We've gone virtual!

Strategies for Managing a Remote Team

Drawing Basics

How to Be an Ally

Interview Skills: Make a Great First Impression

Spanish I: Beginning

Ecopoetics: Voicing the Planet

Intro to Commercial Drone Piloting

Belly Dance Fitness

Acupressure for Autumn Wellbeing

Intro to Fiction Writing

Build a Website with Squarespace

... and more!

OVER 40 NEW CLASSES INSIDE
Stay Connected Through Lifelong Learning!

Welcome to the new school year and our new “normal-for-now.” Now more than ever, it’s important to find ways to maintain our emotional, physical, and mental wellbeing. With that in mind, we’ve curated a quarter full of opportunities for learning, growth, health, and connection.

We have moved most of our offerings to Zoom, allowing you to engage—in real time—in a virtual classroom. Virtual classes include QuickBooks Accounting, Drawing Basics, How to Be an Ally, Intro to Fiction Writing, Spanish, and much more! For an opportunity to try a virtual class, at no cost, we’re offering several Get to Know Zoom! workshops, as well as our usual free fitness info sessions via Zoom—Belly Dance, Yoga, Nia, and Pilates. (See back cover for details.) For classes with a hands-on component, like many computer, arts, and hobbies topics, we have a selection of in-person classes such as Microsoft Office for the Workplace, Getting Started with InDesign, and Beautiful Handmade Wreaths! In-person classes will adhere to required safety protocols. Instructions for each class will be sent to participants prior to class. For more information, visit whatcom.edu/COVID19.

Whether it’s personal enrichment or professional development, we hope you’ll connect with our community of lifelong learners this fall!
DISCOVER COMMUNITY & CONTINUING EDUCATION

New! Common and Extraordinary Washington Birds
Join us for a look at some of the most common bird species found in Washington State—and the most extraordinary! Instructor David Kaynor, member of the Washington Ornithological Society will share photos and fun facts about these birds, including how to identify and where to find them. This is a great starting place for backyard bird watchers and enthusiasts!
F8078 / 1 session
6:30 - 8:30 PM
THU: 10/15
Kaynor

New! Great Geologic Features of Oregon
Explore a few of the most unique geologic features in the United States—all of which are found in our neighbor to the south, Oregon! We'll take a look at some of the wide variety found in the state, including Oregon Caves, Fort Rock, and Steens Mountain. Find out more about the fascinating volcanoes, basins, and maars this state has to offer. Instructor David Kaynor is a member of the Geologic Society of America.
F8195 / 1 session
6:30 - 8:30 PM
THU: 10/22
Kaynor

New! Pacific Northwest Volcanoes
Join us for a look at two Pacific Northwest volcanoes—Mount Rainier and Newberry Volcano. Learn the geology of Mount Rainier, including how it was built and how glaciers have carved it into its present form. We'll also look at lesser-known Newberry Volcano in Oregon, which has the second largest caldera in the Cascade Range and a larger footprint than any Cascade volcano, yet stands under 9,000 feet. Instructor David Kaynor is a member of the Geologic Society of America.
F8297 / 1 session
6:30 - 8:30 PM
THU: 11/12
Kaynor

Register Early!
If minimum enrollment is not met for a class, it may be canceled. Your registration may make the difference!

See also: Introduction to Thru-Hiking, page 4 and Ecopoetics, page 9
**The Art of Floral Design**

Discover the art of floral design! Cheryl Jackson, owner of Courtyard Gardens in Everson, will teach you the tools, tips, and tricks of the trade to create beautiful floral arrangements. Leave the first class with a stunning centerpiece—a retail value of $25! All materials for first class will be supplied. Each remaining session will yield take-home results; supply list for projects will be discussed at first class. (Students should budget $10-15 per class session for subsequent projects.) Bring a sharp knife. Class offered fall and spring.

F8375 / 4 sessions $119
6:30 - 8:30 PM MON: 10/12 - 11/2
Jackson WCC - Foundation 105

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**House & Home**

**New! Interior Design Fundamentals**

Begin the process of designing the home interior that best suits you! Through participation, interaction, and the application of practical skills and ideas, homeowners and renters alike will learn how to create harmonious and balanced spaces. Discover where to begin, how to identify and navigate design issues of specific rooms, and apply basic interior design tenets to complete a plan for successfully designing your own personal space. For class supply list, visit whatcomcommunityed.com and click on “Supply Lists & Class Info.”

F8225 / 2 sessions $75
6:00 - 8:30 PM TUE: 11/10 & 11/17
Bernstein WCC - Foundation 201C

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**Create Your Emergency “Grab & Go” Plan!**

Whether a natural disaster or medical emergency strikes, if you have a plan in place you will be ready for anything. Learn how to organize your vital information in a “grab-and-go” binder, and/or convert everything to electronic documents—including photo albums and scrapbooks—and back them up to the Cloud. Discover local evacuation routes, useful free apps, and more. Optional eBooks available for purchase after class.

F8090 / 1 session $49
6:00 - 9:00 PM WED: 10/14
Boyd

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**Thru-Hiking**

**New! Introduction to Thru-Hiking**

Discover thru-hiking—end-to-end long distance backpacking—and its physical and mental requirements. Learn the basics, including required gear, resupplying food and water, and the mental changes that occur when hiking for weeks or months. Learn about notable thru-hiking trails such as the U.S. Triple Crown (Pacific Crest Trail, Appalachian Trail, and Continental Divide Trail), El Camino de Santiago in Spain, and some “shorter” national trails such as the Arizona Trail and Pacific Northwest Trail (right in our backyard!).

F8249 / 1 session $29
10:00 AM - 12:00 PM SAT: 10/24
Leatherbarrow

**New! Hiking the Pacific Crest Trail**

Join us to find out how to hike the Pacific Crest Trail (PCT)! Learn about the geography, terrain, and sections of the PCT; trail culture; wildlife; the permitting process (both north- and southbound); and the importance of timing when starting this thru-hike. We’ll also discuss required finances, including gear, travel, and town stops, as well as resupply strategies. Drawing from his own experiences, Brad Leatherbarrow will offer a reflection on the physical and mental challenges, and highlights from the trail.

F8198 / 1 session $29
10:00 AM - 12:00 PM SAT: 11/14
Leatherbarrow

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**Thru-Hiking and Pacific Crest Trail**

Take both classes for $49
F8246 / 2 sessions

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**Beautiful Holiday Wreaths**

’Tis the season to create festive holiday ambiance for your entryways! This workshop is jam-packed with inspiring design and decorating ideas that will bring out the artist in you! You’ll leave class with a beautiful wreath to enjoy throughout the holiday season. Bring a knife, pruners, and a few evergreen or holly clippings from your yard to share; all other materials provided.

F8036 / 1 session $49
9:30 AM - 12:30 PM SAT: 11/21
Jackson WCC - Foundation 105

See also: Fused Glass: Holiday Ornaments, page 7

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**Thru-Hiking and Pacific Crest Trail**

In-person classes will adhere to required safety protocols and are subject to change based on current recommendations from local and state health officials. Instructions for each class will be sent to registered participants prior to class. For more information, visit whatcom.edu/COVID19.
Money Management

New! Everyday Money

Let’s discuss the money in your life: what it is, what it stands for, and how it’s possible to keep more of it. We’ll look at different tips, tricks, and ways to make sure more of your money stays in your pockets rather than in someone else’s. This basic workshop will give you tools to face and deal with your everyday money concerns and financial stress.

F8126 / 1 session $29
6:00 - 8:00 PM THU: 10/15
Van Ness
Virtual

Personal Finance

Join us for an in-depth look at personal finance: how to keep track of your money, how to get and keep more of it, insurance basics, banking and financial account types, investing, and the world of financial advice. You’ll finish this course with the tools to better examine the money that comes into your life and how to make it work for you.

F8306 / 4 sessions $85
6:00 - 7:30 PM THU: 10/29 - 11/19
Van Ness
Virtual

Estate Planning 101

No matter your age or income level, estate planning is crucial for managing your assets, healthcare decisions, and providing for your loved ones. This course covers basic estate planning documents, including powers of attorney, wills, trusts, and community property agreements. Using real-world examples, we will discuss what these documents accomplish and how they are used. Instructor David Neubeck is a local attorney who specializes in elder law and estate planning for clients of all ages. Individuals are welcome; course fee includes up to two people.

F8123 / 2 sessions $59
6:00 - 7:30 PM MON: 11/9 & 11/16
Neubeck
Virtual

Intro to Commercial Drone Piloting

Drone technology is opening doors across all industries—from cinematography and film to real estate, construction, and search and rescue efforts—and is increasing in versatility and affordability daily. If you’re interested in flying drones professionally, you must pass the FAA’s Part 107 test. In this lecture course, instructor Lauren Øde-Giles will review the knowledge needed to pass the test, including how to read aviation charts, interpret aviation weather reports, and explore regulations that govern drone use. No drone-flying experience is needed!

