### 2013-14 Schedule

#### KeyBank Professional Development Center | UW Tacoma

#### AUTOCAD/DIGITAL ART

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoCAD 1 - Introductory 2D</td>
<td>$835</td>
</tr>
<tr>
<td>AutoCAD 2 - Advanced 2D</td>
<td>$835</td>
</tr>
<tr>
<td>AutoCAD 3 - 3D Modeling</td>
<td>$835</td>
</tr>
<tr>
<td>AutoCAD 4 - Rendering and Customization</td>
<td>$835</td>
</tr>
<tr>
<td>AutoCAD Certificate</td>
<td>$2,445</td>
</tr>
<tr>
<td>Digital Art</td>
<td>$1,695</td>
</tr>
</tbody>
</table>

#### PROGRAMMING

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>C++ for Game Developers</td>
<td>$475</td>
</tr>
<tr>
<td>Java Enterprise Development with the J2EE</td>
<td>$2,225</td>
</tr>
<tr>
<td>Java Foundations Certificate</td>
<td>$765</td>
</tr>
<tr>
<td>Sun Certified Java Programmer SE 5/0/6.0</td>
<td>$2,385</td>
</tr>
<tr>
<td>Web Design and Development - Basic</td>
<td>$1,995</td>
</tr>
<tr>
<td>Web Design and Development - Adv.</td>
<td>$1,995</td>
</tr>
</tbody>
</table>

#### DATABASE MANAGEMENT

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCA Oracle 10g Certified Database Associate</td>
<td>$2,595</td>
</tr>
<tr>
<td>OCP Oracle 11g Administrator Professional</td>
<td>$2,595</td>
</tr>
<tr>
<td>Sun Microsystems Solaris 9: Basic System Admin I &amp; II</td>
<td>$1,945</td>
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#### IT SECURITY

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Check Point NG/NGX</td>
<td>$1,885</td>
</tr>
<tr>
<td>CIW Web Security Associate</td>
<td>$1,355</td>
</tr>
<tr>
<td>CIW Web Security Specialist</td>
<td>$1,355</td>
</tr>
<tr>
<td>CIW Web Security Professional</td>
<td>$1,355</td>
</tr>
<tr>
<td>CEH Ethical Hacker Certification</td>
<td>$2,999</td>
</tr>
<tr>
<td>Computer Forensics</td>
<td>$1,865</td>
</tr>
<tr>
<td>IS2 CISSP and SSCP</td>
<td>$1,895</td>
</tr>
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#### HEALTH CARE

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>CERHS Certified Electronic Health Records Specialist</td>
<td>$1,495</td>
</tr>
<tr>
<td>Comprehensive Medical Transcription</td>
<td>$2,695</td>
</tr>
<tr>
<td>ICD-10 Specialist</td>
<td>$1,725</td>
</tr>
<tr>
<td>Medical Billing</td>
<td>$1,695</td>
</tr>
<tr>
<td>Medical Coding</td>
<td>$1,695</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>$1,645</td>
</tr>
<tr>
<td>Medical Office Manager</td>
<td>$4,125</td>
</tr>
<tr>
<td>Medical Office Professional</td>
<td>$4,885</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>$1,225</td>
</tr>
<tr>
<td>Medical Transcription Editor</td>
<td>$2,655</td>
</tr>
<tr>
<td>Pharmacy Technician Professional</td>
<td>$3,425</td>
</tr>
<tr>
<td>Pharmacy Technician with HIV Training</td>
<td>$1,575</td>
</tr>
</tbody>
</table>

#### LAW AND LEGAL

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>$1,245</td>
</tr>
<tr>
<td>Legal Transcription Manager</td>
<td>$2,795</td>
</tr>
<tr>
<td>Paralegal, Legal Professional</td>
<td>$3,995</td>
</tr>
</tbody>
</table>

#### TRADE/INDUSTRIAL PROGRAMS

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE Automotive Master Program</td>
<td>$3,395</td>
</tr>
<tr>
<td>Certified Fiber Optic Technician</td>
<td>$650</td>
</tr>
<tr>
<td>HVAC Technician</td>
<td>$3,895</td>
</tr>
</tbody>
</table>

#### GREEN/RENEWABLE ENERGY

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Advanced Renewable Energy Associate</td>
<td>$2,665</td>
</tr>
<tr>
<td>Alternative Energy and Management Specialist</td>
<td>$2,995</td>
</tr>
<tr>
<td>Alternative Energy Associate</td>
<td>$2,665</td>
</tr>
<tr>
<td>Alternative Energy Expert</td>
<td>$3,845</td>
</tr>
<tr>
<td>Alternative Energy Specialist</td>
<td>$1,345</td>
</tr>
<tr>
<td>Biofuel Production Specialist</td>
<td>$1,345</td>
</tr>
<tr>
<td>Certified Green Specialist</td>
<td>$1,695</td>
</tr>
</tbody>
</table>

