

Summer 2012

June - August

CONTINUING
EDUCATION &
TRAINING

*Get carried away
this summer...
try
something
new!*

Pets &
Owners

Pages 2-3

Business
Analysis

Page 17

Day Trips &
Adventures!

Pages 10-11

SOUTH
PUGET
SOUND
COMMUNITY
COLLEGE



Learning ... for life

(360) 596-5753

www.hawksprairie.org

GET CARRIED AWAY...

Community Education

Animals	2-3
Arts & Crafts	4
Computers for Beginners	4
Digital Photography	5
Cooking	5-6
ESL / Citizenship	6
Family Life	6
Health & Fitness	7
Home & Garden	8
Music / Theater / Film	8-9
Personal Finance	10
Special Interest	10
Travel & Excursions	10-11
Washington State	12
World Languages & Cultures	12
Writing	13

Computers

14-16

Career Development

Small Business Management	17
Business Analysis	17
Flagger Certification	17

Professional Certificate Programs

Project Management	18-19
Human Resource Management	20-21
Professional Selling	21
Nutritional Therapist	22
First Aid Certification	Back Cover
Certified Personal Trainer	Back Cover

How to Read the Schedule

Date(s)	Days	Time	Price
12/7-12/30	TTh	6:45-8:45pm	\$50
Code F482	Main 21-293		
Code #	Building Room		

Locations:

Hawks Prairie Center = Hawks Prairie Campus
 Mottman = Mottman Rd. Campus
 BHH = Black Hills High School
 Hains House= 2525 Beaver Creek Dr. SW, Olympia
 Strong Fitness Center = 2256 Mottman Road SW
 Wild Grace Arts = 507 Cherry St SE, Olympia
 First Christian Church = 701 Franklin St SE, Olympia
 Skyhawks Park = 425 Marvin Rd SE, Olympia
 Fairie Gardens = 6236 Elm Street SE, Tumwater

ANIMALS



Caring for your Aging Pet

As a pet ages, like humans, certain changes in their physiology and anatomy occur that can affect their quality of life and perhaps their overall life span. Knowing what these changes are allows us to mitigate or even sometimes prevent some of the changes. Every day, medicine discovers new information about the process of aging. Each piece of this new data provides an opportunity to make simple and easy changes in a pet's life as they age. Come learn some of these new thoughts and how to help your older pet approach life with the usual vigor they expect of their bodies. Instructor: Lisa Parshley.

8/16 Th 7:00-9:00pm \$25
 Code F137 Hawks Prairie Center

Instructor Highlight

Dr Parshley received a Ph.D. in biochemistry from Oregon Health Sciences University. After working for almost five years in basic biomedical research, she pursued a doctorate of Veterinary Medicine (DVM) from Colorado State University. After receiving her DVM, she completed a small animal internship at Cornell University and an Oncology residency with Dr. Barbara Kitchell at Michigan State University. She has been awarded a specialty certification in oncology from the American College of Veterinary Internal Medicine. Dr. Parshley also has extensive experience in emergency medicine (her other love), critical care, and palliative medicine.

Lisa is delighted to have achieved her dream of an Oncology clinic in Olympia Washington (Olympia Veterinary Cancer Center).





Get Started in Dog Scootering!

Does your dog like to pull? Do you like to ride? Put the two together and let your dog run and pull you down one of the many beautiful trails in Thurston County. Whether your dog is attached to a bike, scooter, in-line skates, board or skis, he can have a job and have fun while you two get out and get some exercise. This class will cover the equipment needed, necessary gear for you and your dog, commands, first aid and general know how. The first class will be in the classroom without your dog. The next class will be on a local trail, where you will learn how to harness your dog, hook it up to the bike or scooter, and then we will go on a run. Instructor: Susan Scofield.

6/28-6/30 Thur: 6:30-8:30pm \$55
 Code F148 Hawks Prairie Center
 Sat: 8:30-11:30am
 Skyhawks Park, Lacey



Your Pet and Cancer

Cancer is one of the scariest words in the human language, it invokes dread and a feeling of powerlessness. What happens when a precious pet or animal gets this disease? Every day advances are made in cancer therapy, innovations that can and are being used to manage animal cancer. During this class we will cover how you can manage cancer in your pet and protect their quality of life and what are the lessons we learn from animals with cancer. Instructor: Lisa Parshley.

8/9 Th 7:00-9:00pm \$25
 Code F147 Hawks Prairie Center



The Pet Portfolio: A Pet Savvy Owner Class

A great follow up to the Pet Saver Course. During this class we will develop a "Pet Portfolio" for each of your pets. A Pet Portfolio is an excellent way to maintain accurate and up to date records on your pet. In the event of an after-hours emergency your regular veterinarian office may be closed and an ER Veterinarian will not have access to your pets health history. Having the ability to hand over health history, including past lab work and medication history, could not only save you money but vastly improve your pet's health. We will work together to put your portfolio together and during class we share Savvy Pet Owner tips. Students will be given a materials list on the first day of items needed to create their pet portfolio. Bring a copy of your pet's complete health record on the first night of class. Instructor: Lisa Cinciripini.

8/14-8/21 T 6:30-8:30pm \$60
 Code F129 Hawks Prairie Center



Pet First Aid / CPR: The Pet Saver Course

Would you know what to do if your precious pet was injured or in distress? Come to this pet saver class and learn the skills and techniques to handle many pet emergencies including: primary assessment, rescue breathing, canine & feline CPR, choking management, bleeding & shock management, how to take and record your pet's vitals, bites & stings, heat & cold injuries, and what do in the event of a seizure. Students will receive a First Aid and CPR Instructional booklet and certification upon completion.

This is an 8 hour CE course that meets requirements for Professional Pet Sitters, Kennel Technicians, Groomers and other Pet Professionals. Instructor: Lisa Cinciripini.

7/17-7/31 T 6:30-8:30pm \$120
 Code F140 Hawks Prairie Center

Instructor Highlight

Lisa Cinciripini is the owner of Friendly Grove Resort for Dogs in Olympia, WA a full service pet hotel, doggy daycare and pet spa. She has been involved with dogs since she began Junior handling at 9 years of age. She is a USDA Pet Transporter and has traveled domestically and internationally handling a variety of dogs in a variety of capacities including AKC dog shows, Schutzhund and other sports for the last 20 years. She is a AKC Judge Mentor and educator. Lisa is a Red Cross Pet First Aid Leader and a Pet Tech Instructor. She is passionate about helping people be advocates for their pets and it shows thru her enthusiasm while teaching her courses.



ARTS & CRAFTS

Basketry Intensive: Round Reed Twining

Learn the art of basketry from a nationally known basket and wicker artist, Peeta Tinay. In this Saturday intensive course, you'll begin to create your own round reed treasures. Basketry tools and materials will be provided for the day for all class projects. At the end of the class you will come away with one complete basket. Instructor: Peeta Tinay.

6/30 Sa 9:00am-5:00pm \$99
Code F112 Mottman-TBA



Creating Comic Books

In recent years, comics and graphic novels have received a lot of attention as a "new" vehicle for telling stories. A lot goes into making a comic book, and in this class we'll learn how to do it all—we'll learn to tell stories, and then we'll write and draw our own. No prior drawing experience is required. Required Text is Make a World by Ed Emberly, available at major bookstores or online. Instructor: Jon-Mikel Gates.

