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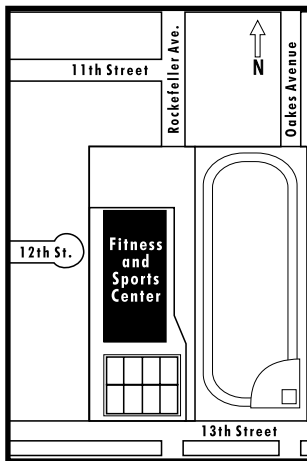
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OFF-CAMPUS SITES

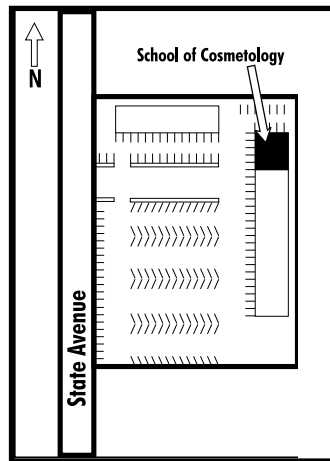


In an effort to promote education throughout the community, Everett Community College offers various college courses at locations throughout the area. Please check the locations listed in the quarterly schedules to find class sites.



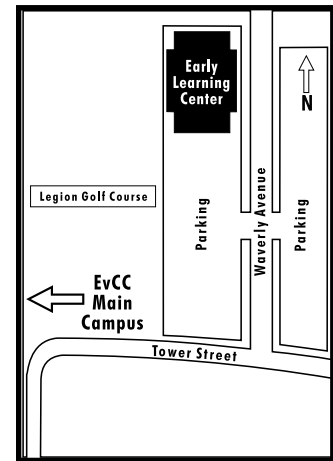
Fitness and Sports Center

1220 Rockefeller Avenue, Everett, WA 98201
425-388-9323



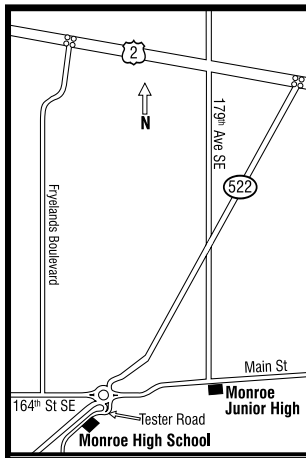
School of Cosmetology

9315 G State Avenue, Marysville, WA 98270
425-388-9339



Early Learning Center

820 Waverly Avenue, Everett, WA 98201
425-388-9300



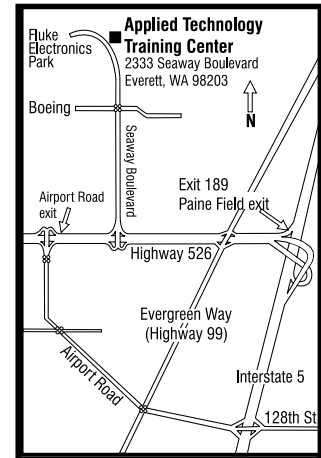
Monroe High School/Junior High School

High School: 17001 Tester Road, Monroe 98272
Junior High: 1408 West Main St., Monroe 98272
360-863-4011



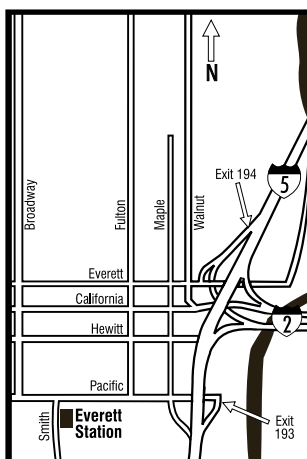
Aviation Maintenance Technician Program

9711 32nd Place W., Bldg. C-80, Paine Field, Everett, WA 98204
425-388-9533



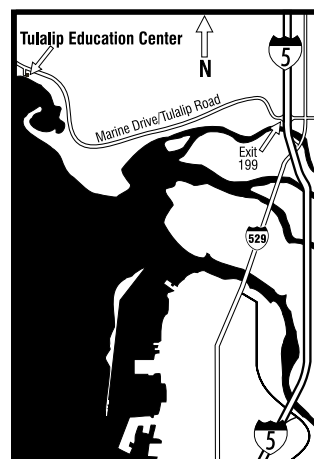
Applied Technology Training Center

2333 Seaway Boulevard, Everett, WA 98203
425-267-0150



University Center at Everett Station

3201 Smith Avenue, Everett, WA 98201
425-252-9505



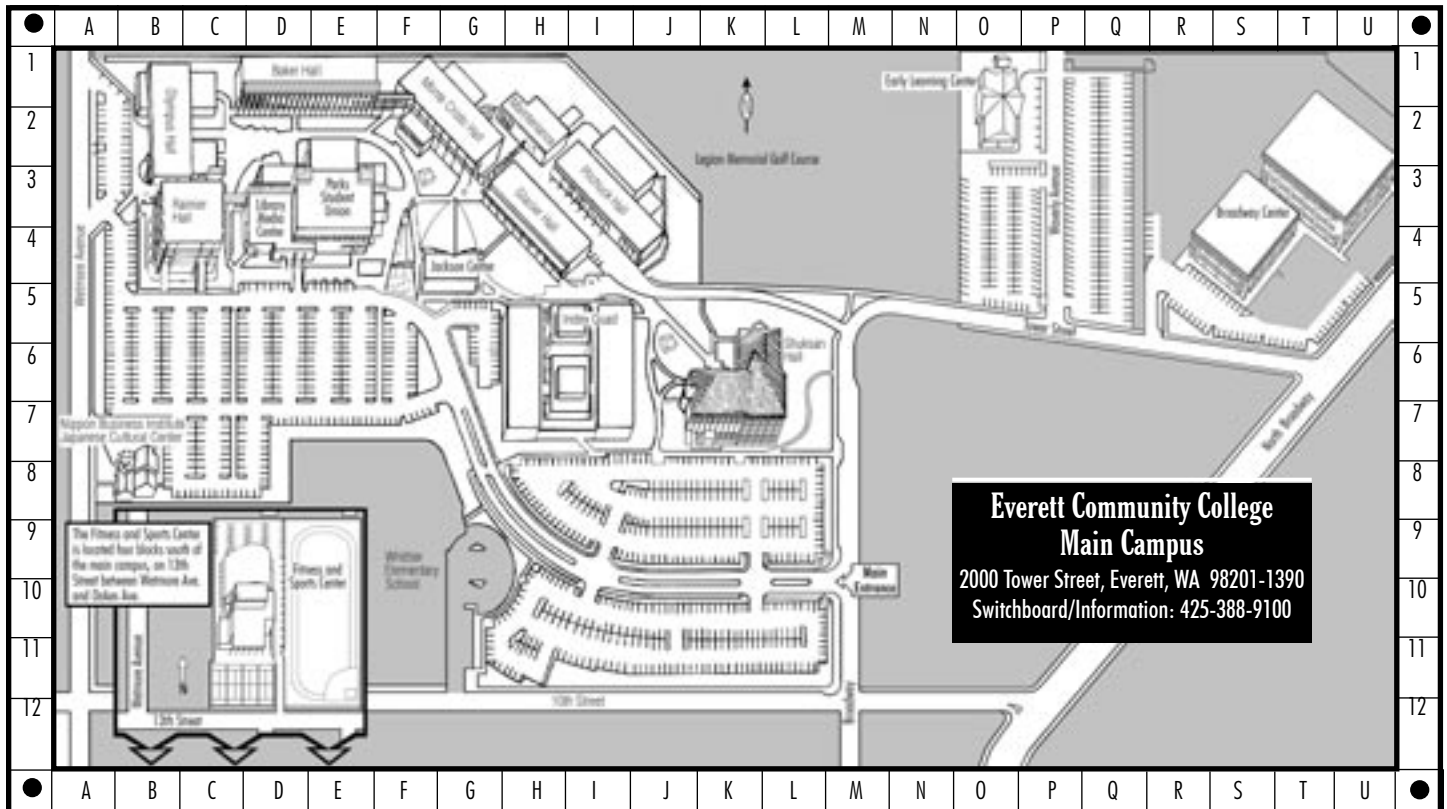
Tulalip Education Center

7707 36th Ave. NW, Bldg. B, Marysville, WA 98271
360-651-4535



Broadway Center

840 North Broadway, Everett, WA 98201



Alphabetical Office Directory

Administrative Services,

Office of the Vice President B-2
Olympus Hall – South Wing, 1st floor

Administrative Computing Center B-2
Olympus Hall – South Wing, 2nd floor

Admissions Office G-4
Jackson Center

Adult Education C-3
Rainier Hall, 2nd floor

Art Classrooms and Labs H-4
Glacier Hall

Arts/Media/Journalism/The Institute for Media and Creative Arts Office H-6
Index Quad, 119

Associated Students Offices E-3
Parks Student Union, main floor

Aviation Classrooms/Labs
Building C-80, Paine Field (See page 2.)

Bookstore E-3
Parks Student Union, main floor

Business and Applied Technology Division Office C-1
Olympus Hall – North Wing, 1st floor

Business Classrooms..... B/C-1

Olympus Hall – North Wing, 1st floor

Business Faculty Offices..... C-1
Olympus Hall – North Wing, 2nd floor

Communications/Social Science Division Office C-3
Rainier Hall, 3rd floor

The Cascade Range Cafe E-3
Parks Student Union, main floor

Career Center E-3
Parks Student Union, upper floor

Cashier..... F-4
Jackson Center

Center for Disability Services..... E-3
Parks Student Union, main floor

Center for Diversity and Equity..... E-3
Parks Student Union, third floor

Ceramics Studio..... 1-3
Pilchuck Hall

Child Care Center O-1/2
Early Learning Center, 820 Waverly Ave. (See page 2)

College Advancement,

Office of the Vice President B-2
Olympus Hall – South Wing, 2nd floor

Computer Classrooms/Labs B-1, K-6
Olympus Hall and Shuksan Hall

Continuing Education Department
Applied Technology Training Center,
2333 Seaway Blvd., Everett (See page 2)

Cosmetology Classrooms/Labs
9315-G State Avenue, Marysville (See page 2)

Criminal Justice Program Office H-5
Index Quad

Counseling, Advising, and Career Center E-3
Parks Student Union, upper floor

Distance Learning..... D-3
Parks Student Union, lower floor

Engineering Classrooms H-6
Index Quad

English as a Second Language C-3
Rainier Hall, 2nd floor

Enrollment Services G-4
Jackson Center

Family Life Education

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CAMPUS DIRECTORY



Early Learning Center,
820 Waverly Avenue (See page 2)

Financial Aid..... D-3
Parks Student Union, upper floor

Foundation Office..... B-2
Olympus Hall — South Wing, 2nd floor

GED Preparation..... C-3
Rainier Hall, 2nd floor

GED Testing E-3
Parks Student Union, upper floor

Grants Development..... B-2
Olympus Hall — North Wing, 2nd floor

Graphic Arts Lab H-6
Index Quad

Gymnasium
Fitness and Sports Center, 1220 Rockefeller Avenue
at 13th Street (See page 2)

High School Completion C-3
Rainier Hall, 2nd floor

**Human Resources,
Office of the Vice President** B-2
Olympus Hall — South Wing, 1st floor

Instruction, Office of the Vice President B-2
Olympus Hall — South Wing, 2nd floor

Instructional Media Design Center
Parks Student Union, main floor

International Students..... G-4
Jackson Center

Student Employment Referral Center E-3
Parks Student Union, upper floor

Journalism Classroom/Clipper Office I-3
Pilchuck Hall

Learning Services..... C-3
Rainier Hall, 2nd floor

Lecture/Performance Hall..... E-1
Baker Hall, 1st floor

Library-Media Center D-3
Parks Student Union, lower floor

Math Learning Center..... D-1
Baker Hall, 1st floor

Multicultural Student Success Center..... E-3
Parks Student Union, upper floor

Music Office C-3
Rainier Hall, 3rd floor

Nippon Business Institute..... B-8
Japanese Cultural Center, 905 Wetmore Avenue

Northlight Gallery E-3

Parks Student Union, main floor

Nursing Classrooms/Labs I-5
Index Quad

Ocean Research College Academy (ORCA)
Applied Technology Training Center,
2333 Seaway Blvd., Everett

Payroll B-2
Olympus Hall — South Wing, 1st floor

Photography Classrooms/Labs I-5
Index Quad

Physical Education
Fitness & Sports Center,
1220 Rockefeller Avenue at 13th Street (See page 2)

President B-2
Olympus Hall — South Wing, 2nd floor

Print Shop H-3
Glacier Hall

Purchasing F-2
Monte Cristo Hall Annex

Rainier Learning Center
Rainier Hall, 1st floor

Rainier Learning Center B-3
Summer and Fall: Jackson Center
Winter and Spring: Rainier Hall, 1st floor

Refugee Forum C-3
Rainier Hall, 2nd floor

Registration Office/Registrar G-4
Jackson Center

Running Start..... G-4
Jackson Center

Science Classrooms/Labs G-2
Monte Cristo Hall, 1st and 2nd floors

Science, Math and Occupations..... L-6
Shuksan Hall, lower floor

Security/Traffic E-3
Parks Student Union, main floor

Staff Graphics H-3
Glacier Hall

Staff Services Office H-3
Glacier Hall

Student Employment Referral Center E-3
Parks Student Union, upper floor

Student Activities Service Center E-3
Parks Student Union, main floor, Room 203

Student Services, Office of the Vice President ... E-3
Parks Student Union, upper floor

Student Support Services Program..... E-3

Parks Student Union, upper floor

Student Activities Office..... E-3
Parks Student Union, main floor

Switchboard..... E-3
Parks Student Union, main floor

Testing Center..... E-3
Parks Student Union, upper floor

Tutoring Center B-3
Summer and Fall: Jackson Center
Winter and Spring: Rainier Hall, 1st floor

Veterans' Office E-3
Parks Student Union, upper floor

Weight Room
Fitness and Sports Center,
1220 Rockefeller Avenue at 13th Street (See page 2)

Welding Classrooms/Labs I-2
Pilchuck Hall

Women's Programs and Services..... E-3
Parks Student Union, upper floor

Workforce Training E-3
Parks Student Union, upper floor

Writing Center B-3
Summer and Fall: Jackson Center
Winter and Spring: Rainier Hall, 1st floor

WWU Everett Education Center S-4
Broadway Center

Alphabetical Building Directory

Main Campus

Baker Hall E-1
Broadway Center S-3
Glacier Hall H-4
Henry M. Jackson Center G-4
Index Quad H/I-5/6
Japanese Cultural Resource Center B-8
Library D-3
Monte Cristo Hall G-2
Maintenance Buildings..... H-2
Olympus Hall B-2
Pilchuck Hall I-3
Parks Student Union E-3
Rainier Hall C-3
Shuksan Hall..... K-6

Welcome from the President



OFFICE OF THE PRESIDENT

2000 Tower Street Everett, Washington 98201-1390 425-388-9202 fax: 425-388-9531



For over sixty years, EvCC has been a wise educational choice and a stimulating source for personal enrichment. Our continuing goal is to enable you to achieve your academic, technical, and basic education goals. Our graduates confidently transfer to universities to complete bachelors or postgraduate degrees while others hone their professional and technical skills and flourish in new and challenging careers; last year more than 2000 diplomas, certificates and degrees were awarded. Other students achieve personal goals of literacy, cultural transition, or stable employment.

The College continues to create and strengthen partnerships with business and industry, local communities, and other educational institutions to ensure that learning opportunities are dynamic and relevant. Faculty are developing new strategies in instruction by creating online classes, new combinations in classroom and electronic media, and interdisciplinary programs that delve into the connectedness of issues in our contemporary world. Students can earn several degrees and certificates on a distance basis. We are working with local hospitals and clinics to prepare world-class health care professionals and technicians. Our theater, language, and visual arts programs are bustling with energy and sophistication. We are launching a student-led campus-wide effort to upgrade our technology options by offering universal student access to computing resources and enhancing the quality of our digital systems.

In the Summer 2005 construction will begin on a new Arts and Science Facility. The building will modernize the college's arts studios and science labs and provide space for expansion in each program. The new facility will replace Monte Cristo, Pilchuck and Glacier Halls. Initial planning has also begun for a 70,000 square foot Undergraduate Education Center. This facility will serve the needs of students acquiring associates degrees and transferring to four-year colleges and universities. Improvements to parking and transit facilities, and to our cultural gardens are in progress and will continue. Our technology network and website have been improved to provide greater accessibility to the College and more distance learning options. Log on at www.everettcc.edu.

In addition to enhancing students' lives, Everett Community College's contribution to the local economy is substantial and growing. According to a recent independent socioeconomic study, business sales in the region are \$349 million greater and personal income is \$149 million larger because of EvCC's presence. The benefits to the local economy translate into job and investment opportunities, increased business revenues, and greater availability of public funds.

EvCC Faculty and staff are recognized for their scholarship and community service. The EvCC Foundation continues to exceed expectations, raising funds to support scholarships, instructional equipment, and professional development opportunities. The College has been recognized for its work in economic development and inter-college partnerships.

We focus on providing the tools for people to grow. Our faculty and staff are dedicated to your success. We want our enthusiasm for learning to spark yours. Everett Community College is... a wise choice!

A handwritten signature in black ink that reads "Charles N. Earl".

Sincerely,

Charles N. Earl
President

BOARD OF TRUSTEES AND ADMINISTRATION



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Gene L. Chase, Arlington

Thomas J. Gaffney, Everett

Sanford Kinzer, North Snohomish County

Carlos Veliz, Lake Stevens

Nancy Truitt Pierce, Monroe

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George Deitz
425-388-9274 gdeitz@everettcc.edu

ACCREDITATION

Everett Community College is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. De-

partment of Education. For further information, contact the Commission on Colleges, Northwest Association of Schools and Colleges, 11130 NE 33rd Place, Suite 120, Bellevue, Washington, 98004.

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission, NLNAC, 61 Broadway 33rd floor, New York, NY 10006. The Everett Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). (Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208.)

A BRIEF HISTORY OF THE COLLEGE

Founded in 1941, Everett Community College has grown from modest beginnings in a converted elementary school to become a dynamic campus serving university-bound students taking advantage of affordable tuition and flexible schedules, and preparing the region's workforce with new skills for challenging careers.

While the school's early years during World War II were difficult ones, the post-war years brought rapid growth. New programs and faculty were added each year and students flocked to the institution in growing numbers. In 1958, the College moved the main campus to its permanent site in north Everett. That site now houses 13 modern brick buildings on a pleasant, tree-shaded campus adjoining the Legion Memorial Park Golf Course. In 1999 the College added Shuksan Hall, a two-story technology center featuring up-to-date science labs and computer-equipped classrooms. The 22-acre main campus includes classrooms and labs in academic buildings named after peaks of the surrounding Cascade and Olympic mountain ranges; the John Terrey Library-Media Center; the Gary Parks Student Union—which houses the bookstore, cafeteria, and art gallery; a child care center; and the Nippon Business Institute and Japanese Cultural and Resource Center.

In 2003 the College expanded to Broadway Center at North Broadway and Tower Street, adding eight new classrooms, offices and a commons area. Plans are underway to construct an Arts and Sciences Building, add an Undergraduate Education Center and site a North Everett Transit Terminal on campus. Western Washington University (WWU) Everett Education Center is located in Broadway Center.

The school's Fitness and Sports Center is located three blocks south of the main campus at 13th and Rockefeller Streets. The complex includes a gymnasium, soccer and softball fields. The EvCC 'Trojans' compete intercollegiately in men's and women's basketball, cross-country and soccer, baseball/softball, women's volleyball, and crew.

Everett Community College operates several satellite learning centers. The Applied Technology Training Center in south Everett offers numerous opportunities for training or re-training in technology-based career fields. The College offers classes in aircraft mechanics and quality control through our Aviation Maintenance Technology Program, located in a complex of three buildings at Paine Field, also in south Everett. The School of Cosmetology is located in Marysville.

The College also offers classes at the University Center at Everett Station, Tulalip Tribes Education Center, in Monroe at Monroe High School and Junior High School, and through a popular and growing distance-learning network.

A wide variety of classes offered by the University of Washington, Washington State University, Western Washington University, Eastern Washington University, and Central Washington University are also available on the EvCC campus or at nearby centers.

Everett Community College counts among its alumni many of the area's business, government, and civic and social leaders. EvCC students have gone on to serve their communities in the United States Congress, the Washington State Legislature, and local government; they build businesses and support enterprises that fuel the region's—and the nation's—economy, and distinguish themselves in the world of art, literature and music.

As the academic, technical, and cultural center of learning for the region, Everett Community College continues to serve a growing population with diverse educational needs. Recent enrollments range between 9,000 – 10,000 students across all College programs. From launching university-bound high school graduates, to renewing career skills for an ever-changing workforce, Everett Community College intends to meet the education challenges of the future with the same professionalism, quality instruction and dedication



to each student that it has during its first 60 years.

MISSION STATEMENT

The primary mission of Everett Community College is to provide quality education in an atmosphere that encourages all students to achieve their educational goals. Through effective teaching and supportive student services, the College prepares students to be lifelong learners, responsible community members, and citizens in a rapidly changing world. To accomplish this mission, the College will...

Provide equal access to educational opportunities for all students;

Maintain high standards of excellence in instructional programs and student services;

Promote a sense of campus community characterized by mutual support and open communication;

Encourage diversity, collegiality, and professionalism;

Collaborate with regional businesses, agencies, schools, and universities to create mutually beneficial partnerships.

VISION STATEMENT

Everett Community College is the academic, technical, and cultural center of learning for the region.

STRATEGIC INITIATIVES AND GOALS

In order to further our mission and realize this vision, the following strategic initiatives and goals have been adopted by the Board of Trustees to guide the planning efforts. They are organized around five initiatives:

Initiative One: Everett Community College employs learning-centered principles in the development, implementation, and evaluation of courses, programs, and services.

Initiative Two: Everett Community College promotes a positive and healthy climate by valuing diversity and through nurturing open communication, mutual respect, and integrity.

Initiative Three: Everett Community College actively establishes and maintains mutually beneficial partnerships.

Initiative Four: Everett Community College will increase enrollments and meet more of the post-secondary education needs of a growing community.

Initiative Five: Everett Community College seeks additional resources, continually improves structure and processes, and supports employees in order to optimize organizational effectiveness.

University Transfer Programs

Students planning to transfer to another college or university after attending Everett Community College have many options and enjoy the benefits of a long tradition of successful transfer relations between EvCC and universities in Washington state. The College participates in transfer agreements with most colleges and universities in Washington and several in Oregon. These agreements enable students with the Associate of Arts and Sciences - Option II to satisfy the lower division general education requirements of those schools and enter with junior standing. Students who identify their university major can



usually complete most prerequisites or lower division requirements for that major at EvCC within the guidelines of the Option II direct transfer degree.

While the Option II degree meets the needs of many students planning to continue their studies in the Arts and Sciences at a university, the Associate in Science degree offers an opportunity for students in biological, physical, engineering, and computer sciences to focus on prerequisites for their major as well as some of their general education requirements. Most colleges and universities in Washington accept the Associate of Science under a statewide transfer agreement.

The Associate in Business - Direct Transfer degree provides students who intend to major in business administration or accounting a smooth transfer to several designated universities in Washington.

Alternatively, transfer students in other selected majors may find that our Associate in Arts and Sciences - Option I offers additional options for tailoring their EvCC coursework for successful transfer.

Because EvCC's tuition is much lower than tuition at the university level, students may find that they can complete the first two years of their college education at a reasonable cost and use the savings to continue their education at the university. Not only are the financial savings significant, but studies have indicated that transfer students to universities from Everett Community College demonstrate strong academic achievement at the university level.

Professional and Technical Programs

Everett Community College offers a variety of professional-technical programs in high demand occupations. Short-term training, certificates and a variety of specific Associate in Technical Arts (ATA) degrees provide many options for students seeking to sharpen skills and enter or advance within their careers. In order to prepare students for employment, all professional-technical areas of study provide courses with content and skills specific to that occupation. In addition, our programs provide students with computational, human relations and communication skills as they relate to the workplace. The College relies upon advisory committees, made up of representatives from management and labor in

the various occupational fields, to help develop and maintain cutting edge courses by incorporating current skills standards and competencies necessary for successful employment. They also provide a liaison with business and industry in researching employment and training needs.

Rapidly advancing technologies create the possibility that workers will retrain several times during their lifetime. The College collaborates with DSHS, Employment Security, DVR, the Workforce Development Council and many community-based organizations in providing training, retraining, and job skill upgrades. The Continuing Education department works with labor to provide several areas of specific training for apprentices.

Although the primary goal of professional-technical education is to prepare the student for immediate employment, students may be able to transfer some of their professional-technical coursework to a university for further education toward a bachelor's degree. For example, City University and The Evergreen State College accept most of our ATA degrees in transfer. Additionally, many professional-technical courses are articulated with K-12 programs through the Tech Prep Career Pathways. Students should check with a program advisor for credit eligibility requirements.

Curriculum guides in all professional/technical areas are available to assist students in planning programs. Refer to the Courses section of this Catalog for information about programs in your interest area or call Enrollment Services for additional information.

Adult Education/High School Completion

Everett Community College offers courses for adults who wish to improve their basic skills or English communication skills. Classes are offered in the day and evening, both on- and off-campus. The Basic Skills program provides instruction in reading, writing, and math at several levels. GED Test Preparation classes are also taught as part of the Basic Skills Program. Orientation and registration information is available through the Adult Education Office, 425-388-9291.

English as a Second Language classes are provided to non-English speakers. Specialized ESL classes are available for recently arrived refugees. All ESL classes focus on speaking, listening, reading, and writing skills. Persons interested in the English as a Second

Language program should call the Refugee and Immigrant Forum of Snohomish County, 425-388-9307.

The High School Completion program provides high school level classes to adults and out-of-school youth who need additional credits to finish their high school diploma. Advising appointments are available by calling 425-388-9291. Students need to provide an official copy of their previous high school transcript for use during the advising process.

Continuing Education

A variety of credit and non-credit workshops, special classes, and seminars has been developed to meet the training needs and personal enrichment interests within the community. These courses are especially designed to assist in furthering personal interests, upgrading technical skills, advancing career goals, or accommodating individual needs for continuing education. The department also offers customized contract training for area business and industry. Call 425-267-0150 for the latest offerings.

Senior Opportunities

Everett Community College offers a variety of educational and personal enrichment opportunities for mature adults in a selection of credit and non-credit classes. The quarterly class schedule of Continuing Education courses features a number of reasonably priced offerings in computer skills, fitness, writing, world languages, arts and crafts, dance, travel and much more. Many regular college credit classes are available to seniors for audit (non-credit) enrollment on a "space-available basis" for reduced tuition. See the College's quarterly class schedule for information about utilizing the Senior Citizen tuition reduction program, or contact Enrollment Services.

Distance Learning

Everett Community College offers distance learning courses as an alternative to traditional college coursework. These courses work well for students who need flexibility in their schedule or who are looking for a more independent approach to their educational program. Although presented in a different way, these classes are fully equivalent to on-campus classes in terms of credit earned and acceptability for transfer. Online courses require students to connect to a "virtual classroom" through the Internet. Students submit assignments, interact with other students, and communicate with the instructor electronically. Correspondence courses are also based on a written course guide and allow students to work at their own pace. Telecourses are a video-taped instructional series that is loaned to the student for the quarter. Some courses may require some on-campus meetings. Check the quarterly class schedule for this information.

Courses that apply to the Associate in Arts and Sciences — Option II (the direct transfer degree) and the Associate in General Studies are available each quarter through distance learning. EvCC also offers a unique online certificate program in Medical Transcription.

Distance classes are ideal for the person who finds it more convenient to work on his/her own time. However, students should have strong organizational, reading, and writing skills to do well in these classes, as well as easy access to the Internet. For general information about distance learning opportunities, call 425-388-9501, send an email to distance@everettcc.edu or visit our website at www.everettcc.edu/distance.

High School Partnerships

In cooperation with local high schools, EvCC and high school instructors collaborate to offer "College in the High School," a program of college-level courses in selected subjects in the high school; in many cases these courses are transferable to some universities. Often these courses are related to Advanced Placement offerings in the high school. Students pay a flat fee for these courses and receive college credit and grades upon successful completion. This program is coordinated by the Continuing Education Department. Questions about the College in the High School program may be directed to 425-267-0153.

EvCC also participates in Tech Prep partnerships which link technical courses in the high schools with selected technical courses at EvCC. Students can earn high school and college credit simultaneously without leaving the high school campus. The program coordinator for Tech Prep can be reached at 425-388-9548.



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EDUCATIONAL OPTIONS

International Opportunities

Nippon Business Institute and Japanese Cultural Resource Center

The Nippon Business Institute (NBI) is an undergraduate international studies program concentrating on the practical aspects of Japan-U.S. business relationships. The primary mission of the NBI is to help 'bridge the cultural gap' that exists between eastern and western cultures. The NBI program provides for the development of awareness, understanding, and skills in critical areas such as culture, history, business practices, and the Japanese language.

In addition to offering transferable college credit courses in Japanese language, history and culture the NBI conducts workshops and seminars covering Japanese language for children, cooking, calligraphy, flower arrangement, and art. The NBI provides consultation and training services to government agencies and businesses wanting to improve their Japan-U.S. relationships. The NBI also offers internship opportunities and cultural immersion programs providing students with valuable first-hand experiences in Japan. Contact the NBI at 425-388-9195.

Northwest Language Center

The Northwest Language Center (NLC) at Everett Community College is an interdisciplinary effort committed to providing innovative programs that invite language learning and promote intercultural effectiveness and global understanding. The NLC comprehensively combines academic, research and extracurricular endeavors related to world languages. Our primary focus includes the languages and cultures of European, Central American and Latin American countries. Contact the NLC at 425-388-9499.

Current services of the Center include: short-term language and culture workshops, general conversational workshops, specialized terminology workshops, travel workshops, customized on-site language instruction to meet the needs of local businesses, cross-cultural training classes, language tutoring for individuals and groups, children's classes and international student exchange programs with Stuttgart (Germany), Mexico and Spain.

Study Abroad

Enrichment, growth, and meaningful learning can be experienced in travel and study abroad. Opportunities for study in Germany, Mexico, Costa Rica, Japan, London and Italy are available through EvCC offerings, and the Washington State Community College Consortium for Study Abroad. Students may register for EvCC credit, and in most cases use the courses toward degree requirements. Contact Enrollment Services, the Northwest Language Center or the Nippon Business Institute for information and advising.

International Student Programs

Everett Community College enjoys several partnerships with overseas schools and colleges, and has agreements that enable students from those institutions to complete an associate degree at EvCC. Any student age 18 or older who has successfully completed their secondary school program in another country, and wishes to enroll at EvCC while on a student visa, is encouraged to apply for admission. EvCC offers an Intensive English Language program for international students, as well as specialized advising services, orientation, homestay referrals, international student club, and university transfer assistance. See "International Student Admission" in the Enrollment Services section for more information.

Institute for Media and Creative Arts

The Institute for Media and Creative Arts (timca) offers an integrated approach to learning and applying communications and media emphasizing graphic, photographic, studio and written arts, music, and theatre. The Institute is a production-oriented program with substantial guidance by a diverse and professionally active faculty. The program results in development and production of a presentation project suitable to demonstrate the student's knowledge and applied skills.

The Associate in Fine Arts (AFA) is awarded for completion of course work through the Institute for Media and Creative Arts. Areas of emphasis are Graphic Design/ Digital



Illustration, Photography, Studio Arts, and Written Arts.

For more information about these programs, visit the timca website at www.everettcc.edu/timca

Learning Communities

Looking for a personalized educational experience? An experience where you can connect the dots between your interests, your skills, and a variety of courses? Learning Communities offer a unique chance to achieve several goals at once in a supportive learning environment.

Learning Communities are usually created through co-registration (block scheduling) that links two or more existing courses. Students take the courses together and have an opportunity for deeper understanding and integration of the subjects and materials being studied. The communities are usually structured around a theme, allowing students to think critically and to look at issues from multiple perspectives. The learning community format provides greater interaction between students and between students and teachers, and supports students by creating social networks.

At EvCC, learning communities are usually made up of a group of students who share two to four classes in common. The communities vary by the type of classes that are linked together, and by the degree to which course materials overlap between classes. For example, some learning communities are organized around an academic major or program at the college such as Science, Nursing, or Ocean Research College Academy (ORCA). Other learning communities are organized around a specific interest, such as nonviolence, the stress of social problems, or cultural awareness. Still other learning communities link a skill-focused course (e.g., College Writing) with a content-focused class (e.g., Geology).

Some of the advantages of taking a learning community are:

- ❖ Since more than one course is shared with the same classmates, the result is a friendly, supportive learning environment in which friendships are easily made.
- ❖ Learning Communities increase opportunities to learn more effectively. Assignments are coordinated between the courses, which helps students to manage their time and earn better grades.
- ❖ Instructors often focus on a central theme or question. This helps make class discussions and assignments more interesting and stimulating.
- ❖ Students learn how to build connections between ideas and disciplines. This not only supports the linked courses, but benefits future study, work, and life situations also.
- ❖ Options to learn about and gain skills for the work world are offered through the Service Learning component of some learning communities.

When you are discussing your educational plan with an advisor and selecting courses for the upcoming term, ask about Learning Communities.

Ocean Research College Academy

The Ocean Research College Academy (ORCA) is an Everett Community College magnet science school for high school students who qualify for Running Start. (See "Running Start" in the Enrollment Services section of the catalog.)

Students enrolled in the Ocean Research College Academy fulfill their high school graduation requirements and advance toward an associate's degree within the ORCA program. ORCA students integrate science, math, English and history coursework while participating in authentic scientific research. As a Learning Community (described above) students enjoy close working relationships with a team of instructors, and a supportive

learning environment.

The target population of Ocean Research College Academy is science-oriented students who are motivated to complete two years of high school while potentially completing two years of college.

Contact Ardi Kveven at 425-267-0156 or at akveven@everettcc.edu.

Outlying Centers

In addition to a wide variety of offerings on the north Everett main campus, several programs are offered in locations around Snohomish County. EvCC offers a Cosmetology program in Marysville, an Aviation program at Paine Field, job skills courses at Sno-Isle Vocational Center, technical training at the Applied Technology Training Center near Boeing, and basic skills and college courses in Monroe and at the University Center at Everett Station. Coursework is offered cooperatively at the Tulalip Education Center. The quarterly class schedule lists all courses and their locations.

Western Washington University Extended Education and Summer Programs - Everett Education Center

Western Washington University's Everett Education Center is a vital, multipurpose facility providing bachelor and master degree programs and continuing education courses. Students interested in preparing for these programs will find appropriate courses through EvCC's regular offerings. EvCC's Associate in Arts and Sciences – Direct Transfer Degree/Option II is required for entrance to WWU's Bachelor of Arts teacher certification and human services programs. The following programs are available through WWU's Everett Education Center:

- ❖ Bachelor of Arts (BA) in Human Services
- ❖ Bachelor of Arts (BA) in Education and Elementary Teacher Certification
- ❖ Post-baccalaureate Elementary Teacher Certification
- ❖ Master of Education (MEd) in Adult Education
- ❖ On-line Continuing Education and Professional Development Courses for Educators

Call 425-339-3808 for more information.

ADMISSION

Getting Started

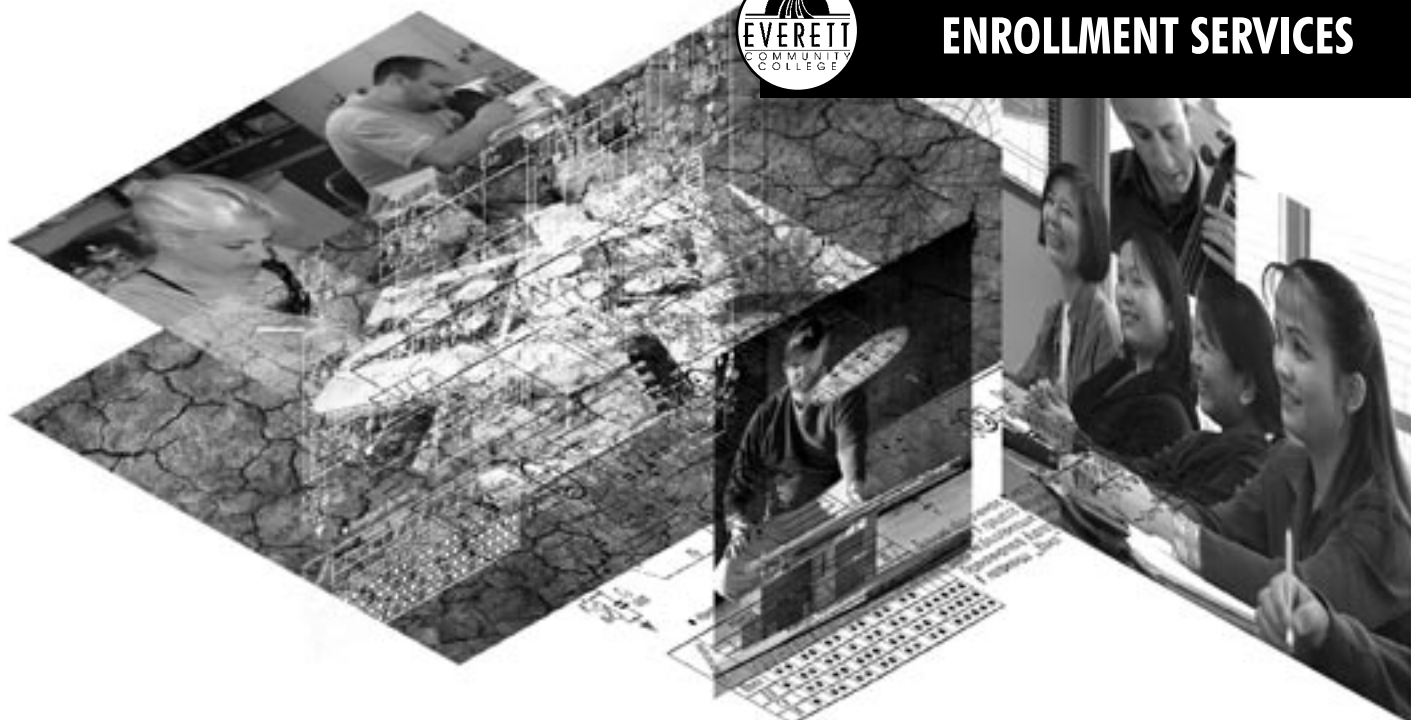
The Enrollment Services Office provides primary entry services to prospective students. Individual appointments, campus tours and printed material are available upon request. Enrollment Services coordinates application, admission, assessment/testing, orientation, advising and registration processes. Write, visit, or call our office, 425-388-9219. You can also discover more about EvCC on our web site at www.everettcc.edu. Email inquiries may be sent to admissions@everettcc.edu.

Eligibility to Attend

To attend Everett Community College a student must be a high school graduate, hold a GED, or be at least 18 years of age. Special admission requirements for International Students and Running Start students are described below.

Persons who wish to attend EvCC while still in high school may be considered for enrollment under the Running Start program or through "special admission." Please see those sections below for more information about those options. Both options require application well in advance of the quarter.

Students age 16 and over who meet the provisions of "Title III- Adult Education Program" may enroll in certain adult basic education classes.



A student must be competent to benefit from the curricular offerings of the College, and by his or her presence or conduct not create a disruptive atmosphere within the College inconsistent with the purpose of the institution.

Applying for Admission

New Students: Applications from new students are accepted any time, though we recommend early application at least three or four months in advance in order to take advantage of early orientation, advising, and registration. New students who apply for one quarter and then change plans to attend a different quarter should contact the Enrollment Services Office immediately to request that their application be updated.

Students Returning after an Absence: Students who maintain continuous enrollment do not need to re-apply for admission each term; instead they receive early appointments to register for each upcoming term. Students who have been absent more than two quarters and wish to return may either register during Open Registration, or may submit an "Adjustment to Status" form requesting an early registration appointment for an upcoming term.

Admission to the College does not guarantee admission to a particular program or course. Students should consult the catalog or curriculum guide for specific admission requirements for major fields or programs of study. Curriculum guides are available from Enrollment Services.

Admission Procedures

Freshmen and Transfers: Complete the State of Washington Community College Admission form or EvCC's own application form. Send the application to Everett Community College.

Applications can also be completed online at www.everettcc.edu. Click on "Admission and Registration," then click on "How to Apply." Or, go directly to www.everettcc.edu/admissions.

Request that official transcripts from high schools and other colleges attended be mailed to the Enrollment Services Office at Everett Community College. It is your responsibility to contact other institutions and request that transcripts be forwarded to the Enrollment Services Office. (It is also a good idea to request an additional unofficial copy for your personal records.) Your transcripts are used for advising purposes.

If you have college credits that apply toward your EvCC degree program, we will evaluate your transcripts upon your written request. A Credit Evaluation Request form is available at www.everettcc.edu/template.cfm?doc_id=337. See also the section below on "Transfer Credit Policies."

EvCC does not count previous grades or credits in determining registration priority.

Admissible students are sent information about entry skills assessment, orientation, advising, and registration.

Entry Skills Assessment

New students who wish to register for eight or more credits, or who are planning to enroll in math and English courses, must complete our entry skills assessment. For regular admission purposes, acceptance into Everett Community College is not based upon the results of entry skills assessments. Instead, these tests are required prior to registering for classes in order to assist students and their advisors in planning their educational programs. Entry skills assessment is a part of the orientation, advising, and registration process for newly admitted students to help them select courses at an appropriate level. It is available at regularly scheduled times through the Testing Center.

There is a \$25 fee for the skills assessment. The fee must be paid in advance at the Cashier's Office and the receipt must be presented before entering the testing room. The receipt is non-refundable and non-replaceable if lost.

Initial placement in writing courses is determined by the entry skills assessment. Students who scored three or higher on the national Advanced Placement examination in English may enroll in a higher level composition course than English 101 after submitting official AP scores. Students who transfer a college level English composition course from another college or university must have those credits validated by the Enrollment Services Office before enrolling in a higher level composition course. Students who have completed an ASSET, COMPASS or ACCUPLACER placement test at another college may submit those scores to the Enrollment Services Office for consideration of a test waiver.

Students may request a partial or full waiver of the skills assessment if they have completed more than 45 college-level credits, or intermediate algebra and/or English composition courses at another college, or ASSET, COMPASS and AACUPLACER scores from another college. To be considered for such a waiver, the student must present college transcripts or score results to the Enrollment Services Office with a written request for a test waiver at least two weeks prior to registration. A placement test waiver request form is available at www.everettcc.edu/template.cfm?doc_id=337.

Students who are enrolling in the following courses are not required to take the entry skills assessment: Nursing Assistant, Phlebotomy, Machining, EMT, Welding, Family Life and Fire Science.

Entry skills assessment results are valid for a period of three years. Test retakes are subject to limitations; students must seek approval from the Testing Center and pay a \$5 re-take fee.



Orientation and Advising

As part of the entry and registration process, orientation and advising are available to newly-admitted students. Student Services staff present a detailed overview of College services, procedures and policies on a regularly scheduled basis prior to each term.

Faculty and staff advisors aid students in planning their class schedules and identifying goals and success strategies. Degree-seeking students are expected to meet with their faculty advisors at least once each quarter. Contact the Enrollment Services Office or the Counseling, Advising and Career Center for information about advising appointments and/or specific faculty advisor referrals.

Skills assessment, orientation, advising and registration may all be scheduled on one day for student convenience. In each letter of admission to new students, the SOAR schedule is listed. We strongly encourage new students to participate in the SOAR activities, since it enables them to link all of their new student entry processes together.

How To Get Started and SOAR!

- 1) Submit an application for admission.
- 2) Complete entry skills assessment/placement testing (S)
- 3) Complete orientation (O)
- 4) Complete advising (A)
- 5) (Steps 2, 3, and 4 can be combined. See your letter of admission for SOAR dates and times.)
- 6) You are ready to register! (R)

International Students

Everett Community College welcomes qualified international students. Our International Student Services Coordinator will answer questions about application and provide advising services during enrollment.

Applications for admission from international students should be on file at the College at least two months before the start of the term. To complete the application process, please follow the steps below:

- 1) Submit an international student application available from the Enrollment Services Office, and a \$40 check or money order in U.S. funds.
- 2) Submit official transcript(s) of courses and grades from secondary school (high school and from college or university, if attended). To be considered for admission, the transcript must show courses and grades that indicate an ability to pursue college-level coursework. Normally, a minimum C average (or equivalent) meets our criteria.
- 3) Submit financial documentation demonstrating an ability to pay for the full costs of education and accommodation in the U.S. while a student. Unfortunately, EvCC does not offer scholarships or financial aid to international students. However, our tuition is lower than the tuition of most universities.
- 4) Submit TOEFL results, if taken. EvCC does not require the TOEFL, but if already taken it is helpful in determining your language level. EvCC requires all students to take an EvCC on-campus placement test at the time of arrival. This test helps an advisor and student select the correct level of courses for the student. Students with low English skills will be placed in intensive English classes during their first term(s).
- 5) Students who are admitted will be asked at the time of their arrival to submit a copy of their personal health and accident insurance policy. Insurance is required in order to register for classes. (Students who plan to drive a car in the U.S. must also carry an additional auto insurance policy.)

Everett Community College is authorized under federal law to enroll non-immigrant students. Inquiries should be addressed to: Everett Community College, International Student Services, Enrollment Services Office, 2000 Tower Street, Everett, WA 98201-1390,

U.S.A. Send email to jfitzpatrick@everettcc.edu.

Running Start

Running Start is a partnership between the College and the public high schools. The program provides high school juniors and seniors the opportunity to take college-level courses on a tuition-free basis at the College.

Credits earned at the College may be used to meet both high school and college requirements. While attending college classes, services and activities, except financial aid and athletics, are available.

To qualify for Running Start, a student must:

- ❖ be under 21 years of age;
- ❖ be enrolled as a junior or senior in a Washington public high school;
- ❖ have earned less than enough credits for a high school diploma as of the beginning of the year; and
- ❖ meet the College eligibility requirements of high school GPA of 2.5 or higher, and acceptable scores on the College's entry skills assessment in writing, reading, and basic algebra. Normally, students must demonstrate readiness in college writing skills.

Tech Prep

High school students who are enrolled in selected vocational and technical courses in high school and who meet performance standards may be eligible for college credit. EvCC instructors work with high school instructors to identify comparable subject areas. Within twenty days of the end of each Tech Prep course in high school, students must complete and submit an application and registration packet, with fees, available from the participating high school instructors. Packets will not be accepted after the deadline. This program is coordinated by EvCC's Tech Prep Office.

Special Admission

Students who are under the age of 18, and who have not completed high school or a GED, and who are not in the Running Start or College in the High School programs, may enroll only upon approval from the Associate Dean for Enrollment Services for special admission. Special admission criteria include a review of high school courses and grades, test scores and other supporting documents that indicate excellent preparation and readiness for college-level coursework. Application for special admission must be submitted at least two weeks prior to the quarter. Contact Enrollment Services for an "Underage Special Admission" packet.

TRANSFER CREDIT POLICIES

Everett Community College recognizes academic credits earned at other regionally accredited post-secondary institutions which are essentially equivalent in academic level and nature of work offered at the College. Other sources of education, such as unaccredited institutions, training programs, or tests, may be considered on a case-by-case basis, as described below.

Enrolled students who want to use credit previously earned at another college or university toward an EvCC certificate or degree should first obtain the guide titled "College Credit Options," (www.everettcc.edu/template.cfm?doc_id=285) then complete and submit a "Transfer Credit Evaluation Request" form (www.everettcc.edu/template.cfm?doc_id=337) and submit transcripts. Evaluation of transfer credit may take 3-6 weeks, so early action is recommended. Contact Enrollment Services.

The College subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities endorsed by the public colleges and universities of Washington and the State Board for Community and Technical Colleges and adopted by the Higher Education Coordinating Board. This policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact Enrollment Services.

General Transfer Credit Practices

- ❖ An official credit evaluation is completed based on official transcripts and records; an official transcript is one that is produced and sealed by the originating institution and delivered or mailed unopened to the Enrollment Services Office.
- ❖ A maximum of 60 quarter credits may be applied as transfer credit toward a de-

gree.

- ❖ Only those credits that meet certificate or degree requirements may be applied.
- ❖ Semester credits earned at another college or university are converted to quarter credits on a basis of 1.5 quarter credits for each semester credit. For example, 3 semester credits equal 4.5 quarter credits.
- ❖ Everett Community College does not grant credit for religion or theology courses that are sectarian in nature.
- ❖ Credit for life or work experience, or advanced standing, given by another institution is not transferable.
- ❖ Transfer credit will not be awarded for duplicate coursework.
- ❖ For some programs, some credits may be non-applicable due to their age.
- ❖ Only lower-division (freshman and sophomore) coursework (or equivalent) will be considered.

Credit from Regionally-Accredited Colleges and Universities

Credit from regionally-accredited colleges and universities may be applied toward any of our certificates and degrees, meeting either requirements or electives, at the discretion of the credential evaluator and/or program advisor.

International Colleges and Universities

Credit from non-U.S. colleges and universities which are recognized within their educational systems may be applied toward any of our certificates and degrees, meeting either requirements or electives, at the discretion of the credential evaluator and/or program advisor. Typically, students must provide their credentials and an evaluation of those credentials by an evaluation agency. The Enrollment Services Office can provide names and addresses for those agencies.

AP and CLEP Tests and the International Baccalaureate

EvCC's faculty have reviewed the AP, CLEP and International Baccalaureate (IB) programs and established the minimum score that must be earned in order to earn credit. The list of acceptable AP, CLEP and IB exams is listed in Table One on page 14. A maximum of 60 AP, CLEP and IB credits may be applied toward several of our certificates and degrees, meeting either requirements or electives, at the discretion of the credential evaluator and/or program advisor. In the case of the Associate in Arts and Sciences—Option II, the Associate of Science, and the Associate in Business degrees, CLEP credit may be limited to the "B" list electives.

Military Training

EvCC follows recommendations made by the American Council on Education when evaluating military training and education records. Please submit the appropriate record for evaluation. Each branch of the military has a different service center holding your training and education records. Upon written request by you, they will send a copy to us. The Enrollment Services Office has a list of the locations where you may write for a copy of your record. Active Duty and Reserve Sailors and Marines, and Sailors and Marines who separated or retired during or after the 1980's, may request their SMART record by going to www.navycollege.navy.mil, or find the form available through EvCC's Enrollment Services Office, or go to the Navy College Center at Naval Station Everett, 2000 W Marine View Drive, Everett.

A maximum of 60 credits for military training and education may be applied toward EvCC certificates, Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science—Option I as meeting requirements. Military credit is, with the exception of limited Physical Education credit, applicable only to the "B" list electives for the Associate in Arts and Science—Option II, the Associate of Science and the Associate in Business.

Service Members Opportunity Colleges (SOC)

Everett Community College is an institutional member of Service Members Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing postsecondary education to members of the military throughout the world.

As a member of SOC, Everett is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC is sponsored by the American Association of State



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Colleges and Universities and the American Association of Community Colleges.

Nationally-Accredited Post-secondary Institutions

Transcripts from schools which are not regionally accredited, but are accredited by national agencies such as the Accrediting Commission on Independent Colleges and Schools, the Accrediting Commission on Trade and Technical Schools, Distance Education and Training Council and the Accrediting Association of Bible Colleges, may be reviewed and considered for credit. In such cases, please supply a copy of the catalog or course descriptions as well as an official transcript. Generally, courses which are similar to those offered at EvCC may be considered.

A maximum of 60 credits for courses completed at nationally-accredited post-secondary schools may be applied toward our certificates, Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science—Option I degrees as either requirements or electives. Credit is applicable only to the "B" list electives for the Associate in Arts and Science—Option II, the Associate of Science and the Associate in Business. Some other colleges and universities may not accept these credits.

Certificates and Training Programs Conducted Within Business, Industry, or Agency Environments

Educational and training experiences that occur through company training programs or through professional institutes may be reviewed for credit. Types of training can vary widely, for example: management, police, fire, manufacturing, computers, and aviation. To have your training reviewed, you must submit official and/or original records, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation, and achievement. Since training programs do not generally yield a transcript that contains all of this material, it is your responsibility to gather as much information as possible and submit it. In some cases, certificates (such as APICS, WA State Criminal Justice Commission, and A&P) may be submitted. EvCC's evaluation process relies on information that substantiates that the training or certificate is comparable to college-level programs; faculty evaluate the documentation to determine the comparability. The non-refundable fee for the evaluation of these documents is \$30, and the process demands thorough documentation from the student.

A maximum of 60 credits for training and certificate programs schools may be applied toward our certificates, Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science—Option I degrees as meeting either requirements or electives. Credit is applicable only to the "B" list electives for the Associate in Arts and Science—Option II, Associate of Science and Associate in Business. Some other colleges and universities may not accept these credits.

Portfolio Evaluation of Prior Learning (PEP)

Through the Portfolio Evaluation Program (PEP), you may be able to receive college credit for knowledge you have gained outside the classroom. If your previous experiences as an employee, business owner, skilled volunteer or hobbyist is comparable or equivalent to credit courses or programs offered at Everett Community College, then the PEP program may be for you. Typically, this program is appropriate for persons who have acquired knowledge and skills in ways that are not documented by any of the other methods described above. An extensive review process is required, including a written portfolio in which you describe what you have learned, how you have learned it, and how it relates to the type of learning that occurs in EvCC courses and programs.

To start the PEP process, contact the PEP Coordinator in Enrollment Services (425-388-9008) and request a PEP guide. Fees are charged for participation in this program.

A maximum of 30 credits for prior learning may be applied toward our certificates, Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts, and Associate in Arts and Science—Option I degrees as either requirements or electives. Credit is applicable only to the "B" list electives (a maximum of 15 credits) for the Associate in Arts and Science—Option II, Associate of Science and Associate in Business. Some other colleges and universities may not accept these credits.

NOTE : In some cases students who have significant learning from training programs

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ENROLLMENT SERVICES



or life experience may find it more expedient to consider course challenges. Consult our Credit Evaluators in Enrollment Services.

Transfer Credit Evaluation

The Enrollment Services Office provides written transcript evaluations for enrolled students who wish to apply credits earned at another college toward a certificate or degree. Official transcripts must be on file in the Enrollment Services Office before the evaluation request is accepted; course descriptions may be required. A Credit Evaluation Request form is available at www.everettcc.edu/template.cfm?doc_id=337 and must be submitted to the Enrollment Services Office. Students should allow three to six weeks for processing. However, during Spring Quarter evaluations may take substantially longer to process. Transcripts submitted to the College may not be released to either the student or another entity.

TABLE ONE: Advanced Placement Examinations (AP)

For scores, contact AP, Attn. Transcript Service, P. O. Box 6200, Princeton, NJ 08541-6200.

AP Examination Credits	Score	EvCC Equivalency	Quarter
Art-Studio Drawing	3, 4, or 5	Art 115	5
Biology	3	Biology 160	5
Biology	4 or 5	Biology 160 plus Biology 1XX	10
Calculus AB	3, 4, or 5	Math 152	5
Calculus BC	3, 4, or 5	Math 152 & 153	10
Chemistry	3	Chemistry 140	5.5
Chemistry	4	Chemistry 140 and 150	11
Chemistry	5	Chemistry 140, 150 and 160	16.5
Computer Science A	3, 4, or 5	CP 130 and 132	10
Computer Science AB	3, 4, or 5	CP 130, 132, 134	15
Economics (Macro)	3, 4, or 5	Economics 200	5
Economics (Micro)	3, 4, or 5	Economics 201	5
English - Lang & Comp	3	English 101	5
English - Lit & Comp	3	English 101	5
English - Lang & Comp	4 or 5	English 101 & 201	6
English - Lit & Comp	4 or 5	English 101 & 115	10
French - Language	3, 4, or 5	French 103	5
German - Language	3, 4, or 5	German 103	5
Government & Pol IIC	3, 4, or 5	Political Science 201	5

Government - Comparative	3, 4, or 5	Political Science 202	5
History - American (US)	3	History 151	5
History - American (US)	4 or 5	History 151 & 152	10
History - European	3	History 111	5
History - European	4 or 5	History 111 & 112	10
Music - Listening & Lit	3, 4, or 5	Music 109	5
Music - Theory	3, 4, or 5	Music 100	5
Physics B	3, 4 or 5	Physics 117 & 119 (no lab)	8
Physics C (Mech)	3, 4, or 5	Physics 121 (no lab credit)	4
Physics C (E&M)	3, 4, or 5	Physics 123 (no lab credit)	4
Psychology	4,5	Psychology 100	5
Spanish - Language	3, 4, or 5	Spanish 103	5
Statistics	4,5	Math 281	5

College Level Exam Program (CLEP)

For scores, contact: CLEP, Attn: Transcript Service, P.O. Box 6600, Princeton, NJ 08541-6600. www.collegeboard.com/testing

(pre-July 2001 score/
computer-based score)

German	39/52	German 103	5
German	45/65	German 203	5
French	45/51	French 103	5
College Math (General Subject Exam)	440/50	Math 1XX	5
Spanish	46/52	Spanish 103	5
Spanish	54/56	Spanish 203	5
Western Civ I	46/50	History 111	5
Western Civ II	47/50	History 112	5
US History I	47/50	History 151	5
US History II	46/50	History 153	5

IB – Higher levels

English A1	HL 4 or higher	English 115	5
History	HL 4 or higher	History 1XX	5

REGISTRATION

A student becomes officially enrolled in a class by registering for it. The registration process includes selection of classes, submission of a completed Class Registration Form or completion of our web registration process, and payment or billing of tuition and fees. All previous fines and debts to the College must be paid before a new registration may be accepted. Detailed registration procedures are described in the quarterly class schedule.

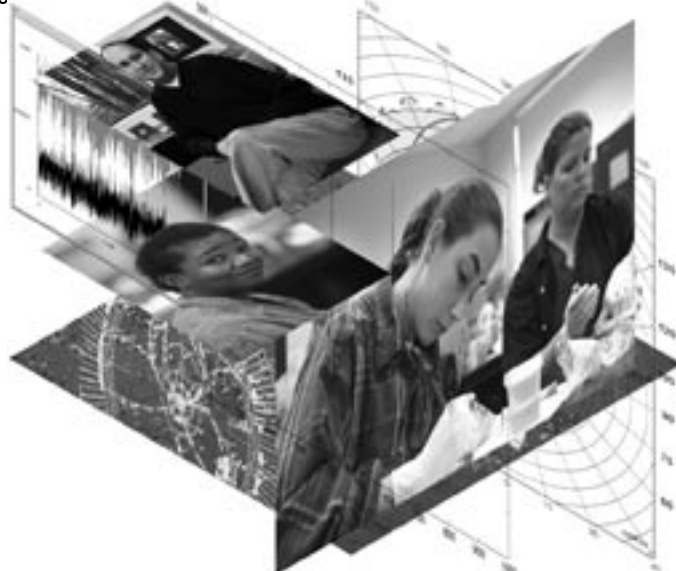
Registration times for newly admitted and currently enrolled students are assigned prior to each registration period; the assigned times are based on cumulative credit hours earned at Everett Community College. New student registration appointments are assigned in the order in which applications are received for that quarter.