F8231 / 3 sessions $109
WED: 10/7 - 10/21
Øde-Giles
Virtual

The Ins and Outs of Insurance

Join Ryan Castle, insurance attorney and educator, and insurance agent Cassie Robles to learn how you can be an informed insurance consumer. Find out how to shop between different auto and homeowners insurance, research insurance companies’ quality, and learn different types of insurance coverages and exclusions. Ryan and Cassie will also cover basic terminology, what to expect from the claims process, and understanding your rights and legal options as a consumer. This class will not give company or policy recommendations.

F8381 / 1 session $29
6:00 - 8:00 PM TUE: 10/13
Castle
Virtual

Preventing Identity Thefts and Scams

Scams and identity theft are increasing rapidly with new ways created daily to compromise a person’s identity and good credit. A stolen identity enables a thief to get credit cards, loans, healthcare, and more in your name. Learn how fraudsters obtain your information, how to assess your vulnerability, and ways to thwart thieves. Also receive a detailed list of powerful actions to help protect your name and financial assets. Join us to become more aware, alert, and proactive!

F8336 / 1 session $39
10:00 AM - 12:00 PM SAT: 10/10
Sullivan
Virtual

Stay Connected!

whatcomcommunityed.com

New! Get to Know Zoom!

Join instructor Dawn Groves to learn more about Zoom, the video meeting platform Community & Continuing Education uses for our virtual classrooms! In this free info session, Dawn will walk you through the basics of Zoom so you can get a feel for what a virtual classroom looks and feels like. Plus, she’ll answer all your burning Zoom questions!

Section A
F8168 / 1 session FREE
6:00 - 7:00 PM TUE: 9/29
Groves
Virtual

Section B
F8171 / 1 session FREE
11:00 AM - 12:00 PM TUE: 9/29
Groves
Virtual

eBay 1—The Basics of Selling!

Whether you simply want to clear the closet or desire additional income, this class is your foundation. Learn how to set up an eBay seller account, create successful eBay listings, upload photos and accept online payments. Included are selling “tips, tricks and the traps” to avoid, how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer, and get FREE home pickup.

F8105 / 1 session $49
6:00 - 9:00 PM TUE: 10/13
Boyd
Virtual

See also: Online Security for Home Users, page 20

Your Digital Life
**Plein Air Painting at Waypoint Park**

Capture Bellingham’s Waypoint Park with your paintbrush! Local artist Trish Harding will guide you as you tackle the challenges of plein air, or outdoor, painting. Trish will begin with a demo and show how to choose a scene, design your composition, and block in light and dark passages. She’ll also cover how to create liveliness with edges and paint application. This workshop will enhance the experienced artist’s skills and give confidence to the new plein air artist. All skill levels and mediums welcome. For class supply list and parking directions, visit whatcomcommunityed.com and click on “Supply Lists & Class Info.” Meet at Waypoint Park at 9:50 AM.

F8018 / 1 session  
10:00 AM - 3:00 PM  
FRI: 9/11  
Harding  
Waypoint Park

Trish is both an accomplished artist and excellent teacher. She treats her students with respect and knows how to teach to each student's level of expertise.

Anonymous

**Jewelry at Jansen Art Center**

**New! Enamel Workshop**

Explore the fun world of enameling on copper! You’ll learn how to apply colored glass enamel using various methods including sifting, wet packing, and stenciling. In the first session, we’ll use a torch to fuse the enamel onto copper shapes using opaque enamel. In the second session, we’ll apply enamel onto various copper pieces using transparent color enamel and heating in the kiln. Expect to finish numerous wearable pieces such as earrings, pendants, or pins. $10 materials fee payable to instructor at class. Class size is limited, so register early!

F8111 / 2 sessions  
SAT: 10/3 & 10/10  
Gauthier  
Jansen Art Center - Jewelry Studio

**New! Beginning Jewelry: The Art of the Ring**

Learn the basics of creating sterling silver rings! Starting with a sterling silver wire, you’ll learn how to size, saw, solder, polish, and texture each ring. Leave with a solid foundation of metalsmithing skills and a series of stunning silver rings! $10 materials fee payable to instructor at class. Wear closed-toe shoes, and have long hair tied back. Class size is limited, so register early!

F8042 / 1 session  
SAT: 11/14  
Meleski  
Jansen Art Center - Jewelry Studio

**Figure Drawing**

Whether you are a beginning or returning student, come learn to draw what you see...not what you think you see! Using clothed models, artist Trish Harding will teach the elements of gesture, shape, value, and more to infuse your drawings with dynamism and drama. Work at your own pace as you learn to draw better than you ever thought possible! For class supply list, visit whatcomcommunityed.com and click on “Supply Lists & Class Info.”

F8150 / 5 sessions  
9:30 AM - 12:00 PM  
FRI: 10/16 - 11/13  
Harding  
WCC - Cascade 164

**Exploring Clay: Sculpting Animals**

Nurture your creative spirit in this introductory sculpting class led by artist Deb McCunn. Follow guided projects such as expressive animal heads to hang on your wall, bowls with animal faces and tails, and little garden critters. Experienced students can work with Deb to set personalized sculpting goals. Bring images of your pets or favorite animals for inspiration. All materials included. Completed project pick-up will be December 4 from 9:30-10:00 AM. Class does not meet November 27.

F8144 / 5 sessions  
9:30 AM - 12:00 PM  
FRI: 10/30 – 11/20  
Meleski  
WCC - Roe Studio

In-person classes will adhere to required safety protocols and are subject to change based on current recommendations from local and state health officials. Instructions for each class will be sent to registered participants prior to class.
Virtual Art Classes

**New! Drawing Basics**
Anyone can learn to draw, and illustrator Rémy Coutarel will help you learn the essentials! You’ll receive a brief introduction to art history, how to find resources and inspiration, and how to create your own style. Learn about shape, texture, local value, light, and more. Have a #2 pencil and sketchpad ready for all sessions.

F8099 / 3 sessions  
THU: 10/29 - 11/12  
Coutarel  
**F8099** / **3 sessions**  
THU: 10/29 - 11/12  
Coutarel  
7:00 - 9:00 PM  

**New! Keeping an Illustrated Journal**
Keeping an illustrated journal of personal discoveries and life observations is a delightful way to record daily experiences and create an heirloom. Through instructor guidance, this class will support your daily recordings in pictures and words. Different drawing techniques and writing styles will be explored; no prior experience is necessary. Nancy Canyon, MFA, is a published author and artist. Her new book, *The Daily Artist*, is forthcoming. Have a blank journal and fine or medium point black waterproof drawing pen the first session. Class does not meet November 3.

F8258 / 4 sessions  
TUE: 10/20 - 11/17  
Canyon  
**F8258** / **4 sessions**  
TUE: 10/20 - 11/17  
Canyon  
6:00 - 8:00 PM  

**Introduction to the Potter’s Wheel**
Join us in WCC’s Roe Studio and learn to use the potter's wheel to create useful clay art such as bowls, cups, and jars. Explore the basic skills of centering, throwing, trimming, and glazing pottery to create one-of-a-kind designed pieces. Instructor Monique Brewer welcomes both beginning and experienced students. Final class session is one hour to receive feedback on your finished pottery or finish glazing. Up to five pounds of clay and glazes included. Have your own travel photos, along with a combination of watercolor pencils, permanent-ink pen, and a special water-holding brush, artist Nancy Grigsby will show you how easy it can be to creatively capture your travel experiences with just a few supplies. No experience required. For class supply list, visit www.whatcomcommunityed.com and click on “Supply Lists & Class Info.”

F8387 / 1 session  
1:00 - 4:00 PM SAT: 10/17  
Grigsby  
**F8387** / **1 session**  
1:00 - 4:00 PM SAT: 10/17  
Grigsby  
WCC - Foundation 105  
$49  

**Fused Glass: Holiday Ornaments**
Create your own holiday ornaments this season! Join Sheri Ten Eyck at *Wandering Oaks Gallery*, where you’ll make up to three fused glass ornaments while learning the process behind fused glass and basic glass cutting skills. Your ornaments will be ready to pick up the next day. Wear closed-toe shoes to class. $25 materials fee payable to instructor at first class. Class size is limited, so register early!

**Section A**
F8159 / 1 session  
6:00 - 9:00 PM  
THU: 11/12  
Ten Eyck  
**Wandering Oaks Gallery**  

**Section B**
F8162 / 1 session  
6:00 - 9:00 PM  
WED: 12/9  
Ten Eyck  
**Wandering Oaks Gallery**  

See also: *Mosaics in Glass: Holiday Style*, page 8

**Watercolor Travel Journal**
Make lasting memories and learn a skill that will travel with you no matter where you go! A travel journal is a unique way to document your journey with a combination of sketching, painting, and even hand-written notes. Using your own travel photos, along with a combination of watercolor pencils, permanent-ink pen, and a special water-holding brush, artist Nancy Grigsby will show you how easy it can be to creatively capture your travel experiences with just a few supplies. No experience required. For class supply list, visit www.whatcomcommunityed.com and click on “Supply Lists & Class Info.”