6/23-7/28 Sa 10:00-11:30am \$90
Code F103 Mottman-TBA

Introduction to Welding and Creative Metalwork

An art class for those without prior metal working experience. You will be introduced to welding, torch cutting, plasma cutting, forging, and the use of a variety of shop equipment. You will complete a small project to get experience using oxy/acetylene welding and basic equipment, then create one or more pieces of art of your own design. See website for materials list or call 360-596-5753. Instructor: Julia Santamaria Schwartz.

7/5-8/23 Th 6:00-9:45pm \$120
Code F168 Mottman Bldg 16 – 206

Fire Art: Creative Metal and Welding Studio

Especially designed for experienced welders and artists, this class provides the shop space and the tools for you to create art in metal. Available processes include gas and arc welding, plasma cutting, forging, metal shearing, rolling, bending, cutting, and joining, among others. The instructor and assistants will provide support, assistance, refreshers, and feedback. Visit hawksprairie.org for important safety gear and material requirements. Instructor: Lewis / Rioux.

7/7-8/25 Sa 9:00am-12:45pm \$120
Code F167 Mottman Bldg 16 – 206

COMPUTERS – FOR BEGINNERS

This class was very helpful and I am much more at ease at the computer

Computer Basics Student



Computer Basics Step 1

Come and learn what you need to be successful using your home or business computer in this laid back hands-on class. Learn the skills needed for basic programs, such as Word, that are used to write letters and many other documents. Get grounded in file management skills that will allow you to save and find your files. Instructor: Mary McClain.

7/9-7/30 M 6:00-8:30pm \$95
Code F108 Hawks Prairie Center

Computer Basics Step 2

Keep building on your understanding of creating and saving documents. This hands-on class will have you working with files management skills. Save time by learning to transfer data between applications. Get creative as you practice inserting pictures, setting page margins, and printing documents. Gain a feel for Microsoft Word and Excel as well as computer maintenance. Instructor: Mary McClain.

8/6-8/27 M 6:00-8:30pm \$95
Code F160 Hawks Prairie Center

DIGITAL PHOTOGRAPHY



Beginning Digital Photography

Bring your digital camera and learn how to take photos that are picture perfect. You will learn about camera handling, composition, exposure, and more. Please bring manuals and instruction guides for your specific camera. Instructor: Tim Rogers.

7/9-8/13 M 6:30-8:30pm \$70
Code F169 Hawks Prairie Center

COOKING



Introduction to Raw Cuisine

Shifting to a raw food diet has many aspects. You'll eat fresher foods without embedded preservatives in either the foods or the wrappings. Raw foods have more vitamins as well as live enzymes (which are denatured upon cooking). Chances are you will buy more organic products. You will eat lower on the food chain, getting your proteins from nuts, seeds, grains and vegetables rather than from animal products.

Each class in the series will demonstrate how to eat healthily on an all-raw food diet. Benefits include learning how to make varied breakfast, lunch, dinner, dessert and snack dishes; also clearer skin, resolution of many health issues, better digestion, weight management and looking younger. Instructor: Julie Rodwell.



Take the Whole Series and Save!

7/10-7/31 T 6:30-8:30pm \$70
Code F155 Hawks Prairie Center

Introduction to Raw Cuisine

7/10 T 6:30-8:30pm \$20
Code F151 Hawks Prairie Center

Raw Cuisine: Breakfast & Snacks

7/17 T 6:30-8:30pm \$20
Code F152 Hawks Prairie Center

Raw Cuisine: Entrees

7/24 T 6:30-8:30pm \$20
Code F153 Hawks Prairie Center

Raw Cuisine: Desserts

7/31 T 6:30-8:30pm \$20
Code F154 Hawks Prairie Center

Instructor Highlight

Julie Rodwell lives in Olympia and is the lead editor for the Complete Book of Raw Foods, published by Hatherleigh Press and now topping 60,000 copies in sales. Ms. Rodwell no longer eats a 100% raw food diet, but having reverted to more conventional eating, in 2012 at the age of 66 she is radically increasing her raw food intake again. Ms. Rodwell is also lead author of a college textbook on aviation management; she is a Certificated Training Specialist, and loves to organize and share information.



COOKING...CONT'D

Artisan Breads in a Wood Fired Oven

Not everyone can make artisan bread. It's something special, requiring a knowledge of mixing, kneading, fermenting, shaping and baking. Only then can you produce a well textured, aromatic, delicious loaf of bread. Learn the secrets of baking Italian delicacies. Fresh-baked bread is an essential introduction to every meal. Learn skills that will make you an Artisan baker in your own home. Breads will be baked in a wood fired oven. Instructor: Pat Hains.

7/28	Sa	9:30am-4:30pm	\$85
Code F143	Hains House, Maytown Brick Oven Kitchen		
8/25	Sa	9:30am-4:30pm	\$85
Code F305	Hains House, Maytown Brick Oven Kitchen		

Pizza in a Wood Fired Oven

Learn how to make your own artisan pizza, complete with dough, sauce and toppings. Also make desserts that will be baked in the wood fired oven. A \$25 supply fee is due to the instructor at class. Fee includes lunch and dessert. Instructor: Pat Hains.

8/11	Sa	9:30-11:00am	\$65
Code F145	Hains House, Maytown Brick Oven Kitchen		



ESL / CITIZENSHIP

ESL Pop Culture Trivia

If English is your Second Language, and you love American Pop Culture, then POP CULTURE TRIVIA is for you! For two hours, you will be placed into teams and challenged on everything from Lady Gaga to Steve Jobs to the Super Bowl. The format will be similar to the game show Jeopardy, interrupted frequently by added blasts of pop culture information, courtesy of your well-traveled ESL instructor/game show host. Instructor: Patrick Parr.

7/19	Th	6:00-8:00pm	\$20
Code F128	Hawks Prairie Center		

Applying for Citizenship on Your Own

This intensive workshop will give legal, permanent residents the necessary information and forms to complete the naturalization application and process. You will be prepared with materials necessary to apply directly with the Citizenship and Immigration Service and to study for the US History and government portion of the interview. Instructor: Deb Dohrmann.

8/1	W	6:00-9:00pm	\$50
Code F119	Mottman		

FAMILY LIFE



Help...My Child's A Gamer!

Are you perplexed and confused over your child's obsession with gaming? Do you have any idea what they are doing in these virtual worlds? Parents face many challenges when it comes to kids and gaming. This class will help make sense of the gaming world and how you can work with your children and their favorite games. We will discuss parental controls, game content, and strategies to help with understanding and interpretation. Become not only empowered to make decisions about your child's gaming activities, but find new ways to connect with and understand your children. Instructor: Jim Parshal.

8/31	T	6:00-9:00pm	\$25
F136	Hawks Prairie Center		



Men's Health: How to Be Younger Next Year

There are more men over 50 in America than at any other time in history. At the same time, becoming more distinguished with age has given way to becoming more diagnosed. The struggle with managing weight, blood pressure, blood sugar, and cholesterol is often a confusing and losing battle, and sorting out fact from fiction only adds to the stress. If you want to age gracefully, and stay strong and healthy, then this weekly workshop is for you. You'll learn: What To Do, How To Do It, and Why It's Important. Lecture, video, reading, and demonstration will combine with helpful handouts and lots of discussion to give you the knowledge and tools to live like you're 50 into your 80's and beyond. Course text is \$15. Instructor: David Ross.