#### LEED AP

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEED AP Building Design &amp; Construction BD+C</td>
<td>$595</td>
</tr>
<tr>
<td>LEED AP Interior Design &amp; Construction</td>
<td>$595</td>
</tr>
<tr>
<td>LEED AP Operations and Maintenance (O+M)</td>
<td>$595</td>
</tr>
<tr>
<td>LEED Green Associate</td>
<td>$1,275</td>
</tr>
<tr>
<td>Photovoltaic &amp; Wind Energy Associate</td>
<td>$2,995</td>
</tr>
<tr>
<td>Photovoltaic System Professional</td>
<td>$1,000</td>
</tr>
<tr>
<td>Renewable Energy Specialist</td>
<td>$3,275</td>
</tr>
</tbody>
</table>

#### LEED AP (Solar/Hot Water)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Certified Sustainability Professional</td>
<td>$2,600</td>
</tr>
<tr>
<td>Solar &amp; Energy Systems Expert</td>
<td>$3,495</td>
</tr>
<tr>
<td>Solar &amp; Energy Systems Professional</td>
<td>$3,895</td>
</tr>
<tr>
<td>Solar Systems Associate</td>
<td>$1,995</td>
</tr>
<tr>
<td>Solar Systems Specialist</td>
<td>$3,025</td>
</tr>
<tr>
<td>Sustainability Professional</td>
<td>$1,449</td>
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<tr>
<td>Wind Energy Professional</td>
<td>$1,150</td>
</tr>
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**UW Tacoma KeyBank Professional Development Center**

**2013-14 Catalog**

[www.tacoma.uw.edu/keypdc 253.692.4618](http://www.tacoma.uw.edu/keypdc 253.692.4618)
Your South Sound resource for continuing and professional development

A dynamic training program is ever changing and evolving. Please visit our website for the most current information on class dates, times, and room assignments.

tacoma.uw.edu/keypdc

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Online Technology Courses and Certificates

Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? UW Tacoma in partnership with ProTrain Online is your solution! With online training you have flexible anytime, anywhere learning. Take a look at what we have to offer and start training today! We are dedicated to providing you the very best in online options from which to choose. We select our courses with one thing in mind: Will this course aid in making a positive difference in your life in some way?

This program features:
- Effective, convenient, affordable, high-quality training
- Most courses have 12- month online access
- Mentors available live online 24/7 to provide support in a variety of courses
- Hands-on exercises contained within courses
- Online tests and quizzes

How to Register

Register and pay online at: www.theknowledgebase.org/uwt

KeyBank is committed to helping build strong, diverse communities. The KeyBank Foundation’s philanthropic giving program focuses on financial education and workforce initiatives that help people reach economic independence by preparing them for better employment opportunities.

The KeyBank Professional Development Center at the University of Washington Tacoma is made possible by funding from the KeyBank Foundation.

KeyBank is committed to helping build strong, diverse communities. The KeyBank Foundation’s philanthropic giving program focuses on financial education and workforce initiatives that help people reach economic independence by preparing them for better employment opportunities.

Questions? Email Brian Tetreault at tetrea@uw.edu.
Test Preparation

The University of Washington Tacoma has partnered with Princeton Review, a nationally recognized test prep provider to offer more in-depth test prep classes with online support and practice exams. Courses include:

Structured prep You’ll work on your test-taking skills with a knowledgeable instructor who will keep you motivated, focused, and on task.

Face-to-face interaction Your teacher will provide feedback and illustrate challenging material with interesting and highly effective lessons.

Engaging lessons You’ll prepare alongside other students in a dynamic group with lively discussions and collaborative drills.

GRE - Graduate Record Exam Test Prep

GRE Test Prep classes include:

- 24 hours of live instruction covering all content and test-taking strategies
- 184 hours of online resources, including drills, practice questions, and full-length, adaptive practice tests
- Our exclusive Adaptology™ teaching method
- Personalized practice test review with your teacher
- Access to your instructor outside of class—in person, by phone or via email
- Money-back guarantee

GMAT - Graduate Management Admissions Test Prep

GMAT Test Prep classes include:

- 27 hours of live instruction
- Small class sizes
- In-class review of all concepts with a GMAT content expert

LSAT - Law School Admissions Test Prep

LSAT Test Prep includes:

- 160+ hours of prep, including
- 30 hours of live instruction covering all content and strategies
- 130 hours of online drills, lessons, and explanations to master what you learn in class
- 4 full-length, proctored LSATs to practice your pacing skills
- Access to all previously released LSATs so you can apply the strategies you learn in class
- Access to YOUR instructor outside of class (in person, by phone or via email) to go over difficult problems, review homework, ask questions
- Money-back guarantee

Register and Pay

This program does not require an admissions application. Visit tacoma.uw.edu/keypdc and look for Test Prep links in the right column. Choose a UW Tacoma location and use Promo Code: SEAtprUWT$100 for a $100 discount off your registration fee
Our curriculum is based upon direct, hands-on experience. Our instructors are experienced public managers who know what it takes to be successful in the ever-changing and evolving public sector. This curriculum has been developed with the input of state, county, city, and state and local public managers who understand the unique issues facing Washington state government agencies and other public agencies.

You will have the opportunity to network with other colleagues in leadership positions in other public agencies.

We believe in developing talent from within. Our local leadership and management development program seeks to create a pool of well-trained supervisors and managers who are prepared to move to the next level in their current positions or in other state or local agencies.

Class includes lectures, discussions, and presentations by a wide range of guest speakers. Guest speakers in past sessions have included a state legislator, a Pierce County executive, a Pierce County Council member, a prosecuting attorney, a political columnist, and others.

