



President's Message	i
Board of Trustees	i
Contents	1
Off-Campus Sites	2
Main Campus Map	3
Campus Directory	3
Academic Calendar	5
Accreditation	6
Mission Statement	6
Vision Statement	6
Strategic Initiatives	6
Learning Outcomes	6
History of the College	6

<b>Educational Options</b>	<b>7</b>
University Transfer Programs	7
Professional and Technical Programs	7
Adult Education/High School Completion	7
Corporate & Continuing Education	7
Senior Opportunities	7
eLearning	7
High School Partnerships	8
International Opportunities	8
The Arts at EvCC	8
Learning Communities	8
Ocean Research College Academy (ORCA)	9
School of Business Design	9
Students in Service	9
Outlying Centers	9
University Center of North Puget Sound	9

<b>Enrollment Services</b>	<b>10</b>
Admission	10
Transfer Credit Policies	12
Registration	14
Tuition, Fees and Residency	14
Student Records	16

<b>Student Support Services</b>	<b>17</b>
Advising	17
Counseling, Advising and Career Center	17
Student Financial Services/Financial Aid	18
Veterans' Assistance	18
Student Employment Referral Center	19
TRiO-Student Support Services Program	19
Opportunity Grant	19
Diversity and Equity Center	19
Center for Disability Services	20
Foster Care Scholarships and Services	20
Library-Media and Learning Services	20
Rainier Learning Center	20
Student Activities	21
Co-curricular/College-related Programs	22
All College Policies	23

<b>Academic Regulations</b>	<b>24</b>
General	24
Credit System	24
Grading System	26
Academic Achievement	27
Graduation Requirements	27
Requirements for Certificates/Degrees	28
Certificates	28
Associate Degrees	28
Associate in Arts and Sciences (AAS)	29
AAS degree - Option I	31
Associate in Business (DTA)	31
Associate of Science (AS)	31
Associate in Technology (DTA)	31
Associate of Science - Pre-Engineering Technology (DTA/MRP)	31
Associate in Pre-Nursing (DTA/MRP)	32
Associate in Applied Science - Transfer	32
Associate in General Studies (AGS)	32
Associate in Fine Arts	32
Associate in Technical Arts (ATA)	33
Transfer	33
Dual Admission Programs	33

<b>Courses</b>	<b>34</b>	<b>Human Services</b>	<b>79</b>
Requirement Code Key	34	Humanities	79
Accounting and Bookkeeping	34	Information Literacy	80
Acting	35	Italian	81
Adult Education/English as a Second Language/High School Completion	35	Japanese	81
Advanced Manufacturing Technology	39	Journalism	81
American Sign Language	39	Law Enforcement	81
Anthropology	39	Learning Communities	81
Apprenticeship	40	Library	81
Art	41	Management	81
Astronomy	44	Manufacturing Technology/ Precision Machining	82
Atmospheric Science	45	Mathematics	83
Aviation Maintenance	45	Medical Assisting	85
Biology	46	Medical Coding	85
Bookkeeping	48	Medical Transcription	86
Botany	48	Multimedia Web Site Design and Production	87
Business and Entrepreneurship	48	Music	88
Business Technology	50	Natural Science	89
Chemistry	51	Nippon Business Institute	90
Chicano Studies	52	Nursing	90
Child and Family Education	52	Nursing, Corporate & Continuing Education	91
Chinese	52	Nutrition	92
Communication Studies	52	Ocean Technology	92
Composites Technology	53	Oceanography	92
Computer Aided Design (CAD)	53	Office Skills and Technology	92
Computer Information Systems	53	Philosophy	92
Computer Literacy	53	Phlebotomy	93
Computer Systems	54	Photography	93
Corporate & Continuing Education Center	57	Physical Education, Health and Wellness	95
Cosmetology	57	Physical Science	97
Criminal Justice	58	Physical Therapist Assistant	97
Developmental Education	60	Physics	97
Drama	61	Political Science	98
Early Childhood Education	61	Precision Machining	99
Economics	63	Psychology	99
Education	63	Radiologic Technology	100
Emergency Services (EMT)	64	Russian	100
Engineering	64	Science Programs	100
Engineering Technology	65	Sociology	101
English Language and Literature	66	Spanish	102
Environmental Studies	69	Speech	102
Fabrication	69	Theatre	102
Family Life Education	69	Welding	102
Film/Cinema	69	World Languages	103
Fire Science	70		
Foreign Languages and Literature	71	<b>Faculty and Administration</b>	<b>107</b>
French	71	<b>Index/Definitions</b>	<b>111</b>
Geographic Information Systems	71		
Geography	71		
Geology	72		
Geoscience	73		
German	73		
Global Studies	73		
Graphic Arts	73		
Health Sciences	75		
History	78		
Human Development	78		

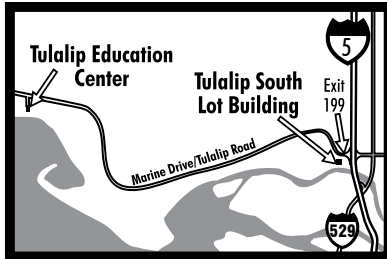
Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in its program and activities, or employment.

The Vice President of Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9589.

The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232.

# Off-Campus Sites

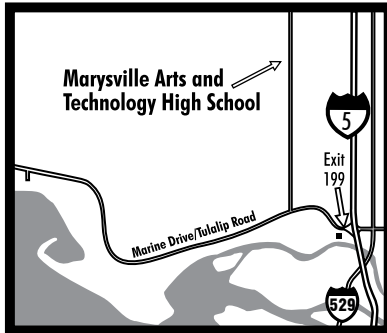
In an effort to promote education throughout the community, Everett Community College offers various college courses at locations away from the main Everett campus. Please check the class listings in this schedule for a complete listing of courses offered at these locations.



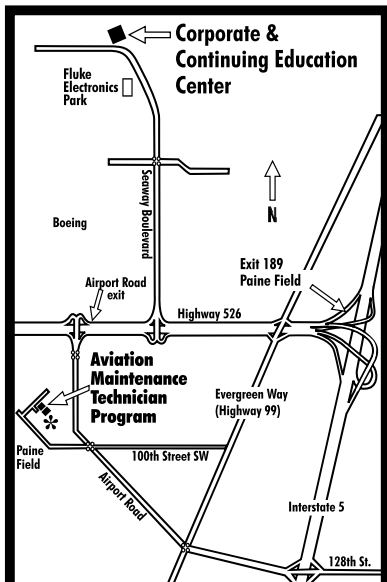
**1 TULIP EDUCATION CENTER**  
7707 36th Avenue NW, Bldg. B, Tulip, WA 98271  
360-651-4535

**2 TULIP SOUTH LOT BUILDING**  
6103 31st Avenue NE, Bldg. B, Tulip, WA 98271  
425-388-9291

**3 TDS**  
88th and Quilceda Way

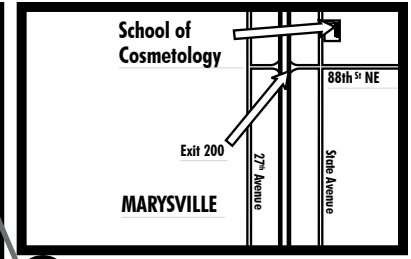
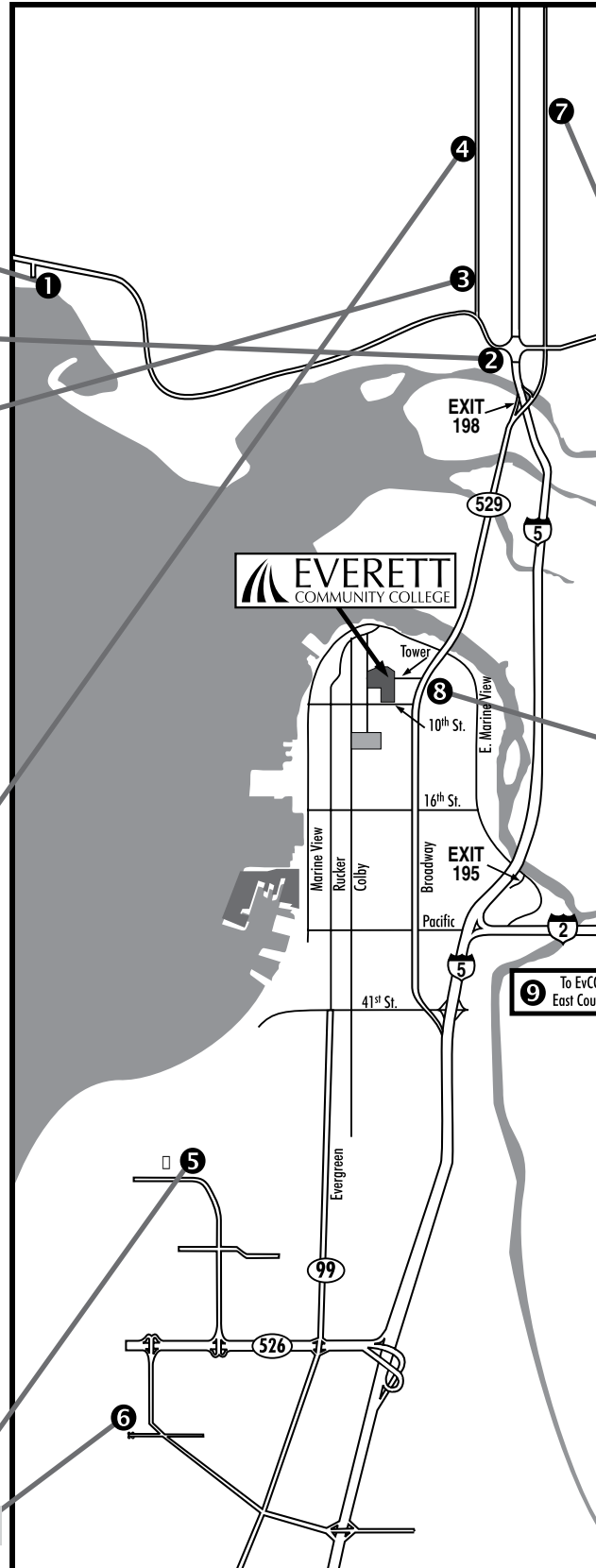


**4 MARYSVILLE ARTS AND TECHNOLOGY HIGH SCHOOL**  
7204 27th Ave. NE, Tulip, WA 98271  
360-653-0664

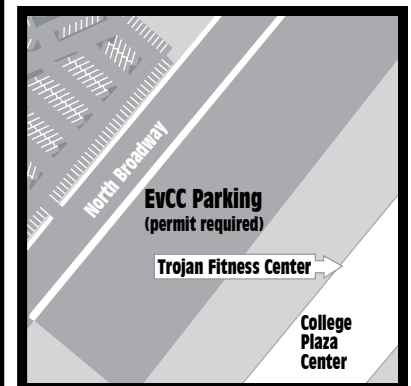


**5 CORPORATE & CONTINUING EDUCATION CENTER**  
2333 Seaway Boulevard, Everett, WA 98203  
425-267-0150

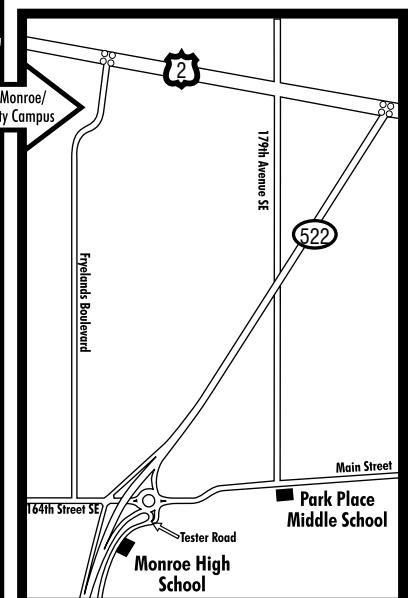
**6 AVIATION MAINTENANCE TECHNICIAN PROGRAM**  
9711 32nd Place W., Bldg. C-80, Paine Field, Everett, WA 98204  
425-388-9533



**7 SCHOOL OF COSMETOLOGY**  
9315 G State Avenue, Marysville, WA 98270  
425-259-8283



**8 TROJAN FITNESS CENTER**  
1001 North Broadway, Everett, WA 98201



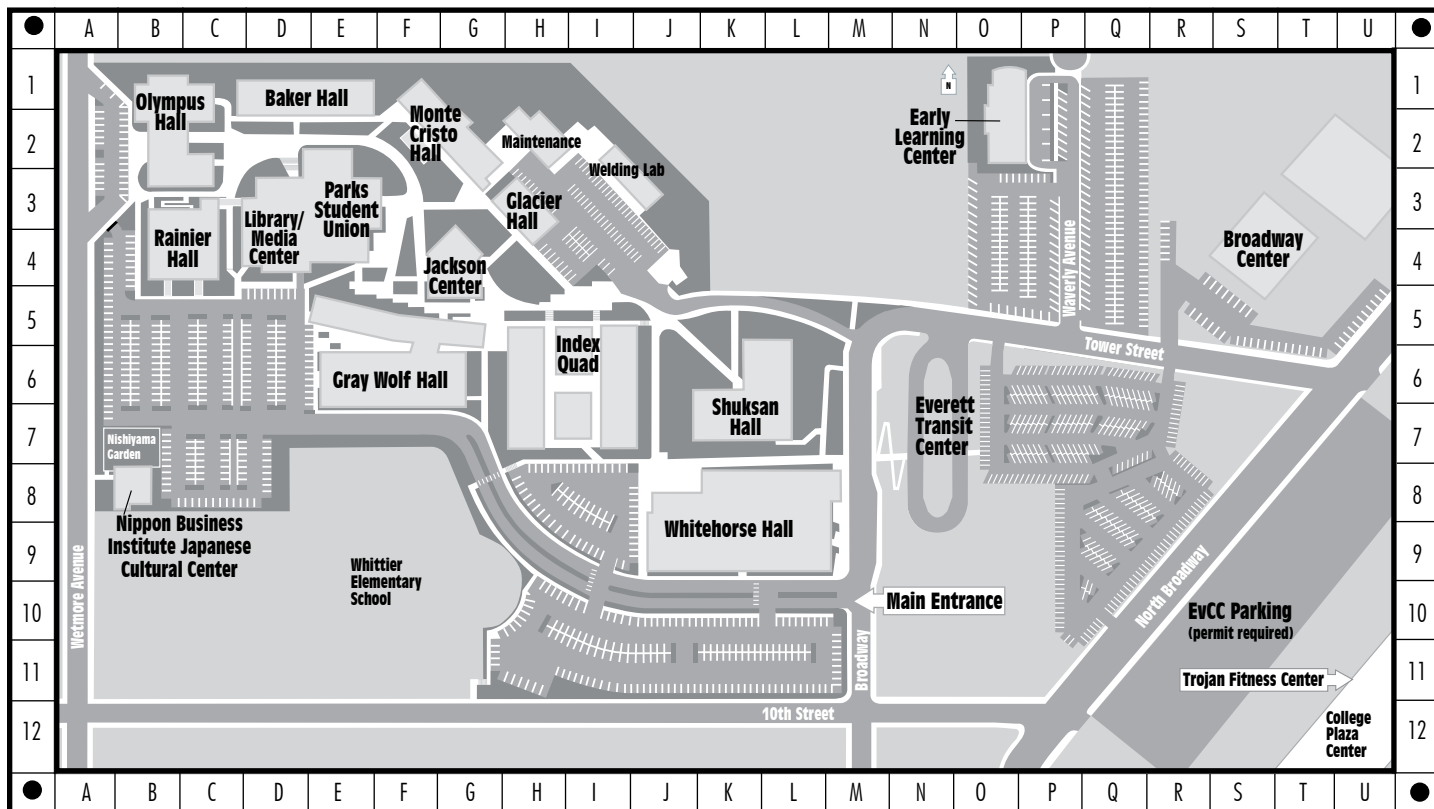
**9 MONROE HIGH SCHOOL/ PARK PLACE MIDDLE SCHOOL**  
Monroe High School: 17001 Tester Road, Monroe 98272  
Park Place Middle School: 1408 W. Main St., Monroe 98272  
360-804-4523

## Everett Community College Main Campus

2000 Tower Street, Everett, WA 98201-1390

www.everettcc.edu

Switchboard/Information: 425-388-9100



## ALPHABETICAL OFFICE DIRECTORY

**Administrative Services,**  
Office of the Vice President ..... B-2  
Olympus Hall – West Wing, 2nd floor  
425-388-9253