F8387 / 1 session  
1:00 - 4:00 PM SAT: 10/17  
Grigsby  
**F8387** / **1 session**  
1:00 - 4:00 PM SAT: 10/17  
Grigsby  
WCC - Foundation 105  
$49  

Weekend Classes

**Drawing in Pen and Ink**
Explore drawing with pen and ink! Illustrator Rémy Coutarel will introduce you to the medium and materials as you study different artists and their approaches, and then put it into practice. Learn how to create value, outlines, texture, cross contour lines, local value, and shape in your own illustration, and meet in a computer lab the last class session to learn how to ‘clean’ your illustration on the computer. Basic drawing skills helpful, but not necessary. For class supply list, visit whatcomcommunityed.com and click on “Supply Lists & Class Info.”

F8102 / 4 sessions  
7:00 - 9:00 PM  
WED: 10/14 - 11/4  
Coutarel  
WCC - Cascade 163  
**F8102** / **4 sessions**  
7:00 - 9:00 PM  
WED: 10/14 - 11/4  
Coutarel  
WCC - Cascade 163  
$125  

In-person classes will adhere to required safety protocols and are subject to change based on current recommendations from local and state health officials. Instructions for each class will be sent to registered participants prior to class. For more information, visit whatcom.edu/COVID19.
Hobbies & Crafts

All About Felting
Learn the basics of wet and needle felting! We’ll discuss fibers’ best suited for felting, how to prepare the fiber, and use hand cards and a drum carder to explore fiber blending and color. You’ll complete at least five different projects, including felt beads, felted soap, and a three-dimensional figure. You’ll also receive a tote bag containing a foam block, wet felting tools, felting needles, handpainted fiber, and more to continue your new hobby! All in-class and take-home materials provided. Includes thirty-minute lunch break.
F8030 / 1 session  
10:00 AM - 3:00 PM SAT: 11/7
Bryan-Goforth  WCC - Foundation 105

Beginning Amigurumi Crochet: Toys for Kids and Adults!
Learn a new crochet skill with amigurumi, a Japanese word that refers to the art of crocheting or knitting small, stuffed toys. Learn basic amigurumi skills beginning with a “magic circle or ring,” then increasing and decreasing to create a body and other appendages, and crocheting in a spiral to create a sphere. These basic skills will allow you to follow patterns to continue making many amigurumi creations! Basic crochet skills required. Bring a skein of #4 worsted yarn, a size G or H crochet hook, stitch markers, tapestry needle, a small pair of scissors, and fiber fill for stuffing.
F8039 / 2 sessions  
10:00 AM - 2:00 PM SAT: 11/7 & 11/14
Shepherd  WCC - Foundation 201C

Mosaics in Glass: Holiday-Style
With the holidays fast approaching, take time out to make something unique for your home or to give as a gift—all while learning a new skill! We’ll use pre-cut shapes, such as stars or trees, and add glass mosaics, making a one-of-a-kind piece you can hang on a wall or door. $20 materials fee payable to instructor at class.
F8273 / 1 session  
9:00 AM - 1:00 PM SAT: 12/5
Sheppard  WCC - Foundation 105

Sunset Photo Walk at Waypoint Park
Join photographer Karen Mullen and learn how to take stunning sunset photos, and practice night photography skills, at Bellingham’s newest waterfront destination, Waypoint Park! We’ll explore the park’s unique industrial sculptures while learning the art of digital photography, all while taking sunset shots of the bay and the iconic Acid Ball. After the sun goes down, we’ll explore night photography basics like using long exposures to capture evening scenes, painting with light, and more! Bring your camera, extra batteries, and tripod (if you have one). Dress for the weather. We’ll meet in front of the Acid Ball at 5:00 PM sharp.
F8372 / 1 session  
5:00 - 8:00 PM WED: 9/30
Mullen  Waypoint Park

Adobe Photoshop Lightroom
Adobe Lightroom Classic is an essential workflow tool for many photographers, allowing you to organize, process, and show your work with ease. In this lecture/demo class, we’ll discuss importing, cataloging, and processing images to bring out their full potential. We’ll focus on the Library and Develop modules, but we’ll discuss the output modules such as Book, Slideshow, and Print as time allows. We’ll also discuss how Photoshop fits into a Lightroom workflow.
F8027 / 5 sessions  
6:00 - 8:00 PM M/W: 10/26 - 11/9
Sanders  Virtual

Introduction to Filmmaking
Develop your technical and creative skills as a digital videographer, and begin creating professional looking footage! Join local movie-maker and videographer Michael Barone to learn basic skills and techniques including video formatting, shooting methods, camera control, movement and composition, sound, light, and how to film with editing in mind. Class includes hands-on video editing in a computer lab setting. Bring your camcorder or a DSLR camera capable of capturing video, manual, and extra batteries or charger to each session. Prerequisite: working knowledge of your camera and basic computer skills.
F8240 / 4 sessions  
6:00 - 9:00 PM MON: 11/2 - 11/23
Barone  WCC - Laidlaw 211

In-person classes will adhere to required safety protocols and are subject to change based on current recommendations from local and state health officials. Instructions for each class will be sent to registered participants prior to class. For more information, visit whatcom.edu/COVID19.
Write Tight
Do you ramble on when you could be more concise? Are exclamation points your favorite punctuation mark? What about verbiage—is there one word you could use to replace three or four? Do you really need a paragraph to explain something that can be said in a few sentences? Never again fear limiting word counts or comments like, “Please simplify this.” You’ll learn to spot excessive wording, redundancy, and over-punctuation along with other tight-writing gems.

F8423 / 3 sessions $75
6:30 - 8:00 PM THU: 11/5 - 11/19
Lea
Virtual

New! Ecopoetics: Voicing the Planet
Ecopoetry is nature poetry updated for the age of climate change and mass extinction. Informed by the urgency of the moment, it uses poetry as a vehicle for moving beyond a human-centered worldview. We’ll look at a wide range of relevant poems and will work with writing exercises to explore the wildness and rhythms of the natural world and our place in it.

F8108 / 2 sessions $59
10:00 AM - 12:00 PM SAT: 10/17 & 10/24
Murphy
Virtual

New! Keeping an Illustrated Journal
Keeping an illustrated journal of personal discoveries and life observations is a delightful way to record daily experiences and create an heirloom. Through guidance, this class will support your daily recordings in pictures and words. Different drawing techniques and writing styles will be explored; no prior experience is necessary. Nancy Canyon, MFA, is a published author and artist. Her new book, The Daily Artist, is forthcoming. Have a blank journal and fine or medium point black waterproof drawing pen the first session. Class does not meet November 3.

F8258 / 4 sessions $125
6:00 - 8:00 PM TUE: 10/20 - 11/17
Canyon
Virtual

Introduction to Fiction Writing
It’s often said that everyone has a book in them, but many never write that book because they don’t know how to get started writing fiction—perhaps after years of writing reports, memos, or emails. This class provides the basics for someone who wants to dip their toe into creating fiction for the first time. Class size is limited, so register early!

F8237 / 3 sessions $119
6:30 - 9:00 PM WED: 10/21 - 11/4
Blecker
Virtual
**Fitness**

**Beginning Yoga**
Are you looking for stress relief? Is your body stiff? Anybody can do yoga, regardless of tight hamstrings, stiff shoulders, or sore knees. Come explore basic yoga postures, breath awareness, meditation and relaxation techniques, and increase flexibility, improve strength, and create a greater sense of balance in your life. Susan D’Onofrio’s clear instructions and demonstrations make it easy to follow along in this online format. You’ll need a yoga mat, a dense blanket, and two yoga blocks.

F8045 / 8 sessions $165
9:00 - 10:30 AM TUE: 10/6 - 11/24
D’Onofrio

**Pilates: Beginning**
Experience the incredible benefits of Pilates! You’ll improve core strength, posture, muscle tone, and flexibility with attention to form and proper body alignment. Instructor Charlotte Stickles offers a variety of exercises and modifications for both new and returning students as they delve into the principles of the Pilates method. Have a thick Pilates mat and water bottle available.

F8324 / 4 sessions $65
5:45 - 6:45 PM TUE: 10/6 - 10/27
Stickles

**Pilates: Beyond Beginning**
Review and build on the essential Pilates movements learned in our beginning class. We’ll incorporate more exercises to strengthen your core, challenge your balance, and tone arms, legs, and glutes. Have a thick Pilates mat and water bottle available. Class does not meet 11/24.

F8327 / 5 sessions $79
5:45 - 6:45 PM TUE: 11/10 - 12/15
Stickles

**Pilates: Beginning & Beyond Beginning**
Take both classes for $129
F8321 / 9 sessions

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**Free Virtual Fitness Workshops**

**Belly Dance Fitness**
Sweat, shimmy, laugh, and dance in this free workshop through Zoom designed to introduce you to the art of belly dance. Beginners welcome and encouraged!