Our 10-week, 40-hour program includes a variety of topics, including:

-Review of American political system, with emphasis on recent events in state and local government.
-Performance audits and their role in public policy making process, with focus on how and why legislative bills are passed.
-Lobbying, political campaigns, money, and public disclosure.
-Bill drafting and testifying at public hearings.
-Policy making in city and county government.
-Analysis of public management problems and challenges.
-Initiatives and their impact on state government and local government.
-Examine public policy making at the state and local level. You'll delve with a good understanding of state and local law, policies, and local government.
-Gain in-depth knowledge of local government. You'll write a concept paper and present your legislation to an advisory board, made up of local and state public managers who understand the unique issues facing Washington state government agencies.
-Our program is designed to create thoughtful practitioners who apply practical managerial techniques to address public-sector challenges.

Admission Requirements

-Completion of a first-level supervision course and 10 hours of supervisor elective courses prior to certification.
-Students must be currently employed in the public sector.

Program at UW Tacoma

-This program is designed for high-achieving, career-oriented public supervisors and managers who hold or desire to move into mid or senior level positions. Participants must be currently employed in the public sector.
-This program is designed to be completed in ten months.
-All courses are offered online.

Admission to the Certificate

-To register, submit:
-Current resume
-A course registration form available online at: tacoma.uw.edu/keypdc
-A letter of recommendation from current supervisor
-$525 + $10 non-refundable registration fee due at registration

Why choose the CPM® Program at UW Tacoma?

This program is designed for high-achieving, career-oriented public supervisors and managers who hold or desire to move into mid or senior level positions. Participants must be currently employed in the public sector. Our program is designed to be completed in ten months.

Certified Public Manager® Program (CPM) is a nationally accredited, comprehensive leadership and management development program for public managers and supervisors from all levels of government who want to learn about public policy making in their field or in their personal lives, including health care, education, criminal justice, financial services, economic development, and many other fields.

Who Should Enroll?

Those who successfully complete the Certified Public Manager® Program from the University of Washington Tacoma and who want to learn about public policy making in their field or in their personal lives, including health care, education, criminal justice, financial services, economic development, and many other fields.

Formal admission to the certificate program requires:

-Completion of the CPM® Program from the University of Washington Tacoma and 4.0 CEUs or 40 contact hours.

Program admission requirements:

-An admissions application available online at: tacoma.uw.edu/keypdc
-Current resume
-Letter of recommendation from current supervisor
-$50 non-refundable application fee due at application.
Project Management

The Project Management Certificate provides a comprehensive overview toward successful project implementations. This highly interactive and energetic 10-week course includes lectures, Q & A, group exercises and tests to evaluate knowledge transfer. Key tenets of good project management practice are excellent communication, empowering leadership, strong people skills, a firm and consistent management style, combined with experience and wisdom. This course exceeds the PMI requirements for 35 contact hours towards qualifying for the national certification exam, however this course is not considered an exam cram course. Those who successfully complete all program requirements will earn a Certificate in Project Management from the University of Washington Tacoma and 4.0 (CEUs).

Course Outcomes

- Identify project management terminology, processes, tools and techniques.
- Explore and become familiar with the different project management methodologies.
- Apply the phased-based templates for the phases of a project.
- Identify how to document, communicate, and handle team challenges during a project.
- Create a project health report for budget, schedule, scope, and quality.
- Apply project management concepts in the workplace through real-life case studies.

Who Should Enroll?

This course is suitable for anyone who is responsible for the planning, scheduling, controlling, staffing and motivating a team of people who are engaged in accomplishing a set of predefined goals (e.g. build a home, write a software program, start a business) would benefit from this course. This program incorporates the necessary planning methods, the basics of accounting and the means by which progress can be measured. Recovery schemes for projects that are behind schedule, over budget or undergoing other jeopardizing factors are also provided to ensure success.

Course Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Course Title</th>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Leading Self</td>
<td>21 hours/3 days</td>
<td>Development and improvement of self leadership skills</td>
</tr>
<tr>
<td>II</td>
<td>Leading Individuals and Groups</td>
<td>21 hours/3 days</td>
<td>Communication, time management, conflict resolution</td>
</tr>
<tr>
<td>III</td>
<td>Leading Organizations</td>
<td>21 hours/3 days</td>
<td>Leadership in the public sector, program management, project management, performance management</td>
</tr>
<tr>
<td>IV</td>
<td>Leading in a Political and Societal System</td>
<td>21 hours/3 days</td>
<td>Policy, perspectives and sustainability, cultural competencies and equity, public perception and role of media</td>
</tr>
</tbody>
</table>

Register and Pay

This program does not require an admissions application. To register, submit:
- A course registration form available online at: tacoma.uw.edu/keypdc
- Current resume
- $1725 + $10 non-refundable registration fee due at registration
- Tuition for the entire program is $1725 + $10 registration fee (does not include books). Tuition is payable prior to the start of the course.

Who Should Enroll?

This course is suitable for anyone who is responsible for the planning, scheduling, controlling, staffing and motivating a team of people who are engaged in accomplishing a set of predefined goals (e.g. build a home, write a software program, start a business) would benefit from this course. This program incorporates the necessary planning methods, the basics of accounting and the means by which progress can be measured. Recovery schemes for projects that are behind schedule, over budget or undergoing other jeopardizing factors are also provided to ensure success.