**Administrative Computing Center** ..... L-7  
Shuksan Hall, 2nd floor

**Admissions Office** ..... G-4  
Jackson Center  
425-388-9219

**Adult Education** ..... C-3  
Rainier Hall, 2nd floor  
425-388-9291

**Alumni Association** ..... B-2  
Olympus Hall – West Wing, 2nd floor  
425-388-9949

**Art Classrooms and Labs** ..... K-9  
Whitehorse Hall, 2nd and 3rd floor

**Arts/Media/Journalism Division Office** ..... K-9  
Whitehorse Hall 209  
425-388-9501

**Associated Students Offices** ..... E-3  
Parks Student Union, main floor  
425-388-9561

**Aviation Classrooms/Labs**  
Building C-80, Paine Field ..... (See page 2)  
425-388-9533

**Basic Skills & Adult Education** ..... C-3  
Rainier Hall, 2nd floor  
425-388-9291

**Bookstore** ..... E-3  
Parks Student Union, main floor  
425-388-9413

**Business and Workforce Education Division**..... C-1  
Olympus Hall – North Wing, 1st floor  
425-388-9243

**Business Classrooms** ..... B/C-1  
Olympus Hall – North Wing, 1st floor

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

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

**Cashier** ..... F-4  
Jackson Center, 425-388-9224

**Center for Disability Services** ..... E-3  
Parks Student Union, main floor  
425-388-9272

**Ceramics Studio** ..... J-8  
Whitehorse Hall, main floor

**Child Care Center** ..... O-1/2  
Early Learning Center, 820 Waverly Ave.  
425-388-9121

**College Advancement**  
Office of the Vice President ..... B-2  
Olympus Hall – West Wing, 2nd floor  
425-388-9949

**College Services**..... K-7  
Office of the Vice President  
Shuksan Hall, 2nd floor  
425-388-9026

**Communications & Social Science**  
Division Office ..... G-5  
Gray Wolf Hall – North Wing, 3rd floor  
425-388-9387

**Computer Classrooms/Labs** ..... B-1, K-6, D-1  
Olympus Hall, Shuksan Hall, Baker Hall

**Corporate & Continuing Education Center ...** (See page 2)  
2333 Seaway Blvd., Everett  
425-267-0150

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

**Counseling, Advising and Career Center** ..... E-3  
Parks Student Union, upper floor  
425-388-9263

**Criminal Justice Program Office** ..... H-5  
Index Quad, Room 105  
425-388-9545 or 425-388-9517

Diversity and Equity Center ..... E-3	Monroe Center	Student Employment Referral Center ..... E-3
Parks Student Union, upper floor	Monroe High School ..... (see page 2)	Parks Student Union, upper floor, 425-388-9278
425-388-9306	17001 Tester Road, Monroe	
eLearning ..... K-8	Music Office ..... E-1	Student Services, Office of the Vice President ..... E-3
Whitehorse Hall, Rooms 210, 211	Baker Hall	Parks Student Union, upper floor
425-388-9367		425-388-9589
Engineering Classrooms ..... K-9	Nippon Business Institute ..... B-8	Student Activities Office ..... E-3
Whitehorse Hall, main floor	Japanese Cultural and Resource Center,	Parks Student Union, main floor
	905 Wetmore Avenue	425-388-9561
English as a Second Language ..... C-3	425-388- 9195	
Rainier Hall, 2nd floor, 425-388-9291	Nursing and Health Sciences Classrooms/Labs ..... I-5	Testing Center ..... E-3
	Nursing, Index 140, 425-388-8293	Parks Student Union, upper floor
Enrollment Services ..... G-4	Health Sciences, Index 134, 425-388-9461	425-388-9288
Jackson Center, 425-388-9219	Division Office, Index 147, 425-388-9548	
		TRiO Student Support Services Program ..... E-3
EvCC Foundation ..... B-2	Ocean Research College Academy (ORCA)	Parks Student Union, upper floor
Olympus Hall – West Wing, 2nd floor	Corporate & Continuing Education Center,	
425-388-9949	2333 Seaway Blvd., Everett ..... (see page 2)	Tutoring Center ..... B-3
	425-267-0156	Rainier Hall, 1st floor, 425-388-9356
Financial Aid ..... E-3	Opportunity Grant ..... E-3	University Center ..... F-5
Parks Student Union, upper floor	Parks Student Union, upper floor	Gray Wolf Hall – North Wing, 1st floor
425-388-9280		425-259-8900
Foundation and Alumni Relations Office ..... B-2	The Paperclip (Student Assistance Center) ..... E-3	Veterans' Office ..... E-3
Olympus Hall – West Wing, 2nd floor	Parks Student Union, main floor	Parks Student Union, upper floor
425-388-9949		425-388-9277
GED Testing ..... E-3	Payroll ..... B-2	Welding Labs ..... I-3
Parks Student Union, upper floor	Olympus Hall – South Wing, 1st floor	Pilchuck Hall
425-388-9288	425-388-9057	
Grants Development ..... B-2	Parking Services ..... E-3	Women's Programs and Services ..... E-3
Olympus Hall – North Wing, 2nd floor	Parks Student Union, main floor	Parks Student Union, upper floor
425-388-9389	425-388-9990	425-388-9306
Graphic Arts and Web Design Labs ..... K-9	Photography Classrooms/Labs ..... K-9	Workfirst ..... E-1
Whitehorse Hall, Rooms 354, 355	Whitehorse Hall, Rooms 262, 269-271	Baker Hall, 2nd floor
Gymnasium Fitness and Sports Center ..... S-4	Physical Education Fitness & Sports Center ..... S-4	Workforce Training ..... E-3
Broadway Center	Broadway Center	Parks Student Union, upper floor
High School Completion ..... C-3	President ..... B-2	425-388-9547
Rainier Hall, 2nd floor	Olympus Hall – South Wing, 2nd floor	Writing Center ..... B-3
425-388-9291	425-388-9572	Rainier Hall, 1st floor, 425-388-9406
Human Resources, ..... B-2	Print Shop ..... H-3	
Olympus Hall – South Wing, 1st floor	Glacier Hall	
425-388-9232		
Instruction, Office of the Vice President ..... B-2	Purchasing ..... C-2	
Olympus Hall – South Wing, 2nd floor	Olympus Hall - South Wing, 1st floor	
425-388-9216		
Instructional Media Design Center ..... E-3	Rainier Learning Center ..... B-3	
Parks Student Union, main floor	Rainier Hall, 1st floor	
425-388-9350	425-388-9549	
International Programs ..... G-5	Refugee and Immigrant Services Northwest ..... C-3	
Gray Wolf Hall	Rainier Hall, 2nd floor	
425-388-9220	425-388-9307	
Journalism Classroom/Clipper Office ..... K-9	Registration Office/Registrar ..... G-4	
Whitehorse Hall, Rooms 264, 265	Jackson Center, 425-388-9219	
425-388-9522		
Lecture/Performance Hall ..... E-1	Running Start ..... G-4	
Baker Hall, Room 120	Jackson Center, 425-388-9219	
Library-Media Administration ..... K-8	Russell Day Gallery ..... E-3	
Whitehorse Hall, Room 208	Parks Student Union, Room 219	
Library-Media Center ..... D-3	425-388-9036	
Parks Student Union, 1st floor, 425-388-9353	Safety & Security ..... E-3	
Math and Science Division Office ..... L-6	Parks Student Union, main floor	
Shuksan Hall, lower floor, 425-388-9429	425-388-9990 office	
Math Learning Center ..... D-1	Staff Graphics ..... H-3	
Baker Hall, 1st floor	Glacier Hall	
	Staff Services Office ..... H-3	
	Glacier Hall	

## ALPHABETICAL BUILDING DIRECTORY

### Main Campus

Baker Hall.....	E-1
Broadway Center .....	S-4
Glacier Hall .....	H-4
Gray Wolf Hall.....	F-6
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
Whitehorse Hall.....	K-9

IMPORTANT DATES TO REMEMBER	Summer 2009	Fall 2009	Winter 2010
Class Schedule due on campus	May 8	August 3 (Pre-Fall May 8)	Oct 30
Deadline for applying to graduate at the end of this quarter	April 10	August 6	Nov 6
Begin early bird current student registration BY APPOINTMENT ONLY Current students may register on or after their appointment time.	May 13	May 13	Nov 6
Begin Bird Application Deadline	May 1	May 1	Oct 30
Begin early bird new student registration for this term BY APPOINTMENT. New students may register on or after their appointment time.	May 19	May 19	Nov 18
Begin early bird open registration for this term. Open to all.	May 21	May 21	Nov 20
Deadline to pay for early bird registration this term, 4:30 pm	June 4, 4:30pm	Sept 1, 6:00pm	Dec 10, 4:30pm
Registration processing closed, this day only	June 5	Sept 2	Dec 11
Regular registration re-opens for all	June 8	Sept 3	Dec 14
Waitlists are "frozen"	June 11, 4:30pm	Sept 11, 7:30am	Dec 23, 8:00am
<b>Official first day of the Quarter</b>	June 22	Sept 21	Jan 4
WAOL classes begin on this date	June 25	Sept 17	Dec 31
100% refund deadline ("5 <sup>th</sup> day") Self-support and non-standard classes have a different deadline. See Class Schedule.	June 29	Sept 25	Jan 8
Last day to add without instructor permission. (5 <sup>th</sup> day of the quarter)	June 29	Sept 25	Jan 8
Last day to register, or add, or drop a class with no record ("10 <sup>th</sup> day") Last day for Bookstore refund.	July 7	Oct 2	Jan 15
50% refund deadline (20 <sup>th</sup> calendar day) Self-support & non-standard classes may not have a 50% refund, or a different deadline. See Class Schedule.	July 13	Oct 9	Jan 22
Deferred Tuition re-payment deadline ("20 <sup>th</sup> and 40 <sup>th</sup> day")	July 13 & Aug 3	Oct 9 & 30	Jan 22 & Feb 12
Last day to drop with a W or change to audit (8th week) (Summer 6 <sup>th</sup> week)	August 3	Nov 13	Feb 26
<b>Classes end</b>	August 13	Dec 4	March 15
Final examinations	Last day of class	Dec 7-10	March 16-19
Grades due	August 17	Dec 14	March 22
Holidays (College closed)	July 6, Sept 7	Nov 11, 26, 27, Dec 25	Jan 1, Jan 18, Feb 15
No Day or Evening Classes	N/A	Nov 3, Nov 25	N/A
IMPORTANT DATES TO REMEMBER	Spring 2010	Summer 2010	Fall 2010
Class Schedule due on campus	Feb 19	May 7	July 30 (Pre-Fall May 7)
Deadline for applying to graduate at the end of this quarter	Feb 5	April 9	TBA
Begin early bird current student registration BY APPOINTMENT ONLY. Current students may register on or after their appointment time.	Feb 25	May 13	May 13
Early Bird Application Deadline	Feb 12	April 23	April 23
Begin early bird new student registration for this term BY APPOINTMENT. New students may register on or after their appointment time.	March 4	May 18	May 18
Begin early bird open registration for this term. Open to all.	March 5	May 20	May 20
Deadline to pay for early bird registration, this term, 4:30 pm	March 11, 4:30pm	June 3, 4:30pm	TBA
Registration processing closed, this day only	March 12	June 4	TBA
Regular registration re-opens for all	March 15	June 7	TBA
Waitlists are "frozen"	March 18, 4:30pm	June 10, 4:30pm	TBA
<b>Official first day of the Quarter</b>	March 29	June 21	Sept 20
WAOL classes begin on this date	March 25	June 17	Sept 23
100% refund deadline ("5 <sup>th</sup> day") Self-support and non-standard classes have a different deadline. See Class Schedule.	April 2	TBA	TBA
Last day to add without instructor permission. (5 <sup>th</sup> day of the quarter)	April 2	TBA	TBA
Last day to register, or add, or drop a class with no record ("10 <sup>th</sup> day") Last day for Bookstore refund.	April 9	TBA	TBA
50% refund deadline (20 <sup>th</sup> calendar day) Self-support & non-standard classes may not have a 50% refund, or a different deadline. See Class Schedule.	April 16	TBA	TBA
Deferred Tuition re-payment deadline ("20 <sup>th</sup> and 40 <sup>th</sup> day")	April 16 & May 7	TBA	TBA
Last day to drop with a W or change to audit (8th week) (Summer 6 <sup>th</sup> week)	May 21	TBA	TBA
<b>Classes end</b>	June 7	August 13	Dec 3
Final examinations	June 9-11	Last day of class	Dec 6-9
Grades due	June 14	August 16	Dec 13
Holidays (College closed)	May 31	July 5, Sept 6	Nov 11, 25, & 26, Dec 24
No Day or Evening Classes			Nov 2 & 24
Commencement	June 6, 2010		

\*Important Dates for future quarters will be available Spring, 2010.



## Accreditation

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. For further information, contact the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98052, phone 425-558-4224. First accredited in 1948, EvCC's accreditation was reaffirmed on the basis of a full-scale evaluation in 2000.

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission, NLNAC, 61 Broadway 33rd floor, New York, NY 10006, phone: 212-363-5555 ext 153, [www.nlnac.org](http://www.nlnac.org). The Everett Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL, 33756, phone: 727-210-2350.

## 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

Everett Community College has developed and follows a Strategic Plan, as approved by EvCC's Board of Trustees. The plan outlines the College's goals and strategic initiatives. The College assesses its progress toward meeting its goals annually.

For more information and details about the Strategic Plan, visit [www.everettcc.edu/strategicplan](http://www.everettcc.edu/strategicplan).

## Learning Outcomes

### Student Core Learning Outcomes for Certificates and Degrees

- 1. Engage and take responsibility as active learners**  
Students will be involved in the learning process as they gain deeper levels of understanding of the subject matter. They will design, complete and analyze projects while developing group interaction and leadership skills.
- 2. Think critically**  
Students will develop and practice analytical skills, problem-solving skills and quantitative reasoning skills. Using creativity and self-reflection, they will be able to engage in inquiry that produces well-reasoned, meaningful conclusions.
- 3. Communicate effectively**  
Students will develop the organizational and research skills necessary to write and speak effectively. The students will demonstrate awareness of different audiences, styles, and approaches to oral and written communication.

### 4. Participate in diverse environments

Students will gain the awareness of and sensitivity to diversity, including one's own place as a global citizen. Students attain knowledge and understanding of the multiple expressions of diversity, and the skills to recognize, analyze and evaluate diverse issues and perspectives.

### 5. Utilize information literacy skills

Students will develop and employ skills to recognize when information is needed and to locate, evaluate, effectively use and communicate information in its various forms.

### 6. Demonstrate computer and technology proficiency

Students will use computers and technology as appropriate in their course of study.

## About Everett Community College

Founded in 1941, Everett Community College has grown from modest beginnings in a converted elementary school to become a regional state-supported center for education, serving university-bound students as well as a growing workforce seeking new skills for challenging careers. The College moved its main campus to its present site in 1958, on 22 well-tended acres overlooking Legion Memorial Golf Course in North Everett.

The college also operates the Aviation Maintenance Technical School at Paine Field, the Corporate & Continuing Education Center in south Everett, and a School of Cosmetology in Marysville.

College classes are also taught at the University Center of North Puget Sound in Gray Wolf Hall, in Monroe at Monroe High and Junior High Schools, and through an expanding distance-learning network. The College's Fitness and Sports Center is located in the Broadway Center.

In 2001, a 25-year Facilities Master Plan was developed by the college to meet the region's higher education needs. This plan provides space for new programs, and supports Snohomish County's plans for the future by expanding educational opportunities, a key county goal for education, workforce, and economic development.

The first major project completed within this plan was Whitehorse Hall. Opened in January 2007, this facility brings the College's visual arts, journalism and physical sciences together into an 80,000 square-foot building. The College's next new academic building, Gray Wolf Hall, opened in March 2009. The building is the home of EvCC's humanities and social sciences program and the University Center of North Puget Sound, which offers bachelor's and master's degree programs through its partner colleges and universities.

Everett Community College is one of 34 community and technical colleges governed by the Washington State Board of Community and Technical Colleges. The college is administered by a five-member board of trustees appointed by the Governor of the State of Washington.

EvCC's faculty and staff build partnerships with business and industry, local communities and other educational institutions to ensure that learning at EvCC is dynamic and relevant.

The College is accredited by the Northwest Commission on Colleges and Universities and offers Associate's degrees in Arts and Sciences, Business, General Studies, Science, Fine Arts, and Technical Arts. Certificates of Completion are awarded in more than 20 technical and career fields. Students can also access Adult Education, English as a Second Language, and General Education Diploma programs.

Everett Community College partners with a number of colleges and universities to offer Bachelor's and Master's degrees for regional residents through the University Center of North Puget Sound, located on the Everett Community College campus. Degree programs are offered by Central Washington University, Eastern Washington University, Western Washington University, The Evergreen State College, Washington State University and Hope International University.

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.

## 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 a wide variety of transfer agreements with most colleges and universities in Washington and several in Oregon. The following degree programs are supported by those transfer agreements:

- ❖ The Associate of Arts and Sciences - Option II Direct Transfer Degree satisfies the lower division general education requirements of most universities in Washington and several in Oregon, and students 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. In fact, for a number of majors it is critically important to complete the lower division preparatory requirements at EvCC.
- ❖ 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 state 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, and Associate in Applied Science - Transfer offer 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 College works with labor to provide several areas of specific training for apprentices.

Although the primary goal of professional-technical education is to prepare students 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. Also, the Associate in Applied Science - Transfer enables students in designated technical programs to transfer their credits to a university with a similar program. 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 call Enrollment Services for additional information or view the curriculum guides on the web at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides).

## 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 Refugee and Immigrant Services Northwest, 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.

## Corporate & Continuing Education

The Corporate & Continuing Education Center meets business and industry training needs by developing and delivering high quality customized training, professional development, and small business acceleration courses and programs throughout the Snohomish County and the Puget Sound region. The Center conducts open-enrollment classes in Mukilteo, Monroe, Lake Stevens, Everett, and South Everett. Customized training can be delivered on site or at the Center, which is located at 2333 Seaway Boulevard in South Everett near Boeing and Paine Field. The Center features 16 computer labs and training rooms, ample parking, an eating area, and conference rooms. Rooms are available for rent to organizations for training and events. For a complete list of training programs and services, including a wide variety of community education classes in photography, yoga, and other personal interest topics, visit [www.everettcc.edu/ccec](http://www.everettcc.edu/ccec).

## 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 Corporate and Continuing Education Center 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.

## eLearning

Everett Community College offers a variety of courses outside the traditional classroom setting that may be taken in whole or in part at a distance from the college campus. 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 accredited, and equivalent to on-campus classes in terms of credit earned and acceptability for transfer. Students should have strong organizational, reading, and writing skills to do well in these classes, as well as easy access to the Internet.

There are two types of distance learning courses available: Online and Telecourse. 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; online courses are not self-paced. 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.

It is possible to earn the Associate in Arts and Sciences — Option II (the direct transfer degree) or the Associate in General Studies degree from a distance. Courses that apply to these degrees are available each quarter. EvCC also offers online certificate programs in Medical Transcription and Medical Coding.

For general information about eLearning learning opportunities, call 425-388-9367, send an email to [elarning@everettcc.edu](mailto:elarning@everettcc.edu) or visit our website at [www.everettcc.edu/elarning](http://www.everettcc.edu/elarning). For more information regarding the online Medical Transcription and Medical Coding program, call 1-888-304-3822, or send an email to [success@everettcc.edu](mailto:success@everettcc.edu).

## High School Partnerships

Everett Community College participates in a wide variety of relationships with local high schools, and offers several programs aimed at building the achievement of young students. The Enrollment Services Office and Diversity Office offer programs throughout the year aimed at students in middle school, junior high school and high school that engage students in college and career planning, such as Hi-Q, "I Am Going to College", Students of Color Career Conference, and the IDEAS Summer Science Camp.

Enrollment in college courses is provided through such programs as Running Start, Tech Prep, College in the High School, Youth Re-engagement, and Teens on Campus, all of which help students complete their high school graduation requirements with distinction. Admission processes for these programs are different from regular college admission and are described in the next section of this Catalog (see page 11).

## International Opportunities

### Nippon Business Institute and Japanese Cultural and Resource Center

The Nippon Business Institute (NBI) is an undergraduate international studies program concentrating on the practical and cultural 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. Students can earn an Endorsement in US-Japan Intercultural Fundamentals through a concentrated course of study.

In addition to offering college credit courses in Japanese language, history and culture the NBI also conducts workshops and seminars covering Japanese language, culture, business relations, cooking, calligraphy, flower arrangement, tea ceremony, and art. The NBI provides customized consulting and training services to government agencies and businesses wanting to improve their Japan-U.S. relationships. The NBI also offers cultural immersion programs providing students with valuable experiences in Japan. Contact the NBI at 425-388-9195, or go to [www.everettcc.edu/nbi](http://www.everettcc.edu/nbi).

### Northwest Language Center

The Northwest Language Center (NLC) is directed by language professionals who have excelled at creating and offering a wide variety of innovative programs that invite foreign language learning and promote intercultural effectiveness and global understanding. The NLC's mission is to help Western Washington communicate with the world.

The NLC offers: international study-abroad and exchange programs with Germany (Stuttgart), Spain and Mexico, customized on-site language instruction to meet the needs of local businesses, government agencies and educational institutions, general conversational workshops in many languages on campus (American Sign Language, Arabic, French, German, Italian, Portuguese, Russian, Spanish and others), specialized terminology seminars (Spanish for nurses, Spanish for police officers, Russian for pharmacists and many more), travel workshops, language tutoring for individuals and groups and children's classes at local elementary schools. Contact us at 425-388-9499, or go to [www.everettcc.edu/nlc](http://www.everettcc.edu/nlc).

## Study Abroad

Enrichment, growth, and meaningful learning can be experienced in travel and study abroad. Opportunities for study in Germany, Mexico, Costa Rica, Japan, England, Spain, Peru, and Italy are available through EvCC 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 16 or older who has successfully completed his or her secondary school program in another country, and wishes to enroll at EvCC, 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.

## The Arts at EvCC

The arts programs are open to all students; no prior experience or portfolio review is required. EvCC offers individual coursework and full programs of study in photography, studio art (drawing, design, painting, sculpture, printmaking, ceramics), graphic arts, web design, music, theatre, and creative writing.