7/14-8/11	Sa	10:30-11:30am	\$50
Code F164	Strong Center Health Club, Olympia		



YoGuy: Yoga For Men

Men need yoga more than anyone, but are sometimes reluctant to join in group exercise programs. If you're one of those guys, then YoGuy is for you. While there won't be beer and pizza, there will be a relaxed atmosphere where reducing stress, increasing flexibility, and improving posture are achievable. Perfect for all shapes and sizes, this yoga class for men will teach you the basics of yoga with good music and helpful instruction. You do not have to be flexible to take this class, and no experience is necessary. Modifications and props will be available to accommodate different abilities. Wear comfortable exercise clothing. Mats welcome but not required. Instructor: David Ross.

7/13-8/10	F	12:00-1:00pm	\$50
Code F163	Strong Center Health Club, Olympia		

Yoga for Real Women with Curves

Join us in this fun class especially designed for real women who have shapely curves and round bodies. You will be guided through gentle modifications of Hatha yoga poses, appropriate for full-figured bodies to help build core strength and flexibility as well as calmness and peace of mind. Instructor: Sandra Kozlowski.

6/19-8/7	T	6:00-7:30pm	\$85
Code F157	Wild Grace Arts Studio, Olympia		
6/23-8/11	Sa	9:30-11:00am	\$85
Code F158	Wild Grace Arts Studio, Olympia		



First Aid, CPR, AED for Parents of Infants, Toddlers, and Children

The American Heart Association's Family & Friends First Aid for Children teaches how to manage illness and injuries in a child for the first few minutes until professional help arrives. The program also covers child safety and preventing injuries. The Family & Friends CPR portion teaches the lifesaving skills of adult hand-only CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child or infant. This course offers a fun, dynamic way for families, friends and communities to come together and learn first aid and CPR basics. Those needing a First Aid / CPR card for employment should enroll in a Heartsaver course. Instructor: David Ross.

7/13	F	3:00-5:00pm	\$30
Code F161	Strong Center Health Club, Olympia		
8/10	F	3:00-5:00pm	\$30
Code F162	Strong Center Health Club, Olympia		

Introduction to Tai Chi Ch'uan

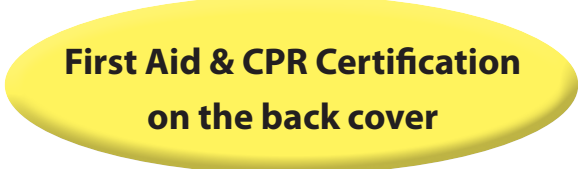
Designed as an introduction to Tai Chi Ch'uan, an ancient form of Chinese physical activity, you will focus on rejuvenating your body, mind, and spirit. Tai Chi Ch'uan embodies the principles of meditation, continuity of movement and breathing, flexibility and grounding. Wear loose-fitting clothes. Instructor: Harry Bowron.

6/25-8/20	M	6:30-8:00pm	\$85
Code F121	Mottman Building 31 Room 108		

Intermediate Tai Chi Ch'uan

Learn more advanced forms of Tai Chi Ch'uan to rejuvenate your body, mind, and spirit in this continuation class. Instructor: Harry Bowron.

6/25-8/20	M	7:30-9:00pm	\$85
Code F122	Mottman Building 31 Room 108		



HOME & GARDEN



Sharing Secrets about Container Gardening

Anyone can make a great outdoor container! The choices are limitless. From simple to elaborate from edible to strictly décor it can host a carpet of veggies, a garden of flowers or a container of Cacti, sedums, and succulents. Get your hands in the dirt and create your own container garden. Students will be given a container for class (or bring your own), but will need to purchase their own choice of plants.

6/20-6/20 W 1:00-3:00pm \$20
Code F159 Barn Nursery, Olympia



Creating Magical Spaces, Large & Small, to Encourage Faerie Visitors

Wander the magical gardens, with head Faerie Dave Baird. He will discuss plants favored by faeries, hummingbirds, and butterflies. Whether a large or small planter, a small place in the garden or a larger space within a sacred realm. This class will show elements that tap into your soul and that of the magic ones. Class will include plants for sun or shade, perennials, and small shrubs. We will also focus on plants for miniature gardens. After the garden tour seating will be provided to discuss and tune into each class members special interests. Instructor: David Baird.

8/4 Sa 1:00-3:30pm \$30
Code F150 Fairie Gardens Specialty Nursery, Tumwater

You may also enjoy the Raw Food Cuisine series on page 5

MUSIC / THEATER / FILM

Sing! A Group Voice Class

Always dreamed of being on American Idol? Start preparing now! Gain all of the benefits of private voice lessons in a group setting. Learn the basics of breath support, vocal technique, and performance. The goal is to develop healthy vocal techniques to enable the student to sing the music that they love with confidence. The final class will be a "Sing Off" in front of a selected audience. Students will need to purchase their own music and accompaniment track. Instructor: Brianna Kramer.

6/13-8/22 W 6:00-7:30pm \$75
Code F124 First Christian Church, Olympia

Just for Fun Piano

Learn to play piano in one day! This unique course will teach you all you need to know to play your favorite songs and improvise freely without years of tedious lessons. This workshop focuses on the creative aspects of playing music in addition to offering the more linear concept of how chords work as the main structure in learning songs, improvising and composing. Instructor: Donn Rochlin.

7/14 Sa 11:00am-2:00pm \$90
Code F115 Mottman



South Puget Sound Community Orchestra

Come join us! Continuing musicians are welcome and no formal audition is required. The goal is to have a balanced orchestra that will perform standard orchestral literature. This is a unique learning opportunity in a scholarly environment. Public performances will be planned for the upcoming year. Instructor: Paul Dorwin.

6/27-8/22 W 7:00-9:00pm \$45
Code F118 Black Hills High School Music room



Introductory Guitar

An introduction to the foundations of coordination, dexterity, and basic musical skills required to enjoy playing the guitar. Learn how to teach yourself and simply have fun performing with beginners. A \$25 book fee is required the first night of class. Instructor: Bill Sweeney.

6/13-7/25 W 7:30-8:30pm \$89
Code F120 Mottman

Brush up your Shakespeare

Taking your annual trip to the Oregon Shakespeare Festival? Brush up on the Shakespeare plays being presented: Romeo and Juliet, Troilus and Cressida, Henry V and As You Like It. Instructor: James Van Leishout.

7/10-8/7 T 6:30-8:30pm \$80
Code F138 Mottman

Get Paid to Talk

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons and play samples from working voice professionals. In addition, you'll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. In an effort to ensure a quality class experience, we must limit attendance! Instructor: Voice Coaches.

8/16 Th 6:30-9:00pm \$30
Code F125 Hawks Prairie Center



All About Guitar Chords

Improve your guitar skills in this two hour workshop! After you've taken a beginning guitar class you're ready to move on to the next level. Learn how to read and create chord diagrams so you can start playing your favorite songs with ease. By the end of the workshop, the class will have created a song together and performed as an ensemble. The Diatonic Triad Book is required for this workshop and can be purchased from the instructor for \$25. Instructor: Bill Sweeney.

8/8 W 6:30-8:30pm \$40
Code F123 Mottman

Film Appreciation: Elements of Film

Look at films in an all new way. Examine the elements of film (screen writing, directing, acting, cinematography, editing, art design, sound/music, CGI). Learn more about film-analysis and explore film history. Instructor: James Van Leishout.