Program Fees

The cost for this program is $4995. This fee includes books, materials, access to online resources and self-evaluation tools. Fees can be paid prior to the start of each module $1249 + $10 or in a lump sum. (Non-refundable $50 application fee, $10 registration fee, daily parking fees, and meals are not included.) Check with your agency to see if funding is available for this professional development opportunity.

Certified Public Manager and UW Tacoma CPM Advisory Board Member, Betty Wilder-Morehead talks about the program...

"I was looking for training that would enhance my knowledge, skills and abilities in the area of program management and communication. We have all types of generations in the workforce and what I've been taught previously as a manager doesn't work for all generations. The program gave me new tools to train, develop and manage staff, challenge my paradigms and learn new ways to communicate with people. The courses were a two way dialogue which made it a safe zone to ask challenging questions. The CPM program assisted me professionally with building a learning plan for my career. It has helped me build my profile that included demonstrated knowledge in the areas of program management, program management and communication which lead to several promotions within state government including performance manager, deputy administrator, program manager and Interim Vice President of the Washington State Society of Certified Public Managers."
Contract Management

This nine month program is designed for contract professionals who deal with commercial and government organizations. Course content covers the growing profession of contract management, including a wide range of job functions in the complex business of procurement and contracting. Contract professionals work as procurement specialists, contract administrators, attorneys, negotiators, technical writers, project managers, auditors and paralegals.

A certificate from the University of Washington Tacoma and 10.8 CEUs are awarded upon successful completion of the program.

Course Modules

- **Legal Issues in Contracting and Procurement ★**
  Includes an overview of contracting functions which serves as a foundation for other courses.

- **Financial Aspects of Contracts ★**
  Covers cost accounting and data needs, direct and indirect costs, and cost allocation methods.

- **Changes, Terminations and Claims ★**
  A comprehensive review of what happens with contracts once they are initiated, but before they are fulfilled.

- **Negotiation Skills ★**
  Participants study the negotiation process.

- **Governmental Contracting ★**
  Covers federal, state and local government contracts.

- **International Contracting and Special Topics ★**
  A detailed examination of international contracts and program wrap-up.

Admission Requirements

Participation is open to individuals with at least two years of college (preferred) and one year of work experience related to contracts, or a combination equaling at least three years college and experience.

**Submit the following to apply:**
- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee
- Tuition for the entire program is $3,136 (does not include non-refundable admission and registration fees and books). Tuition is payable on a term-by-term basis.

Open Enrollment Option

Courses marked with a ★ may be taken individually for those who meet program qualifications.

This program is approved for funding through:

[WorkSource][VA]

KeyBank Professional Development Center | UW Tacoma

Principal and Program Administrator Professional Certification

This program is a job-embedded, contextualized professional development and certification process. The process focuses on increasing leadership skills in order to transform schools and positively impact student learning. Specific emphasis is placed on the understanding and application of the six Interstate School Leaders Licensure Consortium (ISLLC) standards as related to the candidate's school improvement project. Upon completion of this program candidates will present evidence to an assessment panel created by the Professional Educator Standards Board (PESB) and composed of practicing school administrators. This panel will be the ultimate determinant of Professional Certification for principal and program administrator candidates.

Upon successful completion of the program, students will earn a certificate of completion and 39 OSPI Clock Hours or 3.9 CEU's from the University of Washington Tacoma.

**Classroom Sessions and Individual Consultations**

Four required classroom meetings provide an orientation to the process and to the Professional Certification benchmarks: self assessment, data analysis, determination of school context, and development of an integrated project plan. Participants gather benchmark evidence and prepare their panel presentations while meeting with the instructor for one on one feedback and coaching. Program includes a practice panel presentation with feedback from peers and the instructor.

Candidates participate in a variety of professional development activities and implement new strategies to positively impact student learning. They then gather evidence related to providing benchmarks in order to demonstrate their developed capacity in major focus areas. And finally, they prepare and present evidence to a Professional Education Standards Board panel.

**Admission Requirements**

Applicants must be employed as a PreSchool - 12 school principal, assistant principal or PreSchool - 12 school program administrator for at least two years to be eligible for this program. Working knowledge of Microsoft Word, Excel and PowerPoint is required.

**Submit the following to apply:**
- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee
- Copy of current OSPI Residency Certificate
- Verification of Administrative Experience FORM SPI/CERT 4201F-D

Tuition for the entire program is $1951 payable to the University of Washington.

Fees include:
- $1800 tuition and a non-refundable $50 application fee
- OSPI Residency Renewal fee $43 (Waived with proof of renewed residency certificate. Attach copy to your admissions application.)
- OSPI Professional Certification fee $58 (UW Admission fees and OSPI fees are non-refundable.)
Paralegal Admissions continued...

Submit the following to apply:
- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- College Transcripts (official or non-official accepted)
- $50 non-refundable application fee

Tuition for the entire program is $4,860 excluding application and registration fees and textbooks. Tuition is payable on a term-by-term basis.

Note: This program requires a high level of proficiency in both written and spoken English. Applicants for whom English is a second language may be required to provide TOEFL test results demonstrating adequate language proficiency as a condition of admission. If English is not your native language, please call 253-692-4604 to speak with student services before submitting your application.