Students pursuing the Associate in Fine Arts degree select one area of concentration and also complete coursework in at least three related disciplines. The programs emphasize proficiency in the use of tools, techniques and processes, critical thinking, and the ability to communicate verbally and in writing. Students who earn a degree complete the program with a portfolio of work for consideration by transfer institutions, evaluation by potential employers, or for their own personal use.

For more information, visit the arts website at [www.everettcc.edu/arts](http://www.everettcc.edu/arts), call 425-388-9501, or email [arts@everettcc.edu](mailto:arts@everettcc.edu).

## 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 three 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 the 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., English Composition) 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. For descriptions of Learning Communities offered each quarter, go to [www.everettcc.edu/lc](http://www.everettcc.edu/lc).

## Ocean Research College Academy

The Ocean Research College Academy (ORCA) is a unique opportunity for high school students in the state of Washington. Using the framework of Running Start and the resources of Everett Community College, ORCA offers students a full-time college experience that satisfies the degree requirements for an Associate's degree and most requirements for a student's high school diploma. For students still enrolled in high school and admitted to the Running Start program, tuition is free. (See "Running Start" in the Enrollment Services section of the catalog.)

At ORCA, instruction is varied, learner-centered and fully integrated. 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. ORCA gives students the opportunity to satisfy General Education requirements in social sciences, humanities and natural sciences, which are transferable to most four-year universities.

Contact Ardi Kveven at 425-267-0156 or at [akveven@everettcc.edu](mailto:akveven@everettcc.edu). Visit the ORCA website at [www.everettcc.edu/orca](http://www.everettcc.edu/orca).

## The School of Business Design

The School of Business Design (SBD) at Everett Community College uses entrepreneurship education to develop the skills that create leaders who are capable of anticipating, initiating, and managing change. Students can earn an Entrepreneurship degree or Small Business certificates or participate in workshops, conferences, seminars, and personal coaching that allows for the customization of an individual's passion and business idea. Graduates gain the knowledge and experience to start their own venture, or become valued employees.

The SBD supports students at all levels of their personal and business development. It is a place where innovation, design and entrepreneurship meet. It's where we create new ways to solve old problems, using unique ways for our students to achieve success: hands-on, interdisciplinary, integrated, collaborative, convenient and relevant.

For more information, please contact us at 425-388-9584 or visit us on the web at [www.everettcc.edu/sbd](http://www.everettcc.edu/sbd).

## Students in Service (SIS)

One of the elements of the national AmeriCorps program, SIS provides EvCC students an opportunity to engage in volunteer service with a community non-profit organization. Students may earn tuition funds for their volunteer hours as well as benefit from a powerful learning experience while building a better community. Contact the Student Financial Aid Office at 425-388-9280.

## 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 Corporate & Continuing Education Center near Boeing, and basic skills and college courses in Monroe. Coursework is offered cooperatively at the Tulalip Education Center and at "Tulalip South Lot". The quarterly class schedule lists all courses and their locations.

## University Center of North Puget Sound

Everett Community College provides leadership in collaborating with other regional colleges and universities to build baccalaureate and graduate degree options for residents of the area. Advanced classes and programs are offered on the EvCC main campus and at the downtown Everett Station. Some degree programs are also available in Mt Vernon through Skagit Valley College. Distance modes are also utilized for some courses; others are offered in-person. The goal of the University Center is to provide opportunity for EvCC graduates and other regional residents to continue their education without facing the barriers of distance and the costs of moving. Full information is available at [www.uceverett.org](http://www.uceverett.org) or phone 425-259-8900. Currently, the following programs are offered through the University Center:

### Western Washington University:

- ❖ Bachelor of Arts in Human Services
- ❖ Bachelor of Arts in Education and Elementary Teacher Certification
- ❖ Bachelor of Arts in Planning and Environmental Policy
- ❖ Bachelor of Science in Environmental Science
- ❖ Post-baccalaureate Elementary Teacher Certification
- ❖ Master of Arts in Rehabilitation Counseling
- ❖ Master of Business Administration
- ❖ Master in Teaching - Secondary Teacher Education
- ❖ Certificate, School Superintendent
- ❖ Certificate, Professional Certification

### Central Washington University:

- ❖ Bachelor of Applied Science in Information Technology & Administrative Management
  - Specialization: Information Technology
  - Specialization: Administrative Management
- ❖ Bachelor of Science in Interdisciplinary Studies – Social Sciences  
(Offered in Everett and Mount Vernon)

### Eastern Washington University:

- ❖ Master of Social Work (MSW)

### WSU Distance Degree Programs (DDP) Online Bachelor of Arts degrees in:

- ❖ Business Administration – Accounting
- ❖ Business Administration – Entrepreneurship
- ❖ Business Administration – International Business
- ❖ Business Administration – Management and Operations
- ❖ Business Administration – Management Information Systems
- ❖ Criminal Justice
- ❖ Human Development
- ❖ Humanities
- ❖ Nursing
- ❖ Social Sciences
- ❖ Women's Studies

### Washington State University Online Graduate Degrees:

- ❖ Master of Business Administration (MBA)

### The Evergreen State College:

- ❖ Bachelor of Arts in Liberal Arts (at Tulalip) Reservation Based, Community Determined

### Hope International University:

- ❖ Bachelor of Science in Business Administration (online)
- ❖ Bachelor of Science in Human Development (hybrid)
- ❖ Bachelor of Science in Christian Ministry (online)
- ❖ Bachelor of Science in Intercultural Studies (Missions) (online)
- ❖ Master of Arts in Management (online)
- ❖ Master in Business Administration (MBA) (online)

## 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 website at [www.everettcc.edu](http://www.everettcc.edu). On our website, click "EvCC4U" to establish your own personal portal and communication path with EvCC. E-mail inquiries may be sent to [admissions@everettcc.edu](mailto:admissions@everettcc.edu).

### Eligibility to Attend

To attend Everett Community College through regular admission and registration a student must be a high school graduate, hold a GED, or be at least 18 years of age. Special admission requirements for persons still in high school or under the age of 18 are described below.

- ❖ Persons who wish to attend EvCC while still in high school may be considered for enrollment under the "Teens-in-College" programs: Running Start, Tech Prep, College in the High School, Youth Re-engagement, and Teens on Campus. Please see those sections on the next page for more information about those options. All options require some advance planning and application.
- ❖ Students age 16 and over who meet the provisions of "Title III- Adult Education Program" may enroll in certain adult basic education classes for the purposes of improving basic skills or completing their high school diploma or GED or participating in English as a Second Language classes.

Note: Special admission requirements for international students are described on the next page.

Note: Some college programs may require a high school diploma, GED or equivalent for admission.

To gain admission and continue enrollment, a student must be competent to benefit from the curricular offerings of the College as described by the College's Satisfactory Progress, Low Scholarship and Academic Probation policies, and by demonstrating conduct that is not disruptive to the learning environment but is consistent 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 or at [www.everettcc.edu/c.guides](http://www.everettcc.edu/c.guides).

### Admission Procedures

**Freshmen and Transfers:** Complete the EvCC Application for Admission or the State of Washington Community College Admission form. Send the application to Everett Community College.

Applications can also be completed online at [www.everettcc.edu](http://www.everettcc.edu). Click on "Admission and Registration," then click on "Application for Admission." Or, go directly to [www.everettcc.edu/admissions](http://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 you would like applied 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/studentforms](http://www.everettcc.edu/studentforms). 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, see below.

### 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)

### 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, and satisfying course prerequisites. Entry skills assessment is part of the "SOAR" 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, which are posted at [www.everettcc.edu/testing](http://www.everettcc.edu/testing), or call 425-388-9288.

There is a \$30 fee for the skills assessment. The fee must be paid in advance at the

Cashiers Office and the receipt must be presented before entering the testing room. The receipt is non-refundable and non-replaceable if lost.

Students may request a partial or full waiver of the skills assessment if they have completed more than 45 college-level credits, and/or intermediate algebra or college algebra, and/or English composition courses at another college, and/or ASSET, COMPASS and ACCUPLACER 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/studentforms](http://www.everettcc.edu/studentforms).

Students who are enrolling in the following courses are not required to take the entry skills assessment: Nursing Assistant, Machining, EMT, Welding, Child and Family Education, Fire Science 100, Medical Transcription, and Medical Coding.

Waiver of the skills assessment does not imply waiver of any course prerequisites. All students must meet prerequisites which may be stated in terms of minimum scores on the skills assessment and/or completion of specific courses.

Entry skills assessment results are valid for a period of three years. Test re-takes are subject to limitations; students must seek approval from the Testing Center and pay a 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 orientation session with overview of College services, procedures and policies on a regularly scheduled basis prior to each term. Students can preview EvCC's orientation material at [www.everettcc.edu/orientation](http://www.everettcc.edu/orientation).

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 ("SOAR") 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.

## International Students

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

Applications for admission from international students should be on file at the College at least 10 weeks 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. The application form is also available online. Go to [www.everettcc.edu/international](http://www.everettcc.edu/international).
- 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. Our tuition is lower than the tuition of most universities. After two quarters of attendance, students may apply for a scholarship, the International Student Community Service Award.
- 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, 2000 Tower Street, Everett, WA 98201-1390, U.S.A. Send email to [intadm@everettcc.edu](mailto:intadm@everettcc.edu). Our website contains many interesting items for international students, including local information, homestay options, student activities and more. Go to [www.everettcc.edu/international](http://www.everettcc.edu/international).

## Teens-In-College Programs

EvCC has a variety of options for young students currently in high school, or in some cases no longer in high school, to participate in college courses. In some cases these opportunities are within the regular high school environment, and in other cases are on the EvCC campus or at an outlying center.

## 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 or at our Monroe Center.

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 requirement of acceptable scores on the College's entry skills assessment in writing, reading, and basic algebra. Normally, students must demonstrate readiness in college writing skills.

Interested students should contact their high school counselor to discuss the Running Start program. Information is also available at [www.everettcc.edu/runningstart](http://www.everettcc.edu/runningstart).

## College in the High School

EvCC faculty 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 most cases these courses are transferable to some universities and are often related to Advanced Placement offerings in the high school. Students pay a flat fee and receive college credit and grades upon successful completion. This program is coordinated by the Corporate & Continuing Education Center. Questions about the College in the High School program may be directed to 425-267-0153, or go to [www.everettcc.edu/chs](http://www.everettcc.edu/chs).

## 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. At the end of each semester, students must complete and submit a Tech Prep application, available at each high school, along with the appropriate fees. Packets will not be accepted after the deadline. This program is coordinated by Jan Johansen at 360-804-4523. A full description of this program is available at [www.everettcc.edu/techprep](http://www.everettcc.edu/techprep).

## Youth Re-engagement

The Youth Re-Engagement Program was created to provide educational opportunities with a strong connection to career development and professional technical job training for youth, age 16-21, who have dropped out of high school. Admission to the Youth Re-Engagement program requires that prospective students:

- ❖ do not have a high school diploma
- ❖ are between the ages of 16-21 (must be under 21 to enroll in the program)

- ❖ have been out of school at least 60 days
- ❖ are a Washington State resident
- ❖ have a reading level of at least 8th grade or higher on a standardized test that EvCC administers

For more information or to sign-up for an information meeting, contact Patricia Sehlke, Coordinator, 425-259-8738.

## Teens on Campus

During Fall, Winter and Spring quarters, 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 upon approval from the Director of the High School Completion program for special admission. Special admission criteria include a review of high school courses and grades, test scores and other supporting documents that indicate preparation and readiness for college-level coursework. Application for special admission must be submitted at least two weeks prior to the quarter. Contact the High School Completion program to schedule an interview; call 425-388-9291.

## Teens on Campus – SummerSmart

Summer quarter offers many opportunities for students under the age of 18 who have not yet earned their high school diploma or GED. Enrollment in classes for either personal interest or to meet high school requirements is allowed following placement testing and an interview. In addition, students enrolled through the Teens on Campus – SummerSmart program are invited to a special College Planning Workshop during the summer. Go to [www.everettcc.edu/summersmart](http://www.everettcc.edu/summersmart).

## TRANSFER CREDIT POLICIES

Everett Community College recognizes academic credits earned at other regionally accredited post-secondary institutions that are essentially equivalent in academic level and nature of work offered at the College. Other sources of education, such as nationally accredited institutions, training programs, or tests, may be considered on a case-by-case basis, as described in one of the seven options 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/transfercredit](http://www.everettcc.edu/transfercredit)) then complete and submit a "Transfer Credit Evaluation Request" form ([www.everettcc.edu/studentforms](http://www.everettcc.edu/studentforms)) and submit transcripts. Evaluation of transfer credit may take 3-6 weeks, so early action is recommended. Contact Enrollment Services for more information. Transcripts submitted to the College may not be released to either the student or another entity.

### 1. 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.
- ❖ Because completion of at least 30 EvCC credits are required for eligibility for an associate degree, normally a maximum of 60 quarter credits may be applied as transfer credit toward a degree. A maximum of two-thirds of the credits required for a certificate may be applied as transfer credit.
- ❖ 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 certain programs, some credits may be non-applicable due to their age.
- ❖ Only lower-division (freshman and sophomore) coursework (or equivalent) will be considered.

### 2. 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.

### 3. International Colleges and Universities

Credit from non-U.S. colleges and universities, 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. An initial evaluation is required to be completed by an outside evaluation agency that is a member of NACES. They will require an official copy of your transcript. Their report will need to be submitted to EvCC. The Enrollment Services Office can provide more details about this process and how to contact one of these agencies. More information is available at [www.everettcc.edu/transfercredit](http://www.everettcc.edu/transfercredit).

### 4. 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 13. A maximum of 60 AP, CLEP and IB credits may be applied toward several of our degrees, meeting either requirements or electives, at the discretion of the credential evaluator and/or program advisor. In the case of the associate degrees designated as university transfer degrees, AP, CLEP and IB credit may be limited to the "A" list electives.

### 5. 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](http://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's Associate in Technical Arts, Associate in Fine Arts and Associate in Arts and Science – Option I as meeting requirements. A maximum of 45 ungraded credits may be applied toward the Associate in General Studies. Military credit is, with the exception of limited Physical Education credit, applicable only to the "B" list electives for the associate degrees designated as university transfer degrees.

### 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. The American Association of State Colleges and Universities and the American Association of Community Colleges sponsor SOC.

### 6. Nationally-Accredited Post-secondary Institutions

Transcripts from schools which are not regionally accredited, but are accredited by national agencies such as the Accrediting Council of Independent Colleges and Schools, the Accrediting Commission of Career Schools and Colleges of Technology, Distance Education and Training Council and the Association for Biblical Higher Education, 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 EvCC's 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 degrees designated as university transfer degrees. Some other colleges and universities may not accept these credits.

## 7. 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, apprenticeships, education paraprofessional, 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. There is a modest fee for this evaluation and the process demands thorough documentation from the student.

A maximum of 60 credits for training and certificate programs may be applied toward EvCC's Associate in Technical Arts, Associate in Fine Arts and Associate in Arts and Science – Option I degrees as meeting either requirements or electives. A maximum of 45 ungraded credits may be applied toward the Associate in General Studies. Credit is applicable only to the "B" list electives for the associate degrees designated as university transfer degrees. Some other colleges and universities may not accept these credits.

## 8. 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 45 credits for prior learning may be applied toward EvCC's 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 degrees designated as university transfer degrees. Some other colleges and universities may not accept these credits.

NOTE: In some cases students who have significant learning from training programs or life experience may find it more expedient to consider course challenges. Consult our Credit Evaluators in Enrollment Services.

## 9. Articulation and Reciprocity

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.

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement

(DTA) degree or the Associate in Science - Transfer (AS-T) degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. To initiate this review, students must first request an official credit evaluation, using the "Transfer Credit Evaluation Request" form ([www.everettcc.edu/studentforms](http://www.everettcc.edu/studentforms)) and submit official transcripts. If courses do not transfer as expected, contact the credential evaluation specialists in Enrollment Services about the reciprocity review. The policies and procedures can be found on our website ([www.everettcc.edu/transferrcredit](http://www.everettcc.edu/transferrcredit)) or in the Enrollment Services Office.

## Advanced Placement Examinations (AP)

For scores, contact AP Services, P.O. Box 6671, Princeton, NJ 08541-6671, Phone: (609) 771-7300 or (888) 225-5427 (toll-free in the U.S. and Canada)

AP Examination	Score	EvCC Equivalency	Quarter Credits
Art-Studio Drawing	3, 4, or 5	Art 115	5
Biology	3	BIOL& 211	5
Biology	4 or 5	BIOL& 211 plus BIOL 1XX	10
Calculus AB	3, 4, or 5	MATH& 151	5
AP Examination	Score	EvCC Equivalency	Quarter Credits
Calculus BC	3, 4, or 5	MATH& 151 and &152	10
Chemistry	3	CHEM& 161	5.5
Chemistry	4	CHEM& 161 and &162	11
Chemistry	5	CHEM& 161, &162, &163	16.5
Computer Science A. or AB	3, 4, or 5	CS& 131, and 132	10
Economics (Macro)	3, 4, or 5	ECON& 202	5
Economics (Micro)	3, 4, or 5	ECON& 201	5
English - Lang & Comp	3	ENGL& 101	5
English - Lit & Comp	3	ENGL& 101	5
English - Lang & Comp	4 or 5	ENGL& 101 and 201	6
English - Lit & Comp	4 or 5	ENGL& 101 and &111	10
Environmental Science	3, 4, or 5	ENVS& 101	5
French - Language	3	FRCH& 121	5
French - Language	4	FRCH& 121 and &122	10
French - Language	5	FRCH& 121, &122, &123	15
German - Language	3	GERM& 121	5
German - Language	4	GERM& 121, &122	10
German - Language	5	GERM& 121, &122, &123	15
Government & Pol US	3, 4, or 5	POLS& 202	5
Government - Comparative	3, 4, or 5	POLS& 204	5
History - American (US)	3	HIST& 146	5
History - American (US)	4 or 5	HIST& 146 and &147	10
History - European	3	HIST 111	5
History - European	4 or 5	HIST 111 & 112	10
History - World	3	HIST 103	5
History - World	4,5	HIST 103 and HIST 1XX	10
Music - Listening & Lit	3, 4, or 5	MUSC& 105	5
Music - Theory	3, 4, or 5	MUSC& 141	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 or 5	PSYC& 100	5
Spanish - Language	3	SPAN& 121	5
Spanish - Language	4	SPAN& 121, &122	10
Spanish - Language	5	SPAN& 121, &122, &123	15
Statistics	4 or 5	MATH& 146	5

# Enrollment Services

## College Level Exam Program (CLEP)

See our "College Options" guide for how these courses may be applied to an EvCC degree. For scores, contact: CLEP, Attn: CLEP-Transcript Service, P.O. Box 6600, Princeton, NJ 08541-6600, or call (800) 257-9558.

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

Analysis & Interpretation of Literature	49/50	ENGL& 111	5
English Composition	/50	ENGL 098*	5
German	39/52	GERM& 123	5
German	45/65	GERM& 223	5
French	45/51	FRCH&123	5
Introduction to Management	47/50	BUS 200	5
College Math (General Subject Exam)	440/50	MATH 1XX	5
Spanish	46/52	SPAN& 123	5
Spanish	54/56	SPAN& 223	5
Western Civilization I	46/50	HIST 111	5
Western Civilization II	47/50	HIST 112	5
US History I	47/50	HIST& 146	5
US History II	46/50	HIST& 148	5

\*Students may submit an essay for consideration for credit for English 101.