Students who have not attended EvCC within the past two quarters may register during open registration or may gain priority registration by submitting an "Adjustment to Status" form a sufficient amount of time in advance.

For some classes, the permission of the instructor is required before registering. Beginning the second week of class, instructor permission is required for new registration in all classes.

Students receiving services through the Center for Disability Services (CDS) utilizing accommodations such as books on tape, notetaking, sign language interpreters, or other advance accommodations, may register early through priority registration. Students must contact the Center for Disability Services (425-388-9272) at least 6 weeks prior to the beginning of the quarter in which enrollment is desired. Students who are unable to meet the 6 week deadline may enroll in the same manner as other students; however, necessary aids may not be available.

Waiting Lists



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When a class reaches its enrollment capacity, a waiting list may be established. As spaces become available in the class, the student may be moved from the waiting list into the class; payment is due promptly if this results in an additional tuition charge. Students who do not move from the waiting list into the class prior to the start of class must attend the first class meeting in order to receive consideration for moving from the waiting list into the class.

Full-time Status

For financial aid recipients, veterans, insurance, and all other enrollment verification purposes, full-time status is defined as enrollment in a minimum of twelve quarter hour credits in a given term. Part-time status is enrollment in eleven credits or less per term. Half-time status is enrollment in six to eleven credits.

First Week Enrollment and Withdrawal Policy

During the first week of the quarter, it is important that students attend all classes for which they are registered. In those courses that have an established waiting list, a student who does not attend by the beginning of the second class meeting in the quarter, and who has not made prior arrangements with the course instructor, may be dropped from the course immediately at the beginning of the second class meeting at the discretion of the instructor. If a student does not notify the instructor or the division office of his/her absence, that student may be withdrawn from class. The College does not always, however, withdraw the student for non-attendance. A student who is not withdrawn by the College or does not officially withdraw himself/herself may be issued a failing grade by the course instructor, based on non-attendance. Note: Students withdrawn by the College during the first week under this policy will receive a refund of tuition and fees, if due. Students who are not withdrawn by the instructor, or who do not withdraw themselves, are not eligible for a refund. See the tuition and refund policy in the next section. Students are responsible for ascertaining their class registration status.

Changes of Schedule (Add/Drop)

Schedule changes can be made by completing an Add/Drop form, available at the Enrollment Services Office. Before the end of the fifth day of the term, adds and drops for most classes also may be accomplished through our Web registration system. Otherwise, all withdrawals must be done in person. When a student withdraws from a class, the date the Enrollment Services Office receives the completed Add/Drop form or the date of the electronic transaction is the official date of the withdrawal. All transactions must be completed by 4:30 pm on the deadline date.

Students are advised to consult the calendar and course description in the quarterly class schedule for the last day to add or drop a class during the quarter. Most classes fall under the regular schedule of deadlines, but some self-support classes and some classes with unusual start and end times may have different deadlines. The College's refund policy applies only to students who withdraw officially. (See Tuition and Fees Refund Policy in this section.)

Simply failing to attend a class does not constitute a drop or withdrawal. Students who wish to avoid a failing grade, or who wish to qualify for a refund, must submit Change of Schedule (Add/Drop) transactions by the stated deadline.

Students with questions about the procedure of dropping a class should contact the Enrollment Services Office in person or by phone and speak directly with a registration staff person in order to clarify their status and drop deadlines.

TUITION, FEES AND RESIDENCY**Quarterly Tuition and Fees – 2004-05**

All rates are subject to change; current rates are posted in the quarterly class schedule. Current rates may also be found on our website at www.everettcc.edu; click on "Cost," then click on "Tuition." Tuition and fees are paid at the time of registration or by the deadline stated for that registration period. Students who are receiving financial aid from the College, or who have a third party paying their tuition and fees, must contact the Cashier directly to assure the accuracy of their student account.

Number of credits	Resident tuition	Non-resident tuition
1-10	\$69.35 per credit	\$241.05 per credit
11	\$709	\$2,429.80

12	\$724.50	\$2,449.10
13	\$740	\$2,468.40
14	\$755.50	\$2,487.70
15	\$771	\$2,507
16	\$786.50	\$2,526.30
17	\$802	\$2,545.60
18	\$817.50	\$2,564.90
19	\$879.90	\$2,799.00
20	\$942.30	\$3,033.10

Tuition for enrollment in Adult Basic Education (ABE) and English as a Second Language (ESL) is \$25 per quarter.

Special Fees

Most students in college-credit courses will be charged an additional "technology fee" of \$3.50 per credit, up to a maximum of \$35 per quarter. Some courses also have special fees for equipment, lab, services, etc.; these fees are listed on the quarterly class schedule with the course. The College may charge fees for services such as parking or insurance, etc. Some courses, for which the College does not receive state-financial support, charge a class fee which is added to the total amount of tuition and fees due, regardless of the tuition charged for other courses.

Tuition Reduction Programs

Members of the Washington National Guard, State employees, and Korean Conflict era veterans may register on a reduced tuition basis beginning the sixth day of the quarter. Registration prior to the sixth day of the quarter disqualifies a person from this special tuition reduction. Payment is required for lab fees, special fees, books and other supplies. (Free registration is not allowed for Writing Lab, Community Service, Agewise, Continuing Education, online, and correspondence courses, and other courses for which the College has special expenses.)

EvCC also offers reduced tuition for seniors (age 60+) who wish to audit classes and for other persons in special categories such as refugees and students in our high school completion program. The Enrollment Services Office can provide more detailed information on tuition reduction programs.

Residency

For tuition purposes, students eligible for resident tuition rates are defined as follows:

- ❖ Financially independent students who have been domiciled in the State of Washington for at least the past twelve months, and who are not in the state primarily for educational purposes, and who are not claimed as a dependent for tax purposes by a parent or guardian outside of Washington, or receiving funds from another agency which requires residence in another state.
- ❖ Dependents of parents or legal guardians who are domiciled residents of the State of Washington.
- ❖ Active military personnel stationed in Washington State and their spouses and dependents. Active duty military personnel will be asked to submit qualifying identification in order to qualify for the special resident rate.
- ❖ Active members of the Washington National Guard and their spouses or dependents who live in Washington. Active duty military personnel will be asked to submit qualifying identification in order to qualify for the special resident rate.
- ❖ Members of selected regional tribes.
- ❖ Persons who resided in Washington State for three full years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school or who completed the equivalent of a high school diploma and resided in Washington State for the three years immediately before receiving the equivalent of the diploma, and continuously resided in Washington since earning the high school diploma or its equivalent. Contact Linda Baca in Enrollment Services to determine

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eligibility for this resident tuition status.

All other students are considered to be non-residents for tuition-paying purposes. However, US citizens and permanent residents who have not yet gained residency in Washington State may be eligible for a partial tuition reduction. Contact Enrollment Services for more information.

Any current non-resident student who wishes to be reclassified as a resident student must complete a Residency Questionnaire for determination of eligibility. Applications for reclassification in the current quarter must be submitted to the Enrollment Services Office before the 30th calendar day of the quarter.

If the College discovers an error in the student's residency status during the quarter, the Associate Dean for Enrollment Services will determine whether or not additional tuition and fees are due.

Tuition Payment

By registering, students assume responsibility for payment. Non-attendance does not constitute a reason to avoid payment. Registrants must pay their tuition and fees by the stated deadline as announced in the class schedule. The College reserves the right to cancel registration for unpaid students and/or to bill the student for tuition and fees incurred by registration. Returned checks, cancelled credit cards, employer refusal to pay, ineligibility for financial aid and other reasons for non-payment may result in a direct bill to the student and/or referral to a collection agency. Registration in Continuing Education and other self-support programs requires immediate payment. Students who intend to have their tuition paid through financial aid or other third party, such as an employer, must arrange for the timely completion of those processes to meet the payment deadline. When in doubt about payment status, contact the Cashier's Office at 425-388-9224.

Tuition may be paid in person at the Cashier's Office, or mailed to the Cashier's Office. Credit card payment can also be made over the web. Go to www.everettcc.edu/creditcardpay, read the policy, and click on the credit card icon.

Tuition and Fees Refund Policy

Tuition and fees refer to full general tuition, operating fees, service and activities fees, technology fees, class fees and lab fees. Some fees are not refundable.

A refund of tuition and fees is made only when a student officially withdraws from a class or from the College, and is based upon the refund policy. Date and time of receipt of the Add/Drop form in the Enrollment Services Office or of an electronic transaction using our Web registration system establishes the rate at which refunds will be made.

The refund schedule varies depending on the type of class. Refund dates are published in each quarterly class schedule.

State Supported Classes that begin during the first week of the term

100% refund deadline is 4:30pm on the 5th class day of the term. For example, if Fall Quarter begins on Monday, then the deadline for 100% refund is Friday. (Classes that begin on Saturday of the first week of the term are given until Monday at 6:30 pm.)

50% refund deadline is 4:30 pm on the 20th calendar day of the term, or the closest working day to the 20th calendar day. For example, if Fall Quarter begins on Monday, September 20, then the deadline for 50% refund is 4:30pm on Friday, October 8.

To receive a full or partial refund after paying, or to avoid being billed for the full or partial amount of tuition, you must submit an official withdrawal by these dates.

State Supported Classes that begin before or after the first week of the term

Deadlines are pro-rated, depending on the length of the course. Please call 425-388-9208 to determine the pro-rated deadline. In general, it is wise to withdraw before the first day if your plans have changed.

Self-support classes

Self-support classes are usually distinguished by a comprehensive class fee that is different from state regulated tuition. For many self-support classes, cancellations need to be made at least 4 working days prior to the first class in order to receive a refund. For some

classes, the specific refund deadline is listed in the printed class schedule.

Students should allow 30 days for a refund to be processed. For students receiving federal financial aid, the tuition refund will be calculated in accordance with state and/or federal law. These formulas are published in the Financial Aid Office's policies/procedures manual. Affected students will be notified of the calculation used at the time a tuition refund is applied to their accounts.

Petitions for exceptions to the refund policy must be submitted to the Enrollment Services Office prior to the end of the quarter in which tuition and fees were paid.

Fines and Debts

The College may block registration and/or withhold other services until all outstanding fines and debts to the College are resolved. College transcripts will not be issued for students who have a debt to the College.

STUDENT RECORDS

Student Identification Numbers

EvCC assigns an EvCC nine-digit number as the primary student identification number (SID). To comply with the Tax Payer Relief Act of 1997, EvCC must also obtain your correct social security number (SSN) to file returns with the Internal Revenue Service (IRS) and to furnish an annual statement to you that contains information about tuition and fees that may qualify for Hope Scholarship or Lifetime Learning tax credit. The Privacy Act of 1974, section 6109 of the Internal Revenue Code, requires that you give your correct SSN to agencies which must file information returns to the IRS. For more information, please refer to Internal Revenue Code Section 6050S. EvCC also uses your SSN to support verification of your enrollment, degree(s) and transcripts, administer financial aid, collect student debt, and conduct research. When conducting studies or using agencies to support records transactions, EvCC will only use your SSN in a manner that does not permit personal identification of you by other than authorized representatives. By providing your SSN you are consenting to the uses described above. However, you are not required to consent to the use of your SSN for research; if you chose not to do so you will not be denied access to EvCC. You may revoke your consent at any time by writing to the Enrollment Services Office.

Student Kiosk Services

Students may gain access to their own records through the College's website, using the student kiosk function. Access requires a student identification number (SID) and personal identification number (PIN). The SID and PIN are assigned at the time of the student's first admission or registration. Students are strongly encouraged to select a private PIN; instructions for doing so are at www.everettcc.edu/kiosk (click on the "Enter Student Kiosk" gray bar).

Kiosk services include the ability to view the current class schedule, unofficial transcript, and financial aid status. Students can also register, add and drop, plan their class schedule, inquire about waitlist status, and change their PIN and address. The Kiosk is accessible most hours of the day, and closed in the late evening and early morning hours. Access to register, add, or drop usually ends the fifth day of the quarter.

Transcripts

An official transcript is a copy of the student's academic record bearing the College seal, the signature of the Associate Dean for Enrollment Services, and mailed directly to the receiving party from Everett Community College.

Transcripts are withheld if all obligations to the College, financial or otherwise, are not fulfilled. To request a transcript by mail, include the name under which you attended, birthdate, student ID, the approximate dates you attended Everett Community College, the address where you want the transcript sent, your current phone number and your signature. Such written requests may be made in-person, by mail, or by fax. The fax number is 425-388-9173.

An unofficial transcript is an unsigned and unsealed copy of the student's record and is used primarily for advising purposes. Unofficial transcripts may be obtained at the Enrollment Services Offices. Students may see their unofficial transcript on the Web, and print it. Go to www.everettcc.edu/kiosk and click the "Enter Student Kiosk" gray bar, then click the "Unofficial Transcript" in the menu on the left side of the screen. You must know your Student ID number and your Personal Identification Number (PIN), see above.

There is no charge for transcripts unless a request exceeds ten transcripts in one day.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Enrollment Services Office written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's text-based education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Please note: separate policies apply for requests for a grade change.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or verification agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, and to military recruitment services pursuant to the Solomon Amendment. The College is also required to provide information to the Federal Government regarding students who may be eligible for the Hope Scholarship and Lifetime Learning tax credit programs. The College does not disclose education records to family members without student consent.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of this College to comply with the requirements of FERPA.

Everett Community College is authorized under FERPA to release only directory information, which includes the student's names, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, quarters of attendance, degrees and awards received, date of birth, and the most recent previous educational agency or institution attended by the student. This information may be released by the College at any time unless the College has received prior written notice from the student, filed in the Enrollment Services Office, requesting non-release of information. All other information may be released only upon the written consent of the student unless described in section (3), above.

Emergency Messages

The college will attempt to deliver a message to a student during a class in case of a medical emergency. Given the size of the College, limited staff, and the nature of student schedules, requests for the College to deliver other messages to students cannot be accommodated. Requests to deliver an emergency message to a student should be made to the Enrollment Services Office, 425-388-9207, during the day and the Security Office, 425-388-9112, during the evening hours.

Student Identification Card

A student ID card is available at no cost for registered students at the "Paperclip" student service center, located on the main floor of the Parks Student Union.



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ADVISING

Your success — and the efficient use of your time and money — is highly related to how well you use the advising resources of the College.

A wide array of academic, career advising, and planning services are available to all students. Full-time advisors are available in the Enrollment Services Office and in the Counseling, Advising and Career Center. All faculty serve as program advisors. Information sessions and workshops offered throughout the year can help students learn about program requirements and options; dates and times are listed in the quarterly Class Schedule. "Curriculum Guides" are printed for each of the College's programs and help students chart their progress. A special feature of EvCC, the "Lucy Booth," takes advising services out into the hallways of campus buildings to assist students with their questions between class sessions. Students who wish to have a specific faculty advisor assigned to them may make their request to the Enrollment Services Office. Students may also direct their advising questions to an on-line advisor at admissions@everettcc.edu. A complete listing of advising services is available in the quarterly class schedule.

The College provides an array of advising opportunities and students are expected to avail themselves of an advisor and to use printed resources. Contact Enrollment Services at 425-388-9222 or admissions@everettcc.edu for assistance in resolving advising questions. When sending email, use "Need Advising Help" in the subject line.

COUNSELING, ADVISING AND CAREER CENTER

Trained professional counselors in the Counseling, Advising and Career Center help students develop the skills necessary for success in college - exploring career choices, dealing with emotional stress, educational planning, and learning new skills through Human Development classes.

Counselors are available for day and evening drop-in counseling; appointments are available for issues needing more time. Call 425-388-9263 for specific drop-in hours.

Advising





Counselors advise first-quarter students, undecided students, and transfer students planning to major in Human Services, and provide general transfer advising and informal transcript evaluations for entering and graduating students. If a student has decided on a program of study, the staff will help the students find an appropriate program advisor.

Career Counseling

Individual and group counseling sessions, as well as Human Development courses (Human Development 110: Career and Life Planning) are available to help students clarify goals, learn the career-planning process, interpret assessment results, learn career research skills and decision-making skills.

Educational Counseling

We provide individual and group counseling, as well as Human Development courses, related to learning styles, study skills, orientation to college, goal setting, time-management and test anxiety.

Personal Counseling

Individual and group counseling, as well as Human Development courses, related to personal development issues such as stress management, assertiveness training, self-esteem, leadership and effective interpersonal communication skills.

Crisis Counseling

Individual short-term intervention is available for students and staff suffering from acute emotional stress.

Assessment

Individual and group assessment enables students to become aware of their career interests, learning style and personality type.

Referral

Counselors make on-campus referrals to other departments and off-campus referrals to community services and mental health agencies.

Consultation

Counselors consult with faculty, staff and administration on related student development and relationship issues, including in-service training.

Career Center Services

Students and prospective students can use the Career Center for personal help in obtaining information on programs and careers, educational preparation, future outlook, wages, job search skills, and much more. Friendly and knowledgeable staff also make referrals to career counselors for individual appointments. A wide range of career resources includes books, catalogs, WOIS (Washington State Occupational Information System), and CHOICES, a computerized career exploration program. Students also use the extensive

educational resources to research all the technical issues of transferring to other institutions of higher learning.

STUDENT FINANCIAL SERVICES/ FINANCIAL AID

Everett Community College believes that all individuals should have the opportunity to achieve their education goals, regardless of ability to pay. The Financial Aid Office provides financial assistance to those students who, without such help, would be unable to attend school.

A special publication, "A Guide for Financing Your Education," is available in the Financial Aid Office. It describes in detail the basic eligibility requirements, the application process, types of assistance available, academic progress requirements, and other related matters. You may also visit our website at www.everettcc.edu/depts/finaid/ for more information. A summary of these requirements is provided below:

Eligibility Requirements

- ❖ You must be a U.S. citizen or an eligible non-citizen.
- ❖ You must demonstrate financial need for most aid programs.
- ❖ You must not be in default on any student loan or owe a repayment on any grant received at any institution of higher education.
- ❖ You must have a high school diploma or its equivalent or be able to demonstrate, through official testing, an ability to benefit.
- ❖ You must have a valid social security number.
- ❖ You must enroll in a program of study that leads to a degree or certificate that is at least six months (24 credits) or more in length.
- ❖ You must maintain satisfactory academic progress.
- ❖ You must be registered with Selective Service, if required.

Application Process

The primary document used to determine eligibility for financial aid is the "Free Application for Federal Student Aid" (FAFSA). Applicants provide detailed information about their financial situation and the data is analyzed by the U.S. Department of Education using a standardized formula called "Federal Methodology." This formula assesses each applicant's ability to contribute toward his or her education, and the EvCC Financial Aid Office uses this information to determine the applicant's financial need. We use the fol-

lowing formula to determine eligibility: Cost of Attendance - Expected Family Contribution (EFC) - Other Resources = Financial Need.

Because funding is limited, applications are reviewed on a first come, first served basis. Processing an application and receiving an offer of aid can take approximately 6 to 8 weeks, so it is important to apply well in advance of the anticipated start date. To be considered for maximum funding, application should be made by March for the following academic year, which starts in September. (Applications are reviewed every quarter on a funds-available basis.)

Applications for financial aid and assistance in completing the process are available in the Financial Aid Office, or you may apply on-line at <http://www.fafsa.ed.gov>. EvCC's Federal School Code is 003776.

Types of Assistance Available

The College participates in the following federal and state financial aid programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Family Educational Loans, State Need Grant, State Work Study, EvCC Grant, EvCC Child Care Grant, and Tuition Waiver. Note: Tuition waivers do not include lab fees, technology fees, parking fees, or class fees charged for self-support classes. Financial aid programs can be divided into three broad categories: grants, work, and loans. Grants require no repayment. Work study is part-time employment on/off campus with an hourly pay rate. Loans are repaid, with interest, usually after a student ceases to be enrolled at least half-time (6 credits). Aid recipients usually receive a combination of aid types. Typical aid packages consist of 50% grant and 50% self-help (work and loans). Aid awarded focuses on direct educational expenses: tuition, books, supplies, and transportation. Indirect costs such as room/board and childcare are also considered.

Academic Progress

Financial aid recipients are expected to maintain satisfactory academic progress. Grades are monitored on a quarterly basis, and the student must complete a minimum number of credits with a 2.0 grade point average. Prior academic progress at EvCC is also evaluated using these criteria, regardless of whether the student received financial aid. Financial aid recipients are expected to complete the program requirements within the number of credits and quarters specified in the curriculum guide. A maximum of two programs of study (degree or certificate) may be pursued. However, only one AS/AAS/ATA/AFA/AGS/AB degree may be funded. Please contact the Financial Aid Office for a copy of EvCC's complete financial aid satisfactory academic progress policy.

Return of Title IV Funds

Financial aid recipients who drop out of school or complete "0" credits and have a last date of attendance prior to completing 60% of the quarter may be required to repay all or a portion of federal aid received. Please contact the Financial Aid Office for a copy of EvCC's return of Title IV funds policy.

Scholarships

A variety of scholarships are made possible by the College, community organizations, and individual donations. Eligibility requirements vary. Some are based on financial need, some on academic merit, and others may depend on your program of study. The EvCC Scholarship Brochure and applications are available every March for the following academic year. Information about regional and national scholarships are posted in the financial aid office throughout the year as they become available. Information on internet-based scholarship search programs and applications for scholarships are available in the Financial Aid Office.

The Financial Aid Office is located in the Parks Student Union, phone 425-388-9280. The website is www.everettcc.edu/finaid.

VETERANS' ASSISTANCE

The Veterans Office serves as a liaison between EvCC and the U.S. Department of Veterans Affairs. A representative is available to assist veterans and activate all veterans' educational benefits. A determination of eligibility by the VA and receipt of first month's benefits can take 4 to 6 weeks, so you should apply well in advance of your anticipated start date if



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STUDENT SUPPORT SERVICES

you are planning to use your benefits to pay for initial costs (e.g. tuition and books). In order to maintain benefits, veteran students must keep the veterans' advisor apprised of enrollment plans each quarter and are required to follow VA regulations pertaining to standards of conduct and academic progress.

Information packets, applications, and assistance for all veterans' programs are available from the EvCC Veterans' Advisor. The Veterans' Advisor is located in the Financial Aid Office in the Parks Student Union, phone 425-388-9277.

Note: Many of Everett Community College's programs of study are jointly approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) and the Workforce Training Coordinating Board for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC.

STUDENT EMPLOYMENT REFERRAL CENTER

The EvCC Student Employment Referral Center (SERC) offers free assistance in job search and referral to current and former students, alumni and the community. The SERC maintains and seeks new employer, agency, and organization contacts on a daily basis in order to bring new and diverse employment opportunities to our campus. Some SERC services are available on-line at the college web-site www.everettcc.edu/studentemployment. Here you will be directed to the SERC registration form, job order form for employers, hours of operation, weekly hot jobs, calendar of events, and other valuable resources. The Interfase software program allows the students to access jobs from their homes, and employers to conveniently list their new jobs online from their offices 24 hours a day, 7 days a week using the new EvCC Web based Job Referral System. To receive a referral for posted positions a person must register with the SERC. Simply stop by the office, fill out the form (or bring the downloaded copy), receive a handbook and calendar of events and search the job postings. Job openings are received daily at the office from both the public and private sector and for local, state, and national companies. These jobs are posted on clipboards and in our customized job database. The SERC lists hundreds of jobs that can be accessed through our job referral bulletin board and clipboards in the Parks Student Union on the second and third floors.

Weekly "Hot Jobs" flyers highlight current jobs posted in the SERC, dates and times of job-related workshops on campus, and useful tips about job search, employment trends, etc.

Internships

The SERC acts as a clearinghouse for internships for students whether they are required, optional, or exploratory for a certificate or degree. For more information, contact the SERC office.

Quarterly Workshops

The SERC recruits employers, faculty, and staff to conduct workshops on campus. Resume and Internship Orientations are available throughout the quarter. Other workshops are scheduled according to interest and need and may include: How to Navigate a Job Fair, Internet Job Search, and Learning and Earning without a Four-Year Degree.

Job Fairs

Job Fairs (co-sponsored by EvCC and six community businesses and agencies) are offered three times a year (January, April, and September) and attract all types of industry. Visit the Job Fair web site at www.snocojobfair.com for more information. The job fairs provide information on what types of skills are needed for career planning and job search as well as employment opportunities.

Additional employment events are scheduled each quarter. Including employers on campus from 9 am - 12 pm on Thursdays, specialized job fairs for medical, small business and apprenticeships, and job recruiters.



STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services Program helps low income and first generation college students succeed at Everett Community College. Specifically, the program provides advising, counseling, tutoring, study-skills information and instruction, and assistance transferring to four-year colleges and universities.

Eligibility

The Student Support Services Program is a federally-funded program for low income and/or first-generation college students.

Advising

The program's counselors help students choose classes, programs, and degrees that match their interests, skills, and abilities. They also help students plan classes to meet financial aid, program, graduation, and transfer requirements.

Counseling

Students can get help with planning and organizing time, coping with family demands, and working through personal crises. The program's counselors also help students explore and choose careers and obtain and maintain financial aid.

Tutoring

Student Support Services provides free tutoring in most college classes, utilizing a variety of professional and peer tutors. The tutors know the course material and share strategies for learning it.

Study Skills

For students who want help with study skills, the Student Support Services Program offers a series of handouts and videotapes on college survival skills. Topics include taking lecture notes, taking tests, test anxiety, writing a research paper, and time management.

Transfer to Four-Year Colleges and Universities

The Student Support Services program helps students plan their community college transfer degrees, including the general admission entrance requirements set by four-year colleges and universities, as well as the specific requirements set by programs, departments, and colleges within these institutions. To help students learn more about upper-division programs, the program staff also takes groups of students to visit the colleges and universities in Western Washington.

The Student Support Services program is located in the Parks Student Union. They may be contacted at 425-388-9275.

DIVERSITY AND EQUITY CENTER

The Diversity and Equity Center combines the programs and services of the Multicultural Student Success Center and Women's Programs and Services to serve as a campus resource center on diversity and coordinate institutional diversity initiatives. The Diversity and Equity Center provides programs and services to recruit and retain ethnic and women student populations; educate and enrich campus community to value gender and cultural differences; and develop and strengthen community partnerships with EvCC.

Student Retention and Support Services

- ❖ Information, entry advising and assistance for new, re-entry and prospective students.
- ❖ Outreach activities and program orientations.
- ❖ Advocate for the academic success of students of color.
- ❖ STAR (Student Achievement and Retention) Program
- ❖ Mentor Program
- ❖ Mid-Quarter Academic Assessments
- ❖ University transfer information and visits

- ❖ Student Emergency Funds & Student Emergency Book Loan Funds
- ❖ Success workshops
- ❖ Learning and Study Skills (LASSI) Inventory & Assessment
- ❖ Workshops and conferences
- ❖ Community collaboration
- ❖ Student leadership development.
- ❖ Student ethnic clubs and women's clubs.
- ❖ Support groups facilitates by therapists and advocacy groups.
- ❖ Referrals to resources on and off-campus.
- ❖ Computers available for homework and research.

Information and Resources

- ❖ Discrimination, harassment and hate/bias crimes.
- ❖ Snohomish County Displaced Homemaker Program
- ❖ On campus Women's Business Information Center
- ❖ Sexual Harassment/Abuse, Dating/Domestic Violence, Substance Abuse, Eating Disorders, Pregnancy and Contraception and Parenting
- ❖ Nontraditional careers
- ❖ Work First/TANF
- ❖ HIV/AIDS Education/Safe Zones

Faculty/Staff Support and Resources

- ❖ Class presentations, information and resources on topics related to diversity, gender and equity.
- ❖ Collaboration with Instruction to provide faculty resources and training to enhance diversity in instruction, curriculum and pedagogy.
- ❖ Funding for trainings, programs, and activities aimed at improving the academic success of students of color and/or supporting campus diversity goals.
- ❖ Lectures and events
- ❖ Workshops and conferences

STAR Program

The Student Achievement and Retention (STAR) Program provides support to ethnic minority students to increase retention and educational achievement. Some of the support services offered include:

- ❖ Orientations
- ❖ Success workshops
- ❖ Mid-quarter academic assessments
- ❖ University transfer information and visits.
- ❖ Computers for homework and research
- ❖ End-of-the-year celebration
- ❖ Referrals and resources to on and off campus agencies

Mentor Program

The Mentor Program is designed to connect students with EvCC faculty or staff members. Mentors serve as positive role models and provide academic, cultural and personal support to help Everett Community College students transition into and adjust to the community college. Students are matched with a mentor (faculty/staff) and are encouraged to meet regularly and attend cultural programs and events on campus.

- ❖ Advocacy for the academic success of students of color and outreach to new and prospective students of color.
- ❖ Cultural and educational workshops, conferences, lectures and events.
- ❖ Student Emergency Book Loan funds
- ❖ Limited funds are available for students to purchase books and supplies while they are waiting for financial aid funds to come through. Guidelines, eligibility criteria, and applications are available in the Diversity and Equity Center.

Student Leadership Development

Women's and ethnic student clubs are invited and encouraged to meet in the Diversity

and Equity Center. The following clubs are active at EvCC:

- ❖ APSU: Asian/Pacific Islanders Student Union
- ❖ BSU: Brothers and Sisters United
- ❖ MEChA: Movimiento Estudiantil Chicano de Atzlan
- ❖ UNAC: United Native American Council
- ❖ EMPOWR: Political Organization For Women's Rights
- ❖ S.P.L.I.C.E.: Single Parents, Low Income for College Education

The Diversity Center is located on the third floor of the Parks Student Union. For Multicultural Student Success Services, call (425) 388-9305/(425) 388-9311. For Women's Programs and Services, call (425) 388-9293.

CENTER FOR DISABILITY SERVICES

The Center for Disability Services (CDS) office assists students with documented disabilities to establish and receive academic accommodations while attending Everett Community College. Services available through the Center include campus advocacy, testing accommodations (including additional time or scribes), notetakers (copy of notes from another student in class), tutors, Sign Language interpreters, books on tape, equipment loan, information and referral.

Prospective students are invited to contact the Center for Disability Services office prior to the beginning of the quarter to find out about the documentation requirements and to arrange for an intake interview with the Director. Students who require accommodations such as books on tape, or Sign Language interpreters need to contact the Center at least six weeks prior to enrollment to arrange for such accommodations.

Please contact the Center for Disability Services office if you have any questions. They are located in Parks on the main floor right across from the bookstore or may be reached at 425-388-9272 voice, or 425-388-9438 TTY. You may also email cds@everettcc.ctc.edu.

SUPPORT SERVICES

Library-Media Center

The Library-Media Center provides information and services to support student research and learning. The materials collection includes 46,000 books, more than 300 current periodicals and newspapers, and over 6,000 videocassettes, compact discs, audiocassettes, and multimedia programs. Computer workstations provide access to the Internet, electronic databases and other research material such as periodical indexes, newspapers, encyclopedias, language programs, and much more. Participation in a regional interlibrary loan network further expands resources for students.

Faculty librarians assist students by helping them to locate information, complete class assignments, and to develop research skills. In addition to individual assistance from the reference desk, librarians teach instructional sessions, non-credit workshops, and credit courses.

There are individual study carrels, casual lounge areas, and media listening/viewing stations throughout the Library-Media Center. Students may reserve study rooms for group projects and discussion. Wireless Internet connectivity is now available in the Library and lap-top computers may be checked out for in-library use. Photocopiers, microform reader/printers, and adaptive equipment for students with disabilities are available for use. The Library-Media Center duplicates language audiocassettes and compact discs for students in specific courses and supports distance learning with such services as telecourse tape rental.

Call 425-388-9353 for library hours and to renew materials. Call 425-388-9354 for reference assistance or email library@everettcc.edu. Check our website at www.everettcc.edu/library to connect to the library catalog, use remotely-accessible databases, and for other information about library services and resources

Rainier Learning Center

The Rainier Learning Center (RLC) is designed to help students succeed in college. The RLC offers an Academic Readiness Center, Computer Readiness Services, Math Support



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Services, a Tutoring Center and a Writing Center. Through tutoring, individual and small group learning, students can get support in reading, learning, math, writing, computers and other subjects. It is the place to go when students experience difficulty with class assignments or when they need to learn study skills or basic computer literacy skills. At any time during the quarter, students can drop in, make appointments, or be referred by an instructor or advisor.

New students whose placement test results indicate a need to start in below 100 level reading, writing or math are particularly welcomed in the Rainier Learning Center. (Students who need to take basic math courses should also review the courses offered in the Math Learning Center, described below.) Friendly and supportive staff provide advising, special workshops, classes, and tutoring - all with the purpose of helping students reach their higher education goals. Peer tutors help throughout the Center. Students come into the center during any of the open hours, including evening hours, to receive services or make appointments. The Rainier Learning Center is located in the Jackson Center during the Summer and Fall Quarters, and then moves to the first floor of Rainier Hall in the Winter.

Academic Readiness

Academic support is available in the Academic Readiness Center. Students can take the initiative to get the results they want in reading and learning. Strategies for attaining success in the academic areas are offered as free workshops and college credit courses. Computer Readiness Services are offered to help students become computer literate, conduct research on the Internet and improve basic computer skills.

Math Support

Students can obtain math support at all levels and participate in Individualized Instruction and study groups. Problem solving, preparing for tests and analyzing results are covered. The goal is to improve course outcomes and eliminate math as a barrier to college success.

Tutoring

The Tutoring Center provides a supportive environment in which students may ask questions, find answers and network with other students. It is staffed by professional and peer tutors. Tutorial services are free to all enrolled students at EvCC. Tutoring is provided in several formats: individual scheduled appointments, scheduled small group, or on a drop-in basis. Computers are available for students to use in a variety of ways. They can type papers, perform research on the Internet, use instructional software or access different web sites for additional exercises in math and science courses. Handouts for several subjects are available that provide students with explanations and practice.

Writing

The Writing Center provides support for student writers on all types of writing projects in any subject. Students also use the Writing Center for personal writing, application essays, resumes and cover letters. Writing Center instructors and peer tutors do not proofread papers, but they work collaboratively with writers offering feedback and providing ideas and methods for editing and polishing their work. In order to use the Writing Center on a regular basis, students enroll for 1-5 credits of English 90. Most students enroll for 2 credits giving them 20 hours of Writing Center time over the quarter. Computers are available for word processing; also there is instructional software for composing, editing, grammar, and punctuation basics. Additional resources are provided for students to use such as: dictionaries, grammar handbooks, textbooks, handouts, and exercises. Our goal is to provide writers with transferable skills that will help them on future writing projects.

Math Learning Center

The Math Learning Center, located in Baker Hall, offers courses in Basic Math with Applications, Elementary Algebra, Plane Geometry, and Trigonometry. Utilizing self-paced instruction, a computer lab, and personalized assistance, staff and faculty assist students in improving their essential skills in math.

STUDENT ACTIVITIES

Mission

The Student Activities Office serves the Associated Students and the campus community by



providing programs and services that support educational, cultural, leadership, recreational, social and personal growth. Student development is the major focus of Student Activities as student leadership, education and advocacy creates a positive learning experience that will open new horizons, present culturally diverse ideas and provide social opportunities for students supporting their total educational development at the College.

Student Government

Students are encouraged to become involved in the governance and leadership activities of the College and the Associated Students. The student government organization provides students with a mechanism to become involved with, and have a voice in, student and college affairs.

A Student Senate and an Executive Council are the legislative and executive branches of the student government. The Senate holds open public meetings at least every two weeks. Student senators complete a self-election process to become full voting members of the Senate. Executive Council is the Associated Students administrative group. The five members of this body are chosen through an application/selection process.

Students participate in representing student issues and concerns at the state level during the state legislative sessions in Olympia.

Student Programs Board

Students selected for Student Programs Board organize events, programs, and educational opportunities for students.

The student coordinators plan events and series such as concerts, a quarterly thematic video series, lecture series, fine-arts series, Health/Wellness Program, recreation programs and special-activities programs. The board also plans major educational and cultural programs including the Artist & Lecture Series. Venues for programs include the Parks Student Union, Jackson Center and the EvCC Sports and Fitness Center, as well as in our community.

Student Activities Service Center - "The Paperclip"

The Student Activities Service Center (located in the Parks Student Union across from the Cascade Range Cafe) coordinates activities, services, and referral, as well as operates the TV/Video Lounge, Campus Lost & Found, Scantron/pencil sales, locker rentals, student photo ID, photocopying and fax service.

Student Committees

Students may become involved by serving on college committees and faculty tenure review committees. Students are also appointed to serve on the Services and Activities Fees Budget Committee, the Associated Students Constitution Review Committee, and other task force and ad-hoc committees.

Associated Students Documents

There are several documents relating to the organization and functioning of the Associated Students. It would be helpful to become familiar with:

- ❖ The constitution and by-laws of the Associated Students
- ❖ Student Activities Quarterly Calendar
- ❖ EvCC This Week, our weekly events flyer
- ❖ Student Rights and Responsibilities (student handbook)
- ❖ The Associated Student Financial Code
- ❖ The S & A Fees Budget

Copies of these documents can be obtained at the Student Activities Office and Executive Council Office located in the Parks Student Union, Room 209.

Student Handbook

The student handbook contains information about where to find help and services available to students at the College and in the community as well as the Student Rights and Responsibilities. The handbook is available in the Student Activities Office, Enrollment Services, and the Library-Media Center.

Student Rights and Responsibilities

The student rights and responsibilities section of the student handbook provides a detailed description of rights and responsibilities as they pertain to the students, the college, and the community. Included in this handbook are the Student Code of Conduct, procedures for disciplinary actions, procedures to ensure student rights and due process, and the jurisdiction of college personnel. The handbook is available in the offices of the Vice President for Instruction, Vice President for Student Services, and Student Activities.

Student Clubs/Organizations

Student clubs/organizations offer opportunities to meet new friends, explore special interests, and make contributions to campus life. Students are free to organize and join associations to promote their special interests. Some of the currently active clubs/organizations on campus include: Asian/Pacific Islander Student Union (APSI); Triangle Alliance; EvCC Rowing Club; International Students Club; Movimiento Estudiantil Chicano de Atzlan (MeChA); Brothers and Sisters United (BSU); United Native American Council (UNAC); Phi Theta Kappa (PTK); Student Nurses Organizations (SNO); Engineering Club; Skills USA; Drama Club and Barrier Breakers.

Applications for forming a new student club/organization are available at the Student Activities Office and Associated Students Executive Council Office.

Intercollegiate Athletics & Intramural Activities

A program of intercollegiate athletics is co-sponsored by the Associated Students. It includes men's and women's soccer and women's volleyball in the fall, men's and women's cross-country in the fall, men's and women's basketball in the fall and winter, and women's softball and men's baseball during the spring. Call 425-388-9328 for current information.

The College is a member of the Northwest Athletic Association of Community Colleges, which includes the majority of the community colleges in Washington and Oregon.

The intramural/extramural activities program offers students opportunities in basketball, flag football, softball, indoor soccer, volleyball, and open weight room.

Co-Curricular and College-Related Programs

Many student activities are closely related to classroom instruction. Student activities fees help to support the costs of these activities. Participating students may earn college credit in selected activities.

Other Programs

The Associated Students, through the S & A Fees Budget, also helps to support the College's Diversity and Equity Center, Center for Disability Services, the Early Learning Center, drop-in tutoring, child care assistance through the Financial Aid office, The Clipper (student newspaper), Vibrations (student art magazine) and the Northlight Gallery.

The student leaders in Student Activities plan our Student Activities Welcome Back Kick-Off for EvCC students, staff and faculty during fall quarter.

Students also plan the commencement ceremony, which includes a student speaker, a keynote speaker, awarding of degrees and certificates, and a post-function reception.

CO-CURRICULAR AND COLLEGE-RELATED PROGRAMS

The Clipper

This student-produced, award-winning newspaper, which is published every other week, contains news about the College and campus events and activities. Journalism students and others who are interested participate in writing, editing, and publishing the newspaper. Credit may be earned by enrolling in Journalism 170. For further information contact the Clipper at 425-388-9419. Visit the website at www.everettcc.edu/clipper, or email clipper@everettcc.edu.

Vibrations

Vibrations is a student-produced creative arts magazine which is published annually. All students are invited to participate by submitting manuscripts, photographs, and artwork. Credit may be earned by enrolling in Graphic Arts 251 and 252. For more information,

Northlight Gallery

The Northlight Gallery provides exhibitions of local, regional, or national artists working in all mediums of creative expression. Films, performances, lectures, and receptions for the exhibiting artists are held when appropriate. Student and faculty art shows are also part of the exhibitions.

Early Learning Center

The Early Learning Center provides on-campus, licensed childcare in an environment that is nurturing, safe, and designed to encourage the important developmental growth and learning of children 12 months to 5 years old. Families have opportunities to participate in the care and education of their child by volunteering in the classroom and participating in parent education classes. Visit the Early Learning Center located on the northeast corner of the campus at 820 Waverly Avenue. For further information on rates, schedules and subsidies, contact the Center at 425-388-9121.

Bookstore

Owned and operated by the College, the Bookstore is located in the Parks Student Union. The Bookstore is a non-profit service organization that provides an outlet for all required books and supplies. Complete art, office, and school supplies sections are available. The general book department provides recommended readings as well as books for enjoyment and special interests. The store also carries greeting cards, gifts, snacks, backpacks, clothing, phone cards, and bus passes. The Bookstore accepts checks, Visa, MasterCard, and debit cards with Visa or Mastercard logos.

Bookstore hours are 8am to 7pm Monday and Tuesday, 8am to 5pm Wednesday and Thursday, and 8am to 1pm Friday. Hours are expanded during the first week of each quarter.

Buyback is offered during the final exam period each quarter. Buyback hours are: 8am to 7pm Monday, Tuesday, & Thursday, 8am to 5pm Wednesday, and 8am to 4pm Friday.

Website: www.evcbookstore.com

Food Services

Food service is available at The Cascade Range Café in the Parks Student Union from 7am to 7:30pm Monday-Thursday and 7am to 1:30pm Friday during the quarter, with reduced hours in Summer Quarter. A special entree is featured daily.

An espresso stand is also in operation during most of the hours classes are held. It is also located in the Parks Student Union. A second coffee bar operates in the Broadway Center from 7am to Noon.

No alcoholic beverages are served on campus.

Campus Safety, Security and Traffic

The Campus Safety, Security and Traffic Department monitors the campus for safety and security and regulates parking and traffic on campus, issues parking permits and assists with battery failure and locked cars.

In an emergency contact the on-duty campus security officer by calling extension 111 (on campus), 425-388-9111 (from off campus), or call Everett Police Emergency at 9-9-1-1 (on campus). From campus pay phones or off campus and cell phones, call 9-1-1.

Parking on the EvCC campus is by permit only, days and evenings, Monday-Friday for Fall/Winter/Spring Quarters. Summer parking is free, but staff parking spaces require staff permits. Staff and student parking permits are available for purchase, by the quarter, from the Cashier's Office. Staff may purchase an annual permit. Students and staff need to bring the receipt to the Security Office to receive the hangtag permit. Vehicles must be registered with the Security Office. One-day visitor permits are available at no charge from the Security Office.

The Campus Safety, Security and Traffic Office is located in the Parks Student Union, Room 224—main floor. The office phone numbers are extensions 112 and 113 (from on campus), 425-388-9112 or 425-388-9113 (from off campus and cell phones).

Security Office hours are 7:30am — 7pm, Monday — Thursday, and 7:30am — 4:30pm on Friday. Summer and quarterly break hours are 7:30am — 4:30pm, Monday — Friday.



ALL COLLEGE POLICIES

Equal Opportunity and Harassment Policies

Everett Community College provides equal opportunity in admissions, education, employment, and use of facilities, and does not discriminate on the basis of race, color, national origin, sex, age, religion, creed, sexual orientation, marital status, the presence of any physical, sensory, or mental disability, or status as a disabled or Vietnam-era veteran in accordance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans With Disabilities Act of 1990, and other applicable state and federal laws/regulations.

It is the policy of Everett Community College, consistent with its efforts to respect the dignity and integrity of students, employees, and the general public, to provide an environment free of sexual harassment.

Inquiries about these policies should be directed to the Vice President for Human Resources.

Drug-Free Campus Policy

In an effort to provide a safe and healthy educational/work environment, all students/employees must report to class/work in a condition fit to perform their learning/duties, unimpaired due to the use of alcohol or drugs. The unlawful use, possession, delivery, dispensation, distribution, manufacture, or sale of drugs on College property, in state vehicles, or on official business is prohibited. Any employee or student found in violation of this policy will be subject to formal disciplinary action, which could include completion of an appropriate rehabilitation program up to and/or including dismissal/expulsion.

Tobacco Use Policy

As tobacco use presents a clear and present life-threatening danger to users and also threatens those in proximity to the users, the College has determined that it has a duty to provide a healthy environment for students, employees and the public and a duty to encourage and assist current tobacco users to cease the use of tobacco products. The use of tobacco in any form is not allowed in any College building, enclosure, or state-owned vehicle. Tobacco products are not sold or distributed on campus grounds. The use of tobacco products is restricted to specifically designated smoking areas across campus. Walking around campus while smoking is prohibited.

Prohibition on Plagiarism

Success as a student and learner requires academic honesty. A chief aspect of academic honesty is the avoidance of plagiarism. Plagiarism, as defined by Brenda Spatt (1983), is "the unacknowledged use of another person's work, in the form of original ideas, strategies, and research as well as another person's writing, in the form of sentences, phrases and innovative terminology." Students suspected of plagiarism are subject to the College's Student Code of Conduct and disciplinary processes.

How can you avoid plagiarism? When writing a paper, use your own words. When using another person's words, use quotation marks and give credit to the original source. If you are using another person's ideas, give that person credit. Do not use pre-written papers available from the Web or other term paper services. Plagiarism affects everyone. If another student is doing it, it undermines your own work and the value of your degree. If you are doing it, you are not doing the hard work from which you learn the best. The explosion of information on the Web and the pressure to succeed in a short amount of time have made plagiarism a problem in our society. Let us help you stay away from that trap. Talk to your instructors about how to avoid plagiarism.

Notice to Students

The provisions of this publication are not to be construed as a contract between the student and Everett Community College. The College reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes are

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effective upon the date specified and may apply not only to prospective students, but also to those who are currently enrolled. Changes are posted in the Enrollment Services area and, when possible, listed in the class schedule booklet and on the web. The College reserves the right to withdraw or change courses at any time.

Falsification of information on any admission, financial aid, or other materials submitted to the College may result in denial of admission or immediate dismissal from the College. Students are expected to be familiar with all College policies and rules and will be held responsible for observing such provisions.

Student Right to Know Disclosure

Federal "Student Right to Know" (SRTK) legislation requires colleges to disclose information about student completion, graduation and transfer rates over a three year period. The rates for students who were considered new, full-time, and certificate- or degree-seeking, and who entered in Fall 2000, are outlined below. The status of these students was measured as of August 31, 2003.

538	Number in initial cohort group of students, Fall 2000
170	(31.6%) Completers/graduates
60	(11.15%) Transfer-out
2	(0.3%) Still attending

It is important to understand the background of this information. As a community college, EvCC enrolls large numbers of students who may be part-time, or not seeking a certificate or degree, or who have transferred from another college, or who enroll at times other than Fall Quarter. Therefore, the initial cohort described above seems small



and non-representative when compared to a typical enrollment of about 9500 students in a typical Fall Quarter. Furthermore, the calculation of completion and graduation rates does not consider the high numbers of students who take longer than three years to reach their goal due to part-time enrollment, or who temporarily stop-out in order to meet employment or family needs, or who are only taking a few courses to improve job skills. Calculation of transfer rates is limited to most Washington schools and to some Oregon schools. Transfers to colleges other than those are not reflected. Thus, the statistics above should be evaluated only as a snapshot of what happens to a limited category of students, based on limited data.

The Right to Know Campus Safety Report is published annually by October 1. The information is provided in compliance with requirements set forth under the Student Right to Know Campus Security Act of 1990 (Title II - Public Law 101-542 Nov. 1990).

Upon request, this information will be provided to any applicant for enrollment or employment. Copies are available in the Security Office, the Enrollment Services Office, Student Activities Office, and from the Vice President of Student Services.

GENERAL

Academic Calendar

The academic year at Everett Community College is divided into three quarters of approximately 11 weeks each and a summer session of eight weeks. Key dates for each term are listed in the front of the Catalog. Important dates for each quarter (such as registration dates, refund deadlines, etc.) are printed in the quarterly class schedule and at www.everettcc.edu; click on Calendar.

Attendance

Attendance policies vary from course to course. Students are responsible for meeting the stated requirements of the courses in which they are enrolled. Attendance during the first several sessions of the class is necessary in order to avoid administrative withdrawal for non-attendance. See the First Week Enrollment and Withdrawal Policy on page 15.

Final Examinations

Most courses require a final examination. The College publishes an official final examination schedule each quarter. Students must take final examinations at the regularly scheduled time unless other arrangements are made with the instructor.

Waiver of Regulations

A petition for waiver of a specific academic regulation should be initiated in the Enrollment Services Office.

CREDIT SYSTEM

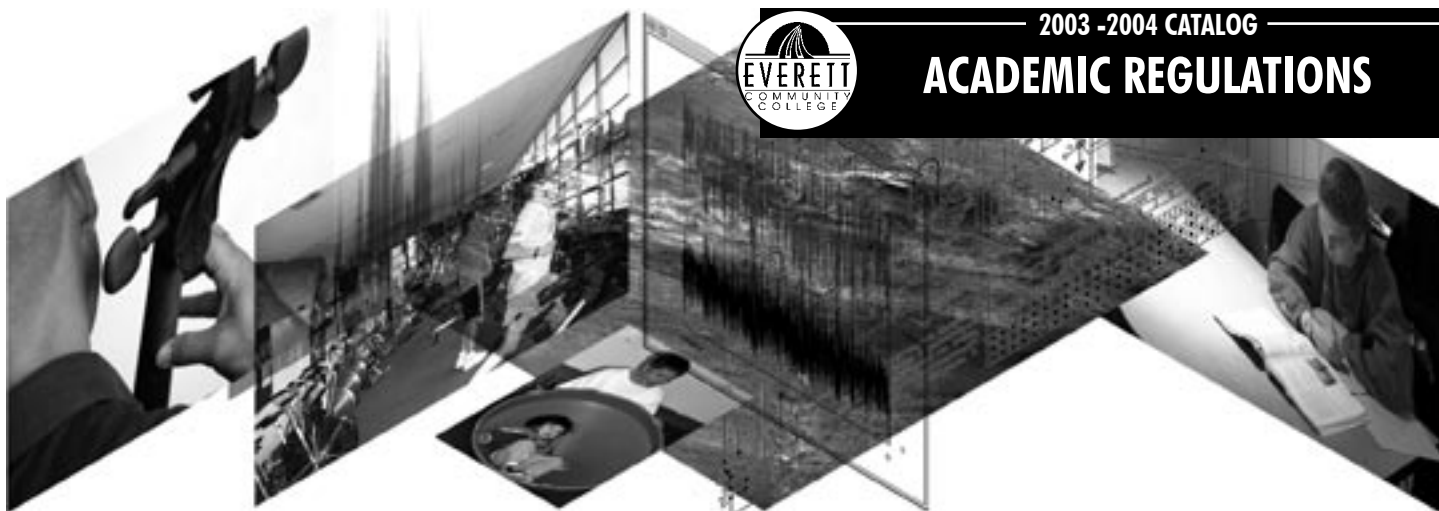
Credits measure the amount of academic work required for the class. In general, a class which meets one hour per week and requires about two hours of outside assignments per week for one quarter will earn one credit. That is, one credit represents about three hours of effort per week. Laboratory and certain other courses vary from this pattern. The quarter hours of credit for each course are shown after the course titles in the Course Descriptions section of this catalog.

Students earn credit only for those courses in which they are officially registered for credit. In certain instances, credit cannot be earned in two courses of similar content. See individual course descriptions.

Student Credit Load and Limitations

The total number of credits taken in any given quarter will vary depending on each student's goal. Students should note the following limitations:

- ❖ International students or students receiving financial aid, veterans' benefits, or other agency funding will usually have a minimum number of credit hours required per quarter. It is the student's responsibility to check with the appropriate advisor and know these requirements. Normally, twelve credits meet the requirement for full-time status.
- ❖ Students wishing to take more than 20 credit hours per quarter need permission from



the Associate Dean of Enrollment Services or a designated representative at the time of registration, except when a single course or a prescribed program requires more than 20 credit hours in a given quarter.

The College reserves the right to deny registration by a single student in two sections of the same course in order to maximize the availability of seats for all prospective and current students.

Auditing a Course

A student who desires to attend classes but does not wish to receive grades or credits may enroll as an auditor. Full tuition and fees are charged. Students who wish to change from audit to credit (or credit to audit) during a quarter must receive permission from the course instructor. Certain courses may not be available for audit. See individual course descriptions.

If a student who is enrolled for audit does not attend regularly and fails to withdraw officially, the instructor may issue a grade of V (unofficial withdrawal). Running Start students may audit a course only if they pay the tuition themselves, since school districts do not reimburse for non-credit enrollment.

Repeating a Course for Additional Credit

Some courses can be repeated for additional credit up to the maximum specified. A separate grade is issued for each completion. See individual course descriptions or your advisor for such courses.

Repeating a Course to Change a Grade

Courses may be repeated to improve the grade earned, but credit is applied only once. In no circumstance will any course be repeated more than twice in order to improve a grade; (this is defined as two repeats in addition to the original enrollment). Permission may be required to repeat a course, and/or requirements specific to an individual program of study may affect eligibility to repeat a course.

To repeat a course for the purpose of improving a grade, the student must register for the course, complete a course repeat card at the time of registration or no later than the last day of the term, and pay all necessary fees. Each grade received will appear on the student's permanent record, but only the last grade awarded is used in computing the grade point average by Everett Community College.

Other colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.

Credit by Examination (Course Challenge)

A student who is currently enrolled at Everett Community College may apply for credit by examination (course challenge). Course challenge examinations are sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in and successfully complete the course. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or abilities equivalent to course completers. During the quarter credit by examination is requested, a student must be regularly enrolled at the College for credit course work other than the course to be challenged.

To start the process for a course challenge, a student should contact the instructor of the course to discuss the student's background and readiness to challenge the course successfully. This should be done prior to the beginning of the quarter. If the discussion is positive, written approval must be gained from the instructor and Division Dean on the "Application for Course Challenge" form, available in Enrollment Services or a division office. Students must meet all eligibility criteria and pay the established non-refundable fee at the Cashier's Office prior to submitting the form to the Enrollment Services Office. The form must be submitted to Enrollment Services before the tenth calendar day of the quarter. Students must complete the requirements of the course challenge, which may be written, oral or skills tests, by the fiftieth (50th) day of the quarter, unless a brief extension is approved prior to that date by the Instructor.

In some cases, a student may be registered for a course which he or she decides to challenge instead. In that case, the student has paid regular tuition and fees for the course, which may be refunded only if the student withdraws by the published refund deadlines; the student must also withdraw in order to avoid earning a grade. The student must make a decision early in order to challenge a course. Please consult with the Enrollment Services Office about the process. Dual registration in the course and completion of a challenge for the same course results in cancellation of the credit and grade for the challenge, and the transcript will reflect only the registered course and the grade for that course.

Activity courses or courses taken previously at regionally accredited institutions may not be challenged.

Courses previously taken for audit at Everett Community College may not be challenged. An individual course may be challenged only once.

Traditional letter grades (A through E) will be issued on completion of the examination. Plus or minus grades may be utilized at instructor discretion in accordance with College procedures. Students not taking the examination will be issued an E or a V at the instructor's discretion.

GRADING SYSTEM

Everett Community College uses a letter symbol grading system to assess academic achievement. For traditional grades (A through E) the grade point values are:

Grade	Point Value	Grade	Point Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	E	0.0

Interpretation of Grade Symbols

A (4.0) High Degree of Excellence of Achievement

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ACADEMIC REGULATIONS



In relation to the standards set for the class, the student has done an exceptionally high level of work.

B (3.0) Better than Average Achievement

In relation to the standards set for the class, the student has significantly exceeded the average.

C (2.0) Average Achievement

In relation to the standards set for the class, the student accomplished an average level of work and met more than the minimum requirements.

D (1.0) Low Standard of Achievement

In relation to the standards set for the class, the student did not do average work and met only the minimum requirements.

E (0.0) Failure to Complete Minimum Requirements

In relation to the standards set for the class, the student failed to achieve the minimum requirements.

EV (0.0) Failure due to non-completion

Given at the option of an instructor when a student stops attending class and fails to officially withdraw, or when, in the instructor's opinion, other circumstances warrant the use of this grade. It represents a failure due to non-completion of course requirements.

+ and - Symbols

The symbols + and - may be used with traditional letter grades A through D to differentiate levels of achievement within a grade range. The + is not used with the letter grade A or E.

Non-Traditional Grades

The following non-traditional grades are also used when appropriate:

- N Audit
- S Satisfactory
- Y In-Progress
- U Unsatisfactory
- I Incomplete
- V Instructor Withdrawal
- W Withdrawal
- V1 Administrative Withdrawal

Non-traditional grades (N,Y,I,W,S,U,V and V1) have no grade point value and, except for the S grade, no credit is awarded. Courses in which these grades are received are excluded from the grade point average calculation by Everett Community College.

Students receiving financial assistance should inquire at the Financial Aid Office regarding the effect of receiving a non-traditional grade on eligibility for assistance.

Grades of I, S, U, V, W, and Y may be evaluated differently by other colleges and universities.

N Audit

Means class attendance and participation without evaluation. Courses taken on this basis carry no credit and do not count toward graduation.

Y In-Progress

Indicates a course has not yet officially ended, and the student is still actively involved in finishing the required work. This grade is used in courses that have an official ending date scheduled after the end of the regular quarter. The course requirements must be completed within one year of the date the Y is given; otherwise, it will revert to an E grade. An instructor may specify a completion date earlier than one year in the course syllabus.

I Incomplete

Given when a student has satisfactorily completed most of the requirements for a course but, for an unavoidable reason, has been unable to complete a specific course requirement or take the final examination. The grade is given only if previous arrangements have been made with the instructor to complete the course requirements. A written copy of these arrangements will be placed in the appropriate division dean's office. The course requirements must be completed within one year of the date the I grade is received. Incomplete grades not made up within one year will revert to an E grade on the student transcript, and no credit will be earned.