Open Enrollment Options NEW

This Fall, we are opening up three classes for open enrollment (indicated by ★ next to the course title). Participants must meet certificate qualifications for admissions to enroll.

Take the Fundamentals of Legal Practice, to explore whether or not this field is a good fit for you. Legal Research and Writing I and II are well suited for those individuals who want to improve their research and writing skills.

This program is approved for funding through:

Digital Forensics

Digital forensics is the recovery of digital data for use as evidence in both civil and criminal legal proceedings, or in internal investigations documenting violations of computer usage policies in corporate or public agency settings. This type of evidence is important in cases of white collar crime and industrial espionage or theft, as well as in cases of harassment, embezzlement and conspiracy.

You’ll develop the specialized hands-on skills needed to recover, preserve and evaluate forensic evidence to support civil, criminal and internal investigations. These courses focus on how to discover and document violations of computer usage in corporate and public agency settings. Learn the laws and procedures to successfully capture criminal use of the Internet, email and electronic files.

This 9-month program includes a certificate from the University of Washington Tacoma and 9 CEUs are awarded upon successful completion.

Course Modules

Law and Digital Forensics
Digital forensics is a profession that differs significantly from the image portrayed on television. The reality is that the digital forensics expert needs much more experience than a solid background in IT. An expert in this area needs to understand the “big picture” of civil litigation, the basics of criminal law and what can and cannot be ascertained through forensics analysis.

Digital Forensics Tools & Processes
In most investigations a digital forensics case begins with a crime or allegation of wrongdoing. The high-tech examiner must be prepared to gather evidence both in the field and in the lab. Covers tools and processes utilized for effective information gathering.

Applied Digital Forensics: Case Studies
Applying findings from a digital forensic analysis is only the first step for the digital forensics investigator. Computing investigations consist of combining recovered digital evidence with other resources. Focuses on the most important skills necessary for a successful high tech investigation.

Admission Requirements
This program is designed for information technology specialists, systems analysts and network administrators in private corporations or public agencies who are asked to search for and identify hidden digital data, or to analyze employee computer usage, stored or copied files, email or Internet history. Good for those who assist attorneys with digital evidence recovery. This certificate program requires a baseline technical understanding of the structure of computer systems, operating systems and application software, as well as practical skills in working with software tools and programs as evidenced by:

- A degree in computer science, OR
- Experience and training in IT, OR
- Computer programming experience

Submit the following to apply:
- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee

Tuition for the entire program is $2679 (does not include non-refundable admission and registration fees and books). Tuition is payable on a term-by-term basis.

This program is approved for funding through:
Effective Business Writing & Communication

Writing effectively, thinking critically and presenting information compellingly are essential skills in the 21st century workplace. Learn the principles of business communications through critical analyzing, organizing and writing of emails, letters, reports and general business correspondence. Learn to develop ideas fully, organize them effectively and express them clearly. Emphasis is placed on the importance of identifying the target audience, using an appropriate writing style and producing effective presentations in various media. Writing purposes include marketing, advertising, fundraising, public relations, journalism and internal communications. Basic writing skills, such as grammar, sentence structure and paragraphing, will be assessed and reviewed.

This two month program includes reading assignments, writing, lecture, small group discussion and peer-editing sessions. Participants will learn to revise and strengthen writing through feedback from peers and instructor. Participants will work on a professional communications project they find challenging from their workplace and make a class presentation on the results.

Participants who successfully complete program requirements (80% for performance and attendance) earn a certificate of completion from the University of Washington Tacoma and 15 contact hours/1.5 CEUs.

Course Outcomes

Upon completion of this course, participants will be able to:

- Communicate in a direct and organized way with a clearly defined purpose.
- Identify the audience (reader) and write for that audience.
- Identify the appropriate communication medium for reaching the identified audience: email, text, memo, letter, web, etc.
- Use an outline to organize a communication based on clear objectives.
- Write and revise an outline to achieve a clear and succinct communication.
- Edit for proper tone, style, structure, content, clarity and emphasis.
- Give effective presentations.

Who Should Attend?

This course is intended for those whose job duties include written and verbal communications or for anyone who would like to communicate more effectively.

Register and Pay

This program does not require an admissions application.

To register, submit the following:

- A course registration form available online at: tacoma.uw.edu/keypdc
- Current resume
- $395 + $10 non-refundable registration fee due at registration
- Tuition for the entire program is $395 (does not include non-refundable registration fees and books). Tuition in full is due prior to the start of the course.

Paralegal Studies

The paralegal profession will be one of the fastest growing occupations in the region during the next several years, according to a study by the Washington State Employment Security Department. This nine month program, designed and taught by leading attorneys in the Puget Sound region, prepares students to enter this growing field. Instructors are practicing attorneys who excel in their chosen specialty, are experienced in the classroom and are knowledgeable about the important work and knowledge necessary for paralegals. This program emphasizes the development of litigation support skills that are in demand in entry-level positions.

Participants must meet attendance and assignments standards for each course set by instructors and the advisory board before being allowed to enroll in the next course. Those who successfully complete all program requirements earn a Certificate in Paralegal Studies from the University of Washington Tacoma and 29 Continuing Education Units (CEUs).