F8054 / 1 session FREE Carter
MON: 9/28
6:45 - 7:45 PM Virtual

**Beginning Yoga**
Join this free info session and experience what our virtual Beginning Yoga class through Zoom is all about!

F8048 / 1 session FREE D’Onofrio
TUE: 9/29
9:00 - 10:30 AM Virtual

**Pilates**
This free workshop is your opportunity to spend an evening exploring the principles, health benefits, and beginning-level exercises of Pilates in a virtual Zoom classroom.

F8318 / 1 session FREE Stickles
TUE: 9/29
5:45 - 7:15 PM Virtual

**Nia: Mind-Body Fitness**
Discover the basics of Nia, which combines elements of martial arts, dance, and yoga in an adaptable cardio-dance workout set to music in this free virtual workshop held through Zoom.

F8279 / 1 session FREE Carr
THU: 10/1
5:45 - 6:45 PM Virtual

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Whatcom Community College | Community & Continuing Education, Fall 2020
Belly Dance Fitness

Discover the many benefits of Middle Eastern dancing as you exercise your body and learn new skills. Increase your strength and flexibility, burn calories, and enjoy moving to the music! A student of Raqs Sharqi for over 15 years, instructor Rachel Carter loves to spread the joy of dance and believes that the best fitness program is loving your exercise! Wear comfortable clothes and have a water bottle.

F8051 / 8 sessions $109
6:45 - 7:45 PM MON: 10/5 - 11/23
Carter

Virtual

Nia: Mind-Body Fitness

Increase flexibility, mobility, and strength with this playful approach to fitness! Nia combines martial arts, dance, and yoga in an adaptable workout set to music. Like Zumba, Nia is choreographed, but with slower and simpler movements designed for customization. Described as a “feel good fitness,” Nia is a great way to love your body and lift your spirits. Instructor Dana Carr is a certified Nia White Belt teacher and loves sharing the self-empowering mindfulness of Nia. Wear comfortable clothing. Class does not meet November 26.

F8276 / 8 sessions $109
5:45 - 6:45 PM THU: 10/8 - 12/3
Carr

Virtual

New! Shinrin Yoku

Shinrin Yoku, also known as “forest bathing,” is a traditional Japanese practice of immersing oneself in nature as a form of preventative care and healing. Studies show that exposure to nature promotes physiological relaxation and boosts immune functions. Join us in walking meditations, Qi Gong, and yoga exercises outdoors, mindfully using our senses to reduce anxiety and calm the mind. Instructor Cindy Hsu-Becker practices Qi-Gong and is a yoga instructor. Wear comfortable shoes; bring water and a towel/blanket to sit on.

F8360 / 1 session $35
10:00 AM - 12:00 PM SAT: 10/3
Hsu-Becker

Whatcom Falls Park

Self-Defense for Women: A Mental Mindset

Join Robert Ellsworth, corrections deputy for the Whatcom County Sheriff’s Office, in this lecture-based workshop to learn basic self-defense skills and observation skills to recognize early warning signs of danger through real-life scenarios, simple and effective physical techniques to disable an attacker long enough to escape, and more. Robert has taught self-defense for over 20 years with an emphasis on strategy, intelligence, awareness, and avoidance.

F8357 / 1 session $45
9:00 AM - 12:00 PM SAT: 10/10
Ellsworth

Virtual

Welcome to Medicare

Have you received notices that you’ll be eligible for Medicare soon? Are insurance companies sending you mail advertising Medicare supplemental products? This course is for those new to Medicare, or soon to enroll, who want to understand how Medicare works and the available options. Learn about health benefits, drug coverage, and how to supplement your coverage. Supplementary materials provided. Presented by SHIBA (Statewide Health Insurance Benefits Advisors) of Whatcom County. SHIBA assists consumers with navigating Medicare and does not sell or endorse insurance products. Sections A, B, and C contain the same information.

Section A
F8012 / 1 session FREE
MON: 9/21
SHIBA Staff

Virtual

Section B
F8390 / 1 session FREE
THU: 11/5
SHIBA Staff

Virtual

Section C
F8393 / 1 session FREE
TUE: 12/1
SHIBA Staff

Virtual

Ghosts of the Pacific Northwest

Whatcom County is no stranger to ghostly phenomena, many steeped in rich traditions and legends. Join instructor Matthew Thuney and ghost investigator Brian Lee to explore the eerie phenomenon of the spirit world, from the beginnings of our haunted human history to sightings and encounters right here in Whatcom County. We’ll delve into some of our civilization’s strangest reported experiences with the spectral realm and also discuss some local ghost hunts. You might even want to join one...if you dare!

F8183 / 1 session $45
10:00 AM - 1:00 PM SAT: 10/24
Thuney / Lee

Virtual

Stay Connected!

Sign up for our monthly newsletter:
whatcomcommunityed.com
Personal Wellness

New! Press Here: Acupressure for Autumn Wellbeing

Come explore the ancient healing art of acupressure and how to make use of it during the autumn months. This simple practice encourages the flow of ‘Qi’ (life energy), improves circulation, reduces muscular tension, and instills emotional and physical balance. Maureen Kelly, acupressure practitioner and holistic health consultant, will also review associated meridians (energy channels) and their related organ systems, as well as other holistic measures to address seasonal imbalances and an overview of holistic tips.

F8333 / 1 session $25
2:30 - 4:00 PM SAT: 10/10
Kelly

Essential Oils for Winter Wellness

Discover how to keep yourself well this winter and beyond using essential oils! Certified Aromatherapist Rachel Silves will cover the basics of aromatherapy, including safety and methods of application, as well as botanical and lifestyle strategies to boost your immunity and build resilience. After class, you’ll get to pick up a kit at our office, included in course fee, containing a sinus decongestant blend and an essential oil chest salve to support your respiratory health, as well as a sleepy time essential oil roll on to support sleep!

F8120 / 1 session $49
6:00 - 8:00 PM MON: 11/2
Silves

Reiki: An Introduction

Discover the restorative benefits of Reiki, a popular healing modality that utilizes energy to balance the body and mind. Learn the history of Reiki, how it works, how to use it for yourself and others, as well as receive the Usui Reiki level one attunement. Instructor Monica McDowell is a registered Karuna® and Usui/Tibetan Reiki Master through the International Center for Reiki Training and has been an energy healer for many years. The official Reiki I and II manual is included.

F8348 / 2 sessions $119
6:00 - 9:00 PM THUR/SAT: 11/5 & 11/7
McDowell

Finding Your Second Act

What does your “second act” look like? You’ve spent the first half of your life working full-time and/or raising a family. Now what? A new career, hobby, or passion? Join us to reflect on where you’ve been and discover a clear path on where to go from here! Enjoy fun, thought-provoking exercises with instructor Melanie Cool, Positive Psychology Counselor. Students will need to take a brief online survey prior to class. For survey instructions, visit whatcomcommunityed.com and click on “Supply Lists & Class Info.”

F8156 / 1 session $45
9:00 AM - 12:00 PM SAT: 11/7
Cool

Breathe for Health—Breathe for Life

Activate your body’s self-healing abilities, increase energy, and release stress in a powerful and holistic way as you learn different types of breathwork. Using a mind/body meditation, you’ll be guided through releasing blocks in your life—physical, emotional, financial, or relational—and learn to use this technique to shift into vibrant levels of health and wholeness. Monica McDowell is a dynamic speaker, author, and mind/body/spirit practitioner from Seattle. Have a mat, pillow, and blanket available.

F8063 / 1 session $39
9:30 AM - 12:00 PM SAT: 10/17
McDowell

Breathe for Health & Energy Medicine

Take both classes for $69

Energy Medicine for You and Your Health

The body’s energies are the key to health, vitality, and wellbeing. Energy medicine awakens and balances your body’s energies, helping you feel better and think more clearly. Learn simple, effective tools to work with your body’s energies, empowering you to live a happier, healthier life. Monica McDowell is a dynamic speaker, author, and mind/body/spirit practitioner from Seattle.

F8114 / 1 session $39
9:30 AM - 12:00 PM SAT: 10/24
McDowell

Register Early!