W Withdrawal

Indicates that registration in a course has been officially canceled by the student. It is granted to all students who officially drop a class on or before the published deadline. Failure on the part of the student to withdraw officially from a class by the published deadline may result in an E grade if the student has not completed the minimum course requirements. An excessive number of withdrawals may be cause for review of the student's academic record.

R Repeat

The notation of "R" is made next to the grade of a course which has been repeated, if the student has submitted a course repeat card.

S Satisfactory

Indicates C or higher level of achievement in a course taken on an S/U basis. The S grade has no grade point value and is

not used in the calculation of grade point average, but credit is awarded for the course. Instructor's permission is required to take a course on a satisfactory/unsatisfactory basis.

U Unsatisfactory

Indicates less than C level of achievement in a course taken on an S/U basis. The U grade has no grade point value and is not used in the calculation of grade point average. No credit is awarded for courses in which a U grade is received.

V Instructor Withdrawal

Given at the option of the instructor at the end of the term when a student has stopped attending class and has failed to officially withdraw. This grade may not be given after a Y or I has been given.

V1 Administrative Withdrawal

A grade of administrative withdrawal (V1) may be entered on the transcript when a student is withdrawn from class as the result of a policy or procedural infraction committed by the student.

Final Grade Reports

Final grades are available shortly after the end of each quarter. Students may see their grades by viewing their Unofficial Transcript on the Web. Go to www.everettcc.edu/kiosk and click the "Enter Student Kiosk" gray bar, then click the "Unofficial Transcript" in the menu on the left side of the screen. You must know your Student Identification (SID) number and your Personal Identification Number (PIN). For more information about the Student Kiosk, see "Student Records" in the Enrollment Services section of this Catalog.

Grade Errors and Changes

The deadline for requesting and submitting a grade change is the end of the quarter following the quarter in which the grade was given. In the case of a conversion of an I or a Y to a final grade given by the instructor, the deadline is the end of the quarter following the quarter in which that final grade was given. In the case of Spring class grades, the deadline is the end of the following Fall Quarter. In most circumstances, the student should direct his or her initial concern about a grade to the instructor. Questions also may be directed to the Dean for the instructor's division.

Grade Point Average (GPA)

A grade point average (GPA) is a measure of the student's overall academic performance. It is based upon those courses in which the student has received letter grades A through E. Non-traditional grades are excluded from GPA calculations. Everett Community College computes three separate student GPAs.

The quarterly grade point average is calculated by dividing the total quarterly number of grade points earned at EvCC by the total quarterly credit hours earned at EvCC. The quarterly GPA does not include credits transferred in from other institutions or EvCC

credits earned during other quarters. The quarterly GPA is reported on the student's transcript each quarter.

The cumulative grade point average is calculated by dividing the total cumulative number of grade points earned in all quarters at EvCC by the cumulative total credit hours earned in all quarters at EvCC. All credits earned at EvCC are included in this grade point computation, whether or not they apply to the student's program of study. Credits transferred in from other institutions are not included in computation of this GPA. The cumulative EvCC grade point average is reported on the student's quarterly transcript.

The graduation grade point average is calculated by dividing the total cumulative number of grade points earned in all courses taken at EvCC by the total cumulative number of credit hours earned in those same courses, at the end of the last quarter of completion. The commencement grade point average is computed as of the end of the quarter prior to the last quarter.

Petition for Grade Exclusion

A returning student may petition the Academic Appeals and Regulations Committee for a review of his or her academic record with the intent of excluding grades earned at Everett Community College from computation of EvCC cumulative grade point averages. This policy is designed for students who had difficulties (generally characterized by grades below C or 2.0) in their early term(s), left the College, returned later and demonstrated improved academic achievement.

In order to be eligible for grade exclusion, the student must meet the following criteria:

- ❖ At least one calendar year must have passed without the student's enrollment at EvCC.
- ❖ Grades to be excluded must have been awarded prior to the minimum year of absence.
- ❖ Only exclusion of all grades in the terms prior to absence will be considered; petition to exclude singular courses within a term or singular terms will not be considered.
- ❖ The student must demonstrate an ability to improve by completing at least 30 credits with a GPA of 2.5 or higher since returning to the College.

To initiate a petition for exclusion of grades, the student should contact Enrollment Services to obtain the appropriate form.

If the student's petition is approved, the grades to be excluded will still appear on the student's transcript but will not be used in calculating the grade point average. This process cannot be used to circumvent either the EvCC repeat course policy or standards of academic progress; courses for which grades are excluded cannot be used to meet graduation requirements. Students should be aware that other institutions might not honor such grade exclusions in computing grade point averages for admission or transfer.

ACADEMIC ACHIEVEMENT

Quarterly Honor Roll

Students who achieve quarterly grade point averages of 3.60 and above in at least 10 traditionally graded credit hours are recognized at Everett Community College as follows: Students who earn a 4.0 grade point average are placed on the President's List. Students who earn a 3.60 to 3.99 grade point average are placed on the Dean's List.

Graduation with Honors

Students who have met specific degree requirements will be graduated with honors if their cumulative grade point average is:

4.00: Highest Honors 3.60 to 3.99: High Honors 3.20 to 3.59: Honors

Satisfactory Academic Progress

Students must receive a minimum quarterly grade point average of 2.0 to maintain satisfactory academic progress. Students must also satisfy any additional grade point requirements specified in the curriculum guide for the degree being sought.

Low Scholarship and Academic Probation

Students who fall below minimum scholarship standards will be notified by a letter sent to their last known address. Students whose quarterly grade point average falls below 2.0 in traditionally graded courses will be sent a First Warning and placed on low scholar-



ship status. Those who continue on low scholarship for a second consecutive quarter will be sent a Second Warning and placed on academic probation; continuation to the next term is subject to Counselor approval. A third consecutive quarter on low scholarship will result in a Third Warning; future registration will be cancelled if Counselor approval to continue enrollment has not been received. A fourth consecutive quarter with a grade point average below 2.0 results in academic dismissal from Everett Community College. Re-admission is subject to approval by the Re-admission Committee, following an absence of at least four quarters.

Students are expected to make satisfactory progress toward completion of their educational program. An excessive number of I, V, W, and U grades received in courses attempted will be cause for review of the student's academic record and may result in academic probation or dismissal.

Students dismissed for low scholarship may petition the Vice President for Student Services in writing for re-admission to the College. Specific guidelines for the low scholarship, warning and dismissal process are available from Enrollment Services.

Various resources of the College such as counseling and tutoring services are available to assist students in meeting the scholarship requirements.

Student Progress

The State Board of the Washington Community and Technical Colleges (SBCTC) directs all community and technical colleges to monitor student progress to degree completion. Certificate and degree-seeking students who accumulate credits beyond the number necessary to earn a degree may be notified that they must file a satisfactory educational plan in order to continue their enrollment.

The State Board also directs all community and technical colleges to intervene with students who consistently fail to complete their courses, Certificate and degree-seeking students who withdraw from over 25% of their credit load for a third consecutive term may be notified that they must file a satisfactory educational plan in order to continue their enrollment.

Specific guidelines for student progress are available from Enrollment Services.

GRADUATION REQUIREMENTS FOR ALL CERTIFICATES AND DEGREES

A Certificate is awarded for successful completion of a core of technical credits designed to prepare a student for immediate employment. An Associate Degree represents the equivalent of two years of full-time study in a university transfer program or specialized technical field.

EvCC places a value on study in subjects that broaden a learner's perspectives and competencies. Therefore, some certificates and each degree requires students to take general education courses in communication, computation, human relations and other fields.

Students have the responsibility of verifying specific graduation requirements with their faculty advisors. Specific program requirements are stipulated in the curriculum guides available from Enrollment Services.

Philosophy Statement on General Education

"At Everett Community College we believe that all people have both a right and a responsibility to find out who they are, what they can become and how they relate to others. We further believe that societies, and communities within them, can neither sustain themselves, nor flourish without people who understand themselves and the world in which they live. General Education is the life-long process through which people accumulate the knowledge, skills and understanding necessary to function more completely in complex and diverse societies. As an institution of learning, we acknowledge that we contribute to this process, and we commit ourselves to providing an environment within which people will have the opportunity to further their growth as individuals and members of society."



EvCC General Education Task Force, 1998

Requirements for All Certificates and Degrees

The College provides assistance in determining completion of the required curricula for graduation through curriculum guides, advisors and counselors. However, the final responsibility for meeting all academic and graduation requirements rests with the individual student. All certificate and degree-seeking students must have an advisor. An advisor may be assigned by the Enrollment Services office. The requirements for all degrees are as follows:

For any associate degree, a minimum of 90 credits is required, of which at least 45 must be traditionally graded courses which are calculated in the GPA. Where applicable, a maximum of three physical education activity credits may be included in the total. At least 30 credits applicable toward the degree must be earned at EvCC.

For any associate degree, all students must complete a Diversity Course. Such courses are designated with a "D" in the course number, such as ANTHR 202D. The diversity course may also be used to meet degree requirements, such as Social Science or Humanities, depending on the course selected.

For a certificate, the minimum number of credits varies by program. At least one third of the minimum credits required for the certificate must be earned at EvCC.

Students must satisfy all specific requirements for the certificate or degree sought, including:

- 1) Students who apply for a certificate or degree while currently attending, or within twelve months of their last attendance, must satisfy the requirements in effect at the time of the award of the certificate or degree, or published in a catalog or curriculum guide in effect at any time during their most recent continuous attendance at EvCC. (Continuous attendance is defined as completing at least one term within consecutive twelve-month periods.) Students needing longer than five years to complete a given program may be subject to updated graduation requirements.
- 2) Students who apply for a certificate or degree after an absence of more than twelve months are subject to the requirements in effect:
 - a) at the time of their last attendance if, in fact, they fully met the requirements at that time. The certificate or degree is posted with the date of their last term at EvCC. Or,
 - b) at the time they submit the application for the certificate or degree if they are using transfer credit from a more recently attended institution toward the EvCC certificate or degree. The certificate or degree will be posted with the date of the term in which the application was submitted.
- 3) Earn an EvCC cumulative grade-point average of at least 2. (Transfer to four-year public and private colleges and universities is competitive. Many four-year institutions require a 2.75 or higher grade point average for admission.)
- 4) Fulfill all obligations to the College, financial or otherwise.
- 5) File an application for graduation with the Enrollment Services Office. This should be done during the quarter before intended graduation. See the Academic Calendar in the front of the Catalog. Students who plan to participate in the June commencement ceremony and have their name printed in the commencement program must file an application for a diploma by the deadline published in the class schedule and in the front of this Catalog. The deadline is typically about 18-20 weeks prior to graduation; applications received after that deadline will still receive consideration but may be delayed until the on-time applications are completed. The diploma application must be signed by an advisor, and must be filed in the Enrollment Services Office.

Certificates

Certificates of Completion are awarded in many technical and career fields and are designed to prepare graduates for employment. Generally, certificate programs are about a year in length. In many cases, the courses completed for a certificate will also lead to an associate degree if the student completes additional requirements.

Specific requirements for each certificate are outlined in the College's curriculum guides,

available from advisors, the Counseling, Advising and Career Center and the Enrollment Services Office. Currently, certificates are awarded in:

- ❖ Administrative Support
- ❖ Aviation Maintenance Technology
- ❖ Bookkeeping
- ❖ Business Administration
- ❖ Cosmetology
- ❖ Digital Illustration
- ❖ Drafting
- ❖ Early Childhood Education
- ❖ Fire Science
- ❖ Geographic Information Systems
- ❖ Graphic Design
- ❖ Legal Office Assistant
- ❖ Medical Administrative Support
- ❖ Medical Assistant
- ❖ Medical Billing Specialist
- ❖ Medical Receptionist
- ❖ Medical Transcription
- ❖ Microsoft Office Specialist
- ❖ Nursing (Practical/LPN)
- ❖ Office Support
- ❖ Web Design
- ❖ Welding
- ❖ Word Processing

The College reserves the right to add, change or terminate certificate programs.

Associate Degrees

EvCC offers associate degrees in both university transfer and technical and career areas. Preparation for a major at a university can be accomplished through careful selection of courses that meet the requirements of our degrees. Information about preparing for majors in a wide variety of areas is available in our curriculum guides. See also the information on transferring at the end of this section.

The Associate in Arts and Sciences (AAS) – Option II is awarded for completion of a program of study designed primarily for transfer to a four-year college or university. The AAS - Option II degree meets statewide general transfer guidelines, often referred to as the "direct transfer" degree.

The AAS - Option I degree enables a student to design a transfer program specifically toward a selected major and institution, for example, Nursing.

The Associate of Science (AS) degree is designed for students majoring in sciences, computer science and engineering who wish to transfer to a Washington college or university.

The Associate in Business (AB-DTA) degree is structured to enable a student to prepare for a university major in business administration or accounting.

The Associate in General Studies (AGS) is awarded for completion of a program of study in general education.

The Associate in Fine Arts (AFA) is awarded for completion of course work through the Institute for Media and Creative Arts. Areas of emphasis are Graphic Design/Digital Illustration, Photography, Studio Arts, and Written Arts.

The Associate in Technical Arts (ATA) is awarded for completion of a program of study in technical education. Degrees are awarded in these fields:

- ❖ Accounting
- ❖ Aviation Maintenance Technology
- ❖ Business Administration
- ❖ Business Technology
- ❖ CIS - Business Application Specialist
- ❖ CIS - Network Technology
- ❖ CIS – Web Design and Administration
- ❖ Corrections

- ❖ Cosmetology
- ❖ Drafting/Engineering Tech
- ❖ Early Childhood Education
- ❖ Education Paraprofessional
- ❖ Fire Science
- ❖ Law Enforcement
- ❖ Medical Assistant
- ❖ Multimedia Production: Web Design
- ❖ Technology Management
- ❖ Welding/Fabrication

The College reserves the right to add, change or terminate degree programs. Current requirements for the degrees follow, and are subject to change.

ASSOCIATE IN ARTS & SCIENCES (AAS)

Requirements for AAS Degree - Option II (Direct Transfer)

Everett Community College has agreements with most senior colleges and universities in the state for direct transfer of its students under guidelines developed by the Inter-College Relations Commission of the Washington Council on High School-College Relations. Under these agreements Everett Community College's Associate in Arts and Sciences degree, when earned under Option II, may be used to satisfy the lower division general education requirements of the four-year colleges and universities. A comparable agreement has also been negotiated with several universities in Oregon.

Those schools with which the College has agreements are: Argosy University, Bastyr University, Central Washington University, City University, Cornish College of Arts, Eastern Oregon University, Eastern Washington University, The Evergreen State College, Gonzaga University, Heritage College, Northwest College, Oregon State University, Portland State University, Pacific Lutheran University, St. Martin's College, Seattle Pacific University, Seattle University, University of Maryland-College Park, University of Oregon, University of Washington, Washington State University, Western Washington University, and Whitworth College.

EvCC also has transfer agreements with the University of Phoenix, Henry Cogswell College, Fort Hays State University and Capella University, based on varying criteria.

Students who earn the AAS-Option II Direct Transfer degree normally will transfer with junior standing and will have completed the lower division general education requirements of the four-year colleges and universities. For exceptions, see the AAS-Option II Direct Transfer curriculum guide.

Students should carefully consult EvCC's curriculum guides, an EvCC advisor, and a representative of their intended university to assure that they are selecting courses that not only apply to the Option II degree, but also prepare them for their major. Washington universities may weigh a student's admissibility depending on whether or not the student completed appropriate pre-requisites for their university major. Students are not advised to take courses on a Pass/Fail basis if they intend those courses to count toward their major.

Students who transfer without the degree will have their courses evaluated for satisfaction of general education distribution and elective requirements on an equivalent course basis according to the policy of the four-year college or university. Recognition of non-traditionally graded courses, CLEP credits, and equivalency credits varies by senior college and university.

Students must satisfy all requirements described above in "Requirements for All Degrees." The AAS-Option II Direct Transfer degree requires successful completion of at least 90 applicable credits with a cumulative GPA of at least 2.0, following the requirements below.

* Students who have earned credits in a course designated with a ~~strike through~~ below may use the credits even though the course is no longer offered.

* No more than 10 credits in any one discipline may be applied to the distribution areas.

1. PROFICIENCY in Intermediate Algebra

This is a graduation proficiency requirement for which no credit may be applied to this degree. It may be satisfied by completion of high school mathematics through second



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year algebra, or completion of an intermediate algebra course (Math 065), or course challenge demonstrating mastery of intermediate algebra skills, or completion of one of the following: Math 140 (with a grade of C or higher), 142, 147, 152, 153, 154, 252, 260, 261, or equivalent.

2. COMPLETION of a Diversity Course (5 credits)

Diversity courses focus on perspectives related to diversity in our society. Courses are listed in the Class Schedule with a D in the course number, for example, ANTHR 202D. They are typically found in the categories below of Communications, Humanities, Social Sciences and Transfer Electives. A "D" course may count toward one of the requirements listed below, as well as meet the Diversity Course requirement. In each quarterly class schedule, courses that meet this requirement will be listed. Please consult with an advisor.

3. BASIC SKILLS DISTRIBUTION (15 credits minimum)

A. Basic Communication Skills (10 credits minimum)

At least 6 credits from the following:

English 101 or 101D (required)

English 102, 102D, 103, 201, 211 (select one)

Remaining credits, if any, to total 10, from:

Engineering: ~~130~~, 231

English: 202

Computer Information Systems: 203

Speech: 101

B. Basic Quantitative Skills (5 credits minimum)

Computer Information Systems: ~~101~~, ~~102~~, ~~103~~, ~~105~~, ~~106~~, ~~130~~, ~~131~~, ~~132~~

Computer Programming: ~~105~~, 110, ~~112~~, ~~114~~, 130, 132, ~~134~~, 140, ~~142~~

Engineering: ~~141~~, 142 or ~~Math 171~~

General Business: 201

Math: 137, 140, 142, 147, 152, 153, 154, ~~171~~, 252, 260, 261, 281

Philosophy: 120

* Students who have earned credits in a course designated with a ~~strike through~~ below may use the credits even though the course is no longer offered.

* No more than 10 credits in any one discipline may be applied to the distribution areas.

4. HUMANITIES DISTRIBUTION

15 credits minimum from at least 3 disciplines; no more than 5 credits from foreign language, and no more than 5 credits from Performance Skills (HP).

Humanities unrestricted list

Art: 120, 121, 124D, ~~129~~, 220, 221, 222, 224

American Sign Language: 101, 102, 103

English: 115, 116, ~~117~~, ~~118~~, 119, 119D, 120, 120D, 123, 123D, 135D, 171, 172, 173, ~~174~~, 183, 183D, 185, 189, 189D, 203D, 222, ~~222D~~, 223, 223D, 232, 233, 234, ~~245~~, ~~251~~, ~~252~~, ~~253~~, ~~263D~~, ~~281~~, 285

Film: 100

French: 101*, 102*, 103*

German: 101*, 102*, 103*, 201, 202, 203, ~~207~~, ~~208~~, 209

History: 100, ~~101~~, ~~102~~, 111, 112, 151, 152, 153, 170D, 232

Humanities: 150, 150D, 160, 160D, ~~162~~, 165, ~~186~~, 210, 247, 247D

Japanese: 101*, 102*, 103*, 201, 202, 203, ~~207~~, ~~208~~, 209

Journalism: 150



Lushootseed: ~~101~~, ~~102~~, ~~103~~
 Media: ~~100~~
 Music: 100, 109, 110, 110D, 115, 116
 Philosophy: 100, 110, ~~115~~, 118, 150, 215, 267
 Photography: 230
 Russian: 101* 102* 103*
 Spanish: 101*, 102*, 103*, 201, 202, 203, ~~207-208-209~~
 Speech: 100, 101, 102, ~~109~~, ~~110~~, ~~201~~, 204, 204D, 205, 207
 Theater: 104, ~~105~~-107D

Humanities restricted list - Performance Skills (HP)

(5 credits maximum) (this category is optional)

Art: 100, 101, 102, ~~103~~, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 200, 201, 202, 203, 205, 206, 207, 208, 210, 211, 212, 213, 214, ~~216~~, ~~219~~, 270, 271, 272, 273, 274
 English: 105, 106, 108, 109, ~~110~~, 165, 166, 168, 169, 205, 206, 208, 209, ~~210~~
 Journalism: 101, 102, ~~105~~, 110
 Media: ~~101~~, ~~102~~, ~~110~~, ~~210~~
 Music: 121, 122, 123, 124, 125, 126, 128, 140, 147, 151-159, ~~160~~, ~~161~~, ~~163~~, 175, 217
 Photography: 121, 122, 123, ~~136~~, 151, 221, 222, 223, ~~251~~, 295
 Theatre: 100, 101, ~~102~~, ~~103~~, ~~110~~, ~~111~~, 114, ~~115~~, ~~116~~, ~~117~~, 118, 121, ~~201~~, ~~210~~, ~~211~~, ~~212~~

Note: University of Washington foreign language exception: First year foreign language (101, 102, 103) **may not** be allowed for distribution credit if used to satisfy foreign language proficiency requirement. Refer to the University of Washington — Additional Requirements section.

5. SOCIAL SCIENCES DISTRIBUTION

(15 credits minimum from at least 3 disciplines)

Anthropology: ~~100~~, 102D, 105D, 202, 202D, 210D, 211, 211D, 221D, 222D, ~~228~~, 230, 230D, 240D, 255D
 Economics: 101, 200, 201
 General Business: 101, 210, 220, 230
 Geography: 101, 102, 200, 201, 201D, ~~210~~, 220, 230, 240
 History: 100, ~~101~~, ~~102~~, 111, 112, 151, 152, 153, 170D, 232
 Journalism: 150
 Philosophy: 100, 110, ~~115~~, 118, 215, 267
 Political Science: 101, 200, 201, 202, 203, 205, ~~207~~, 210D
 Psychology: 100, 201, 203, ~~204~~, 205, 220, ~~230~~, 240, 265
 Sociology: 110, 160, 210, 210D, 220, 220D, 230, 233, 240, 255, 255D, 257, 271

6. NATURAL SCIENCES DISTRIBUTION

15 credits minimum from at least 3 different disciplines. Must include a **lab science course** from Part A below. Only 5 credits allowable from Part C below.

Part A: Biology/Earth/Physical Science courses (Lab):

Anthropology: 201 (beginning Spring 2003)
 Astronomy: 120, 121, 122
 Atmospheric Science: 101, ~~110~~
 Biology: ~~100~~, 102, ~~103~~, ~~110~~, ~~111~~, ~~113~~, ~~120~~, 130, 135, 147, 150, 160, 161, ~~162~~, 163, 190, ~~225~~, ~~230~~, 235, 237, 240, 250
 Botany: 113
 Chemistry: 100, 101, 102, ~~105~~, ~~110~~, ~~111~~, 140, 150, 160, 200, 201, 202
 Environmental Studies: 165, 166
 Geoscience: 100, 101, 102, 103, 113, 190, 208
 Meteorology: ~~110~~

Natural Science: 101

Oceanography: 101, ~~140~~

Physics: 101, ~~111~~, ~~112~~, ~~113~~, ~~114~~, ~~115~~, ~~116~~, 117, 118, 119, 121, 122, 123, 131, 132, 133, ~~211~~, ~~212~~, ~~213~~, ~~214~~, ~~215~~, ~~216~~.

Part B: Biological, Earth or Physical Science courses (Non-Lab):

Anthropology: 101, 201 (prior to Spring 2003)
 Astronomy: 101
 Biology: 140, 141, 142, 143
 Chemistry: ~~103~~
 Environmental Studies: 101, 167
 Geography: 205
 Geoscience: 105
 Nutritional Science: 150, 160, 170

Part C: Other Science courses

(5 credits maximum may be applied toward Natural Science Distribution):

Computer Information Systems: ~~101~~, ~~102~~, ~~103~~, ~~105~~, ~~106~~, ~~130~~, ~~131~~, ~~132~~
 Computer Programming: ~~105~~, 110, ~~112~~, ~~114~~, 130, 132, ~~134~~, 140, 142
 Engineering: 110, 120, 123, ~~141~~, 142 or Math ~~171~~
 General Business: 201
 Geographic Info Systems: 200, 201, 205
 Mathematics: 100, 137, 140, 142, 147, 152, 153, 154, ~~171~~, 252, 260, 261, 281
 Philosophy: 120

7. TRANSFER ELECTIVES (List A)

Any course listed under distribution credits above may be used as a transfer elective. Additional courses which are fully transferable as electives toward the 90 credits required for this degree are:

Accounting: 200, 201, 202
 Art: 275, 276, 277, 297
 Biology: 114
 Computer Information Systems: ~~104~~
 Criminal Justice: 101
 Early Childhood Education: 130
 Education: 101, 124
 Engineering: 100, 101, ~~102~~, 108, 109, ~~112~~, ~~170~~, ~~190~~, ~~200~~, 210, 215, 220, 230, 260, 298
 English: 150, 151, 152
 Environmental Studies: ~~170~~
 General Business: 150, 200
 Geology: ~~103~~
 German: 190
 Graphic Arts: 120
 Human Services: 101
 Humanities: ~~100~~, ~~105~~
 Journalism: 170
 P.E. Pre-Professional courses: 201, ~~202~~, 203, 205, 206, 207, 208, 209, ~~210~~, 211, 215, 216, ~~220~~, ~~221~~, ~~222~~, ~~223~~, ~~224~~, ~~225~~, ~~226~~, ~~227~~, ~~230~~
 P.E. Activity courses 100 and above: Only 3 credits maximum may be applied toward the degree.
 Photography: 115, 116, 117, 118, 200
 Psychology: 150, ~~245~~, ~~254~~, 256
 Sociology: 150, ~~254~~
 Speech: ~~150~~
 Theater: 205, ~~206~~

VIII. APPLIED ELECTIVES - List B (15 credits maximum)

Any course numbered 100 or above and not listed under Distribution or Transfer Electives (List A), except English ~~100~~, Math ~~130~~, General Business 121 thru 128, CSA 100, CSA 101.

ASSOCIATE OF SCIENCE (AS)

Students who are pursuing a natural, physical or computer science major may find the Associate of Science a good vehicle for transfer to most of Washington's universities. Students intending to major in Biology, Chemistry, Earth Science, Environmental/Resource Sciences and Geology (Geoscience) follow Track I. Track II is designed for students majoring in Atmospheric Sciences, Computer Science, Engineering and Physics.

Students earning this degree will normally transfer with junior standing and about half of the lower division general education requirements of the baccalaureate colleges and universities. Remaining general education courses may be taken after transfer and prior to completion of a baccalaureate degree. This degree enables students to concentrate on fulfilling pre-major coursework in their intended field of study. Curriculum guides and advising sheets for each of these Tracks are available from Enrollment Services.

In addition to the specific requirements for the AS degree, students must complete at least 90 applicable credits with a cumulative GPA of at least 2.0, and must also satisfy the Diversity course requirement as described in "Requirements for All Degrees."

It is essential to work with an advisor for the AS degree.

ASSOCIATE IN BUSINESS - DTA

Students interested in attending one of Washington's universities, majoring in business administration, accounting, economics, management, and other areas related to business, may consider completing the Associate in Business – Direct Transfer Agreement degree. This degree follows a pattern very similar to that of the AAS – Option II, but specifies courses that meet pre-requisites for business majors. To complete this degree, students must successfully complete a minimum of 90 applicable quarter hours as listed in the Associate in Business Curriculum Guide, earn a minimum GPA of 2.0, complete the pre-requisites for the major with a grade of at least C, and satisfy all requirements described earlier in "Requirements for All Degrees."

AAS DEGREE - OPTION I

This option is designed for students who want an Associate in Arts and Sciences degree but find that the AAS - Option II or Associate of Science or Associate in Business degrees are not appropriate for their specific goal. The following are requirements for the AAS-Option I:

- ❖ The student must successfully complete a minimum of 90 quarter hours of courses numbered 100 and above in an approved program, with a cumulative GPA of at least 2.0. The following qualify as approved programs:

Courses outlined in an Everett Community College curriculum guide leading to an Arts and Sciences degree – Option I. The specialty area will be indicated on the student's diploma and transcript, i.e., Nursing.

Courses conforming to the transfer guides of a four-year college or university. The burden of proof of the transferability of such a program rests with the student.

- ❖ Satisfy all requirements described earlier in "Requirements for All Degrees."

ASSOCIATE IN TECHNICAL ARTS (ATA)

Requirements for ATA Degree

The degree of Associate in Technical Arts (ATA) is awarded for completion of a program of study in technical education, the purpose of which is to prepare students for related employment with skills that meet the needs of the business community. To earn this degree the student must successfully complete a minimum of 90 credits, with a cumulative GPA of at least 2.0, which must include:

- 1) All courses required for satisfaction of the specific technical program requirements as outlined in the appropriate curriculum guide.
- 2) The following general education requirements:



a) English/Writing Skills

Minimum of 5 credits selected from English 098 or 101

b) Mathematics/Quantitative Skills

Minimum of 5 credits. Select a course from the AAS -Option II quantitative skills list, or

Complete the course(s) identified as the quantitative skills course(s) in the ATA curriculum guide for the appropriate degree.

c) Computer Proficiency

Complete the course(s) identified as the computer proficiency course(s) in the ATA curriculum guide for the appropriate degree, or

Complete one of the following courses:

Computer Information Systems: 100, 104, 108, 124

Computer Programming: 110

Engineering: 141 or ~~Math 171~~

Engineering: 142, 200

Business Technology: 100, 101, 130, 140, ~~217~~, 219 or establish acceptable evidence of computer proficiency from a program advisor.

d) Humanities Elective

Minimum of 5 credits. Select from AAS - Option II humanities list

e) Social Sciences Elective

Minimum of 5 credits. Select from AAS - Option II social science list

Note: General Business 101 may be taken as a Social Science by non-business degree students only

f) Natural Sciences Elective

Minimum of 5 credits. Select from AAS - Option II Natural Sciences list

- 3) Degree candidates must also satisfy an interpersonal communications/human relations course requirement. This requirement may be satisfied by completing Speech 100, General Business 154, ~~155~~, or 200, or as a part of the content of one or more of the required technical courses for the specific degree program. Students should consult a program advisor regarding other courses satisfying this requirement.
- 4) Appropriate safety, industrial safety, and environmental awareness instruction will be included in the specific technical program requirements.
- 5) Satisfy all requirements described earlier in "Requirements for All Degrees."

ASSOCIATE IN FINE ARTS (AFA)

Requirements for Associate in Fine Arts (AFA)

The Associate in Fine Arts is designed for students completing work through the Institute for Media and Creative Arts. Students select an emphasis area and successfully complete a minimum of 90 applicable credits with a cumulative GPA of 2.0, including the following requirements:

1) Basic Skills Distribution (15 credits minimum)

Communication Skills (At least 10 credits from the following:)

English 101 (required)

Speech 100, 101

English 102, 103, 201W, 202

CIS 203

Quantitative Skills (5 credits minimum)

CP ~~105~~, 110,

Engineering ~~141~~, 142

Math 120*, 137, 140, 142, 147, 152, 153, ~~171~~, 281

Philosophy 120

* Note: This math course is not intended for transfer.

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- 2) **Emphasis Skills** (40-45 credits) (see emphasis area degree planning guide)
 - Graphic Arts/Digital Illustration
 - Photography
 - Studio Arts
 - Written Arts
 - Independent Study (5 credits)
 - Portfolio Presentation 295
 - Final Project 299
- 3) **Humanities Distribution** (5 credits)
 - To be selected from the Humanities Distribution in the Associate in Arts and Sciences - Option II.
- 4) **Social Sciences Distribution** (5 credits)
 - To be selected from the Social Sciences Distribution in the Associate in Arts and Sciences - Option II.
- 5) **Natural Sciences Distribution** (5 credits)
 - To be selected from the Natural Sciences Distribution in the Associate in Arts and Sciences - Option II.
- 6) **Interdisciplinary Skills** (15 credits)
 - Choose at least one course from each of three disciplines outside your emphasis area.

Film	Film 100
Graphic Arts	Graphic Arts 101, 110, 120
Journalism	Journalism 101, 102, 110, 150, 170
Multimedia	Multimedia 210
Music	Music 100, 109, 110D, 115, 116
Photography	Photography 121, 151, 221, 230, 243
Studio Art	Art 110, 115, 120, 121, 124, 200, 205, 270
Theatre	Theatre 101, 104
Writing/English	English 105, 106, 108, 109
- 7) Satisfy all requirements described earlier in "Requirements for All Degrees."

ASSOCIATE IN GENERAL STUDIES (AGS)

Requirements for AGS Degree

The degree in Associate in General Studies is designed for students who wish to complete a degree in general studies. To earn this degree:

- 1) The student must successfully complete a minimum of 90 credits with a cumulative GPA of at least 2.0. At least 45 credits must be in traditionally graded courses numbered 100 or above.
- 2) Courses selected to satisfy the humanities, social science, and science/math requirements must be from at least three different disciplines.
- 3) At least 25 of the credits must satisfy the following basic skills and general education requirements:
 - a) Communications
 - 5 credits minimum
 - (English 098 or 101 or Speech 100 or 101).
 - b) Quantitative Skills
 - 5 credits to be selected from any EvCC math course numbered 17 or above. High school equivalent courses may not be substituted.
 - c) Humanities

- 5 credits minimum from the published AAS - Option II guide.
- d) Social Sciences
 - 5 credits minimum from the published AAS - Option II guide.
- e) Natural Sciences
 - 5 credits minimum from the published AAS - Option II guide.
- 4) Satisfy all requirements described earlier in "Requirements for All Degrees."

TRANSFER

Transferability of Courses

As an accredited institution, college-level credits from Everett Community College may be evaluated for transfer credit by other colleges and universities.

The transferability of courses toward baccalaureate degrees is determined by the transfer institution. Courses are evaluated by the transfer institution on a course-by-course basis as equivalent to required or elective courses. The Associate of Arts and Sciences degree - Option II, the Associate of Science, and the Associate in Business-DTA operate under special transfer agreements with other Washington colleges and universities and with some Oregon colleges and universities, usually enabling the student to transfer a full two-years of credit to the transfer institution.

Everett Community College curriculum guides assist students in the selection of appropriate courses for various programs, but it is the responsibility of each student to determine that the courses chosen meet the requirements of the selected transfer institution. The transferability of non-traditional credits such as military and CLEP should be confirmed with the institution to which the student intends to transfer. Courses numbered below 100 are not transferable.

Students should maintain a 2.0 (C) or higher grade in each course applied toward communication, quantitative skills, humanities, social sciences, and natural sciences distribution areas, as well as in all courses applicable to their intended majors. Some upper-division schools will not accept courses with grades lower than a 2.0.

Entrance Requirements for Transfer

A transferring student will be expected to meet the entrance requirements of the two-year or four-year college or university at the time of transfer. An institution to which an official transcript has been sent may re-compute the grade point average of the entering student in accordance with its own requirements and policies; this may happen frequently when non-traditional grades (S,U,I,W,Y, and V) are on the transcript.

General Steps in Transferring

Students who plan to transfer to a four-year college or university from Everett Community College should complete the following steps:

- ❖ Obtain an Everett Community College curriculum guide for the chosen program from the Enrollment Services Office. Confer with your faculty advisor each quarter. You may find that you need to explore some areas before deciding on a major.
- ❖ Obtain a current copy of the catalog of the college to which you want to transfer and study the requirements. Copies of most college catalogs are available in the Library-Media Center and the Career Center. Many colleges have placed their catalogs on the web.
- ❖ Identify a university major no later than your second year, and focus on the university requirements for that major with your advisor.
- ❖ Confer with an admissions officer at the transfer college to obtain application forms and arrange to see an advisor.
- ❖ Check periodically before transferring to be sure that all requirements are being met and all necessary steps are taken in compliance with specified deadlines.
- v Watch for notices of four-year college and university representatives on



ACADEMIC REGULATIONS





REQUIREMENT CODE KEY

AAS Option II code (if applicable)	C Communication	Q Quantitative Skills
H Humanities	Skills	NS Natural Science
HP Humanities Performance	SS Social Sciences	NS-L Natural Science Lab
D Diversity	TE Transfer Elective (A)	

Updates to these course listings can be found at
www.everettcc.edu/catalog.

ACCOUNTING AND BOOKKEEPING

The accounting and bookkeeping curriculum offered through the Business and Applied Technology Division provides prospective students with a choice of certificate and degree programs. The choice of program depends upon the career objectives of the student.

The bookkeeping certificate program is designed to provide the training required for a position as a full-charge bookkeeper. In addition to the required accounting courses, the program includes courses in business mathematics, business communications, keyboarding, and computer use.

The 90-credit Associate in Technical Arts (ATA) degree program in accounting is designed for those who desire an associate degree in accounting and a position as a staff accountant in industry or government. Students who have earned the bookkeeping certificate may apply the credits earned toward this degree.

While some of the coursework required for the bookkeeping certificate and ATA degree programs may be transferable to a four-year college or university, these programs are not intended for transfer. Students who wish to transfer and pursue a career in professional accountancy through the attainment of a bachelor's degree should follow the Associate in Arts and Sciences degree program in pre-business described below. Currently, individuals must hold a bachelor's degree in order to be eligible to sit for the CPA exam.

The Associate in Business degree for business majors is a 90-credit program which includes the coursework required for

transfer to a four-year college or university with junior-class standing. This is the recommended program for students who intend to earn a baccalaureate degree in any area of business administration, including accounting. The curriculum for this degree differs significantly from that required for the bookkeeping certificate and ATA degree in accounting.

Detailed curriculum guides for each of the accounting and bookkeeping programs can be obtained from the Enrollment Services Office. A complete list of accounting course descriptions follows.

Faculty Advisors:

M. Kolosseus	425-388-9364	mkolosseus@everettcc.edu
W. Reed	425-388-9249	breed@everettcc.edu

ACCNT 110

College Bookkeeping

5

Theory and practice of double-entry bookkeeping for small unincorporated businesses. Includes use of journals and ledgers, preparation of basic payroll records, worksheets, financial statements, bank statement reconciliations, and adjusting and closing entries. Emphasizes development of basic bookkeeping knowledge and skills. Not intended for transfer.

Prerequisites: MATH 014 or GN BS 120 with grade of C- or higher.

ACCNT 112

Business Taxation

5

Fundamentals of employer payroll taxes for all business types and federal income taxes for sole proprietorship form of business. Includes an overview of federal law governing payroll taxes. Presents the basic framework of federal income tax filing requirements, the determination of and adjustments to gross income, personal and business deductions and business income. Covers preparation of a basic federal income tax return, the payroll register, individual employee earnings records, and federal and state payroll reports. Not intended for transfer.

Prerequisites: ACCNT 110 or ACCNT 200 with a grade of C or higher. MATH 014 or GN BS 120 with a grade of C- or higher.

ACCNT 200

Principles of Accounting I

5

(TE) Introductory transfer-level accounting course. Required for all business administration transfer students. Includes introduction to the financial accounting process, principles, concepts, and issues that govern the preparation and interpretation of financial statements; theory of double-entry bookkeeping; accounting procedures for service and merchandising firms; and the accounting treatment for cash, receivables, and inventory.

Prerequisites: Recommended sophomore standing or completion of ACCNT 110 or instructor's permission.

ACCNT 201

Principles of Accounting II

5

(TE) Continuation of ACCNT 200. Focus on issues and choices involved in asset valuation, income determination, and financial statement preparation. Topics covered include treatment of long-term assets, current and long-term liabilities, short- and long-term investments, and transactions affecting stockholder equity. Also covers preparation of cash flow statements and calculation, as well as interpretation of financial performance ratios and comparative and common-size financial statements.

Prerequisites: C or higher grade in ACCNT 200 or instructor's permission.

ACCNT 202

Managerial Accounting

5

(TE) Use of accounting as tool to assist management in planning, analyzing, control, and decision making. Includes budgeting, cost behavior, cost-volume-profit analysis, standard cost systems, cost variance analysis, and capital project analysis using cash flow diagrams and present value techniques. Emphasizes accounting methods helpful in commonly encountered business decision problems.

Prerequisites: Grade of C or higher in ACCNT 201 or instructor's permission.

ACCNT 203

Governmental Accounting

5

An introduction to the accounting and financial reporting practices of state and local governmental entities. This course may be taken to satisfy a program requirement for an Associate degree, and may also be taken by individuals working for governmental entities who wish to understand more about the accounting for their organizations and by potential CPA-exam candidates seeking additional accounting credits.

Prerequisites: ACCNT 110 or ACCNT 200 with a grade of C or higher.

ACCNT 215

Computer Accounting

5

Introduction to computerized bookkeeping and accounting. The standard accounting cycle with supporting schedules and worksheets will be completed using various computer programs: Integrated General Ledger software, spreadsheets, etc. Not intended for transfer.

Prerequisites: ACCNT 110 or ACCNT 200 and CIS 120 or BT 140 or instructor's permission.



ACTING

See Theatre.

ADULT EDUCATION/HIGH SCHOOL COMPLETION PROGRAM

The Learning Services Department includes Basic Skills, GED Preparation, and English as a Second Language (ESL) classes. These classes have very low tuition and are open to adults age sixteen and older. Students under nineteen years old, who wish to earn a GED, must have permission from their local high school to attend. All Adult Basic Education classes require students to attend our assessment and orientation process prior to the start of class.

Faculty Advisors:

J. Bruemmer	425-388-9295	jbruemmer@everettcc.edu
M. Castro	425-388-9297	mcastro@everettcc.edu
C. Dahl	425-388-9018	sdahl@everettcc.edu
L. Granstrom	425-388-9377	lgranstrom@everettcc.edu
O. Mustafa	425-388-9017	omustafa@everettcc.edu
K. Schilde	425-388-9294	kschilde@everettcc.edu

Basic Skills

Basic Skills classes are available for students who want to improve their basic reading, writing, and math skills. Classes are offered at several skill levels and include GED Test preparation classes. Students with very low reading skills are referred to the Snohomish County Literacy Coalition, a community-based organization which is located on the Everett Community College campus. Books and materials are provided in class, but students are strongly encouraged to purchase books if possible.

ABE 013

ABE Level 1 Math

3-4

Adult Basic Education math competencies designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement by the Adult Education Department.

ABE 023

ABE Level 2 Math

3-4

Adult Basic Education math competencies designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement by the Adult Education Department.

ABE 033

ABE Level 3 Math

3-4

Adult Basic Education math competencies designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement by the Adult Education Department.

**ABE 043****ABE Level 4 Math****3-4**

Adult Basic Education math competencies designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement by the Adult Education Department.

GED 053**GED Level 5 Math****3-4**

This class helps students prepare for the General Educational Development (GED) Test that is given at the College. Students learn basic math skills. Practice tests are offered. May be repeated two times for credit.

Prerequisites: Completion of ABE 043 competencies or competency assessment and placement by the Adult Education Department.

GED 063**GED Level 6 Math****3-4**

This class helps students prepare for the General Educational Development (GED) Test that is given at the College. Students learn basic math skills. Practice tests are offered. May be repeated two times for credit.

Prerequisites: Completion of GED 053 competencies or competency assessment and placement by the Adult Education Department.

ABE 021**ABE Level 2 Communication Skills****3-8**

Reading and writing skills designed to increase communication skills, family literacy and employability. Students work individually and in small groups. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement at level 2 by the Adult Education Department.

ABE 031**ABE Level 3 Communication Skills****3-8**

Continuation of ABE 021. Reading and writing skills designed to increase family literacy and employability. Students work individually and in small groups. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement at level 3 by the Adult Education Department.

ABE 041**ABE Level 4 Communication Skills****3-8**

Continuation of ABE 031. Reading and writing skills designed to increase family literacy and employability. Students work individually and in small groups. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement at level 4 by the Adult Education Department.

GED 051**GED Level 5 Communication Skills****3-8**

This class helps students prepare for the General Education Development (GED) test. Students learn reading for information skills, improve grammar, punctuation and writing skills. Practice tests are offered. May be repeated two times for credit.

Prerequisites: Completion of ABE competencies or competency assessment and placement by the Adult Education Department.

GED 061**GED Level 6 Communication Skills****3-8**

This class helps students prepare for the General Education Development (GED) test. Students learn reading for information skills, improve grammar, punctuation and writing skills. Practice tests are offered. Students enroll at this level when they have completed one or more sections of the GED tests. May be repeated two times for credit.

Prerequisite: Completion of ABE competencies or competency assessment and placement by the Adult Education Department.

ABE 020**ABE Level 2 Lab****6-12**

Reading, writing, and math skills designed to increase family literacy and employability. Students work individually and in small groups. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement at level 2 by the Adult Education Department.

ABE 030**ABE Level 3 Lab****6-12**

Reading, writing, and math skills designed to increase family literacy and employability. Students work individually and in small groups. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement at level 3 by the Adult Education Department.

ABE 040**ABE Level 4 Lab****6-12**

Reading, writing, and math skills designed to increase family literacy and employability. Students work individually and in small groups. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement at level 4 by the Adult Education Department.

GED 050**GED Level 5 Lab****6-12**

This class helps students prepare for the General Educational Development (GED) test. Students brush up on reading for information skills, review basic math, and improve grammar, punctuation and writing skills. Practice tests are offered. May be repeated two times for credit.

Prerequisites: Completion of ABE competencies or competency assessment and placement by the Adult Education Department.

GED 060**GED Level 6 Lab****6-12**

This class helps students prepare for the General Educational Development (GED) test. Students brush up on reading for information skills, review basic math, and improve grammar, punctuation and writing skills. Practice tests are offered. May be repeated two times for credit.

Prerequisites: Completion of ABE competencies or competency assessment and placement by the Adult Education Department.

English as a Second Language

The English as a Second Language program provides English language instruction to non-native English speakers. ESL classes are offered on campus and at off-campus locations in Snohomish County. Instruction is provided at six proficiency levels ranging from pre-literacy to pre-college English. ESL special services are provided in partnership with the Refugee and Immigrant Forum of Snohomish County, which is a private

community-based organization with offices at Everett Community College. Special ESL classes are offered to WorkFirst and job-seeking students.

ESL 010
ESL Level 1 **4-12**

This is the first level for non-native speakers. It focuses on listening, speaking, reading, writing and computational skills necessary for family literacy and employment. Low tuition. May be repeated two times for credit.

Prerequisite: Competency assessment and placement by the Adult Education Department.

ESL 020
ESL Level 2 **4-12**

Continuation of ESL 010. English as a Second Language skills designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisites: Completion of ESL 010 or competency assessment and placement by the Adult Education Department.

ESL 030
ESL Level 3 **4-12**

Continuation of ESL 020. English as a Second Language skills designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisites: Completion of ESL 020 or competency assessment and placement by the Adult Education Department.

ESL 040
ESL Level 4 **4-12**

Continuation of ESL 030. English as a Second Language skills designed to prepare the student for family literacy and employability. Low tuition. May be repeated two times for credit.

Prerequisites: Completion of ESL 030 or competency assessment and placement by the Adult Education Department.

ESL 050
ESL Level 5 **4-12**

Continuation of ESL 040. English as a Second Language skills designed to prepare the student for family literacy, for employability and for transition into ESL 080. Low tuition. May be repeated two times for credit.

Prerequisites: Completion of ESL 040 or competency assessment and placement by the Adult Education Department

ESL 012
ESL Job Readiness Level 1 **8-24**

Students are introduced to the culture of work in America. Students learn about a variety of jobs and employers' expectations. Provides a quick overview of the labor market and assists students with job finding skills. English grammar and structure associated with Level 1 ESL Core Competencies. May be repeated one time for credit.

Prerequisite: Referral by DSHS or Refugee Forum.

ESL 022
ESL Job Readiness Level 2 **8-24**

Students continue to learn about the American work place. Emphasis is placed on identifying particular job categories of interest to the student. Students continue to improve their communication skills. English grammar and structure associated with Level 2 ESL Core Competencies. May be repeated one time for credit.

Prerequisite: Referral by DSHS or Refugee Forum.



ESL 032
ESL Job Readiness Level 3 **8-24**

Students continue to learn about the American work place. Emphasis is placed on selection of specific career area by student. Students visit employers in career area of their choice. English grammar and structure associated with Level 3 ESL Core Competencies. May be repeated one time for credit.

Prerequisite: Referral by DSHS or Refugee Forum.

ESL 013
Intensive Vocational ESL Level 1 **8-24**

Vocational ESL course designed to provide the fundamental English skills required for specific occupational training areas. Grammar and structure associated with level 1 ESL core competencies. Specific vocabulary and language structures are customized for specific occupations. May be repeated one time for credit.

Prerequisite: DSHS and/or Refugee Forum referral. Corequisite: Designated job training program.

ESL 023
Intensive Vocational ESL Level 2 **8-24**

Vocational ESL course designed to provide the fundamental English skills required for specific occupational training areas. Grammar and structure associated with level 2 ESL core competencies. Specific vocabulary and language structures are customized for specific occupations. May be repeated one time for credit.

Prerequisite: DSHS and/or Refugee Forum referral. Corequisite: Designated job training program.

ESL 033
Intensive Vocational ESL Level 3 **8-24**

Vocational ESL course designed to provide the fundamental English skills required for specific occupational training areas. Grammar and structure associated with level 3 ESL core competencies. Specific vocabulary and language structures are customized for specific occupations. May be repeated one time for credit.

Prerequisite: DSHS and/or Refugee Forum referral. Corequisite: Designated job training program.

Transitional English as a Second Language

This program provides a bridge for limited English proficient students to move from lower proficiency levels into college-level classes, particularly college writing classes. Except for IELP 070, the Transitional ESL Program combines international students and resident students in a two-level course structure that build the reading, writing, speaking and listening skills needed to do well in college-level classes. International students must apply through the International Student Office and enroll in IELP classes. Resident students apply through the Adult Education Department. All students must take a placement test and meet with an advisor.

IELP 070
English for Success **12**

This course is designed to introduce and strengthen basic English and enhance the communication skills of new international students. In addition, it introduces international students to American culture through field trips to places of interest, guest speakers and activities that promote interaction with their new community. May be repeated one time for credit.

Prerequisites: Passing a writing and reading test given by the ESL/IELP faculty.

**IELP 080****Academic Reading and Writing I****12**

Writing and reading for non-native speakers of English. Review of English structure, parts of speech, usage, punctuation, grammar and special areas of ESL writing problems. Introducing the writing process and paragraph development from brainstorming to final draft with emphasis on topic sentence development, supporting sentences, unity and coherence. In addition, this course introduces the critical skills of summarizing information from writing and oral sources, scanning reading materials for main idea, supporting sentences and critical information. It also builds vocabulary and introduces idioms. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 070 or passing a reading and writing test given by the ESL/IELP faculty.

ESL 080**Academic Reading and Writing I****12**

Writing and reading for non-native speakers of English. Review of English structure, parts of speech, usage, punctuation, grammar and special areas of ESL writing problems. Introducing the writing process and paragraph development from brainstorming to final draft with emphasis on topic sentence development, supporting sentences, unity and coherence. In addition, this course introduces the critical skills of summarizing information from written and oral sources, scanning reading materials for main idea, supporting sentences and critical information. It also builds vocabulary and introduces idioms. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 070 or passing a reading and writing test given by the ESL/IELP faculty.

IELP 093**Academic Reading II****5**

This course is designed to enhance academic reading skills for non-native speakers of English. Emphasis is on identifying main ideas and supporting sentences, author's tone, goals and audience. In addition, it introduces the students to metaphorical language, builds vocabulary and idioms. It also develops reading efficiency through speed, comprehension and scanning for critical information. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 080, ESL 080 or passing a reading test given by the ESL/IELP faculty.

ESL 093**Academic Reading II****5**

This course is designed to enhance academic reading skills for non-native speakers of English. Emphasis is on identifying main ideas and supporting sentences, author's tone, goals and audience. In addition, it introduces the students to metaphorical language, builds vocabulary and idioms. It also develops reading efficiency through speed, comprehension and scanning for critical information. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 080, ESL 080 or passing a reading test given by the ESL/IELP faculty.

IELP 094**Academic Writing II****5**

Writing for non-native speakers of English. Review of English structure, parts of speech, usage, punctuation, grammar and special areas of ESL writing problems. Introducing the writing process and essay development from brainstorming to final draft with emphasis on thesis development, unity and coherence. Introduction to different styles of essays such as narrative, persuasive, compare and contrast, expository and logical division of ideas. In addition, this course introduces the critical skills of summarizing and reflecting on reading materials. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 080, ESL 080 or passing a writing test given by the ESL/IELP faculty.

ESL 094**Academic Writing II****5**

Writing for non-native speakers of English. Review of English structure, parts of speech, usage, punctuation, grammar and special areas of ESL writing problems. Introducing the writing process and essay development from brainstorming to final draft with emphasis on thesis development, unity and coherence. Introduction to different styles of essays such as narrative, persuasive, compare and contrast, expository and logical division of ideas. In addition, this course introduces the critical skills of summarizing and reflecting on reading materials. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 080, ESL 080 or passing a writing test given by the ESL/IELP faculty.

IELP 099**College Success****1**

Designed to teach academic skills for non-native speakers of English. Emphasis is on time management, grading systems, study skills and campus resources. In addition, it introduces students to different types of exams and test taking skills. It also instructs students with regard to their rights, responsibilities and academic integrity. Furthermore, it helps the students decide on an academic option for transferring to a four-year college. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 080, ESL 080 or passing a writing test given by the ESL/IELP faculty.

ESL 099**College Success****1**

Designed to teach academic skills for non-native speakers of English. Emphasis is on time management, grading systems, study skills and campus resources. In addition, it introduces students to different types of exams and test taking skills. It also instructs students with regard to their rights, responsibilities and academic integrity. Furthermore, it helps the students decide on an academic option for transferring to a four-year college. May be repeated one time for credit.

Prerequisites: Successful completion of IELP 080, ESL 080 or passing a writing test given by the ESL/IELP faculty.

High School Completion

The high school completion program provides a second chance for adults and out-of-school youth sixteen and older to complete the high school credits needed for graduation. Students can fulfill graduation requirements through specific high school classes or by enrolling in college-level classes. Faculty advisors review previous high school transcripts and recommend needed classes. Adult High School Diploma students who are at least 19 years old and Washington State residents may qualify for substantially reduced tuition. Students under the age of eighteen must have permission from their local high school to attend. Program services are available on-campus and at off-campus locations in Snohomish County.

A variety of high school level courses are available depending upon student need. Though offered within the College's regular quarter system, these courses are formulated to be equivalent to the typical semester system of high schools. These courses are generally clustered in the following areas:

Art
HSC 065**High School Art****5**

Introduction to fine arts at the high school level. Students engage in a variety of exploratory art activities with different media.

Communication
HSC 021, 022, 023

High School Completion English 1, 2, 3

5 each

First, second, and third semester classes give students individual attention in basic grammar, punctuation, paragraph construction, development of literary response techniques and interpretation of American literature through reading, writing and seminars. Requirements may include oral presentations. Third semester class also requires organization of grammar and composition skills into comprehensive written communication assignments.

HSC 024

High School Completion English 4

2.5

This is a research and communication course. It is designed to help students develop the culminating project required for high school completion students who were scheduled to graduate from high school after June 2001. May be repeated three times for credit.

General Science

HSC 060, 061, 062

High School General Science 1, 2, 3

5 each

First, second, and third semester classes introduce students to basic terminology and themes in the natural and physical sciences. Students develop understanding of science through an analysis of scientific methods and critical thinking. The use of technology is woven through all three semesters. Integrated activities and completion of a science project are required for each term.

History

HSC 031, 033

High School Completion American History 1, 2

5 each

In first and second semester classes students analyze important themes in American social and political history from Revolutionary America to the present. The class includes the development of literacy, response techniques and interpretation of materials with an emphasis on cause and effect.

HSC 034

High School Washington State History

5

Attention is given to regional dimension of American history in Washington State and the Pacific Northwest and the Washington State constitution. Requirements include a variety of assignments specific to Washington State history and the Washington State Constitution.

HSC 040

High School American Government

5

Emphasis of this class on the critical role of American citizenship through discussion of the Constitution and the Bill of Rights. Includes current issues such as book censorship and civil disobedience. Requirements may include an individual research project.

Mathematics

HSC 012

High School Arithmetic Review and Problem Solving

5

Review of basic concepts and applications of whole and decimal numbers in daily life. Emphasis is on building skills and problem solving. May be repeated one time for credit.

Prerequisite: Instructor's permission.

HSC 014

High School Mathematics for Life and the Workplace

5

A review of basic concepts in mathematics with applications in everyday life and the workplace. Prime factorization and operations on rational numbers, and applications



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using ratios, proportions and percents are included. An excess of five credits may not be earned in both HSC 014 and MATH 014. HSC 014 is competency based.

Prerequisite: Ability to perform whole number arithmetic.

HSC 017

High School Preparation for Algebra

5

This class includes fractions, decimals, percents, order of operations, scientific notation, formulas, signed numbers, exponents, radicals, geometric figures, and applications.

Prerequisites: MATH 014 or strong working knowledge of arithmetic.

Social Science

HSC 050, 051

High School Contemporary Problems 1, 2

5 each

First and second semester classes that analyze contemporary problems in a global community. Includes the development of literary response techniques and interpretation through reading, writing, and integrated activities. Requirements may include oral presentations and/or a term project.

AMERICAN SIGN LANGUAGE

American Sign Language courses (ASL 101, 102, 103) may be used to fulfill a foreign language requirement at some colleges and universities. Please note that these courses do not prepare a person to function in the role of an interpreter.

Contact: Communications and Social Science Division office –
C. Wamsley 425-388-9387 cwamsley@everettcc.edu

ASL 101

Beginning American Sign Language

5

(H) Beginning course in American Sign Language (ASL), a visual and gestural language used by Deaf people. This course is intended to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Introduction to the history and culture of those who identify themselves as Deaf. The focus of the course is ASL, its constructions, use and value to the Deaf community. This course will encourage small and large group activities with exposure to Deaf culture.

ASL 102

Intermediate American Sign Language

5

(H) Intermediate course which builds on and expands the grammar, vocabulary and functional uses of ASL learned in the previous quarter. This course continues to support the understanding and appreciation of Deaf cultural and community values. This course will encourage small and large group activities with greater exposure to Deaf culture.

Prerequisites: ASL 101 or instructor's permission.

ASL 103

Advanced American Sign Language

5

(H) Advanced course in ASL focusing on vocabulary and more sophisticated and complex grammar. Focus on receptive skills continues with an increased emphasis on expressive skills. This course requires increased interaction with the Deaf community.

Prerequisites: ASL 102 or instructor's permission.