## IB – Higher levels

English A1	HL 4 or higher	ENGL& 111	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, note-takers, 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

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 is six to eleven credits. Note: For Summer quarters only, the Veterans' Office establishes the minimum credits needed for full-time status for veterans.

## 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

### Estimated Quarterly Tuition and Fees – 2009-10 (beginning Fall, 2009)

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/tuition](http://www.everettcc.edu/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.

Credits	Resident Tuition	Non-Resident Tuition Reduction*	Non-Resident Tuition
1-10	\$81.00 per credit	\$133.75 per credit	\$253.00 per credit
11	\$843	\$1,371.50	\$2,567
12	\$876	\$1,405.50	\$2,604
13	\$909	\$1,439.50	\$2,641
14	\$942	\$1,473.50	\$2,678
15	\$975	\$1,507.50	\$2,715
16	\$1,008	\$1,541.50	\$2,752
17	\$1,041	\$1,575.50	\$2,789
18	\$1,074	\$1,609.50	\$2,826
19	\$1,147	\$1,725.50	\$3,071
20	\$1,220	\$1,841.50	\$3,316

\*Students who are not eligible for resident tuition, but who are permanent residents or citizens of the US may be eligible for the Non-Resident Tuition Reduction rate. See "Residency" below. 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

State employees and designated educators in the K-12 system 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. (Tuition Reduction is not allowed for Writing Lab, Community Service, Continuing Education, self-support classes, special projects, and other courses for which the College has special expenses.)

EvCC also offers reduced tuition for seniors (age 60+) who wish to audit classes (for no credit) and for other persons in special categories such as veterans, dependants of deceased or disabled veterans, refugees and students in our high school completion program. The Enrollment Services Office can provide more detailed information on the qualifications for tuition reduction.

Tuition reduction is available for eligible veterans, and for the spouses and children of disabled and deceased veterans. Eligibility is determined through the EvCC veterans' office, located in the Student Financial Services office, third floor, Parks Building.

Information about other tuition reduction programs is available through the Enrollment Services office.

## 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 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 Manager of Records and Registration 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 bill the student for unpaid tuition and fees incurred by registration and/or to cancel registration of unpaid students. Returned checks, cancelled credit cards, employer refusal to pay, ineligibility for financial aid and other reasons for non-payment may result in disenrollment, a direct bill to the student, and/or referral to a collection agency. Registration in Corporate & 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 Cashiers Office at 425-388-9224.

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

EvCC offers a tuition payment plan, the "20-40" plan, which enables students to pay half their tuition and fees by the established deadline, and the remainder in two payments on the 20th and 40th calendar days of the quarter. Contact Enrollment Services for more information.

## 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. Refunds can take up to five weeks to process. Refunds for under \$10 will only be processed with a written request from the student.

### 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 22, then the deadline for 50% refund is 4:30pm on Friday, October 10.

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 some 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.

## Refund Process

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 choose 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 in good standing 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 6 digit PIN; to do so, go to [www.everettcc.edu/kiosk](http://www.everettcc.edu/kiosk).

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 Vice President for Enrollment Management, and mailed directly to the receiving party from Everett Community College. Upon request a sealed copy of an official transcript may be given to the student.

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. Also, students may view their unofficial transcript on the Web, and print it. Go to [www.everettcc.edu/kiosk](http://www.everettcc.edu/kiosk) and click the "Enter Student Kiosk" red 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 requested in-person, by fax or by mail 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 inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. 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 provide written 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, verification agency, web portal company, etc.); 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 written 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, email address, 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, 425-388-9210, during the day and the Security Office, 425-388-9998 or 9990, 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.





## The Student Services Division

The Student Services Division of the College is committed to enabling students to succeed. Specifically, services are focused toward the following outcomes:

- ❖ Successfully navigate the college environment and gain knowledge of transferable processes and systems.
- ❖ Demonstrate awareness of traditional and non traditional career choices and life options in achieving educational, personal and career goals.
- ❖ Demonstrate respect and value ideas, thoughts, beliefs, backgrounds, lifestyles and abilities different from their own.
- ❖ Exhibit active and responsible participation in their own educational experience and accept responsibility for their own actions and beliefs.
- ❖ Demonstrate skills in critical thinking, problem solving and decision making.
- ❖ Demonstrate interpersonal relationship skills and display personal growth and development.
- ❖ Demonstrate skills in leadership and civic responsibility.

## 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. 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](mailto: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](mailto:admissions@everettcc.edu) for assistance in resolving advising questions. When sending e-mail, use "Need Advising Help" in the subject line.

## COUNSELING, ADVISING AND CAREER CENTER

The mission of the Everett Community College Counseling, Advising and Career Center (CACC) is to assist students in developing and achieving their academic, career, social and personal goals.

Counselors are available for morning and evening walk-in counseling; appointments are available for issues needing more time. Call 425-388-9263 for specific walk-in hours. We are located on the top floor of the Parks building.

The core services of the Counseling, Advising and Career Center (CACC) include:

### Educational Counseling

Short-term educational counseling, as well as workshops and Human Development courses, related to student success such as study skills, learning styles, math anxiety, orientation to college, goal setting and time-management. Educational counseling also includes assisting students with setting educational goals, choosing a program of study, and/or transferring to another college or university.

### Advising

Counselors advise first-quarter students, undecided students, and transfer students planning to major in Human Services, as well as providing general transfer advising and informal transcript evaluation for entering and graduating students. If a student has decided on a program of study, the staff will assist them in finding an appropriate program advisor.

### Career Counseling

Career counseling is available on an individual or group basis. Workshops and Human Development courses help students clarify their goals, learn the career-planning process, interpret assessment results, and learn career research skills, decision-making skills, and job search skills.

### Personal Counseling

Short-term counseling, as well as workshops and Human Development courses, are available to help students maintain academic success. Personal counseling issues include personal development and adjustment issues such as stress management, loss and grief, assertiveness training, conflict management, emotional stress, leadership skills, and interpersonal communication skills.

### Crisis Counseling

Short-term intervention for students suffering from acute distress. Many of our counselors are Licensed Mental Health Counselors.

### Assessment

Assessments enable students to identify their career interests, learning styles, and personality preferences. Often there is a small fee to cover the assessment costs.

### Transfer Services

Our staff and counselors provide information and success strategies to assist students and prospective students with transferring to different colleges and universities. Our friendly and knowledgeable staff can assist students examine online and printed materials related to admissions requirements and pre-requisite course work for particular college and university programs. Our center also offers regular transfer workshops and classes (Human Development 150) to help improve transfer success.

### Career Center Services

Students and prospective students can use our center for help in obtaining information on careers, future outlook, wages, and much more. A wide range of career resources includes user-friendly career exploration software programs.

### Referral

On-campus referrals to other departments and off-campus referrals to community services and mental health agencies.

### Consultation

Consultation, in-service training and class presentations with faculty, staff, and administrators on student development, retention, and crisis response issues.

# Student Support Services

## 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.

You may visit our website at [www.everettcc.edu/finaid](http://www.everettcc.edu/finaid) for eligibility requirements and up to date notices. 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 nine months (36 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 following 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 Academic Competitiveness Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Family Educational Loans, Washington State Need Grant, Washington State Work Study, EvCC Grant, EvCC Child Care Grant, and Tuition Waiver. Note: Tuition waivers do not pay for 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.

### Tuition Hold Process

Students who are dependent on financial aid to pay for their tuition may be required to obtain a tuition hold from the Financial Aid Office prior to the tuition payment deadline each quarter. Failure to do so may result in your classes being dropped or in being billed for tuition and fees.

### 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. All previously attempted college credits are also evaluated, 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. Students who have earned a bachelor's degree are ineligible for federal grants and must appeal in writing to determine aid eligibility. Please refer to [www.everettcc.edu/finaid](http://www.everettcc.edu/finaid) for complete Satisfactory Academic Progress Policies.

### Return of Title IV Funds

Financial aid recipients who drop out of school or complete "0" credits may be required to repay all or a portion of federal aid received. If you have specific questions about this federal requirement, contact the Financial Aid Office to review the policy.

### Scholarships

A variety of scholarships are made possible by the College, through community organizations, and by donations from individuals. 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 is 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 at [www.everettcc.edu/finaid](http://www.everettcc.edu/finaid).

The Financial Aid Office is located in the Parks Student Union, phone 425-388-9280. The website is [www.everettcc.edu/sfs](http://www.everettcc.edu/sfs).

## 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 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.

Veteran tuition waivers are available to those who qualify. Waivers range from 25% to 100%. For more information, contact the Veterans' Advisor at 425-388-9277 or visit the Office during regular business hours. The website is [www.everettcc.edu/va](http://www.everettcc.edu/va).

## 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](http://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.

### 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](http://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.

## TRiO-STUDENT SUPPORT SERVICES PROGRAM

The TRiO-Student Support Services Program (TRiO-SSSP) works with low-income, first generation and students with disabilities to promote their goal-achievement and success at Everett Community College and beyond. Specifically, TRiO-SSSP provides ongoing one-on-one advising, personal counseling, tutoring, study-skills information, computer access and assistance transferring to four-year colleges and universities.

### Eligibility

TRiO-Student Support Services Program is federally-funded to serve students receiving financial aid, students whose parents have not earned a 4-year degree, or students with disabilities, with academic needs and who would benefit from receiving program services.

### TRiO-SSSP Services

**Advising** — Choosing classes, programs or degrees matching your interests and skills; meeting requirements for and maintaining financial aid; eligibility for scholarship opportunities, and program, graduation or college transfer requirements.

**Counseling** — Managing time and competing priorities, coping with family demands, working through personal crises or anything interfering with your success as a student. TRiO-SSSP counselors also help students explore and choose career options.

**Free Tutoring** — One-on-one tutoring in most college classes, provided by professional and trained peer tutors knowledgeable in course content and familiar with strategies to learn it well.

**Study-skills Information** — TRiO-SSSP offers handouts or instruction on development of key college success skills. Popular topics include taking lecture notes, effective study strategies, overcoming test or math anxiety, writing a research paper, time management and much more.

**Computer Resources** — Our program students have access to a quiet study area featuring three computers, each with Internet access. Short-term access to a laptop is available for actively participating program students in their second full quarter with TRiO-SSSP.

**Transfer to Four-Year Colleges and Universities** — TRiO-SSSP helps students plan their community college transfer degrees including general admission requirements set by four-year colleges and universities, and specific requirements for programs, departments, and colleges within these institutions. Experiential, hands-on learning about upper-division options is provided to TRiO-SSSP students by way of campus visits to colleges and universities in Western Washington.

### Opportunity Grant Program

Opportunity Grant Program serves low-income students pursuing a college certificate in high-wage, high-demand careers such as accounting, bookkeeping, tribal enterprise management, advanced manufacturing, medical assisting or phlebotomy. Students receive funds for tuition/mandatory fees and up to \$1,000 for books, tools and supplies per year. Services include academic, career and financial aid advising, personal counseling, college success skills and tutoring referrals.

TRiO-Student Support Services and Opportunity Grant Programs are located on the Third Floor of Parks Student Union, down the hall from The Diversity & Equity Center and in very close proximity to other key student services and resources. Contact 425-388-9275 for information, or stop by our reception desk to make an appointment.

## 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 recruit, retain, and graduate students of color, re-entry women, and LGBT students. The Center also serves as a campus resource center on diversity and coordinates institutional diversity initiatives. The mission of the Diversity and Equity Center is to Advocate for the academic success of our students; Educate our campus and community about diversity; and Celebrate our differences.

### Student Retention and Support Services

Some of the programs and services provided include:

- ❖ Information, entry advising & assistance for new, re-entry and prospective students
- ❖ Academic and transfer advising
- ❖ Personal and career counseling
- ❖ Crisis intervention
- ❖ Outreach activities and program orientations.
- ❖ STAR (Student Achievement and Retention) Program
- ❖ Mentor Program
- ❖ Mid-Quarter Academic Assessments
- ❖ University transfer information and visits
- ❖ Student Emergency Assistance Funds
- ❖ Lesbian, Gay, Bisexual, Transgender, Questioning & Allied (LGBTQA) programs & services
- ❖ Safe Zone Program
- ❖ Success workshops
- ❖ Workshops and conferences

# Student Support Services

- ❖ Community collaboration
- ❖ Student leadership development
- ❖ Student ethnic/gender/LGBTQ clubs
- ❖ Support groups
- ❖ Referrals to resources on and off-campus
- ❖ Computers available for homework and research
- ❖ College Success Foundation Mentor Contact

## Information and Resources

Some of the information and resources available include:

- ❖ Discrimination, harassment and hate/bias crimes
- ❖ Snohomish County Life Transitions Program
- ❖ Sexual Harassment/Abuse, Dating/Domestic Violence, Substance Abuse, HIV/AIDS Education, Eating Disorders, Pregnancy and Contraception and Parenting
- ❖ Nontraditional careers
- ❖ Work First/TANF
- ❖ 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 is designed to increase and improve retention and academic achievement. Some of the support services offered include:

- ❖ Advising & Counseling
- ❖ Orientations
- ❖ Success workshops
- ❖ Mid-quarter academic assessments
- ❖ University transfer information and visits
- ❖ Computers for homework and research
- ❖ End-of-the-year program
- ❖ 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.

## Student Leadership Development

Women's, ethnic, and gay/lesbian 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: Black Student Union
- ❖ MEChA: Movimiento Estudiantil Chicano de Atzlan
- ❖ First Nations Club
- ❖ EMPOWER: Political Organization For Women's Rights
- ❖ S.P.L.I.C.E.: Single Parents, Low Income for College Education
- ❖ Triangle Alliance (LGBT club)
- ❖ Iwi Pono Student Society (Hawaiian Club)

The Diversity Center is located on the third floor of the Parks Student Union. 425-388-9306.

## 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), note-takers (copy of notes from another student in class), Sign Language interpreters, books in alternative formats, 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 in alternative format, 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.edu](mailto:cds@everettcc.edu).

## FOSTER CARE SCHOLARSHIPS AND SERVICES

EvCC Connect combines staff from three key programs to help Foster Care Alumni attend college. Dedicated staff in Enrollment Services, Financial Aid and TRiO-Student Support Services are available to assist. Let us simplify the process of attending college as well as connect you to free resources to help you achieve your dreams! Contact Gretchen Rowe for more information: [growe@everettcc.edu](mailto:growe@everettcc.edu) or 425-388-9099.

## LIBRARY-MEDIA AND LEARNING SERVICES

### Library-Media Center

The Library-Media Center provides information and services to support student research and learning. The materials collection includes 55,000 book volumes, more than 200 current periodicals and newspapers, and over 9,000 DVDs, videocassettes, compact discs, 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 laptop 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 also provides DVD and other media rental in support of distance learning and specific courses such as world languages. Call 425-388-9353 for library hours and to renew materials. Call 425-388-9354 for reference assistance or email [library@everettcc.edu](mailto:library@everettcc.edu). Check our website at [www.everettcc.edu/library](http://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 Services, a Tutoring Center, a Writing Center, and counseling and advising services. 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 on first floor of Rainier Hall.

## Bridge Learning Lab

Academic support in Reading and Study Skills is available in the Bridge Learning Lab through 1 and 2 credit modules in note taking, test taking, textbook reading, time management, reading comprehension, speed, vocabulary, and basic technology. Strategies for attaining success in the academic areas are offered in weekly free workshops, Tuesday Topics, and in 1 and 2 credit courses. In addition, computer readiness modules are offered to help students become familiar with EvCC computer technology by navigating the EvCC web pages, Blackboard, and by improving other 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.

## Counseling/Advising Services

The Rainier Learning Center has a Counselor who provides personal, academic and career counseling to students. New students will benefit from making an appointment to meet the counselor and discuss their current class schedule as well as certificate or degree goals at EVCC. Personal Counseling is also available to help students be successful with life challenges that occur while they are students at EVCC. Students may make an appointment or drop-in for help during each quarter.

## 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, resume, and scholarship application essays. Writing Center instructors and peer tutors do not proofread papers, but work collaboratively with writers offering feedback and providing ideas and methods for editing and revising in order to provide writers with transferable skills that will help them on future writing projects. In order to use the Writing Center on a regular basis students enroll for 1-5 credits of English 090. The Writing Center also offers free drop-in and online tutoring. Computers are available for word processing, and instructional software for composing, editing, grammar, and punctuation basics is available. The Writing Center provides additional resources like dictionaries, grammar handbooks, textbooks, handouts, and exercises.

## 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 every two weeks (depending on holidays). 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/interview/selection process.

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

### Student Programs Board

Students selected for positions on Student Programs Board organize co-educational events, programs and activities for EvCC students. The Student coordinators plan activities in the Parks Student Union, such as, lectures, panel discussions, health/wellness information fairs, concerts, comedians, subsidized tickets for local sporting events and recreational opportunities. Student Programs Board also coordinates the Artist & Lecture series: a culturally diverse series of performances for the students, staff and community.

### "The Paperclip"

The Paperclip (located in the Parks Student Union across from the Cascade Range Cafe) is a service provided for students by students which offers information/referral, student and staff photo ID, locker rental, fax service, coin-op copier, Scantron/pencil sales, computers and study space.

### 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 E-Tech Budget Committee (Student Technology Enhancement Fee), the Student Campus Enhancement Fee Committee, the EvCC Graduation Committee, the Associated Students Constitutional 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 for you to become familiar with the following documents:

- ❖ The ASB constitution and by-laws of the Associated Students
- ❖ Student Activities Quarterly Calendar
- ❖ EvCC This Week, online (use your student email account)
- ❖ Student Rights and Responsibilities (student handbook)
- ❖ The Associated Student Financial Codes for the S&A Fees Budget and the E-Tech Budget
- ❖ The S & A Fees Budget and the E-Tech 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 Support Services

## 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, support co-curricular studies, 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; International Students Club; Movimiento Estudiantil Chicano de Atzlan (MeChA); Black Student Union (BSU); First Nations Club; Phi Theta Kappa (PTK); Student Nurses Organizations (SNO); Engineering Club; Drama Club; Veteran's Club; Iwi Pono Student Society (Hawaiian Club); Teachers of Tomorrow; and Society of Women Engineers (SWE).

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

## Intercollegiate Athletics & Intramural Activities

A program of intercollegiate athletics is co-sponsored by the Associated Students. It includes men's and women's soccer, women's volleyball and men's and women's cross-country in the fall, men's and women's basketball in the fall and winter, women's softball and men's baseball in the fall, winter and spring, and men's and women's distance track 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, Counseling, Advising and Career Center, 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 Russell Day Gallery.

The Associated Students, through the E-Tech Budget, supports student technology enhancement on campus through the funding of a computer replacement cycle for open labs on campus, free official transcripts and reduced computer lab fees.

Be sure to go to the Student Activities Office at the beginning of each quarter to obtain a copy of the Student Activities Quarterly Calendar that announces the events and programs for each of the academic quarters. During Spring Quarter a job opportunity brochure is available to apply for leadership positions for the upcoming academic year in the ASB.

The student leaders in Student Activities plan our Student Activities Welcome Back Kick-Off for EvCC students, staff and faculty during Fall quarter as well as three Campus Awareness Days during Halloween, Valentine's Day and a Spring Fling Ice Cream Social in May, showcasing entertainment and the EvCC Clubs.

