) 533-6700

Resume Writing Workshop

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU! Learn different resume formats and the advantages and disadvantages of each. Write an employment objective that shows potential employers that you have direction. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. Learn to overcome gaps in work history and age discrimination. Discover how to use references to your advantage. This course includes the use of online resumes and Internet Resume Secrets. This course is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

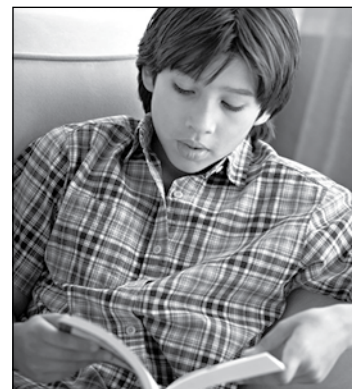
REGISTER:
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Keys to Successful Money Management

If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most of us don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed. In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. We'll also discuss the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

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Program for entering 2nd graders:

In this program, students build strong reading skills, confidence, and a love of reading. Your child will make significant gains in phonics and word-attack skills, sight vocabulary, fluency, and comprehension.

Program for entering 3rd graders:

In this program, students become more fluent, confident readers and learn to enjoy reading more. Your child will build strong comprehension, and will develop the long-word decoding and fluency skills required to read longer books with ease.

Program for entering 4th and 5th graders:

Students in this program gain more than one grade level in comprehension, and increase fluency and speed. Your child will complete homework more quickly and easily, get better grades, and become fully absorbed in books.

Program for entering 6th-8th graders:

Students in this program improve comprehension one to two grade levels while doubling reading speed. They also learn the best way to read textbooks, take notes, and study for tests. As a result, students complete homework more quickly and easily, get better grades, and enjoy reading more.

Program for entering 9th-11th graders:

Students double reading speed, improve comprehension by one to two grade levels, and learn study skills. Excellent preparation for the SAT, ACT, and college.

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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.

Introduction to QuickBooks

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

Introduction to PC Troubleshooting

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

Grammar Refresher

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

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.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

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.

Project Management Fundamentals

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

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 Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PowerPoint

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

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography

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

A to Z Grantwriting

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

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/shore
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.

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.

Shoreline Community College

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These career-focused online courses are designed to give you the latest in learning, and to provide the skills necessary to acquire professional caliber positions in many in-demand occupations. Visit www.shoreline.edu/ce for course descriptions and demonstrations. Select Online Career Training Programs. Classes start at anytime!

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This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more. 250 hours. Fee \$1,975

Certified Bookkeeper

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included. 80 hours. Fee \$1,975

Cisco® CCNA® Certification Training

In order to prepare students to obtain the CCNA credential, this program includes both an Introduction to Cisco® Networking Technology module and an Interconnecting Cisco Network Devices (ICND) module. 100 hours. Fee \$2,045

CompTIA™ A+ Certification Training

This online program prepares students to take the CompTIA™ A+ Hardware and the A+ Operating System Technologies exams. 160 hours. Fee \$1,925

Paralegal

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included! 225 hours. Fee \$1,985

Project Management

This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. 40 hours. Fee \$1,695

Microsoft Certified System Engineer 2003 (MCSE)

The online MCSE program prepares students for Microsoft's national MCSE certification exam. 700 hours. Fee \$3,795

Comp TIA™ Network+ / Server+ Certification Training

This online program prepares students for both Network+ and Server+ national certification exams. 80 hours. Fee \$1,695

Microsoft Certified System Administrator 2003 (MCSA)

The online MCSA program prepares students for Microsoft's national MCSA certification exam. 440 hours. Fee \$2,865

It's easy to register!



Register online. www.shoreline.edu/ce
 Visa/MasterCard. 24-hours.



Register by phone. (206) 533-6700
 Visa/MasterCard. 8 a.m. - 9:00 p.m.
 Monday - Thursday,
 8 a.m. - 4:30 p.m. Friday



Register by mail. Complete and return the form below along with payment to:
Continuing Education
Shoreline Community College
17171 Bothell Way NE, Ste A220
Lake Forest Park, WA 98155



Register in-person. Visit the Lake Forest Park campus during office hours.