ASL 151, 152

Beginning and Intermediate

Conversational American Sign Language

3 each

Informal courses in beginning and intermediate conversational ASL to introduce students to the language and culture of the deaf. Emphasis on conversational skills useful in practical



everyday situations of social interaction, developing cultural awareness, and developing expressive and receptive language skills with ASL by using everyday vocabulary, idioms and grammar. Not intended for, nor are they adequate for, developing interpreting skills.

Prerequisites: ASL 151 or instructor's permission for ASL 152.

ASL 153, 154

Advanced Conversational American Sign Language

3 each

Continuation of ASL 151 and 152. Informal courses in advanced conversational ASL (the language) and culture of the deaf. Emphasis on conversational skills useful in practical everyday situations of social interaction, developing cultural awareness, and developing expressive and receptive language skills with ASL by using everyday vocabulary, idioms and grammar. Not intended for, nor are they adequate for, developing interpreting skills.

Prerequisites: ASL 152 for ASL 153; ASL 153 for ASL 154.

ANTHROPOLOGY

Faculty Advisor:

C. Clarke

425-388-9382

cclarke@everettcc.edu

ANTHR 101

Our Place in Nature: Survey of Archaeology and Biological Anthropology

5

(NS) General study of the field of archaeology, which studies human cultures through an examination of material remains and the field of biological anthropology which looks at humans' place in the natural world.

Prerequisites: Completion of ENGL 098 with a grade of C or higher, or eligibility for ENGL 101.

ANTHR 102D

Cultures in Context: Survey of Cultural Anthropology and Linguistic Anthropology

5

(SS,D) General study of the field of cultural anthropology, which studies humanity from a cross-cultural perspective and the field of linguistic anthropology which examines human verbal and non-verbal communication.

Prerequisites: Completion of ENGL 098 with a grade of C or higher, or eligibility for ENGL 101.

ANTHR 105D

Archaeology: Cultures Past and Present

5

(SS, D) Introduction to the field of archaeology, which studies human cultures through an examination of material remains. Both prehistoric and historic archaeology are reviewed through the study of archaeological sites and their contents within the context of time and space to provide reconstructions of past and present lifeways.

ANTHR 182

Service Learning

1-2

Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisite: Instructor's permission.

ANTHR 201

Introduction to Biological Anthropology

5

(NS-L) Study of primate and hominid, including human evolution based upon evidence from genetics, comparative morphology, the fossil record and primate behavior.

Prerequisites: ENGL 098 with a grade of C or higher or eligibility for ENGL 101 and MATH 028 with a grade of C or higher.

ANTHR 202D

Principles of Sociocultural Anthropology

5

(SS,D) Introduction to the study of culture and society; cross-cultural perspective is employed to gain better understanding of family life, kinship, economic, political, and religious systems in various non-Western societies and in American culture and society. Includes training in fundamentals of social and cultural anthropology.

ANTHR 210D

Contemporary American Indian Culture

5

(SS,D) Contemporary issues of importance to Native communities including cultural identity, portrayals of Indians in the media, the importance of language, education, economic and political rights, artistic and religious expressions, and culture change.

ANTHR 211D

Indian Cultures of the Northwest Coast

5

(SS,D) Overview of traditional native societies of the Northwest Coast from southern Alaska to northern California; significant features such as art, totemic crests, rank, religious beliefs, the potlatch, fishing and foraging are illustrated by comparisons and by selected ethnographic sketches; the contemporary situation in context of continuity with the past.

ANTHR 221D

Anthropology of Religion

5

(SS, D) Comparative social anthropological study of religious systems; inquiry into various aspects of comparative tribal and world religions such as symbolism, rituals, doctrines, myths, religious specialists, personal, ecological, and social meaning of belief systems as these create religious worlds that are the context in which people live their lives.

ANTHR 222D

Human Diversity

5

(SS,D) The concept of "race" including such topics as racial categories, new genetic technologies, the Eugenics Movement, and the social consequences of research into human differences.

ANTHR 230D

African American Experiences

5

(SS,D) Anthropological analysis of how race and culture impact Black identity and social life from a Black perspective, including African American contributions to American culture, the varied ethnicity of Black people, family life, gender, and aesthetic issues through selected contemporary writings.

ANTHR 240D

Pacific Islands Cultures

5

(SS,D) Critical analysis of the issues facing the cultures of the Pacific Islands (Anglonesia, Micronesia, Melanesia, and Polynesia).

ANTHR 255D

Cross-Cultural Medicine

5

(SS,D) Cross-cultural analysis of the environmental, historical, biological and cultural contributions to illness and health. Also offered as SOC 255D. Credit may not be earned in both ANTHR 255D and SOC 255D.

Prerequisites: SOC 110 or ANTHR 100 or ANTHR 202D recommended.

APPLIED TECHNOLOGY TRAINING CENTER

The Applied Technology Training Center is located at 2333 Seaway Boulevard in Everett. The Center, designed to provide courses and training programs that are responsive to the needs of business and industry, offers day and evening classes, as well as online classes. Also, special courses and customized contract training programs can be tailored to meet the needs of

business, industry and public agencies. The College's Continuing Education department is located at ATTC. The schedule of Continuing Education classes is published in the quarterly class schedule and includes credit and non-credit offerings. Call 425-267-0150 for more information.

APPRENTICESHIP

Through the Continuing Education Office, the College cooperates with local joint apprenticeship committees to offer classes in related trade training for apprentices. This is a state-approved plan for training skilled workers which is promoted nationally by federal apprenticeship law, known as the Washington State Apprenticeship Act of 1941.

According to state apprenticeship law, state and local boards responsible for vocational education shall oversee related and supplemental instruction of apprentices. Apprentices are involved in the study of technical subjects for no less than 144 hours of regular class attendance per year during the apprenticeship-training period. The courses are open only to indentured apprentices.

The following apprenticeship programs are currently approved and offered through Everett Community College in cooperation with the local joint apprenticeship committees:

Carpenters
Electrical Workers
Plumbers and Steamfitters
Public School Employees

Please call the Workforce Development Office at 425-388-9440 for more information.

ART

The Art Program at Everett Community College provides three degree options, each requiring strong foundation courses and skill development in a broad range of media. The Associate in Arts and Sciences – Option II, is a direct transfer degree which requires the student to complete general education courses and electives as outlined in the degree requirements at the front of this catalog. Students who expect to transfer as Studio Arts majors should check the requirements of the intended four-year or other college, as additional requirements beyond the AAS degree (such as portfolio reviews or additional course work) may be needed for program admission. Students interested in a two-year program focused on study and skill development in a specific discipline within the Studio Arts may prefer to select an Associate in Fine Arts (AFA) degree. The AGS (Associate in General Studies) degree is another option for students interested in taking a variety of art courses. All students should work closely with a program advisor to insure that their course of study matches requirements with personal goals.

Note: Studio courses require students to purchase their own materials.

For further information, see the Institute for Media and Creative Arts and Graphic Arts in this catalog.

Faculty Advisors:

L. Hanson	425-388-9363	lhanson@everettcc.edu
T. Lee	425-388-9442	tlee@everettcc.edu
S. Lepper	425-388-9445	slepper@everettcc.edu

ART 100, 101, 102

Beginning, Intermediate and Advanced Drawing 2 each
(HP) Sequence of drawing courses designed for the non-major. Emphasis is on the development of perception and the graphic skills required for representational drawing.



Use of line, shape, value, scale, proportion and linear perspective. Introduction to the elements and principles of art as seen in drawing. Role of drawing in art history and its use in other applications. ART 102 may be repeated two times for credit.

Prerequisites: None for ART 100; ART 100 for ART 101; ART 101 for ART 102.

ART 104, 105, 106

Beginning, Intermediate and Advanced Painting 3 each
(HP) Sequence of painting courses designed for the non-major. Introduction to the materials and techniques of oil painting with emphasis on representation of the visual world through form, shape, color, value, and texture. Introduction to the principles and elements of art as they apply to painting including composition and color theory. Advanced courses include an exploration of expression and style. Investigation of styles, movements and material in painting through history. ART 106 may be repeated two times for credit.

Prerequisites: ART 100 for ART 104; ART 104 for ART 105; ART 105 for ART 106.

ART 107, 108, 109

Beginning, Intermediate and Advanced Ceramics 3 each
(HP) A sequence of courses for the non-major designed to develop the fundamental skills to manipulate the ceramic medium. Introduction to the language of the visual arts as it pertains to ceramics. Advanced courses include wheel throwing and advanced glazing techniques. ART 109 may be repeated two times for credit.

Prerequisites: None for ART 107; ART 107 for ART 108; ART 108 for ART 109.

ART 110

Design I: 2 Dimensional 5
(HP) Foundation course sequence in the knowledge and practice of the elements and principles of visual art. Use of line, shape, space, value, color, pattern, texture and composition. Investigation of design principles in the visual world in a variety of media. Advanced courses include 3D applications of design principles.

ART 111

Design II: 3 Dimensional 5
(HP) Foundation course sequence in the knowledge and practice of the elements and principles of visual art. Use of line, shape, space, value, color, pattern, texture and composition. Investigation of design principles in the visual world in a variety of media. Advanced courses include 3D applications of design principles.

Prerequisite: ART 110

ART 112

Design III: Advanced Design 5
(HP) Foundation course sequence in the knowledge and practice of the elements and principles of visual art. Use of line, shape, space, value, color, pattern, texture and composition. Investigation of design principles in the visual world in a variety of media. Advanced courses include 3D applications of design principles.

Prerequisite: ART 110

ART 113

Life Drawing I 3
(HP) Foundation course sequence in the representation of the human figure through drawing from live models. Study of the anatomy of the human figure as it applies to the artist. Students will understand and practice the proportions of the figure, use of line and value, negative space, foreshortening and perspective through instructor-guided exercises. Previous introductory course in drawing recommended.

Prerequisites: ART 100 or ART 115 or instructor's permission.

ART 114

Life Drawing II 3



(HP) Intermediate course includes investigation into various media including color, uses of the elements for expression, mastery of basic skills in proportion, and exploration of the styles and representation of the figure by artists throughout history and in contemporary art. Investigation of the role of the figure in art and culture throughout history. May be repeated two times for credit.

Prerequisite: ART 113.

ART 115, 116, 117, 118

Drawing I, II, III, IV

5 each

(HP) Foundation course sequence in the acquisition of the skills needed to perceive and define the three-dimensional world on two-dimensional surfaces. Principles and elements of the visual arts. Use of various media including charcoal. Development of skills in the use of line, shape, value, space, and form. Faculty structured exercises to develop techniques. Advanced courses include mixed media, color, composition, content, expression and professional presentation. ART 118 may be repeated two times for credit.

Prerequisites: None for ART 115; ART 115 for ART 116; ART 116 for ART 117; ART 117 for ART 118.

ART 120

Introduction to Art

5

(H) Exploration of various visual art forms for the art and non-art major. Includes brief study of art history and elements, media, and methods used in the creative process.

ART 121

Understanding Art

5

(H) Introductory course in viewing and participating with the human created visual world. Exploration of the language, processes and role of art in many media. Development of visual literacy through learning a critical method for understanding, analyzing and interpreting imagery. Brief historical overview and inclusion of the art of many cultures. Regular written assignments, readings, and slide analysis. Gallery and museum visits.

ART 124D

Diversity in the Art Process

5

(H,D) An introduction to artwork from various underrepresented world cultures in a wide range of media for the student with little experience in the visual arts. Traditional and contemporary approaches to creating artwork as practiced globally and historically combined with the study of visual language and culture in the medium, theme, subject or culture represented. Course includes all forms of visual expression, the process of artistic creation and thought, and the role of visual culture in society and history. Discussion and studies in forms of representation as examples of culturally based perceptions of time, space, self, identity, community and otherness. Course changes focus from quarter to quarter in terms of medium, culture, or theme. Some examples are Masks as Self, Imagery and Identity in Native American Art, and Global Ceramics: Process and Culture. Includes lecture, discussion, and studio projects.

ART 200, 201, 202, 203

Painting I, II, III, IV

5 each

(HP) Studio practice of fundamental painting skills through traditional imagery using the media of oil paint. Technical information about the physical properties of paint, mediums, support and tools. Language and understanding of the principles and elements of art as they apply to painting. Manipulation of the media for representation including color theory, form, value, texture, shape and composition. Faculty structured exercises to develop skills, style and expression. Advanced courses include contemporary modes of painting, mixed media techniques, professional development and presentation. ART 203 may be repeated two times for credit.

Prerequisites: ART 115, ART 110 recommended for ART 200; ART 200 for ART 201; ART 201 for ART 202; ART 202 for ART 203.

ART 205, 206, 207, 208

Watercolor I, II, III, IV

5 each

(HP) Studio training in basic transparent watercolor skills necessary for artistic expression. Color theory and its application to pictorial composition. Investigation of materials, tools, techniques. Advanced courses explore personal experimentation and style development through both traditional and contemporary approaches. Professional presentation techniques. ART 208 may be repeated two times for credit.

Prerequisites: ART 115 for ART 205; ART 205 for ART 206; ART 206 for ART 207; ART 207 for ART 208.

ART 210

Studio Workshop

3

(HP) Topical instruction in a specific media not part of the regular curriculum. Topics include pastel painting, acrylic painting, collage and assemblage, bookmaking and printmaking. Course may be taught by visiting artists. Exploration of traditional and contemporary imagery, personal expression and studio skills in the particular media. May be repeated two times for credit.

Prerequisites: ART 116, ART 201, or instructor's permission.

ART 211

Beyond Traditional Media

3

(HP) Studio course investigating contemporary uses of combined media and expanding traditional uses and formats of media. Projects utilizing several studio skills from different disciplines will be pursued. Language, theory and analysis of issues in the inter-relationships of media with personal and professional practice will be studied. Student choice of media to be explored, previous experience in the media of choice required. May be repeated two times for credit.

Prerequisites: ART 116 or ART 101 or ART 271 or PHOTO 122 or instructor's permission.

ART 212

Introduction to Printmaking

3

(HP) Foundation course in the acquisition of the skills, principles, techniques and methods of basic printmaking techniques including collograph, monotype, relief (both wood and linoleum) and introductory etching. Instruction in the use of the press, chemical and ink technical information, and basic skills in the entire print process. History of printmaking, development of imagery appropriate to the technique, and traditional and innovative applications of printmaking in the art world. Students will create a body of work in each of the techniques through faculty-structured exercises. May be repeated two times for credit.

Prerequisite: ART 115 recommended.

ART 213

Introduction to Etching

3

(HP) Foundation course in the acquisition of the skills, principles, techniques and methods of basic printmaking technique of introductory etching. Instruction in the use of the press, chemical and ink technical information, and basic skills of application of grounds, acid etching, drypoint and aquatint. History of printmaking, development of imagery appropriate to the technique, and traditional and innovative applications of printmaking in the art world. Students will create a body of work in each of the techniques of etching through faculty structured exercises. May be repeated two times for credit.

Prerequisite: ART 212 recommended.

ART 214**Intermediate Printmaking****3**

(HP) Intermediate course expanding the skills, principles, techniques and methods of a specific printmaking technique chosen by the student including collograph, monotype, relief (both wood and linoleum), etching, photo-etching, or other print techniques. Students will develop mastery of the use of the press, chemical and ink technical information, and expand skills in the entire print process. Faculty will work with the student to begin to develop imagery and aesthetics appropriate to the print process involved. Critiques by the instructor and research by the student on contemporary and historical print imagery and technique allow the student to expand knowledge of a specific technique. Students will create a body of work in the chosen technique through faculty structured and student chosen exercises. May be repeated two times for credit.

Prerequisites: ART 212 or ART 213 required.

ART 220**Western Art History: Ancient to Medieval****5**

(H) Survey of art from ancient foundations to the 14th century in Europe. Topics and issues of art history as relevant to the formation of styles, methods of construction, and the role of the artist in early civilization. Includes study of the cultures of Egypt, Ancient Greece, Rome, and Early Christian. Introduction to the analysis of imagery and the methods and practice of art history. Recommend previous enrollment in ART 120. Sequential order preferred.

Prerequisite: Recommend ART 120

ART 221**Western Art History: 15th to 18th Centuries****5**

(H) Survey of the dominant styles and movements of art in Europe and America from the 15th to the 18th centuries. Social, religious, political and philosophical changes and their connection with the role and creations of the artist. Includes Renaissance and Baroque periods. Analysis of imagery and practice of historical research. Recommend previous enrollment in ART 120. Sequential order preferred.

Prerequisite: Recommend ART 120

ART 222**Western Art History: 18th to 19th Century****5**

(H) Survey of major movements in the art of Europe, America and Russia from the 18th to the early 20th centuries. Traces the development of major changes in artistic expression, theory, meaning and content leading to the development of the Modern movement. Includes Classicism, romanticism, and Impressionism. Analysis of imagery and methods and practice of historical research. Recommend previous enrollment in ART 120.

Prerequisite: Recommend ART 120

ART 224**Contemporary Movements****5**

(H) Development and spread of Modernism since the early 20th century and subsequent movements in art to the present day. Includes a survey of modernist theory and criticism, issues of gender and multiculturalism, and their effect on art. Includes such movements as Cubism, Abstract Expressionism, and Post Modernism. Previous enrollment in ART 120 recommended. Sequential order preferred.

Prerequisite: Recommend ART 120

ART 250**Art Internship****2.5**

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisite: Instructor's permission.

**ART 270, 271, 272, 273****Ceramics I, II, III, IV****5 each**

(HP) A course sequence focusing on the development of the skills needed to manipulate the ceramic medium. The use of various forming methods, technical information, and the language of the ceramic medium. Principles and elements of art as they apply to ceramics. Faculty-structured projects to develop physical skills, style, and an understanding of functional and sculptural aesthetics. Advanced courses in wheel throwing, advanced glazing and firing techniques, and contemporary topics. ART 273 may be repeated two times for credit.

Prerequisites: ART 110 recommended but not required for ART 270; ART 270 for ART 271; ART 271 for ART 272; ART 272 for ART 273.

ART 274**Ceramics Workshop****3**

(HP) Ceramics workshop based on a variety of topical techniques and processes. Examples include alternative firing methods and system, glaze chemistry and development, Majolica, low-fired ceramic processes and sculpture. See current schedule for course topic. May be repeated two times for credit.

Prerequisites: ART 107 or ART 270.

ART 275**Ceramic Glaze Chemistry I****3**

(TE) Introduction to the materials and methods used in formulating glazes and clay bodies for studio ceramics. Students will learn the specific properties of ceramic materials and use them to create traditional and original ceramic surfaces. Level I will include experimental design and deal primarily with mid-range electric firing.

Prerequisites: ART 270 or ART 109.

ART 276**Ceramic Glaze Chemistry II****3**

(TE) Continued study of the materials and methods used in formulating glazes and clay bodies for studio ceramics. Students will learn the specific properties of ceramic materials and use them to create traditional and original ceramic surfaces. Level II will include ceramic history and will introduce high fire reduction firing.

Prerequisite: ART 275.

ART 277**Ceramic Glaze Chemistry III****3**

(TE) Continued study of the materials and methods used in formulating glazes and clay bodies for studio ceramics. Students will learn the specific properties of ceramic materials and use them to create traditional and original ceramic surfaces. Level III will include studio economics and will introduce clay body formulation and special effects surfaces. May be repeated two times for credit.

Prerequisites: ART 276 or instructor's permission.

ART 295**Portfolio Development****5**

An advanced course designed for students nearing the completion of their Institute work in art. Professional portfolio techniques, including interviewing, resume preparation, portfolio design and development, editing, and self-assessments will be presented and explored. Lectures and presentation lab exercises, guest presentations, and development of personal style.

Prerequisites: Adviser or faculty recommendation required

ART 297**Gallery and Exhibit Technique****2**



(TE) Emphasis is on organizing, handling and hanging art exhibitions. Consideration of the theme, lighting, selection and visual balance is stressed. Students are exposed to all facets of how an arts exhibit is developed from concept to presentation. Experience at the campus Northlight Gallery required. May be repeated two times for credit.

Prerequisites: ART 121 or ART 120 or Gallery director's permission.

ASTRONOMY

No liberal arts education should be considered complete without studying astronomy. These courses are designed for non-science majors or students with a general interest in the subject. Students wishing to study astronomy at a four-year institution are urged to major in physics at EvCC.

Faculty Advisors:

A. Vanture 425-388-9556 avanture@everettcc.edu

ASTRO 101

Survey of Astronomy 5

(NS) General survey of astronomy including the nature of planets, stars, and galaxies. The origin and evolution of the solar system and universe.

Prerequisites: MATH 059 or equivalent.

ASTRO 120

Observational Astronomy 5

(NS-L) Integrated laboratory/lecture course emphasizing observational techniques, the history and evolution of astronomical concepts, and the origin and composition of the solar system. Lecture, video, and slide demonstrations, plus hands-on laboratory sessions and evening field observing sessions.

Prerequisites: MATH 059 (or equivalent).

ASTRO 121

Evolution of the Universe 5

(NS-L) Introduction to the current state of research into the structure, origin, and evolution of the universe. Topics include stellar evolution, galactic structure and formation, cosmic distances, black holes, quasars, and cosmological theories. Laboratory projects emphasize photographic and spectrographic analysis of stars and galaxies.

Prerequisites: ENGL 098 with C or higher and MATH 065 or equivalent.

ASTRO 122

Life in the Universe 5

(NS-L) Investigates the astronomical and biological conditions necessary for the evolution of life in the universe. Topics covered will be basic concepts in astronomy and cosmology, evolution of life on Earth, the conditions necessary for the evolution of life, other locations where life may have evolved in the solar system and the search for intelligent life in the universe.

Prerequisites: ENGL 098 with C or higher (or equivalent) and completion of MATH 028 or MATH 055, or placement by assessment score into MATH 065 or above.

ATMOSPHERIC SCIENCE

Faculty Advisor:

S. Grupp

425-388-9450

sgrupp@everettcc.edu

ATM S 101

Weather 5

(NS-L) Earth's atmosphere, with emphasis on weather observations and forecasting. Use of meteorological instruments and weather maps. Highs, lows, fronts, clouds, storms, jet streams, air pollution, and other features of the atmosphere. The physical processes that govern weather-related phenomena. Regional climate of the world and global climatic prediction and change.

Prerequisites: ENGL 098 or equivalent and MATH 017 or equivalent.

AVIATION MAINTENANCE

The Aviation Maintenance Technology Program provides students with necessary background knowledge and practical experience to qualify to take the Federal Aviation Administration (FAA) Aircraft Maintenance Technician exam for both airframe and powerplant ratings. The A&P license qualifies graduates for entry-level employment in both airline and general aviation maintenance. The combined sequences of airframe and powerplant technology require eight quarters, two academic years (including two summer quarters) to complete. With Aviation Department approval, students may enter at the beginning of any quarter and proceed through the sequence. Students will need about \$800 worth of tools and equipment for the program.

All training for the program is conducted in classrooms and shops at the Everett Community College Aviation Maintenance Technician School at Paine Field. For further information regarding the program, individuals may visit the school at Paine Field or call 425-388-9533 for an appointment.

By taking academic work beyond the aviation maintenance technology training, students may qualify for the degree of Associate in Technical Arts/Aviation, or Associate in Arts and Sciences Option I – Aviation Maintenance Management which is transferable and can lead to a bachelor's degree in Flight Technology, Airway Science or Aviation Maintenance. Opportunities for advancement to positions as foremen, supervisors, and inspectors are available to qualified airframe and powerplant maintenance technicians, particularly those who hold an associate degree in addition to their FAA ratings.

Faculty Advisors:

G. Brown 425-388-9520 ebrown@everettcc.edu

T. Hatton 425-388-9534 thatton@everettcc.edu

W. Loomis 425-388-9533 bloomis@everettcc.edu

P. Murphy 425-388-9534 pmurphy@everettcc.edu

AVA 101

Applied Science for the Aviation Technician 20

Theory and Practice: Basic skills necessary for both airframe and powerplant mechanics including theory of flight, mathematics, physics, materials and processes, ground operations and servicing, and privileges and limitations of technicians as specified in federal air regulations. Final 70 hours are devoted to basic electricity.

Prerequisites: High school graduate or equivalent. Able to read, write, speak and understand English in accordance with FAR 65:71.

AVA 102

Powerplant Technology 20

Theory and Practice: Aircraft engine electrical and ignition systems, maintenance and

overhaul of aircraft reciprocating engines. Students inspect, check, service and repair opposed and radial engine installations.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 103
Powerplant Technology 20

Theory and Practice: Maintenance and overhaul of aircraft turbine engines, fuel metering, exhaust, induction and fuel systems for both reciprocating and turbine engines. Students inspect, check, repair and service the above systems.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 104
Powerplant Technology 20

Theory and Practice: Engine lubrication, cooling, propellers, fire protection, instruments, and engine inspection. Students inspect, check service, repair and perform powerplant conformity and airworthiness inspections.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 202
Airframe Technology/Applied Science for Aviation Technician-Part II 20

Theory and Practice: Aviation theory: fluid lines and fittings, weight and balance, corrosion control, aircraft drawings, and general/powerplant review prior to FAA written, oral and practical examinations for powerplant rating. Maintenance of wood structures fabric coverings, painting and finishing.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 203
Airframe Technology 20

Theory and Practice: Principles and techniques of maintenance and repair of aircraft sheet metal structures, fuel systems, welding, and assembly and rigging of aircraft.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 204
Airframe Technology 20

Theory and Practice: Position and warning systems, fire protection, landing-gear systems including brakes, hydraulic and pneumatic systems, cabin atmosphere, aircraft electrical, and helicopter theory.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 205
Airframe Technology 20

Theory and Practice: Airframe conformity and airworthiness inspections, troubleshooting, aircraft instruments, communications and navigation, ice and rain control. Airframe review prior to FAA written, oral and practical exams for airframe rating.

Prerequisites: High school graduate or equivalent. Ability to read, write, speak and understand English in accordance with Federal Air Regulation 65:71.

AVA 221
Non-Destructive Testing I 3

Introduction to the basic principles and applications of the non-destructive testing techniques used for testing industrials, including eddy current, penetrant, magnetic particle,



ultrasonic and radiography. May be repeated one time for credit. Course is not part of the FAA approved curriculum.

Prerequisite: Instructor's permission.

AVA 222
Non-Destructive Testing II 3

Continuation of AVA 221 with in-depth examination of non-destructive testing techniques and their application using laboratory experiments and processes. May be repeated one time for credit. Course is not part of the FAA approved curriculum.

Prerequisites: AVA 221 or instructor's permission.

AVA 223
Non-Destructive Testing III 3

Continuation of AVA 222 with in-depth application of the five basic testing methods using laboratory equipment. May be repeated one time for credit. Course is not part of the FAA approved curriculum.

Prerequisites: AVA 222 or instructor's permission.

BIOLOGY

The Biology program offers courses to meet the needs of three groups of students: science transfer/pre-medicine students, health occupations transfer students, and students who are not majoring in the sciences, but who need science courses for graduation.

Biology 160 (Cellular Biology) is the entry course for all science transfer and health occupations transfer students. Science transfer students then go on to complete Biology 161 and Biology 163, leading to an Associate of Arts and Sciences or an Associate of Science degree. Most health occupations students take Biology 235, 237 and 250. Non-majors courses offered by the Biology Department are Biology 102, 114, 130, 135, 147; Botany 113; Environmental Studies 101, 165; and Natural Science 101.

Detailed curriculum guides are available on the College web-site and on campus for a dozen different majors relating to the biological sciences. Students are encouraged to consult with an advisor before choosing a Biology course.

Faculty Advisors:

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BIOL 102
Introductory College Biology 5

(NS-L) General concepts of living organisms, the process of science, and application of biology to human beings and society. For non-science majors.

Prerequisite: ENGL 098 with grade of C or higher.

BIOL 114
Birds of Western Washington 3

(TE) Identification, anatomy, behavior and ecology of Western Washington birds. Field trips required.

BIOL 130

**Marine Biology of the Pacific Northwest****5**

(NS-L) Introduction to the identification, interactions, and life histories of marine organisms found in Puget Sound. Field trips required.

Prerequisite: ENGL 098 with grade of C or higher.

BIOL 135**Introductory Anatomy and Physiology****5**

(NS-L) Relationships between anatomy and physiology, interrelationships among the organ systems, and how each body system interacts to maintain a stable internal state (called homeostasis). Familiarity with medical terminology is desired. No prior knowledge of biology or chemistry is required.

Prerequisite: ENGL 098 with grade of C or higher.

BIOL 140**Topics in Genetics & Evolution****2**

(NS) Readings and discussion of selected current topics in genetics, biotechnology and/or evolution. Suitable for students with no biology background as well as for science majors.

Prerequisite: ENGL 098 with grade of C or higher.

BIOL 141**Topics in Physiology****2**

(NS) Readings and discussion of selected current topics in human physiology, health and disease. Suitable for students with no biology background as well as for science majors.

Prerequisite: ENGL 098 with grade of C or higher.

BIOL 142**Topics in Ecology****2**

(NS) Readings and discussion of current topics in ecology. Suitable for students with no biology background as well as for science majors.

Prerequisite: ENGL 098 with a grade of C or higher.

BIOL 143**Topics in Microbiology and Immunology****2**

(NS) Readings and discussion of current topics in microbiology and immunology. Suitable for students with no biology background as well as for science majors.

Prerequisite: ENGL 098 with a grade of C or higher.

BIOL 147**Human Genetics****5**

(NS-L) Introduction to the study of genetics as it relates to humans and human populations. Topics covered include classical genetics, mutations, reproduction and sex determination, DNA structure and function, and genetic engineering.

Prerequisites: ENGL 098 with a grade of C or higher, MATH 028 or equivalent with a grade of C or higher.

BIOL 160**Cellular Biology****5**

(NS-L) Principles of cellular biology as they apply to organisms. Prerequisite to all advanced biology courses.

Prerequisites: ENGL 098 with grade of C or higher. One quarter of college CHEM 098 or above, or one year of high school chemistry within the last five years with a grade of C or higher.

BIOL 161**General Zoology****5**

(NS-L) Structure, function, evolution and classification of animals. Laboratory includes animal dissections.

Prerequisites: BIOL 160 and one quarter of college chemistry equivalent to EvCC CHEM 098 or higher, both with a grade of C or higher.

BIOL 163**General Botany****5**

(NS-L) Structure and function of plants. Includes a survey of the plant kingdom and related organisms.

Prerequisites: BIOL 160 and one quarter of college chemistry equivalent to EvCC CHEM 098 or higher, both with a grade of C or higher.

BIOL 190**Natural History Field Studies****1-5**

(NS-L) Various field studies. Hours to be arranged. May be repeated one time for credit.

Prerequisite: Instructor's permission.

BIOL 199**Special Projects – Biology****1-5**

Independent study projects on selected topics in the biological sciences. Credit to be arranged with supervising instructor. May be repeated two times for credit.

Prerequisite: Instructor's permission.

BIOL 235**Human Anatomy****6**

(NS-L) Detailed examination of the structure of the human body using models, charts, computer programs, fresh animal specimen dissection, and dissection of the preserved cat. For biology and allied health professional majors.

Prerequisites: BIOL 160 with a grade of C or higher. One quarter college chemistry (CHEM 098 or above), or one year of high school chemistry within the last five years.

BIOL 237**Human Physiology****6.5**

(NS-L) Detailed study of the functioning and interrelationships of the organ systems of the human body using diagnostic lab exercises and computer software.

Prerequisites: BIOL 160 with a grade of C or higher. One quarter college chemistry (CHEM 098 or above), or one year of high school chemistry within the last five years. BIOL 235 with grade of C or higher.

BIOL 250**Microbiology****5**

(NS-L) Survey of microorganisms and their biological activities, with special emphasis on bacteria.

Prerequisites: One quarter college chemistry (CHEM 098 or above), or one year of high school chemistry within the last five years. BIOL 160 and one of the following, all with a grade of C or higher: BIOL 161, BIOL 163, or BIOL 237.

BOOKKEEPING

See Accounting and Bookkeeping

BOTANY

Students interested in transferring to a four-year program in botany, forestry or agricultural sciences should follow the course of study for Biology majors. Students interested in horticulture or landscaping will usually take a few courses at EvCC and transfer to a more directed four-year program.

Faculty Advisor:

F. Schwartz 425-388-9451 fschwartz@everettcc.edu

BOT 113

Plants of the Pacific Northwest

5

(NS-L) Introduction to classification and identification of ferns, conifers and flowering plants, with an emphasis on flora of the Pacific Northwest. Includes principles of naming and classification, plant reproduction, ecological interaction, and human use of plants.

Prerequisite: ENGL 098 with grade of C or higher.

BUSINESS

See General Business

BUSINESS TECHNOLOGY

See also Medical Transcription.

Business Technology (BT) is offered through the Business and Applied Technology Division and includes programs leading to one- and two-year certificates and a two-year Associate in Technical Arts (ATA) degree. These programs offer training for both recent high school graduates and people who are re-entering the work force, either seeking a new career or updating and enhancing previously acquired skills. They provide training required for office support, word processor, administrative support, Microsoft Office specialist, medical receptionist, medical transcriptionist, medical administrative assistant and legal office assistant, but are not intended for transfer.

With the help of an advisor, students select courses in business technology, general business and other related areas. At the time of advising, students are placed in skills classes according to their proficiency.

First-year courses emphasize the basic knowledge and skills necessary to prepare students for entry-level office positions. Second-year offerings include advanced courses and cooperative work experience to prepare students for higher levels of employment.

Students who plan to major in business education can earn an Associate in Arts and Sciences (AAS) – Option II degree, which will transfer directly to a four-year college or university.

Detailed curriculum guides are available from the Enrollment Services Office and from program advisors.

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BT 100

Beginning Keyboarding

5



First course in typing sequence which introduces typewriting-by-touch system taught on computers. Development of speed and accuracy. Includes techniques for editing, saving, opening and closing documents, application of skills to personal letters and reports.

BT 101

Document Formatting

5

Second course in typing sequence taught on computers. Reviews basic typewriting concepts; continues development of speed and accuracy; covers correspondence, manuscripts, and tables for personal and business use. Also intended for brush-up of typing skills.

Prerequisites: BT 100 or equivalent

BT 103

Computers for Beginners

5

This course focuses on the introduction to computer applications, software, and electronic research and communications with an emphasis on developing computer literacy for beginning computer users and non-users. The course content will also discuss choices in purchasing or upgrading a computer. Students will be introduced to creating, editing, and maintaining documents.

BT 105

Keyboarding – Speed and Accuracy

3

Improve typing speed and accuracy through the use of programmed software which diagnoses each student's keyboarding problems and prescribes appropriate practice material. May be repeated up to six credits.

Prerequisites: BT 100, typewriting-by touch, or instructor's permission.

BT 110

Business Computations

5

Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, fractions, percent, percent increase/decrease, bank reconciliation, payroll, taxes and insurance, discounts, markup/markdown, interest, mortgages, depreciation, financial statements.

Prerequisites: Strong working knowledge of arithmetic or completion of MATH 014 or equivalent recommended. BT 140 or equivalent recommended.

BT 115

Records Management

5

Basic introduction to field of records management. Basic manual systems concepts are discussed, and concepts needed for understanding automated records storage and retrieval methods are introduced. Discussion of micrographics is included. Hands-on use of a computerized database for records retention and retrieval.

BT 130

Editing/Transcription

5

Develops entry-level machine transcription skills with emphasis on mailable copy; applies principles of correct spelling, punctuation, and proofreading while transcribing materials representing different types of business correspondence. Materials are transcribed using a microcomputer, a transcription machine, and prerecorded tapes.

Prerequisites: BT 101 and GN BS 104 (or concurrent enrollment), or instructor's permission.

**BT 140****Introduction to Microsoft Office****5**

Introduces students to the Windows environment and to the Microsoft Office software program. Uses practical problems to illustrate personal computer applications including database, spreadsheets, presentation graphics, word processing and telecommunications (E-mail and Internet).

Prerequisites: BT 100 or equivalent.

BT 145**Civil Litigation****5**

Focuses on general legal terminology and vocabulary, as well as pretrial and trial procedure. Transcribe correspondence, pleadings, legal documents and forms used in litigation. Materials are transcribed using a microcomputer, a transcription machine and prerecorded tapes.

Prerequisites: BT 101 and GN BS 104 (or concurrent enrollment) or instructor's permission.

BT 146**Will/Probate/Domestic Relations****5**

Focuses on wills, probate and family law procedures. Transcribe correspondence, legal documents, and forms. Materials are transcribed using a microcomputer, legal software programs, a transcription machine, and prerecorded tapes.

Prerequisites: BT 101 and GN BS 104 (or concurrent enrollment) or instructor's permission.

BT 147**Bankruptcy and Corporate Law****5**

Focuses on corporate, real estate and bankruptcy law. Transcribe correspondence, legal documents and forms. Materials are transcribed using a microcomputer, a transcription machine and prerecorded tapes.

Prerequisites: BT 101 and GN BS 104 (or concurrent enrollment) or instructor's permission.

BT 162**Job Search and Professional Development****5**

This course provides the opportunity to develop skills, attitudes, and practices that enable a person to be effective and successful in searching for a job. This course concentrates on areas of development that are essential but often left out of professional curricula. Areas of study include first impressions, clothing basics, presentation communication, personal profile, job search (resumes, application letters, portfolios, and interviews), and financial planning. Recommended: students should enroll in this class within the final two quarters of their degree or certificate program.

BT 165**Customer Service****5**

Theory and skills relating to internal and external customer service. Elements of service culture, behavioral styles, verbal and nonverbal communication, telephone techniques, difficult customers, diversity, customer loyalty, and service recovery.

BT 180**Principles of Medical Insurance****5**

Preparation and completion of medical insurance claims. Includes procedural and diagnostic coding; completion of forms including the HCFA 1500; CPT code book use; ICD-9-CM code book use; insurance form abbreviations; processing of claims through various carriers including Blue Cross/Blue Shield, Medicare, Medicaid, CHAMPVA/TRACARE, Worker's Compensation, Disability Compensation, and HMOs' payment reimbursement; HIPAA

regulation application.

BT 181D**Diversity in Law and Ethics for Health Care Occupations 5**

(D) An introduction to law and ethics as it relates to the medical office setting and patient provider relationships. Components of cultural diversity and establishing a new culture in ambulatory health care are emphasized. The major theme of this course is to encourage students throughout each topic to be inclusive rather than exclusive or biased towards their co-worker relationships and provider-patient responsibilities. Course content includes: medical law, ethics, and bioethics; medical practice management; employees in ambulatory health care; legal guidelines and regulations for professional liability; physicians' public duties and responsibilities for reporting vital statistics and public health statutes; patient informed consent including specific diversity issues of language, education, culture and religion; medical records, employment practices that are inclusive of all individuals and avoid discriminatory practices; allocation of scarce medical resources and how diversity perspectives shape current medical practice; examination from various cultural and religious perspectives on: genetic engineering, abortion, choices in life and death, and the process of death and dying.

BT 182**Medical Office Reception****3**

Prepares the student to perform reception, telephone and administrative tasks in a medical front office setting. Scheduling theory and practice, telephone triage and transfer skills, and development of skills to facilitate the communication necessary between the front office staff and patients will be emphasized. Students will also learn about the various jobs and responsibilities in a medical setting and how to operate standard office equipment. The physical makeup and maintenance of the patient's medical records as well as confidentiality requirements pertaining thereto will be stressed along with a comprehensive overview of new (HIPAA - Health Insurance Portability and Accountability Act) and existing confidentiality regulations and their impact in a medical office.

Prerequisites: HLTH 100, BT 140.

BT 183**Medical Data Management****3**

Introduction to computerized medical data management. Students will enter and edit patient registration information, schedule appointments, prepare electronic insurance claim forms, enter and edit payments and procedures including diagnostic and procedural codes, and prepare a variety of demographic and financial reports.

Prerequisites: BT 140, BT 180.

BT 185**Diagnostic Coding****5**

Prepares the student to accurately code the diagnosis component of the HCFA 1500 claim form using ICD-9-CM (International Classification of Diseases, Ninth Revision, Clinical Manifestations). The diagnostic coder's role is to translate written diagnoses into numeric and alphanumeric codes. The ICD-9-CM codes relate the disease, condition, complaint, sign, symptom or other reason for providing medical services, coding has become the required communication tool between the physician and commercial and government payers.

Prerequisite: BT 180

BT 186**Procedural Coding****3**

Prepares the student to accurately code the procedural component of the HCFA 1500 claim form using CPT (Physician's Procedural Terminology) and HCPCS coding systems. The

procedural coder's role is to translate written procedures into numeric and alphanumeric codes. CPT and HCPS codes communicate to providers, patients, and payers the procedures performed during a medical encounter.

Prerequisites: HLTH 100, BT 180.

BT 217
Introduction to Word Perfect 5

Introduces WordPerfect word processing software. Covers ways to create and revise, format, save and retrieve documents, file management, merging, typefaces, table feature, pagination, footnotes, find and replace, and use of multiple windows.

Prerequisites: BT 101 or instructor's permission.

BT 219
Introduction to Microsoft Word 5

Introduces Microsoft Word processing software. Covers ways to create, revise, format, save and retrieve documents; use file management; merge; select typefaces; create and center tables; use pagination; select text; format footnotes; find and replace text and formats; and use multiple windows.

Prerequisites: BT 101 or instructor's permission.

BT 223
Presentation Graphics 3

Creation of successful, creative, attention-getting presentations using presentation graphics software. Includes how to make slide presentations using bulleted lists and outlines; use clip art draw objects; change text and fill color; add pictures from the Internet; add graphs and tables; scale, layer, and group clip art to create new clip art images; and use WordArt, orders, captions and speaker notes.

Prerequisites: BT 140 or BT 219 or CIS 100 recommended.

BT 227
Advanced WordPerfect 5

Presents advanced features of WordPerfect along with desktop publishing features and concepts. Specific areas of study include sorting, character and line formatting, line length, page formatting, newspaper and parallel columns, graphics, page layout, formatting with styles and macros, changing paper size, labels, using Draw and Text Art.

Prerequisites: BT 217 or instructor's permission

BT 229
Advanced Microsoft Word 5

Continuation of MS Word software. Presents advanced features of Word along with desktop publishing features and concepts. Specific areas of study include advanced line formatting; formatting with templates and macros; adding borders, frames and pictures; using Microsoft Draw and Equation Editor; creating and sorting text in tables; creating charts; formatting text into columns; merging documents; and creating outlines and fill-in forms. These features will be incorporated with "hands-on" exercises.

Prerequisites: BT 219 or instructor's permission.

BT 240
Access 5

Continuation of the Access component of BT 140, Introduction to MS Office. Presents intermediate/advanced techniques using Microsoft Access. Emphasis on formatting text and numbers; advanced queries and reports, macros, and importing and exporting data.

Prerequisites: BT 140 or equivalent.

BT 242
Excel 5

Continuation of the Excel component of BT 140, Introduction to MS Office. Presents intermediate/advanced techniques using Microsoft Excel. Emphasis on creating professional-looking workbooks, using templates, creating multiple worksheets and using functions.

Prerequisites: BT 140 or equivalent.

BT 248



Advanced Legal Office Procedures 5

Presentation of the role of lawyers and law office staff in society today. Topics covered include ethics; structure and jurisdiction of the court systems; citation forms and the law library; dockets; reminder systems; organizational and procedural perspective of the law office; filing of legal documents; and use of the Uniform System of Citations as a reference tool. Critical thinking skills in law office situations and use of the Washington Court Rules for legal citations will be learned and practiced.

Prerequisites: BT 110, BT 115, BT 147, BT 162, BT 217 or BT 219; GN BS 110 and GN BS 220 or POL S 200 or instructor's permission.

BT 252
Internship 1-4

On-the-job work experience in occupations directly related to student's career choice. The internship reinforces the student's training in the Business Technology program. Internships arranged with private industry, governmental agencies, and nonprofit organizations. May be repeated one time for credit.

Prerequisites: BT 101, BT 110, BT 115, BT 162, GN BS 110 (or concurrent enrollment), and instructor's permission. Corequisites: BT 256.

BT 256
Internship Seminar 1

Discussion of human relations on the job. Increases human relations skills and competencies in preparation for a smooth and successful transition into the working world. May be repeated one time for credit.

Prerequisites: BT 101, BT 110, BT 115, BT 162, GN BS 110 (or concurrent enrollment), and instructor's permission. Corequisites: BT 252.

BT 260
Integrated Microsoft Office 5

Students will create an original integrated Microsoft Office project using Word, Excel, Access, and PowerPoint. As the capstone class for the Microsoft Office Specialist Certificate, the completed project will be presented as a portfolio and an oral presentation.

Prerequisites: BT 140, BT 219, BT 229, BT 223, CIS 120 (formerly 214), and CIS 124 (formerly 240).

BT 261
Advanced Office Procedures 4

Office practice class which gives advanced students an opportunity to build and refine skills in office management, travel arrangements, human relations, telephone techniques, electronic scheduling, and keyboarding. Production is a realistic simulation of the work students will encounter in the field of business technology. Students will use integrated software to create databases, spreadsheets, word processing documents, presentation graphics projects, calendar scheduling, and email.

Prerequisites: BT 110, BT 115, BT 140, BT 219, GN BS 104, GN BS 110D (or concurrent enrollment) and instructor's permission. Recommended: BT 162, BT 223, BT 229, BT 240, BT 242.

CHEMISTRY

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CHEM 098**Introduction to Chemistry**

5

Includes measurements, properties and structure of matter, nomenclature, and weight relations. Intended for students who want to obtain the chemistry background needed for the CHEM 140-160 series. Not intended for students with a recent course in high school chemistry. This course does not meet the prerequisites for the nursing program. Those students should enroll in CHEM 101 instead.

Prerequisites: MATH 065 with a C or higher, concurrent enrollment in MATH 065, or placement into MATH 140. ENGL 098 with C or higher, or concurrent enrollment in ENGL 098, or eligible for ENGL 101.

CHEM 100**Environmental Chemistry**

5

(NS-L) Introductory lab science course for non-science majors. Includes current societal-technological topics such as global warming, ozone depletion, acid rain, energy sources and water quality. Not recommended as a preparatory course for General Chemistry.

Prerequisites: ENGL 098 with grade of C or higher and MATH 017 with grade of C or higher, or placement into MATH 027.

CHEM 101**College Chemistry I**

5

(NS-L) Atomic structure, chemical bonding; nomenclature, states of matter; solutions, acids, bases and salts; reaction rates and chemical equilibrium. For students majoring in liberal arts, nursing, pre-occupational therapy, and dental hygiene. Not recommended for students planning to continue beyond CHEM 102; see CHEM 140 series.

Prerequisites: ENGL 098 with grade of C or higher; and MATH 022, MATH 028 or MATH 055 with a grade of C or higher; or placement into MATH 065.

CHEM 102**College Chemistry II**

5

(NS-L) Structure, nomenclature, and reactions of organic compounds, introduction to biochemistry.

Prerequisites: CHEM 101 or CHEM 140 and ENGL 098 with grade of C or higher or instructor's permission.

CHEM 140**General Chemistry I with Laboratory**

5.5

(NS-L) Properties of matter, nomenclature, reactions, stoichiometry, gases, thermochemistry, and atomic structure. For pre-medicine, pre-dentistry, pre-veterinary medicine, pre-pharmacy, and all engineering and science majors.

Prerequisites: MATH 065 or equivalent. CHEM 098 with a C or higher, OR one year of high school chemistry with a C or higher within the last three years OR pass the chemistry placement test, OR completion of MATH 153 with a B+ or higher. ENGL 098 with a grade of C or higher or concurrent enrollment in ENGL 098, or eligible for ENGL 101.

CHEM 150**General Chemistry II with Laboratory**

5.5

(NS-L) Atomic periodicity, chemical bonding theories, solid and liquid states and solutions.

Prerequisites: CHEM 140 with grade of C or higher or instructor's permission.

CHEM 160**General Chemistry III with Laboratory**

5.5

(NS-L) Reaction rates and equilibrium, acid-base equilibria, solubility equilibria, thermodynamics, electro chemistry and nuclear chemistry.

Prerequisites: CHEM 150 with grade of C or higher or instructor's permission.

CHEM 200**Organic Chemistry I**

5.5

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds.

Prerequisites: ENGL 098 with grade of C or higher, and CHEM 160, or CHEM 150 with instructor's permission.

CHEM 201**Organic Chemistry II**

5.5

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds.

Prerequisite: CHEM 200 with grade of C or higher.

CHEM 202**Organic Chemistry III**

6

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds.

Prerequisite: CHEM 201 with grade of C or higher.

COMPUTER INFORMATION SYSTEMS

Students interested in computer studies have several options, which are described below.

One option is to pursue the Associate of Science degree for the purpose of preparing for transfer to a university to major in computer science. This degree enables a student to complete many of the math and science prerequisites for the major, as well as some of the general education requirements. The Associate of Science is intended only for transfer and does not provide specific technical training for immediate employment. While some of the courses in Computer Information Systems may be of interest and value to the student, the transfer student will focus primarily on math and science courses. The Associate of Science degree is described in the Graduation Requirements section of the Catalog.

Another option is to follow the requirements for an Associate in Technical Arts Degree (ATA) in web design and administration, applications or networking. The following ATA degrees offer specific training that prepares students for immediate employment. Each degree includes courses, internships and projects that build knowledge and skills.

Associate in Technical Arts (ATA) – Business Applications Specialist

This degree program prepares students for help desk and consulting work in business and industry to address computer and business applications.

Associate in Technical Arts (ATA) – Network Technology

This degree provides training in software and hardware systems, as well as some programming, to prepare students for employment in business and industry and as consultants.

Associate in Technical Arts (ATA) – Web Design and

Administration

This degree is designed to prepare a student for a career in the rapidly growing field of Internet/Intranet web page construction and administration such as a web master.

Curriculum guides for these programs are available in the Enrollment Services Office and from program advisors. A complete list of Computer Information Systems course descriptions follows. Additional credit may not be earned for the same course taken under a different title or course number.

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CIS 100

Introduction to Computers 5

An introduction to computers and information systems in preparation for career opportunities in the computer and computer related fields. Introductory level exposure to commercial software including word processing, spreadsheets, databases and presentation software. Use of the Windows environment and file management is emphasized. The Internet is also demonstrated.

CIS 104

Introduction to Computer Careers 5

An introduction to computers and information systems in preparation for career opportunities in computer fields. Introduction to operating systems, network environments and basic programming as well as the hardware and software areas of computer science. Designed primarily for students majoring in computer information systems.

CIS 108

Introduction to Operating Systems/Environments 5

Introductory course focusing on fundamentals of a computer's operating system and its relationship to a graphical user interface. Operating system topics include: terminology, formats, file management, general commands and basic batch files. Operating environment topics include: file management and customizing basic options.

Prerequisites: CIS 100 or CIS 104 or concurrent enrollment or instructor's permission.

CIS 115

Introduction to the World Wide Web 5

Overview of the World Wide Web with emphasis on finding, sharing, and evaluating information, using search tools, developing techniques, and understanding basic HTML components. Co-listed as LIBR 120. Credit cannot be earned in both CIS 115 and LIBR 120.

CIS 117

Introduction to Computer Networking 5

Provides an introduction to computer networks including both theory and practical experience. Topics will include cabling, topologies, protocols and other network standards. Emphasizes network planning, installation and management.

Prerequisites: CIS 100 or CIS 104 or BT 140 or instructor's permission.

CIS 120

Introduction to Computer Spreadsheets using MS Excel 5

Introduction to Microsoft Excel Spreadsheets concepts and methods. Emphasis on spreadsheet design, formatting, calculating formula and functions, charting and linking.

Prerequisites: CIS 100 or file management skills using the computer operating environment.

CIS 122

Advanced Networking Concepts 5

Presents the theory concepts and skills involved in designing, installing, and maintaining



a network. Local Area Network (LAN) management skills are taught with an emphasis on TCP/IP protocol connectivity. This course expands on CIS 117 with practical experience gained on a live network.

Prerequisites: CIS 117 or instructor's permission.

CIS 124

Introduction to Database Design 5

Introduction to database design and implementation. Emphasis is on practical database analysis and accurate design, using normal forms to test design theory, and using MS Access to implement the basic database design.

Prerequisites: CIS 100 or file management skills using the computer operating environment.

CIS 150

Introduction to Telecommunications 5

History and fundamentals of telecommunications technology. Current industry overview including standards, protocols, and emerging technologies used for voice and data communications.

Prerequisites: Completion of RSS 094 with a grade of C or higher or placement into RSS 104.

CIS 152

Basic Electronics and Electricity 5

Basic fundamentals of electricity and electronics. Includes alternating and direct current theory, identification of commonly used electronic components, reading schematics, applying circuit laws and determining power (Ohm, Kirchoff and Watt). Use of measuring equipment, such as voltmeters, ohmmeters and oscilloscopes is included.

Prerequisites: Completion of RSS 094 with a grade of C or higher, or placement by assessment score in RSS 104.

CIS 155

Copper Communications Cable 5

Fundamentals of Structured Premise Cabling Systems. Students will install copper communications cabling and equipment according to layout plans, connecting units with inside and outside service wires.

CIS 157

Fiber Optical Communications Cable 5

Fundamentals of optical transmission theory. Basics of connecting, splicing, routing, and testing of fiber optic cable including use of fiber optic test and installation devices with a hands-on approach. Introduction to the applications of optical fibers in LAN/WAN/MAN environments, CATV and telephony.

Prerequisite: CIS 155.

CIS 161

Computer Technician – Hardware 5

Focus will be on primary hardware features, types, and components of PC's and workstations as related to the A+ Certification Test. Includes identifying, replacing, and upgrading components; preventive maintenance; documentation of service, and customer satisfaction.

Prerequisite: CIS 108.

CIS 162

Computer Technician – Software 5

Advanced topics in PC Operating Systems and Environments with an emphasis on gaining technical expertise in troubleshooting, problem solving, installation, and maintenance of



a PC's Operating System and Operating Environments as related to the A+ Certification test.

Prerequisites: CIS 108 or instructor's permission.

CIS 180 **Systems Analysis and Design** 5

Required for all students in the CIS/CP programs. The emphasis is on the system development life cycle and project management. A project is planned through the stages leading to implementation. Feasibility studies, Gantt and Pert charts are used as well as tools to develop an understanding of the steps in planning and designing a project, whether for programming, networks, hardware, applications, or web.

Prerequisites: CIS 100, BT 140 or instructor's permission.

CIS 190 **Seminar** 1-3

This seminar will be used to teach various subjects in the field of computer science and programming. Subjects will be current and emerging technologies in these fields and are not in the published curriculum. May be repeated two times for credit.

CIS 195 **Computer Careers Internship** 3-5

Provides students with a safe, supervised work environment to apply their academic theories and to put into practice administrative and technical skills to foster professional growth and self-confidence in the role of computer technician. May be repeated two times for credit.

Prerequisites: CIS 108 and CIS 161.

CIS 203 **Writing Documentation** 3

(C) Writing memorandums, business letters, and technical reports. Includes study of tone, style, unity, audience, and purpose in business and technical communication. Co-listed as ENG NR 231 and ENGL 202. Credit can be earned in only one of the following courses: CIS 203, ENG NR 231 or ENGL 202.

Prerequisite: ENGL 101 with a grade of C or higher.

CIS 210 **Installing & Supporting Microsoft Office** 5

Familiarizes Information Technology students with the applications of the Microsoft Office suite from a user perspective and prepares them to offer technical support based on this enhanced understanding. Examines the major components of Office Suite and addresses the support issues seen by most Information Technology workgroups. Students will learn what they can reasonably expect to encounter in day-to-day support and teaches them to think like a user in order to solve user-level support issues such as customer satisfaction and listening skills.

Prerequisite: CIS 162.

CIS 222 **Internetworking** 5

Presents the theory and skills relating to Wide Area Networks (WANs). Connecting multiple networks to create a large network environment is emphasized. Hardware design, equipment configuration, and support issues are addressed as well as Internet connectivity using TCP/IP. This course builds on CIS 122 with practical experience gained on WAN communication devices.

Prerequisite: CIS 122

CIS 224

Network Server Administration 5

Local Area Network (LAN) server installation, configuration and management. Covers topics such as equipment choice, Network Operating System choice, user account administration, system security, data protection, Internet connectivity, and monitoring system performance.

Prerequisite: CIS 122.

CIS 226 **Advanced Network Administration** 5

Theory and skills relating to administration of enterprise level networks. Area of study covers both Local and Wide Area Network management. Topics include Internet connectivity, Internet protocols, physical and logical organization of large networks, installation and management of network services such as web servers, email servers, Client/Server databases, proxy servers and firewalls. Students gain hands-on experience with network servers, server services, routers, and remote access services.

Prerequisite: CIS 224

CIS 261 **Information System Operations / Management** 5

Advanced combination of practical experience, lecture, and discussions led by professionals in the computer technical operations industry. Topics include: customer service, process and project management, inventory management, network connectivity, resume writing and interviewing.

Prerequisites: CIS 161 or instructor's permission.

CIS 290 **Advanced Seminar** 3-5

This advanced seminar will be used to teach various subjects in the field of computer science and programming. Subjects will be current and emerging technologies in these fields that are not in the published curriculum. May be repeated two times for credit.

CIS 295 **CIS Advanced Internships** 3-5

On-the-job work experience in occupations directly related to student's career choice. The internship reinforces the student's training in Computer Information Systems programs. Internships arranged with private industry, governmental agencies and non-profit organizations. Internships may be paid or unpaid as available. May be repeated two times for credit.

Prerequisite: Instructor's permission.

CP 110 **Computer Programming I – Visual Studio.NET** 5

(Q,NS) Introduction to programming concepts using the Visual Studio.NET programming environment. Emphasizes standard programming concepts of sequence, selection, and iteration.

Prerequisites: MATH 065 with a grade of C (2.0) or higher, or equivalent.

CP 120 **Beginning Web Pages** 5

A beginning course in web page construction using a markup or document oriented language. A brief introduction to XML will be included. Will also include the use of a scripting language such as JavaScript. Students will create web pages using a dynamic programming language. Topics may include creating and using cookies, rollovers, browser detection, popup windows, validation, recursion, arrays, frames, and shopping cart techniques.

Prerequisites: CIS 100 or instructor's permission.

CP 124 **Advanced Web Pages** 5

In this course students will learn to manipulate databases from within web pages using a server side product such as Active Server Pages.

Prerequisites: CP 122 and CIS 124.

**CP 130****Computer Programming I - C++****5**

(Q,NS) This course teaches software development skills using the C++ programming language. Emphasizes introductory programming concepts such as data types, variable declarations, assignment statements, control structures, modular design using procedures, and array data structures.

Prerequisites: MATH 065 with a grade of C (2.0) or higher, or equivalent.