Student Activities also plans the EvCC Commencement Ceremony, which includes a student speaker, a keynote speaker and the awarding of degrees and certificates.

## CO-CURRICULAR AND COLLEGE-RELATED PROGRAMS

### The Clipper

This student-produced, award-winning newspaper is published every other week and contains news about College and campus 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 advisor, Andrea Otañez, at 425-388-9419. Visit the website at [www.clipperonline.info](http://www.clipperonline.info) or email [clipper@everettcc.edu](mailto:clipper@everettcc.edu).

### Vibrations

*Vibrations* is a student-produced creative arts magazine, 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, contact the *Vibrations* advisor, Greg Kammer, at 425-388-9439 or email [vibrations@everettcc.edu](mailto:vibrations@everettcc.edu).

### Russell Day Gallery

Russell Day, faculty member from 1948 to 1974, established the visual arts program at EvCC and was dedicated to bringing works of varied artists, media, and movements to the students of Everett Community College. In recognition of this influence, the Gallery was re-named for him in 2008. The Gallery has a specific interest in displaying the work of artists from under-represented groups, alumni of Everett Community College, and providing exhibits that are not generally accessible to the public through other regional galleries. For more information, email [gallery@everettcc.edu](mailto:gallery@everettcc.edu), call 425-388-9036, or visit the website at [www.everettcc.edu/gallery](http://www.everettcc.edu/gallery).

### Early Learning Center

The Early Learning Center provides on-campus, licensed and NAEYC accredited childcare for up to 110 children every quarter 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. A free preschool and family support program, ECEAP, (Early Childhood Education and Assistance Program) is available to income eligible families. All 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, contact the Center at 425-388-9121.

### Bookstore

Owned and operated by the College, the main Bookstore is located in the Parks Student Union; the Arts Annex is located in Whitehorse Hall. The Bookstore 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, logo items, and alumni keepsakes. The Bookstore accepts checks, Visa, MasterCard, and debit cards with Visa or MasterCard logos.

The Bookstore's refund policy is the same as the College's tuition refund policy; the 100% refund policy extends to the 5th day of each term; the 50% refund policy ends on the same day as the College's 50% refund deadline. Full value textbook exchanges are offered until the 15th day of the term. Bookstore hours are 8am to 7pm Monday and Tuesday, 8am to 5pm Wednesday and Thursday, and 8am to 3pm Friday. Hours are expanded during the first week of each quarter, and are limited during the summer.

Buyback is offered during the final exam period each quarter. Buyback hours are: 8am to 7pm Monday and Tuesday, 8am to 5pm Wednesday and Thursday, and 8am to 3pm Friday. Phone: 425-388-9413. Website: [www.evccbookstore.com](http://www.evccbookstore.com)

## Food Services

Food service is available at The Cascade Range Café in the Parks Student Union from 7am to 7:15pm Monday-Thursday and 7am to 1:30pm Friday during the quarter, with reduced hours in Summer Quarter. Breakfast and lunch entrees are featured daily.

Espresso stands are also in operation during most of the hours classes are held. They are located in the Parks Student Union and on the first floor of Whitehorse Hall.

## EvCC Safety, Security, and Emergency Management Office

Our office manages programs for Campus safety, security, emergency preparedness, health, traffic, alternative transportation and parking. This includes parking permit holder motorist assists for flat tires, locked keys in cars, battery failure and the use of a fuel container.

In an emergency call 9-1-1; if you have time please call our Security Emergency number at 425-388-9998 as well.

All parking on Campus is by permit only, days and evenings, Monday - Friday for Fall/Winter/Spring/Summer Quarters. Staff and student parking permits are purchased from the Cashiers Office.

Pay two hour visitor parking is available at the yellow pay parking machine on the south side of Parks Student Union next to the Bike Station. Other pay parking options include all day parking available either from a yellow pay parking machine in lot 3E (corner of Waverly Avenue and Tower) or at the Cashiers Office.

Our office is located on the main level in the southeast corner of the Parks Student Union, Room 224. Our normal office hours are 7:30am — 4:30pm, Monday - Friday, excluding holidays or any other closures.

The office phone number is 425-388-9990 and our Security Emergency phone number is 425-388-9998. REMINDER: Call 9-1-1 if you have an emergency and then call Security.

## ALL COLLEGE POLICIES

### 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.

### Children on Campus

In general, children are not permitted on campus unless they are directly supervised by a parent or responsible adult, officially enrolled in classes, or directly involved in an instructional process. Leaving children unattended in public access areas does not meet this supervision standard.

### Pets on Campus

The safety and security of students, employees, visitors and the general public are a prime concern and responsibility of the college. Based on reasons of health, sanitation and safety, no person shall be permitted to bring into or leave any dog, cat or any other animal or pet in any college building, nor is it permitted to leave any such pet or animal unattended on any college controlled property. This policy does not apply to guide dogs or other trained service animals, as defined by law and consistent with

the Americans with Disabilities Act, providing assistance to persons with disabilities requiring these services. This policy does not apply to animals brought to campus for a specific course assignment, K-9 officers and animals maintained by the college for educational purposes.

## 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 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 2004 are outlined below. The status of these students was measured as of August 31, 2007.

28% Completers/graduates

20% Transfer-out

48% Completers, graduates or transfer-outs

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. The initial cohort described above comprises only 13% of all entering students in Fall 2004, and thus only represents a small proportion of students. 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. 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.

# Academic Regulations

## State Support of Higher Education Students

The State of Washington contributes to the cost of students through support of basic instructional cost and state-supported financial aid. For the academic year 2008-09, the instructional cost per full-time student was \$7041. A Washington resident, when he/she pays tuition, funds about 31% of the instructional cost. The state supports the remaining instructional cost. Students at community colleges also receive state supported financial aid including that provided from each college's financial aid fund (3.5% of tuition). The total state financial aid support per full-time equivalent student amounts to \$1801 for the year.

## 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 on page 5 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](http://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 14.

### Prerequisites and Corequisites

A prerequisite is a course which must be taken before a student is allowed to enroll in another course, or the achievement of a minimum skills assessment score that indicates readiness for the course material. For example: Math 099 is a prerequisite for Math& 141, listed as PR in quarterly class schedule. A corequisite (CR) is a course that must be taken at the same time as another course. Students must abide by the course requirements for prerequisites and corequisites. Faculty may administratively withdraw students who do not meet the prerequisites and corequisites.

### Course Numbering

Everett Community College offers courses that serve a variety of populations with different purposes. Course numbers (such as Math 080 or ENGL& 101) may indicate the level of the course.

001-099: Pre-college level skills development or enhancement courses; designed to help students prepare for success in college-level work where it is expected that their academic skills in general (or specifically) are not at the college level and/or the course material is aimed at below college-level skills.

100-199: Introductory courses intended primarily for first-year college students with no significant deficiencies in their academic background.

200-299: Intended primarily for students who have successfully completed one year of college-level work.

(Approved, Instructional Council, March 2, 2006)

Summer, 2008, EvCC adopted common course numbering (CCN) in compliance with a statewide initiative of Washington's public community and technical colleges. The primary purpose of this process is to enable students to know that CCN-identified courses taken at one community college will be the same as those courses at another Washington community college. All CCN courses will be identified with an ampersand (&) in the course number, for example: ENGL& 101. The common course number, as distinguished by the ampersand, does not confer any special transferability to a university, nor does it guarantee that the same course number will be used by Washington's universities. To plan a smooth university transfer, see your advisor. A list of CCN courses is available at [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn).

## 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 that 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. (During summer quarter, the Veterans' Office establishes the minimum credits needed for full-time status for veterans receiving benefits.)
- ❖ Students wishing to take more than 20 credit hours per quarter need permission from a designated Enrollment Services staff member 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. If the student is registering for a course that has a different number than the one being repeated, the signature of the instructor or the Dean will be required in order to verify that it is the same course. 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 and in the degree.

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 Cashiers 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 that 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

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.

#### + 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 an 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](http://www.everettcc.edu/kiosk) and click the "Enter Student Kiosk" red 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 to request a change to the final grade 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 Appeals

Students who have evidence of unfair treatment relating to their final grade may be said to have an academic grievance. Please refer to WAC 132E-120-360 Academic Grievance Procedure in the Everett Community College Student Handbook for the procedure to resolve the grievance.

## 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.

- 1) 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.
- 2) 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.
- 3) The college level grade point average is calculated using only those courses numbered 100 or higher.

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 EvCC 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 EvCC 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 scholarship 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. Students may seek readmission after an absence of four quarters by obtaining approval to re-enroll from the Vice President for Student Services, or his/her designee.

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.

Pursuant to state and federal funding guidelines, students enrolled in Adult Basic Education classes must complete at least one educational functioning level in at least one academic subject area (i.e., ABE Level 3 Reading) within three quarters. Lack of such progress may result in dismissal from the Adult Basic Education program by the Dean of Basic Skills and Adult Education. Decisions of the Dean may be appealed to the Vice President of Instruction.

Students dismissed for low scholarship may petition the Re-admission Committee in writing for re-admission to the College earlier than an absence of four quarters. Decisions of the Re-admission Committee may be appealed to the Vice President for Student Services.

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.

## 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. The Enrollment Services office may assign an advisor.

The requirements for all degrees are as follows:

- ❖ For any associate degree, a minimum of 90 credits is required, at least 30 of which must be earned at EvCC in order to be eligible for graduation. At least 30 credits must be traditionally graded and calculated in the EvCC GPA. Exception to the 30-credit residency rule: ATA in multi-occupational trades may use a minimum of 20 credits to satisfy the residency requirement. Where applicable, a maximum of three physical education activity credits may be included (in the A-List Electives only) in the total.
- ❖ For any associate degree, all students must complete a Diversity Course. Such courses are designated with a "D" at the end of the course number, such as HUMN 110D. The diversity course may also be used to meet degree requirements, such as Social Science or Humanities, depending on the course selected, although the credit will only be counted once.
- ❖ 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 2.0. (Transfer to four-year public and private colleges and universities is competitive. Many four-year institutions require a 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 at least one quarter before the quarter of 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               | ❖ Healthcare Risk Management                 |
| ❖ Advanced Manufacturing Technology    | ❖ Legal Office Assistant                     |
| Composites                             | ❖ Legal Office Support                       |
| Computer Aided Design                  | ❖ Medical Administrative Support             |
| Precision Machining Technology         | ❖ Medical Assistant                          |
| Welding and Fabrication                | ❖ Medical Billing Specialist                 |
| ❖ Aviation Maintenance Technology      | ❖ Medical Coding                             |
| ❖ Bookkeeping                          | ❖ Medical Interpreter - Spanish              |
| ❖ Business Administration              | ❖ Medical Receptionist                       |
| ❖ Casino Gaming Systems Technician     | ❖ Medical Transcription                      |
| ❖ Computer Support Technician I and II | ❖ Metal Fabrication                          |
| ❖ Cosmetology                          | ❖ Nursing (Practical/LPN/Assistant)          |
| ❖ Database Management                  | ❖ Office Support                             |
| ❖ Digital Illustration                 | ❖ Sustainable Business Operations Management |
| ❖ Early Childhood Education            | ❖ Tribal Enterprise Management               |
| ❖ Entrepreneurship                     | ❖ Web Design (Programming & databases)       |
| ❖ Fire Science                         | ❖ Web Design (Multimedia)                    |
| ❖ Geographic Information Systems       | ❖ Welding                                    |
| ❖ Graphic Design                       |  |

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.

**Associate in Arts and Sciences (AAS) – Option II DTA** 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, or "DTA".

**AAS - Option I degree** is awarded for pre-approved programs leading to professional careers or selected university majors, for example, Nursing, Pharmacy, Flight Technology.

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

**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. Students preparing to transfer to a university for a Bachelor's degree in Engineering may follow one of three major ready pathways.

- ❖ Associate of Science - Pre-Engineering Technology: Mechanical, Manufacturing & Plastics
- ❖ Associate of Science - Pre-Engineering: Electrical & Computer
- ❖ Associate of Science - Pre-Engineering: Chemical & Bioengineering

**Associate in Technology (DTA)** includes courses needed to satisfy the prerequisites of science or engineering related technology degrees.



**Associate in Pre-Nursing (DTA/MRP)** prepares students who wish to complete their first two years of general education requirements and prerequisites prior to transferring to a university toward a Bachelor's degree in Nursing.

**The Associate in Applied Science - Transfer (AAS-T)** is designed in coordination with a university and enables students to use a designated technical program toward a specific university major, such as computer information systems.

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

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

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

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| ❖ Accounting                        | ❖ Early Childhood Education         |
| ❖ Advanced Manufacturing Technology | ❖ Education Paraprofessional        |
| ❖ Aviation Maintenance Technology   | ❖ Entrepreneurship                  |
| ❖ Business Administration           | ❖ Fire Science                      |
| ❖ Business Technology               | ❖ Law Enforcement                   |
| ❖ Computer Aided Design             | ❖ Medical Assistant                 |
| ❖ Computer Information Technology   | ❖ Multimedia Production: Web Design |
| ❖ Composites                        | ❖ Precision Machining               |
| ❖ Cosmetology                       | ❖ 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 (DTA)

Everett Community College has agreements with most four-year 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. Accepting the AAS-Option II are:

Argosy University, Bastyr University, Central Washington University, City University, Cornish College of Arts, Eastern Oregon University, Eastern Washington University, Evergreen State College, Gonzaga University, Heritage University, Northwest University, Oregon State University, Pacific Lutheran University, Seattle Pacific University, Seattle University, St. Martin's University, Trinity Lutheran, University of Oregon, University of Washington, Washington State University, Western Washington University and Whitworth College.

This degree fulfills only lower division general university requirements. Most professional programs have additional course requirements and higher GPA requirements for admission. Students intending to major in professional programs such as business, engineering, education, nursing, sciences, and physical therapy, for example, should consult the appropriate curriculum guide and the catalog of the four-year school for special admission or graduation requirements.

Some colleges and universities have imposed special requirements in addition to the Direct Transfer Degree. The following list is probably not complete. Students intending to transfer to a specific college or university should read their catalog carefully and consult with the undergraduate admissions office well in advance of transferring.

1. Students should select courses within the AAS-Option II that prepare them for their major. For some universities this will provide an added edge if admission is very competitive.
2. Students intending to transfer to the University of Washington should be aware that additional general education requirements may be imposed at the time of transfer.
3. Students are encouraged to check with the receiving institution for current GPA and foreign language admission requirements.

4. Additional theology/philosophy courses are required for graduation by Gonzaga University, Northwest College, Pacific Lutheran University, Seattle Pacific University, Seattle University, and Whitworth College.

Hope International University, Portland State University, the University of Maryland University College, the University of Phoenix, Capella University, Temple University – Japan, Kaplan University, and Fort Hays University also provide for special transfer arrangements for students with the AAS – Option II.

Students who transfer without the degree will have their courses evaluated for satisfaction of general education distribution and elective requirements on a course-by-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 each four-year college and university.

Students must satisfy all requirements described above in "Graduation Requirements for All Certificates and Degrees." Direct Transfer degrees require 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 an area designated with a strike through may use the credits even though the course is no longer offered.
- ❖ Common Course Numbers are represented with an ampersand (&) next to the number. Common Course Numbers (CCN &) are common only in the Washington Community College system, not necessarily with universities. An "&" does not indicate any extraordinary transferability to a university.
- ❖ 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. May be satisfied by completion of high school mathematics through second year algebra (or completion of three full years of "core" or "integrated" math that includes the equivalent of two years of high school algebra), or completion of a college intermediate algebra course (Math 65, 99), or course challenge demonstrating mastery of intermediate algebra skills, **or completion of one of the following: Math 138 or &141 (with a grade of C or higher); or one of the following Math 142, 147, 152, 153, 154, 252, Math &142, &144, &148, &151, &152, &153, &254, or Math 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, such as ENGL 120D or ANTH & 206D. They are typically found in the areas 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. Please consult with your 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~~ & 101 or &101D (required)  
English ~~102~~, ~~102D~~, &102, &102D, 103, 105, 201, 211 (select one)

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

- Engineering: ~~130~~, ~~231~~  
English: 202, &230  
Computer Information Systems: 203  
Communication Studies: 103, &220  
Speech: ~~101~~, ~~103~~

#### B. Basic Quantitative Skills (5 credits minimum)

- Business: ~~201~~  
Computer Information Systems: ~~101~~, ~~102~~, ~~103~~, ~~105~~, ~~106~~, ~~130~~, ~~131~~, ~~132~~  
Computer Programming: ~~105~~, ~~112~~, ~~114~~, ~~130~~, ~~132~~, ~~134~~, ~~140~~, ~~142~~, ~~110~~ if taken before Summer 2005.  
Computer Science: &131, 132, &141  
Engineering: ~~141~~, 142, 143, or ~~Math 171~~, 240  
Math: &107, ~~137~~, 138, ~~140~~, &141, ~~142~~, &142, &144, &146, ~~147~~, &148, &151, ~~152~~, &152, ~~153~~, &153, ~~154~~, ~~171~~, &254, ~~252~~, 260, 261, ~~281~~  
Philosophy: &106, ~~120~~

# Academic Regulations

## 4. HUMANITIES DISTRIBUTION

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

**\*Note: University of Washington foreign language exception: First year foreign language (101, 102, 103, &121, &122, &123 ) may not be allowed for distribution credit if used to satisfy foreign language proficiency requirement. Contact a UW advisor.**

### Humanities unrestricted list

Art: &100, &20, &21, 124, 124D, &29, 220, 221, 222, 224  
 American Sign Language: &101\*, &102\*, &103\*, &201, &202, &203, &121\*, &122\*, &123\*, &221, &222, &223.  
 Chicano Studies: 105D  
 Chinese: &101\*, &102\*, &103\*, &121\*, &122\*, &123\*.  
 Communication Studies: &102, 103, 104, 204D, &210, &220, &230. (Speech: &100, &101, &102, &103, &109, &110, &201, &204, &204D, &205, &207)  
 Drama: &101, 107D. (Theater: &104, &105, &107D)  
 English: 105 (for Fall 2008), &111, &113, &115, &116, &117, &118, &119, &119D, 120, 120D, &123, &123D, 135D, 171, 172, 173, &174, 175D, 183, 183D, &185, &189, &189D, 203, 203D, &222, &222D, &223, &223D, &224, &225, 229, &232, 233, &234, 240, &246, 247, 245, 251, 252, 253, &254, 263D, &281, 285  
 Film: 100, 102  
 French: &101\*, &102\*, &103\*, &121\*, &122\*, &123\*  
 German: &101\*, &102\*, &103\*, &201, &202, &203, &207, &208, &209, &121\*, &122\*, &123\*, &221, &222, &223  
 Global Studies: 185D  
 History: 100, &101, &102, 103D, 111, 112, &146, &147, &148, &151, &152, &153, 170D, 210, &214, &232  
 Humanities: &101, &101, 110D, 125, 150, 150D, 160, 160D, &162, &165, 166D, 170, &186, 210, 247, &247D, 248  
 Italian: &101\*, &102\*, &103\*, &121\*, &122\*, &123\*  
 Japanese: &101\*, &102\*, &103\*, &201, &202, &203, &207, &208, &209, &121\*, &122\*, &123\*, &221, &222, &223  
 Journalism: &150-See Communication Studies  
 Lushootseed: &101\*, &102\*, &103\*  
 Media: &100 (not accepted by WWU)  
 Music: &100, &109, &105, 110, 110D, 115, 116, &141  
 Philosophy: &100, &101, 110, &115, 118, 150, 215, 267  
 Photography: 230  
 Russian: &101\*, &102\*, &103\*, &121\*, &122\*, &123\*  
 Spanish: &101\*, &102\*, &103\*, &201, &202, &203, &207, &208, &209, &121\*, &122\*, &123\*, &221, &222, &223  
 Speech: See Communication Studies  
 Theatre: See Drama

### 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, 123, 135, 200, 201, 202, 203, 205, 206, 207, 208, 210, 211, 212, 213, 214, 215, 216, &219, 270, 271, &272, 273, 274, 280  
 English: 106, 108, 109, &110, 165, 166, 168, 169, 205, 206, 208, 209  
 Drama: 100, 102, 121, 130  
 Humanities: 184  
 Journalism: 101, 102, &105, 110, 111  
 Media: &101, &102, &110, &210 (not accepted by WWU)  
 Music: 117, 118, 119, &121, &122, &123, 124, 125, 126, 128, 140, 147, 151-159, &160, &161, &163, 175, 217  
 Photography: 110, 111, 112, 121, &122, &123, &136, 151, 210, 211, 212, &221, &222, &223, &251, &295  
 Theatre: &100, &101, &102, &103, &110, &111, &114, &115, &116, &117, &118, &121, &130, &201, &210, &211, &212

## 5. SOCIAL SCIENCES DISTRIBUTION

(15 credits minimum from at least 3 disciplines)

Anthropology: &100, &102D, &105D, 116D, 122D, &202, &202D, &204, &205, &206D, &210D, &211, &211D, &216D, &221D, &222D, &227D, &228, &230, &230D, &234D, &240D, &255D

Business/General Bus: &101, &101, &201, &210, &220, &230  
 Communication Studies: &102; Journalism- &150  
 Criminal Justice: &112  
 Economics: &101, 101D, &200, &201, &201, &202  
 Education: &101, &202  
 Geography: 101, 102, 102D, 200, 201, 201D, &210, 220, 230, 240  
 Global Studies: 101D, 186D  
 History: 100, &101, &102, 103D, 111, 112, &146, &147, &148, &151, &152, &153, 170D, 210, &214, &232  
 Humanities: 110D  
 Journalism: &150-See Communication Studies  
 Philosophy: &100, &101, 110, &115, 118, 215, 267  
 Political Science: &101, &101, &200, &200, &201, &202, &202, &203, &203, &204, 205, &207, &209, 210D  
 Psychology: &100, &100, &200, &201, &203, &204, 205, 209, &220, &220, 230, 240, &265  
 Sociology: &101, &110, 160, 209, &201, &210, 210D, 220, 220D, 230, 233, 240, &248, 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 may be used.