Payment must accompany your registration.

When to Register

To guarantee a space in class, registration is recommended at least a week before the class start date. If you are registering less than three business days before your class begins, please call to confirm class availability, (206) 533-6700.

Schedule Changes

Shoreline Community College reserves the right to change or reschedule classes as needed. Advance notification will be given to students whenever possible.

Parking

For classes meeting on main campus after 4:30pm weekdays or on Saturdays, there are no parking permits required at this time if students park in non-staff parking lots. Parking is free at the Lake Forest Park campus.

QUESTIONS?

(206) 533-6700
continuinged@shoreline.edu

Refund Schedule

Withdrawal & Refunds

If classes must be cancelled by the college, you will be contacted at the phone number you provided when you registered, and your tuition will be refunded in full. Withdrawals must be made by phone or in person. You will receive a full refund for Center for Business & Continuing Education courses (except Gatlin on-line courses) if you withdraw up to 2 business days before the first course meeting.

Non-Discrimination Policy

Shoreline Community College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Tonya Drake
 Vice President for Student Success
 Shoreline Community College
 16101 Greenwood Ave. N.,
 Shoreline, WA 98133
 Telephone: (206) 546-6910

Center for Business & Continuing Education Registration Form

FOR OFFICIAL USE ONLY
Student # _____
Quarter _____

How did you hear about this course?

- e-mail newsletter
 college's website
 other website
 newspaper
 received schedule in mail
 picked up a schedule
 postcard
 friend
 Other: _____

Gender:
Male _____
Female _____

*Name _____

*E-mail _____ *Date of Birth (MM/DD/YY) _____

*Address, City/ST, Zip _____

*Day Phone _____ Cell/Evening Phone _____

Required Fields are indicated by an asterisk (*)

Item #	Class	Time	Start Date	Fee
			Total Fee	

Payment method (check one)
 Check payable to Shoreline Community College
 Visa
 MasterCard

Expiration date _____ Account Number _____

Cardholder's Name (print) _____

Class Locations and Directions

SHORELINE COMMUNITY COLLEGE LAKE FOREST PARK CAMPUS • 17171 BOTHELL WAY NE #A-220 • LAKE FOREST

Hours for in-person registration at the Lake Forest Park Campus are 8am-9pm Mon-Thu and 8am-4:30pm Fri. For more information, please call (206) 533-6700.



Lake City Way

We are on the same floor as Third Place Books, next to the elevator.

From I-405 North/South:

Take the Bothell-Seattle exit (Exit 23) onto Hwy 522 and enter Bothell, following all signs marked Seattle. Continue on Bothell Way several miles, through Kenmore, into Lake Forest Park. Take the Mountlake Terrace turn-off by the Lake Forest Park Towne Centre. Take the next immediate left at the light, and enter the upper mall parking lot.

From I-5 Northbound:

Take the Lake Forest Park exit (Exit 177). Follow exit to right, onto Ballinger Way. Continue on Ballinger Way approximately 2 miles, until you reach Lake Forest Park Towne Centre. Turn right into the shopping center.

From I-5 Southbound:

Take the Lake Forest Park exit (Exit 177). Turn left onto Ballinger Way. Continue on Ballinger Way 2 miles, until you reach the Lake Forest Park Towne Centre on the right. Turn right into the center.

From the Main Campus:

Take Greenwood Avenue N south to 145th. Turn left onto 145th and travel approximately 2.5 miles to Bothell Way NE. Turn left on Bothell Way NE and continue 1.5 miles. The Lake Forest Park Towne Centre will be on your left.

SHORELINE COMMUNITY COLLEGE MAIN CAMPUS • 16101 GREENWOOD AVE N • SHORELINE

YMCA • 19290 AURORA AVE N • SHORELINE

Shoreline
COMMUNITY COLLEGE

16101 Greenwood Ave. N.
Shoreline, WA 98133-5696

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