CP 132**Computer Programming II - C++****5**

(Q,NS) Software development skills using the C++ programming language. Emphasizes character arrays (strings), recursion, structures, unions, text and binary file processing, header and implementation files, storage classes macros, pointers, dynamic memory allocation, linked lists, data structures, and the class data type. Course is offered once per year for students intending to transfer to the University of Washington-Bothell only.

Prerequisites: CP 130 with a grade of C (2.0) or higher.

CP 140**Computer Programming I - Java****5**

(Q,NS) Teaches object-oriented programming skills using the Java programming language. Emphasizes the use of data types, variables, assignment statements, control structures, modular design with classes, inheritance, polymorphism, exception handling, and graphical user interface design.

Prerequisites: MATH 065 with a grade of C (2.0) or higher, or equivalent.

CP 190**Seminar****1-3**

This seminar will be used to teach various subjects in the field of computer science and programming. Subjects will be current and emerging technologies in these fields that are not in the published curriculum. May be repeated two times for credit.

CP 290**Advanced Seminar****3-5**

This advanced seminar will be used to teach various subjects in the field of computer science and programming. Subjects will be current and emerging technologies in these fields that are not in the published curriculum. May be repeated two times for credit.

CP 295**CP Advanced Internships****3-5**

On-the-job work experience in occupations directly related to student's career choice. The internship reinforces the student's training in Computer Information Systems programs. Internships arranged with private industry, governmental agencies and non-profit organizations. Internships may be paid or unpaid as available. May be repeated two times for credit.

Prerequisite: Instructor's permission.

CONTINUING EDUCATION

A variety of credit and non-credit workshops, special classes, and seminars meet the training needs and personal enrichment interests within the community. These courses are especially designed to assist in furthering personal interests, upgrading technical skills, advancing career goals, or accommodating individual needs for continuing education. Call 425-267-0150 for the latest offerings. Topics include but are not limited to:

Agewise Computer Skills
Arts & Crafts
Building Codes
Business Success

Buying/Selling/Building Your Own Home

CAD/CAM

Caregiving

Certification/Licensing

Communications

Computer Skills Training

Computer Software Workshops

Cooking

CPR

Creative Writing

Financial Management

Flagger Certification

Health & Wellness

Home & Garden

Homeschooling

Hypnosis/Hypnotherapy

Medical Transcription

Music

Online Classes

Personal Enrichment

Photography

Public Speaking

Real Estate

Recreation and Fitness

Relationships

Supply Chain Management

Technology Product Management

Web Development

Wetlands

Woodworking

World Languages & Travel

Youth Programs

COSMETOLOGY

The Cosmetology and Instructor Trainee curriculum is offered through the Science, Math and Occupations Division.

The 1800-hour Cosmetology Program is made up of four subdivisions: barbering, manicuring, esthetician and chemical services. Everett Community College's requirements for licensing hours are as follows: cosmetology 1800 hours and instructor trainee 600 hours. (Instructor trainee is learning to become a cosmetology instructor. No separate certificate is available.)

The curriculum prepares the prospective cosmetologist or instructor trainee for the Washington State licensing examinations. Classes operate on a seven-hour-per-day schedule. They provide experience in customer services such as shampooing, bleaching, permanent waving, thermal styling, hair cutting, fingerwaving, manicuring, pedicuring, chemical relaxing, cutting and trimming of facial hair, facials, make-up, temporary removal of superfluous hair, and maintenance of artificial hair.

Notice to students: Because many chemical sprays and air-borne pollutants are found in this occupation, students are advised to consult their physicians as to possible problems (i.e., allergies, asthma, dermatitis, etc.) before enrolling.

Admission to the Cosmetology Program is open to anyone who has a high school diploma or equivalent. The Instructor Trainee program requires a current Washington State cosmetology license and one year of current full-time work experience in a



salon. Instructor's permission is required for all programs.

Students can pursue a certificate or degree in the Cosmetology Program.

The courses below are for cosmetology and instructor trainees only.

Faculty Advisors:

T. Evans	425-388-9340	tevans@everettcc.edu
V. Welch	425-388-9342	vwelch@everettcc.edu

COSMT 110

Trichology, Dermatology and Onychology 5

Introduction to the study of hair, skin and nails and their function, structure and characteristics. Care and treatment of hair, skin, and nail diseases and disorders. Special emphasis on sterilization and sanitation principles and methods. May be repeated one time for credit.

Prerequisite: Instructor's permission. Corequisites: COSMT 201, COSMT 202, or COSMT 203.

COSMT 111

Salon Management 5

Basic overview of salon business operations, including marketing strategies, financial control, factors affecting salon culture, insurance, business laws and health regulations. Special emphasis is placed on examining a variety of local salons.

Prerequisite: Instructor's permission. Corequisites: COSMT 201, COSMT 202, or COSMT 203.

COSMT 112

Salon Safety, Chemistry & Electricity 5

Includes methods of decontamination, universal precautions and responsibilities of a salon professional. Types and classifications of bacteria, safety measures in the use and storage of chemicals. Basic background in chemistry theories, processes and product ingredients as they relate to the cosmetology industry. Special emphasis on OSHA chemical hazard information. Also includes types of electricity and light therapy, their uses, applications and benefits. Training in First Aid and CPR.

Prerequisite: Instructor's permission. Corequisites: COSMT 201, COSMT 202, or COSMT 203.

COSMT 114

Advanced Haircutting and Styling I 4

Advanced principles in long hair styling, recognizing facial shapes and makeup techniques. Hair pressing procedures and proper techniques in cutting excessively curly hair. Practice procedures in cleaning and styling artificial hair. Students will advance their skills by practicing on models and mannequins.

Prerequisite: Instructor's permission. Corequisites: COSMT 202, COSMT 203, or COSMT 204.

COSMT 115

Advanced Haircutting and Styling II 4

Review of haircutting fundamentals, introduction to new concepts and systems, and selecting cuts suitable to client features, body types and profiles. Special emphasis placed on current salon trends and industry demands in haircutting, thermal styling, wet styling

and uses of styling aids. Mustache, beard trimming, eyebrow, ear and nose hair trimming will also be covered. Students will advance their skills by practicing advanced haircutting and styling techniques on models and mannequins.

Prerequisite: Instructor's permission. Corequisites: COSMT 202, COSMT 203, or COSMT 204.

COSMT 116

Advanced Chemical Services 4

Advanced hair coloring, permanent waving and hair straightening services. Detailed instruction in chemical service theory, concepts, categories and chemistry with special emphasis on safety and procedure. Students will practice advanced chemical service techniques on models and mannequins.

Prerequisite: Instructor's permission. Corequisites: COSMT 202, COSMT 203, or COSMT 204.

COSMT 120

Cosmetology Compendium 2

Designed for the fifth quarter student preparing for the Washington State Cosmetology Licensure Exam. This class provides theoretical review of all basic cosmetology services in preparation for in-house theory exams before applying for state board examinations.

Prerequisites: Instructor's permission; COSMT 110, COSMT 111, COSMT 112, COSMT 114, COSMT 115, COSMT 116; COSMT 204; 1,400 clock hours.

COSMT 124

Instructor Trainee Theory I 3

Preparation to teach in the cosmetology classroom and create effective lesson plans and other classroom tools. Practice in preparation, teaching, testing, grading, and review. Prepares the student for the Washington State Instructor Licensing exams.

Prerequisites: Instructor's permission; one year full-time work experience within last three years. Corequisites: COSMT 240.

COSMT 125

Instructor Trainee Theory II 3

Preparation to teach in cosmetology clinic classroom. Practice in teaching and evaluating student performance skills and safety, and preparation for record keeping for front desk and dispensary. Prepares student for the Washington State Licensing Exams.

Prerequisites: Instructor's permission; one year full-time work experience within the last three years. Corequisites: COSMT 240.

COSMT 201

Cosmetology Lab & Shop Practice I 17.5

Instruction/participation class in basic services performed by a cosmetologist. This lecture/lab class is closely supervised in the introduction and practice of shampooing/draping, hair analysis/treatment, nail care, haircutting, wet styling, thermal styling, permanent waving, chemical relaxing, hair coloring and skin care, safety measures and decontamination control. Students practice on models, mannequins, and each other.

Prerequisite: Instructor's permission. Corequisites: COSMT 110, COSMT 111, or COSMT 112.

COSMT 202

Cosmetology Lab & Shop Practice II 9-12

Continuation of supervision in services performed by cosmetologists. Students practice on models, mannequins and each other. Regular clientele enables students to have salon experience while training. Provides practical experience for students under close supervision of an instructor. Emphasis placed on quality of work while meeting industry target time.

Prerequisites: Instructor's permission; COSMT 201; 300 clock hours.

COSMT 203**Cosmetology Lab & Shop Practice III****9-12**

Continuation of supervision in services performed by cosmetologists. Students practice on models, mannequins, and each other. Regular clientele enables students to have salon experience while training. Provides practical experience for students under limited supervision of an instructor. Emphasis is placed on quality of work while meeting the industry target time.

Prerequisites: Instructor's permission; COSMT 202; 600 clock hours.

COSMT 204**Cosmetology Lab & Shop Practice IV****11.5-14.5**

Continuation of supervision in services performed by cosmetologists. Students practice on models, mannequins and each other. Regular clientele enables students to have salon experience while training. Provides practical experience for students under close supervision of an instructor. Emphasis placed on quality of work while meeting industry target time.

Prerequisites: Instructor's permission; COSMT 203; 900 clock hours. Corequisites: COSMT 114, COSMT 115, or COSMT 116.

COSMT 205**Cosmetology Lab & Shop Practice V****17.5**

Continuation of supervision in services performed by cosmetologists. Students practice independently on models, mannequins and each other. Regular clientele enables students to have salon experience while training. Emphasis placed on quality of work while meeting industry target time.

Prerequisites: Instructor's permission; COSMT 204; 1,200 clock hours.

COSMT 206**Cosmetology Lab & Shop Practice VI****1-17.5**

May be used to complete curriculum for special interest projects, and/or to complete required program clock hours. COSMT 206 is an additional quarter and is optional. May be repeated one time for credit.

Prerequisites: Instructor's permission; COSMT 205; 1,400 clock hours.

COSMT 240**Instructor Trainee Lab****1-12**

Designed to prepare the student to teach in the cosmetology classroom. Assists students with practical applications of services to clients, problem solving, and answering questions. Designed to be taken concurrently with COSMT 124 and COSMT 125. Prepares the student for the Washington State Instructor Licensing exams. May be repeated one time for credit.

Prerequisites: Instructor's permission; one year full-time work experience within the last three years. Corequisites: COSMT 124 or COSMT 125.

CRIMINAL JUSTICE

The objective of the Criminal Justice Program is to prepare students for a career in law enforcement and to promote the ideal of professional public service conduct.

The department offers three degree options, two of which lead to Associate in Technical Arts degrees in Corrections or Law Enforcement (career preparation) and one Associate in Arts and Sciences – Option II (for transfer to a four-year college or university). All options emphasize oral and written communications maximizing articulation skills, and include general education courses and specialized courses in law enforcement.

Generally, a person seeking employment with a criminal justice agency must be a citizen of the United States, at least 21 years of age at the time of employment, and in excellent mental and physical condition. Persons with a history of criminal conduct, drug or alcohol abuse, or objectionable character traits may be disqualified from employment.

Faculty Advisor:



2004 -2005 CATALOG

COURSES

S. Robinson

425-388-9517

srobinson@everettcc.edu

CRM J 101**Introduction to Criminal Justice****5**

(TE) Philosophical and historical review of the American criminal justice system; introduction to civil and criminal law; problems with crime and the police; organization and jurisdiction of local, state and federal agencies; career and job opportunities. It examines the US criminal justice system from the initial incident to the final disposition at state and federal levels. This is a prerequisite course for the Criminal Justice Program.

CRM J 102**Criminal Investigation****3**

Explores the fundamentals of investigation, preliminary efforts, scientific aids, modus operandi, sources of information, interviews and interrogations, follow-up and case preparation.

Prerequisite: CRM J 101. Corequisite: CRM J 103.

CRM J 103**Crime Scene Management****2**

Mechanics of searching, collecting, recording, and preserving evidence at a crime scene.

Prerequisite: CRM J 101. Corequisite: CRM J 102.

CRM J 104**Patrol Procedures****3**

Patrol procedures: preparation, communications, observation, field interviews, responses to crimes in progress, identification and description of persons and property, vehicle stops, control of suspects, methods of patrol, duty to public service, and emergency tactics.

Prerequisite: CRM J 101. Corequisite: CRM J 105.

CRM J 105**Officer Safety****2**

Reviews the "Ten Deadly Errors" that often result in death or injury to officers. Situations are analyzed regarding disturbances, vehicle stops, making arrests, handling prisoners, response to alarms, and dealing with firearms. Practical field exercises give students the opportunity to practice safety techniques.

Prerequisite: CRM J 101. Corequisite: CRM J 104.

CRM J 111**Defensive Tactics****2**

Physical instruction of basic defenses and counter measures against attacks. Develops physical and mental confidence and the ability to identify the Use of Force Continuum. Tactics include: handcuffing techniques, joint lock and counter-joint lock procedures, Use of Force and De-escalation of Force.

Prerequisites: CRM J 101 and permission of the Criminal Justice Coordinator.

CRM J 112**Firearms****2**

Familiarization with firearms; firearms safety and range procedure; cleaning and maintenance; practical police course shooting exercises with a .40 caliber pistol. NOTE: Anyone legally barred from possessing a firearm is ineligible for this course.



Prerequisites: CRM J 101 and permission of the Criminal Justice Coordinator.

CRM J 121 **Modern Forensic Photography and Imaging** 3

Crime scene and evidence photography utilized by law enforcement personnel. Examines the current methods of obtaining accurate and reliable photo evidence necessary for prosecution of criminal cases. Explores state and federal legalities, 35mm vs. digital photos, analog and digital video, crime scene photography and documentation, court room presentation of photo and video evidence, tracking devices, mini-cameras and surveillance techniques.

Prerequisites: Completion of or concurrent enrollment in CRM J 101.

CRM J 150 **Introduction to Corrections** 5

Philosophical and historical examination of the American correctional system. Traditional approaches to corrections are compared with new trends at the local, state, and federal levels. Career opportunities, requirements for job entrance, and training for corrections are reviewed.

Prerequisite: CRM J 101.

CRM J 170 **Introduction to Natural Resources Law Enforcement** 3

History and philosophy of natural resources law enforcement and management practices, and a general overview of resource protection and conservation laws. Professional career opportunities are surveyed and entrance requirements for jobs in fish and wildlife, forestry, parks, environmental protection and land management are examined.

Prerequisite: CRM J 101.

CRM J 201 **Criminal Law** 3

Designed for those seeking a career in criminal justice. It provides an understanding of US legal history, the philosophy of law, legal definitions, constitutional issues, criminal analysis, case reviews, and an overview of federal and state criminal laws.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 202 **Criminal Evidence** 3

Identifies various kinds of evidence and the rules governing the admissibility of evidence in court. Case law, practical handling procedures, and other evidence related techniques are studied.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 203 **Laws of Arrest, Search, and Seizure** 3

Constitutional restrictions and statutory limitations on governmental powers of arrest, search and seizure, particularly as they relate to Washington State.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 204 **Juvenile Law and Procedure** 2

Provides an in-depth perspective and understanding of the juvenile justice system. The impact the system has on juveniles and on society will be examined with an emphasis on related issues (gangs, drugs, and mobility). The historical and philosophical basis for the juvenile justice system will be examined.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 209 **Narcotics and Dangerous Drugs** 3

Basic orientation to drug laws, and the classification of drugs. Symptoms of drug abuse and commonly used paraphernalia are examined. The class explores trade routes, drug production, pharmacology, as well as the global and national impact of drugs.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 211 **Child Abuse Investigation** 3

Historical overview of society's view of children and the evolution of intervention into the family. Within this context the role of criminal justice and Child Protective Services are discussed. Practical techniques of investigating neglect, physical and sexual abuse of children are presented, along with the dynamics of the victim, family, and the offender.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 213 **Police Report Writing** 3

Introduction to writing modern law enforcement reports. It includes techniques of writing in a clear, concise and accurate manner, the use of standard police forms, and the rules of disclosure.

Prerequisites: Completion of CRM J 101 through CRM J 105; completion of ENGL 101 with C or higher.

CRM J 214 **Communications for the Criminal Justice Professional** 5

An overview of effective communication processes for criminal justice professionals including verbal and non-verbal communication, interviewing and interrogation methods, courtroom demeanor.

Prerequisites: CRM J 101 through CRM J 105 or permission of Criminal Justice Coordinator. Completion of ENGL 098 or eligibility for ENGL 101.

CRM J 215 **Professional Development** 3

Prepares students for a career in the criminal justice system. It includes instruction in self-discipline, teamwork, stress avoidance, ethics and physical, emotional, and mental fitness. Students are exposed to realistic career goals within the criminal justice system, and are advised how to pursue those opportunities.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 216 **Police-Community Relations** 3

Examination and historical review of the relationship between law enforcement officers and the public. The emphasis of the class centers on that relationship as it exists today, and involves issues of police professionalism, prejudices, profiling and other issues.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 220 **Homicide Investigation** 3

Mechanics of conducting a criminal investigation of a homicide (the killing of one person by another). It includes techniques of identifying the victim, establishing the time of death, determining the cause and method used to produce death, and explores the means of

developing a suspect. Specialized crime scene techniques are examined: collection and preservation of evidence, blood spatter analysis, and criminal personality profiling.

Prerequisites: Completion of CRM J 101 through CRM J 105.

CRM J 230

Advanced Defensive Tactics

2

Review and apply Level 1 counter-joint holds, Level 2 counter offensive strikes, kicks, and take downs. Use of impact weapons (straight baton,) weapon retention and edged weapon defense.

Prerequisites: CRM J 111 and permission of the Criminal Justice Coordinator.

CRM J 250

Cooperative Work Experience

1-5

A supervised field experience in local law enforcement, corrections and other criminal justice agencies. Each student works approximately 10 hours per week at a variety of assigned tasks directly associated with the criminal justice system.

Prerequisites: CRM J 101 and permission of the Criminal Justice Coordinator.

CRM J 251

Cooperative Work Experience

1-5

A supervised field experience in local law enforcement, corrections and other criminal justice agencies. Each student works approximately 10 hours per week at a variety of assigned tasks directly associated with the criminal justice system.

Prerequisites: CRM J 101 and permission of the Criminal Justice Coordinator.

CRM J 252

Cooperative Work Experience

1-5

A supervised field experience in local law enforcement, corrections and other criminal justice agencies. Each student works approximately 10 hours per week at a variety of assigned tasks directly associated with the criminal justice system.

Prerequisites: CRM J 101 and permission of the Criminal Justice Coordinator.

CRM J 256

Cooperative Work Experience Seminar

1

Seminar to support supervised field work for Criminal Justice majors in local law enforcement agencies. Students will discuss their field experiences, observations, and perceptions with their course peers. Includes employment opportunities and job search skills relevant to law enforcement careers. May be repeated two times for credit.

Prerequisites: CRM J 101 and permission of the Criminal Justice Coordinator. Corequisites: CRM J 250, CRM J 251, or CRM J 252.

EARLY CHILDHOOD EDUCATION

Early Childhood Education (ECE) is an educational program for students planning to work with young children in a variety of settings, including preschools, child care centers, family child care and public schools. The program provides courses designed to meet a variety of students' needs. Many of the courses are offered in early evening, on weekends, or in a distance learning format. Selected courses in the Education department fulfill program requirements for ECE.

Program options include an Early Childhood Education Certificate, an Associate in Technical Arts Degree, and an Associate in Arts and Sciences Degree – Option II, which is transferable to a four-year college or university.



Orientation meetings are offered by the Early Childhood Education department regularly. Contact the ECE department for further information.

Faculty Advisor:

L. Vlastic

425-388-9301

lvlastic@everettcc.edu

ECE 120

Child Development

5

Study of physical, social, emotional and cognitive development of children from prenatal to age eight. Provides students with a knowledge base for planning early childhood curriculum appropriate to the child's developmental level. This course includes laboratory requirements.

ECE 121

Observation Techniques

3

Describes observation and recording techniques that support teachers of young children move toward the goal of understanding children's behavior. Explores how to gather and use data to understand the child's developmental levels. This course includes lecture and laboratory requirements.

ECE 123

Methods of Teaching Young Children

5

History and theory of teaching and learning is presented. Focus on the role of the teacher/adult and appropriate methods of teaching young children. This course includes laboratory requirements.

ECE 125

Health, Safety and Nutrition in Early Childhood

3

Introduction to current health, safety and nutritional issues, which impact children enrolled in early childhood programs. Emphasis on preventative health, safety procedures, child abuse detection and reporting, nutritional concepts and related activity planning.

ECE 126

Child Care Center Administration

5

General principles and skills in the organization and management of child care centers. Focuses on licensing, scheduling, budgeting, record keeping, administration policy, staff training and supervision, program planning, parent relationships, communication skills and marketing.

ECE 127

Family Home Child Care Administration

3

Study of the current practices for establishing and operating family child care homes. Focuses on licensing, scheduling, budgeting, record keeping, administration policy, educational activities, equipment, and staff/parent relationships.

ECE 130

Introduction to Issues in Early Childhood Education

5

(TE) Focus of study in the historical and social foundation of Early Childhood Education. An overview of the field of Early Childhood Education, awareness and values issues, ethics, legal issues, staff relations, staff compensation, developmentally appropriate practice and professionalism within a cultural context. This course includes laboratory requirements.

ECE 131

Practicum Lab I

3

Laboratory experience to enable the student to develop personal and professional skills and practical knowledge. Students will be placed in an early childhood educational setting under the guidance of a faculty member.

Prerequisites: Instructor's permission.

**ECE 132****Practicum Lab II****4**

Laboratory experience to enable the student to deepen their personal and professional skills and practical knowledge in working with young children. Students will be placed in an early childhood educational setting under the guidance of a faculty member.

Prerequisites: ECE 131 and instructor's permission.

ECE 135**Family Dynamics****3**

Examines functional and atypical family systems and the impact on the young child. Explores methods that enhance learning by providing consistency and support to children in childcare, preschool, or school settings. Assists teachers of young children in finding effective ways of communicating with parents and connecting with appropriate community resources. This course includes laboratory requirements.

ECE 136**Family Child Care Curriculum****2**

Curriculum planning, implementation and evaluation for family child care programs. Emphasis on developmentally appropriate and culturally relevant practices in working with young children.

ECE 137**School Age Child Care****3**

Focus on programs for children ages five through age twelve and their after-school needs. Family issues, health and safety, program and activity planning and children's individual needs are covered in the context of providing developmentally appropriate school-age programs. This course includes laboratory requirement.

ECE 140**Family Culture and Self-concept****3**

Examines family culture, stages of social development and development of self-concept in young children. Exploration of family as a foundation for social learning; considers culture, bias and stereotyping as issues having impact on young children.

ECE 150**ECE Winter Conference****1**

Attendance of annual early childhood conference presenting focus workshops. Areas and issues covered are developmentally appropriate practices, children with special learning needs, language/literacy issues, math/science/music concepts, health/safety practices, and diversity issues.

Prerequisite: Instructor's permission.

ECE 160**Planning for Early Childhood Environment****3**

Focus on the role of the teacher in establishment of developmentally appropriate and culturally relevant environments for young children. This course includes laboratory requirements.

ECE 233**Practicum Lab III****2**

Practical experience and application of early childhood competency areas of development. Students will be placed in an early childhood education setting under the guidance of a faculty member.

Prerequisites: ECE 132 and instructor's permission.

ECONOMICS

Economics courses are offered through the Business & Applied Technology Division. Economics courses are appropriate for meeting prerequisites and transfer requirements for universities.

Faculty Advisor:

M. Kolosseus 425-388-9364 mkolosseus@everettcc.edu

ECON 101**Understanding Economics****5**

(SS) A survey course to help students better understand economic issues. Economic analysis of current events as a major activity. Not appropriate for DTA degree in Business Administration.

ECON 200**Principles of Macro Economics****5**

(SS) Introduction to economic reasoning. Includes organization, operation, and control of the American economy; contemporary economic problems relating to inflation, unemployment, national income; taxation and effects of federal monetary and fiscal policies. Prepares students for upper-division Macro economic courses. ECON 101 may be substituted for ECON 200 in vocational/technical business degree programs.

Prerequisites: MATH 065 and ENGL 101 recommended.

ECON 201**Principles of Micro Economics****5**

(SS) Study of factors of supply and demand on production and prices. Emphasizes economic behavior of business firms in regulated and unregulated environments and International Trade issues. Prepares students for upper-division courses in microeconomics theory and managerial economics.

Prerequisites: MATH 065 and ECON 200 recommended but not required.

EDUCATION

To become a teacher in Washington State, you must complete a bachelor's degree program and a certification program at an accredited four-year college or university. The Education Program at Everett Community College is designed to give the student an opportunity to explore the profession before making a final commitment to pursue teaching as a career. Selected courses in Education also satisfy program requirements for Early Childhood Education.

Students can pursue teacher certification, Bachelor's and Master's degrees at many colleges and universities after completing EvCC's Associate of Arts and Sciences – Option II degree. Specifically, Western Washington University offers such programs on the EvCC campus for elementary education majors. An Associate of Technical Arts degree is also available for educational paraprofessionals employed in local K-12 school districts.

Faculty Advisors:

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EDUC 101**Introduction to Education****5**

(TE) Survey of historical, sociological and philosophical aspects of American education. Will also include investigation of contemporary issues and problems in education.

EDUC 124

Home/School/Community

3

(TE) Study of the interrelationships between the family, school, and community and their influence on the development of the child, ages birth to eighth grade.

EDUC 145

Introduction to Special Needs Issues in Early Childhood and Elementary Education

3

Explore the basic areas of need that result in qualifying for special education services for birth-8th grade students. Coverage of legislation that mandates an inclusive model for exceptional learners.

EDUC 165

Positive Guidance in Early Childhood and Elementary Education

3

Emphasizes the role of the teacher/caregiver in guidance of young children. Various positive guidance strategies are the focus of study. Weekly observations in a child care program and/or in educational setting are required.

EDUC 250

Cooperative Work Experience

1-4

Cooperative work experience for pre-education majors in local schools (see EDUC 256). Working in a classroom under supervision of a teacher, students will have the opportunity to explore the teaching profession before committing themselves to it. Students will be given a wide variety of hands-on experiences during the placement.

Prerequisites: Instructor's permission; completion of or concurrent enrollment in EDUC 101.

EDUC 251

Cooperative Work Experience

1-4

Cooperative work experience for pre-education majors in local schools (see EDUC 256). Working in a classroom under supervision of a teacher, students will have the opportunity to explore the teaching profession before committing themselves to it. Students will be given a wide variety of hands-on experiences during the placement.

Prerequisites: Instructor's permission; completion of or concurrent enrollment in EDUC 101.

EDUC 252

Cooperative Work Experience

1-4

Cooperative work experience for pre-education majors in local schools (see EDUC 256). Working in a classroom under supervision of a teacher, students will have the opportunity to explore the teaching profession before committing themselves to it. Students will be given a wide variety of hands-on experiences during the placement.

Prerequisites: Instructor's permission; completion of or concurrent enrollment in EDUC 101.

EDUC 256

Cooperative Work Experience Seminar

2

Introduction to the practice of teaching to support field work in local schools (see EDUC 250, 251, 252). Students will discuss their field experiences. May be repeated two times for credit.

Prerequisites: Instructor's permission; completion of or concurrent enrollment in EDUC



101.

EMERGENCY SERVICES

See Fire Science. Emergency Services include Emergency Medical Technician and Fire Science classes. Participants in these programs must be in excellent physical condition and be able to perform the normal duties of a firefighter or EMT. Continuous physical conditioning is recommended throughout the programs. For further information about these programs send email to fscience@everettcc.edu

Contact:

J. Kraske

425-388-9591

jkraske@everettcc.edu

EMT

Emergency Medical Technician course. Designed to prepare participants in all phases of pre-hospital emergency care as needed for employment as an EMT with various emergency response agencies. Participants are eligible for the Washington State EMT-B examination and the National Registry examination upon successful completion of the course. An application must be completed prior to registration, including documentation of the following: Hepatitis B immunization, negative PPD (tuberculosis) skin test, high school or GED completion, and a specific current CPR card. Content includes lecture and hands-on practice in emergency care, bleeding and shock, soft tissue injuries, environmental emergencies, lifting and moving patients, HIV/AIDS education, emergency childbirth and other topics.

Note: Participants are not certified as an EMT in Washington until they are employed as an EMT. Non-affiliated students have one year from the completion of the course to meet the affiliation requirement in order to be certified by the State of Washington. Affiliated status with a fire department, ambulance service, aid vehicle service, police department, or a military or civilian agency involved in search and rescue to the general public must be attained before participants are eligible for the State EMT Certification. In addition, Washington State requires an EMT to complete 10 hours of continuing education every 12 months to remain current in skills and knowledge.

EMS 151

Emergency Medical Technician Training

11

Designed to prepare participants in all phases of pre-hospital emergency care as needed





upon successful completion of the course. An application is required prior to registration, including documentation of the following: successful Hepatitis B immunization, negative PPD (tuberculosis) skin test, high school or GED completion and current CPR card. Content includes lecture and hands-on practice in emergency care, bleeding and shock, soft tissue injuries, environmental emergencies, lifting and moving patients, HIV/AIDS education, emergency childbirth, and other topics.

Prerequisites: Instructor's permission; approved class application.

EMS 246

Incident Management System

2

Fundamentals for organizational management of emergency situations. Covers administration requirements, system structure, student components, roles and responsibilities, and basic incident command procedures. May include introduction to the use of division, groups, sectors, branches and command staff and Unified Command, expanding from a single company operation to full use of system elements. Meets NFPA 1561 standard.

Prerequisite: Instructor's permission.

ENGINEERING

Entrance to a university engineering department requires completion of specific lower-division courses and high grades. Students will find that EvCC's small classes and opportunities for interaction with faculty, combined with rigorous coursework, will build their chances of success in reaching their engineering degree goals. Our faculty are in constant contact with university faculty to assure that the preparation students receive in EvCC's engineering program is equivalent to that demanded by the universities. Students may complete the Associate of Science degree and transfer to a four-year college or university for specialization in one of the fields of engineering. Contact the Science, Math & Occupations Division, 425-388-9429.

Faculty Advisor:

E. Davishahl 425-388-9246 edavishahl@everettcc.edu

ENGNR 100

Engineering Graphics

4

(TE) Theory and application of instrumental drawing; technical lettering; sketching; geometric construction; representation of normal, inclined oblique, and cylindrical surfaces; sections; auxiliary views; and introduction to dimensioning, descriptive geometry, and CAD including 3-D modeling. Student-supplied drafting equipment is required.

Prerequisites: MATH 059 or one year of geometry, or previous drafting.

ENGNR 101

Innovation in Design

5

(TE) Course explores the role of creativity, teamwork, and communication in promoting innovative engineering design. Students develop their knowledge and skills in all three areas through a series of hands-on projects and reflective activities. Students work in teams to complete the projects and present their experiences and results through various communication formats.

Prerequisites: ENGL 098 or placement into ENGL 101; or instructor's permission.

ENGNR 108

Engineering Orientation/Introduction to Vector Algebra

3

(TE) Introduction to engineering functions, professional responsibilities, and educational

opportunities. Includes an introduction to analysis and solution of engineering problems using vector algebra. Scientific calculator required.

Prerequisites: MATH 147 (Pre-calculus) or instructor's permission.

ENGNR 109

Engineering Orientation

2

(TE) Introduction to functions, professional responsibilities and characteristics of engineers. Speakers from industry and engineering colleges give presentations sampling the breadth of educational and professional options. Introduction to engineering functions through hands-on classroom activities.

ENGNR 110

Engineering Problem Solving

2

(NS) Introduction to analyses and solutions of engineering problems. Development of a systematic analytical problem solving approach applicable to all disciplines in engineering and science. Topics include unit systems, mathematics review, vector algebra and statistics. Scientific calculator required.

Prerequisites: MATH 147; or instructor's permission.

ENGNR 120

Computational Tools

1

(NS) Introduction to computational tools for engineering, mathematics and science. Students are introduced to MATLAB, a powerful software application for technical computing. Topics include array and matrix manipulation, functions, file input/output, graphical analysis, statistical analysis, and basic script programming including loops and logical structures. No computer programming background required.

Prerequisites: MATH 147 and CIS 100 or equivalent basic computer experience or instructor's permission.

ENGNR 123

Three-Dimensional Visualization and Computer-Aided Design

4

(NS) Methods of depicting three-dimensional objects and communicating design information. Emphasis is on using parametric solid modeling software as a design tool. Freehand sketching is used to develop visualization skills and as an instrument for design conceptualization and communication.

Prerequisites: MATH 059 or high school geometry or equivalent, CIS 100 or equivalent, or instructor's permission.

ENGNR 142

Computer Programming for Engineers and Scientists

5

(NS, Q) Basic programming concepts used for solutions of engineering and science problems using the Java language. Topics include classes, object, methods; variables and types; conditional and iteration control structures; arrays; strings; collections and iterators.

Prerequisites: MATH 131, MATH 140 and CIS 100 with a grade of C or higher or equivalent preparation.

ENGNR 210

Statics

5

(TE) Fundamentals of engineering statics using vector notation in problem solving. Scientific calculator required.

Prerequisites: MATH 152, ENGNR 120, and either ENGNR 110 or PHYS 121 or MATH 154; or instructor's permission.

ENG NR 215**Fundamentals of Electrical Engineering****5**

(TE) Introduction to basic circuit and systems concepts. Development of mathematical models of components including resistors, sources, capacitors, inductors, operational amplifiers and transistors. Solution of first and second order linear differential equations associated with basic circuit forms. Steady state sinusoidal excitation and phasors.

Prerequisites: MATH 154; PHYS 122; or instructor's permission.

ENG NR 220**Mechanics of Materials****5**

(TE) Introduction to mechanics of solids; stress, strain and their relationships; torsion; and bending.

Prerequisites: ENG NR 210; MATH 153 or concurrent enrollment; or instructor's permission.

ENG NR 230**Engineering Kinematics and Dynamics****5**

(TE) Kinematics and dynamics of particles; systems of particles; and rigid bodies including energy and momentum methods.

Prerequisites: ENG NR 210; MATH 153 or concurrent enrollment; or instructor's permission.

ENG NR 231**Engineering Report Writing****3**

(C) Writing memorandums, business letters, and technical reports. Includes study of tone, style, unity, audience, and purpose in business and technical communication. Co-listed as CIS 203 and ENGL 202. Credit can be earned in only one of the following courses: ENG NR 231, CIS 203 or ENGL 202.

Prerequisites: ENGL 101 with a grade of "C" or higher or instructor's permission. Keyboarding skills recommended.

ENG NR 260**Thermodynamics****5**

(TE) Introduction to the basic principles of thermodynamics from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics by application to energy transformations and state changes in engineering problems.

Prerequisites: CHEM 150; MATH 153; PHYS 122; or instructor's permission.

ENG NR 298**Engineering Design Project****1**

(TE) Learn the engineering design process by conceptualizing a design project, and fabricating and testing a prototype. Design projects may be oriented toward regional design competitions and may be completed in teams or individually. Project requirements are tailored to student's educational and practical experience level. May be repeated two times for credit, enabling students to pursue projects one to three quarters in duration.

Prerequisite: Instructor's permission.

ENGINEERING TECHNOLOGY

Entrance to an engineering technology program at a university requires completion of some lower division courses offered in EvCC's engineering program. Additionally, requirements for Humanities, Social Science and Natural Science will have to be fulfilled. Completion of EvCC's Associate of Arts and Sciences degree leads to transfer to one of the three state universities specializing in one of the fields of engineering technology. Students may also complete a certificate or ATA degree program

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that prepares them for direct employment after one or two years of coursework.

Our faculty are in constant contact with university faculty and industry representatives to assure that the preparation offered at EvCC meets the standards demanded for transfer and/or employment. Contact the Science, Math & Occupations Division, 425-388-9429.

Faculty Advisor:

E. Davishahl 425-388-9246 edavishahl@everettcc.edu

ENG T 104**Electro-mechanical Blueprint Reading****3**

Instruction in interpreting electro-mechanical blueprints per ANSI Y 14. Emphasis on practical applications of this standard as applied to reading, interpreting, and troubleshooting with engineering drawings.

ENG T 105**Geometric Dimensioning and Tolerancing****3**

Theory and application of dimensioning and tolerancing per ANSI Y 14.5M. Dimensioning, tolerancing, and related practices used on engineering drawings. Emphasis on practical applications of this standard as applied to design, production and inspection.

Prerequisites: ENG NR 100 or ENG T 104 or instructor's permission.

ENG T 108**Drafting and Design I****4**

Fundamentals of design; preparation of design and working drawings. Includes production, detail and assembly drawings. May also include structural, welding, and piping drawings. A team design project including mechanical details, parts lists, and assembly drawings is part of the course. Student-supplied drafting equipment is required.

Prerequisites: ENG NR 100 or equivalent including an introduction to CAD. Additional CAD (ENG NR 123 or ENG T 203 is recommended).

ENG T 185**Computer Aided Drafting with CATIA v5****5**

Introduces drafting and design students to a professional computer-aided drafting software and related equipment. Students create and edit engineering drawings using a microcomputer-based drafting system and print/plot the results. Emphasizes Parametric Modeling.

Prerequisites: ENG NR 100 or equivalent with an introduction to CAD, or instructor's permission.

ENG T 201**Applied Statics****4**

Study of forces acting on structures at rest: free-body diagrams, trusses, friction and related material which may include hydrostatic pressures and loads, cables and arches. Scientific calculator required.

Prerequisites: MATH 065 and MATH 131 or instructor's permission.

ENG T 202**Applied Strength of Materials****4**



Analysis of tension, compression, shear, deformation, torsion, stress, and deflection of members including beams and columns; also includes connections and use of codes, tabular data, and construction materials commonly used in architectural and engineering design. Scientific calculator required.

Prerequisites: ENG T 201 or instructor's permission.

ENG T 203

Computer-Aided Drafting: AutoCAD

4

Introduction to professional computer-aided drafting using AutoCAD software. Lectures cover drafting techniques on a computer, use of related hardware and software. Lab sessions provide hands-on experience creating, editing and printing engineering drawings. An introduction to 3-D modeling is included.

Prerequisites: ENGR 100 including an introduction to CAD or instructor's permission.

ENG T 210

Civil Planning

5

Fundamental concepts of civil planning. Lectures cover the processes required for the conversion of a piece of undeveloped land to a finished development project. Topics to include engineering and surveying process for land development and local government functions as applied to planning and regulations of land design. Scientific calculator required.

Prerequisites: ENGR 100; MATH 131 or instructor's permission.

ENG T 229

Drafting and Design II

6

Second in series of design courses to include electro-mechanical packaging or light mechanical design and an introduction to schematic and printed wiring board layout. Fundamentals of symbology and their applications are presented. Team assembly project and redesign of existing project which may include layout of printed wiring board (PCB). Manufacturing processes and industry standards will be included. Emphasis on the design process, written and verbal communication skills, and independent research.

Prerequisites: ENG T 108 and either ENG T 203 or ENGR 123, or instructor's permission.

ENG T 230

Manufacturing Materials and Processes

5

Study of machines, tools, materials, and processes used in the manufacturing of components in industry. Topics include choice of materials and their applications; fixture design; machining; sheet metal fabrication and bending; welding, forging and casting; basic metallurgy; heat treatment; hardness testing; and the manufacturing, molding, and processing techniques used to produce plastic parts and composites.

Prerequisites: Sophomore standing or instructor's permission.

ENGLISH LANGUAGE AND LITERATURE

The English Department offers courses in skills development, composition, technical writing, creative writing and publication, literature, and language, as well as tutor training and independent study. These courses are designed to meet various student needs. Some focus on grammar, spelling and punctuation; others on reading or study skills; instruction in

the Writing Center is individualized. College-level courses in composition satisfy the Communication Skills requirement of the Associate of Arts and Sciences Option II degree and other degrees and programs. College-level courses in literature, language and creative writing satisfy Humanities and elective requirements of the Associate of Arts and Sciences Option II degree and other degrees and programs.

Placement in English Composition Courses

Initial placement in pre-college-level composition courses (ENGL 092, 097 and 098) and in College Writing (ENGL 101) is by the current assessment test(s) used by the College. A grade of C or higher in ENGL 101 is required for entry into composition courses numbered higher than ENGL 101 (102, 103, 201, 202, or 211).

Students who scored 3 or higher on the national Advanced Placement Examination in English may enroll in a higher-level composition course than ENGL 101. Students who transfer an English 101-level course from another college or university must have those credits validated by the Enrollment Services Office before enrolling in a higher level composition course.

Students who took an English placement test at another institution may submit those scores to the office of Enrollment Services for possible substitution for the test at Everett Community College.

Faculty Advisors:

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Skill Development

ENGL 090

The Writing Center

1-5

Self-paced study of writing in a lab setting with help of instructors and tutors. Students work on papers assigned in other classes or design an individual plan to include specific skills (spelling, punctuation, grammar) and writing (essays, letters, resumes, research papers, reports). Word processing and computer tutorials available. Ten hours of lab work for one credit. May be repeated up to 15 credits.

ENGL 091

Practical Writing for the Workplace

3

Introduction to basic writing skills for the workplace. Practice letters, memos, and resumes. Review basic grammar and punctuation. Meets general education requirement for vocational certificates.

ENGL 092

Practical Grammar

5

A thorough introduction to the mechanics of the sentence. Especially useful for native speakers preparing for ENGL 097 and ENGL 098.

Prerequisite: Placement by assessment score on the writing portion of assessment test.

ENGL 097

Beginning Grammar and Writing

5

Writing clear and effective sentences and paragraphs. May include parts of speech, sentence functions, sentence patterns, phrases, clauses, coordination, subordination, punctuation and capitalization.

Prerequisites: (1) See placement information above or (2) grade of C or higher in ENGL 092 or ESL 080.

ENGL 098

Introduction to College Writing

5

Writing and revising of paragraphs and essays of various types. Includes the writing process, diction, grammatical structures, paragraph and essay patterns, and rhetorical devices such as parallelism, transition, and analogy. (Specific sections fulfill degree diversity requirement.)

Prerequisites: (1) See placement information above or (2) grade of C or higher in ENGL 097.

Composition and Technical Writing

ENGL 101

College Writing

5

(C) Writing clear, unified, coherent, and well-developed essays of increasing complexity with an emphasis on critical thinking skills. Essays may be about literary or nonliterary texts, or they may rely upon such texts as points of departure for discussion. (Specific sections fulfill degree diversity requirement.)

Prerequisites: (1) See placement information above or (2) ENGL 098 with grade of C or higher.

ENGL 102

The Research Paper

5

(C) Writing single-source and multi-source essays with an emphasis on audience, voice, and current research techniques and documentation. (Specific sections fulfill degree diversity requirement.)

Prerequisite: Completion of ENGL 101 with grade of C or higher.

ENGL 103

The Critical Paper

5

(C) Writing critical analyses of culture and the arts, including film, music, art, and popular culture.

Prerequisite: ENGL 101 with a grade of C or higher.

ENGL 201

Writing Across the Curriculum

1

(C) Advanced study in composition designed to apply writing skills to academic subject disciplines. Offered in conjunction with courses designated as W (Writing Intensive) courses



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or by instructor's permission. May be repeated two times for credit.

Prerequisite: Completion of ENGL 101 with grade of C or higher.

ENGL 202

Report Writing

3

(C) Writing memorandums, business letters, and technical reports. Includes study of tone, style, unity, audience, and purpose in business and technical communication. Co-listed as CIS 203 and ENGNR 231. Credit can be earned in only one of the following courses: ENGL 202, CIS 203 or ENGNR 231.

Prerequisite: Grade of C or higher in ENGL 101.

ENGL 211

Advanced Composition

2

(C) Writing essays. Consideration of style, voice, analytical reading, and critical thinking beyond the 101 level.

Prerequisite: ENGL 101 with grade of C or higher.

Creative Writing and Publication

ENGL 105

Nonfiction I

3 or 5

(HP) Introduction to the writing, constructive analysis and revision of creative nonfiction. Techniques of fiction, poetry and drama will be applied to nonfiction and techniques of constructive criticism will be applied to the developing stages of the nonfiction writing. Students will apply a wide variety of writing techniques and critical perceptions to subjects of their own selection.

ENGL 106

Poetry I

3 or 5

(HP) Introduction to the writing, constructive analysis and revision of poetry. Poetic forms and terms will be learned and students will apply instructive critical analysis to both their own and other students' work. Tendencies and potentials will be identified for each student.

ENGL 108

Fiction I

3 or 5

(HP) Introduction to the writing, constructive analysis and revision of fiction. Fiction terms and techniques will be presented and applied to original student work and constructive analysis of original work will provide practical application.

ENGL 109

Screen and Play Writing I

3 or 5

(HP) Introduction to the writing, constructive analysis, and revision of original creative works for the visual media. Terminology, essential formats, and basic structural principles will be presented and applied to student work.

ENGL 165

Nonfiction II

3 or 5

(HP) Intermediate course in techniques of fiction, poetry and drama as applied to nonfiction using constructive criticism. Development of writing, constructive analysis and revision skills in creative nonfiction. Students will apply a wide variety of writing techniques and critical perceptions to subjects of their own selection.

Prerequisites: ENGL 105 or instructor's permission.

ENGL 166

Poetry II

3 or 5



(HP) Intermediate course in structural and content analysis as applied to student and professional examples of poetic techniques. Development of writing, constructive analysis and revision skills in poetry. Students are individually encouraged to pursue their own directions and to learn from the variety of student directions observed in the class.

Prerequisites: ENGL 106 or instructor's permission.

ENGL 168
Fiction II **3 or 5**

(HP) Intermediate development of writing, constructive analysis and revision skills in fiction. Exercises and comparative examples of original creative work will be presented and analyzed with student participation to further critical abilities and applications to student work.

Prerequisites: ENGL 108 or instructor's permission.

ENGL 169
Screen and Play Writing II **3 or 5**

(HP) Intermediate development of writing, constructive analysis and revision of original creative works for the visual media. Detailed analysis of student effort will provide the basic material for development and application of dramatic and visual principles to original creative screen and/or play writing.

Prerequisites: ENGL 109 or instructor's permission.

ENGL 205
Nonfiction III **3 or 5**

(HP) Advanced development of writing, constructive analysis and revision skills in creative nonfiction. Advanced techniques of fiction, poetry and drama will be applied to nonfiction and techniques of constructive criticism will be applied to the developing stages of the nonfiction writing. Students will apply a wide variety of writing techniques and critical perceptions to subjects of their own selection.

Prerequisites: ENGL 165 or instructor's permission.

ENGL 206
Poetry III **3 or 5**

(HP) Advanced development of writing, constructive analysis and revision skills in poetry.

Prerequisites: ENGL 166 or instructor's permission.

ENGL 208
Fiction III **3 or 5**

(HP) Advanced development of writing, constructive analysis and revision skills in fiction.

Prerequisites: ENGL 168 or instructor's permission.

ENGL 209
Screen and Play Writing III **3 or 5**

(HP) Advanced development of writing, constructive analysis and revision of creative works for the visual media.

Prerequisites: ENGL 169 or instructor's permission.

Literature and Language

ENGL 115

Understanding Literature 5

(H) Study of literary backgrounds, approaches, types, and techniques as a basis for reading, understanding, and enjoying literature.

ENGL 116 Introduction to Poetry 3 or 5

(H) The study of selected poets and their works designed to increase understanding and appreciation through close reading and analysis.

ENGL 119D Cross-Cultural Literature 5

(H,D) Examination of literary and critical texts from a variety of cultures in the United States and/or throughout the world.

ENGL 120D Native American Literature 5

(H,D) Exploration of theme, voice, and meaning through reading, analysis and discussion of selected poetry and prose works by Native American writers. Includes literary, cultural, and social frameworks.

ENGL 123 Introduction to American Literature 5

(TE) An exploration of American literature (fiction, autobiography, poetry, essays and drama), to include classic authors such as Hawthorne, Twain and James while emphasizing diverse themes and the voices of women writers, working-class writers and writers of color. (Specific sections fulfill degree diversity requirement.)

ENGL 135D Introduction to Cultural Studies 5

(H,D) Introduction to main issues, theories and methods in cultural studies, employing literary methodologies. Specific topics may include communication and mass culture; images and texts concerning contemporary production and consumption; issues of race, gender, class and the social construction of identity; and cultural and historical analysis of visual arts, music, film, literature, myth, ritual, everyday practices, built environments and material culture.

ENGL 171 Special Topics in Language and Literature 3 or 5

(H) Study of texts which focus on particular aspects of human experience. Specific focus will vary from term to term, but approach remains the same: analytical reading, writing, and discussion. May be repeated for credit with different topics.

Prerequisites: Instructor's permission required for some sections.

ENGL 172 Women Writers 3 or 5

(H) Reading and analysis of selected works of women writers to illustrate various cultural, sociological, political, and historical contexts.

ENGL 173 Science Fiction 3

(H) Study of short novels by contemporary writers such as Cherryh, Gibson, and LeGuin. Develops critical thinking skills and explores the human experience as presented in these novels. Familiarity with science fiction not necessary.

ENGL 183 Children's Literature 5

(H) An introduction to the rich literary tradition of books for children, with wide reading and in-depth analysis to determine a criteria for excellence. Includes the study of illustrations, historical perspectives, multicultural influences, and current trends in picture books,

traditional tales, realistic and historical fiction, and modern fantasy. (Specific sections fulfill degree diversity requirement.)

ENGL 185

Hispanic Literature

5

(H) Reading and analysis of poetry and prose of Spanish-speaking writers. Emphasis on diversity in theme, voices, and content.

ENGL 189D

Asian Literature

5

(H,D) Reading and analysis of selected poems, stories, novels and plays of various Asian and Asian-American cultures, from ancient to modern times. Emphasis on diversities and commonalities in theme, style, voice and content.

ENGL 203

Young Adult Literature

5

(H) Representative adolescent literature; an examination of the qualities that characterize the teen novel and an application of literary standards to them; a brief history of the genre; and a comparison of books from 1960 to the present. (Specific sections fulfill degree diversity requirement.)

ENGL 223

Twentieth-Century American Literature

5

(H) An exploration of American writers, Black, White, Hispanic, Native, Asian, male, and female in American poetry, novels, and short stories beginning with American modernism (approx. 1910-1945), and continuing through the post-modern era. (Specific sections fulfill degree diversity requirement.)

ENGL 232

Shakespeare: Early Works

5

(H) Comedies, history plays, and tragedies selected largely from the first half of Shakespeare's career.

ENGL 233

Modern British Literature

5

(H) Study of the writings of major British writers of the 19th and 20th centuries.

ENGL 234

Shakespeare: Late Works

5

(H) Shakespeare's problem plays, major tragedies, and late romances selected from the later half of his career.

ENGL 245

Modern Grammar

5

(H) Principles of modern English, including its sound system, methods of word formation, parts of speech, phrase structure, grammatical relations and complex structures. Not an ESL or developmental course.

Prerequisites: ENGL 101 or sophomore standing.

ENGL 251

Myth and Literature of Greece and Rome

5

(H) Study of major literary works of ancient Greece and Rome.

ENGL 252

Medieval and Renaissance Literature

5

(H) Study of major works of European literature from the Middle Ages, Renaissance, and Enlightenment (AD800-1800).

ENGL 253

Modern European Literature

5

(H) Study of major works of European literature from 1800 to the present, including



Romanticism, Realism, Modernism, and Postmodernism.

ENGL 263D

The Holocaust in Literature

5

(H) Study of the portrayal of the Holocaust in fictional genres. Issues addressed include the institutionalization of intolerance; the adequacy of language in the face of atrocity; the tension between the expectation of authenticity and the literary imagination; literature's role in liberating the silenced voices of persecuted minorities and the resonance of these voices with contemporary American concerns.

ENGL 285

Introduction to Linguistics

5

(H) Language as a basic human activity. The acquisition and use of language. Language systems: sounds, word formation, meaning, word order, syntax.

Prerequisites: ENGL 101 or sophomore standing.

Tutor Training and Independent Study

ENGL 150, 151, 152

Tutor Training and Practice

1-5 each

(TE) Peer tutoring techniques. Learn from supervised tutoring experiences in the Writing Center and from seminar discussions. One credit for 20 tutoring hours and one credit for ten seminars. Each course may be repeated up to five credits.

Prerequisites: Grade of B or better in ENGL 101 and Writing Center Coordinator's permission for ENGL 150; ENGL 150 for ENGL 151; ENGL 151 for ENGL 152.

ENVIRONMENTAL STUDIES

Students can take a multi-disciplinary, comprehensive program in environmental studies to transfer to a four-year college or university to obtain a baccalaureate degree. Internships are also available with the Department of Fish and Wildlife and Snohomish County Planning Department to learn more about practical applications in the field.

Environmental studies workshops and seminars provide information on energy and other environmental concerns.

Faculty Advisors:

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ENV S 101

Humans and Their Environment

5

(NS) Biological and ecological principles and how they pertain to current issues of population growth and control, diminished food supply, water, air and noise pollution, and similar environmental issues.

Prerequisite: ENGL 098 with a grade of C or higher.

ENV S 150

Land Use Planning and Regulation

3

Introductory course covers the legal framework of land use and regulation, comprehensive planning, zoning, variances, subdivision procedures, planning regulations, shoreline management, and the State Environmental Policy Act. Designed for real estate salespeople, land surveyors, developers and other interested citizens.

ENV S 165

Ecology, Biodiversity & Conservation

5



(NS-L) The effects of human population growth on changing ecosystems, energy flow, biological diversity, and sustainability of living resources. First quarter of a three-quarter sequence for environmental studies or resource management majors or single-quarter general interest course.

Prerequisites: ENGL 098 with a grade of C or higher or eligible for placement in ENGL 101; MATH 028 or equivalent.

FABRICATION

See Welding

FAMILY LIFE EDUCATION

The College offers a comprehensive Family Life Education Program. The core of the program consists of some two dozen college-supervised parent cooperative preschools throughout Snohomish County. The parent cooperatives provide supervised preschool experiences for children and family life skill training for parents or substitute parents. Groups are available for families with children from birth to pre-kindergarten age. Parents or substitutes meet at the preschool laboratory weekly and also attend regularly scheduled seminars.

Additional courses in family life education are offered as a direct result of community requests.

Faculty Advisors:

C. Dunnigan	425-388-9300	cdunnigan@everettcc.edu
M. King	425-388-9302	mking@everettcc.edu

FAM L 030, 031, 032

Parent Cooperative Preschool I 2 or 3 each

Parent education and family life skill training for parents of children from 18 months to pre-kindergarten age. Observation and supervision of young children in laboratory preschool. Laboratories meet one to four times weekly; parents participate once weekly and attend monthly seminar class.

Prerequisite: Instructor's permission.

FAM L 033, 034, 035

Parent Cooperative Preschool Group-Infants I 2 each

A parent cooperative for parents and their infants (ages 1-11 months, or 12-17 months) which provides practical education in child development, infant activities, nutrition, safety, health, and consumer education.

Prerequisite: Instructor's permission.

FAM L 040, 041, 042

Parent Cooperative Preschool II 2 or 3 each

Parent Education and family life skill training for parents of children from 18 months to pre-kindergarten age. Observation and supervision of young children in laboratory preschool. Laboratories meet one to four times weekly; parents participate once weekly and attend monthly seminar class.

Prerequisite: Instructor's permission.

FAM L 043, 044, 045

Parent Cooperative Preschool Group-Infants II 2 each

A parent cooperative for parents and their infants (ages 1-11 months, or 12-17 months) which provides practical education in child development, infant activities, nutrition, safety, health, and consumer education.

Prerequisite: Instructor's permission.

FAM L 050, 051, 052

Parent Cooperative Preschool III 2 or 3 each

Parent Education and family life skill training for parents of children from 18 months to pre-kindergarten age. Observation and supervision of young children in laboratory preschool. Laboratories meet one to four times weekly; parents participate once weekly and attend monthly seminar class.

Prerequisite: Instructor's permission.

FAM L 053, 054, 055

Parent Cooperative Preschool Group-Infants III 2 each

A parent cooperative for parents and their infants (ages 1-11 months, or 12-17 months) which provides practical education in child development, infant activities, nutrition, safety, health, and consumer education.

Prerequisite: Instructor's permission.

FAM L 060, 062, 064

Parent Cooperative Preschool Group I 3 each

Parent education and family life skill training for parents of children from 18 months to pre-kindergarten age. Observation and supervision of young children in laboratory preschool. Laboratories meet four times weekly; parents participate once weekly and attend once-monthly class.

Prerequisites: Instructor's permission; income eligible.

FAM L 061, 063, 065

Family Life Preparation for Dual Role of Homemaker and Wage Earner 4 each

Consumer and homemaking skills training to prepare for dual role of homemaker/wage earner for parents of children from 18 months to pre-kindergarten. Includes observation and supervision of young children in laboratory preschool. Laboratories meet four times weekly; parents participate once weekly and attend once-monthly class.

Corequisites: FAM L 060 for FAM L 061; FAM L 062 for FAM L 063; FAM L 064 for FAM L 065.

FAM L 070, 072, 074

Parent Cooperative Preschool Group II 3 each

Parent education and family life skill training for parents of children from 18 months to pre-kindergarten age. Observation and supervision of young children in laboratory preschool. Laboratories meet four times weekly; parents participate once weekly and attend once-monthly class.

Prerequisites: Instructor's permission; income eligible.

FAM L 071, 073, 075

Family Life Preparation for Dual Role of Homemaker and Wage Earner 4 each

Consumer and homemaking skills training to prepare for dual role of homemaker/wage earner for parents of children from 18 months to pre-kindergarten. Includes observation and supervision of young children in laboratory preschool. Laboratories meet four times weekly; parents participate once weekly and attend once-monthly class.

Corequisites: FAM L 070 for FAM L 071; FAM L 072 for FAM L 073; FAM L 074 for FAM L 075.

**FAM L 090, 092, 094****Parent Cooperative Preschool Group III****3 each**

Parent education and family life skill training for parents of children from 18 months to pre-kindergarten age. Observation and supervision of young children in laboratory preschool. Laboratories meet four times weekly; parents participate once weekly and attend once-monthly class.

Prerequisites: Instructor's permission; income eligible.

FAM L 091, 093, 095**Family Life Preparation for Dual Role of Homemaker and Wage Earner****4 each**

Consumer and homemaking skills training to prepare for dual role of homemaker/wage earner for parents of children from 18 months to pre-kindergarten. Includes observation and supervision of young children in laboratory preschool. Laboratories meet four times weekly; parents participate once weekly and attend once-monthly class.