First Term Course Modules

Examines the fundamentals of the legal system, and learn basic legal research and writing techniques

Fundamentals of Legal Practice ★

Introduction to the legal system and its institutions, with emphasis on areas relevant to paralegals.

Legal Research and Writing 1 ★

Fundamentals of legal research and writing, legal terminology and skills needed to communicate effectively in legal matters.

Second Term Course Modules

Covers the litigation process from the first contact with a client, through filing, discovery, trial and settlement

Litigation Basics

Survey of litigation and life cycle of a lawsuit.

Legal Research and Writing 2 ★

Builds on the knowledge base gained from the first quarter in Legal Research and Writing 1.

Third Term Course Modules

Learn basic principles of business law, and practice in selected areas of a legal specialty. Advanced techniques are covered for the handling of large and complex lawsuits

Business Law

Substantive course in business law, covering contracts, corporations and partnerships, real estate, estate planning and other topics.

Legal Issues 1

Survey of case law and practice in non-commercial areas of law.

Legal Issues 2

Survey of selected topics in the law.

Admission Requirements

- A baccalaureate degree (B.A. or B.S.) from an accredited four-year institution. OR
- An associate degree (A.A. or A.S) and at least 5 years experience working in a position of significant responsibility in a legal environment, e.g., as a paralegal, paralegal assistant or legal assistant. Confirmation of an applicant’s status and responsibilities may be requested of an employer. AND
- Relevant transferable skills, including, but not limited to, the ability to work independently, project management skills, objectivity and conscientious attention to details.

(Paralegal continued on next page)
More Nonprofit Courses...

Performance Measurement

Core Class
Align your organization’s mission, strategy and internal performance.

Performance Measurement Electives
- Designing Data Collection Methodologies ★
- Planning and Evaluation ★

General Electives
- Developing a High Performing Board of Directors ★
- Marketing and Communications for Your Nonprofit ★

Admission Requirements

This program is open to individuals with at least two years of college and some experience working or volunteering in a nonprofit is desirable but not required. Career opportunities include entry and management level positions in:
- Grant Writing
- Human Resources
- Event Coordination
- Project Management
- Membership Services
- Marketing and Communications

Submit the following to apply:
- An admissions application is available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee

Tuition for the entire program is $2925 excluding application and registration fees and textbooks. Individual courses cost $195 + $10 registration fee.

Open Enrollment Courses

Courses marked with a ★ may be taken individually for those who meet program qualifications.

L to R: Nonprofit Management Certificate instructors Alan Strand and Kristina Mayer congratulate the first graduate of the new program, Laurie Miller, Sumner Downtown Association.

Fundraising Management

As organizations compete for donor dollars, they have a great need for fundraising professionals. With the focus increasingly on the individual contributor, fundraisers recognize the growing importance of planned and major gifts, the fundamental relationship between good management, financial and marketing skills, and the ability to develop strong case statements for grant proposals. This 8-month certificate program covers the changing trends and new directions of the field. Upon successful completion of the program, students earn a University of Washington Tacoma certificate, and 14.5 continuing education units (CEUs).

Course Modules

Fundraising Basics ★
Survey course of ideas, concepts, methods and language familiar to fundraising professionals. Offers an introduction to the theory and practice of fundraising for nonprofit organizations.

Writing for Development ★
Focuses on developing the necessary written fundraising messages to reach different audiences for fundraising success.

Management and Finance for Fundraising ★
Covers managing a fund development program, the use of technology in fundraising and provides a working understanding of financial systems and budgeting.

Major and Planned Gifts ★
Overview, theory and best practices in major and planned giving programs, including strategic planning for implementing major and planned giving programs.

Fundraising as a Profession ★
Covers professional aspects of the field of philanthropy.

Research Project
Provides a culminating experience involving research within the comprehensive fund development program.

Admission Requirements

This program is designed for fundraisers, board members and volunteers, who want to upgrade their skills or for those seeking a new career in the development field. Two years of college or two years experience in the field of development and fundraising preferred.

Submit the following to apply:
- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee

Program tuition of $3090 may be paid on a quarterly basis.

Open Enrollment Options

Courses marked with a ★ may be taken individually for those who meet program qualifications.

This program is approved for funding through:
Geographic Information Systems (GIS) Credential

Geographic Information Systems (GIS) is a broad term that refers to a number of different technologies, processes and methods for working with maps and geographic information. It is used for creating and using maps; compiling geographic data; analyzing mapped information; sharing and discovering geographic information; and managing geographic information in engineering, planning, management, transport/logistics, insurance, telecommunications, education and business.

This six-month program includes hands-on practice using ArcGIS® software at the UW Tacoma in a computer lab. A certificate of completion will be issued upon successful completion of all three courses in the program. Instructor permission is required to enter the program after the first class. This 99 or 9.9 CEU program has been approved for OSPI K-12 Clock Hours.

Course Modules

Introduction to ArcGIS I
This course is highly recommended for those who are new to ArcGIS or geographic information systems. This course begins the foundation for becoming a successful ArcView, ArcEditor or ArcInfo user. It covers the fundamental concepts of GIS as well as how to query a GIS database, manipulate tabular data, edit spatial and attribute data, and present data clearly and efficiently using maps and charts.