If minimum enrollment is not met for a class, it may be canceled. Your registration may make the difference!
Current Conversations

New! Vice-Presidents: Their Role and History
Dismissed by its original holder, John Adams, as “the most insignificant office that ever the invention of man contrived or his imagination conceived,” the vice-presidency has evolved into a highly sought-after and one of the most important positions in U.S. government. Spend an evening examining the history of the office and its occupants, its changing roles, and the vice-presidents who were pivotal in channeling the development of the office.
F8384 / 1 session  $35
6:00 - 8:00 PM  TUE: 10/13
Gallen

Basics of the Constitution and Civil Rights
Join us to learn how the U.S. Constitution and its provisions have evolved and been interpreted as we examine its role in civil rights cases at the Supreme Court. We’ll start by examining multiple legal perspectives on currently relevant provisions of the Constitution and its amendments, then focus on civil rights laws, and end with applying these laws and the Constitution to the civil rights movements of the day. Lawyer Ryan Castle has a passion for constitutional law and enjoys sharing his expertise.
F8033 / 2 sessions  $55
6:00 - 8:00 PM  TU/TH: 10/6 & 10/8
Castle

New! How to Be an Ally
Have you witnessed discrimination and wondered what to do in that situation? Join us and learn what you can do to be an ally. Instructor Kimberly Harris, M.Ed. will go over the terms and definitions associated with allyship, lead a robust discussion on dominant cultures and privilege in the United States, and show how you can be an ally for marginalized and disadvantaged groups with specific action steps.
F8204 / 1 session  $35
6:00 - 8:00 PM  WED: 10/21
Harris

Couples’ Communication
Do you resolve to be closer? Curious how to co-exist with more fun? Couples communicate with multiple layers of needs, intentions, and histories. Explore how to identify the inner workings of what brings you closer and drives you apart, while learning practical tools to enhance your communication. Individuals are welcome; course fee includes up to two people.
F8084 / 2 sessions  $75
6:00 - 8:00 PM  TUE: 10/20 & 10/27
Stefens

Join us in a virtual classroom this fall!
See back cover for free Zoom workshops.

For a full list of fall offerings, visit www.whatcomcommunityed.com.
New! Colonial Williamsburg: A City Frozen in Time

Have you ever wondered what life was really like for our Founding Fathers? In the city of Colonial Williamsburg, Virginia, you can watch it happen. Meet an elite cadre of interpreters who portray real historic figures in an 18th century town. From the well-known George Washington to the lesser-known stories of the free and enslaved Black people of Williamsburg who made up over 50 percent of the population. See where they lived, dined, and conversed. Find out what life was like without cars, computers, electricity, or phones. Join us for an online multi-media presentation and see for yourself.

F8075 / 1 session $29
6:00 - 8:00 PM WED: 10/21
Pate

Spanish I: Beginning

Learn basic conversational skills to communicate with Spanish-speaking people throughout the world! You’ll acquire listening and speaking skills while practicing greetings, introductions, numbers, and other common words and phrases. No textbook required.
F8363 / 9 sessions $179
5:30 - 7:00 PM MON: 10/5 - 11/30
Hobi

Spanish II: Beyond Beginning

If you’ve completed Spanish I, or have Spanish language experience, then welcome to Spanish II! This continuation of Spanish I: Beginning focuses on strengthening skills and acquiring some new ones. We’ll devote time to vocabulary acquisition through conversation, working with new verb tenses, and exploring culturally relevant topics in Spanish. No textbook required.
F8366 / 9 sessions $179
7:15 - 8:45 PM MON: 10/5 - 11/30
Hobi

Japanese for Travel and Fun

Learn the beauty of the Japanese language with Kanami Fujita as your guide. Whether you are planning a trip to this exquisite country or would simply like to learn the language, join Kanami for this basic conversational course. You’ll study pronunciation and basic vocabulary such as greetings, ordering food, time, numbers, purchasing transportation tickets, shopping, and expressing general needs. You’ll also learn the customs and etiquette essential to Japanese culture, along with best practices for safe traveling. No textbook required.
F8255 / 4 sessions $89
4:30 - 6:00 PM TUE: 10/6 - 10/27
Fujita

Instructors Wanted

We are always looking for qualified instructors with expertise in the topic areas found in this schedule.

Whether it’s technology training, professional development, or personal enrichment, if you’re an expert in your field and passionate about teaching, consider becoming a Community & Continuing Education instructor!

To complete a course proposal form or to learn about current openings, visit www.whatcomcommunityed.com. Click on “Teach for Us.”

360.383.3200
New! Professional Development Fundamentals

New! The Basics of Customer Service
Learn the basics of providing excellent customer service. Discover what great customer service looks like, develop skills that will help you make positive first impressions and build a loyal customer base, and explore techniques to help you deal with dissatisfied or difficult customers.

F8378 / 1 session $19
6:00 - 7:00 PM
Pate

Finding the Right Career for You
When it comes to your career, do you feel like a left-handed person in a right-handed job? Are you trying to decide on an educational program that matches your strengths? Are you restless to find meaningful work that resonates with your heart? Join us to discover your “core wiring” and explore finding a great “fit” to experience your life callings. Your guide will be one of the top career coaches in the Northwest—Mark Warren, The Calling Coach.

F8153 / 1 session $39
6:00 - 8:00 PM
Warren

New! Resume Writing 101
Crafting a clearly focused, refined resume is the first step toward landing your dream job. Learn proven resume writing strategies to match your employment goals, how to market transferable skills to pivot your career, and create a resume that will get noticed by hiring managers.

F8351 / 1 session $35
6:00 - 8:00 PM
Stefens

New! Interview Skills: Make a Great First Impression!
Gain expert tips for giving a successful interview, including presenting yourself with confidence and polish, listening and speaking techniques, reading body language, and the unspoken rules of interview etiquette.

F8228 / 1 session $35
6:00 - 8:00 PM
Lang

New! Develop Your Time Management Skills
Effectively managing your time, actions, and priorities is key to being productive in everything you do. Learn techniques to prioritize tasks, manage time, follow through on commitments, and discover tips to help you stay focused and stop procrastinating.

F8096 / 1 session $35
6:00 - 8:00 PM
Warren

New! Enhancing Your Communication Skills
Explore the basics of interpersonal skills and communication, and learn more about your own personal communication style. Class also covers how to communicate more effectively with others, how communication affects relationship dynamics, and common challenges of interpersonal communication.

F8117 / 1 session $35
6:00 - 8:00 PM
Stefens

New! Writing Effective Emails
We’re communicating digitally now more than ever, so writing emails that are clear and concise is a crucial professional skill. Explore the basics of crafting properly written emails with compelling subject lines that also leave a good impression.

F8426 / 1 session $35
6:00 - 8:00 PM
Groves

New! Sales 101
We all sell—whether it’s a product, skill, service, or even an idea and the principles of sales can be applied to almost any professional setting. In this introductory workshop, Corey Welch will cover the basics of selling, including techniques for identifying customer needs, how to promote products and services, and the skills you need to reach your goals.

F8354 / 1 session $35
10:00 AM - 12:00 PM
Welch

New! Conflict Management in the Workplace
Whether you are addressing difficult workplace conversations in the break room or board room, this workshop provides insights, tools, and techniques for when to speak up, how to do it effectively, and how to create safety in conversation for the best results.

F8081 / 1 session $35
6:00 - 8:00 PM
Stefens

Leadership Development

Work-Life Balance: The Key to Energized Leadership
What if the elusive work-life balance is actually not about good time management, but about managing your energy for true high performance, influential leadership, and personal renewal? Discover how leaders who live an energized, balanced life practice simple, clear energy rituals in four core areas of life. Become a master of “high leverage rituals” and deliberate practice to experience the freedom and satisfaction of work-life balance!

F8420 / 1 session $39
9:00 - 11:00 AM
Warren

Register Early!
whatcomcommunityed.com
Remote Work Essentials

New! Innovative Strategies for Managing a Remote Team
As remote work will be increasingly common, managing a remote team presents unique challenges. This lively and engaging virtual workshop will help you break down the new challenges you are facing as a manager. You will learn about web-based software that is free and easily accessible, as well as best practices to boost connection, communication, and efficiency of your employees. You will walk away with action steps to implement immediately to improve your management approach and foster a thriving team of employees.

F8222 / 1 session $39
THU: 10/1
Heitmann/Stefens

Virtual

New! Facilitating Successful Remote Meetings
After you’ve figured out how to handle the technical details of a virtual meeting space, how do you bring the focus back to getting things done? Join instructor Corey Welch to explore the top five ways to prepare for and drive a meeting to get results when no one is in the same room, and learn how to overcome the problems that are most likely to derail your distance meetings. This two-part class allows time for real-world practice of techniques so that you can address any issues that you encounter between sessions.

F8147 / 2 sessions $39
WED: 10/21 & 10/28
Welch

Virtual

See also: Work Smarter with Microsoft Teams, page 20

Leadership Development continued

New! Best Practices for Successful Onboarding
The formalities of onboarding are handled by your HR department, but the process of bringing on a new team member is more effective if we take an immersive approach, not just an administrative one. To help build a more cohesive bond between a new employee and their team, leaders can help the position AND the person get comfortable more quickly. Join instructor Virginia Lang and learn how to successfully onboard as a leader, build relationships early, clearly set expectations, reinforce the values and vision of the organization, and more!