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

Anthropology: &201 (beginning Spring 2003), &215  
 Astronomy: &101, &115, &120, &121, 122  
 Atmospheric Science: 101, &110  
 Biology: &100, &100, &102, 103, 107, &110, &111, &113, &120, 130, &135, 147, 150, &160, &161, &162, &163, &175, &180, 190, &200, &211, &212, &213, &220, &221, &222, &223, &225, &230, &231, &232, &235, &237, &240, &250, &260  
 Botany: 113, 115D  
 Chemistry: &100, &101, &102, &105, &110, &111, &121, &131, &140, &140, &150, &160, &161, &162, &163, &200, &201, &202, &261, &262, &263  
 Environmental Studies: &101, &165, 166  
 Geography: 205 (Beginning Winter 2008)  
 Geology/Geoscience: &100, &100, &101, 102, &103, &103, 104, 106, 107, &110, &113, 190, &208, &208  
 Meteorology: &110  
 Natural Science: 101, 105, 107, 150  
 Oceanography: &101, &101, &140  
 Physics: &100, &101, 102, 103, &105, &111, &112, &113, &114, &115, &116, &117, &118, &119, &121, &121, &122, &122, &123, &123, &131, &132, &133, &211, &212, &213, &214, &215, &216, &221, &222, &223, &231, &232, &233

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

Anthropology: &101, &115, 201 (prior to Spring 2003)  
 Astronomy: &101, &100  
 Biology: 105, 106, &107, 140, 141, 142, 143, 170  
 Chemistry: &103  
 Environmental Studies: &100, &101, &167  
 Geology/Geoscience: 105  
 Nutrition: &101, &150, 160, 170

### Part C: Other Science courses

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

Business: &201  
 Computer Information Systems: &101, &102, &103, &105, &106, &130, &131, &132  
 Computer Programming: &105, &110, &112, &114, &130, &132, &134, &140, &142  
 Computer Science: 110, &131, 132, &141  
 Engineering: 110, &114, 120, &123, &141, 142, 143, &210, &214, &215, &220, &224, &225, &230, 240, &260  
 Geography: 205 (Prior to Winter 2008)  
 Geographic Info Systems: 200, 201, 205  
 Mathematics: 100, &107, &137, 138, &140, &141, &142, &142, &144, &146, &147, &148, &151, &152, &152, &153, &153, &154, &171, &252, &254, 260, 261, &281  
 Philosophy: &106, &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, &201, 202, &202, &203  
Art: 275, 276, 277, 297  
Biology: 114  
Business: 102, 150, 200  
Computer Information Systems: 104  
Criminal Justice: 101, &101, &105#, &106#, &110#, 150#, 201#, 204#  
Early Childhood Education: 120, 120D#, 130  
Education: &115D#, 145#, &203#, 250-252#, 256#  
Engineering: 100, 101, 102, &104, 108, 109, 112, 170, 190, 200, &204, 215, 298  
English: 150, 151, 152  
Environmental Studies: 170  
Geology: 103  
German: 190  
Graphic Arts: 120#  
Human Services: 101  
Humanities: 100, 105, 115  
Journalism: 170  
PEHW Pre-Professional courses: 201, 202, 203, 205, 206, 207, 208, 209, 210, 211, 216, 220, 221, 222, 223, 224, 225, 226, 227, 230, 235.  
PEHW 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  
NOTE: Courses noted with a # are acceptable for students transferring AFTER Spring, 2007.

## 8. 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, English 100, Math 130, Gn-Bs 121 thru 128, CSA 100, 101, Art 130, Physics 130.

## ASSOCIATE IN ARTS AND SCIENCES - OPTION I

The Associate in Arts and Sciences Option I is a degree comprised of courses tailored to a major in a professional area of study. The Option I degree differs from the AAS-Option II in that the College has identified a curriculum that requires a preponderance of major-specific courses that preclude the inclusion of many of the general education courses that are required for the Option II degree. The Option I degree differs from the Associate in Technical Arts in that the courses lead to a professional career highly related to a university major.

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:
  - Degree 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, such as Nursing or Physical Therapist Assistant, for example. Or
  - 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. The specialty area will be indicated on the student's diploma and transcript, such as Pre-Pharmacy, for example.
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

## 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 cumulative 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 "Graduation Requirements for All Certificates and Degrees."

## 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, 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
- ❖ satisfy the requirements as described in "Graduation Requirements for All Certificates and Degrees."

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

## ASSOCIATE IN TECHNOLOGY (DTA)

The Associate in Technology DTA prepares students for university majors in science and engineering technologies. This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance is strongly recommended. To complete this degree students must:

- ❖ Successfully complete a minimum of 90 applicable quarter hours as listed in the Associate in Technology Curriculum Guide,
- ❖ Earn a minimum cumulative GPA of 2.0,
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

## ASSOCIATE OF SCIENCE - PRE-ENGINEERING TECHNOLOGY: MECHANICAL, MANUFACTURING AND PLASTICS (DTA/MRP)

The Associate of Science in Pre-Engineering DTA prepares students who wish to pursue a Bachelor's degree in Engineering at a university following completion of an associate degree program that satisfies lower division general education requirements. This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance is strongly recommended. To complete this degree students must:

- ❖ Successfully complete a minimum of 90-110 applicable quarter hours as listed in the Associate of Science in Pre-Engineering DTA/MRP and as outlined in the Engineering Curriculum Guide,
- ❖ Earn a minimum cumulative GPA of 2.0,
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

## ASSOCIATE OF SCIENCE - PRE-ENGINEERING TECHNOLOGY: COMPUTER AND ELECTRICAL ENGINEERING (DTA/MRP)

The Associate of Science in Pre-Engineering DTA prepares students who wish to pursue a Bachelor's degree in Engineering at a university following completion of an associate degree program that satisfies lower division general education requirements. This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance is strongly recommended. To complete this degree students must:

- ❖ Successfully complete a minimum of 90-110 applicable quarter hours as listed in the Associate of Science in Pre-Engineering DTA/MRP and as outlined in the Engineering Curriculum Guide,
- ❖ Earn a minimum cumulative GPA of 2.0,
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

## ASSOCIATE OF SCIENCE - PRE-ENGINEERING TECHNOLOGY: CHEMICAL AND BIOENGINEERING (DTA/MRP)

The Associate of Science in Pre-Engineering DTA prepares students who wish to pursue a Bachelor's degree in Engineering at a university following completion of an associate degree program that satisfies lower division general education requirements. This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance is strongly recommended. To complete this degree students must:

- ❖ Successfully complete a minimum of 90-110 applicable quarter hours as listed in the Associate of Science in Pre-Engineering DTA/MRP and as outlined in the Engineering Curriculum Guide,
- ❖ Earn a minimum cumulative GPA of 2.0,
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

## ASSOCIATE IN PRE-NURSING (DTA/MRP)

The Associate in Pre-Nursing DTA/MRP prepares students who wish to pursue a Bachelor's degree in Nursing at a university following completion of an associate degree program that satisfies lower division general education requirements. This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance is strongly recommended. To complete this degree students must:

- ❖ Successfully complete a minimum of 90 applicable quarter hours as listed in the Associate in Pre-Nursing DTA/MRP,
- ❖ Earn a minimum cumulative GPA of 2.0,
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

## ASSOCIATE IN APPLIED SCIENCE - TRANSFER

This degree enables graduates of a specific technical program to transfer to a designated college or university. Students complete several general education courses and a large number of technical courses. Upon transfer, students will complete the remainder of the university's general education requirements as well as more advanced courses related to their professional technical career preparation. To earn this degree:

- ❖ 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 and
- ❖ Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and 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 30 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, from English 098 or &101 or CMST &210, &220 [Speech 100 or 101]
  - b) **Quantitative Skills**  
5 credits, to be selected from any EvCC math course numbered 080 [017] or above, or any 5 credit course that meets the Basic Quantitative Skills requirement of the AAS-Option II degree. 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 "Graduation Requirements for All Certificates and 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, &230  
Communication Studies: CMST &210, &220  
CIS 203  
Quantitative Skills (5 credits minimum)  
CP 105, 110,  
CS 110  
Engineering 141, 142, 143  
Math &107, 120\*, 137, 140, &141, 142, &144, 147, &146, &148, &151, 152, &152, 153, &153, 154, 171, 252, 260, 261, &254, 281  
Philosophy &106, 120

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

- 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.

Communication Studies	CMST& 102
Drama	DRMA &101, 102, 107D, Theatre 101, 104, 107D
Film	Film 100
Graphic Arts	Graphic Arts 101, 110, 120
Journalism	Journalism 101, 102, 110, 150, 170
Multimedia	Multimedia 210
Music	Music 100, &105, 109, 110D, 115, 116, &141
Photography	Photography 110, 121, 151, 221, 230, 243
Studio Art	Art 110, 115, 120, 121, 124, 200, 205, 270
Theatre	See Drama
Writing/English	English 105, 106, 108, 109

#### 7) Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and Degrees."

### ASSOCIATE IN TECHNICAL ARTS (ATA)

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 or satisfaction of the specific technical program requirements as outlined in the appropriate curriculum guide.
- 2) The following general education requirements:

##### a) Communications

Minimum of 5 credits selected from ENGL 098, ENGL& 101, CMST& 210, CMST& 220, or CMST 204D

##### b) 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) Human Relations

Minimum of 3 credits. Select from CMST& 210, BUS 154, BUS 200, H DEV 155

- 3) Computer Literacy will be embedded or listed as a requirement of the program. Each technical program will be responsible for students' use of computers and technology as appropriate in their course of study.
- 4) Appropriate safety, industrial safety, and environmental awareness instruction will be included in the specific technical program requirements.
- 5) Students must complete a Diversity Course. Such courses are designated with a "D" at the end of the course number, such as CMST 204D. The diversity course may also be used to meet degree requirements, such as Communications, depending on the course selected, although the credit will only be counted once.
- 6) Satisfy all requirements described earlier in "Graduation Requirements for All Certificates and 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 transfer institution determines the transferability of courses toward baccalaureate

degrees. 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. Most universities will require a cumulative GPA well above 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. Most colleges have placed their catalogs on the web. Our transfer website can be helpful also: [www.everettcc.edu/transferinfo](http://www.everettcc.edu/transferinfo).
- ❖ Identify a university major no later than the beginning of your second year, and focus on the university requirements for that major with your advisor. Some universities give admission preference to applicants who have completed courses that prepare them to start their "major." In some cases, priority for admission is given to qualified students who have completed their associate degree with courses preparatory for a specific major.
- ❖ 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.
- ❖ Watch for notices of four-year college and university representatives on campus.

### DUAL ADMISSION PROGRAMS

"Dual Admission" programs enable EvCC students to make early application to a partner four-year university and gain a conditional admission while still enrolled at EvCC. The early connection sets the stage for advising and course selection that assures that the student is taking the right transfer courses.

"Dual Enrollment" programs go a step further by allowing a student to take classes both at the community college and the university.

EvCC has a dual admission agreement with the Evergreen State College and a dual admission/dual enrollment agreement with the University of Washington-Bothell. Contact Enrollment Services for information, 425-388-9219.

## REQUIREMENT CODE KEY

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

Updates to these course listings can be found at  
[www.everettcc.edu/catalog](http://www.everettcc.edu/catalog)

## ACCOUNTING AND BOOKKEEPING

The Associate in Business DTA 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. Currently, individuals must hold a bachelor's degree to sit for the CPA Exam.

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. 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.

In addition to the Student Core Learning Outcomes, Accounting courses support the Associate in Technical Arts Degree Outcomes: demonstrate understanding of the accounting cycle and the budget process and relate to business situations; demonstrate proficiency in spreadsheets, databases and accounting software; and apply skills for recording and reporting financial data.

### Faculty Advisors:

P. Coughlin	425-388-9250	<a href="mailto:pcoughlin@everettcc.edu">pcoughlin@everettcc.edu</a>
B. Reed	425-388-9249	<a href="mailto:breed@everettcc.edu">breed@everettcc.edu</a>

### ACCT 110 5 Small Business Accounting

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 070 or BUS 130 with grade of C- or higher.

### ACCT 112 5 Business Taxation

Fundamentals of 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 using income tax software. Not intended for transfer.

Prerequisites: ACCT 110 or ACCT& 201 with a grade of C or higher. MATH 070 or BUS 130 with a grade of C- or higher.

### ACCT 113 3 Personal Finance

Introduction to planning, analyzing, managing, investing, growing and protecting personal financial resources. Includes money management, credit management, insurance, and investing.

Prerequisites: No prerequisites required. However, working familiarity with MS Word and Excel would be very helpful.



### ACCT& 201 5 Principles of Accounting I

(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. (Formerly ACCT 200)

Prerequisites: Recommended sophomore standing or completion of ACCT 110 or instructor permission.

### ACCT& 202 5 Principles of Accounting II

(TE) Continuation of ACCT& 201. 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. (Formerly ACCT 201)

Prerequisites: C or higher grade in ACCT& 201 or instructor permission.

### ACCT& 203 5 Principles of Accounting III

(TE) Use of accounting as a 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. (Formerly ACCT 202)

Prerequisites: Grade of C or higher in ACCT& 202 or instructor permission.

### ACCT 215 5 Computer Accounting

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: ACCT 110 or ACCT& 201 and CS 120 or instructor 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:

N. Benedetti	425-388-9377	nbenedetti@everettcc.edu
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### Basic Skills

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. Books 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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. May be repeated two times for credit.

Prerequisites: 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 Services Northwest, a non-profit community-based organization, located 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. May be repeated two times for credit.

Prerequisites: 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. 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. 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. 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. 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: DSHS and/or Refugee Forum referral. Corequisites: 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.

Prerequisites: DSHS and/or Refugee Forum referral. Corequisites: 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.

Prerequisites: DSHS and/or Refugee Forum referral. Corequisites: 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. International students must apply through the International Student Office to enroll in IELP classes. All students must take a placement test and meet with an advisor.

## IELP 070

### English for Success

2 or 6 or 12

Introduces and strengthens basic English and communication skills of new international students. 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.

## ESL 081

### English Conversation I

2-6

This course is designed to provide preparation to make students comfortable speaking and listening in a variety of situations with an emphasis on vocabulary, idiomatic expressions, and pronunciation development. May be repeated two times for credit.

Prerequisites: CASAS level 4 or 5. Completion of ESL level 3.

## IELP 081

### English Conversation I

6

This course is designed to provide preparation to make students comfortable speaking and listening in a variety of situations with an emphasis on vocabulary, idiomatic expressions, and pronunciation development. May be repeated two times for credit.

Prerequisites: Pass an oral interview.

## ESL 082

### English Conversation II

2-6

This course is designed to provide additional preparation to make students comfortable speaking and listening in a variety of situations. Additional emphasis is given to fluency and accuracy in the usage of vocabulary, idiomatic expressions, and pronunciation. May be repeated two times for credit.

Prerequisites: Pass an oral interview. Successful completion of ESL 081.

## IELP 082

### English Conversation II

6

This course is designed to provide additional preparation to make students comfortable speaking and listening in a variety of situations. Additional emphasis is given to fluency and accuracy in the usage of vocabulary, idiomatic expressions, and pronunciation. May be repeated two times for credit.

Prerequisites: Pass an oral interview. Successful completion of IELP 081.

## 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 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 097

### Academic Reading and Writing I

12

Academic reading and writing for non-native speakers with emphasis on paragraph development, sentence structure, grammar and punctuation, writing process, summarizing reading materials, scanning for information, and vocabulary development. May be repeated one time for credit.

Prerequisites: CASAS Level 6. Successful completion of ESL level 5.

## IELP 097

### Academic Reading and Writing I

12

Academic reading and writing for non-native speakers with emphasis on paragraph development, sentence structure, grammar and punctuation, writing process, summarizing reading materials, scanning for information, and vocabulary development. May be repeated one time for credit.

Prerequisites: COMPASS score 23-58. ASSET score 23-31. Writing sample. Lower COMPASS/ASSET scores may be accepted with higher writing skills. Successful completion of IELP 070 or passing a reading and writing test given by the IELP faculty.

## ESL 098

### Academic Reading and Writing II

5

Academic reading and writing for non-native speakers to prepare students for college writing. Course covers the writing process and different styles of essay writing. In addition, it develops reading skills such as scanning for critical information, identifying main ideas, and supporting details. May be repeated one time for credit.

Prerequisites: COMPASS score 59-81 and ASSET score 39-45. Successful completion of ESL 097.

**IELP 098****Academic Reading and Writing II****5**

Academic reading and writing for non-native speakers to prepare students for college writing. Course covers the writing process and different styles of essay writing. In addition, it develops reading skills such as scanning for critical information, identifying main ideas, and supporting details. May be repeated one time for credit.