Participants learn how to use ArcMap, ArcCatalog and ArcToolbox and explore how these applications work together to provide a complete GIS software solution.

Introduction to ArcGIS II
This course covers further exploration of GIS concepts as well as focusing on spatial analysis, automation of spatial and attributes data, editing and advanced options for cartographic display. A portion of the class is reserved for carrying out an analysis project and applying many of the new skills and techniques learned in this course. Participants conduct queries, perform spatial analysis, and present their results in a hard-copy map. Recommended for those with fundamental knowledge of ArcGIS and geographic information systems.

Introduction to ArcGIS III
This course covers advanced technical, implementation and application issues in GIS analysis. Raster-based modeling, two- and three-dimensional representations, introductory GPS and system planning issues. Recommended for those who want to learn how to use ArcGIS desktop applications to conduct raster-based analysis, conversion and editing.

Register and Pay
No formal admission required. To register, submit:

- A course registration form available online at: tacoma.uw.edu/keypdc
- Current resume
- Tuition for the program is $2,685 (does not include non-refundable registration fees, books, $20 per quarter tech fee, and books). Tuition is payable on a term-by-term basis.

Certificate Program Areas
This certificate program consists of five core and a variety of elective courses in five program areas:

Leadership Core Class
Learn methods for building internal and external relationships and applying those skills to a networked nonprofit ecosystem.

Nonprofit Management
Learn to manage people, build effective programs and maintain a healthy and efficient nonprofit organization. This program is designed for those working in and with the nonprofit sector – including staff, directors, program administrators, board members, philanthropists, members of faith-based communities, consultants, volunteers, or those interested in employment or volunteering.

This newly updated and restructured program includes a rigorous series of courses taught by nonprofit practitioners. Curriculum focuses on nonprofit leadership, financial management, fundraising and resource development, human resource development, planning and evaluation and social entrepreneurship in this ever-changing field.

This 90-hour program is designed to be completed within one year. Each course is a minimum of six hours. The certificate curriculum consists of five required core courses and a related elective in each core area, to equal 60 hours. Thirty additional hours of electives may be selected from any of the core areas, special topic seminars or online courses.

This program is approved for funding through:

WorkSource
VA

Leadership Electives
- Leadership & Board Governance
- Strategic Management
- Situational Decision Making
- Ethics in Non-Profit Leadership

Financial Management I Core Class
Identify key financial terms; review and analyze financial statements; and develop financial policies and procedures to effectively manage resources.

Financial Management Electives
- Financial Management II
- Financial Reporting and Analysis
- Cost Allocation

Fundraising & Resource Development Core Class
Learn the process of fund development and create a plan that will result in effective fundraising strategies for board, staff, and volunteers.

Fundraising Electives
- Grant Writing Basics
- Major Gifts
- Planned Giving
- Grant Writing Advanced

Human Resources Development Core Class
Strategically respond to issues related to individual employee motivation, delegation, and coaching.

Human Resources Electives
- Employment Law
- Volunteer Management and Engagement

This program is approved for funding through:

WorkSource
Lean Six Sigma Black Belt

Black Belts are experienced and well trained Lean Six Sigma professionals who provide project management, statistical analysis, financial analysis, meeting facilitation, and project prioritization for the organization. The typical Black Belt leads several projects, coaches and mentors Green Belts and understands how to define a problem in order to quickly drive towards a solution. Black Belts often manage Lean Six Sigma projects full time and are the liaison between the staff and the project sponsors and managers. (90 hours classroom, 30 hours practicum)

The Black Belt Certification program is designed for experienced practitioners with a Green Belt Certification (or equivalent process improvement experience) who wish to achieve the pinnacle of Lean Six Sigma training by developing critical skills for leadership in enterprise wide deployment. ISS Black Belts are professional problem solvers. As such, they provide mentoring to green belts and others who need to improve or optimize performance. With this in mind, instructors take great care to transfer all the necessary skills that future Black Belts will need to become leaders and mentors and, in some cases, fill management positions.

In this instructor-led course, participants spend 90 hours in the classroom and 30 hours in the field applying the Lean Six Sigma methodology. Students become grounded in the established Lean Six Sigma body of knowledge, gain experience to implement it in the workplace through a group project in the field, and the credentials to be a Lean Six Sigma leader within their organization. This course is limited to 10 participants.

Upon successful completion of the program standards for attendance and performance, students earn a Black Belt Certificate and 12.0 CEUs (120 contact hours) from the University of Washington Tacoma.

Course Content

<table>
<thead>
<tr>
<th>Course Module</th>
<th>Hours</th>
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<tr>
<td>Lean Six Sigma Concepts and Practices</td>
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<tr>
<td>Leading in a Lean Environment</td>
<td>12</td>
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<tr>
<td>Communicating with Data</td>
<td>12</td>
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<tr>
<td>Green Belt Team Facilitation</td>
<td>8</td>
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<tr>
<td>Lean Transformation</td>
<td>8</td>
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<tr>
<td>Practicum</td>
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<tr>
<td>Total</td>
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Admission Requirements

Participation in the Black Belt program is open to all Lean or Six Sigma practitioners with Green Belt Certification (or evidence of equivalent process improvement experience). Admission to this program requires a $50 application fee and application form, a typed resume documenting your Lean Six Sigma Green Belt Certification, training or equivalent work experience. (Application fee/resume/letter requirement waived for UW Tacoma Green Belt graduates.)