F8057 / 1 session $39
9:00 - 11:00 AM
Lang

Virtual

New! Creating an Effective Employee Handbook
Every business—whether it has one employee or 1,000—needs an employee handbook! Experienced employment law attorney Ryan Castle will walk you through drafting an employee handbook suitable for use in your own business. During the process you’ll learn about state and federal workplace laws and regulations, your rights as an employer, how to protect yourself against potential employment claims, and how to fulfill legal obligations you may not realize you have.

F8093 / 1 session $39
10:00 AM - 12:00 PM
Castle

Virtual

Maximize Your Management Style & Strengths
Discover your core personality type and learn how to get the most out of your personal management style. We’ll explore the principles for maximizing your strengths as well as managing your “non-strengths” in this revealing workshop. Leave class with an in-depth 20+ page personality/management profile that matches your managing style.

F8267 / 1 session $39
9:00 - 11:00 AM
THU: 10/22
Warren

Virtual

Grant Writing—Level I
Take the mystery out of grant writing in this content-rich course designed to dramatically improve your grant writing skills. You’ll learn how to research potential funders, analyze their requirements, and assemble the components of grant proposals essential to receiving funding. You’ll also gain the tools to write a compelling narrative, create a project budget, and provide accurate reporting so that funders say “yes” again and again. Instructor Virginia Lang has written, reviewed, and administered hundreds of successful grants over the past 35 years.

F8189 / 3 sessions $119
9:00 - 11:00 AM
FRI: 10/2 - 10/16
Lang

Virtual

Grant Writing: Level II—Write a Grant!
Roll up your sleeves and write a grant with the guidance of experienced grant writer Virginia Lang. From crafting a compelling narrative to creating a budget, you’ll work on an actual grant application, receive individualized feedback, and gain the confidence and skills to write grants that get funded! You’ll also have the chance to review proposals using stated criteria—just like every grant panel receives and analyze their requirements, and assemble the components of grant proposals essential to receiving funding. You’ll also gain the tools to write a compelling narrative, create a project budget, and provide accurate reporting so that funders say “yes” again and again. Instructor Virginia Lang has written, reviewed, and administered hundreds of successful grants over the past 35 years.

F8192 / 4 sessions $159
9:00 - 11:00 AM
FRI: 10/23 - 11/13
Lang

Virtual

Take both levels for $249
F8186 / 7 sessions
**Digital Marketing**

**New! Writing for Facebook and Instagram**
Discover how to make strong connections on Instagram and Facebook by telling better stories, not just posting better pictures. We’ll discuss how to fully utilize each platform, how to write in ways that keep people coming back, how to ensure your social media feed reflects your brand strategies, and more.

F8429 / 1 session $35
6:00 - 8:00 PM WED: 12/2
Saville

**New! How to Write Engaging Email Newsletters that Inspire Action**
Join instructor Laurel Saville and explore how to write email newsletters that get opened, get read, and get responses. Topics include understanding audience, effective storytelling, maximizing the medium, and creating strong customer connection—lessons that can be applied to all your communication efforts. We’ll also workshop ways to improve your current newsletters, giving you practical tips you can put in place right away.

F8207 / 1 session $35
6:00 - 8:00 PM WED: 11/18
Saville

See also: *Write Tight*, page 9

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**Workplace Wellness**

**Overcome the Overwhelm!**
When you’re overwhelmed and overloaded it’s hard to be productive in your work. Feeling overwhelmed leaves you stressed, disorganized, and at risk of burnout. Join instructor Virginia Lang to discover how you can overcome the overwhelm—learn tips to organize your tasks and to-do lists, tools that will help you shift your perspective, best practices for delegating tasks, and how to practice self-care amid looming projects and competing deadlines.

F8291 / 1 session $39
THU: 11/19
10:00 AM - 12:00 PM
Lang

**Putting the Science of Happiness to Work**
How we feel at work affects performance, satisfaction, and impacts workplace culture—when employees are happy, businesses benefit and thrive. Join instructor Monique Stefens to explore the science of happiness through the lens of your work and learn ways to maximize engagement, energy, and happiness in the workplace and beyond. Topics include neuroscience, philosophy, relationships, work environments, and your accomplishments.

F8339 / 1 session $39
FRI: 12/4
10:00 AM - 12:00 PM
Stefens

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**Marketing Communications**

**Take both classes for $59**

F8432 / 2 sessions

**New! Get Started with Email Marketing!**
Email is one of the most economical, effective forms of marketing you can do, and it is particularly beneficial for small businesses. We’ll explore the basics of constructing an email marketing strategy, learn how to build up a list of subscribers, and plan for costs and time investment. Instructor Dawn Groves will provide ample tips, tricks, and examples—you’ll leave excited about what email marketing can do for you!

F8165 / 1 session $39
6:00 - 8:00 PM MON: 11/9
Groves

**Become an Adult Family Home Administrator!**
DSHS qualification training coming to WCC in Winter 2021.

Email comed@whatcom.edu or call 360.383.3200 to get on the email list for details when registration opens.
### QuickBooks & Accounting

#### Accounting Principles for Non-Accountants

Accounting skills are not only valuable for accountants—basic accounting principles are a necessity for every small business owner and bookkeeper! In this lecture course, you’ll learn the principles of double entry bookkeeping, debits and credits, assets and liabilities, equity accounts, making and using journal entries, financial statements, and much more!

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<th>Course</th>
<th>Duration</th>
<th>Tuition</th>
<th>Time</th>
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<tbody>
<tr>
<td>F8024</td>
<td>2 sessions</td>
<td>$69</td>
<td>6:00 - 7:30 PM TU/TH: 10/6 &amp; 10/8</td>
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#### QuickBooks: Level 1

In this hands-on beginning course, learn the fundamentals of using QuickBooks 2020 Desktop for Windows. Course covers how to properly set up a QuickBooks file, set up the chart of accounts and items, create and use customers and vendors, enter invoices and received payments, enter and pay bills, and use and reconcile bank accounts. **Prerequisite:** familiarity with Windows. Course does not apply to QuickBooks Online or QuickBooks for Mac. E-textbook with 140-day QuickBooks trial software, included in course fee, provided before first session.

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<th>Course</th>
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<tr>
<td>F8342</td>
<td>4 sessions</td>
<td>$169</td>
<td>6:00 - 7:30 PM TU/TH: 10/13 - 10/22</td>
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#### QuickBooks: Level 2

Take your QuickBooks knowledge to the next level! In this advanced class, we’ll discuss customizing reports and forms, Fixed Assets and Depreciation, using the QuickBooks Inventory features, Payroll and Payroll Taxes, and more. E-textbook, included in course fee, provided before first class session. **Prerequisite:** QuickBooks: Level 1, or solid working knowledge of QuickBooks.

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<tr>
<td>F8345</td>
<td>2 sessions</td>
<td>$119</td>
<td>6:00 - 7:30 PM TU/TH: 10/27 &amp; 10/29</td>
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### Professional Certificate Courses

#### Certificate in QuickBooks Accounting

Take all three classes and receive a certificate that demonstrates you’ve mastered the skill of QuickBooks accounting. Whether you want to upgrade your bookkeeping and accounting skills for an edge in the job market, or are a small business owner, bookkeeper or office manager seeking the fundamentals of QuickBooks accounting—this certificate will provide you with the skills needed to understand and use QuickBooks software.

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<td>F8072</td>
<td>8 sessions</td>
<td>$299</td>
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<td>Pate</td>
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Courses included: Accounting Principles for Non-Accountants; Quickbooks—Level 1 & 2

#### Certificate in Payroll Accounting

This certificate course explores the topics of employees and accounting for payroll. In a lecture format, you’ll learn how to work with employee hiring, considerations, forms, calculating employee pay, federal and state payroll taxes (including Washington-specific taxes), as well as periodic and year-end payroll reporting. E-textbook ($90 value) provided before first class session.

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<th>Course</th>
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<tr>
<td>F8069</td>
<td>4 sessions</td>
<td>$225</td>
<td>6:00 - 7:30 PM TU/TH: 11/10 - 11/19</td>
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<tr>
<td>Pate</td>
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<td>Virtual</td>
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* These courses do not apply toward the College’s credit certificates and degrees.

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The instructor included examples from his business experience to illustrate tricky items in the technical sections of the course manual. His teaching style bridged the gap between the textbook and “the real world.”

Rebekah B. Quickbooks
Graphic Design with Adobe

Getting Started with Photoshop
In this introduction to Adobe Photoshop CC, you’ll learn the fundamentals of this powerful image editing program. We’ll cover menus, tools, and palettes as well as discuss layers, selections, and masking. Join us to master the basics and be ready to take your Photoshop skills to the next level. Class is applicable to earlier versions of Photoshop CS.

F8180 / 2 sessions $139
6:00 - 9:00 PM TU/TH: 11/17 & 11/19
Sanders WCC - Foundation 101J

Photoshop: Level 2
Continue your exploration of Photoshop as you work with advanced layer techniques and learn how to use curves for image enhancement. Class will also include an introduction to Photoshop’s powerful brushes panel. Prerequisite: Getting Started with Photoshop or equivalent knowledge.