7/11-8/15 W 6:30-8:30pm \$95
Code F133 Mottman



Stage Combat: Rapier

Take sword in hand and learn the rules of engagement for stage rapier technique (including sword history, safety, basic footwork, thrust/parry and strike/block and terminology) all leading to a choreographed routine. Must be 14+. Instructor: James Van Leishout.

7/14-8/11 Sa 10:00am-12:00pm \$65
Code F113 Mottman Building 16 Room 110

Look for Musical Theater and Audition workshops this Fall!



PERSONAL FINANCE

Couponsing 101 with Amy

Coupons can help you and your family save hundreds, even thousands, of dollars each year! This fun and informative two hour workshop will teach you everything you need to know to begin saving money immediately. Amy, a coupon expert, will show you how to save money on almost everything, including groceries, entertainment, prescriptions and home improvement. Get ready to start saving money today!

Instructor: Amy Lenecker.

6/30 Sa 10:00am-12:00pm \$25
Code F117 Mottman

Great class! This was awesome - learned a lot can't wait to apply what I learned!

Previous Student

TRAVEL & EXCURSIONS



SPECIAL INTEREST



Get Started in Tarot

This beginning Tarot class will have you reading the cards the first evening. Tarot cards tell the story of the moment. They can give you insight and understanding and will reflect back to you those answers that lie beneath the surface of your awareness. They can be used for a daily meditation or for problem solving. In this class you will learn how each card holds meaning and how that meaning is expressed through color and number. The Tarot images hold a library of meaning that can help decipher an impossible situation, and bring clarity and understanding to our lives. Bring your own deck to class on the first night and we will begin the Fool's Journey together. Instructor: Susan Scofield.

7/9-7/30 M 6:30-8:30pm \$75
Code F149 Hawks Prairie Center



Ape Cave Tour

Join us on a tour of the lower end of Ape Cave. This trip will explore part of the longest lava tube caves in North America. Your guide, David Kaynor will explain how this natural wonder was formed and share with you the unusual features that are found within this cave. We will also explore the Trail of Two Forests. This 0.25 mile accessible boardwalk trail allows you to venture through a land of lava. Discover the molds or impressions of an ancient forest engulfed by a lava flow nearly 2,000 years ago, and an emerald forest that has risen from the black basaltic lava.

You will need a sack lunch and snacks, clothes for cool temperatures (upper 40's) and stiff soled shoes. You will also need 2 flashlights per person. Please note that there will be about 2 miles of walking and sometimes on rough ground.

We will leave at 7:00AM in front of the Hawks Prairie Center by Starbucks and are planning to be back by 6:30pm. Instructor: Dave Kaynor.

6/16 Sa
7:00am-6:30pm \$45
F146





How to be a Rebel by Bus

Learn how to navigate greater Puget Sound transit systems for your leisure trip travel. Hear about more than four dozen trips in the greater Puget Sound area, including Gig Harbor, Vashon Island, Shelton, Centralia, Tacoma, as well as many Seattle adventures. This workshop is meant to inspire and encourage you to try public transportation. The workshop participants will choose and plan a group trip destination. The group will travel together during the second workshop session. Once you realize how easily you can travel to so many places without spending a lot of money, it will open a whole new realm of fun. Instructor: Mary Williams.
 7/19-7/21 Th: 6:30-8:00pm Sa: 9:00am-5:00pm \$25
 F142 Hawks Prairie Center



Rebels by Bus Adventure: Klondike National Historic Park

We will visit the Klondike National Historic Park, showcasing Seattle's connection to the early 1900's Alaska gold rush. The class will depart from the Martin Way Park & Ride shortly after 9:00am, transferring at Lakewood, and on to Seattle. Bring a sack lunch. Leaving Seattle just before 3pm will return us to our origination just before 5pm. Students will need \$12 in cash to purchase bus tickets. Instructor: Mary Williams.

8/21 T 9:00am-5:00pm \$20
 Code F134 Martin Way Park & Ride



Rebels by Bus Adventure: Lake Quinault Lodge

Get out of that car, and experience the fun and adventure of public transportation travel. This trip will leave by bus near the West Olympia Target Plaza (by Macy's furniture) at 9:30 am, transferring in Aberdeen and then on to the lovely Lake Quinault Lodge. There will be time for enjoying your sack lunch, a short hike in the Lodge area, and just enjoying the environs before heading back to Olympia on the 4:15 bus and returning to west Olympia at 7 pm. Students need to have \$6 in cash for the bus. Instructor: Mary Williams.

8/15 W 9:00am-7:00pm \$20
 Code F135 West Olympia Target Plaza



Travel to China for the Day

Begin your day of travel by shopping for foods and spices at a Chinese grocery store. Then travel to SPSCC where you will learn to cook (and eat!) an authentic healthy Chinese dinner. Learn and practice speaking some Chinese phrases throughout the day! Students will meet at Hong Phat Asian Market (1170 College St. SE #E, Lacey, WA 98503) at 9:30am. Must have own transportation to get to SPSCC -Mottman after shopping. Instructor: Jenny Gao.

8/19 Su 9:30am-3:00pm \$55
 Code F131 Meet at Hong Phat Asian market and then travel to Mottman Building 27- Kitchen

Instructor Highlight

Mary Williams, grew up in the suburbs of Seattle/Puget Sound area in the 50's. She rarely saw a city bus, except in downtown Seattle or Bellevue. She was transported in a car to get to and from anywhere. During the last few years of her work life, she started taking a bus from Olympia to meetings in Seattle. She quickly realized that traveling by bus was MUCH cheaper than using a car (gas and parking alone), AND she could read, listen to music and/or work while enroute. What a relief to be relaxed and stress-free when arriving at a meeting and home again!



Limitations of Liability

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

WASHINGTON STATE

Summer Birds of Washington State

Join us for a quick review of the 202 bird species that are normally found in Washington State in the spring. This class is a great starting place for novice bird watchers. Topics will include tips on identification of spring birds in Washington State and the best places to find them. The required text is the National Geographic Society Field Guide to North American Birds, 6th Edition, available at most bookstores or online. Instructor: David Kaynor.

7/11-7/18 W 7:00-9:15pm \$40
Code F107 Hawks Prairie Center

3 Great Floods of Washington's Past

Join us for a one hour look at the 3 great floods in Washington State past prehistory. Topics will include best places to view the formations left behind, how each feature was formed and what you can expect to see. Instructor: David Kaynor.

8/1 W 7:00-8:00pm \$20
Code F106 Hawks Prairie Center

*Photos were fabulous!!
Great presentation!!*

Previous David Kaynor Student



10 Best Geological Features of Washington

Join us for a one-hour look at the 10 most impressive geological features in Washington State. Topics will include locations, best time to view, how each feature was formed, and what you can expect to see. Instructor: David Kaynor.

7/25 W 7:00-8:00pm \$20
Code F105 Hawks Prairie Center

10 Great Natural History Museums

Join us for a one hour look at the 10 Best Natural History Museums in Washington State. This class is a great starting place for long-time residents and newly arrived people who would like to explore some of the best Washington State has to offer. Topics will include locations, best time to visit, what is each museum's specialty and what you can expect to see. Instructor: David Kaynor.

8/8 W 7:00-8:00pm \$20
Code F132 Hawks Prairie Center

10 Great History Museums of Washington

Join us for a one hour tour of 10 great history museums in Washington State. Topics will include locations, best time to visit and what is each museum's special point of interest. Instructor: David Kaynor.