Submit the following to apply:

- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee

Tuition for the entire program is $3372 excluding application and registration fees and textbooks.

Open Enrollment Options

Courses marked with a ★ may be taken individually for those who meet program qualifications.

This program is approved for funding through:

- WorkSource
- VA

www.tacoma.uw.edu/keypdc 253.692.4618
**IT Security**

This eight month, Information Security Certificate, is designed primarily for information professionals, including programmers, systems analysts, database administrators, network administrators, web developers and operations personnel with direct responsibility for design, implementation and management of information systems. Use what you learn in this program to prepare for a majority of topics in the CISSP exam and Certified Ethical Hacker (CEH) exams. Content may also be appropriate for individuals in management, finance, law enforcement, military service and the legal profession who would like to deepen their understanding of system security.

Participants who meet program requirements will earn a Certificate in IT Security, 9.0 CEUs or 90 contact hours.

**Course Modules**

**Fundamentals of Information Security**

An overview of ten major knowledge domains of information security, including technical and managerial approaches. From within a framework of asset protection and risk management, participants examine different systems’ vulnerabilities and threats and are introduced to basic data security technologies such as cryptography, access control, and network segmentation. Alternative strategies and security-related products will be compared and reviewed.

**Network Defense, Incident Response & Intro to Malware Analysis**

Primary focus of this course centers on hardening network systems, use of network security tools for defensive purposes, Incident Response and Malware Analysis. System hardening concepts will be examined including regulatory requirements including PCI-DSS, HIPAA, and SOX. Incident response will address planning, immediate actions, recovery and lesson's learned. Students will explore signs of compromise and analysis. Network forensics will include malware delivery, attacker identification, compromise tracking and identification.

**Ethical Hacking, Defense and Emerging Security Issues**

This is a highly technical and fast-paced offensive security class. This course examines emerging challenges for IT security management and assessment of network security posture from an offensive perspective. Students will be exposed and conduct computer assessments using ethical hacking and penetration techniques. As application architectures become more widely distributed and as network perimeters become more extended through mobile wireless access, security managers must identify new approaches to assure confidentiality, integrity and availability.

**Admission Requirements**

This program is designed for those with two years of college and two years of experience in the information technology field. Individuals with less than two years of experience may be accepted if they have completed relevant education or training.

**Submit the following to apply:**

- An admissions application available online at: tacoma.uw.edu/keypdc
- Current resume
- $50 non-refundable application fee

Tuition for the entire program is $2,679 excluding application and registration fees and textbooks. Tuition is payable on a term-by-term basis.

This program is approved for funding through:

**Lean Six Sigma**

Lean Six Sigma is a business and data-driven, disciplined approach to reducing waste and minimizing defects in any type of process (be it manufacturing or services). Lean Six Sigma focuses on reduction of waste, increased profitability and customer satisfaction. It is a method of integrated management used by organizations to more effectively and efficiently meet the needs of their customers and other interested parties. KeyBank PDC offers these courses at UW Tacoma and at various off-campus locations in Everett, Tukwila and Olympia.

**Lean Six Sigma White Belt**

Executive Overview (White Belts): White Belts are typically supervisors, managers, directors or executive level staff who may be tasked with implementing and managing teams using the Lean Six Sigma process. These staff provide strategic oversight and direction for projects, review progress and assist in solution implementation for both manufacturing and service businesses. Participants are provided with an overview of Lean Six Sigma and the DMAIC problem solving methodology. This overview includes statistical and non-statistical techniques used for continuous process improvement. Participants will become familiar with the core concepts and critical success factors for achieving breakthrough results via Lean Six Sigma methods into in order to develop a Lean Six Sigma implementation strategy tailored to their work culture and business situation.

**Lean Six Sigma Green Belt**

Green Belts learn the comprehensive elements of Lean Six Sigma in order to assist staff in using the process and facilitate team efforts. They collect data, make initial interpretations and begin to formulate recommendations that are given to Black Belts or the sponsoring managers. Green Belts typically facilitate one-two projects a year while maintaining their regular job duties.

In the Green Belt course, students are provided an overview of Lean, Six Sigma and the DMAIC problem solving methodology. Included are both statistical and non-statistical techniques used for continuous process improvement such as process definition, process flow diagrams, data collection techniques, measurement techniques, causes of process variation, pareto diagrams, histograms, cause and effect diagrams, control charts and process capability analysis.

This interactive classroom experience emphasizes strategic thinking, flexibility, teamwork and communication skills.

Students work through a selected team project using Lean Six Sigma concepts. To earn a completion certificate and certification as a Lean Six Sigma Green Belt, participants must meet the minimum standard of 80% for attendance and completion of coursework.

**Register & Pay White/Green Belt**

No admissions form required.

**To register, submit:**

- A course registration form available online at: tacoma.uw.edu/keypdc
- Current resume
- White Belt: $299 + $10 non-refundable registration fee (includes lunch and a free guest registration for co-worker or supervisor from the same organization)
- Green Belt: $1675 + $10 non-refundable registration fee (includes lunch and a free guest registration for co-worker or supervisor from the same organization)

This program is approved for funding through:

www.tacoma.uw.edu/keypdc 253.692.4618