F8312 / 2 sessions $139
6:00 - 9:00 PM TU/TH: 12/1 & 12/3
Sanders WCC - Foundation 101J

Photoshop: Level 3
This advanced class concentrates on creating selections and composites in Photoshop. We’ll work with several selection tools, from the simple to the complex. We’ll also discuss various ways of automating the Photoshop workflow for greater efficiency. Prerequisite: Photoshop: Level 2 or equivalent knowledge.

F8315 / 2 sessions $139
6:00 - 9:00 PM TU/TH: 12/8 & 12/10
Sanders WCC - Foundation 101J

Getting Started with InDesign
Learn to create professional looking newsletters, flyers, posters, and PDF files for the web or commercial printing using InDesign CC. Course covers the latest techniques for working with text and graphics to create multiple page layouts. Class is applicable to earlier versions of InDesign. Prerequisite: experience with creating, saving, and editing text using either the PC or Macintosh platform. Previous experience with an Adobe application is recommended.

F8177 / 2 sessions $139
6:00 - 9:00 PM TU/TH: 10/13 & 10/15
O’Neill WCC - Foundation 101J

InDesign: Level 2
Discover more advanced features of InDesign CC such as Master Pages, Paragraph Styles, and professional text formatting. We’ll explore many of InDesign’s panels, including the Links Panel which is essential for working with imported graphics and text. We’ll also look at creating colors, the Swatches Panel, and assorted special effects, including transparency and gradients. Prerequisite: Getting Started with InDesign or instructor permission.

F8219 / 2 sessions $139
6:00 - 9:00 PM TU/TH: 10/20 & 10/22
O’Neill WCC - Foundation 101J

Adobe Acrobat

Introduction to Adobe Acrobat
Join instructor Dawn Groves to learn the basics of Adobe Acrobat Pro! You’ll learn what a Portable Document Format (PDF) is and discover the difference between Adobe Reader and Adobe Acrobat. Class also covers the menus and panels, working with pages, combining PDFs, creating PDFs from other programs, and an introduction into building forms and portfolios. Basic computer skills and familiarity with Windows required.

F8234 / 1 session $65
9:00 AM - 12:00 PM THU: 11/19
Groves WCC - Laidlaw 211

In-person classes will adhere to required safety protocols and are subject to change based on current recommendations from local and state health officials. Instructions for each class will be sent to registered participants prior to class.
**Computer Essentials**

**Introduction to Windows 10**
Explore Microsoft’s popular operating system, Windows 10! Learn how to efficiently use the interface, customize the layout; use the start screen, tiles, and apps; view photos; and more. Instructor Dawn Groves will also share tips and tricks to help you get the most out of this operating system so you can walk away confident in your new skills! Students must have familiarity with Windows.

- **F8252** / 1 session $65
- **6:00 - 9:00 PM THU: 10/1** Groves WCC - Laidlaw 211

**Windows 10: Beyond the Basics**
You’ve explored Windows 10, now it’s time to take your knowledge to the next level! Instructor Dawn Groves will delve deeper into the Windows 10 operating system to discuss basic security tips, learn how to backup your work, customize a second desktop, and explore Windows’ search engine, Edge.

- **F8399** / 1 session $65
- **6:00 - 9:00 PM THU: 10/8** Groves WCC - Laidlaw 211

**Online Security for Home Users**
Home users are as vulnerable as businesses to malicious cyber activity, but many of us aren’t putting basic security measures in place. In this course, you’ll have access to a lecture recorded by instructor Chris Powell, guiding you through the basics of online security at home—password managers that can help make your online life more secure, two-factor authentication apps that can easily log you into secure websites, and which extensions and add-ons can make your web browsers safer to use. Then, on November 17, join Chris for an hour-long live Q&A where he’ll answer all your online security questions!

- **F8282** / 1 session $29
- **6:00 - 7:00 PM TU/THU: 11/17** Groves WCC - Laidlaw 211

**Build a Beautiful Website with Squarespace**
If you want a website that looks like it was designed by a professional, Squarespace is for you! Squarespace is an award-winning website builder that uses intuitive drag and drop technology to design stunning websites with ease. Instructor and Squarespace Authorized Trainer, Kerstin Martin, will teach you how to customize your template, make impactful design choices, build a page using content blocks, and how to optimize your website for SEO, social media, and mobile devices. This course is ideal for small business owners, entrepreneurs, and bloggers who want a stylish website that’s easy to build, update, and maintain.

- **F8066** / 4 sessions $129
- **10:00 AM - 12:00 PM TU/THU: 10/6 - 10/15** Martin

**Microsoft Applications**

**New! Microsoft Office 2016 for the Workplace**
Join instructor Dawn Groves for a valuable overview of the Microsoft Office Suite. Learn how to create dynamic documents with Word and master file management with File Explorer. We’ll also cover the basics of using Excel to create spreadsheets, Outlook as a personal information manager, and how to create compelling PowerPoint slides. Textbook, included in course fee, will be provided at the first session. Familiarity with Windows required.

- **F8330** / 1 session $65
- **6:00 - 9:00 PM WED: 11/4** Groves WCC - Laidlaw 211

**Web Design**

**Create a Website for Fun, Profit & Business!**
No programming required! Discover easy-to-use, drag and drop design tools that can build your personal or small business website quick and cheap! Course covers proper website layout planning, search engine optimization (SEO), and social media marketing, along with the trips and traps and dos and don’ts of website design. Learn the secrets to creating a successful website!

- **F8087** / 1 session $49
- **6:00 - 9:00 PM TUE: 11/17** Boyd

**New! Work Smarter with Microsoft Teams**
Learn how to work proficiently with Microsoft Teams! Instructor Dawn Groves will provide a comprehensive summary of the Teams platform while teaching you how to pull a team together; communicate with team members easily; use chat instead of email for quick discussions; upload and edit files; keep track of work by adding notes, websites, and apps; and how to see likes, mentions, and replies to your post with just a single tap. Familiarity with Windows recommended.

- **F8414** / 1 session $69
- **9:00 AM - 12:00 PM TUE: 11/3** Groves WCC - Laidlaw 211

**New! Powerful Presentations with PowerPoint**
In this fun workshop, instructor Dawn Groves will demonstrate a variety of contemporary, effective techniques for creating PowerPoint presentations that engage, inform, and entertain. You’ll discover tips to help you avoid boring presentations, explore common presentation mistakes, and learn how to create something that keeps your audience captivated. Familiarity with Windows recommended.

- **F8330** / 1 session $65
- **6:00 - 9:00 PM WED: 11/4** Groves WCC - Laidlaw 211

See also: Preventing Identity Thefts and Scams, page 5
Excel 2016: Level 1
Join us for this introductory class designed for professionals to learn the basics of Microsoft Excel 2016. Class covers formatting, editing, modifying spreadsheets, and more. By course end, you'll be able to create and develop well-designed spreadsheets using expressions, formulas, and functions. Textbook, included in course fee, provided at first session. Prerequisite: basic familiarity with Excel or completion of Excel for the Home User.
F8132 / 2 sessions $139
1:00 - 4:00 PM TU/TH: 11/10 & 11/12
Hawley WCC - Laidlaw 211

Excel 2016: Level 2
If you've completed Excel 2016: Level 1, then you're ready to explore additional features. Class focuses on using range names, creating more advanced formulas and functions, managing data in lists and tables, conditional formatting, presenting data visually with charts, and creating PivotTables. Textbook, included in course fee, provided at first session.
F8135 / 2 sessions $139
1:00 - 4:00 PM TU/TH: 11/17 & 11/19
Hawley WCC - Laidlaw 211

Excel 2016: Level 3
Enhance your spreadsheet skills with some of Excel's advanced features. Course covers working with multiple worksheets and workbooks, using lookup functions, protecting and sharing workbooks, applying data validation criteria, automating workbook functionality with macros, creating Sparklines, mapping data, and using analysis and forecasting tools. Textbook, included in course fee, provided at first session.
F8138 / 2 sessions $139
1:00 - 4:00 PM TU/TH: 12/1 & 12/3
Buckingham WCC - Laidlaw 211

Excel 2016 Series
Take all three levels for $375
F8129 / 6 sessions

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Word 2016: Level 1
This course will take you from struggling with Microsoft Word to using it to its fullest! You'll learn how to properly format your document layouts, fonts, and paragraphs. We'll also cover features of Word 2016, such as the Quick Access Toolbar, Ribbon, Panes, and Galleries. Topics also include using lists, working with images, creating and formatting tables, proofing, saving, and printing. Textbook, included in course fee, provided at first session.
F8405 / 2 sessions $139
6:00 - 9:00 PM M/W: 10/5 & 10/7
Groves WCC - Laidlaw 211