Corequisites: FAM L 090 for FAM L 091; FAM L 092 for FAM L 093; FAM L 094 for FAM L 095.

FAM L 140**Foster Parent Education****5**

For licensed foster parent providers and caseworkers. Explores communication skills, human needs, child development, discipline, and problem solving techniques to promote good relationships between the child and foster parent.

Prerequisite: DSHS referral.

FAM L 141**Independent Living Skills****3**

Designed for foster parents and social workers that work with adolescents in foster care, focusing on assessing an adolescent's emotional readiness and willingness to learn the skills necessary for successful independent living. An extensive assessment (including a developmental assessment) will be completed as well as a written plan for helping an adolescent make the transition to independent living.

Prerequisite: DSHS referral.

FAM L 150**Parent Cooperative Preschool****2 or 3**

Combined with FAM L 030, 040, 050, 060, 070, or 090 series classes. Students take 150 if they desire 100-level credit. Term paper required for 150. May be repeated two times for credit.

Prerequisite: Instructor's permission.

FILM/CINEMA

Also see Philosophy 150, Psychology 150 or Sociology 150.

FILM 100**Introduction to Film****5**

(H) Critical survey of form, style and content of American and international film. Narrative and non-narrative forms. Design, cinematography, editing and sound as elements of style. Cultural content of film.

FIRE SCIENCE

The Fire Science Program is designed to prepare participants to begin a career in the fire service as well as for career advancement. Instruction includes fire suppression, fire investigation, fire prevention, emergency and rescue systems, emergency response, hazardous materials, instructor training, supervision and coordination with other agencies. Some of the training is

done at off-campus sites, including area fire agencies and the WSP Fire Academy at North Bend.

This is a self-support program that receives no state funds. As a result, the fees for the classes are designed to provide all program support, including the purchase of needed equipment, staffing, supplies, etc. For more information about these programs send email to fscience@everettcc.edu

Contact:**J. Kraske****425-388-9591****jkraske@everettcc.edu****FIRE 100****Fire Fighting Basic Techniques****19.5**

Basic fire fighting skills. Includes orientation and safety, introduction to the history of fire departments and today's fire service as a career, fundamentals of fire behavior, building construction, personal protective equipment, department communication, extinguishers, water supply, fire stream, fire hose, ropes and knots, ground ladders, fire control, ventilation, rescue and extrication, loss control, fire detection, alarms and suppression systems, hazardous materials, first aid, and fire prevention/public education. Special emphasis on safety and how it relates to fire fighting. Students will don personal protective equipment and experiment with various black-out situations. Two class sessions will be held at the North Bend Fire Academy. Live fire experience will be included. Meets NFPA 1001. Successful students will be qualified to sit for the state Fire Fighter I exam.

Prerequisites: Approved course application, orientation and instructor's permission.

FIRE 102**Introduction to the Fire Service****2.5**

Acquaints new fire fighters with the history, traditions, terminology, and organization of the fire service; describes the fire service as a career; explains fire service organizations; and covers fire department organization, equipment and facilities; physical fitness and health considerations. Also provides an introduction to accountability and the Incident Management System. Meets NFPA 1001, NFPA 1500, and NFPA 1521.

Prerequisites: High school completion or equivalent; instructor's permission.

FIRE 103**Engine Company Basic Operations****3**

Covers fire flow testing, relay and shuttle operations, and water supply management, size and carrying capacity of mains, hydrant specifications, maintenance procedures, relevant maps and recordkeeping procedures. Explains the characteristics of fire and water, describes the types of water streams and nozzles, and covers the procedures for developing streams. Overview of pumper, tankers, brush apparatus and aerial apparatus. Details the basic methods of handling hose, including large diameter hose; hose and coupling construction and maintenance; fire behavior procedures. NFPA 1001, NFPA 1002.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 104**Fire Department Community Relations****2**

Provides development of communication skills in assigning instruction, orders, and information. Promotes customer service and shows how it is intertwined with fire prevention and public education.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 106

**Ladder Company Basic Operations****3**

Fundamentals of a ladder company operation, including handling and maintaining various types of ground ladders and factors affecting ladder placement; introduction to different methods and systematic ways of ventilating buildings with heated air, smoke, and gases; rope applications, including hauling tools, accomplishing rescues from areas of different elevations, stabilizing vehicles, and cordoning off areas; forcible entry; special rescues; salvage and overhaul; and vehicle operation. NFPA 1001, NFPA 1002.

Prerequisites: FIRE 102 and FIRE 103; or instructor's permission.

FIRE 110**Fire Suppression Systems****3**

Concepts and standards of fire protection systems including fire detection devices, alarms, and sprinkler systems. Fire codes and how they are enforced. NFPA 1001, NFPA 1002, and NFPA 1031.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 120**Pump Operations/Hydraulics****3**

Hydraulic laws and formulas, pump design, practical operation of pumps, pump operation theory, methods for testing, inspecting and maintaining fire pump installations. Addresses the driver/operator's manual on operating fire pumps and pumping apparatus.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 122**Fire Company Operations I****3.5**

In-depth course in the Incident Management System and how it is used on the fire ground including first-in company tactics.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 124**Hazardous Materials to Operations Level****3**

Awareness and operations level study of explosive, toxic, and hazardous materials with emphasis on intelligently handling fire situations. Students will learn to recognize and identify hazardous materials through introduction to systematic classification of relationships between groups of materials with similar characteristics, showing how and where they are used. Students will learn to evaluate shipping documentation for dangerous materials identification, and learn where assistance can be found for hazardous materials emergencies. NFPA 472.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 200**Fire Company Operations II****3**

Officer level training in multi-level planning, implementing, and evaluating basic and advanced fire tactics.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 202**Fire Investigation and Evidence Preservation****3**

Overview of the methods used to determine areas of origin, fire causes, fire spread, and other aspects of fire behavior. Recognition of accidental and incendiary fires, securing and preserving evidence of suspected arson, witness interrogation methods.

Prerequisites: FIRE 102 and FIRE 103; or instructor's permission.

FIRE 203**Building Construction Fundamentals****3**

Course covers the basic building construction and design necessary for providing proper fire protection features; emphasizing types of construction used in regard to materials, flame spread, fire resistiveness, and fire retardant qualities in certain types of occupancy and building use.

Prerequisites: FIRE 102 and FIRE 103; or instructor's permission.

FIRE 205**Fire Department Company Officer****3**

Introduction to government and fire department structure, roles, responsibilities and legal liability of the first line supervisor. Also covers concepts of leaders and supervision, public education, labor relations, budgeting, communications, fire prevention, fire suppression and fire fighter safety. NFPA 1021.

Prerequisite: FIRE 102 or instructor's permission.

FIRE 230**Fire Personnel Supervision I****1.5**

First of four levels of training for the company officer to provide basic leadership skills and the tools needed to perform effectively in the fire service environment.

Strategies for company success. Techniques and approaches to problem solving, ways to identify and assess the needs of the company officer's subordinates, methods for running meetings effectively in the fire service environment, and decision-making skills for the company officer.

Prerequisite: Instructor's permission.

FIRE 231**Fire Personnel Supervision II****1.5**

Strategies for personal success. Second of four-level training for the company officer to provide basic leadership skills and the tools needed to perform effectively in the fire service environment. Addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment, and management of the multiple roles of the company officer.

Prerequisite: Instructor's permission.

FIRE 232**Fire Personnel Supervision III****1.5**

Strategies for supervisory success. Third in a series of four-level training for the company officer to provide basic leadership skills and tools needed to perform effectively in the fire service environment. Covers when and how to delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching/motivating techniques.

Prerequisite: Instructor's permission.

FIRE 233**Fire Personnel Supervision IV****1.5**

Managing Company Tactical Operations. Fourth in series of four-level training for company officers to provide basic leadership skills and tools needed to perform effectively in the fire service environment. Examines practices dealing with confinement, extinguishment, water supply, salvage, and offensive and defensive fire fighting operations. Includes a major fire simulation activity.

Prerequisite: Instructor's permission.

FIRE 240**Instructor I Certification****3**

Prepares candidates to demonstrate the knowledge and ability to conduct instruction from prepared materials. Covers characteristics of good instruction, role of the instructor in the fire service, summary of psychology of learning, procedures for planning and presenting instruction, evaluation, and testing techniques. Includes instructional planning, development, methods, techniques, materials, aids, and evaluation/testing. Meets NFPA Standard 1041.

Prerequisites: FIRE 102 or instructor's permission.

FIRE 242**Trench Rescue****.5**

Basic knowledge and technical skills needed to perform rescue operations in a trench cave-in. Focuses on site hazard identification, scene management, and mitigation techniques. Students will perform rescue operations.

Prerequisite: Instructor's permission.

FIRE 243**Confined Space Rescue****1**

Knowledge and technical skills needed to perform rescue operations in a confined space. Focuses on site hazard identification, scene management, and rescue techniques used to increase the level of rescuer and victim safety. Students train and simulate actual rescue operations in confined space environments using SCBA and SABA.

Prerequisite: Instructor's permission.

FIRE 244**Rescue Systems I****2.5**

Operational level disaster preparedness skills in the moving and shoring of heavy objects, basic rope rescue (high and low angle), ladder rescue systems and emergency building shoring. Emphasis will be on problem solving and rescue team organizations using scenario based instruction.

Prerequisite: Instructor's permission.

FIRE 245**Rope Rescue****2.5**

Includes disaster preparedness skills the moving and shoring of heavy objects, basic rope rescue (high and low angle) ladder rescue systems and emergency building shoring. Emphasis will be on problem solving and rescue team organizations using scenario based instruction.

Prerequisites: FIRE 244 or instructor's permission.

FIRE 247**Swiftwater Rescue****1**

Technical skills for rigging river, shore-based and boat-based rescues, special situations and searches/recoveries. Addresses specific dangers of swiftwater for victim and rescuer.

Prerequisite: Instructor's permission.

FIRE 248**Aircraft Rescue and Fire Fighting Awareness****1**

Introduction to airports and aircraft, including aircraft engines and systems and extinguishing agents. Covers fire prevention, post-incident operations and communication systems for airports and aircraft incidents.

Prerequisite: Instructor's permission.

**2004 -2005 CATALOG****COURSES****FIRE 249****Wildland Fire Fighting****2.5**

Training in basic wildland fire fighting through DNR standards. Includes the effects of fuel, weather and topography on wildland fire behavior; wildland water supply; initial fire ground command; fire suppression methods; wildland/urban interface; and fire protection planning. Successful completion earns a Pacific Northwest Coordinating Group Red Card. NFPA 1051.

Prerequisite: Instructor's permission.

FOREIGN LANGUAGES AND LITERATURE

See World Languages, Continuing Education, American Sign Language, French, German, Japanese, Russian, Spanish

FRENCH**Faculty Advisors:****D. Stewart****425-388-9401****dstewart@everettcc.edu****V. Martin****425-388-9375****vmartin@everettcc.edu****FRNCH 101, 102, 103****Elementary French****5 each**

(H) Beginning sequence of courses to practice functional elements of French pronunciation and grammar in the context of practical conversational French. Listening, reading and writing to communicate in a logical, natural, and personalized way.

Prerequisites: None for FRNCH 101; FRNCH 101 or placement test for FRNCH 102; FRNCH 102 or placement test for FRNCH 103.

GENERAL BUSINESS

General Business courses for vocational and transfer students are offered through the Business and Applied Technology Division. These courses include management, supervision, marketing, business communications, small business management, business math, statistics, and business law.

Degree and certificate programs include:

- ❖ Associate in Business degree with preparation for majors in business, intended for transfer to a four-year college or university.
- ❖ Associate in Technical Arts degree in Business Administration.

Specific curriculum guides for each of these programs are available in the Enrollment Services Office and from program advisors.

Many of the courses offered serve those who are interested in a specific skill development and learning, rather than a degree or certificate program. Check the specific course description and prerequisites for any courses of interest.

Faculty Advisors:**M. Kolosseus****425-388-9364****mkolosseus@everettcc.edu****C. Lewis****425-388-9559****ctlewis@everettcc.edu****GN BS 100****Business Transfer Program Orientation and Planning****1**

Planning class for students wishing to complete four-year degree in business or related areas. Planning strategies for AAS degree, selection of universities and transfer requirements,



selection of concentrations within those programs as influenced by career exploration, and application/entrance requirements. Guest speakers representing business programs at nearby universities, as available. Developing student success skills. Highly recommended first quarter course for Accounting, Business, Economics or related major.

GN BS 101**Introduction to Business**

5

(SS) Survey of, and orientation to, the American business system. Overview of business environment, private enterprise system, business organization, management processes, and business operation. Intended as an introductory course for students majoring in any field of study.

GN BS 104**Business English**

5

Includes writing, editing, or preparing final copy for distribution, publication, or transcription, and reinforcement of business English skills. Review of abbreviations, capitalization, grammar, numbers, compounds and hyphenations, possessives, punctuation, spelling, and word confusions.

GN BS 105**Small Business Management**

5

Survey course in small business management. Includes starting and operating a small business, causes of business failures, sources of financing, marketing methods, legal forms of business organization, understanding accounting reports, and how to seek assistance from the Small Business Administration. Not intended for transfer.

GN BS 110D**Business Communications**

5

(D) Study of business communications principles within the global workplace. Includes effectively presenting good, neutral, and bad news, direct and persuasive requests, short reports, and spoken presentations to diverse audiences. Also includes improving listening skills and interpreting nonverbal communication within varying cultures.

Prerequisites: Recommended GN BS 104 and placement in ENGL 098.

GN BS 120**Mathematics for Business**

5

Elementary course for students seeking business and other ATA degrees and certificates. Brief review of arithmetic, including, fractions decimals and percents. Topics include invoice terms and discounts; mark-up and mark-down; inventory valuation methods; reconciling bank statements; payroll; interest; present and future value of single amounts and annuities; sinking funds and amortization; installment buying; financial statements; basic statistical measures. Not intended for transfer. Co-listed as MATH 120. Credit cannot be earned for both.

Prerequisites: Strong arithmetic skills or MATH 014. MATH 017 or equivalent recommended.

GN BS 150**Principles of Marketing**

5

(TE) Introductory study of marketing concepts viewed from a managerial approach. Study of fundamental business activities that direct flow of goods and services from producer to consumer. Includes promotion, distribution and pricing.

GN BS 154**Fundamentals of Supervision**

5

Emphasis on the human factor in business; the job of the supervisor; human relations; art of leadership; how to convert policy into action; job analysis and performance; how and when to discipline; and supervision of different types of workers. Intended for present and future supervisors. Not intended for transfer.

GN BS 200**Principles of Management**

5

(TE) Introduction to basic principles of good business management. Consideration of basic management functions of organizing, planning, directing, staffing, and controlling.

GN BS 201**Elements of Statistics**

5

(Q, NS) Introductory course. Descriptive methods, probability, sampling distributions, hypothesis testing, confidence intervals, correlation, ANOVA, chi-square tests. For students in any major. Credit may not be earned in both MATH 281 and GN BS 201.

Prerequisites: MATH 140 or equivalent.

GN BS 220**Business Law**

5

(SS) Origin, evolution, concepts and functions of law and judicial system. Includes contracts, agency, torts, Uniform Commercial Code, and constitutional law, forms of business organization, consumer legislation and crime. Emphasis is on gaining a practical understanding of rights and obligations arising from entering into contracts. Business students intending to transfer to University of Washington should enroll in Political Science 200. Required law course for business students intending to transfer to Washington State University.

Prerequisites: Sophomore standing or business experience recommended.

GEOGRAPHICAL INFORMATION SYSTEMS**Faculty Advisors:**

K. Lyste

425-388-9381

klyste@everettcc.edu

GIS 200**Introduction to Computer Cartography**

5

(NS) Study of sequential map construction skills. This course stands alone as an introductory cartography class, and prepares students for working with spatial databases in GIS 201. Course focus is on digital techniques used in drawing and labeling maps. The student will utilize computer software to design and print maps.

Prerequisites: Completion of ENGL 098 with a grade of C or higher or test placement into ENGL 101; completion of MATH 059 or equivalent geometry skills; completion of CIS 100 or file management skills; or instructor's permission.

GIS 201**Introduction to Geographic Information Systems**

5

(NS) Study of the collection, analysis, display and archiving of spatially referenced data. This is the essential geographic information planning and decision-making tool utilized by public agencies and private industry. Course focus is on principles of GIS design and operation. Hands-on experience in GIS application software will be incorporated into course work.

Prerequisites: Completion of ENGL 098 with a grade of C or higher or test placement into ENGL 101; completion of MATH 059 or equivalent geometry skills; completion of CIS 100 or file management skills; or instructor's permission.

GIS 205**Applications in Geographic Information Systems**

5

(NS) An extension of GIS 201. Course focus in applying spatial analysis techniques, different methods of data input, advanced display techniques with 3D imagery, and working with software programming. Hands-on experience in intermediate GIS applications and associated software will be incorporated into course work, including methods of gathering and geo-referencing GPS field data. ArcGIS 8.x will be explored in last sequence of class.

Prerequisites: Completion of or concurrent enrollment in GIS 201.

GIS 250
Internship in Geographic Information Systems 5
Supervised work experience. May be with a qualified employer or in a project with a public or private industry. Students must have completed most of the required coursework and receive instructor's permission. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor.
Prerequisites: GIS 200 and GIS 201 or instructor's permission.

GEOGRAPHY

Faculty Advisor:
K. Lyste 425-388-9381 klyste@everettcc.edu

GEOG 101
Introduction to Geography 5
(SS) General introduction to the physical and cultural processes and features of different world regions. Study of various regions in terms of physical and cultural elements to demonstrate contrasting uses of the physical environment around the world.

GEOG 102
World Regional Geography 5
(SS) Study of major geographical regions of the world. A study of the cultural and physical characteristics, resulting patterns of land use, and interrelationship between people and environment. Major regions of study include former Soviet Union, Europe, Asia (East, Southeast, South and Southwest), Africa, North and South America.

GEOG 200
Economic Geography 5
(SS) Survey of the distribution of industrial, agricultural, resource extraction, and consumption activities of the world. A study of the local, national, and international economic relationships and spatial organization of such.

GEOG 201D
Cultural Geography 5
(SS,D) Study of the interrelationship between cultural or human factors and physical environment in different world regions; research of such cultural factors as religion, language, political systems, economic activity, human migrations, settlement patterns, population factors, and present environmental concerns.

GEOG 205
Physical Geography 5
(NS) Survey of physical features of the natural environment and their control, formation, and distribution, including: atmosphere and climate, water bodies, soils, vegetation, the earth's composition, and landforms.

GEOG 220
Geography of Asia 5
(SS) A geographical study of the Asian nations, excluding Russia. Regions studied include Southwest Asia (Middle East), South Asia, Southeast Asia, Central Asia, and East Asia. Physical and cultural environments and inter-Asian relations are studied.



2004 -2005 CATALOG

COURSES

GEOG 230
Political Geography 5
(SS) An introduction to the study of politics and physical territory as they affect the geographic environment. A spatial analysis of the present geopolitical phenomena worldwide; including the emergence of new nation-states, international organizations, and nation-state alliances in the United Nations.

GEOG 240
Geography of the Pacific Northwest 5
(SS) A survey of the physical and cultural features of the Pacific Northwest (particularly Oregon and Washington). The physical features include the geological development, landforms, climate, natural vegetation, soils, water bodies, and geographical location. The cultural features include history, population patterns, economic patterns, and the contemporary environment.

GEOSCIENCE

Faculty Advisor:
S. Grupp 425-388-9450 sgrupp@everettcc.edu

GEOS 100
Earth Science 5
(NS-L) Study of Earth as a diverse system of interrelated processes. The origin and nature of Earth's surface, interior, oceans, atmosphere, and surrounding space. Emphasis on the interactions between humans and Earth. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: ENGL 098 or skills assessment at ENGL 101 or higher level.

GEOS 101
Introduction to Geological Science I 5
(NS-L) Introduction to geologic processes, emphasizing composition and structure of Earth. The dynamic nature of Earth's crust, mantle, and core. The forces that have shaped Earth: earthquakes, volcanoes, plate tectonics and mountain building. Laboratory projects stress hands-on experiments and field experiences.
Prerequisites: ENGL 098 (or equivalent).

GEOS 102
Introduction to Geological Science II 5
(NS-L) Introduction to the dynamic geologic processes responsible for shaping Earth's surface. Emphasis on the forces that shape Earth's surficial features: rivers, glaciers, groundwater, oceans, and deserts. How humans interact with Earth: geologic hazards, environmental geology and resource management. Laboratory projects stress hands-on experiments and field experiences.
Prerequisites: ENGL 098 (or equivalent).

GEOS 103
The Evolving Earth 5
(NS-L) Introduction to the geologic history of Earth, emphasizing North America and the Pacific Northwest. Topics include plate tectonics, colliding and rifting of the continents, reconstruction of past environments, and the origin and evolution of life. Laboratory projects stress hands-on experiments and field experiences.



Prerequisites: ENGL 098 (or equivalent).

GEOS 105

Dinosaurs and Extinctions

5

(NS) The Era of Dinosaur evolution and extinction. Emphasizes observation and interpretation techniques used to infer past geological conditions and events. Topics include fossilization, evolution, geologic time, extinction hypotheses, and dinosaur classification and anatomy.

Prerequisites: ENGL 098 (or equivalent).

GEOS 113

Environmental Geoscience

5

(NS-L) Exploration of the relationships and interactions between humans and Earth. Survey and evaluation of Earth's hazardous processes, such as earthquakes, volcanoes, floods, and landslides. The origin and nature of Earth's geologic resources. The environmental implications of extracting and using Earth's resources. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: ENGL 098 (or equivalent).

GEOS 190

Regional Geoscience Field Exploration

1-5

(NS-L) Field trips to localities of geologic interest in the western United States. Emphasis on use of geologic principles to interpret field evidence found in landscapes and rocks. May be repeated two times for credit.

Prerequisites: ENGL 098 (or equivalent).

GEOS 208

Pacific Northwest Geology

5

(NS-L) Geologic history of Washington, Oregon, and Idaho. Emphasis on use of geologic principles to interpret field evidence found in landscapes and rocks. Weekly field trips to local areas of geologic interest. Optional weekend field trips.

Prerequisites: ENGL 098 (or equivalent).

GERMAN

Faculty Advisors:

D. Stewart

425-388-9401

dstewart@everettcc.edu

GERM 101, 102, 103

Elementary German

5 each

(H) Beginning sequence of courses to practice functional elements of German pronunciation and grammar in the context of practical conversational German. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: None for GERM 101; GERM 101 or placement test for GERM 102; GERM 102 or placement test for GERM 103.

GERM 190

Student Exchange to Germany

5

(TE) This cultural exchange program to Germany offers students an opportunity for a three-week home-stay with a German family. Course activities will include visits to a German school, tours of cultural and historical sites, a close-up look at aspects of the German economy, media, and popular culture, as well as geography and politics.

Prerequisite: Instructor's permission.

GERM 201, 202, 203

Intermediate German

5 each

(H) Continuation of GERM 101-102-103. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: GERM 103 or placement test for GERM 201; GERM 201 or placement test for GERM 202; GERM 202 or placement test for GERM 203.

GRAPHIC ARTS

The Graphic Arts program is part of the Visual Communications area of the Institute for Media and Creative Arts. This program offers students training in Graphic Design and Digital Illustration and is tied to the Multimedia Production-Web Design program (see Multimedia Production). Students have several options to meet their educational needs, including a two-year Associate in Fine Arts degree, a one-year certificate, a three-course endorsement and an opportunity to broaden their skills by "specializing" in photography, studio art, web site design or small business management. Graphic design workstations form the base for instruction including close ties with photography and studio art facilities. Industry-standard software is used in all courses. Students interested in careers in commercial or industrial design, graphic design, illustration, web site design, technical illustration, video illustration, multimedia design, advertising design, fine arts and art education are encouraged to see the faculty advisor.

Faculty Advisor:

G. Kammer

425-388-9439

gkammer@everettcc.edu

GRAPH 100

Introduction to Macintosh Computers

3

Introduction to the Macintosh computer and overview of peripheral devices and graphic design applications for students majoring in graphic arts, multimedia, or taking classes in graphic arts for general studies and distribution credit. Emphasis is on the Macintosh operating system, scanners, printers, graphic arts applications, and file management.

GRAPH 101

Graphic Design I

5

Introduction to graphic designing for advertising and sales display, and to the varied uses of typography. Instruction includes the use of publication design and illustration software. Study covers basics of typography, commercial design, photo scanning and editing of digital art. Design emphasis on print and Internet advertising and commercial presentation.

Prerequisites: Some Macintosh computer experience or GRAPH 100 with a grade of C or higher.

GRAPH 102

Graphic Design II

5

Graphic design for publications, including instruction and application of the principles of typography. Includes the use of publication design and illustration software. Basics of typography, varied publications formats and styles, photo scanning, editing of digital art and color printing. Projects emphasize designing for newspapers/newsletters, magazines, catalogs and brochures.

Prerequisite: GRAPH 101 with a grade of C or higher.

GRAPH 110

Digital Illustration I

5

Study of design concepts emphasizing formal compositional issues, investigation of visual communication and typographic design. Course uses digital hardware and software, investigates the medium's potential, limitations, relationship to drawing and photography, and color theory. Students learn creative ways of using natural visual abilities, imagination, and diagramming to organize thoughts and ideas. Includes intensive computer-aided training in digital imaging and vector-based illustration software.

Prerequisites: Some Macintosh computer experience or GRAPH 100 with a grade of C

or higher.

GRAPH 113

Digital Illustration II

5

Explores vector-based illustration methods for creating graphics, technical illustrations, and visual presentation of information and data. Projects include product illustration and the use of photographs, type, diagrams, charts, graphs, tables and maps.

Prerequisites: GRAPH 110 with a grade of C or higher or instructor's permission.

GRAPH 115

Digital Illustration III

5

Explores the creative process using digital imaging software, digital photography, image manipulation and a wide variety of image generating techniques. Assigned problems often include digital and conventional photography, drawing and painting using a computer and traditional media, collage, found objects and natural objects from the environment. Emphasis is placed on exploration and innovative use of software tools and incorporation of traditional art media.

Prerequisites: GRAPH 110 with grade of C or higher, or instructor's permission.

GRAPH 118

Desktop Publishing Workshop

3

Workshop in desktop publishing, using publication design software (such as QuarkXPress). Instruction and practice in designing advertisements, brochures and newsletters. Subjects include typography, page layout, grid design, style palettes and scanning photographs. May be repeated one time for credit.

Prerequisites: GRAPH 102 or GRAPH 110 with a grade of C or higher or instructor's permission.

GRAPH 120

History of Graphic Design

5

Survey of graphic design history through slide lectures and integrated design projects. Provides an overview of the origins of visual and written communication, the development of graphic design and its evolution through international, social, political, and technological developments since 1450. Emphasis on printed work from 1880 to 1990 and new media design to the present day.

GRAPH 128

Digital Illustration Workshop

5

Workshop in digital illustration for graphic and fine artists who are seeking an open creative environment to explore digital imaging applications as a tool to expand their graphic and artistic expression. Lectures, classroom demonstrations, self-guided tutorial exercises and assigned design exercises. Students will develop a personal style using digital imaging tools. May be repeated two times for credit.

Prerequisites: GRAPH 115 with a grade of C or higher or instructor's permission.

GRAPH 213

Professional Projects: Graphic Design

5

Current trends, professional issues and practices. Projects include creation of advanced level graphic design pieces, including corporate identity. Topics include project planning, studio practice, contracts and invoicing. Co-listed as MULTI 213.

Prerequisites: GRAPH 102 with a grade of C or higher or instructor's permission.

GRAPH 231

Typography

Introduces lettering skills and the history and foundation of letterforms. Emphasizes placement of display and text type in a formatted space and the relationships between the appearance and readability of letterforms. Students work in a traditional context of hand rendering type and are introduced to contemporary technology setting type in a page layout and illustration applications.



Corequisite: GRAPH 101 recommended but not required.

GRAPH 250

Graphic Arts Internship

2-5

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisite: Instructor's permission.

GRAPH 251

Publication Design I

5

Fundamentals of art publication design producing the annual art and literary publication of student works, Vibrations Magazine. Topics include layout, digital pre-press, digital image preparation for print, planning a major print project, working directly with a printer through all prepress issues and processes.

Prerequisites: GRAPH 101, GRAPH 110, GRAPH 120 or instructor's permission. Recommended concurrent enrollment in PHOTO 221.

GRAPH 252

Publication Design II

3

Fundamentals of art publication production processes in the annual art and literary publication of student works, Vibrations Magazine. Topics include fundamental offset printing processes, how to conduct a press check, assembling press-ready design on the computer and archive for print production, digital pre-press methods in scanning and image prep for offset press, and working directly with a printer through all press production issues and processes.

Prerequisites: GRAPH 251 or instructor's permission.

GRAPH 261

3D Computer Illustration

5

Exploration of techniques used to generate 3D computer illustrations using modeling and animation software. Initial concepts from thumbnail sketches to 2D computer generated shapes to extruded profiles producing objects within a 3D environment. Illustrations exported to digital imaging software for use in print and Internet publications.

Prerequisites: GRAPH 110 with a grade of C or higher or instructor's permission.

GRAPH 262

3D Computer Illustration II

5

Advanced techniques in three-dimensional computer illustration. Students will learn advanced modeling, creating techniques, creating photo-realistic materials, lighting for a variety of moods and special effects, dramatic camera angles, texture mapping, color theory, rendering optimizing mesh objects for visual effects, creating photo-realistic 3D images. Continued work in preparing files for output to print, web, and computer-centered media. May be repeated one time for credit.

Prerequisites: GRAPH 261 with a grade of C or higher or instructor's permission.

**GRAPH 271****2D Interactive Animation****5**

Introduces interactive time-based electronic visual communication. Content sequencing, transitions, animation and navigation are covered in this introduction to media authoring. Emphasis is placed on developing 2D animated illustrations and interactive designs which can be used as Web pages.

Prerequisites: GRAPH 110 with grade of C or higher or instructor's permission.

GRAPH 272**2D Animation II****5**

Advanced techniques in 2D animation techniques with emphasis on storyboarding projects, timing, keyframe manipulation, rotoscoping animation, merging animations and use of audio and video elements. Students will produce an animation short and record to both CD-ROM and videotape. Lectures and presentation lab exercises, guest presentations, and development of personal style. May be repeated one time for credit.

Prerequisites: GRAPH 271 with a grade of C or higher or instructor's permission.

GRAPH 281**3D Computer Animation I****5**

Introduction to 3D computer animation. Basic animation techniques, key framing, manipulating tracks and keys, animated materials, animating lights and cameras, animation for real-time recording and combination of these sequences with simple audio sequences to create finished animation. Students will learn the tools and skills needed to create a simple, three-dimensional animation.

Prerequisites: GRAPH 110 with a grade of C or higher or instructor's permission.

GRAPH 282**3D Computer Animation II****5**

Advanced computer animation techniques with emphasis on lighting to create mood, realistic movement with attention to physical behaviors and materials, use of inverse kinematics, story board techniques for short run animation, and the use of audio and video elements. Students will produce an animation short and record to both CD-ROM and videotape. Lectures and presentation lab exercises, guest presentations, and development of personal style. May be repeated one time for credit.

Prerequisites: GRAPH 281 with a grade of C or higher or instructor's permission.

GRAPH 295**Portfolio Development****5**

An advanced course designed for students nearing the completion of their Institute work in graphic arts. Professional portfolio techniques, including interviewing, resume preparation, portfolio design and development, editing, and self-assessments will be presented and explored. Lectures and presentation lab exercises, guest presentations, and development of personal style.

Prerequisites: Adviser or faculty recommendation required.

HEALTH PROFESSIONS

See Emergency Services.

Health Professions program offerings currently include Medical Assisting, Nursing Assistant Certified and Phlebotomy Technician.

Contact:

Division of Nursing and Health Professions office 425-388-9461

Medical Assisting

The Everett Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208.

This nationally accredited program offers a certificate to students who wish to prepare as a multi-skilled professional working under the supervision of a physician or other licensed health care provider. Medical assistants are dedicated to assisting in all aspects of a medical practice and have both clinical and administrative roles and responsibilities. As defined by Washington State Law, a medical assistant is an unlicensed person who assists a licensed health care practitioner in providing health care to patients. Upon completion of the program the student is eligible to write for the national certification examination. Although there is no licensing for medical assistants, employers prefer to hire certified workers who have passed the national examination indicating that the medical assistant meets defined standards of competence. Students can earn a Certificate in Medical Assisting and have the option to earn an Associate in Technical Arts (ATA) degree if desired.

Program length: Certificate - 75 credits ATA - 90 credits
See Health Professions course listings.

Nursing Assistant Certified

This accredited program prepares graduates for certification as Nursing Assistants. The program is approved by the Washington State Department of Social and Health Services. New students are accepted for Fall, Winter, Spring and Summer Quarters.

Instruction covers the following areas: basic technical skills, mental health and social services needs of clients, clients' rights and promotion of clients' independence, communication and interpersonal skill development, safety and emergency procedures, rules and regulations that affect the nursing assistant's practice, personal care skills, basic restorative services, infection control, CPR instruction, and HIV/AIDS training. The entire program is completed in one academic quarter. Students are awarded a Certificate of Completion for the course.

Program length: One quarter.
See NURS 100.

Phlebotomy Technician

Classroom instruction in combination with clinical site experience to prepare students for work as phlebotomists. The primary responsibility of a phlebotomist is to collect blood for laboratory analysis, which is necessary for the diagnosis and care of a patient. Upon successful completion of this course, students will be eligible to sit for the national phlebotomy certification exam (American Society of Clinical Pathologists). Students are awarded a Certificate of Completion for the course.

Program length: Two quarters. See HLTH 220 and HLTH 230.

HLTH 100**Medical Terminology****5**

Study of medical terminology, relating terms to the anatomy and physiology of the body. This course is designed for students working toward proficiency in medical language as well as for students entering health occupations, such as medical assistants, medical transcriptionists, receptionists, administrative support, and billing specialists.

HLTH 101**Fundamentals of Medical Terminology****3**

Study of medical terminology, relating to terms to the anatomy and physiology of the body and its systems. This course is designed for the student interested in health sciences professions and the language associated with those professions.

Prerequisite: Eligibility for ENGL 098.

HLTH 103**Fundamentals in Health Care Delivery****3**

An overview of current healthcare professions including career and market information. Provides information on healthcare delivery systems, medical insurance, health organization structure, patient rights and quality care, healthcare and life values, ethics, and essential behaviors in the workplace. Personal healthful living practices, OSHA standards and workplace safety, and interpersonal communications will be examined as well.

Prerequisite: Eligibility for ENGL 098.

HLTH 105**Medical Office Administration****5**

Covers efficient administrative and managerial tasks of the medical office. Communication techniques emphasized include use of telephone, interviewing patients and triage, verbal and nonverbal communication skills, and written office communication formats. Administrative tasks include knowledge of basic filing, scheduling appointments, mail processing, handling medical records, inventory, bookkeeping, banking procedures and employee payroll. Use of computer medical office management software and numeric keyboarding.

HLTH 110**Clinical Skills: Ambulatory****5**

Focuses on clinical skills performed by the medical assistant in the back office of a general medical practice. Students will learn about the concepts of professionalism, communication and triage, patient history, physical assessment, equipment and diagnostic procedures utilized during the examination to assist the health care provider with diagnosis and perform appropriate charting for medical record documentation. Instructor's permission required to repeat course.

Corequisite: HLTH 110J (Lab)

HLTH 111**Clinical Skills: Surgical****5**

Develops the skills needed to perform the duties of the medical assistant. Areas include sterile techniques, OSHA requirements, equipment preparation, identification and sterilization, pre-surgical procedures, decontamination after surgery, wound care management, orthopedic and rehabilitation needs, assisting with minor office procedures, radiologic and diagnostic imaging procedures, and preparation for patient education. Instructor's permission required to repeat course.

Corequisite: HLTH 111J (Lab).

HLTH 112**Clinical Skills: Laboratory****5**

This course is designed to develop the skills needed to perform duties of a medical assistant in the laboratory of a general outpatient medical practice. The student will learn the concepts of laboratory safety, quality assurance, microbiological features of various pathogenic and nonpathogenic microbes, transmission based precautions, laboratory techniques for specimen collection, specimen handling and processing. Students will acquire skills and techniques utilized to support and enhance the physician's diagnostic procedures and treatment options. Students will develop their critical thinking skills by participating in simulated laboratory exercises, simulated patient care via written formats and simulated laboratory results evaluation and processing. Instructor's permission required to repeat course.

Corequisite: HLTH 112J (Lab)

HLTH 120**Principles of Pharmacology****4**

Emphasizes abbreviations and systems of measurement used in administering drug dosages; federal laws in force to control and monitor drug use; and the legal and administrative responsibilities involved in dispensing, administering, and prescribing drugs. Covers the forms of medication available for administration and special patient care applications and

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precautions. Important aspects of patient safety, medication allergies and patient teaching including pediatric and geriatric populations are studied. Major emphasis is placed on the effects of various drugs on the body systems. Discussion of fifty most commonly prescribed drugs. Points of emphasis include classes of drugs, actions and uses, side effects, emergency use and patient education.

Prerequisite: BIOL 135.

HLTH 121**Medication Administration****3**

Safety precautions and procedures of drug administration, including the use of universal blood and body fluid precautions and safeguarding the patient during the physical preparation and administration of drugs. Special emphasis is placed on mathematics and dosage calculations to ensure the mathematical skills necessary for safe preparation and administration of medication to adult and pediatric patients. Parenteral and nonparenteral medication administration essentials are stressed. Instructor's permission required to repeat course.

Prerequisite: Instructor's permission. Corequisite: HLTH 121 J.

HLTH 122**Principles of Phlebotomy****2**

Psychomotor instruction in phlebotomy procedures and techniques for students with no prior experience in drawing blood for diagnostic testing. Documentation, various laboratory tests, quality control and safety rules regarding lab equipment and chemicals are covered. Instructor's permission required to repeat course.

Prerequisite: Instructor's permission.

HLTH 130**Disease and Pathology****5**

An overview of the disease processes of major conditions, including infectious diseases, major neoplastic conditions, and major congenital diseases. The focus is on human diseases that are first diagnosed in the clinical setting. The etiology, signs and symptoms, diagnosis, treatment and prognosis of each disease are studied. Primary prevention of the disease is also discussed. Patient triage for each system will be reviewed to differentiate between life threatening and non-life threatening conditions requiring medical evaluation. This course will also provide the basic skills needed to identify and seek the appropriate care necessary associated with sudden illness or conditions, within the scope of ambulatory care. HIV/AIDS training is presented.

HLTH 140**First Aid for the Health Professional****2**

Instructs students to the level of First Aider, who serves as a vital link in the chain of survival. Guidelines include the minimum knowledge and skills necessary for the individual to provide first aid with limited amount of equipment.

HLTH 150D**Intercultural Communication in Health Care****5**

(D) Introduction to intercultural interpersonal communication techniques as they apply in a healthcare setting. Focuses on the roles of verbal and nonverbal codes in the development of intercultural interpersonal relationships, explains cultural competence and its implications within the healthcare delivery system, discusses obstacles to intercultural communication, examines role behaviors and attitudes regarding healthcare and describes communication with people who have altered health states.

HLTH 202

**CMA Review****2**

Group workshop to assist new medical assisting graduates and professional medical assistants to prepare for the national exam given by the American Association of Medical Assistants for certification or re-certification. A pre-course and post-course test will be given to evaluate and apprise the students of particular areas in which they may need reinforcement. Includes class demonstrations and videos of new information, programs and procedures. Areas for testing will include administrative, clinical and general studies, based on the same format used on the CMA test.

Prerequisites: Eligible to take or recertify for national certification by AAMA.

HLTH 205**Clinical Perspectives in Medical Law, Ethics and Critical Thinking****4**

Designed to incorporate the principles of critical thinking, this course will focus on pertinent laws at the federal and state levels, examining their application to the clinical practice including: confidentiality, HIPPA regulations, release of patient information, licensure, credentialing; professional liability/medical malpractice, criminal and civil law, risk management, mandatory reporting; employment law including rights, responsibilities, safety and welfare of employees. Students will also examine current bioethical issues and their impact on the practice of medicine. Required for medical assisting students and would be a valuable course for any student choosing a career in health occupations with patient contact.

HLTH 220**Phlebotomy Technician Preparation****7**

For students with no prior knowledge of phlebotomy techniques and procedures. Anatomy and physiology of the blood and circulatory system, medical terminology, phlebotomy skills, quality assurance, and medical laboratory information are stressed. All procedures meet standards for phlebotomy training developed by the National Accrediting Agency for Clinical Laboratory Sciences. Certificate for seven hours HIV/AIDS training included.

Prerequisites: 18 years of age; high school diploma or GED; adequate physical ability; adequate manual dexterity; up-to-date immunizations; current CPR for Healthcare Providers card. English proficiency; see faculty. Corequisites: HLTH 220J lab.

HLTH 230**Phlebotomy Externship****4**

Provides students with safe, supervised clinical work environment to apply skills and knowledge to put into practice administrative and clinical skills to foster professional growth and self confidence in the role of a trained phlebotomist.

Prerequisites: Successful completion of HLTH 220 A & J. 18 years of age. Updated immunizations as required for externship: tetanus, tuberculin skin testing, varicella, measles/mumps/rubella, influenza. Current Healthcare Provider CPR card. WSP Background search. High school diploma or GED certificate. HIV/AIDS 7-hour training certificate. Proof of medical insurance. Instructor's permission. Corequisites: HLTH 231.

HLTH 231**Phlebotomy Externship Seminar****1**

Discussion of professional concerns, events, and activities that pertain to students' role as trained phlebotomists.

Prerequisites: Successful completion of HLTH 220 A & J. 18 years of age. Updated

immunizations as required for externship: tetanus, tuberculin skin testing, varicella, measles/mumps/rubella, influenza. Current Healthcare Provider CPR card. WSP background search. High school diploma or GED certificate. HIV/AIDS 7-hour training certificate. Proof of medical insurance. Instructor's permission. Corequisites: HLTH 230.

HLTH 251**Medical Assisting Clinical Externship****7**

Provides students with safe, supervised clinical work environment to apply theories and put into practice administrative and clinical skills to foster professional growth and self confidence in the role of a medical assistant. 210 clinical hours. Instructor's permission required to repeat course.

Prerequisites: Completion of required courses for Medical Assisting program and Instructor's permission. Corequisite: HLTH 252.

HLTH 252**Medical Assisting Externship Seminar****1**

Provides students the opportunity to discuss professional concerns, events, and activities that pertain to medical assisting role. Weekly seminar topics will be chosen. Instructor's permission required to repeat course.

Prerequisites: Completion of required courses for Medical Assisting program and instructor's permission. Corequisite: HLTH 251.

HISTORY**Faculty Advisors:**

D. Erickson	425-388-9308	derickson@everettcc.edu
T. Gaskin	425-388-9374	tgaskin@everettcc.edu

HIST 100**Ancient & Medieval Worlds****5**

(H,SS) Development of human endeavors from prehistoric time to the late Middle Ages. Emphasis on the cultural, social, political and economic aspects of the great civilizations of this period.

HIST 111**Western Civilization to 1648****5**

(H,SS) Survey of the history of the Ancient Near East, Mediterranean civilizations, and ancient and early modern Europe from the Stone Age through the Thirty Years' War. Major developments in politics, technology, philosophy, religion and the arts. Topics include ancient Sumer and Egypt, Israel, Greece, Rome, the Middle Ages, the Renaissance, the Reformation, the voyages of discovery, and the national monarchies. Credit cannot be earned in both HIST 100 and 111.

HIST 112**Western Civilization 1648 to Present****5**

(H,SS) Survey of the history of early modern and modern European civilization from the Thirty Years' War to the present. Major developments in politics, technology, philosophy, religion, and the arts. Topics include national monarchies, the Enlightenment, the American and French Revolutions, Napoleon, the Industrial Revolution, nationalism, socialism, imperialism, the world wars, Hitler and Stalin, the Cold War, and industrial democracy.

HIST 151**American Civilization I: The Beginnings to Jackson****5**

(H,SS) First of a three-part survey of American history. Discovery and colonization of the Americas, growth of a new culture, independence, organization of the American union, growth and expansion of American nationalism, Jeffersonian and Jacksonian

democracy.

HIST 152

American Civilization II: Jackson to World War I 5
(H,SS) Second of a three-part survey of American history. Slavery, the Civil War, Reconstruction, industrialization and urbanization, the late 19th century agrarian protest movement, America's development as a world power, the Progressive movement and America's involvement in World War I.

HIST 153

American Civilization III: The Twenties to the Present 5
(H,SS) Third of a three-part survey of American history. Emphasis on the critical changes in domestic and foreign affairs which have shaped the character of contemporary life.

HIST 170D

Multicultural American History 5
(H,SS,D) This course examines 400 years of American ethnic diversity, beginning with Native Americans and the first African and European "foreigners" arriving in the Colonial era to the diverse ethnic makeup that characterizes life in the United States today.

HIST 232

History of Washington and the Pacific Northwest 5
(H,SS) Topics covered include Indian culture, exploration, economic expansion, racial problems, reform movements, labor organizations, political institutions and urban development.

HUMAN DEVELOPMENT

Human Development courses support students in identifying career pathways and improving student success. All Human Development courses can be applied toward the AAS Degree – Option II as List B Applied Electives. Contact: Counseling, Advising and Career Center, third floor Parks Building, 425-388-9260 and 425-388-9263.

Faculty Advisors:

E. Martin	425-388-9268	emartin@everettcc.edu
D. Skinner	425-388-9178	dskinner@everettcc.edu
C. Sullivan	425-388-9267	csullivan@everettcc.edu

HUM D 103

Moving Through Loss and Grief 2
Moving through a significant loss requires a series of actions and small steps. This class will guide students in this process and help them to discover the strength within themselves to recover.

HUM D 105

Overcoming Math Anxiety 2
To help students confront math anxiety and to learn coping strategies in order to be more successful in mathematics courses.

HUM D 110

Career/Life Planning 3
Examination of personal career possibilities in the world of work. Activities focus on self-assessment through testing, values clarification, occupational surveys, and identification of strengths. Resume writing and job interviewing skills may be covered. Class composition and need determine which areas instructor emphasizes.



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HUM D 118

Orientation to College 1
Orientation to college for first-time college students. Includes information about college programs, classes, procedures and resources. Designed to enable students to take full advantage of student services and educational opportunities during their college career. Guest lecture format.

HUM D 155

Human Relations in the Workplace 3
Principles and techniques for building and maintaining successful relations with co-workers, supervisors, and employees. Includes job beginnings, goal setting, leadership styles, self-motivation, effective communication, and conflict management.

HUM D 156

Stress Management 2
To help students become more aware of the sources of stress in their lives, the consequences of stress for the way they think, feel, and act, and methods of reducing and coping with stress.

HUM D 173

Self-Esteem and Goal Setting 2
Identify factors that affect self-esteem and explore constructive ways to build positive self-esteem. Students will be encouraged to design and implement a plan to achieve both immediate and long-term goals.

HUM D 180

Relating Assertively 2
Practical application of assertiveness techniques which include improving conversational skills, stating opinions, handling criticism, identifying and sticking to the issue, making requests, and learning to negotiate.

HUM D 183

Anger Management 2
Participants learn to express anger and respond to frustrating situations in constructive and appropriate ways.

HUMAN SERVICES

Human Services courses are designed to introduce students to the field of Human Services. Many Everett Community College students transfer to Western Washington University's Human Services bachelor's degree program located in Everett.

Faculty Advisors:

E. Martin	425-388-9268	emartin@everettcc.edu
D. Skinner	425-388-9178	dskinner@everettcc.edu
C. Sullivan	425-388-9267	csullivan@everettcc.edu

HUM S 101

Introduction to Human Services 3
(TE) A survey of the historical and theoretical perspectives of human services. Will include investigation of contemporary issues and discussions of career and educational opportunities.



HUMANITIES

Contact: Communications and Social Science Division office –
C. Wamsley 425-388-9387 cwamsley@everettcc.edu

HUMN 150D

Surviving the Holocaust

5

(H,D) Written, filmed, and live testimony of Holocaust survivors considered from the perspectives of literature, history, sociology, psychology, art, film, philosophy, and theology.

HUMN 160D

Japanese History and Culture

5

(H,D) Analysis of the historical development of Japan and its effects on modern-day Japanese society, as well as the study of Japanese values and behaviors, to better understand communication styles, social and business relations and management styles.

HUMN 165

German Culture and Civilization

5

(H) Survey of cultural developments from prehistory to modern times, concentrating on major periods in literature, politics, art, architecture, religion and music, observed through the historical tapestry that helped shape modern Germany.

HUMN 210

Introduction to Women's Lives in the United States

5

(H) Introduction to the richness and diversity of women's lives in the United States, including their social realities, issues and contributions from an interdisciplinary perspective (social sciences, humanities and the arts). Special attention will be given to the intersection of race, class and sexuality on women's experiences and contributions.

HUMN 247D

Introduction to World Religions

5

(H,D) Survey of the world's major religions including Islam, Judaism, Christianity, Hinduism, Buddhism, and others. Examination of the beliefs, rituals, experiences, stories, theologies, ethical codes, institutions, and physical manifestations of these religions.



INSTITUTE FOR MEDIA AND CREATIVE ARTS

The Institute for Media and Creative Arts (timca) at Everett Community College embodies a cross-disciplinary concept in the media and arts. Students in Studio Arts, Visual Communication (Graphic Design, Digital Illustration, Web Design), Music, Photography, and Theatre will take some courses from institute disciplines other than their major field of study, and may take institute courses in creative writing and journalism as well. timca faculty are members of the college's Arts, Media and Journalism division and share a belief that each program and its students benefit from a common mission. Students gain an understanding of the rich relationships inherent in the visual and performing arts. Most students complete the program with a portfolio of work for consideration by transfer institutions, potential employers, or for personal enjoyment.

Faculty Advisors:

E. Felsenthal	425-388-9149	efelsenthal@everettcc.edu
L. Hanson	425-388-9363	lhanson@everettcc.edu
R. Ives	425-388-9409	rives@everettcc.edu
G. Kammer	425-388-9439	gkammer@everettcc.edu
T. Lee	425-388-9442	tleee@everettcc.edu
S. Lepper	425-388-9445	slepper@everettcc.edu
J. Marrs	425-388-9419	jmarrs@everettcc.edu
B. Peterson	425-388-9525	bpeterson@everettcc.edu
R. Waldron	425-388-9456	rwaldron@everettcc.edu
L. Weller	425-388-9366	lweller@everettcc.edu

JAPANESE

Faculty Advisor:

M. Smith	425-388-9380	mnsmith@everettcc.edu
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JAPAN 101, 102, 103

Elementary Japanese

5 each

(H) Beginning sequence of courses to practice functional elements of Japanese pronunciation, grammar, vocabulary, and sentence patterns in the context of practical conversational Japanese with correct understanding of cultural and social background. The Japanese writing system is taught from early stage to provide total experience of the language.

Prerequisites: None for JAPAN 101; JAPAN 101 or instructor's permission for JAPAN 102; JAPAN 102 or instructor's permission for JAPAN 103.

JAPAN 201, 202, 203

Intermediate Japanese

5 each

(H) Continuation of JAPAN 103. Acquisition of listening, speaking, reading and writing skills through a variety of activities to handle common situations. Reading and writing of essays, diaries, and stories.

Prerequisites: JAPAN 103 or instructor's permission for JAPAN 201; JAPAN 201 or instructor's permission for JAPAN 202; JAPAN 202 or instructor's permission for JAPAN 203.

JOURNALISM

Mass media and communications have never been more important than in today's fast-paced global marketplace. Students who enroll in Journalism courses benefit from specialized work in the crafts of writing and editing, as well as an introduction to mass media.

Faculty Advisor:

J. Marrs	425-388-9419	jmarrs@everettcc.edu
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JOURN 101**News Writing****5**

(HP) Writing basic types of news stories, including speeches, interviews, and features. Study of newspaper methods and libel.

Prerequisites: Grade C or higher in ENGL 098 or placement in ENGL 101.

JOURN 102**Copy Editing****3**

(HP) Instruction and practice in editing news stories, designing news pages, writing headlines, and critical analysis of news. Basic-level companion course to JOURN 101 for majors.

JOURN 110**Media Writing****5**

(HP) Study and exercises in writing with the special constraints and style demands of radio and television news, advertising, and electronic communications. Emphasis on writing with word economy, often by using words with broad symbolic value.

Prerequisites: Grade C or higher in ENGL 098 or placement in ENGL 101.

JOURN 150**Introduction to Mass Media****5**

(H, SS) A survey of the mass media, including newspapers, magazines, television, radio, book publishing, music publishing, motion pictures and advertising. This course emphasizes the history and structural biases of the mass media, and encourages students to critically analyze the role of media in society.

JOURN 170**College Newspaper****3**

(TE) Practice of newspaper journalism in production of the student newspaper, The Clipper. Course is offered in sections: reporting and editing, photography and graphic design. May be repeated up to 18 credits.

Prerequisites: JOURN 101, JOURN 102, GRAPH 101, or instructor's permission.

JOURN 250**Journalism Internship****2-5**

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisite: Instructor's permission.

LAW ENFORCEMENT

See Criminal Justice

LEARNING COMMUNITIES

Learning Communities are created through co-registration (block scheduling), that links two or more existing courses. Students take the courses together and have an opportunity for deeper understanding and integration of the subjects and materials being studied. The communities are usually structured around a theme, allowing students to think critically and to look at issues from multiple perspectives. The learning community format provides greater interaction between students and between students and teachers, and supports students

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by creating social networks. For more information, please see page 10 of the catalog.

LIBRARY**Faculty Advisors:****J. Goodhope****425-388-9348****jgoodhope@everettcc.edu****D. Rash****425-388-9494****drash@everettcc.edu****LIBR 100****Information Research Skills****3**

Survey of information research techniques. Students will learn to locate and analyze information, develop search strategies and use a variety of information resources including the Internet and other computerized information tools.

LIBR 102**Learning for the 21st Century****5**

Emphasis will be on building the skills and techniques for successful lifelong learning and identifying personal learning styles and strengths that facilitate learning in an on-line environment. Participants will examine various strategies for locating, evaluating, and applying information resources in the research process with attention to information policy issues such as censorship and freedom of information.

LIBR 110**Information Toolkit****2**

Develops skills needed to locate, evaluate and use information technology and information resources to carry out discipline specific research.

LIBR 120**Introduction to the World Wide Web****5**

Overview of the World Wide Web with emphasis on finding, sharing and evaluating information, using search tools, developing search techniques, and understanding basic HTML components. Co-listed as CIS 115; credit cannot be earned in both CIS 115 and LIBR 120.

MANAGEMENT

See General Business

**MANUFACTURING TECHNOLOGY
MANAGEMENT**

The Technology Management degree is offered for students who desire entry to career advancement in manufacturing operations, management and support activities. Manufacturing technology is designed to prepare persons to work in many different environments of manufacturing as it becomes more integrated and computer information driven. It is a program in which the flow of materials, the scheduling of processes and procedures, and methods of planning, implementation and support are studied. Careers or roles may be in project management, warehousing, materials control, planning, purchasing, scheduling, drafting, documentation control, fabrication, machining and coordination among these functions. This program also provides a flexible framework for the incorporation of credit from prior learning in industry or government. Manufacturing courses are offered based on sufficient enrollment.



Otherwise, experience, previous training and competency on APICs exams may be used as equivalent credit. An early conference with an advisor is mandatory for success. Contact Chuck Popik, 425-481-0363.

Faculty Advisor:

E. Davishahl 425-388-9246 edavishahl@everettcc.edu

MFG T 110

Introduction to Manufacturing

5

Covers a historical overview, definition and philosophies of manufacturing concepts of organization, material flow, and types of data necessary to operate an efficient manufacturing firm. Asset control, quality of design, marketing, management information systems, skill training and labor involvement are introduced.

MFG T 115

Quality in Manufacturing

5

Introductory course to quality assurance function in manufacturing. Covers the concepts of how continuous quality improvements is integrated into and implemented in a manufacturing organization. Lectures, class exercises and case studies focus on management and worker roles, the historical roles played by several authorities and their principles, standards and processes and how they can be analyzed, improved or change.

MFG T 116

Basics of Supply Chain Management

5

Introductory course for production and inventory management personnel and CPIM candidates. Principles and concepts for controlling the flow of materials into, through and out of a manufacturing or logistics oriented organization. Types of manufacturing systems, relationships between forecasting, master planning, material requirements planning, production activity control and purchasing inventory management and quality aspects leading to Just-In-Time manufacturing.

MFG T 171

Manufacturing Internship I

5

150-clock hour intern program in which students focus on the fundamental shop skills required to work in a manufacturing company. Students may work either in an instructional/hands-on or solely hands on mode. This experience may entail "job-shadowing" to learn what support functions are needed in the manufacturing environment.

Prerequisite: MFG T 110.

MFG T 172

Manufacturing Internship II

5

150-clock hour intern program in which students may perform functions or "job shadow" in a specific area of their choosing relative to their program of study. Program focuses on student working with an expert in a manufacturing related area of the student's choice.

Prerequisite: MFG T 171.

MFG T 200

Master Planning of Resources

5

Principles and practices of sales and operations planning, internal and external demand forecasting, master production scheduling, consistency with business policies and resource constraints. Also covers concepts and methodologies for managing projected and actual demands from distribution networks and external customers.

Prerequisites: Sophomore standing or instructor's permission.

MFG T 201

Detailed Scheduling and Planning

5

Principles and practices of material requirements planning and capacity scheduling and planning. Course also introduces material-dominated scheduling applicable to process industries and mature production environments. Explains details of capacity requirements planning including processor-dominated scheduling.

Prerequisites: Sophomore standing or instructor's permission.

MFG T 202

Execution and Control of Operations

5

Principles and practices of prioritizing and sequencing work plans, implementing controls and reporting production activity results. Also covers execution of total quality initiatives and continuous improvement plans. Day to day handling of inventories, data collection and feedback loops to monitor and improve inventory asset utilization and factory performance.

Prerequisites: Sophomore standing or instructor's permission.

MFG T 203

Strategic Management of Resources

5

Principles and practices of strategic resource management involving manufacturing strategy and support chain related functions. Addresses three main topics: aligning resources with the corporate strategic plan, configuring and integrating operating processes to support the strategic plan and implementing major or revolutionary change. A capstone course using information from all other Manufacturing Technology courses.

Prerequisites: Sophomore standing or instructor's permission.

MATHEMATICS

Before registering for their first math course, students are required to complete a mandatory basic skills assessment.