6/27 W 7:00-8:00pm \$20
Code F104 Hawks Prairie Center

WORLD LANGUAGES & CULTURES

French for travelers (armchair or otherwise)

Whether you have your tickets already or you're just toying with the idea of traveling to a French-speaking country, this class is a great way to learn French you can use on your travels, imaginary or otherwise. Through conversation and games, you'll learn to ask for (and understand) directions, order a meal, buy train tickets, make small talk, and lots more. We'll also spend some time reading about and discussing French culture. Instructor: Alex Gouirand.

6/18-8/20 M 6:30-8:30pm \$110
Code F130 Mottman

Beginning Conversational Chinese

Join us in learning Mandarin Chinese—the language of the future! Using a student-centered approach, a lot of demonstration, and practice, students will acquire a basic knowledge of Chinese pronunciation and grammar that is necessary for everyday communication in Chinese. Instructor: Jenny Gao.

6/30-9/1 Sa 1:30-3:30pm \$110
Code F102 Mottman



Experience Hawaii!

If a trip to Hawaii isn't on your schedule this summer, then come experience Hawaiian language and culture through dance right here in Thurston county! For those that are unable to stand for extended periods of time, we have modified the curriculum so you can sit while learning the dances and just use the hand motions. The bottom line is to have fun while learning about a great culture. Price includes a CD with practice music. Instructor: Linda Pinho.

6/18-8/27 M 6:00-8:00pm \$65
Code F156 Hawks Prairie Center



Researching and Writing Your Family History or Memoirs

Uncover the ways you can find out details of your family history, using the internet, interviews, legal documents and letters. Next, explore various ways of assembling all of your research into a meaningful story or stories, handling delicate information, speculative data, and “holes” in stories.

Instructor: Joelle Steele.

8/18 Sa 9:00am-4:00pm \$85
Code F111 Mottman

How to Create a Blog

This class is for anyone who wants to set up a blog. You’ll learn techniques for writing sharp and appealing blog posts. We’ll also explore which blog platform will best meet your needs. The last step will be learning how to post an article to a blog.

Instructor: Rita Robison.

6/16 Sa 9:00am-4:00pm \$50
Code F114 Mottman



Become a Published Flash Fiction Writer

Flash Fiction (stories under a 1000 words), since the invention of the phrase in 1992, has erupted as a genre, from e-magazines to printed anthologies. It is also an excellent place to start your career as a creative writer. Whether you simply want to experiment with fiction or polish a story until it is ready to be submitted to magazines, this class will help get you ready. Instructor: Patrick Parr.

7/14 Sa 9:00am-4:00pm \$65
Code F126 Mottman



How to Write a Movie

Have you ever watched a movie and said, “I could have done better than that.”? Well, all movies, good and bad, start with a script, or the screenplay. In this one-day workshop, you will have a chance to learn HOW TO WRITE A MOVIE. From understanding the terminology and format, to watching how a movie translates from the written page, you will leave this class with the knowledge to write your own powerful film. Instructor: Patrick Parr.

7/28 Sa 9:00am-4:00pm \$65
Code F127 Mottman

**You may also enjoy
Creating Comic Books
on page 4**

Instructor Highlight

Patrick Parr's short fiction has appeared in numerous magazines and anthologies, such as *The Storyteller*, *BULL: Men's Fiction*, *Skive Magazine*, and *Every Day Fiction*. He also holds an M.A. in Writing Popular Fiction from Seton Hill University. In addition, Patrick has had three screenplays place as finalists in international competitions. He and his wife have recently returned to Washington State after teaching Creative Writing, among other classes, in Leysin, Switzerland.



Non-Discrimination Statement

South Puget Sound Community College's equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, sexual identity, age, religion, Vietnam-era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA). The college's ADA coordinator is the chief human resources officer, 2011 Mottman Rd SW, Olympia WA 98512, (596-5360).

Disability Support Services

Support services and classroom accommodations are available to qualified students with disabilities. Contact Disability Support Services at (360) 596-5394 or TTY (360) 596-5439, at least 30 days before classes start so your request may be evaluated.

COMPUTERS - OFFICE 2007

Excel 2007 Level 1 for New Users

7/16-7/17 MT 8:00am-4:30pm \$255
Code C028 Hawks Prairie Center

Excel 2007 Level 2

7/24-7/25 TW 8:00am-4:30pm \$255
Code C037 Hawks Prairie Center

Excel 2007 Level 3: Macros and PivotTables

7/25-7/26 WTh 8:00am-4:30pm \$265
Code C038 Hawks Prairie Center

COMPUTERS - OFFICE 2010

Excel 2010 Level 1

7/11 W 8:00am-4:30pm \$159
Code C024 Hawks Prairie Center

8/9 Th 8:00am-4:30pm \$159
Code C056 Hawks Prairie Center

Excel 2010 Level 2

6/27 W 8:00am-4:30pm \$159
Code C019 Hawks Prairie Center

7/16-7/17 MT 8:00am-4:30pm \$159
Code C029 Hawks Prairie Center

8/15-8/16 WTh 8:00am-4:30pm \$159
Code C060 Hawks Prairie Center

Excel 2010 Level 3

6/21 Th 8:00am-4:30pm \$159
Code C006 Hawks Prairie Center

7/31 T 8:00am-4:30pm \$159
Code C046 Hawks Prairie Center

Office 2010 New Features

7/25-7/26 WTh 8:00am-4:30pm \$295
Code C039 Hawks Prairie Center

Outlook 2010 Level 1

8/9 Th 8:00am-4:30pm \$159
Code C057 Hawks Prairie Center

Outlook 2010 Level 3

8/21 T 8:00am-4:30pm \$159
Code C065 Hawks Prairie Center

PowerPoint 2007/2010 Level 1

8/2 Th 8:00am-4:30pm \$159
Code C049 Hawks Prairie Center

PowerPoint 2007/2010 Level 2

6/13 W 8:00am-4:30pm \$159
Code C009 Hawks Prairie Center

8/16 Th 8:00am-4:30pm \$159
Code C062 Hawks Prairie Center

Visio 2010 Level 1

8/28-8/29 TW 8:00am-4:30pm \$325
Code C073 Hawks Prairie Center



Word 2007/2010 Level 1

6/28 Th 8:00am-4:30pm \$159
Code C020 Hawks Prairie Center

7/19 Th 8:00am-4:30pm \$159
Code C034 Hawks Prairie Center

8/21 T 8:00am-4:30pm \$159
Code C066 Hawks Prairie Center

Word 2007/2010 Level 2

6/14 Th 8:00am-4:30pm \$159
Code C014 Hawks Prairie Center

7/12 Th 8:00am-4:30pm \$159
Code C026 Hawks Prairie Center

Word 2007/2010 Level 3

6/19 T 8:00am-4:30pm \$159
Code C015 Hawks Prairie Center

8/16 Th 8:00am-4:30pm \$159
Code C063 Hawks Prairie Center

See Microsoft Project on
Page 19

COMPUTERS - ADOBE



Dreamweaver CS4/CS5 Level 2

6/20-6/21 WTh 8:00am-4:30pm \$455
Code C005 Hawks Prairie Center

InDesign CS4/CS5 Level 1

7/30-7/31 MT 8:00am-4:30pm \$455
Code C044 Hawks Prairie Center

Photoshop CS4/CS5 Level 2

8/7-8/8 TW 8:00am-4:30pm \$455
Code C053 Hawks Prairie Center

COMPUTERS - DATABASES

Access 2007 Level 1

7/10-7/11 TW 8:00am-4:30pm \$255
Code C022 Hawks Prairie Center
8/21-8/22 TW 8:00am-4:30pm \$255
Code C067 Hawks Prairie Center