Word 2016: Level 2
Are you missing out on the incredible power of Word Styles? Step up to the next level with styles, themes and templates; and discover long document features such as Table of Contents, cover pages, and indices. We’ll also explore the powerful Mail Merge function. Textbook, included in course fee, provided at first session. Word 2016: Level 1 or equivalent knowledge recommended.
F8408 / 2 sessions $139
6:00 - 9:00 PM M/W: 10/12 & 10/14
Groves WCC - Laidlaw 211

Word 2016: Level 3
Get ready to explore Word’s advanced features! Course covers working with images; using custom graphic elements; collaborating on documents, tracking changes, and comparing documents; and inserting footnotes, endnotes, bookmarks, captions, hyperlinks, cross references, and citations. Topics also include document security, creating forms, and automating repetitive tasks with macros. Textbook, included in course fee, provided at first session.
F8411 / 2 sessions $139
6:00 - 9:00 PM M/W: 10/19 & 10/21
Groves WCC - Laidlaw 211

Word 2016 Series
Take all three levels for $375
F8402 / 6 sessions

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In-person classes will adhere to required safety protocols and are subject to change based on current recommendations from local and state health officials. Instructions for each class will be sent to registered participants prior to class. For more information, visit whatcom.edu/COVID19.
### Hobbies & Art
- Genealogy Basics
- Introduction to Guitar
- Introduction to Digital Scrapbooking
- Drawing for the Absolute Beginner

### Test Prep
- SAT/ACT Test Prep I, II
- GRE Prep Series

### Money Management
- Stocks, Bonds, and Investing: Oh, My

### Business
- Project Management Fundamentals
- Project Management Applications
- Project Management Professional Prep I, II
- Introduction to Microsoft Project 2016
- Total Quality Fundamentals
- Six Sigma: Total Quality Applications
- New Manager Suite
- Understanding the Human Resources Function
- Fundamentals of Supervision and Management
- Individual Excellence

### Grant Writing & Nonprofit Management
- Introduction to Nonprofit Management
- Wow, What a Great Event!
- Event Planning Suite

### Accounting
- Performing Payroll in Quickbooks 2015
- QuickBooks 2015 for Contractors
- Accounting Fundamentals I, II

### Design
- Introduction to Publisher 2013
- Introduction to Adobe Acrobat X

### Web Design
- Introduction, Intermediate, Advanced CSS3 and HTML5
- Introduction & Intermediate SQL

### Computer Essentials
- Keyboarding
- Introduction to PC Security
- Introduction to PC Troubleshooting
- Basic CompTIA A+ Certification Prep
- CompTIA? Network+ Certification Prep
- CompTIA? Security+ Certification Prep I, II

### Microsoft Applications
- Introduction, Intermediate, Advanced Microsoft Excel 2013
- Introduction to Microsoft Outlook 2013
- Introduction to Microsoft Word 2013
- Introduction & Intermediate Microsoft Access 2016

### Writing & Communication
- Interpersonal Communication
- Introduction to Internet Writing Markets
- Introduction to Journaling
- Blogging and Podcasting for Beginners
- Keys to Effective Communication
- Fundamentals of Technical Writing
- Effective Business Writing

### Healthcare
- Veterinary Assistant Series
- Medical Terminology: A Word Association Approach
- Medical Terminology II: A Focus on Human Disease
- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- Human Anatomy and Physiology
- Certificate in Nutrition, Chronic Disease, and Health Promotion

WCC has partnered with ed2go to present non-credit online courses. Each instructor-led class lasts six weeks and includes two lessons each week. Choose an online course listed in various sections of this schedule, and find many additional courses, course descriptions, and step-by-step instructions at: www.ed2go.com/whatcom.
Community & Continuing Education Classes are open to the general public. They are self-supporting without use of tax monies and do not provide credit toward a WCC degree or transfer to other institutions. Classes are for adults 18 years and older unless stated otherwise.

Registration Information
Registration for Fall 2020 is currently underway. YOU MUST REGISTER PRIOR TO THE FIRST CLASS SESSION. If the minimum enrollment for a class is not met, the class will be canceled. So please register early.

Our Refund Policy
• Full refunds will be issued to all participants if Community & Continuing Education must cancel a class due to low enrollment.
• To cancel a registration, please contact Community & Continuing Education at least seven calendar days prior to the class at comed@whatcom.edu or 360.383.3200. You will be issued a full refund.
• If you cancel a registration less than seven calendar days prior to the class, you are entitled to a credit voucher, less a 10 percent administrative fee, that you may apply toward any Community & Continuing Education class offered within six months of the date of credit. You may also transfer the registration fee, less a 10 percent administrative fee, to another Community & Continuing Education class. Please note: a credit voucher may not be exchanged for a cash refund.
• NO REFUNDS or CREDITS will be given for a class once it has started. Refunds based on special circumstances must be requested in writing and are not guaranteed.

Clock Hours For Teachers
Many of our classes (three hours and longer) are approved by the Office of the Superintendent of Public Instruction for clock hour certification. Community & Continuing Education charges a $20 administrative fee for each class requiring clock hours. Please notify our office at time of registration of your desire to receive clock hours.

Disability Services
Students with disabilities who need accommodation are encouraged to call 360.383.3080 before registering; video phone for deaf callers 360.255.7182.

Affirmation of Inclusion
Whatcom Community College is committed to maintaining an environment in which every member of the College community feels welcome to participate in the life of the College, free from harassment and discrimination. We welcome people of all races, ethnicity, national origins, religions, ages, genders, sexual orientations, marital status, veteran status, abilities and disabilities.

Student Conduct & Community Standards
To view WCC’s Student Conduct & Community Standards and the Student Rights & Responsibilities Policy, visit whatcom.edu/student-services/student-conduct.

Four Ways to Register!

1. On the Web:
   24 hours a day, 7 days a week.
   whatcomcommunityed.com

2. Phone In:
   Monday-Friday, 8:00 AM-5:00 PM
   Call 360.383.3200 (with Visa, MasterCard, American Express and Discover only)

3. Fax In:
   24 hours a day, 7 days a week.
   Fax the Registration Form to:
   360.383.3201 (with Visa, MasterCard, American Express and Discover only)

4. Mail In:*
   Registration form & payment to:
   Whatcom Community College
   Attn: Business Office
   237 W. Kellogg Road
   Bellingham, WA 98226

*Please note: if mailing registration, please mail at least 10 business days prior to class start to ensure enrollment. Our office is working remotely, causing delays in receiving mailed items.

WCC Community and Continuing Education Registration Form

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<tr>
<th>First Name</th>
<th>M. I.</th>
<th>Last Name</th>
<th>☐ Male ☐ Female</th>
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<tr>
<td>Address</td>
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<td>Have you registered before? If so, under what name?</td>
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<td>City/State/Zip</td>
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<td>Email</td>
<td>Social Security Number*</td>
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</tbody>
</table>

* To comply with federal law, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Lifetime tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college. Pursuant to state law (RCW 28B.1.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

<table>
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<tr>
<th>Class No.</th>
<th>Class Title</th>
<th>Time</th>
<th>Start/End Dates</th>
<th>Fee</th>
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</thead>
</table>

Payment Method: ☐ Check payable to Whatcom Community College—Do not send cash
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover (credit cards also accepted by phone: 383.3200)

Total Payment Enclosed:

Mail to:
Whatcom Community College, Attn: Business Office
237 W. Kellogg Road, Bellingham, WA 98226

See Page 23, call 360.383.3200, or register online at whatcomcommunityed.com
Join us in a Virtual Classroom this Fall!

Community & Continuing Education has moved the majority of our fall class offerings to virtual Zoom classrooms, allowing you to engage—in real time—online. Virtual classes include Certificate in QuickBooks Accounting, Drawing Basics, Introduction to Fiction Writing, How to Be an Ally, Spanish, and everything in between!

To give you the opportunity to experience a virtual class at no cost, we’re offering the workshops below designed for you to gain some hands-on know-how with Zoom and sample what a virtual class will be like.

- **Beginning Yoga: Intro Workshop**
  - 9/29, 9 – 10:30 a.m.

- **Belly Dance Fitness: Intro**
  - 9/28, 6:45 – 7:45 p.m.

- **Get to Know Zoom!**
  - 9/24, 6 – 7 p.m. or 9/29, 11 a.m. – 12 p.m.

- **Pilates: Intro Workshop**
  - 9/29, 5:45 – 7:15 p.m.

- **Nia: Mind-Body Fitness Intro**
  - 10/1, 5:45 – 6:45 p.m.

If you’re working from home, we’ve added new classes such as Innovative Strategies for Managing a Remote Team, Facilitating Successful Remote Meetings, and Work Smarter with Microsoft Teams. Or, for those looking to grow their professional toolkit, we have virtual classes focused on professional fundamentals, including Resume Writing 101, Interview Skills, Writing Effective Emails, and more!

Visit whatcomcommunityed.com and click on “Virtual Classroom Info” for a complete list of virtual classes and tips for navigating the Zoom classroom!