Further information may be obtained from Enrollment Services office at 425-388-9219.

Faculty Advisors:

M. Balachowski	425-388-9529	mbalachowski@everettcc.edu
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Mathematics Learning Center

The Mathematics Learning Center in Rainier Hall, Room 104 has been established for students who wish to review or improve their skills in basic mathematical concepts, beginning algebra, plane geometry and trigonometry using an individualized approach. These courses are not available for audit. Some courses in the Mathematics Learning Center are competency based and are graded using variable credit.

Special Mathematics Courses

Mathematics course numbers have also been reserved as follows:

Math 097, 197 and 297 for special workshops in mathematics;

Math 098, 198 and 298 for special seminars in mathematics;

Math 099, 199 and 299 for special projects in mathematics.

Special projects are for individual students and are arranged with the division dean.

Credit granted under the above numbers varies with the workshop, seminar or project. Limits may be imposed on the number of credits earned using these numbers.

MATH 014

Basic Mathematical Concepts with Applications 5

Review of basic concepts in mathematics with applications related to consumer activities. Prime factorization and operations on rational numbers. Applications using ratios, proportions and percents. Credit may not be earned in MATH 014 that exceeds five total credits. Not intended for ABE students. MATH 014 is competency based. It is possible for a student to earn fewer than 5 credits.

Prerequisites: Testing placement into MATH 014 or permission from a MATH 014 instructor.

MATH 017

Preparation for Algebra 5

Fractions, decimals, percents, order of operations, scientific notation, formulas, signed numbers, exponents, radicals, geometric figures, and applications.

Prerequisites: MATH 014 or strong working knowledge of arithmetic.

MATH 021

Programmed Elementary Algebra I 5

Review sequence in elementary algebra. Offered only in the Math Learning Center.

Prerequisites: Elementary Algebra; Instructor's permission.

MATH 022

Programmed Elementary Algebra II 5

Review sequence in elementary algebra. Offered only in the Math Learning Center.

Prerequisites: MATH 021; Instructor's permission.

MATH 027

Elementary Algebra I 5

First half of sequence in beginning algebra. Properties of real numbers, evaluating algebraic expressions, simplifying algebraic expressions, solving linear equations and inequalities, adding, subtracting, multiplying, dividing and simplifying monomial fractions, solving fractional equations and inequalities, graphing linear equations in two variables, finding equations of lines, solving linear systems by graphing.

Prerequisites: Strong arithmetic skills or MATH 017.

MATH 028

Elementary Algebra II 5

Second half of sequence in beginning algebra. Solving linear systems by graphing, substitution and elimination, factoring polynomials, adding, subtracting, multiplying, dividing and simplifying rational expressions, solving rational equations and applications, simplifying integer exponent expressions, radical expressions, solving quadratic equations and applications.

Prerequisites: MATH 027 with grade of C or higher or equivalent preparation.

MATH 030

Vocational Mathematics I 1-5

First course of a vocationally-oriented sequence in arithmetic, algebra, geometry, and trigonometry with applications tailored to specific groups.

MATH 031



Vocational Mathematics II

1-5

Second course of a vocationally-oriented sequence in arithmetic, algebra, geometry, and trigonometry with applications tailored to specific groups.

Prerequisites: MATH 030 or instructor's permission.

MATH 032

Vocational Mathematics III

1-5

Third course of a vocationally oriented sequence in arithmetic, algebra, geometry and trigonometry with applications tailored to specific groups.

Prerequisites: MATH 031 or instructor's permission.

MATH 055

Elementary Algebra: A Review

5

One-quarter review of elementary algebra. Linear equations and inequalities, graphing and linear systems, exponents and polynomials, factoring, rational expressions, roots and radicals, quadratic equations. For students who have done well in algebra previously but need to refresh their skills.

Prerequisites: One year of high school algebra with grade of B or higher, or equivalent.

MATH 059

Essentials of Geometry

2

Basic concepts in geometry including properties of points, lines, planes, angles, triangles, polygons and circles. Study of space figures including prisms, pyramids, cones, cylinders and spheres. Special right triangles and Pythagorean Theorem. Area, perimeter and volume of common geometric figures. Congruent and similar triangles. Basic constructions with straight edge and compass.

Prerequisites: MATH 022 or MATH 028 or MATH 055 with a grade of C or higher or equivalent preparation. (Concurrent enrollment in MATH 055 will be allowed with instructor's permission.)

MATH 065

Intermediate Algebra

5

Polynomials, rational expressions, exponents, radicals, linear and quadratic equations, inequalities, systems of equations, logarithms, distance and midpoint formulas, lines and circles.

Prerequisites: MATH 022, 028 or 055 with grade of C (2.0) or higher OR placement into MATH 065 via an assessment score OR permission of a MATH 065 instructor or math program advisor. Plane geometry recommended but not required.

MATH 100

Survey of Mathematics

5

(NS) Introduction to mathematical topics such as deductive and inductive reasoning, sets, venn diagrams, numbering systems, symbolic logic, basic probability and statistics. For liberal arts and education majors. Winter Quarter.

Prerequisite: Elementary algebra.

MATH 120

Mathematics for Business

5

Elementary course for students seeking business and other ATA degrees and certificates.



Brief review of arithmetic including fractions, decimals and percents. Topics include invoice terms and discounts; mark-up and mark-down; inventory valuation methods; reconciling bank statements; payroll; interest; present and future value of single amounts and annuities; sinking funds and amortization; installment buying; financial statements; basic statistical measures. Not intended for transfer. Co-listed as GN BS 120. Credit cannot be earned for both.

Prerequisites: Strong working knowledge of arithmetic or completion of MATH 014. MATH 017 or equivalent recommended.

MATH 131**Trigonometry****3**

Trigonometric ratios and function, solving right and oblique triangles, vectors, circle concepts, graphing trigonometric functions, basic identities, and applications.

Prerequisites: MATH 029 and MATH 022, MATH 028, MATH 055 or equivalent.

MATH 137**Applications in Contemporary Mathematics****5**

(Q,NS) College-level coverage of practical applications of mathematics methods to areas of management, social sciences, biology and other fields. Topics include discrete mathematics, graph theory, probability, and statistics in everyday life. For students not preparing for calculus or the sciences.

Prerequisites: MATH 065 with grade of C or higher, or equivalent.

MATH 140**College Algebra****5**

(Q,NS) Advanced topics in algebra. Language of functions, lines and conic sections, graphing, exponential and logarithmic functions, theory of polynomial equations, matrices and determinants and their use in solving linear systems, series and sequences.

Prerequisites: Mandatory prerequisite: MATH 065 or equivalent with a grade of C (2.0) or higher OR placement in MATH 140 or higher via an assessment test score OR permission of a MATH 140 instructor or math program advisor.

MATH 142**Elements of Calculus****5**

(Q,NS) One-quarter short course in calculus. Limits and continuity, differentiation and applications, exponential and logarithmic functions, integration and applications, functions of several variables. For students of business, biological sciences, social sciences, or disciplines requiring only one introductory quarter of calculus. Students who need more than one quarter should enroll in MATH 152. Credit cannot be earned in both MATH 142 and MATH 152.

Prerequisites: MATH 140 with grade of C or higher, or equivalent.

MATH 147**Pre-Calculus****5**

(Q,NS) Preparation for calculus sequence (MATH 152, 153, 154, 252). Algebraic, logarithmic, exponential, and trigonometric functions. Conics.

Prerequisites: MATH 131 and MATH 140 with grade of C or higher, or equivalent. MATH 131 can be taken concurrently with instructor's permission.

MATH 152**Calculus with Analytical Geometry I****5**

(Q,NS) First course in calculus sequence. Limits, continuity, differentiation and anti-differentiation of algebraic and trigonometric functions; applications; introduction to integration. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus. Credits cannot be earned in both MATH 142 and 152.

Prerequisites: MATH 147 with grade of C or higher, or equivalent.

MATH 153**Calculus with Analytic Geometry II****5**

(Q,NS) Second course in calculus sequence. Integration and its applications, differentiation and integration and their applications to exponential and logarithmic functions. Techniques of integration, L'Hopital's Rule, and improper integrals. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus.

Prerequisites: MATH 152 with grade of C or higher, or equivalent.

MATH 154**Calculus with Analytic Geometry III****5**

(Q,NS) Third course in calculus sequence. Infinite numerical series, power series, conic sections, polar coordinates, parametric equations, vectors in two and three dimensions, lines and planes. For majors in engineering, science, mathematics and others requiring more than two quarters of calculus.

Prerequisites: MATH 153 with grade of C or higher, or equivalent.

MATH 252**Calculus with Analytic Geometry IV****5**

(Q,NS) Continuation of basic calculus sequence for students who need preparation in multivariate calculus. Partial differentiation, multiple integration, vector calculus, vector analysis to include the theorems of Green, Gauss, and Stokes.

Prerequisites: MATH 154 with grade of C or higher, or equivalent.

MATH 260**Linear Algebra****5**

(Q,NS) Theory and applications. Matrices, matrix operations. Linear systems, determinants, Euclidean vector spaces and subspaces, linear transformations and changes of bases, eigenvalues and eigenvectors, applications.

Prerequisites: MATH 153 with grade of C or higher, or equivalent.

MATH 261**Differential Equations****5**

(Q,NS) Introductory course in ordinary differential equations. Existence and uniqueness theorems, methods of solutions of first order linear and non-linear equations, basic theory and solutions of higher order linear equations, series solutions, systems of equations, Laplace transformations and techniques; applications.

Prerequisites: MATH 252 or concurrent enrollment or equivalent.

MATH 281**Elements of Statistics****5**

(Q,NS) Introductory course. Descriptive methods, probability, sampling distributions, hypothesis testing, confidence intervals, correlation, ANOVA, chi-square tests. For students in any major. Credit may not be earned in both MATH 281 and GN BS 201.

Prerequisite: MATH 140 or equivalent.

MEDICAL ASSISTING

See Health Professions

MEDICAL TRANSCRIPTION

The Medical Transcription certificate program is offered through the Business and Applied Technology Division. Courses in medical terminology, anatomy, physiology, human disease processes and medical specialties provide the necessary medical knowledge for the student to correctly interpret the medical practitioner's spoken dictation. Courses in English grammar, proofreading and editing teach the skills necessary to produce the written medical records which are used for billing purposes, to provide on-going patient care and as legal documentation in a court of law. Students will transcribe medi-

cal dictation of increasing difficulty while learning shortcuts to increase their productivity. Completion of this self-contained program prepares the student to enter the work force as an entry-level medical transcriptionist. A one-year certificate is awarded upon successful completion of this 42-credit program.

Detailed curriculum guides are available from the Enrollment Services Office and from program advisers.

Faculty Advisor:

P. Stettler

425-388-9247

pstettler@everettcc.edu

MT 100

Keyboarding and Formatting Medical Reports 2

Emphasizes proper keyboarding techniques with the goal of achieving a typing speed of 50 corrected words per minute. Explores the purpose and required content of the medical record. Introduces formatting of the seven basic medical reports used in healthcare facilities (History & Physical, Discharge Summary, Consultation, Operative Report, SOAP Format, Radiology Report, Pathology Report) and delineates where it is appropriate to use medical abbreviations in those reports.

Prerequisites: Placement in ENGL 098 or above. BT 219 or equivalent and BT 100 or equivalent recommended. Corequisites: MT 120, MT 140, MT 200.

MT 120

Language of Medical Transcription 3

Medical terminology for the medical transcriptionist. Concentrates on medical prefixes, suffixes, root words, combining forms, and difficult-to-learn medical words which are commonly misspelled or do not follow the general rules of medical terminology. Includes formation of Greek and Latin plurals.

Corequisites: MT 100, MT 140, MT 200.

MT 140

Grammar Essentials for MTs 3

Develops the grammar skills necessary for the medical transcriptionist to produce a finished product that correctly utilizes general rules of English usage, punctuation and grammar. Enables the MT to identify and avoid run-on sentences and ensure proper subject/verb agreement.

Prerequisites: MT 100, MT 120, MT 200.

MT 160

Study of Human Body & Disease Processes I 3

Studies medical terms as they relate to human anatomy and physiology and disease processes in the following body systems: musculoskeletal, digestive, respiratory, and reproductive (male and female). Emphasizes correctly relating medical terms to particular body systems or body parts, knowing the anatomical location of that body system or body part, and being able to identify the major structures and functions of the above-mentioned body systems. Emphasizes which disease processes are found in the above-mentioned physiologic systems.

Prerequisites: MT 100, MT 120, MT 140, MT 200. Corequisites: MT 180, MT 240.

MT 180

Study of Human Body & Disease Processes II 3

Covers medical terms as they relate to human anatomy and physiology and disease processes of the following body systems: excretory (male and female), cardiovascular, nervous, sensory, endocrine, and integumentary. Emphasizes correctly relating medical terms to particular body systems or body parts, knowing the anatomic location of that body system or body part, and being able to identify the major structures and functions of the above-mentioned body systems. Emphasizes which disease processes are found in the above-mentioned physiologic systems.

Prerequisites: MT 100, MT 120, MT 140, MT 200. Corequisites: MT 160, MT 240.

MT 190

Physical Exam, Lab Data, Pharmacology 2

This course explores common physical exam and laboratory findings and the significance of



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those findings being abnormal. Properly expressing laboratory test values is emphasized. Since abnormal physical exam or laboratory findings often results in the prescription of medications, the pharmacology of the most commonly prescribed drugs is studied.

Prerequisites: MT 100, MT 120, MT 140, MT 200. Corequisites: MT 160, MT 180, MT 240.

MT 200

Beginning Medical Transcription 6

Introduction to medical transcription including operation of word processing and transcribing equipment, application of the specialized rules of grammar and punctuation peculiar to medical dictation, and correct usage and spelling of medical terminology while transcribing reports in a variety of medical specialties. Includes when to use medical abbreviations, when to expand them, and how to use medical references and other resource materials. Introduces use of the Internet for research purposes. Explores the MT's role in the reimbursement cycle and risk management, emphasizing proper release of medical information. Students begin to learn to interpret the meaning of the transcribed medical report.

Corequisites: MT 100, MT 120, MT 140.

MT 200A

Beginning Medical Transcription I 3

Introduction to medical transcription including operation of word processing and transcribing equipment, application of the specialized rules of grammar and punctuation peculiar to medical dictation, and correct usage and spelling of medical terminology while transcribing reports in a variety of medical specialties. Introduces use of the Internet for research purposes. Explores the MT's role in the reimbursement cycle and risk management. Explains ownership of the medical record, emphasizing proper release of medical information.

Prerequisites: MT 100, MT 120, MT 140.

MT 200B

Beginning Medical Transcription II 3

Continuation of introduction to medical transcription including correct usage and spelling of medical terminology while transcribing reports in a variety of medical specialties. Includes when to use medical abbreviations, when to expand them, and how to use medical references and other resource materials. Students begin to learn to interpret the meaning of the transcribed medical report.

Prerequisite: MT 200A.

MT 210

Editing and Proofreading for MTs 3

Application of grammar essentials to ensure correct sentence structure and subject/verb agreement. Utilization of correct punctuation to facilitate reading and understanding of the medical report. Emphasizes distinguishing between brand-name and generic drugs, breaking dictation into sentences and paragraphs to enhance readability, using the context of the medical report to distinguish and correct improperly used words or medical terms, and identifying and correcting mistakes made by the transcriptionist.

Prerequisites: MT 160, MT 180, MT 240. Corequisites: MT 220, MT 260, MT 280.

MT 220

Focus on Medical Specialties for MTs 3

Focuses on the specialties of cardiology, ENT, dental, emergency medicine, gastroenterology, laboratory medicine, neurology, OB/gyn, and ophthalmology. Emphasizes medical



terms, abbreviations, laboratory results, medications and procedures related to the above-named medical specialties.

Prerequisites: MT 160, MT 180, MT 240. Corequisites: MT 210, MT 260, MT 280.

MT 240

Intermediate Medical Transcription

6

Entails transcription of prepared medical tapes in a variety of specialties to improve speed, accuracy, and productivity. Students will learn to identify obvious medical inconsistencies and when it is acceptable to edit, correct, clarify, or question medical dictation which is incorrect or ambiguous or which does not make sense. The role and value of professional organizations to the MT and the impact of regulatory agencies and production and accuracy standards and expectations in the work place are defined. Students show improved ability to interpret the meaning of the transcribed medical report.

Prerequisites: MT 100, MT 120, MT 140, MT 200. Corequisites: MT 160, MT 180.

MT 240A

Intermediate Medical Transcription I

3

Entails transcription of prepared medical tapes in a variety of specialties to improve speed, accuracy, and productivity. Students will learn when it is acceptable to edit medical dictation and demonstrate the ability to make appropriate editing changes so the meaning or intent of the original dictation is not changed. The impact of production and accuracy standards and expectations in the work place are defined. Students show improved ability to interpret the meaning of the transcribed medical report.

Prerequisites: MT 200 or MT 200A and MT 200B. Corequisite: MT 160.

MT 240B

Intermediate Medical Transcription II

3

Entails transcription of prepared medical tapes in a variety of specialties to improve speed, accuracy, and productivity. Students will learn to identify and question dictation which is incorrect or ambiguous or which does not make sense. The role and value of professional organizations to the MT and the impact of regulatory agencies and production and accuracy standards and expectations in the work place are defined. Students show improved ability to interpret the meaning of the transcribed medical report.

Prerequisites: MT 160, MT 240A. Corequisite: MT 180.

MT 260

MT Shortcuts/Technology/Employment

2

Covers the importance of and legal requirements for maintaining patient confidentiality. Delineates employment and self-employment opportunities in medical transcription and the advantages and disadvantages of each type of employment. Covers the requirements and logistics of setting up a home business and time management techniques for productivity when working at home. Studies the current technology and future trends of the business of medical transcription.

Prerequisites: MT 160, MT 180, MT 240. Corequisites: MT 210, MT 220, MT 280.

MT 280

Advanced Medical Transcription

6

Advanced medical transcription enables the student to further improve speed, accuracy, and productivity while transcribing a variety of medical specialties. Emphasis is on correctly using medical terminology, appropriately editing, and properly deleting extraneous expressions which impede comprehension in order to produce a final neat, error-free transcript. The importance of planning for continuing education while working as an MT is stressed. The potential impact of the electronic health record on the MT is explored. Security issues related to dictation and transcription systems, including the importance of computer audit trails, is studied. Students continue to improve their ability to interpret

the meaning of the transcribed medical report.

Prerequisites: MT 160, MT 180, MT 240. Corequisites: MT 210, MT 220, MT 260.

MT 280A

Advanced Medical Transcription I

3

Advanced medical transcription enables the student to further improve speed, accuracy, and productivity while transcribing a variety of medical specialties. Emphasis is on correctly using medical terminology, appropriately editing, and properly deleting extraneous expressions which impede comprehension in order to produce a final neat, error-free transcript. The importance of planning for continuing education while working as an MT is stressed. The potential impact of the electronic health record on the MT is explored. Security issues related to dictation and transcription systems, including the importance of computer audit trails, is studied. Students continue to improve their ability to interpret the meaning of the transcribed medical report.

Prerequisites: MT 160, MT 180, MT 240 or MT 240A and MT 240B. Corequisites: MT 190, MT 210.

MT 280B

Advanced Medical Transcription II

3

Advanced medical transcription enables the student to further improve speed, accuracy, and productivity while transcribing a variety of medical specialties. Emphasis is on correctly using medical terminology and appropriately editing the dictation in order to produce a final neat, error-free transcript. The importance of planning for continuing education while working as an MT is stressed. The potential impact of the electronic health record on the MT is explored. Students continue to improve their ability to interpret the meaning of the transcribed medical report.

Prerequisite: MT 280A. Corequisites: MT 220, MT 260.

MULTIMEDIA WEB SITE DESIGN AND PRODUCTION

The Associate in Technical Arts in Multimedia Web Design is a non-transfer degree for students interested in becoming web designers. Students study drawing, illustration, design, photography, audio, graphic arts and web design while building computer skills for a second-year course sequence leading to the production of several comprehensive interactive multimedia web site projects. Students learn how to work with clients and agencies and also develop a personal portfolio of their work by the end of the second year. Fifteen hours of general education are required as part of the curriculum. Many of the courses within the degree are transferable and The Evergreen State College has approved Multimedia Production as an "Upside Down Degree." Students interested in transfer to a four-year institution should talk with an advisor about an appropriate plan of study.

Faculty Advisors:

G. Kammer	425-388-9439	gkammer@everettcc.edu
J. Marrs	425-388-9419	jmarrs@everettcc.edu
L. Weller	425-388-9366	lweller@everettcc.edu

MULTI 210

Web Design and Imaging Basics

5

Concepts and techniques of design for the Internet. Study of information design, prototyping, navigational structure and image optimization using digital imaging software. Topics include how the internet works, skills development in Web design software, interface, site, and page design, Web graphics, Web typography, site publication, site testing and quality assurance.

Prerequisites: Some Macintosh computer experience or GRAPH 100 with a grade of C or higher.

MULTI 211

Web Design and Site Management

5

Web site design with an emphasis on architecture and interface design. Topics include hierarchically structured site plans, site navigation, page flow, defining design elements, information design, multimedia integration, symbols and words for navigation, mapping and metaphors, usability and readability, site testing and quality assurance. Emphasis on small business Web site design.

Prerequisites: GRAPH 102 and GRAPH 115 with a grade of C or better or instructor's permission.

MULTI 213

Professional Projects: Web Design 5

Current trends, professional issues and practices. Projects include creation of advanced level web design pieces, including corporate identity. Topics include printing issues, project planning, studio practice, contracts and invoicing. Co-listed as GRAPH 213.

Prerequisites: MULTI 211 with a grade of C or better or instructor's permission.

MULTI 221

3D Photography and Virtual Imaging 5

Principles of photography for the Internet with an emphasis on multimedia and panoramic treatments of subject matter. Topics include using conventional and digital cameras to produce large-scale panoramas, creating virtual objects for interactive product illustration on the Internet, creating virtual tours of interior and exterior spaces, scanning color negative and color slide film, exploring unconventional approaches to panorama and virtual space subject matter, and the software used to produce this imagery.

Prerequisites: GRAPH 110 with a grade of C or better or instructor's permission.

MULTI 250

Multimedia Internship 2-5

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisite: Instructor's permission.

MUSIC

Everett Community College offers a number of transferable courses of study for students who wish to complete four- or five-year music degrees at the senior institution of their choice. Music courses are also offered to fulfill the humanities area requirements of the Associate in Arts and Sciences – Option II Degree. For the student interested in a two-year terminal degree, we offer a forty-five credit general program in music. Many of the courses within the degree are transferable, but students interested in transfer to a four-year institution should talk with an advisor about an appropriate plan of study.

Faculty Advisor:

R. Waldron 425-388-9456 rwaldron@everettcc.edu

MUSIC 100

Fundamentals of Music 5

(H) Introduction to concepts and terminology of music including rhythm, notation, scales, key signatures, tonality, and basic chords.

MUSIC 109

Music for the Listener 5

(H) Lectures, readings, films, and recordings concerning structure, form, and aspects of music for the listener. Historic and stylistic examinations of music from its beginnings in western culture.



MUSIC 110D

World Music 4

(H,D) Introduction to the music of non-western cultures. Classical and folk traditions of Asia, traditional practices of Africa and Native America, and folk and regional styles of Europe and Latin America are studied. Focus is on history, evolution, and performance practices of these musical styles, as well as the aural identification of these musics. Study of music as a cultural phenomenon is emphasized, including the intercultural influences found in much of the world's music that is a result of historical events such as human migrations, diasporas, invasions, and the effect of technological innovation.

MUSIC 115

Popular Music in America 5

(H) Historical, social and stylistic study of mainstream popular music in the 20th century, including jazz, country and western, Tin Pan Alley, Broadway musicals, and rock 'n' roll; sources, composers and performers.

MUSIC 116

Survey of Jazz 5

(H) Historical, social and stylistic study of the major periods of jazz, beginning with the music's African roots and progressing chronologically to the avant-garde and popular jazz of today.

MUSIC 121, 122, 123

Class Piano - Elementary, Intermediate 2 each

(HP) Class instruction in piano. Open to all students.

Prerequisites: None for MUSIC 121; MUSIC 121 or examination for MUSIC 122; MUSIC 122 or examination for MUSIC 123.

MUSIC 124

Class Voice 3

(HP) Basic principles of good singing and performance. Beginning sight singing and ear training. Open to all students at any performance level. May be repeated two times for credit.

MUSIC 125

Intermediate Class Voice 2

(HP) Intermediate class instruction in voice. Beginning sight singing and ear training. May be repeated two times for credit.

Prerequisites: MUSIC 124 or instructor's permission.

MUSIC 126

Singing on Stage 2

(HP) Instruction and experience using healthy singing techniques and natural projection to sing on stage focusing on musical theater and operetta repertoires. Some singing experience recommended. May be repeated two times for credit.

Prerequisite: Instructor's permission.

MUSIC 128

Class Guitar 2



(HP) Class instruction in guitar. May be repeated two times for credit.

Prerequisite: Instructor's permission.

MUSIC 140

Performance Ensemble

2

(HP) Vocal ensemble. Students study varied fare from madrigals to jazz and musical theater. Concerts on and off campus. May be repeated two times for credit.

Prerequisites: MUSIC 124 or MUSIC 125 or instructor's permission by audition.

MUSIC 147

Everett Youth Symphony

2

(HP) Preparation and performance of standard orchestral literature. Evenings only. Open to interested instrumentalists, maximum age 21, no minimum. May be repeated two times for credit.

Prerequisite: Audition for all new instrumentalists.

MUSIC 151-159

Individualized Instruction

in Applied Music

2, max. 12 in each medium

(HP) Individual instruction in performance medium, to be arranged. 151-Piano; 152-Voice; 153-Strings; 154-Woodwinds; 155-Brass; 156-Percussion; 157-Organ; 158-Accordion; 159-Guitar. Instructor assigned by arrangement with chair of music faculty. May be repeated up to 12 credits in each medium.

Prerequisite: Written permission from Chair of Music Department.

MUSIC 175

Everett Chorale

2

(HP) Preparation and performance of choral literature. Evenings only. May be repeated up to 12 credits.

Prerequisite: Audition for all new singers.

MUSIC 217

Private Instruction in Composition and Improvisation

2

(HP) Private instruction in composing music and improvising melodic lines relating to chord structures, harmonic progressions, and appropriate scales and modes. May be repeated two times for credit.

MUSIC 280, 281, 282

Piano Pedagogy

2 each

Principles of effective studio teaching; survey and evaluation of teaching materials. Offered primarily for piano teachers.

Prerequisite: Instructor's permission.

NATURAL SCIENCE

See Science Programs

Faculty Advisors:

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NAT S 101

Science Matters

5

(NS-L) An exploration of the modern collaborative role that science plays in technology and society. Critical examination of myths about science and scientists. Presentation of a unifying theme, such as the application of light to physics, chemistry, and biology: How light is used to observe our surroundings, how light works, light properties, the effects of light on life and the environment in our universe. Laboratory projects stress experimentation, discoveries, and group collaboration.

Prerequisites: ENGL 098 and MATH 017 (or equivalent).

NIPPON BUSINESS INSTITUTE

Due to a variety of factors, the nations of the world are developing closer, more interdependent political, social and economic relationships. The relationship that exists between the U.S. and Japan is one of the most important international relationships, yet often when representatives of these two global giants meet there are reports of friction and a "cultural gap." Through education, it is possible to build bridges across that gap that lead to improved and mutual understanding of culture, history, business practices, communication styles, and economic issues.

It is up to those within businesses, organizations, agencies and educational institutions to try to bridge the cultural gap between the U.S. and Japan. It is likely that you are one of those who can help achieve this goal because now, or in the near future, every resident in the State of Washington will interact with someone from Japan on some level. Interactions might be with an important customer, a major vendor, a business partner, a competitor, a government official or even a friend or neighbor. Developing the skills to succeed in this exciting and challenging environment is the mission of Everett Community College's Nippon Business Institute (NBI).

The NBI offers an Endorsement in U.S.-Japan Intercultural Fundamentals for those wanting to become more effective in their international interactions. Students study Japanese language, culture, history, effective business management and communication styles. The endorsement curricula courses are transferable and can apply to the Associate in Arts and Sciences degree for both business and non-business transfer students. Students also have the opportunity to apply for a short cultural and language immersion opportunity in Japan.

See the Humanities and Japanese sections of this catalog for cultural and language course descriptions or visit our website at <http://www.everettcc.edu/NBI> for the curriculum guide for the NBI's Endorsement in U.S.-Japan Intercultural Fundamentals.

Faculty Advisor:

M. Smith

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NURSING

The Nursing Program offers a career mobility approach to nursing education by providing courses of study that prepare graduates for licensure as Practical Nurses and/or Registered Nurses.

The curriculum includes a strong foundation in natural and social sciences, general education, and nursing courses. Students integrate theory and practice throughout the Nursing Program. Application occurs in campus laboratories, classroom settings, acute care hospitals, long-term care facilities, and community health-care settings.

Graduates receive a Certificate in Practical Nursing and/or an Associate Degree of Arts and Sciences in Nursing after which they must satisfactorily complete the NCLEX-PN and/or NCLEX-RN exam to become Licensed Practical Nurses or Registered Nurses. Licensed graduates are qualified for employment as entry-level staff nurses.

Program Approval and Accreditation

The Everett Community College Nursing Program is approved by:

Washington State Nursing Care Quality Assurance Commission
PO Box 47864
Olympia, WA 98504-7864
360-236-4702

and is accredited by:

National League for Nursing Accrediting Commission
61 Broadway
New York, NY 10006
212-363-5555 ext. 153 or 1-800-669-1656
www.accrediting-comm-nlnac.org

Characteristics of the Graduate

Upon completion of the Nursing Program, the graduate will:

1. Participate with the client, family, significant others, and members of the health care team to:
 - ❖ assess the client's physiological, psychological, sociocultural, and developmental functioning.
 - ❖ establish goals directed toward preventing illness and promoting and restoring optimal health.
 - ❖ explore options for care management of complex client situations.
 - ❖ evaluate the outcomes of nursing actions to determine goal attainment.
2. Demonstrate critical thinking skills in the delivery of holistic care to well and ill clients.
3. Employ effective communication with clients, families, and other professionals within the context of the environment.
4. Demonstrate behaviors consistent with the ethical and legal framework of nursing.
5. Utilize multiple resources to create an environment that promotes the client's self esteem, dignity, safety, and comfort.
6. Utilize a scientific knowledge base regarding alterations in health to guide actions which promote and maintain the client's optimum health.
7. Recognize the graduate's role in shaping health care delivery.
8. Formulate a plan for attaining professional goals and beginning the role transition.

Admission to the Nursing Program

Application and admission into the Nursing Program is a separate procedure that must be completed in addition to applying to Everett Community College. Because enrollment in the Nursing Program is limited, admission to Everett Community College does not guarantee admission to the Nursing Program. Selection into the Nursing Program is competitive and occurs prior to actual entrance into the nursing courses. Students are admitted into the Nursing Program fall, winter, and spring quarters.

To be considered for admission into the Nursing Program, all of the following must be completed:



1. Application and acceptance to Everett Community College.
2. Submission of official high school transcripts showing high school graduation or GED to the Nursing Records Office.
3. Completion of HS Algebra or equivalent, HS Chemistry within the past 5 years or Chemistry 101, Math 17 or the Arithmetic Competency Test for Pre-nursing Students and submission of documentation to the Nursing Records Office.
4. Completion of College Composition-English 101, Cellular Biology-Biology 160, Human Anatomy-Biology 235 and submission of documentation to the Nursing Records Office.
5. Completion of the Nursing Program application including signature (which allows the Nursing Department to process a Washington State Background Check) and submission to the Nursing Records Office.

Note: All courses must be completed with a "C" (2.0) or greater to be considered completed.

Regular information sessions regarding the Nursing Program and the admissions process are held. Additional detailed written information about the application and admission processes is found in the Nursing curriculum guide. Contact the Nursing Records Office to obtain a schedule of information sessions or an application packet containing the Nursing curriculum guide (425-388-9461).

Transferring Students

Transfer students seeking advanced placement may be accepted from other nursing programs on a space available basis. Advanced placement students are not required to compete for entry, but instead are individually evaluated and a course of study is designed for each student based on the candidate's previous nursing experience and education. Additional information regarding advanced placement is found in the Nursing curriculum guide.

Licensed Practical Nurses Seeking Advanced Placement

Advanced placement for LPNs who hold a current license in Washington State is provided through a structured course of study. Application to the program, evaluation of transcripts and experience, and admission to the Nursing Program is necessary prior to entrance into the Nursing courses. Additional written information regarding this program is available from the Nursing Records Office (425-388-9461).

LPN Program Requirements

Prerequisite courses

English 101	
English Composition	5 credits
Biology 160	
Cellular Biology	5 credits
Biology 235	
Human Anatomy	6 credits

Required Support courses

Psychology 203	
Developmental Psychology	5 credits



Speech 100	
Interpersonal Communications	5 credits
Biology 237	
Human Physiology	6.5 credits

Nursing courses

Nursing 110	
Nursing Therapeutics I: Introduction to Nursing and the Client	13 credits
Nursing 120	
Nursing Therapeutics II: Chronicity and Rehabilitation	13 credits
Nursing 130	
Nursing Therapeutics III: Acute Illness	13 credits
Nursing 210	
Nursing Therapeutics IV: Family Health and Reproduction	13 credits
Total Credits	84.5 credits

RN Program Requirements

In addition to the requirements listed above for the LPN student:

Required Support Courses

Biology 250	
Microbiology	5 credits
Sociology 110	
Introduction to Sociology or	
Anthropology 202D	
Principles of Sociocultural Anthropology	5 credits

Nursing Courses

Nursing 220	
Nursing Therapeutics V: Multisystem Disorders	13 credits
Nursing 230	
Nursing Therapeutics VI: Nursing Perspectives and Issues	12 credits
Total Credits	119.5 credits

Post-graduation Transfer to a Baccalaureate Program

General education courses are available for pre-nursing students and registered nurses planning to transfer to a university for a baccalaureate degree in nursing. Since requirements for individual schools vary, maintaining contact with a Nursing advisor and the four-year institution is important.

EvCC maintains an articulation agreement for admission and credit transfer with the University of Washington-Bothell. Prospective students are encouraged to discuss this program with a Nursing advisor in order to maximize this opportunity.

Faculty Advisors:

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NURS 095

Success Strategies for Nursing Study

1

Course is designed to assist the nursing student to experience success in the nursing program. Content includes problem solving and study strategies specific to the art and science of nursing. Practice is offered in critical thinking and reasoning skills, application of the nursing process, test taking skills, and preparation for learning related to study required for nursing courses.

Prerequisites: Admission to the Nursing Program, selection by the Nursing Admission Committee.

NURS 100

Nursing Assistant Certified

10

Prepares students to function in a myriad of health care settings. Focuses on acquiring basic technical skills, personal care skills, restorative care skills, psych and social needs and communication skills to work in an entry-level position in acute care, long-term care and home health settings. HIV/AIDS and CPR training are included. Upon completion students may apply for OBRA certification in Washington State.

Prerequisites: High school diploma or GED and completed student immunization record.

NURS 110

Nursing Therapeutics I:

Introduction to Nursing and the Client

13

Introduces caring as a framework underlying nursing as a science and a profession. Four concepts are examined: client, nursing, health, and environment. Themes of nursing process, problem solving, communication, teaching, learning ethics, and legal aspects are introduced. Models of health care delivery are explored. Additionally, altered health states of protective and healing mechanisms are introduced to provide a foundation for studying diseases and disorders of human functioning. Topics include cellular injury, inflammation, wound healing, ineffective thermoregulation, infection, immune response, stress, and activity intolerance. During lab, students develop the concept of health promotion as a basis for assessing and intervening to maintain wellness. Holistic dimensions of client assessment are presented along with techniques used in communication, interviewing, history taking, diagnostic reasoning, and health promotion. The student will apply techniques of physical assessment through practice on well adults. Documentation techniques are incorporated throughout the course. Specific health related issues focus on the middle and older aged adult. Basic skills of nursing are included in this course.

Prerequisites: ENGL 101, BIOL 160, BIOL 235. Acceptance into the Nursing program.

NURS 120

Nursing Therapeutics II:

Chronicity and Rehabilitation

13

Presents an integrated view of mind/body responses to altered health states. Selected health problems of adults are viewed in relation to epidemiology, risk factors, pathophysiological mechanisms and clinical manifestations. Content incorporates rationale for health care interventions, including diagnostic methods and treatment. Explores the application of nursing principles and theories to determine appropriate nursing diagnoses and nursing therapies. Provides opportunities for the development of cognitive, interpersonal, and technical skills essential to the care of adult clients. Alterations in fluid, electrolytes,

acid-base balance, mobility, sensation, mood, cognition, integumentary, immunity, and metabolism are addressed. During lab students integrate and apply the art and science of nursing through the use of case studies, scenarios, clinical simulations, client care, and special projects. This course utilizes the nursing process, critical thinking, and self-reflective activities as the basis for collaborative learning in the formulation, implementation, and evaluation of nursing care for adults experiencing selected health alterations.

Prerequisites: NURS 110 and BIOL 237.

NURS 130 Nursing Therapeutics III: Acute Illness 13

Continuation of Nursing 120. Explores increasingly complex body system alterations and presents the nursing therapies connected with these alterations. Emphasizes cognitive, interpersonal, and technical activities. Presents problems in oxygenation, oxygen transport, blood coagulation, blood flow and pressure, cardiac output, tissue perfusion, renal/urinary function, gastrointestinal function, and neuro-biology of selected psychological disorders. During the lab students develop nursing skills and judgments through the use of the nursing process, critical thinking, and self-reflective activities. Students utilize collaborative learning in the planning, implementation, and evaluation of nursing care for adults experiencing selected health alterations presented in NURS 130.

Prerequisites: NURS 120 and SPCH 100.

NURS 150 NCLEX Preparatory Course 2.5

Overview of the nursing knowledge base as applied to the NCLEX test plan. Learning experiences target the critical content areas of the examination for the student. The course is designed to enhance the student's probability of successfully passing the NCLEX examination for RN licensure.

Prerequisite: Successful completion of four quarters of the Nursing program.

NURS 184 Career Mobility for LPNs 2.5

Transitional course for LPNs eligible for advanced placement into associate degree nursing program. Introduces the practical nurse to the process of change inherent in the transition to the role of registered nurse. Content is defined within the construct of role components of the RN. Emphasis is placed upon self-awareness, recognition of client diversity, and professionalism. Learning activities provide for skill development in physical assessment, application of the nursing process to decision-making, critical thinking, interpersonal communication, and management of the care environment. Self-paced modules provide a review of selected alterations in health.

Prerequisites: Acceptance into the nursing program. Completion of ENGL 101, PSYCH 100 and PSYCH 203, SPCH 100, BIOL 160, BIOL 235, BIOL 237, BIOL 250, Washington State LPN license. Corequisite: NURS 130.

NURS 210 Nursing Therapeutics IV: Family Health and Reproduction 13

Presents an integrated view of responses to normal growth and development from infancy through adolescence and the expanding family. Selected health problems of women and children are examined in relation to epidemiology, risk factors, pathologic mechanisms, and clinical manifestations. Content incorporates rationale for health care interventions including diagnostic methods and treatment. Opportunities for the development of cognitive, interpersonal, and technical skills essential to the care of women, children, and families are provided. During the lab students have opportunities to apply the art and science of nursing in the analysis, synthesis, provision, and evaluation of client care. This course utilizes the nursing process and critical thinking skills as a basis for the care of women, children, and families.

Prerequisites: NURS 130 and PSYCH 203.



NURS 220 Nursing Therapeutics V: Multisystem Disorders 13

Explores multi-system physical and mental health alterations and related nursing therapies. Presents rationale for interventions, including assessment, diagnostic methods and treatments. Nursing therapies emphasize cognitive, interpersonal and technical activities. Burns, cancer, dissociative disorder, head injury, hepatic failure, HIV/AIDS, perioperative care, personality disorder, renal failure, schizophrenia, shock, and spinal cord injuries are addressed. During the lab students develop increasingly complex nursing skills and judgments through the use of critical thinking, nursing process, and self-evaluation. This course promotes collaboration with peers and health care professionals to plan, implement, and evaluate nursing care for adults with multisystem alterations.

Prerequisites: NURS 210 and BIOL 250.

NURS 230 Nursing Therapeutics VI: Nursing Perspectives and Issues 12

Addresses aspects of "being" a nurse by exploring values, nursing ethics, legal issues, power, politics, information technology, leadership and the business of managing care in a changing and diverse healthcare delivery system. Includes personal practice issues of role transition, stress management (burnout and reality shock), collective bargaining, and professional maturation. Integrates the analysis of actual and simulated clinical questions. Incorporates symptom analysis, complex nursing management and telephone assessment of actual and potential client problems. During the lab students have clinical experiences in a selected site. In some situations staff nurses serve as mentors or preceptors.

Prerequisites: NURS 220, SOC 110 or ANTHR 202D.

NURSING, CONTINUING EDUCATION

Nursing offers continuing education courses, workshops, and conferences for registered nurses, licensed practical nurses, and other health care personnel. Designed to enhance basic knowledge and enable the student to keep up with the rapidly growing body of knowledge in the health care field, these programs vary in length and depth of content; they are offered during both day and evening hours.

Contact: Nursing Department

425-388-9461

NURS 265 LPN Refresher 16

Enables inactive licensed practical nurses or LPNs seeking a change in work environment to resume a nursing career with confidence and competence by updating, reviewing and expanding nursing knowledge and re-establishing nursing skills. Prerequisites: Admission to the Nursing Program. Practical nurse licensure in Washington State ('limited educational licensure').

**NURS 270****Current Practices in Nursing****16**

Provides content to enable the inactive registered nurse to resume a nursing career. Clinical experiences take place in selected sites using staff nurses as mentors or preceptors. Emphasis is placed on updating, reviewing and expanding nursing knowledge while re-establishing nursing skills.

Prerequisites: Registered nurse licensure in Washington State ("limited educational" licensure); admission by instructor's permission.

NURS 275**Post Graduate Clinical Practicum: Acute Care****12**

Provides currently licensed graduates of registered nursing programs a supervised acute care clinical work experience in which to apply theory and clinical skills to foster professional growth and gain self confidence. Competency based, experience centered. 360 hours.

Prerequisites: Graduation from NLN approved school of nursing; current licensure as registered nurse in state of Washington; current immunization profile, CPR and Washington State Patrol background check.

NUTRITION**Faculty Advisor:**

N. Vandenberg 425-388-9455 nvandenberg@everettcc.edu

NUTRI 150**Nutrition****5**

(NS) Basic principles of nutrition for infants, children adolescents and adults; guidelines for healthy diet, nutrient functions and food sources; and the role of nutrition in maintenance of optimal health, physiological growth and development, and disease prevention.

Prerequisite: ENGL 098 with a grade of C or higher.

NUTRI 160**Sports Nutrition****2**

Introductory study of sports nutrition and its relationship to health, fitness, and athletic performance. Provides specific nutritional recommendations for individuals participating in recreational exercise as well as for competitive athletes training to improve sports performance. Includes evaluation of ergogenic aids, dietary aids, dietary supplements, and nutritional practices promoted to enhance athletic performance. Body composition analysis also included.

Prerequisites: ENGL 098; NUTRI 150 recommended.

NUTRI 170**Nutrition & Disease Prevention****3**

(NS) The role of nutrition in the prevention and treatment of chronic diseases. Review of basic nutrition concepts; an in-depth look at how nutrition and exercise affect risk of heart disease and stroke, hypertension, obesity, diabetes, cancer, osteoporosis and other diseases. Evaluation of different diet plans, and overview of the use of various supplements.

Prerequisites: NUTRI 150 or any biology course.

OCEANOGRAPHY**Faculty Advisor:****S. Grupp**

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OCEAN 101**Physical Oceanography****5**

(NS-L) Introduction to Earth's oceans, including origin and evolution of ocean basins, composition and variability of seawater, oceanic structure and circulation patterns, and marine pollution. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: ENGL 098 (or equivalent).

OFFICE SKILLS AND TECHNOLOGY

See Business Technology

PHILOSOPHY**Faculty Advisor:****M. VanQuickenborne**

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PHIL 100**Introduction to Philosophy****5**

(H,SS) Study of the more important questions that have shaped the development of philosophical thought throughout history. Areas of investigation include: the nature of reality, the nature of knowledge, the nature of personal identity, and the nature of the mind.

PHIL 110**Social Ethics****5**

(H,SS) A social-ethical study of society focusing on the 'great burning issues of the day.' Students will be encouraged to think for themselves and engage the instructor and one another in dialogue about some of the most controversial disputes of the day. The specific topics covered will vary from year to year.

PHIL 118**Critical Thinking****5**

(H,SS) The course will focus on analyzing, evaluating, and constructing thought in clear logical fashion, with application to various fields. The criteria to be used when determining truth and falsity will also be examined. The course is a non-symbolic approach to logic and does not fulfill a quantitative skills requirement.

PHIL 120**Formal Logic****5**

(Q,NS) The course is a study of the methods and principles used to distinguish correct from incorrect reasoning. After establishing a few basic concepts, the course will proceed to discuss three types of symbolic logic: Categorical, Propositional, and Predicate. Students are expected to participate in working through problems and proofs presented in the text and in class.

PHIL 150**Philosophy in the Cinema****4**

(H) Discussions of major philosophical questions and theories as they are raised in films from a wide variety of genres, countries, and times. Consists of film presentations, class discussions, short philosophical essays, and student written work in response to these.

Prerequisite: Placement in ENGL 101 is advised.

**PHIL 215****Ethics****5**

(H,SS) The course is a study of some of the more important questions that have shaped the development of moral philosophical thought from ancient times to the present. Students will be encouraged to think for themselves and engage the instructor and one another in dialogue about the most ethically correct course of action in a wide variety of applications. At the conclusion of the course students will be better equipped to understand why individuals differ in their moral judgments, and have the tools they need to continue their own investigations of ethical issues.

PHIL 267**Philosophy of Religion****5**

(H,SS) The course is a philosophical study of religious thought focusing primarily on the religious-philosophical and theological thinking associated with Christianity but not excluding Judaism, Islam, Buddhism or Hinduism.

PHLEBOTOMY

See Health Professions

PHOTOGRAPHY

The traditional photography department includes two black-and-white labs, four color printing rooms and a processor room, a photo studio, and a general processing room. Digital photography courses share a computer center with graphic arts, digital audio production, and journalism/photojournalism. Our program places increasing importance on digital photography. All required equipment and most chemicals are provided. The department offers a program for photography majors as well as courses that all students may find of interest. Study in photography can lead to either an Associate in Fine Arts degree or an Associate in Arts and Sciences – Option II university transfer degree. Students who are not majoring in photography are always welcome to enroll in classes.

In the first year of Basic Photography courses, students study camera operation, film and print processing, Zone System methods for precise exposure and development of film, traditional and experimental image making, advanced black-and-white printing, visual criticism and the pinhole camera. The History of Photography also is required in the first year of study.

In the second year, students learn to work with color transparency films, color printing techniques, digital color photography, and studio photography, which includes work with large format cameras, studio lighting, product photography, and portraiture—traditional and non-traditional.

Faculty Advisors:

E. Felsenthal	425-388-9149	efelsenthal@everettcc.edu
L. Weller	425-388-9366	lweller@everettcc.edu

PHOTO 115**Elements of Photography****3**

(TE) Introduction to black and white photography and mastery of basic camera operations. Non-darkroom course focusing on camera operation, film and printing theory, history of materials and techniques. Aesthetic concerns include traditional design and compositional theory. Group critique sessions offer opportunity for development of visual literacy, critical skills and verbal exchange. Lectures, slide and film presentations, and critique. For non-majors and community interest.

PHOTO 116**Workshop in Photography****3**

(TE) A workshop designed for the study of various techniques and conceptual considerations

important to photography. May include traditional or non-traditional picture-making options. Students develop photographic project with instructor and class assistance. Weekly critique sessions focus on aesthetic, conceptual, and technical considerations.

Prerequisites: PHOTO 115, PHOTO 121, or higher or instructor's permission.

PHOTO 117**Advanced Black & White Printing Techniques****3**

(TE) Study of black-and-white printing techniques, including characteristics of printing papers and chemicals. Print tests used to explore tonal value and chemical manipulation for extended control. Student's portfolio will include all test results, data, and a series of personal photographs exemplifying printing control.

Prerequisites: PHOTO 116, PHOTO 121, or instructor's permission.

PHOTO 118**Non-Silver Processes****3**

(TE) Applied study of historical photographic processes collectively known as non-silver. Each section will concentrate on one or two non-silver processes offering an opportunity to acquire a working knowledge with the technical application and unique visual characteristic of the process in question. Gum Bichromate, Van Dyke, Cynotype, and Albumen are a few of the possible processes highlighted in this course. Class is designed to supplement PHOTO 230, History of Photography.

Prerequisites: PHOTO 115, PHOTO 121, PHOTO 230 or instructor's permission.

PHOTO 121**B&W Photo: Basic Elements****5**

(HP) Intensive beginning course for students majoring or seriously interested in photography. Technical considerations include camera operation (depth of field, motion, exposure determination), film theory and film development, printing theory and practice, history of printing materials, and printing techniques. Aesthetic concerns include traditional design and compositional theory. Group critique sessions offer opportunity for idea of development, understanding the meaning of pictures, and verbal exchange. Required for Photography degree.

PHOTO 122**B&W Photo: Zone System****5**

(HP) Study of the Zone System for maximum image density control. Parametric D curves for film speed and optimum development. Previsualizing subject matter and carefully planning exposure and development for desired value rendering. Contrast expansions, contractions, and normal development. Use of the spot exposure meter. Student will need a fully adjustable camera.

Prerequisites: PHOTO 121 or instructor's permission.

PHOTO 123**B&W Photo: Exploration and Evaluation****5**

(HP) Third course in the Basic Photography series. Pinhole camera and imagery as the basis of study of criticism in photography, describing photographs, interpreting photographs, and evaluation of photographic work. Students will make their own pinhole camera, learn to work with large format films, and will use this format to produce a major photographic project resulting in a portfolio.

Prerequisites: PHOTO 121 and PHOTO 122 or instructor's permission.

**PHOTO 130****Elements of Color Photography****3**

Study of the basic aesthetic, perceptual and technical theories of color photography. Using color transparency film, a series of projects, lectures, slide presentations and videos will guide the student to an understanding of color photography as a form of creative expression. This is the foundation course for the color photography sequence. E-6 processing chemicals will be provided by the department.

Prerequisites: PHOTO 115, PHOTO 121, or instructor's permission.

PHOTO 151**Photojournalism I****5**

(HP) Editorial and interpretive photography for publication. Composition and photography of people emphasized; spontaneous expressions and true character of subject. Environmental portraits; interaction in people. 35mm equipment is emphasized. Various lenses, process alterations, flash, sports. Working with editors and project deadlines.

Prerequisite: PHOTO 121.

PHOTO 170**College Newspaper Photography****3**

Photojournalism for The Clipper, the college newspaper. News, features, sports, and photo-illustration. Page design and layout emphasized. Photographers work collaboratively with student editors, reporters, and co-advisors. Training for initiative and collaborative work. May be repeated two times for credit.

Prerequisite: Instructor's permission.

PHOTO 221**Color Photography I: Printing****5**

(HP) Color printing theory and practice using traditional white light printing methods, negative film to positive print, traditional and experimental applications. Design projects acquaint students with visual theory. Students will use C-41 and color print processor. The department supplies all chemistry and the color print processor. Students supply own film, paper and mounting materials.

Prerequisites: PHOTO 116, PHOTO 122, or instructor's permission.

PHOTO 222**Color Photography II: Digital Imaging****5**

(HP) Digital color photography using Adobe Photoshop™ as an extension of traditional color darkroom techniques. Film and print scanning, retouching techniques for black and white and color photographs, digital hand coloring, digital color balancing, advanced uses of curves and histograms, layers, channels, compositing, digital retouching, masking, and print output methods. Emphasis will be on enhancing and visually expanding traditional and experimental photographic images using digital methods.

Prerequisites: PHOTO 221 or instructor's permission.

PHOTO 223**Color Photography III: Advanced Digital Imaging****5**

(HP) Advanced projects in digital photography using digital cameras and Adobe Photoshop™. Advanced scanning, compositing, blend modes, filters, and advanced selection techniques. Projects lead towards a portfolio of personal work exhibiting advanced skills with Photoshop.

Prerequisites: PHOTO 221 or PHOTO 222, Graphic Arts advised, or instructor's permission.

PHOTO 230**History of Photography****5**

(H) An overview of the history of 19th and 20th century photography with attention to the sociological and pictorial contexts. Enables both the professional photographer and

the lay person to view photographs intelligently as both aesthetic experience and factual report.

PHOTO 243**Studio Photography I****5**

Study of tungsten studio lighting and large-format camera techniques. Projects familiarize students with diverse concepts in studio lighting, subject manipulation and statement control, and fully acquaints students with 4x5 camera and lens use. Cameras, lenses, studio tripod, and all studio lighting systems are provided.

Prerequisites: PHOTO 122 or PHOTO 116.

PHOTO 244**Studio Photography II****5**

Photographing people in studio and location environments using studio and location electronic flash systems and methods, traditional and non-traditional portraits, set design and directing. Student projects may be of personal or commercial nature. Studio and location electronic flash units, all camera formats, tripods, and flash meters are provided. May work in black and white, color, or both.

Prerequisites: PHOTO 243 or instructor's permission.

PHOTO 250**Photography Internship****2-5**

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisite: Instructor's permission.

PHOTO 295**Portfolio Development****5**

(HP) An advanced course designed for students nearing the completion of their Institute work in photography. Professional portfolio techniques, including interviewing, resume preparation, portfolio design and development, editing, and self-assessments, will be presented and explored. Lectures and presentation lab exercises, guest presentations, and development of personal style.

Prerequisites: Advisor or faculty recommendation required.

PHYSICAL EDUCATION AND HEALTH

The physical education and health program provides students with the opportunity and knowledge to establish and maintain a healthful lifestyle through physical activity. A wide variety of activity classes are available each quarter. Classes are appropriate for beginning through advanced skill and fitness levels. Three credits of activity classes may be applied to the AAS Degree – Option II.

Contact: Physical Education office

J. Allen

425-388-9323

jallen@everettcc.edu

Fitness Activities

P E 100**Beginning Yoga****1**

(TE) A "no sweat" exercise program designed to improve fitness through development

of flexibility, strength, and vitality. Special emphasis on techniques for stress reduction, relaxation, posture and deep breathing. Introduction to visualization and meditation plus yogic diet and lifestyle. May be repeated two times for credit.

P E 101

Intermediate Yoga

1

(TE) Progressive training in yoga postures, special breathing techniques, breath control, relaxation, visualization, mental concentration, and meditation; exploration of yogic diet and lifestyle. Yoga is designed to bring about greater harmony between body, emotions, intellect, and spirit. For students who have taken PE 100 or those with previous experience, or by permission of instructor. May be repeated two times for credit.

Prerequisites: Previous experience or completion of PE 100, or instructor's permission.

P E 103

Beginning Karate

2

(TE) Fundamentals of the martial art of Karate. Basic techniques with a strong emphasis on physical fitness and self-defense. Effectively increases endurance, confidence, coordination and personal strength, both physically and mentally. It is an excellent supplementary sport to increase agility. Strongly recommended for exercise and self-defense for both men and women. May be repeated two times for credit.

P E 104

Intermediate Karate

2

(TE) Intermediate karate is the continuation of Beginning Karate/Self-Defense with emphasis on correct mental attitude, physical fitness, and self-defense. Practice on timing, agility and balance, and preparation of students for the first color belt. May be repeated two times for credit.

Prerequisites: Completion of P E 103 or instructor's permission.

P E 105

Advanced Karate

2

(TE) Advanced Karate is the continuation of Intermediate Karate with strong emphasis on perfect execution of advanced techniques. Timing, distance, and use of the correct technique at the correct time are stressed. Strong emphasis on physical fitness and protection for men and women. May be repeated two times for credit.

Prerequisites: Completion of P E 104 or instructor's permission.

P E 108

Cardiovascular Exercise Therapy

2

(TE) RN supervised Phase III/IV rehabilitation exercise program for people with known coronary artery disease, or other risk factors like stress, high blood pressure, diabetes, a history of smoking or sedentary lifestyle. Participants use stationary bikes, Nordic track, Universal equipment, and treadmills. Risk factor modification strategies and informal peer support. May be repeated two times for credit.

Prerequisites: Students with high-level risks may need a physician's referral.

P E 110

Folk and Line Dance

1

(TE) Enjoy physical and mental exercise while participating in a variety of folk and line dances. Basic steps, formations, and dance positions of various international and American folk and line dances. May be repeated two times for credit.

Prerequisites: Age 60 or older.

P E 111

Kick Boxing Aerobics

1

(TE) A dynamic low impact aerobic workout combining punches, jabs, and variety of kicks to strengthen upper and lower body. Effectively increases endurance, coordination, strength and balance. May be repeated two times for credit.



P E 113

Bench Step Aerobics

1 or 2

(TE) Bench stepping for aerobic conditioning. Exercises for flexibility, strength, cross training, and step combinations, performed on a lightweight platform designed for step training. Bench step aerobics is low impact with high intensity fitness training. May be repeated two times for credit.

P E 116

Low Impact Aerobics

2

(TE) Aerobic workout with music. Appropriate movements assist in vigorous activity with minimal fatigue of joints. No previous experience with aerobic dance or exercise necessary. May be repeated two times for credit.

P E 120

Circuit Fitness

1 or 2

(TE) Fast fitness! Circuit fitness develops cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. Improve your fitness in minimum time with maximum benefits. May be repeated two times for credit.

P E 121

Walk, Jog, Run

1 or 2

(TE) Walk, jog, and run your way to improved fitness. Correct techniques, basic physiology, and training methods for walking, jogging, and running. May be repeated two times for credit.

P E 124

Introduction to Weight Training

1

(TE) Introduction of basic weight training and flexibility exercises designed to improve muscle tone and physical conditioning. May be repeated two times for credit.

P E 125

Beginning Weight Training

3

(TE) Basic principles of weight training, exercise selection, safety, fundamental techniques in lifting free and machine weights. Individual program designed for body building or toning. May be repeated two times for credit.

P E 126

Advanced Weight Training

3

(TE) Advanced weight lifting skills, added weights, repetitions and exercises. Cardiovascular training option with increased interval work and increased distance mileage and pace. Emphasis on definition of muscles. Body building or power lifting (student's choice). Daily weight training and diet. Increased emphasis on improving physical condition of the student. May be repeated two times for credit.