Access 2007 Level 2

8/7-8/8 TW 8:00am-4:30pm \$255
Code C052 Hawks Prairie Center

Access 2007 Level 3

7/30-7/31 MT 8:00am-4:30pm \$265
Code C043 Hawks Prairie Center

Access 2010 Level 1

6/18-6/19 MT 8:00am-4:30pm \$279
Code C001 Hawks Prairie Center
8/28-8/29 TW 8:00am-4:30pm \$279
Code C072 Hawks Prairie Center

Access 2010 Level 2

6/20-6/21 WTh 8:00am-4:30pm \$279
Code C002 Hawks Prairie Center

SQL Server 2008 Database Development

6/26-6/28 TWTh 8:00am-4:30pm \$995
Code C012 Hawks Prairie Center

SQL Server 2008 Reporting Services

8/15-8/16 WTh 8:00am-4:30pm \$595
Code C061 Hawks Prairie Center

COMPUTERS - NETWORKING

A+ Certification

6/18-6/22 Daily 8:00am-4:30pm \$1095
Code C017 Mottman Building 34 Room 202

Networking Essentials and IP Addressing

8/6-8/9 MTWTh 8:00am-4:30pm \$950
Code C050 Hawks Prairie Center

Security +

8/6-8/10 Daily 8:00am-4:30pm \$1350
Code C051 Hawks Prairie Center

Security: Windows Forensic Analysis

7/23-7/24 MT 8:00am-4:30pm \$795
Code C036 Hawks Prairie Center

Virtualization Technology

6/13-6/14 WTh 8:00am-4:30pm \$695
Code C654 Hawks Prairie Center

Windows 7 For New Users

8/23 Th 8:00am-4:30pm \$89
Code C070 Hawks Prairie Center

Windows 7 Configuration

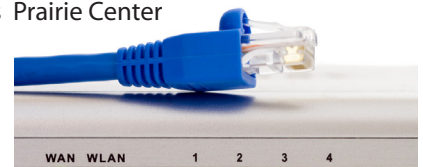
7/17-7/19 TWTh 8:00am-4:30pm \$995
Code C030 Hawks Prairie Center

Windows Server 2008 Active Directory

7/30-8/2 MTWTh 8:00am-4:30pm \$1295
Code C045 Hawks Prairie Center

Windows Server 2008 Administration

8/27-8/31 Daily 8:00am-4:30pm \$1,595
Code C071 Hawks Prairie Center



COMPUTERS - SHAREPOINT

SharePoint 2007 for New Users

8/7-8/9 TWTh 8:00am-4:30pm \$495
Code C054 Hawks Prairie Center

SharePoint Designer 2010

7/31-8/1 TW 8:00am-4:30pm \$435
Code C047 Hawks Prairie Center

SharePoint Developer Level 1

8/13-8/15 MTW 8:00am-4:30pm \$995
Code C058 Hawks Prairie Center

SharePoint 2010 Workflows

8/25-7/26 WTh 8:00am-4:30pm \$525
Code C040 Hawks Prairie Center

Sharepoint for Project Management

8/20-8/22 MTW 8:00am-4:30pm \$895
Code C064 Hawks Prairie Center



COMPUTERS - PROGRAMMING

ADO.Net: Accessing Data with .Net 4

7/9-7/11 MTW 8:00am-4:30pm \$995
Code C021 Hawks Prairie Center

ASP.NET Security

6/26-6/28 TWTh 8:00am-4:30pm \$995
Code C003 Hawks Prairie Center



Data Warehouse Design and Implementation

7/16-7/17 MT 8:00am-4:30pm \$795
Code C027 Hawks Prairie Center

PowerShell Scripting

6/20-6/21 WTh 8:00am-4:30pm \$745
Code C010 Hawks Prairie Center

Web Application Development With ASP.Net 4

7/18-7/20 WThF 8:00am-4:30pm \$995
Code C033 Hawks Prairie Center

Windows Communication Foundation (WCF) with .Net 4

6/13-6/15 WThF 8:00am-4:30pm \$995
Code C013 Hawks Prairie Center

COMPUTERS - WEB DESIGN

Expression Web 4

6/19-6/20 TW 8:00am-4:30pm \$435
Code C007 Hawks Prairie Center

HTML Level 1

7/18-7/19 WTh 8:00am-4:30pm \$345
Code C032 Hawks Prairie Center



JavaScript Level 2: jQuery

6/18-6/19 MT 8:00am-4:30pm \$549
Code C018 Hawks Prairie Center



WEB DESIGN
WEB DESIGN

ITIL v3 Foundation Certification

7/23-7/25 MTW 8:00am-4:30pm \$995
Code C035 Hawks Prairie Center

TESTING AVAILABLE

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



SMALL BUSINESS MANAGEMENT

How to Start a Web Site for Your Small Business

This class is an excellent overview for anyone who wants to start a successful website or has problems with their existing website. Learn how to select a web host, use search engines and searching techniques, compare web design programs, doing it yourself versus hiring a web designer, design tips, the importance of writing over design, writing for visitors and search engines, marketing and promotion, shopping carts, and lots, lots more. Instructor: Joelle Steele.

7/14 Sa 9:00am-4:00pm \$85
Code F110 Mottman

WHAT THE SBDC

CAN DO FOR YOU AS

A SMALL BUSINESS OWNER



Free one-on-one advice on...

- Starting/Acquiring a Small Business
- Analysis and Strategy
- Marketing and Sales
- Personnel Management
- Financial Management and Analysis
- Sources of Financing
- Preparation of Business Plans
- Selling a Business

Call (360) 407-0014 for more information

BUSINESS ANALYSIS



Business Analysis Fundamentals

In this introductory course, you'll delve into the roles and responsibilities of the business analyst (BA) - the communication link between all business areas and a critical player in project success. Learn techniques for ensuring project success every step of the way - from identifying and analyzing potential projects to making sure that the final project product meets the requirements you identified. This is the first class in a certificate program that will launching this Fall. Instructor: Sharon Sikes.

8/7-8/8 TW 8:30am-4:30pm \$375
Code C082 Hawks Prairie Center

FLAGGER

Flagger Certification

Get trained for a new job as a Certified Flagger! This six-hour course is designed to meet the Department of Labor and Industries state certification and safety requirements. Upon successful completion you receive a certification card valid for three years. PLEASE NOTE – Preregistration and pre-payment are required no later than 12 noon the Friday before the Saturday class. Instructor: Michelle Foy.

6/23 Sa 8:00am-2:30pm \$55
Code F100 Mottman
7/28 Sa 8:00am-2:30pm \$55
Code F101 Mottman
8/25 Sa 8:00am-2:30pm \$55
Code F300 Mottman

Parking Information

Parking at the Hawks Prairie Campus at 1401 Marvin Road NE in Lacey is free. Please park in the large lot behind the building.

Parking on the main campus at 2011 Mottman Road SW in Olympia is \$2 a day. Please pay for parking at the parking kiosk located in front of the Kenneth J. Minneart Performing Arts Center (Bldg 21). Maps are available online at www.hawksprairie.org.

PROJECT MANAGEMENT CERTIFICATE

Projects Done Right!