Prerequisites: COMPASS score 59-81 and ASSET score 39-45. Successful completion of IELP 097.

**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.

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.

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

**HSC 025****High School Completion English: Creative Writing****5**

Offers students the opportunity to improve their writing, with an emphasis on creative pieces. Students will develop the ability to use the complete writing process: brainstorming, outlining, drafting, revising, editing, and informal publishing. The instructor will work with individual students to help them discover their unique voice and "writer's eye." The various types of writing include personal narratives, poetry, magazine articles, character sketches, short stories, etc.

**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 is 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.

Prerequisites: Instructor 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 using ratios, proportions and percents are included. An excess of five credits may not be earned in both HSC 014 and MATH 070. HSC 014 is competency based.

Prerequisites: 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 070 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.

## ADVANCED MANUFACTURING TECHNOLOGY

See Composites Technology, Engineering Technology, Manufacturing Technology / Precision Machining, and Welding and Fabrication

Advanced Manufacturing Technology is a set of related degrees that address the career pathway of manufacturing across the full range of design to finished product. These related programs are Computer Aided Design, Precision Machining, Welding and Fabrication, Composites and Manufacturing Technology Management. A core curriculum provides all students with an exposure to the principles of manufacturing operations, applied technology, industrial safety, problem solving in technical applications, creation and application of computerized design, and general college competencies. Beyond this foundation students choose a field of expertise and specialize in their chosen program area.

In addition to the Student Core Learning Outcomes, the program specific outcomes include: the ability to apply principles of engineering graphics and American and International standards with the use of 2D or 3D CAD to effectively creating engineering models and drawings and the ability to read engineering drawings and/or CAD data sets and program a CNC system to produce parts on CNC assisted precision machinery.

#### Faculty Advisors:

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## AMERICAN SIGN LANGUAGE

See World Languages

## ANTHROPOLOGY

Anthropologists study humanity, and this requires taking what is called a 'holistic' approach. The breadth of educational experiences available in anthropology includes four sub-disciplines: archaeology, biological anthropology (physical), cultural anthropology (ethnology), and linguistics. Courses in anthropology are offered in both the social sciences and in the natural sciences.

#### Faculty Advisor:

C. Clarke	425-388-9382	cclarke@everettcc.edu
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### ANTH& 115

#### Our Place in Nature

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. (Formerly ANTHR 101)

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

### ANTH 116D

#### Cultures in Context

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. (Formerly ANTHR 102D)

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

### ANTH 122D

#### Human Diversity

5

(SS, D) Explores how racial categories and the social consequences of research into human differences have resulted in the controversies surrounding stem cell research, cloning, and other topics labeled as neo-eugenics. (Formerly ANTHR 222D)

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

### ANTH 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. (Formerly ANTHR 182)

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

### ANTH& 204

#### Archaeology

5

(SS) Archaeology explores and examines the prehistoric record. Methods used to locate, sample and evacuate sites, techniques for dating archaeological materials, aspects of the analysis of archaeological remains, problems encountered using examples drawn from archaeological investigations around the world. Controversial cultural issues are explored. The value of the archaeological record and the importance of heritage conservation are discussed. (Formerly ANTHR 205)

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

### ANTH& 206D

#### Cultural 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. (Formerly ANTHR 202D)

Prerequisites: REQUIRED: Completion of ENGL& 101 with a grade of C or higher or eligibility for ENGL& 102. RECOMMENDED: Completion of ENGL& 102 with a grade of C or higher.

### ANTH& 210D

#### Indians of North America

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. (Formerly ANTHR 210D)

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

**ANTH& 215****Bioanthropology w/Lab****5**

(NS-L) Study of primate and hominid, including human evolution based upon evidence from genetics, comparative morphology, the fossil record and primate behavior. (Formerly ANTHR 201)

Prerequisites: REQUIRED: Completion of ENGL& 101 with a grade of C or higher. Completion of MATH 081 with a grade of C or higher or skills assessment at MATH 082 or higher level. RECOMMENDED: Completion of ENGL& 102 with a grade of C or higher.

**ANTH& 216D****Northwest Coast Indians****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 ethno-graphic sketches; the contemporary situation in context of continuity with the past. (Formerly ANTHR 211D)

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

**ANTH 230D****African American Experiences****5**

(SS, D) Anthropological analysis of how African Americans contribute to American society, understanding of the varied African American ethnicities using fieldwork and ethnographic studies. (Formerly ANTHR 230D)

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

**ANTH& 234D****Religion and Culture****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. (Formerly ANTHR 221D)

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

**ANTH 255D****Medicine across Cultures****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 ANTH 255D and SOC 255D. (Formerly ANTHR 255D)

Prerequisites: REQUIRED: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101. RECOMMENDED: Completion of ANTH 116D, ANTH& 206D or SOC& 101. Completion of ENGL& 101 with a grade of C or higher.

## APPRENTICESHIP

The College cooperates with local joint apprenticeship committees to offer classes in related trade training for apprentices. According to state apprenticeship law, state and local boards responsible for vocational education shall oversee related and supplemental instruction of apprentices 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 the unions in cooperation with Everett Community College. EvCC contact: Angela Brown, 425-388-9980.

Carpenters - 360-428-2933

Electrical Workers - 360-428-5080

Northwest Washington Pipe Trades - 360-486-9440

Public School Employees - 360-336-2240

PUD - 425-783-5035

**APPR 161****Aerospace Apprenticeship 1st Qtr****6**

Familiarization course covering various Boeing aircraft and the Pratt & Whitney turbo jet engine. Basic laws of power, levers, torque, friction, gasses, liquids, pressure, volume, and gravity. Proper use, care, handling and storage of basic hand tools used in the aircraft industry. Requirements of the Federal Aviation Administration for applicants to be certified as Airframe Mechanics.

Prerequisites: AJAC participant employer.

**APPR 162****Aerospace Apprenticeship 2st Qtr****6**

Ground operations and servicing. Cleaning and corrosion control. Aircraft inspections. Aircraft forms and records. Materials and processes, aircraft hardware. Fluid lines and fittings. Aircraft weight and balance.

Prerequisites: AJAC participant employer; successful completion of APPR 161.

**APPR 163****Aerospace Apprenticeship 3rd Qtr****6**

Basic electricity, Ohm's law, Watt's law, aircraft wiring. Servicing of aircraft batteries. Understanding of Direct Current (DC), Alternating Current (AC) magnetism and how it is used to generate power and how it is used in electric motors. Electric power distribution in the aircraft. Wiring of the aircraft and how the wiring is protected from mechanical damage and electrical overloads.

Prerequisites: AJAC participant employer; successful completion of APPR 162.

**APPR 164****Aerospace Apprenticeship 4th Qtr****5**

How a hydraulic system works. How pressure is generated and directed to actuators with valves. The function of accumulators in the hydraulic system. How the pneumatic system is used to pressurize the aircraft, as well as start the engines. Types of landing gear and shock struts used on aircraft. How the struts are serviced. Types of brakes used on aircraft and how they are serviced and checked for wear. Inspection of aircraft wheels and tires, determining when they should be replaced.

Prerequisites: AJAC participant employer; successful completion of APPR 163.

**APPR 261****Aerospace Apprenticeship 5th Qtr****6**

Familiarization course covering various Boeing models and the General Electric turbo jet engine. Aircraft nomenclature and standard industry names. Aircraft drawings and print reading for the aircraft mechanic. Including drawing symbols, and where information will be found on the drawing and how drawings are identified.

Prerequisites: AJAC participant employer; successful completion of APPR 164.

**APPR 262****Aerospace Apprenticeship 6 Qtr****6**

How metallic repairs are made to the aircraft using aircraft structural repair manuals. How the repair is documented and approved for return to service. Calculation of bend allowance and where it is used. Installation of aircraft metallic fasteners and their removal. Composite structural repair, how it is mapped out and where to locate composite structural repair information. Removal of damaged composite material, installing of repair material and curing of the repair. Inspection of the repair, documentation and return to service.

Prerequisites: AJAC participant employer; successful completion of APPR 261.



**APPR 263**

**Aerospace Apprenticeship 7th Qtr 6**

How aircraft are assembled, and correctly rigged for flight. Includes flaps, elevators, rudders, ailerons, trim tabs, speed brakes, landing gear, exit doors, and cabin seats. Installation of fabric covering on older aircraft. Removal of old aircraft finish and applying new finish. Basic gas and TIG welding for aircraft as well as welded repairs. Fire detection systems, including flame detection and smoke detection. Identification of fire suppression systems and where the components are located and serviced.

Prerequisites: AJAC participant employer; successful completion of APPR 262.

**APPR 264**

**Aerospace Apprenticeship 8th Qtr 5**

How the aircraft is heated, cooled, and pressurized. The function of outflow valves and safety valves. Inspection and servicing of the oxygen system for pilots and passengers. How ice is prevented from building up on the aircraft, how the system is tested and service. Aircraft flight instruments, how they work, where the instruments get their information, and how information is displayed in the cockpit. Basic aircraft communication and navigation systems, and how the equipment is displayed.

Prerequisites: AJAC participant employer; successful completion of APPR 263.

**ART**

Art courses emphasize the development of knowledge and skills in design, drawing, painting, ceramics, sculpture, visual culture and art history. Students pursuing an AFA degree choose a specific disciplinary concentration. Most art courses satisfy the Humanities or Humanities – Performance graduation distribution requirement. In addition to the Student Core Learning Outcomes, Art courses support the Associate in Fine Arts Degree Outcomes: critique work, relate work to other disciplines in the arts, describe and interpret their own and other's work, demonstrate proficiency in the use of tools, techniques, and processes, create a body of work, integrate knowledge with understanding of the context of artistic work, and describe educational and/or professional objectives.

**Faculty Advisors:**

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**ART& 100**

**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. (Formerly ART 121)

**ART 101, 102, 103**

**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 103 may be repeated two times for credit. (ART 101 was formerly ART 100; ART 102 was formerly ART 101; ART 103 was formerly ART 102)

Prerequisites: None for ART 101; ART 101 for ART 102; ART 102 for ART 103.

**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) 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) First in a sequence of courses to develop understanding, recognition and manipulation of the basic principles and elements of design as applied to two-dimensional art. Faculty structured assignments focus on the use of line, shape, color, value, space, pattern, and texture as a point of departure for critical thinking and creative problem solving.

**ART 111**

**Design II: 3 Dimensional 5**

(HP) Continued exploration of the basic principles and elements of design as applied to three-dimensional art. Faculty structured assignments focus on the use of line, planes, surface, materiality, shape, volume, and structure with emphasis on craft and presentation. Basic principles and elements used to solve 3-D visual problems in a variety of materials using hand tools.

Prerequisites: ART 110.

**ART 112**

**Design III: Advanced Design 5**

(HP) Advanced course in the principles and elements of design. Emphasis on application of design principles to develop and produce communicative images by working in a series. Instructor guided assignments incorporate principles of color theory and composition in the solution of complex design problems.

Prerequisites: ART 111.

**ART 113**

**Beginning Life Drawing 3**

(HP) Introduction to figure drawing from live models including study of anatomy, proportion, use of line, value, shape, space, foreshortening and perspective as related to the figure through instructor-guided exercises. May be repeated two times for credit.

Prerequisites: ART 100 or ART 115 or instructor permission.

**ART 115**

**Drawing I 5**

(HP) Introductory course emphasizing principles and elements of the visual arts as seen in drawing. Development of observational drawing skills in the use of linear perspective, line, shape, value, space, proportion and scale. Primary medium used is charcoal. Faculty guided exercises including the role of drawing as a tool in other visual disciplines, style, history, and vocabulary.

**ART 116**  
**Drawing II** 5  
(HP) Intermediate course emphasizing principles and elements of the visual arts applied to meaning and expression. Use of various media, including charcoal, conte, and pastel. Mastery of skills in representational drawing including composition, subject matter, content. Analysis in writing of the creative process and the use of drawing by major artists.

Prerequisites: ART 115.

**ART 117**  
**Drawing III** 5  
(HP) Advanced course emphasizing manipulation of the principles and elements of the visual arts in representational drawing to form meaning and expression. Introduction of color, materials, and techniques including the issues of contemporary art, criticism, and interpretation. Creation of a body of work, with faculty guidance.

Prerequisites: ART 116.

**ART 118**  
**Drawing IV** 5  
(HP) Continued advanced studies in drawing with emphasis on content and expression. Use of mixed media and color. Facility in the medium chosen including aspects such as personal imagery, contemporary issues, criticism, and professional development. May be repeated two times for credit.

Prerequisites: ART 117.

**ART 123**  
**Introduction to Studio Art** 5  
(HP) Introduction to studio work in a wide range of media for the student with little experience in the visual arts. Traditional and contemporary approaches to creating artwork combined with the study of visual language and culture. Course includes all forms of visual expression, the process of artistic creation and thought, and the role of visual culture in society and history. Gallery, studio, and museum visits may be included. Course is divided between lecture/discussion sessions and studio practice. May be repeated one time for credit.

**ART 124D**  
**Understanding World Art** 5  
(H, D) Introduction to artwork from various under-represented 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.

**ART 130**  
**Fabrication Skills and Safety** 1  
Introduction to the tools used in woodworking & metal fabrication. Emphasizes the proper use and safety protocols associated with the tools and a shop in general. Prerequisite for ART 280, ENGR 298 or PHYS& 233. Co-listed as PHYS 130; credit cannot be earned in both PHYS 130 and ART 130.

**ART 135**  
**Drawing and Painting Workshop** 2  
(HP) Topical instruction in a specific media or subject area more intense than the regular curriculum. Topics include portraits, plein air painting, figure painting, encaustic and mixed media. Course may be taught by visiting artists. Use of the elements and principles as seen in this subject or medium. Historic aspects of the specific medium or subject area, vocabulary and content issues around the selected subject.

Prerequisites: ART 100 or ART 115 or instructor permission.

**ART 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. A maximum of six credits may be earned.

Prerequisites: ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level and instructor permission.

**ART 195**  
**Foundation Portfolio Review** 2  
Portfolio review of student's work upon successful completion of program core curricula courses. Student works individually with an assigned program instructor in evaluating their submitted portfolio to determine their readiness for advanced level courses leading to an AFA degree.

Prerequisites: ART 110, ART 115, ART 124D, GRAPH 110, and PHOTO 110 or instructor permission.

**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: Printmaking** 1-5  
(HP) Topical instruction in a specific media not part of the regular curriculum including pastel painting, acrylic painting, collage and assemblage, sculpture, bookmaking, and printmaking. Emphasis on the skills, materials, processes, techniques and expression in the particular medium. Faculty may be a visiting artist.

**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 110 or instructor 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.

Prerequisites: 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 aquating. 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.

Prerequisites: 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 215, 216**  
**Life Drawing I, II** 5 each

(HP) Course sequence in the representation of the human figure through drawing from live models. Study of human anatomy as it applies to art, involving the proportions of the figure, use of line and value, negative space, foreshortening and perspective through instructor-guided exercises. Subsequent course includes investigation into various media including color, uses of the elements for expression, mastery of basic skills, and exploration of the styles and representation of the figure by artists in historical and contemporary art. Investigation of the role of the figure in art and culture throughout history. ART 216 may be repeated two times for credit.

Prerequisites: ART 115 or instructor permission; ART 110 recommended for ART 215. ART 215 for ART 216.

**ART 217**  
**Printmaking Lab** 1

Required course for students and artists who intend to use the printmaking open studios. Instruction in use of the presses, care of the equipment, function of the room, materials storage, studio and campus policies, safety and security issues.

Prerequisites: ART 213 or instructor permission.

**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 124D. Sequential order preferred.

Prerequisites: Recommend ART 124D.

**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 124D. Sequential order preferred.

Prerequisites: Recommend ART 124D.

**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 124D.

Prerequisites: Recommend ART 124D.

**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 124D recommended. Sequential order preferred.

Prerequisites: Recommend ART 124D.

**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.

Prerequisites: Instructor permission.

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

(HP) 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, 276, 277 Ceramic Glaze Chemistry I, II, III 3 each

(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. ART 277 may be repeated two times for credit.

Prerequisites: ART 270 or ART 109 for ART 275; ART 275 for ART 276; ART 276 for ART 277.

### ART 280 Sculpture I 5

(HP) Introductory course emphasizing principles and elements of the visual arts as seen in sculpture. Faculty guided exercises include fundamental techniques, hand and power tools and processes of assemblage, modeling, casting, and carving as applied to sculptural form and content, including sculptural style, history, and vocabulary. Materials may include metal, wood, clay, fiber, or non-traditional materials.

Prerequisites: ART 111 or instructor permission and ART 130 (or concurrent enrollment).

### ART 281 Sculpture II 5

(HP) Intermediate course emphasizing principles and elements of the visual arts applied to meaning and expression. Faculty guided exercises using construction methods involved with wood and direct metal and use of power tools. Identify and apply context and styles to sculpture. Evaluate and critique sculpture.

Prerequisites: ART 280.

### ART 282 Sculpture III 5

(HP) Advanced course emphasizing integration of the principles and elements of the visual arts in sculpture to form meaning and expression using selected materials and techniques. Integrate sculptural objects into specific sites. Create a series of work with faculty guidance, including aspects of style, analysis, criticism, interpretation and professional development.

Prerequisites: ART 281.

### ART 294 Studio Practice 2

Focuses on developing a body of work with emphasis on personal exploration, contemporary issues, research on materials and techniques, and presentation. Intended for advanced students with substantial coursework in the arts or who are near completion of an AFA degree. May be repeated two times for credit.

Prerequisites: Minimum of 20 credits Studio Art or instructor permission.

### ART 295 Portfolio Development 5

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 Russell Day Gallery required. May be repeated two times for credit.

Prerequisites: ART& 100 or ART 124D or Gallery director's permission.

## ASTRONOMY

Astronomy courses involve studying the origin, composition, and structure of the solar system, stars, galaxies, and the universe. Most astronomy courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, astronomy courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

#### Faculty Advisors:

A. Vanture	425-388-9556	avanture@everettcc.edu
K. Washburn	425-388-9431	kwashburn@everettcc.edu

### ASTR& 100 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. (Formerly ASTRO 101)

Prerequisites: MATH 080 or placement by assessment score into MATH 081 or higher.

### ASTR& 101 Introduction to 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. (Formerly ASTRO 120)

Prerequisites: MATH 095 (or equivalent).

### ASTR& 115 Stars, Galaxies and Cosmos 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. (Formerly ASTRO 121)

Prerequisites: ENGL 098 with C or higher and MATH 099 or equivalent.

### ASTR 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. (Formerly ASTRO 122)

Prerequisites: ENGL 098 with C or higher (or equivalent) and completion of MATH 082 or MATH 090, or placement by assessment score into MATH 099 or above.



## ATMOSPHERIC SCIENCE

Atmospheric Science courses involve studying the origin, composition, structure, and motions of Earth's atmosphere. Atmospheric Science 101 satisfies the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, atmospheric science courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

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 080 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. About \$500-1000 worth of tools are required for the program.

By taking academic work beyond the aviation maintenance technology training, students may qualify for the degree of Associate in Technical Arts, or a possible transfer degree applicable to a bachelor's degree in Flight Technology, Airway Science or Aviation Maintenance.