Prerequisite: P E 125-Beginning Weight Training.

PE 128

Women on Weights

2



(TE) Individualized conditioning program for various components of fitness. Strength on the stability ball, free weights, circuits, cardio/step with additional focus on learning principles of fitness to create personalized workouts. Course is open to all students. May be repeated two times for credit.

Sport Activities

P E 140

Bowling

1

(TE) Rules, bowling etiquette, scoring, footwork, and ball-handling techniques. Emphasis on scorekeeping. Development and practice of skills through league play and league organization. Off-campus. Special fee paid the first day of class. May be repeated two times for credit.

P E 141

Beginning Tennis

1

(TE) Fundamental techniques of the grip, forehand, backhand, serve, volley, lob, smash and related footwork. History, rules, terminology, and etiquette. Strategies and court tactics. May be repeated two times for credit.

P E 142

Intermediate Tennis

1

(TE) Continued development and practice of strokes, serves, and strategy. More emphasis on competitive play. May be repeated two times for credit.

Prerequisites: P E 141-Beginning Tennis, or instructor's permission.

P E 144

Court Games

1

(TE) Fundamental techniques, terminology, rules, history, etiquette, and strategies of tennis, badminton, and pickleball. May be repeated two times for credit.

P E 145

Golf

1

(TE) Practice and development of basic skills: drive, putt, approach shots, stance, grip, and swing. History, terminology, rules, and etiquette. May be repeated two times for credit.

P E 148

Volleyball

1 or 2

(TE) Practice and development of volleyball skills: serving, passing, setting, and spiking. Rules and court strategy through team play. May be repeated two times for credit.

P E 149

Basketball

1 or 2

(TE) Basketball techniques and skills: dribbling, passing shooting. Practice and development of offensive and defensive strategy through competitive play. May be repeated two times for credit.

P E 150

Indoor Soccer

1

(TE) Rules, skills, and strategies for indoor participation. May be repeated two times for credit.

P E 151

Softball

2

(TE) Conditioning, basic skills, rules, individual and team strategy for fast and slow pitch. Practice and development of fundamentals and strategy through team play. May be repeated two times for credit.

Varsity Sports

P E 160

Varsity Volleyball

2

(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate volleyball play. May be repeated two times for credit.

Prerequisite: Instructor's permission. Corequisite: Enrollment in Intercollegiate Volleyball.

P E 161

Varsity Soccer

2

(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate soccer play. May be repeated two times for credit.

Prerequisite: Instructor's permission. Corequisite: Enrollment in Intercollegiate Soccer.

P E 162

Varsity Cross-Country

2

(TE) Conditioning, skills, rules and strategies for running competitive, intercollegiate cross-country. May be repeated two times for credit.

Prerequisite: Instructor's permission. Corequisite: Enrollment in Intercollegiate Cross-Country.

P E 163

Varsity Basketball

2

(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate basketball play. May be repeated two times for credit.

Prerequisite: Instructor's permission. Corequisite: Enrollment in Intercollegiate Basketball.

P E 164

Varsity Softball

2

(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate softball play. May be repeated two times for credit.

Prerequisite: Instructor's permission. Corequisite: Enrollment in Intercollegiate Softball.

P E 165

Varsity Baseball

2

(TE) Conditioning, skills, rules and strategies for playing competitive, intercollegiate baseball. May be repeated two times for credit.

Prerequisite: Instructor's permission. Corequisite: Enrollment in Intercollegiate Baseball.

General Physical Education Courses

P E 201

Emergency Response

5

(TE) Provides information and practice necessary for development of personal judgment, first aid knowledge and skills for self-help, help for others, and preparation for emergencies. Includes all levels of CPR. Completion of course may lead to American Red Cross "Emergency Response" and "CPR for the Professional Rescuer" certifications.

P E 203

Personal Health and Wellness

3

(TE) Significant aspects of personal and community health and principles of healthful living. Family life, disease prevention, relationship of genetics to health, body function with respect to anatomy, physiology, nutrition, stress, recreation, rest, exercise, and work.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

P E 205

Introduction to Physical Education

3

(TE) History and background of physical education and sport. Development and philosophies of programs in America. Discussion of the sport sciences: content, research questions, and careers. Latest information on current issues facing the profession and career opportunities.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

P E 206

Individual Sports

3

(TE) Instruction and practical experience in a variety of individual sports. Skill analysis, strategies, etiquette, rules, sports ethics, and sportsmanship. Lesson plan development.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

P E 207

Elementary Physical Education

3

(TE) Indoor and outdoor activities, sports, games, and fitness for children. Provides student with knowledge and practical experience in organizing, directing, and evaluating physical education activities for elementary school children.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

P E 209

Team Sports

3

(TE) Instruction and practical experience in a variety of team sports. Skill analysis and correction, strategies, team play, team organization, and methods of teaching; lesson plan development.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

P E 211

Folk and Square Dance

3

(TE) Basic steps, formations, and dance positions of various international and American folk dances. Basic moves, etiquette, and calling in square dance.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

P E 216

Weight Training, Fitness and Conditioning

3

(TE) Instruction and practical experience in planning weight training and conditioning programs. Fitness assessment methods, exercise prescription, evaluation procedures. Impact of exercise on health and relationship of exercise to chronic illness.

Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL 101.

PHYSICAL SCIENCE

See Astronomy, Atmospheric Science, Geoscience, Oceanography



PHYSICS

Physics emphasizes conceptual and mathematical modeling of the physical world and practical problem-solving techniques. It is the oldest and most fundamental of the experimental sciences. Physics course work is a useful part of general education, a marketable asset for any of the professions, and a requirement for medicine, the sciences, mathematics and engineering.

Faculty Advisors:

A. Vanture

425-388-9556

avanture@everettcc.edu

PHYS 101

Concepts and Connections

5

(NS-L) Laboratory-based introduction to physics that explores the nature of the universe using classical and modern theories of physics. Emphasizes the historical development of these theories and the scientific method and role of measurement in science. Emphasizes conceptual rather than mathematical understanding of physics.

Prerequisites: MATH 065 or equivalent, ENGL 098 with a grade of C or higher or eligibility for ENGL 101.

General Physics

Laboratory science courses for liberal arts students and those in pre-professional programs not requiring calculus-based physics. Emphasis on historical development, experimental methods, basic problem-solving skills, and relationships between physics and other areas of study.

PHYS 117

General Physics I

5

(NS-L) Motion, force, and energy are studied.

Prerequisites: ENGL 098 with a C or higher, MATH 140 or equivalent.

PHYS 118

General Physics II

5

(NS-L) Continuation of PHYS 117. Periodic motion, mechanical waves and heat are studied.

Prerequisite: PHYS 117.

PHYS 119

General Physics III

5

(NS-L) Continuation of PHYS 117. Electromagnetism and light are studied.

Prerequisite: PHYS 117.

Engineering Physics

This series of courses is intended for those who seek to transfer into an Engineering or Physical Science program at a four-year institution. Lectures emphasize problem-solving techniques as applied to concepts from classical physics. Laboratory focuses on developing experimental and analytical techniques that will allow students to complete an independent laboratory research project.

PHYS 121

Engineering Physics I

4

(NS-L) Mechanics. First quarter of one-year sequence (PHYS 121-123) in classical and modern physics for engineering majors and most science majors planning to transfer.

Prerequisites: Grade of C or higher in PHYS 117, MATH 153 or concurrent enrollment, or equivalent preparation approved by instructor, ENGL 098 with grade of C or higher or



placement in ENGL 101. Corequisites: PHYS 131 or instructor's permission.

PHYS 122
Engineering Physics II 4

(NS-L) Continuation of PHYS 121. Mechanics and thermodynamics.

Prerequisites: PHYS 121, MATH 154 or concurrent enrollment. Corequisites: PHYS 132 or instructor's permission.

PHYS 123
Engineering Physics III 4

(NS-L) Continuation of PHYS 122. Electromagnetism.

Prerequisites: PHYS 122 and MATH 252 or concurrent enrollment. Corequisites: PHYS 133 or instructor's permission.

PHYS 131
Engineering Physics I Laboratory 1.5

(NS-L) Offered concurrently with PHYS 121. Three hours weekly.

Corequisites: PHYS 121 or instructor's permission.

PHYS 132
Engineering Physics II Laboratory 1.5

(NS-L) Offered concurrently with PHYS 122.

Corequisites: PHYS 122 or instructor's permission.

PHYS 133
Engineering Physics III Laboratory 1.5

(NS-L) Offered concurrently with PHYS 123.

Corequisites: PHYS 123 or instructor's permission.

POLITICAL SCIENCE

Faculty advisor:

S. Horn

425-388-9394

shorn@everettcc.edu

POL S 101
Introduction to Politics 5

(SS) Consideration of fundamental and enduring political questions as addressed by philosophers, novelists, playwrights and essayists, as well as political scientists. What is politics? What difference does it make? How do political systems begin? What is political control? What are the threats to political control? What are the similarities and differences in political systems? How are such systems evaluated? How do they change? Can morality inform politics?

POL S 200
Introduction to Law 5

(SS) Legal institutions and processes, law as a system of social thought and behavior and a framework in which rival claims are resolved; legal reasoning; law as a process of protecting and facilitating voluntary arrangements in a business environment. Required

law course for University of Washington business transfer students.

Prerequisite: Sophomore standing recommended.

POL S 201
American Politics 5

(SS) Introductory analysis of the process by which policy is made at the national level in the United States. Constitutional origins and development; ideology; influence through public opinion and media, parties and elections; interest groups and PACs; policy-making by Congress, Presidency and courts; policies, including civil rights and civil liberties.

POL S 202
Comparative Politics 5

(SS) Introductory comparative analysis of national political systems, including those identified as Western Democratic, Authoritarian and Transitional. Levels of development; ideologies; constitutions; forms of participation; structures of government; policies.

POL S 203
World Politics 5

(SS) Introductory analysis of relations between and among nation states and other actors in the global system. Nationalism and its expressions; alternatives to nationalism; formulating and implementing foreign policy; instruments of and restraints on power; major global problems; future scenarios.

POL S 205
State and Local Politics 5

(SS) Introductory analysis of the process by which policy is made at the subnational level in the United States. Theory of federalism; principles and practices of American federalism; varieties of state environments and experience; political cultures and constitutions; state governments, local governments and their relationship; problems and policies at state and local levels.

POL S 210D
The Politics of Diversity 5

(SS,D) Introductory analysis of majority/minority relations in the American experience; the political meaning of majority and minority status; strategies employed by majority to maintain status; strategies employed by groups with minority status to enhance their power, including assimilation, accommodation, separatism, and radicalism; case students of groups exemplifying these strategies; future prospects for success of these strategies.

PROFESSIONAL-TECHNICAL TEACHER EDUCATION

The Professional-Technical Teacher Education courses are designed to enhance teaching skills through coursework based on the state-identified skill standards for professional-technical college instructors.

Contact: K.Pouillon

kpuillon@everettcc.edu

PTTE 201
Teaching and Facilitating Learning I 3

Teachers will begin or expand their training as skilled professional-technical educators in this introduction to vocational teaching at the community college level. Sometimes described as a "survival course," this course will help new or nearly new instructor-learners to establish themselves as effective instructional leaders, communicators and facilitators in the professional-technical classroom or laboratory setting. Instructor-learners will learn about "successful beginnings," being a positive role model for their students, and developing effective lessons based on identified student learning outcomes and competencies. New instructor-learners will practice implementing a variety of instructional strategies and student assessments and begin to learn ways to evaluate the progress of diverse learners to meet course objectives. Focus is on four primary modes of instruction: lecture, discussion, demonstration, and small group work and ways in which instructors act as facilitators of learning in their classrooms. Instructor-learners will actively practice their teaching skills to begin to implement learner-centered instructional activities and

lessons that they have devised.

PTTE 202

Teaching and Facilitating Learning II

5

Course guides instructors through the process of moving from a teacher-centered classroom to a student-centered learning environment and prepares instructor-learners to assist students to become a productive part of a learning community. Instructor-learners will further examine and fine tune multiple modes of instruction beyond those in Level I, including class discussion, case studies, role plays and student self-assessment. Using the universal cycle of learning with the four essential elements of Preparation, Presentation, Practice, and Performance, instructor-learners will develop model lessons and instructional models as well as developing model facilitation practices for establishing learning communities within the classroom. This course is particularly helpful to experienced instructor-learners who wish to hone and apply their facilitation and instructional delivery skills and deepen their understanding of how students learn. Focus is on preparing instructor-learners to be facilitators as well as dynamic presenters and on increasing the quality of instruction and self-assessing their own effectiveness.

Prerequisite: PTTE 201.

PSYCHOLOGY

Faculty Advisors:

J. Conesa (on leave)	425-388-9388	jconesa@everettcc.edu
B. Farb	425-388-9386	bfarb@everettcc.edu
P. Schmidt	425-388-9583	pschmidt@everettcc.edu
D. Smith	425-388-9176	dsmith@everettcc.edu
C. Veldink	425-388-9444	cveldink@everettcc.edu

PSYCH 100

General Psychology

5

(SS) Psychology as a science focusing on five major theoretical perspectives in contemporary psychology: biological, cognitive, humanistic, psychoanalytical and learning. Topics include the nervous system, heredity and maturation, sensory processes, perception and attention, statistical concepts, motivation, emotion, intelligence, learning and remembering, thinking, personality, adjustment, and social and abnormal behavior.

PSYCH 150

Psychology and Sociology in the Cinema

3

(TE) Application of major psychological and sociological theories and concepts to understanding human experience and behavior as it is dramatized in selected feature films. Course format consisting of film presentations, class discussion and student written work. Credit may not be earned in both PSYCH 150 and SOC 150.

Prerequisites: PSYCH 100 or SOC 110 or equivalent or concurrent enrollment in one of these classes.

PSYCH 201

Abnormal Psychology

5

(SS) Description, development, and dynamics of behavior disorders and personality as related to contemporary conditions of life. Investigation of techniques used or available to modify behavior.

Prerequisite: PSYCH 100.

PSYCH 203

Developmental Psychology: Lifespan

5

(SS) Study of quantitative and qualitative developmental changes that occur throughout the human lifespan. Emphasis on understanding physical, emotional, social and cognitive development.

Prerequisites: PSYCH 100 or instructor's permission.

PSYCH 205



2004 -2005 CATALOG

COURSES

Introduction to Personality

5

(SS) Examination of theoretical approaches to personality, major philosophical positions, experimental methods, and data used in evaluating various personality theories.

Prerequisite: PSYCH 100.

PSYCH 220

Human Cognition, Learning and Motivation

5

(SS) PSYCH 220 aims at establishing enduring links between psychological theory, research, and their classroom applications. The focus of PSYCH 220 is on cognitive, motivational, and affective development in children and adolescents. Specifically, this body of knowledge comprises biological, perceptual, cognitive, social, and moral development. PSYCH 220 includes reviews and examinations of contemporary educational trends and their impact on individual learning, the school system, and the community.

Prerequisites: PSYCH 100 and placement in or completion of ENGL 101.

PSYCH 240

Social Psychology

5

(SS) Social psychology is the scientific study of the way individuals think, feel and behave in social situations. It applies the scientific method of systematic observation, description, and measurement to the study of individuals in various social situations. Theories and research include person perception, attraction, aggression, altruism, attitudes and attribution. Also offered as SOC 240. Credit may not be earned in both PSYCH 240 and SOC 240.

Prerequisites: PSYCH 100 or SOC 110.

PSYCH 256

Special Topics: Psychology Seminar

3-5

A special topic seminar intended to introduce students to contemporary or classic psychological topics of interest. Quarter topics will be determined by faculty or student interest/demand. This format allows for interdisciplinary approaches that include the concept of learning communities. These seminars are intended to examine in-depth, current or traditional, psychological issues that normally cannot be examined at this level of interaction-participation in large survey courses. May be repeated two times for credit.

Prerequisites: Completion of any Social Science course at or above 100 and ENGL 101 or instructor's permission.

RADIOLOGIC TECHNOLOGY

EvCC offers courses that prepare students to apply for admission to the Radiologic Technology degree program at Bellingham Technical College. Upon completion of pre-requisite courses at EvCC, students who live in the Everett vicinity may apply for admission to a 21-month full-time program in RT, including the specific RT classes and clinicals. Admission is competitive. Successful completion results in an Associate in Applied Science awarded by Bellingham Technical College. Program graduates are eligible to take the national certification exam administered by the American Registry of Radiologic Technologists. This program is a partnership among several community colleges in this region. For more information contact

Bellingham Technical College: 360-738-3105

EvCC Enrollment Services: 425-388-9206



READING AND STUDY SKILLS (RSS)

The College Reading and Study Skills program is an integral part of a college success curriculum for students who need to improve their study techniques and learning strategies, academic computer skills, or improve reading speed, comprehension, vocabulary and critical thinking skills. Courses are offered at two levels (pre-college and college) and provide individualized assistance for students who want to succeed in their college and career goals and need to become more academically competitive. Most courses can be applied towards the AAS Degree - Option II as List B Applied Electives.

Faculty Advisors:

M. Davis-Wolfe	425-388-9286	mdavis@everettcc.edu
L. Lien	425-388-9402	llien@everettcc.edu
C. Wilson	425-388-9004	cwilson@everettcc.edu

RSS 094

Reading for College Success

5

This course is designed for students who desire improvement and basic skill building for success in college-level reading. Emphasis is on reading comprehension, vocabulary development and improved speed. Lecture format with some individualized programming in the reading lab to meet students' specific needs. May be repeated two times for credit.

RSS 095

Study Skills for College Survival

4

Teaches college success and basic study skills. This course is designed for the student who is returning to school or who is seeking ways to survive in college. Students will learn how to identify learning styles, manage time, utilize student support services, read textbooks, take notes, take tests, and use library and Internet resources. May be repeated one time for credit.

RSS 100

Sharpening Your Study Skills

2

Designed to teach precision skill sets that concentrate on textbook reading, memory techniques, test taking, note taking, and more effective study strategies especially in the sciences, math, nursing and other rigorous academic courses of study. Helps students from a wide range of backgrounds build foundations to work successfully through difficult material in lectures and textbooks. Practical methods are emphasized. May be repeated one time for credit.

RSS 103

Reading, Speed, Vocabulary Program

2

A diagnostic, computer-based reading class program designed to improve students' comprehension, vocabulary development and reading speed. Students must complete a minimum of 20 hours in order to receive 2 credits. May be repeated two times for credit.

RSS 104

Powerful College Reading

5

Recommended for capable readers who want to advance their comprehension, vocabulary skills, and speed as well as develop critical thinking skills and enhance their confidence in college reading assignments. Lecture format with some individualized programming in the reading lab to meet students' specific needs. May be repeated two times for credit.

RSS 105

Study Skills for College Success

4

Teaches study skills required to excel in college courses and four-year university classes. This course emphasizes strategies to comprehend college textbooks, materials, and lectures.

Students will learn how to identify study strategies and techniques, manage time effectively, improve memory, reduce test anxiety and prepare for tests, improve note-taking, and use library and Internet resources. Placement in English 098 or higher and college level reading is strongly recommended. May be repeated one time for credit.

RSS 144

Reading Fitness

4

Designed for college-level readers who want to challenge and enhance their reading comprehension skills, verbal and written vocabularies and communication skills, and critical thinking skills. A variety of textual material is presented for the widest possible transfer of skills to other college courses, the workplace, and in lifelong learning. This interactive course may include walking discussion groups outside the classroom. May be repeated one time for credit.

RUSSIAN

Contact: Communications and Social Science Division office -

C. Wamsley 425-388-9387 cwamsley@everettcc.edu

RUSS 101, 102, 103

Elementary Russian

5 each

(H) Beginning sequence of courses to practice functional elements of Russian pronunciation and grammar in the context of practical conversational Russian. Listening, speaking, reading, and writing to communicate in Russian in a logical, natural, and personalized way.

Prerequisites: None for RUSS 101; RUSS 101 or instructor's permission for RUSS 102; RUSS 102 or instructor's permission for RUSS 103. High school preparation as appropriate for 102 or 103 is acceptable.

SCIENCE PROGRAMS

The Science Division offers a variety of courses and programs designed to meet a wide range of student needs in the subject areas of physical and life science, including anatomy, astronomy, atmospheric science, biology, botany, chemistry, engineering, environmental sciences, geoscience, mathematics, microbiology, nutrition, oceanography, physics, physiology and zoology. These courses and others contribute to the scientific background of students majoring in agriculture, architecture, astronomy, atmospheric science, botany, chiropractic, chemistry, dentistry, engineering, environmental science, fisheries, medicine, medical technology, mortuary science, nursing, occupational therapy, oceanography, optometry, pharmacy, physical therapy, physics, veterinary medicine, wildlife management and zoology. Such programs lead to the degrees of Associate in Arts and Sciences and Associate of Science.

Survey courses in the biological and physical sciences provide overviews of large areas of science. Courses to fit the personal needs of part-time students are available in both the day and evening programs. The entire range of high school mathematics and special courses in the sciences is available for those who need to review and complete high school requirements.

Faculty Advisors:

S. Grupp	425-388-9450	sgrupp@everettcc.edu
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SECRETARIAL STUDIES

See Business Technology

SOCIOLOGY

Faculty Advisors:

B. Farb	425-388-9386	bfarb@everettcc.edu
M. Riordan	425-388-9384	mriordan@everettcc.edu
C. Veldink	425-388-9444	cveldink@everettcc.edu

SOC 110

Survey of Sociology 5

(SS) Study of society. General survey of cultural and social systems and their relationship to the lives of individuals.

SOC 150

Psychology and Sociology in the Cinema 3

(TE) Application of major psychological and sociological theories and concepts to understanding human experience and behavior as it is dramatized in selected feature films. Course format consisting of film presentations, class discussion and student written work. Credit may not be earned in both SOC 150 and PSYCH 150.

Prerequisites: SOC 110 or PSYCH 100 or equivalent or concurrent enrollment in one of these classes.

SOC 160

Gender and Society 5

(SS) Exploration of the impact of gender roles on people's lives. Historical and cultural differences in gender roles. Changes in family and work roles, and movements for equality.

Prerequisite: SOC 110 strongly recommended.

SOC 210

Social Problems 5

(SS) Analysis of structural factors contributing to various social problems. Study of theoretical, historical and practical models to resolve these problems.

Prerequisite: SOC 110 strongly recommended.

SOC 220D

The Family 5

(SS,D) Analysis of the family as a social institution utilizing cross-cultural, historical, and contemporary perspectives. Examination of the changing conceptions of family, emergent norms, family crises, and the effects of public policy.

SOC 230

Human Ecology 3

(SS) Examination of world environmental crises from a sociological perspective; exploration of shifting cultural paradigms concerning humans' relation to nature; study of population, technology, consumption of resources, and possibilities for reducing our impact on the planet.

SOC 233

Sociology of Nonviolence 5

(SS) Explores the social and political foundations of nonviolence in a variety of social institutions and settings: interpersonal, community, national and international. Discussion of secular and religious approaches to nonviolence for both individual and society; exploration of the relationship of social ideals like peace to other social goals such as justice, security, and freedom; and research into various social and political movements based in theories of nonviolence.



COURSES

Prerequisite: SOC 110 recommended.

SOC 240

Social Psychology 5

(SS) Social psychology is the scientific study of the way individuals think, feel and behave in social situations. It applies the scientific method of systematic observation, description, and measurement to the study of individuals in various social situations. Theories and research include person perception, attraction, aggression, altruism, attitudes and attribution. Also offered as PSYCH 240. Credit may not be earned in both SOC 240 and PSYCH 240.

Prerequisites: SOC 110 or PSYCH 100.

SOC 255D

Cross-Cultural Medicine 5

(SS,D) Cross-cultural analysis of the environmental, historical, biological and cultural contributions to illness and health. Also offered as ANTHR 255D. Credit may not be earned in both SOC 255D and ANTHR 255D.

Prerequisites: SOC 110 or ANTHR 100 or ANTHR 202D recommended.

SOC 257

Sociology of Religion 5

(SS) Explores the social foundation of religious experience and institutions. Discussion of the various approaches to the sociological study of religion for both the individual and society; the role of religion in social conflict, social control and social change; and the social construction of religious beliefs and institutions. A variety of religious perspectives will be explored, including the world religions, the shamanic traditions and new religious movements.

Prerequisite: SOC 110 recommended.

SOC 271

Criminology 5

(SS) Explores the nature and extent of crime and delinquency, examines criminological theories of causes and solutions, analyzes law and the criminal justice system.

Prerequisite: SOC 110 recommended.

SPANISH

Faculty Advisors:

D. Stewart	425-388-9401	dstewart@everettcc.edu
V. Martin	425-388-9375	vmartin@everettcc.edu

SPAN 101, 102, 103

Elementary Spanish 5 each

(H) Beginning sequence of courses to practice functional elements of Spanish pronunciation and grammar in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: None for SPAN 101; SPAN 101 or placement test for SPAN 102; SPAN 102 or placement test for SPAN 103.

SPAN 160

Elementary Spanish Review 3

Review of functional elements of grammar, vocabulary and pronunciation introduced in the first year of Spanish. This review course is designed for students seeking to solidify their Spanish language skills or preparing for second-year Spanish.

Prerequisites: SPAN 103, SPAN 152, or 3 years of high school Spanish.

**SPAN 201, 202, 203****Intermediate Spanish****5 each**

(H) Continuation of SPAN 101, 102, 103. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: SPAN 103 or placement test for SPAN 201; SPAN 201 or placement test for SPAN 202; SPAN 202 or placement test for SPAN 203.

SPEECH**Faculty Advisors:**

M. Murphy	425-388-9552	mmurphy@everettcc.edu
J. Olson	425-388-9404	jolson@everettcc.edu
L. Wisdom-Whitley	425-388-9379	lwisdom@everettcc.edu

SPCH 100**Interpersonal Communication****5**

(H) Theory and skills relating to social, family and work situations. Language usage, nonverbal communication, dealing with conflict, perception, and self-concept.

Prerequisites: Completion of ENGL 098 or placement in ENGL 101 recommended.

SPCH 101**Beginning Public Speaking****5**

(C, H) Methods of speech organization and composition; speaking skills in varied settings; audience analysis and speech criticism.

Prerequisites: Completion of ENGL 101 or placement in ENGL 101.

SPCH 102**Oral Interpretation of Literature****5**

(H) Study of literature through performance and theory. Literary understanding and appreciation are emphasized through the examination of prose, poetry, and drama. Performance skills are developed by learning to communicate literature through voice and body.

Prerequisite: ENGL 098.

SPCH 204D**Intercultural Communication****5**

(H,D) Introduction to communication between people from different cultures. Focuses on application of research and theory in intercultural communication. Explains the roles of verbal and nonverbal codes in the development of intercultural interpersonal relationships. Describes obstacles to intercultural communication and develops skills to overcome them. Fulfills degree diversity requirement.

Prerequisites: Completion of ANTHR 100, ANTHR 202D, SOC 110 or SPCH 100 strongly recommended.

SPCH 207**Group Discussion****5**

(H) Principles and methods of interaction in small decision-making, learning, and problem solving discussion groups. Techniques of relating individual to group thinking through

practice in discussion and role-playing.

THEATRE

The Theatre Program consists of individually designed courses that qualify toward an Associate in Arts and Sciences – Option II degree, transferable to four-year colleges and universities. In addition to acting, students can develop special projects in directing, play writing, and technical theatre to complete their degree program. Internships are also available for work performed in a professional environment. Theatre courses also may be used by any student as a humanities requirement toward the Associate in Arts and Sciences - Option II degree. Non-theatre majors are always invited to enroll in any theatre course.

Faculty Advisor:

B. Peterson **425-388-9525** **bpeterson@everettcc.edu**

THEAT 100**Rehearsal, Production, and Performance****2-5**

(HP) Active participation in a theatrical production. Course registration follows the audition, interview and selection process. Students earn 2-5 credits depending upon the performance role commitment or technical crew responsibilities. May be repeated two times for credit.

Prerequisites: Instructor's permission following audition and casting.

THEAT 101**Beginning Acting****5**

(HP) Techniques and terminology of various approaches to acting including the Stanislavski method. Includes introduction to definitive theatre exercises, improvisation, character development, scene analysis, and culminates in rehearsed and performed scene work. May be repeated one time for credit.

THEAT 104**Introduction to the Theatre****5**

(H) Introduction to significant forms and styles of theatre; nature of dramatic event; theatre as artistic expression; basic trends and movements in theatre; origins, organizations and nature of theatre productions; and functions of playwright, producer, director, actor, critic, audience, designer, and technicians of the art form.

THEAT 107D**Diversity in Drama****5**

(H,D) An exploration of culture and diversity through contemporary dramatic works. Students will gain an understanding of the values and customs of differing groups by examining and discussing representative plays. Students also will examine the representation of their own culture through theatre and film.

THEAT 121**Acting Styles****5**

(HP) Emphasizes the specific skills needed to perform works representative of a variety of periods ranging from classical Greek theatre to Shakespeare to contemporary texts. Coursework includes class discussion, exercises and scene work, culminating in an acting showcase. Introduces stage combat and swordplay techniques. May be repeated one time for credit.

Prerequisites: THEAT 101 or instructor's permission.

THEAT 250**Theatre Internship****5**

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required

coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisite: Instructor's permission.

WELDING

The Welding Program is designed to meet the expanding needs of the many occupations that utilize welding and fabrication. The welding department provides a balanced course of study including both hands-on learning experiences, technical information and general education courses. Students have the option to choose a course of study that best fits their needs: (1) preparation for a career in welding with welding certification through the Washington Associate of Building Officials and a certificate from Everett Community College; (2) an Associate in Technical Arts degree for those who want to achieve additional welding related goals; (3) welding related skills and information for advancement in their current occupation. Each student will need to purchase about \$200 worth of equipment during the training period.

Faculty Advisors:

R. Brydges	425-388-9449	rbrydges@everettcc.edu
D. Minzel	425-388-9447	dminzel@everettcc.edu

WELD 111

Basic Layout 2

Baseline radial cylindrical and triangulation layout techniques used to develop flat pattern, pipe intersections, and conical shapes. Flat pattern layout and basic lofting techniques covering use of base line, radial, cylindrical, and triangulation layout development for small units. May be repeated one time for credit.

WELD 150

Blueprint Reading for Industry 5

Overview of engineering drawing symbols used on blueprints and techniques used in their interpretation. Course is heavily inclined toward machine and fabrication trades rather than construction. May be repeated one time for credit.

Prerequisites: Basic arithmetic skills or concurrent enrollment in MATH 030.

WELD 151

Carbon Steel Metallurgy for the Trades 3

Metallurgical terms as applied to carbon steels, properties of metals, melting and solidification of metals including phase changes, weld bead metallurgy and heat-affected zones. Alloying elements and their effects on weld material. Distortion of materials and its control. May be repeated one time for credit.

WELD 152

Welding Base Materials: Processes and Procedures 3

Base material classification systems, welding processes and procedures. May be repeated one time for credit.

WELD 153

Non-Ferrous Metallurgy for the Trades 3

Basic metallurgy of stainless steel, cast iron, and aluminum. Heat treatment of non-ferrous materials, non-ferrous material designation systems, filler material designation systems, and welding procedures for aluminum and stainless steel. May be repeated one time for credit.

WELD 190

Oxyacetylene 5



Principles and techniques of oxyacetylene welding, brazing, and flame cutting to develop entry-level skills required by industry. May be repeated two times for credit.

Prerequisites: Good eyesight and good hand/eye coordination with both hands. Corequisites: Concurrent enrollment in WELD 150 and WELD 151 recommended.

WELD 191

Basic Arc 5

Principles and techniques of basic manual shielded metal arc welding as required to demonstrate skills necessary to make fillet welds acceptable to industry standards in all positions. May be repeated two times for credit.

Prerequisites: Good eyesight and hand/eye coordination. WELD 150, WELD 151, WELD 152, WELD 153 or concurrent enrollment recommended.

WELD 192

Advanced Arc 5

Continuation of WELD 191. Development of welding skills to level required for code standards and certification. May be repeated two times for credit.

Prerequisites: WELD 191 with grade of C or higher, or S grade.

WELD 193

Basic Pipe 5

Principles and techniques of pipe welding using manual metal arc process, materials, joint preparation, filler metal selection, and acceptable shop practices. May be repeated two times for credit.

Prerequisites: Certification or instructor's permission.

WELD 194

Gas Tungsten Arc Welding 5

Fundamentals and techniques used in gas tungsten arc welding process needed to weld steel, stainless steel, and aluminum materials in all positions. May be repeated two times for credit.

Prerequisites: WELD 190 or instructor's permission.

WELD 195

Gas Metal Arc/Flux Core Arc Welding 5

Principles and techniques of gas metal arc and flux core arc welding processes on mild steel, stainless steel and aluminum. May be repeated one time for credit.

WELD 210

Heavy Plate Fabrication 5

Introduces the development of complex structures, fitting processes and procedures of heavy plate fabrication. Uses standard layout techniques and set-up and operation of press brake. May be repeated one time for credit.

WELD 211

Sheet Metal Fabrication 5

Sequences and methods of light gauge metal fabrication. Students plan and produce parts using forming machinery, joining and forming processes. May be repeated one time for credit.

WELD 212

**Pipefitting and Pipe Systems Fabrication****5**

Presents basic pipefitting. Students will fabricate various pipe systems and manifolds working from blueprints. May be repeated one time for credit.

WELD 213**Structural Steel Fabrication and Field Welding****5**

Sequences and methods of structural steel fabrication and assembly. Students plan, fabricate and join various structural shapes and formed parts into a completed project. Students learn and apply the techniques of out-of-position welding where vision and accessibility are limited. May be repeated one time for credit.

WELD 225**Welding Skills Building****2**

Designed for the student who is seeking practice time prior to taking a state welding certification test or for the student seeking to improve current welding skills through additional lab time. May be repeated two times for credit.

Prerequisite: Instructor's permission.

WELD 285**Computerized Torch Cutting****4**

Programming and use of Burny IV computerized torch cutting burning station. Students establish own computer times. May be repeated one time for credit.

WELD 295**Work Experience Internship****2-5**

Provides students with a safe, supervised work environment to apply their welding and fabrication skills, fostering professional growth and self-confidence in the welding industry. May be repeated one time for credit.

Prerequisite: Instructor's permission.

WORLD LANGUAGES

As the world becomes increasingly interdependent politically, socially and economically, the ability to communicate effectively in other languages provides an employment edge in many challenging careers. Learning another language also helps develop sensitivity to, and appreciation of, different intellectual and cultural values.

The College offers language courses in American Sign Language, French, German, Japanese, Russian and Spanish. Study abroad opportunities are offered to several countries. For further information contact one of the language advisors.

Placement Tests: Students with previous knowledge of French, German or Spanish should take a placement test offered through the Testing Center on campus. For the other languages offered, contact the instructor listed in the course schedule for appropriate placement.

For the names of the various language faculty advisors and their contact information, please refer to that specific language's section of this catalog.

ZOOLOGY

See Biology.



COURSES



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FACULTY & ADMINISTRATION



Date in parentheses indicates initial year of faculty/administrative service with the College.

Abrahamson, Marilyn (1996)

WorkFirst Customized Training Coordinator

B.A., State University of New York

M.Ed., Seattle University

Adolphsen, Elizabeth L. (1999)

Medical Assisting

A.T.A., Everett Community College

B.A., California State University, Chico

Allen, Homer (1983)

Computer Information Systems

B.S., Western Michigan University

Special training institutes:

Chrysler Motors, General Motors, Ford Motor Company

Ashlock, Joann (1983)

Director of Student Activities and Programs

A.A., Glendale Community College

B.A., Washington State University

M.Ed., University of Miami

M.A., Gonzaga University

Aubrey, Keith (1998)

English

A.A., Spokane Falls Community College

B.A., M.F.A., Eastern Washington University

Bailey, Karl L. (2004)

Chemistry

B.S., California Polytechnic State University, San Luis Obispo

Ph.D., University of California, Davis

Balachowski, Margaret M. (2003)

Mathematics

B.S., Indiana University of Pennsylvania

M.S., Michigan Technological University

Barger, Stuart C. (1983)

Vice President of Instruction

B.S., University of Northern Iowa

B.S.N., University of Iowa

M.S.N., University of Pennsylvania

Baxter, Larry (1989)

Mathematics

B.A., Eastern Montana College

M.A., University of Montana

Berger, Roger A. (1999)

English

B.A., Syracuse University

M.A., Ph.D., University of Wisconsin, Madison

Bissell, Dianne (1986)

Tulip Technology Leap Program Manager

B.A., M.A., Western Washington University

Black, Patricia A. (1978)

Dean of Vocational Education, Nursing, and Health Professions

B.S.N., M.N., University of Washington

Ed.D., Seattle University

Blanchard, Mary (2000)

Nursing

A.D.N., Shoreline Community College

B.S.N., M.N., University of Washington

Bolan, Kevin M., (2002)

Mathematics

B.S., United States Military Academy at West Point

M.S., University of Washington

Brasfield, Karen (1995)

Nursing

B.S.N., University of Oklahoma

M.S.N., University of San Diego

Brown, G. Earl (1987)

Aviation Maintenance Technology

B.Ed., Colorado State University

Licensed Airframe and Powerplant Mechanic

Bruemmer, John C. (1999)

Adult Education

B.A., San Francisco State University

M.A., Western Washington University

English as a Second Language Certification, Seattle University

Brydges, Richard A. (2002)

Welding

Certified Welder

Castorena, Christina (1998)

Associate Dean for Diversity

B.A., Colorado State University

M.Ed., Western Washington University

Castro, Mary F. (1989)

Adult Education, ESL

B.S., M.S., California State University, Hayward

Clarke, Cynthia (2000)

Anthropology

A.A., Southwestern Oregon Community College

B.A., B.S., Oregon State University

M.S., University of Oregon

Conesa, Jorge (1995)

Psychology

B.A., Humboldt State University

M.A., Ph.D., The University of Toledo

Cook, Kathy (2001)

Director, Center for Disability Services

A.A., Shoreline Community College

B.A., Western Washington University

Corbin, Judy (1978)

Nursing

B.S.N., M.N., University of Washington

A.R.N.P., University of Washington

Cox, Frank (1988)

Associate Dean, Workforce Development

B.A., Carnegie-Mellon University

M.Ed., University of Washington

Craft, Kevin (1996)

English

B.A., University of Maryland

M.F.A., University of Washington

Language Proficiency Certificate, Université de Perpignan

Cross, Susan G. (1989)

Mathematics

B.S., Louisiana State University

Ed.S., Appalachian State University

M.S., East Texas State University

M.S., Western Washington University

Dahl, C. Shawn (2001)

Basic Skills

B.A., Western Washington University
M.Ed., Western Washington University

Davidson, Kelly M. (2002)

Director, Early Learning Center

A.A., Everett Community College
B.A., Western Washington University

Davis, Richard W., Jr. (1976)

English

B.A., M.A., Brigham Young University

Davis-Wolfe, Mattie (2001)

Reading/Study Skills

A.N., University of Albuquerque
B.A., Southern College
M.A., Sonoma State
R.N., State of Washington

Davishahl, Eric (2001)

Engineering

B.S., University of Colorado
M.S., University of Washington

Deitz, George (1976)

Director, Student Support Services Program

B.S., University of Puget Sound
M.A., University of Northern Colorado
Ph.D., University of Florida

Dieter, Darryl B. (1998)

Director of Institutional Research

B.A., Clarion University
M.A., University of Houston
Ph.D., University of New Mexico

Dotson, Kim C. (2003)

Nursing

L.P.N., A.D.N., Seattle Central Community College
B.S.N., University of Washington

Dunn, Sheila (2000)

Director, East County Tech Prep

B.A., Ohio Wesleyan University

Earl, Charles N. (1998)

President

B.A., University of Washington
M.A., Washington State University



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FACULTY & ADMINISTRATION

Englund, Paulette E. (2003)

Director of Budget

A.A., North Seattle Community College
B.B.A., Central Washington University

Erickson, Donald F. (1968)

History

B.A., Whitman College
M.A., University of California, Berkeley

Evans, Tina (2000)

Cosmetology

A.A.A.S., Walla Walla Community College
Instructor License, Walla Walla Community College

Fadel, Stephen A. (1997)

Librarian

A.A., Daytona Beach Community College
B.A., University of Florida
M.L.S., Florida State University

Farb, Beverly (2000)

Sociology

B.A., M.S., M.M.E.T., Ph.D., University of Southern California

Felsenthal, Ellen (2000)

Photography

B.A., B.F.A., University of Texas
M.F.A., University of Washington

Fentress, Roy K. (1998)

Coordinator, Advising and Outreach

B.A., M.A., University of California, Berkeley
M.Ed., Western Washington University

Franklin, Laurie T. (2004)

Director of Student Financial Services

B.S., M.Ed., Oregon State University

Friedman, Albert L. (1990)

Dean of Science, Math and Occupations

B.A., University of Vermont
M.A., University of Minnesota

Garlington, Janice (1993)

Computer Information Systems

A.A.S., Shoreline Community College
A.T.A., Edmonds Community College
B.A., University of Washington

Gaskin, Thomas M. (1976)

History

B.A., University of California, Berkeley
M.A., University of California, Los Angeles
Ph.D., University of Washington

Goodhope, Jeanie (1989)

Media Librarian

B.A., Mills College
M.L.S., University of Washington

Granstrom, Lynn D. (1998)

**High School Completion/
Adult Education**

B.A., University of Washington
M.A., Western Washington University

Grigsby, Susan (1983)

Physical Education

B.A., Humboldt State University
M.S., University of Oregon

Grupp, Steven R. (1999)

Geosciences

A.S., Los Angeles Pierce College
B.S., California State University, Northridge
M.S., Colorado School of Mines

Haldi, Richard T. (1971)

Vice President of Student Services

B.A., Washington State University
M.S., University of Southern California

Hansen, Vicky (2002)

Nursing

A.D.N., Weber State College
B.S.N., University of Washington

Hanson, Lowell G. (1971)

Art; Director, Northlight Gallery

B.A., Bemidji State University
M.A.T., University of Washington

Hatton, Thomas (1996)

Aviation Maintenance Technology

A.T.A., Everett Community College
B.A., Valparaiso University



Hedgpeth, Jacalyn (1995)

Biology

B.S., M.S., University of Oregon

Herrmann, Eric J. (1978)

Mathematics

A.A.S., Everett Community College

B.S., M.Ed., Western Washington University

First Class Radiotelephone License with Ship Radar Endorsement, FCC

Heys, Karen L. (1974)

Nursing

B.S.N., M.N., University of Washington

Horn, Steven (2004)

Political Science

B.A., California State University, Sacramento

M.A., San Diego State University

M.A., University of Southern California

Houston, Wendy R. (1999)

Mathematics

B.A., Bowdoin College

M.A., University of Montana

Huntington, Marcia J. (1983)

English

B.A., M.A.T., University of Iowa

Ives, Rich (1985)

English

B.A., Eastern Washington University

M.F.A., University of Montana

Jiang, Jean (1993)

Mathematics

B.S., Shanghai Institute of Education

M.A., University of Hawaii

Kammer, Greg (1988)

Graphic Arts

B.A., M.F.A., University of Washington

M.A., University of New Mexico

Keever, Jeff (2000)

Director of Food Services

B.A., Ohio State University

Kerlin, Christine (1996)

Associate Dean, Enrollment Management

B.A., Western Washington State College

M.Ed., Western Washington University

Ed.D., Oregon State University

Kerns, Michael F. (2003)

Vice President of Administration

B.S., University of Maine

M.P.A., University of Massachusetts

Killingstad, Robert (1970)

Mathematics

B.A., M.A., Washington State University

King, Mary E. (1980)

Coordinator, Family Life Education

B.A., M.Ed., Western Washington University

Klein, Janelle (2002)

Nursing

B.S.N., M.S.N., Andrews University

Kneifel, Kathy (1988)

Business Technology

B.A., Central Washington University

Kolosseus, Michael T. (1972)

Accounting, Economics, General Business

B.S., University of New Hampshire

M.B.A., Oregon State University

Kolstad, Louise (1988)

Business Technology

B.A., M.Ed., Western Washington University

Kontulis, Mark (1999)

Chemistry

B.A., Bowdoin College

M.S., University of Washington

Kraske, Jeanne (1980)

Director, Emergency Services Programs

A.A., Casper College

B.A., Utah State University

Kratz, Rene F. (1999)

Biology

B.A., Boston University

M.S., Ph.D., University of Washington

Krzyzanoski, Dorothy S. (2004)

Vice President of College Advancement and Executive Director of the EvCC Foundation

B.S., M.S., Western Illinois University

Ed.D., Brigham Young University

Kveven, Ardith (2003)

Executive Director, Ocean Research College Academy (ORCA)

B.A., University of Washington

M.S.Ed., University of Washington

Leader, Jeanne (1996)

Dean of Library, Media, Arts, and Distance Learning

B.A., Adams State College

M.A., Texas Christian University

M.L.S., Texas Woman's University

Le, Marianne D. (1999)

Librarian

B.S., University of Washington

M.S.I., University of Michigan

Lee, Thomas Eun-Kyu (1998)

Art

B.A., State University of New York

M.F.A., The Ohio State University

Lepper, Sandra M. (1998)

Art

B.F.A., University of California, Santa Barbara

M.Ed., Western Washington University

Lewis, Barbara (2004)

Assistant Administrative Officer

B.S., Salisbury State University

M.A., Central Michigan University

Lewis, Chad T. (1979)

General Business

A.A.S., Edmonds Community College

B.A., The Evergreen State College

M.Ed., Western Washington University

M.B.A., University of Puget Sound

Lewis, Craig D. (2004)

Dean of Communication and Social Sciences

B.U.S., M.A., Ed.D., University of New Mexico

Liaw, Pheeson, P.E. (1989)

Engineering

B.S., M.E., University of Washington

M.B.A., Western Washington University

Lien, Louise (1999)

Reading and Study Skills

B.A., Antioch University

Loomis, William (2000)

Aviation Maintenance Technology

A.A., A.A.S., Everett Community College

Licensed Airframe and Powerplant Mechanic

F.A.A. Authorized Inspector

F.A.A. Authorized Examiner

F.A.A. Airframe & Powerplant Licensure

Lotzkar, Michelle (1997)

Nursing

R.N. Diploma, Langara College

B.S.N., M.S.N., University of British Columbia

Luxtrum, Janet (1999)

Director of Business Services

Certified Government Financial Manager

Lyste, Kerry (2002)

Geography

A.A., Shoreline Community College

B.A., University of Washington

M.S., Western Washington University

Markovich, Theresa (1988)

Business Technology

B.S., Montana State University

Marrs, John Merton (1995)

Journalism, Desktop Publishing

A.A., Ventura College

B.A., California State University at Northridge

M.S., University of California, Los Angeles

M.A., Ph.D., University of Washington

Marshall, C. Paul (1980)

Center for Teaching and Learning

B.A., The Evergreen State College

M.S., University of Oregon

Martin, Earl E. (1990)

**Counselor/Human Development; Director,
Counseling, Advising and Career Center**

A.A., Highline Community College

B.A., B.S., M.S., Central Washington University

Ed.D., University of Washington

Martin, Vidal (1993)

World Languages

B.A., M.A., Université De Nantes



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FACULTY & ADMINISTRATION

Minzel, Daniel G. (2003)

Welding

Vocational Certification, Welding

Certified Welder

Moser, Allen W. (1998)

Computer Information Systems

A.A., Everett Community College

B.A., The Evergreen State College

M.B.A., City University

Muñoz, Lynne M. (1996)

Business Technology

A.A., Shoreline Community College

B.A., M.Ed., Western Washington University

Murphy, Mark (1988)

Speech

A.A., Clark College

B.A., M.A., Western Washington University

Murphy, Pat G. (1984)

Aviation Maintenance Technology

Aviation Maintenance Technology Certificate-
Northrop Institute of Technology

B.S., Pacific Union College

M.E., University of Pittsburgh

Licensed Airframe and Powerplant Mechanic

F.A.A. Authorized Inspector

Designated Federal Aviation Mechanics Examiner

Mustafa, Omar (2001)

English as a Second Language

B.A., B.S., M.A.T., Gonzaga University

TESL Certificate, Portland State University

Myers, Gina (1994)

Counselor, Student Support Services

B.A., Western Washington University

B.A., University of Washington

M.Ed., Seattle University

Nelson, Christie (1987)

Librarian

B.A., M.A., Western Washington University

M.L.S., University of Washington

Newlin, Gary (2000)

English

B.A., Seattle Pacific College

M.A., J.D., University of Virginia

Olson, George (1997)

Director, Campus Health, Safety, and Security

A.A., Los Angeles Valley College

B.S., M.H.S., University of Great Falls

Graduate, FBI National Academy

Administrative POST Certificate, State of Montana

Olson, John D. (1990)

Speech

B.A., Gonzaga University

M.A., Washington State University

Ph.D., University of Washington

Olson, Liz (1999)

**Vice President of Human Resources
and Affirmative Action**

B.A., Seattle University

Osborn, Ann (1999)

English; Coordinator of the Writing Center

A.A.S., Whatcom Community College

B.A., M.Ed., Western Washington University

Pape-Lindstrom, Pamela (2000)

Biology

B.S., University of Miami

Ph.D., University of South Carolina

Wetland Sciences Certificate, University of Washington

Paulson, Janice (1978)

Director, Payroll and HR Operations

Peterson, Beth (2000)

Theatre

B.S., M.A., Oregon State University

M.F.A., University of Texas

Pouillon, Karla (1994)

Health Professions

A.S.N., University of Maine

B.S., Central Washington University

M.Ed., University of Washington

Rash, David W. (1990)

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Public Services Librarian

B.A., M.A., M.L.S., University of Washington

Reed, Bill (2002)

Accounting

A.S., Dyersburg State Community College

B.S., Union University

M.B.A., Western Washington University

C.P.A., L.P.A.

Reid, Bethany Ann (1998)

English

B.A., M.F.A., Ph.D., University of Washington

Reiman, Julie A. (2000)

Medical Assisting/Health Professions

Medical Assistant Certificate, Edmonds Community College

C.M.A.

Riordan, Margaret (1994)

Sociology

B.A., Pacific Oaks College

M.A., Antioch University

Ph.D., Syracuse University

Ripper, David (1994)

English

B.A., M.A., Ohio State University

Robinson, Steve (2000)

Criminal Justice

A.A.S., Green River Community College

B.A., Central Washington University

Rochelle, Rory (2001)

Nursing

A.S., Norwich University

B.S., University of Tennessee

M.S.N., Gonzaga University

Rossman, Nancy P. (1989)

Nursing

B.A., Syracuse University

B.S.N., State University College at Plattsburgh, New York

M.N., University of Washington

Ruelas, Peter V. (2000)

Coordinator, Advising and Outreach

A.A., Highline Community College

B.S., Central Washington University

M.Ed., Western Washington University

Russell, Susan D. (1991)

Associate Dean of Continuing Education

B.S., Ferris State University

M.P.A., The Evergreen State College

Schilde, Karen L. H. (1977)

Coordinator, Volunteer Literacy Center; ESL

B.A., M.A., University of Oregon

ESL Teaching Certificate, Trinity College, England

Schmidt, Peter (1997)

Psychology

A.A.S., Shoreline Community College

B.A., M.Ed., Seattle University

Schwartz, Fayla (1992)

Biology

B.S., University of California, Berkeley

M.S., San Francisco State University

M.S., Eastern Washington University

Ph.D., University of Washington

Seaman, Kathleen (1999)

Coordinator, One-Stop Career Development Center

A.A., Everett Community College

B.A., Western Washington University

Searle, Joshua C. (1999)

Ocean Research College Academy (ORCA)

B.A., University of Washington

M.I.T., Seattle University

Shafer, Carla (2001)

Grant Developer

B.S., Lewis and Clark College

M.S., Bank Street College of Education

Shannon, Colleen (1994)

Nursing

A.A.S., Everett Community College

B.S., M.F., University of Minnesota

M.S.N., Gonzaga University

A.R.N.P., State of Washington

Shen, Phebe Y. (2003)

English

B.A., University of California, Berkeley

M.A., University of Washington

Singh, Sumita (2000)

Chemistry

B.S., Miranda College

M.S., Delhi University

M.S., Ph.D., University of Oklahoma

Sisneros, Patrick (1996)

Dean of Business and Applied Technology

B.S., Santa Clara University

M.B.A., University of Pennsylvania

Skinner, Deanna (2001)

Counselor

B.A., Northwest Nazarene College

M.Ed., Seattle University

Smith, Donald B. (2002)

Psychology

A.A., Edmonds Community College

B.S., University of Washington

M.S., Western Washington University

Smith, Lolly (1987)

English

B.A., M.A., Western Washington University

Smith, Mayumi N. (1985)

Japanese; NBI Program Director

B.A., Hiroshima Jogakuin College

Smythe-Griggs, Teri (1979)

Bookstore Director

Sperling, William N. (1998)

Dean of Learning Services and Physical Education

B.A., M.Ed., University of Washington

Stern, Elliot S. (2003)

Biology

B.S., D.O., Michigan State University

J.D., University of Michigan

Stettler, Patricia L. (2000)

Business Technology

B.A., University of Oregon

Stewart, Daniela C. (1990)

World Languages

B.A., State University of New York

M.A., University of Hawaii

Stewart, Mark C. (1974)

Director of Facilities

Sullivan, Christine (2000)

Counselor/Human Development

B.A., University of Wisconsin

M.T.S., Harvard Divinity School

M.A. Ed., Seattle University

Thompson, Heidi (2002)

Interim Corporate Contracts Coordinator

B.A., University of Vermont

Tri, Debra (1995)

Nursing

B.S.N., Pacific Lutheran University

M.N., University of Washington

A.R.N.P., C.F.N.P., C.M.A.

Vandenberg, Nancy (2000)

Nutrition

B.S., Miami University

M.S., University of Washington

VanQuickenborne, Michael A. (1998)

Philosophy

B.A., St. Olaf College

M.A., University of Wisconsin, Milwaukee

Vanture, Andrew (1995)

Physics/Physical Science

B.A., Pomona College

M.S., Ph.D., University of Washington

Veldink, Connie (1986)

Sociology, Psychology

B.A., University of Washington

M.A., Ph.D., University of California, Santa Barbara

Vlasic, Louise (1992)

Early Childhood Education

B.A., San Jose State University

M.Ed., University of Washington

Waldron, Richard F. (1986)

Music

B.M., Cornish Institute

M.M., North Texas State University



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Walker, Joyce (1995)

English

B.A., Westmont College

M.A., The University of Chicago

Ph.D., University of California, Davis

Walker, Larry (1985)

Director of Athletics
and Intramural Activities

A.A., Highline Community College

B.A., Eastern Washington University

Weiss-Green, Heidi (1991)

Mathematics

B.S., M.S., Western Washington University

Welch, Vicki (2002)

Cosmetology

Washington State Cosmetology
Operator's and Instructor's Licenses

Weller, Lloyd E. (1969)

Photography

B.F.A., M.F.A., Ohio University

Whedon, Candace (2001)

Nursing

A.A.S., Everett Community College

B.S.N., University of Washington

White, Kenneth (1975)

Education, Speech

A.A., Everett Community College

B.A., Western Washington University

M.Ed., M.A., Ph.D., University of Washington

White, Robert (2000)

Computer Information Systems

A.A., Diablo Valley College

B.A., Humboldt State University

Willestoff, Kathryn (1986)

Business Technology

B.A., M.Ed., Western Washington University

Wilson, Christine (2001)

Reading Skills

B.A., University of Redlands

M.Ed., City University

Winje, Lewis C. (1967)

Mathematics

A.A., Everett Community College

B.A., Western Washington University

M.A., Bowling Green State University

Wisdom-Whitley, Lori L. (1994)

Speech

B.S., Iowa State University

M.A., Southern Illinois University





Accredited College

Certified by a regional accrediting agency as having fulfilled minimum standards. Credits from regionally accredited schools are usually transferable. Some schools are accredited by national accrediting bodies, and in some cases courses from such schools may be transferable.

Admission

Anyone who is working toward a degree or certificate or who wishes to receive a priority registration appointment, should apply for admission.

Advisor

A member of the college faculty or staff designated to assist students in planning their programs of study. Also see Counselor.

Audit

Take a class without receiving credit. Full tuition and fees must be paid.

Corequisite

A course that must be taken during the same quarter as another course. Listed as CR in the quarterly class schedule.

Counselor

A member of the college faculty who has professional training in counseling and who assists students who have problems of an academic, career or personal nature.

Credit, Credit Hour, or Quarter Hour

A measure of college work. In lecture and seminar classes, one credit hour is given for one clock hour of attendance each week for one quarter. In non-lecture courses, however, two or three clock hours of attendance each week are required to earn one credit.

Curriculum

The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

Deficiency

Lack of credit in a course required for a program or degree.

Degree or Certificate

Awarded by the college to signify that a student has successfully completed a prescribed program of study.

Direct Transfer

An Associate in Arts and Sciences - Option II degree which confers specific transfer rights to most four-year colleges and universities in the state. See Direct Transfer Degree curriculum guide.

Division

An administrative unit within the instructional area of the college, e.g., Social Sciences.

Elective

A course which is not required for a particular program, but may be counted toward the total number of credits required for a certificate or degree.

Full-time

For enrollment verification purposes, a minimum of 12 credits in a given term is full-time.

General Educational Development (GED)

A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

Grade Point Average (GPA)

See Academic Regulations section of this catalog.

Incomplete

A grade given when an instructor agrees to allow the student to finish course requirements beyond the official ending date of the course.

Lower Division

Freshman and sophomore-level courses numbered 100-299.

Major

The subject or field of study to which the student devotes concentrated attention.

Non-Resident Student

See Resident Student.

Pre-Professional

A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

Prerequisite

A course which must be taken before a student is allowed to take another course. For example: Math 65 is a prerequisite for Math 140. Listed as PR in quarterly class schedule.

Probation, Academic Dismissal

A status imposed upon a student because of low grades or lack of completion. See Academic Regulations section of this catalog.

Quarter

A term of instruction consisting of approximately 11 weeks. The regular academic year includes Fall, Winter and Spring quarters; Summer is an optional term.

Registration

The process of becoming officially enrolled in a college. Registration is required at the beginning of each quarter.

Resident Student

A student who pays resident tuition and fees as defined by Washington State law. See Enrollment Services section of this catalog.

Transcript

An official copy of a student's academic record, showing courses completed, grades and credits earned, and degrees earned.

Transfer Student

One who goes on to a four-year college or university after attending a two-year or community college. Also, one who comes to a community college from another two-year college or a four-year college or university.

Withdrawal

A procedure whereby students officially notify the Enrollment Services Office when they drop classes in which they are registered. See the college calendar for deadlines.



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