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

Build Your Skills To:

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

How It Works:

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

Get Started:

Take one course or complete a certificate.
To register visit www.hawksprairie.org



Courses are based on the Project Management Body of Knowledge (PMBOK Guide), the standard for Project Management, which is published by the Project Management Institute (PMI). Courses are also certified by PMI for professional development units (PDUs). The PMI Registered Education Provider logo, CAPM, and PMBOK Guide are registered marks of the Project Management Institute.

Project Management Certificate	PDUS
Project Management Essentials	15
Project Initiation & Planning	15
Project Execution, Control & Closure	15
Project Leadership & Team Management	15
Project Communications Management	15
Project Requirements Management	15
Project Schedule & Time Management	15
Managing Human Resources for Projects	15
Project Quality & Performance Management	15
Project Risk Management	15
Total PDUs	150

Project Management Essentials

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

7/25-7/26 WTh 8:00am-4:30pm \$385
Code C041 Hawks Prairie Center 15 PDUs

Project Execution, Control & Closure

Plans developed in the Project Initiation and Planning phases will be examined for how best implement them. Project control processes will be emphasized with specific regard to how a project team ensures that project processes function as they should and will ultimately deliver the product, solution or change desired by the project's sponsor. Instructor: Sharon Sikes.

7/17-7/18 TW 8:00am-4:30pm \$375
Code C031 Hawks Prairie Center 15 PDUs

Project Initiation & Planning

Proper initiation and planning greatly enhances the likelihood of project success and far too often they are not given sufficient attention or adequate time in the project life cycle. This course teaches key concepts and practical skills necessary to properly initiate and plan a project. Instructor: Dave Pratt.

8/14-8/15 TW 8:00am-4:30pm \$375
Code C059 Hawks Prairie Center 15 PDUs

Project Scheduler Certificate	PDUS
Project Management Essentials	15
Project Initiation & Planning	15
Project Execution, Control & Closure	15
Microsoft Project	21
Project Schedule & Time Management	15
Total PDUs	81
Project Coordinator Certificate	PDUS
Project Management Essentials	15
Project Initiation & Planning	15
Project Execution, Control & Closure	15
Project Leadership & Team Management	15
Project Communications Management	15
Total PDUs	75

Project Leadership & Team Management

It has been said that 80% of all projects are people issues. This truism emphasizes the need for leadership, solid team building, and good management techniques in order to be a successful project manager. Develop an understanding of the human factors of project management and people-based management skills. Instructor: Dalene Sprick.

7/11-7/12 WTh 8:00am-4:30pm \$375
Code C025 Hawks Prairie Center 15 PDU

Project Schedule & Time Management

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

7/31-8/1 TW 8:00am-4:30pm \$375
Code C048 Hawks Prairie Center 15 PDU

Managing Human Resources for Projects

This 2-day course addresses the basics of human resource management in project management. It focuses on basic concepts, organizational structures, project organizational design, matrix organizations, processes, and team acquisition. Instructor: Dalene Sprick.

6/13-6/14 WTh 8:00am-4:30pm \$375
Code C008 Hawks Prairie Center 15 PDU

Project Communications Management

Focuses on communications as an ongoing issue for projects regardless of their size or complexity. Proper communication is critical in establishing appropriate expectations and ensuring project success. Instructor: Dalene Sprick.

8/8-8/9 WTh 8:00am-4:30pm \$375
Code C055 Hawks Prairie Center 15 PDU

Microsoft Project 2010

Discover the power of Microsoft Project 2010 for managing any size project. Learn how to create task lists and assign resources, fine-tune your project plan, track project progress, and share and publish project information. Instructors: Dave Pratt.

6/5-6/7 TWTh 8:00am-4:30pm \$475
Code C639 Hawks Prairie Center 21 PDU

See SharePoint for
Project Management
on page 16

Project Quality & Performance Management

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

8/21-8/22 TW 8:00am-4:30pm \$375
Code C068 Hawks Prairie Center 15 PDU

Project Requirements Development & Management

Covers two key elements of success for projects: the effective gathering and appropriate management of project requirements. The presence or absence of detailed requirements is a key risk for project success. Instructor: Sharon Sikes.

6/5-6/6 TW 8:00am-4:30pm \$375
Code C643 Hawks Prairie Center 15 PDU

Project Risk Management

Project Risk Management is one of the most vital of the nine content areas of the Project Management Body of Knowledge because projects often tend to be time constrained, pose huge technical challenges, and suffer from a lack of adequate resources. Learn key concepts and practical skills necessary to identify and manage risk. Instructor: Dave Pratt.

6/19-6/20 TW 8:00am-4:30pm \$375
Code C011 Hawks Prairie Center 15 PDU

Certified Associate in Project Management

Prepare for the Project Management Institute's Certified Associate in Project Management (CAPM®) certification, which is recognized world-wide and verifies a solid understanding of project management terminology and best practice. Class does not count towards the certificate. Instructor: Sharon Sikes.

6/25-6/28 MTWTh 8:00am-4:30pm \$995
Code C004 Hawks Prairie Center 28 PDU



Agile Solutions Delivery

The Lean-Agile solution delivery approach is a team-centric, empirical approach for delivering the highest value as quickly as possible. Most organizations fail at Agile because they do not understand the process. They adopt a process that is more traditional project management than not, call it Agile, and lose the many benefits provided by this lean project delivery approach. Instructor: Dave Pratt.

7/10 T 10:00am-4:00pm \$235
Code C023 Hawks Prairie Center

The PMI Registered Education Provider logo, CAPM®, and PMBOK® Guide are registered marks of the Project Management Institute.

HUMAN RESOURCE MANAGEMENT CERTIFICATE

The Human Side of Business

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

Build Your Skills To:


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

How It Works:

- Start with Human Resource Management Essentials then take the rest of the courses as they fit your schedule.
- Classes are typically 2 – 3 days from 8:00 a.m. – 4:30 p.m.
- Classes are offered year-round.
- Earn PDUs (Professional Development units). (1 PDU = 1 hr of instruction).

Get Started:

Take one course or complete a certificate.
To register visit www.hawksprairie.org.



The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.



Human Resource Essentials

An introduction to the challenging and ever-changing field of human resources, this overview class will use real-life case studies as a basis for discussing HR's role and its potential impact on an organization. The class will cover acronyms and jargon used in the profession; the competencies required to be successful as an HR practitioner; an explanation of available HR certifications; and an overview of the HR certificate program. This course is required prior to attending other HR certification courses. Instructor: Dalene Sprick.
7/18-7/19 WTh 8:00am-4:30pm \$375
Code C080 Hawks Prairie Center

Workforce Planning and Employment

HR is essential to the development of an organization's workforce. Proper recruitment, hiring, orientation, and retention plans are critical pieces in reducing turnover, planning for succession, and developing a workforce that matches the needs of the organization.

8/20-8/22 MTW 8:00am-4:30pm \$525
Code C081 Hawks Prairie Center

Human Resource Management Certificate		PDUs
Human Resource Essentials	14	
Strategic HR Management	14	
Workforce Planning and Employment	21	
Human Resource Development	14	
Total Rewards	14	
Employee and Labor Relations	14	
HR Risk Management	7	
HR Case Studies	7	
Total PDUs	105	

*I really enjoyed the instructor
& the class!*
-HR Essentials Student

HUMAN RESOURCE MANAGEMENT CONT'D...

Strategic HR Management

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

Human Resource Development

Do employees' knowledge, skills, and abilities match the requirements of the jobs they hold and the strategic direction of the organization? Learn to develop, implement, and evaluate activities and programs that address employee training, development, performance appraisals, and talent and performance management.

Total Rewards

This class covers employee compensation and benefit programs and how they support the organization. Learn to develop, implement, and evaluate these programs with regard to the strategic goals of the organization.

Employee and Labor Relations, coming soon!

Learn to analyze, develop, implement, and evaluate the workplace relationship between employer and employee. Balance is required to maintain relationships and working conditions while supporting the organization's strategic goals, objectives, and values.

HR Risk Management, coming soon!

Having a safe and secure working environment protects the employees and the organization from liability. Learn how to develop, implement, and evaluate these programs and policies at your organization.

HR Case Studies, coming soon!

Apply what you have learned to real-life HR case studies. Develop a "best practice" framework to analyze scenarios, determine risks, and recommend next steps.



PROFESSIONAL SELLING & CUSTOMER RELATIONSHIPS

Achieve Your Sales Potential!

Learn the skills you need to generate sales, maintain positive customer relationships and manage a sales team. This professional certificate course provides you with what works and what doesn't in the world of sales.

Professional Selling Essentials

The foundation of the Professional Sales and Customer Relationship Management Certificate program, this six-week, online course is an introduction to selling in a diverse economic environment. Examine the role of selling in contemporary business and the skill sets necessary to build effective ongoing customer relationships. Instructor: Leon Chickering.

7/2-8/6 Online \$381
Code C077 Angel Online

Professional Selling and Customer Relationship Management Certificate

Professional Selling Essentials	3
Customer Relationship Management	3
Sales Management	3
Capstone Project (take last)	<u>4</u>
Total Credits	13

Sales Management

In this six-week, online course, examine the development, direction and performance aspects of sales management roles. Includes discussion of organizational strategies, sales organization structure and deployment; recruitment and sales training; and motivation and reward system management. Instructor: Leon Chickering.

7/2-8/6 Online \$381
Code C078 Angel Online

NUTRITIONAL THERAPIST TRAINING PROGRAM

Holistic Nutrition

This unique program, presented in partnership with the Nutritional Therapy Association, Inc., is based on a foundational approach to nutrition. Learn how to analyze nutritional deficiencies and address those weaknesses through diet, supplements and lifestyle changes.

Build Your Skills To:

- Gain knowledge about anatomy, physiology, and basic chemistry.
- Understand the science of foods and their nutritional components.
- Identify and address imbalances in the body.
- Intervene with nutrition to improve overall health and wellness.
- Prepare to become certified by the Nutritional Therapy Association.

How It Works:

- Program begins in September.
- Students register and pay for Fall, Winter, and Spring sessions separately.
- Combines on-ground classes with flexible online modules.
- Ten classroom days over nine months.
- Participate in weekly instructor-led conference calls to review the DVD lecture material and join class discussions that complement the curriculum.
- Workshops include hands-on instruction that cover client functional evaluations, diet and lifestyle assessments, review of course material, and written and practical examinations.
- Comprehensive instructional materials including student workbooks, reference materials, the lecture series on DVD, and the nutritional assessment software are included in the cost.
- Students are responsible for additional costs that include books, tools, and test kit.

Get Started:

To register visit www.hawksprairie.org.

For more information please visit www.nutritionaltherapy.com or contact NTA at (800) 918-9798.



Registration now open!

Nutritional Therapist Training Program

Fall Session 2012	\$1,150
Online class begins September 21st	Code: F301
Classroom Dates	
12/7	9:00am -6:00pm Friday
12/8	9:00am -6:00pm Saturday
12/9	9:00am -6:00pm Sunday
Winter Session 2013	\$1,150
Classroom Dates	
3/7	9:00am-6:00pm Thursday
3/8	9:00am-6:00pm Friday
3/9	9:00am-6:00pm Saturday
3/10	9:00am-6:00pm Sunday
Spring Session 2013	\$1,150
Classroom Dates	
5/31	9:00am-6:00pm Friday
6/1	9:00am-6:00pm Saturday
6/2	9:00am-6:00pm Sunday

Must take all three sessions in order.

NEED A MEETING SPACE?

Whether you need a meeting place for just one day/evening or a classroom for an entire week we've got you covered!

Conference Room
Classrooms
Computer Labs
Proctored Test Lab

Call 360-596-5753
to check for availability

CONSULTING SERVICES

Does your business or department have specific needs onsite? Let our experienced consultants provide the focused attention your organization needs. Call (360) 596-5741 for more information.

Technical Services

- Database development and maintenance
- Web design, development and maintenance
- Graphic Design, photography and video editing.

Professional Services

- Writing/Editing Services
- Meeting facilitation
- Executive coaching
- Strategic and Operational Planning
- Process Improvement
- Project Management

INSTRUCTORS WANTED!

Do you have an idea for our next great class?

If you have a special skill or hobby and are great at teaching adults send us your idea today!

Contact Dawn McReynolds:
dmcreynolds@spscc.ctc.edu
(360) 596-5744

4 EASY WAYS TO REGISTER

ONLINE

Go to www.hawksprairie.org, set up an account, select your classes and pay online with a credit card.

BY MAIL

Cut out the registration form and mail it with invoicing information or a check, made out to South Puget Sound Community College at 1401 Marvin Rd. NE Suite 201, Lacey, WA 98516.

IN PERSON

Register in person with a credit card or check at the main campus located at 2011 Mottman Rd. in building 25, or at Hawks Prairie Center 1401 Marvin Rd. NE, Suite 201.

OVER THE PHONE

Call (360) 596-5753 and use a credit card or request that your company or agency be invoiced.

REGISTRATION FORM

SID:	Male <input type="checkbox"/> Female	Birth Date:
Last Name:	First Name:	Initial:
Mailing Address:		
City:	State:	Zip:
Day Phone:	Evening Phone:	
Email Address:		
Please bill my Business/Organization: _____		
Billing Contact: _____		
Billing Address: _____		
Billing Phone: _____		
Code# _____	Date(s) _____	Cost _____
Course Name		
Code# _____	Date(s) _____	Cost _____
Course Name		

Payment is due at the time of registration. Total \$
If a class cancels, you will receive a 100% refund. If you choose to cancel a class, you must do so 5 business days before the start of the class to be guaranteed a refund.



South Puget Sound
Community College
2011 Mottman Road SW
Olympia, WA 98512

www.spscc.ctc.edu
www.hawksprairie.org

NON-PROFIT
ORG.
U.S. POSTAGE
PAID
OLYMPIA, WA
PERMIT NO. 142

FIRST AID & CPR CLASSES NOW AVAILABLE!

Heartsaver CPR and AED

This is a classroom-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking on an adult. This course teaches skills with the American Heart Association's research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students' learning of skills. This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements. Additional cost of \$15 to purchase student text book. Instructor: David Ross.

8/3 F 3:00-6:00pm \$50
Code F166 Strong Center Health Club, Olympia

Heartsaver First Aid, CPR, AED

This is a classroom-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This American Heart Association course also teaches adult CPR and AED use. This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Additional cost of \$15 to purchase student text book.

7/20 F 3:00-9:00pm \$99
Code F165 Strong Center Health Club, Olympia



NEW
Certified Personal Trainer
Program coming this Fall!
Details available on the web in July