In addition to the Student Core Learning Outcomes, program specific outcomes are: to demonstrate behaviors consistent with the ethical and legal standards of the aviation industry, to personally participate in developing and maintaining a safety culture in the workplace, to attain Federal Aviation Administration ratings, to continuously improve technical capabilities and to demonstrate behaviors of a professional Airman.

All training for the program is conducted in classrooms and shops at Paine Field. For further information, call 425-388-9533.

Faculty Advisors:

B. Loomis 425-388-9519 bloomis@everettcc.edu  
A. Porter 425-388-9093 aporter@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: ENGL 098 and MATH 075 or higher via an assessment test score. High school graduate or equivalent; 18 years old. 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. Course is not part of the FAA-approved curriculum. May be repeated one time for credit.

Prerequisites: Instructor 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. Course is not part of the FAA-approved curriculum. May be repeated one time for credit.

Prerequisites: AVA 221 or instructor 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. Course is not part of the FAA-approved curriculum. May be repeated one time for credit.

Prerequisites: AVA 222 or instructor permission.

## BIOLOGY

Biology courses provide preparation for science, pre-medicine and health science disciplines. These courses satisfy the Natural Science (NS) or Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, biology courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

#### Faculty Advisors:

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### BIOL& 100 Survey of 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. (Formerly BIOL 102)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

### BIOL 105 Disease in Modern Society 5

(NS) General concepts of infectious disease, the process of science, and application of biology to human beings and society. For non-science majors.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

### BIOL 106 Controversies in Biology 5

(NS) Explore the science behind and the ethical issues surrounding some of the most controversial issues in modern biology and health care. Provides a framework of perspectives and themes through which the bioethical issues can be explored but also the science underlying those issues. Topics may include: use of placebos in clinical trials, research in third worlds, genetic testing, genetic engineering, DNA fingerprinting in forensics, embryo selection, cloning, active and passive euthanasia, informed consent, stem cell research, allocation of health care spending and organ donation/allocation.

Prerequisites: ENGL& 101 with a grade of C or higher.

### BIOL 107 Life Science for Everybody 5

(NS-L) Hands-on exploration of how living things interact with each other and their environment to obtain energy and building blocks for growth. For non-science majors. Highly recommended for elementary education majors.

Prerequisites: ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level; MATH 080 with grade of C or higher or skills assessment at MATH 081 or higher level.

### BIOL 114 Birds of Western Washington 3

(TE) Identification, anatomy, behavior and ecology of Western Washington birds. Field trips required.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level.

### 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.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

### 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.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; 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.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; 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.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; 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.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; 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 081 or MATH 090 or equivalent with a grade of C or higher.

**BIOL 150**  
**Introduction to Clinical Microbiology** 5

(NS-L) Basic microbiological concepts for students entering selected health care occupations and non-science majors. Principles of sterilization, disease causation, disease prevention, immunology, serology, clinical chemistry, and bacteriology. Urine, sputum, throat, and bacterial smears and cultures will be examined.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher.

**BIOL& 170**  
**Human Biology: non-lab** 5

(NS) Introduction to the systems of the human body. Structures and functions of these systems will be stressed along with their importance to topics such as nutrition, sex, genetics, environment, exercise and the aging process. Non-lab.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level or completion of MATH 120 or BUS 130 with grade of C or higher; ENGL 098 with grade of C or higher.

**BIOL& 175**  
**Human Biology w/Lab** 5

(NS-L) Introduction to the systems of the human body. Structures and functions of these systems will be stressed along with their importance to topics such as nutrition, sex, genetics, environment, exercise and the aging process. (Formerly BIOL 135)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level or completion of MATH 120 or BUS 130 with grade of C or higher; ENGL 098 with 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.

Prerequisites: Instructor 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.

Prerequisites: Instructor permission.

**BIOL& 211**  
**Majors Cellular** 5

(NS-L) Principles of cellular biology as they apply to organisms. Prerequisite to BIOL& 231, BIOL& 232 and BIOL& 260. (Formerly BIOL 160)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher level. CHEM& 121 or higher or one year of high school chemistry within the last five years with a grade of C or higher.

**BIOL& 211PS**  
**Majors Cellular: Problem Session** 1

Problem session to accompany BIOL& 211. In-depth analysis of concepts and course content, lab report preparation. Non-transferable. (Formerly BIOL 160PS)

**BIOL& 212**  
**Majors Animal** 5

(NS-L) Structure, function, evolution and classification of animals. Laboratory includes animal dissections. (Formerly BIOL 161)

Prerequisites: BIOL& 211 or BIOL& 222 and CHEM& 161 or higher with a grade of C or higher.

**BIOL& 213**  
**Majors Plant** 5

(NS-L) Structure and function of plants. Includes a survey of the plant kingdom and related organisms. (Formerly BIOL 163)

Prerequisites: BIOL& 211 or BIOL& 222, and CHEM& 161 or higher, with a grade of C or higher.

**BIOL& 221**  
**Majors Ecology/Evolution** 5

(NS-L) Mendelian genetics, evolution, biodiversity of life forms, and ecology. First course of three-quarter series. For students intending to major in the sciences. (Formerly BIOL 180)

Prerequisites: CHEM& 161 with grade of C or higher (may be taken concurrently) or equivalent, or instructor permission.

**BIOL& 221PS**  
**Majors Ecology/Evolution: Problem Session** 1

Problem session to accompany BIOL& 221. In-depth analysis of concepts and course content, lab report preparation. Non-transferable. (Formerly BIOL 180PS)

Corequisites: BIOL& 221.

**BIOL& 222**  
**Majors Cell/Molecular** 5

(NS-L) For students intending to major in the sciences. Metabolism and energetics, structure and function of biomolecules, cell structure and function, current applications of biotechnology and molecular biology. Second course of three-quarter series. (Formerly BIOL 200)

Prerequisites: BIOL& 221 with grade of C or higher and CHEM& 162 with grade of C or higher, or concurrent enrollment in CHEM& 162, or instructor permission.

**BIOL& 222PS**  
**Majors Cell/Molecular: Problem Session** 1

Problem session to accompany BIOL& 222. In-depth analysis of concepts and course content, lab report preparation. Non-transferable. (Formerly BIOL 200PS)

Corequisites: BIOL& 222.

**BIOL& 223**  
**Majors Organismal Physiology** 5

(NS-L) For students intending to major in the sciences. Animal development and physiology, plant development and physiology, including photosynthesis. Final course of three-quarter series. (Formerly BIOL 220)

Prerequisites: BIOL& 222 with a grade of C or higher and CHEM& 162 with a grade of C or higher, or concurrent enrollment in CHEM& 162, or instructor permission.

**BIOL& 223PS**  
**Majors Organismal Physiology Problem Solving Session** 1

Problem session to accompany BIOL& 223. In-depth analysis of concepts and course content. Non-transferable. (Formerly BIOL 220PS)

Corequisites: BIOL& 223.

**BIOL& 231**  
**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. (Formerly BIOL 235)

Prerequisites: BIOL& 211 with a grade of C or higher. CHEM& 121 or higher, or one year of high school chemistry within the last five years with a grade of C or higher.

## BIOL& 232 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. (Formerly BIOL 237)

Prerequisites: BIOL& 211 with a grade of C or higher. CHEM& 121 or higher, or one year of high school chemistry within the last five years with a grade of C or higher. BIOL& 231 with grade of C or higher.

## BIOL& 260 Microbiology 5

(NS-L) Survey of microorganisms and their biological activities, with special emphasis on bacteria. (Formerly BIOL 250)

Prerequisites: BIOL& 211 and one of the following, all with a grade of C or higher: BIOL& 221, BIOL& 222, or BIOL& 232.

## BOOKKEEPING

See Accounting and Bookkeeping

## BOTANY

Botany courses provide preparation for life science disciplines. BOT 113 satisfies the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, botany courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

Faculty Advisors:  
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## 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.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

## BOT 115D Ethnobotany: Plants and People 5

(NS-L) Botanical and cultural aspects of interactions between plants and people from around the world.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

## BOT 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.

Prerequisites: Instructor permission.

## BUSINESS AND ENTREPRENEURSHIP

The Associate in Business DTA 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 business

administration. Universities offer a number of specializations in business: Management, Economics, Marketing, International Business, and Finance, etc.

The 90-credit Associate in Technical Arts (ATA) degree program is designed for non-transfer students who desire an associate degree in Business Administration or Entrepreneurship.

In addition to the Student Core Learning Outcomes, Business courses support the Associate in Technical Arts Degree Outcomes: apply an understanding of the business cycle to planning needs; critically evaluate demand, competition and cost variables and apply this evaluation successfully to pricing decisions within a small business; construct a business plan that includes integrated marketing and financial components; prepare simple spreadsheets; apply basic principles of double-entry bookkeeping; act prudently to effectively limit legal liability; and utilize computation skills accurately and appropriately.

### Faculty Advisors:

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## BUS 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.

## BUS& 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. (Formerly BUS 101)

## BUS 104 Business English 5

Focuses on standards and conventions of written English. Review of abbreviations, capitalization, grammar, numbers, compounds and hyphenations, possessives, punctuation, spelling, and word confusions. Includes proofreading and editing.

Prerequisites: Reading placement scores indicating college-level skills or completion of DEVED 104 (formerly RSS 104) with C or higher.

## BUS 105 Small Business Essentials 5

Study of small business with an emphasis on using systems thinking to identify and successfully pursue business opportunities. Topics include identifying a viable business opportunity, using business planning tools, preparing a marketing plan, and understanding the functions of management, operations and financial planning. Major business functions and the business lifecycle will be explored.

## BUS 110D Business Communications 5

(D) Study of business communication 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 listening skills and interpreting nonverbal communication within varying cultures.

Prerequisites: BUS 104 recommended and placement in ENGL 098.



**BUS 130**  
**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, and financial statements.

Prerequisites: Strong working knowledge of arithmetic or completion of MATH 070 or equivalent. CL 101 or equivalent recommended.

**BUS 140**  
**Introduction to Hotel Management** 5

Introduction to management and operations of the hotel industry. General management, room operation, food and beverage operation, marketing, financial control and information management and human resources policy management issues will be examined.

Prerequisites: BUS& 101 and BUS 105.

**BUS 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.

**BUS 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.

**BUS 165**  
**Service Essentials for Business** 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.

Prerequisites: Recommendation of CL 101 or equivalent.

**BUS 190**  
**Business Seminar** 1-5

Seminar will be used to teach various subjects in the areas of management, marketing, and operations. Subjects will be current topics in these fields that are not in the published curriculum. May be repeated three times for credit.

**BUS 191**  
**Business Internship** 1-5

Provides students with a supervised work environment to apply their management, marketing and operations knowledge in either a for-profit or non-profit organization, to foster professional growth, and to gain self-confidence directly associated with certification and/or the degree focus of the student.

Prerequisites: Instructor permission.

**BUS 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.

**BUS& 201**  
**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. Required law course for business students intending to transfer to Washington State University. Business students intending to transfer to University of Washington should enroll in Political Science 200. (Formerly BUS 220)

Prerequisites: Sophomore standing or business experience recommended.

**BUS 205**  
**Entrepreneurship I** 5

The first in a two-course series immersing students in the world of business. Focus on inventing, developing, launching and managing a new business. This hands-on course involves off-campus activities and online interaction. Students will work in teams to set goals for successful implementation of the new venture.

Prerequisites: BUS 105 or instructor permission.

**BUS 206**  
**Entrepreneurship II** 5

This second of a two-part series will focus on managing, growing and liquidating a business. This hands-on course involves off-campus activities and online interaction. BUS 206 is a continuation of BUS 205.

Prerequisites: BUS 205 or instructor permission.

**BUS 210**  
**Essentials of Public Relations** 5

The healthy function of integrated public relations plays a vital role in the success of any business, large or small. Public relations is examined in light of its influence of opinion on the brand, image and relevance of a company. Many of the driving internal business disciplines--community relations, marketing, advertising, sales, customer service and mass media communications--will be covered in this course and will help students to gain knowledge, understanding, appreciation and basic skills in the art of public relations.

Prerequisites: BUS 110D or ENGL 098.

**BUS 255**  
**Business Consulting** 5

Teams will consult existing small businesses in Snohomish County. Consulting services provided by students include developing marketing strategies, building company web sites and databases, completing financial analysis, developing human resource management systems, and improving operational infrastructures.

Prerequisites: BUS& 101 or BUS 105, ACCT& 201.

**BUS 280**  
**Project Management** 5

Project Management is a key element for success in organizations of all sizes. Focus of course allows the student to acquire the skills and knowledge to actively participate in actual projects. Emphasis is on a project life cycle, including a project's scope, costs, and time constraints. Breadth of course includes all aspects of enterprise organization, including IT operations, business operations, and growth management. Co-listed as CS 280; credit cannot be earned in both BUS 280 and CS 280. (Formerly CIS 280)

Prerequisites: CL 101 or instructor permission.

## **BUS 282**

### **Project Management Seminar** 5

Fundamental skills and knowledge to use Microsoft Project, a software tool used in project management. Includes scheduling, tracking, budgeting, task management processes, and portfolio modeling. Co-listed as CS 282; credit cannot be earned in both BUS 282 and CS 282.

Prerequisites: CL 101 or instructor permission.

## **BUSINESS TECHNOLOGY**

See also Medical Transcription

Business Technology (BT) offers programs leading to one- and two-year certificates and a two-year Associate in Technical Arts (ATA) degree. These programs provide training required for office support, legal office support, legal office assistant, administrative support, medical receptionist, medical transcriptionist, medical administrative assistant, medical billing specialist, and medical coding but are not intended for transfer.

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 an internship 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.

In addition to the Student Core Learning Outcomes, Business Technology courses support the Associate in Technical Arts Degree Outcomes: demonstrate proficiency in content areas and model professional and ethical behaviors.

Faculty Advisors:

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## **BT 100**

### **Beginning Keyboarding** 5

Introduces keying-by-touch system emphasizing correct ergonomics. Development of speed and accuracy. Includes techniques for editing, saving, opening and closing documents and application of skills to personal letters and reports.

## **BT 105**

### **Keyboarding - Speed and Accuracy** 3

Improve keyboarding speed and accuracy through the use of programmed software which diagnoses student keyboarding problems and prescribes appropriate practice material. May be repeated one time for credit.

Prerequisites: BT 100, touch keyboarding proficiency, or instructor permission.

## **BT 115**

### **Records Management** 5

Creation, maintenance, and disposition of records including alphabetic, geographic, subject, numerical, and chronological indexing. Retrieving and storing records utilizing manual methods and computer database programs.

## **BT 130**

### **Editing/Transcription** 5

Develops entry-level transcription and editing skills and develops understanding of the mechanics of good writing. Proofreading skills are emphasized. Business correspondence is transcribed using WAV files and appropriate software.

Prerequisites: Touch keyboarding proficiency and BUS 104 (or concurrent enrollment) or instructor permission.

## **BT 145**

### **Civil Litigation** 5

General legal terminology and vocabulary as well as pretrial and trial procedure. Transcription of correspondence and pleadings used in litigation. Mechanics of good writing; proofreading skills are emphasized. Documents are transcribed using WAV files and appropriate hardware/software.

Prerequisites: Touch keyboarding proficiency and BUS 104 (or concurrent enrollment) or instructor permission.

## **BT 146**

### **Will/Probate/Domestic Relations** 5

Focuses on wills, probate, and family law procedures. Transcription of correspondence, legal documents, and forms. Proofreading and editing skills are emphasized. Documents are transcribed using WAV files and appropriate software.

Prerequisites: Touch keyboarding proficiency and BUS 104 (or concurrent enrollment) or instructor permission.

## **BT 147**

### **Bankruptcy and Corporate Law** 5

Focuses on corporate, real estate, and bankruptcy law. Transcription of corporate documents. Proofreading and writing mechanics are emphasized. Documents are transcribed using WAV files and appropriate hardware/software.

Prerequisites: Touch keyboarding proficiency and BUS 104 (or concurrent enrollment) or instructor permission.

## **BT 162**

### **Job Search and Professional Development** 5

Provides an opportunity to develop skills, attitudes, and practices needed for effective job search. Concentrates on areas of development that are essential but often left out of professional curricula. Focuses on self-assessment, employer research, resume creation, cover and follow-up letters, and interview techniques. Students should enroll in this class within the final two quarters of their degree or certificate program.

## **BT 180**

### **Principles of Medical Insurance** 5

Introduction of the medical billing cycle. Explanation of private and government health insurance policies, analysis of insurance forms, and recognition of legal issues and medical confidentiality (HIPAA). Completion of patient and insurance forms: registration, authorization, consent, patient ledger, day sheets, and claim form.

## **BT 181D**

### **Diversity in Law and Ethics for Health Care Occupations** 5

(D) Introduction to law and ethics as it relates to the medical office setting and patient-provider relationships. Emphasizes being inclusive instead of exclusive while exploring components of cultural diversity in the ambulatory health care setting. Topics include bioethics, professional liability, public duties, informed consent, employment practices, allocation of scarce medical resources, genetic engineering, and choices in life and death.

## **BT 182**

### **Medical Office Reception** 3

Preparation to perform reception, telephone and administrative tasks in a medical front office setting. Focuses on scheduling, telephone triage, the medical record, operation of office equipment, and an overview of the various jobs and responsibilities in a medical setting. Emphasizes communication skills appropriate to the patient population and the importance of maintaining patient confidentiality. Introduces student to working in the electronic health record (EHR).

Prerequisites: HLTH 100, CL 101.

**BT 185**  
**Diagnostic Coding** 5

Introduces the student to the current year's ICD-9-CM codebook and provides instruction for following guidelines for assigning diagnosis codes. Extract patient information to identify and accurately code primary, principal, concurrent and secondary diagnoses.

Prerequisites: HLTH 100.

**BT 186**  
**Procedural Coding** 3

Introduces the student to the current year's CPT and HCPCS codebooks and provides instruction for following guidelines to assign procedure codes according to level of service received. Student will extract patient information to identify main terms and to accurately code procedures. Modifiers are also introduced.

Prerequisites: HLTH 100.

**BT 219**  
**Introduction to Microsoft Word** 5

Introduces word processing functions and applications using Microsoft Word. Covers creating, revising, formatting, saving and retrieving documents; file management; merge; selecting typefaces; creating and centering tables; using pagination; selecting text; formatting footnotes; finding and replacing text and formats; and using multiple windows.

Prerequisites: CL 101 recommended.

**BT 229**  
**Advanced Microsoft Word** 5

Comprehensive study of the advanced functions of Microsoft Word and an introduction to Microsoft Office Publisher. 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.

Prerequisites: BT 219 or instructor permission.

**BT 240**  
**Access** 5

Presents intermediate/advanced techniques in Microsoft Access. Emphasis on formatting text and numbers; advanced queries and reports, macros, and importing and exporting data.

Prerequisites: CL 101 or equivalent or instructor permission.

**BT 242**  
**Excel** 5

Presents intermediate/advanced techniques in Microsoft Excel. Emphasis on creating professional-looking workbooks, using templates, creating multiple worksheets and using functions.

Prerequisites: CL 101 or equivalent or instructor permission.

**BT 243**  
**Advanced Excel Applications** 5

Continuation of BT 242, Microsoft Excel. Project-based approach to improve workflow, eliminate repetition and produce more informative reports. Maintain and enhance existing spreadsheets through structural revision and automation.

Prerequisites: BT 242 or equivalent.

**BT 248**  
**Advanced Legal Office Procedures** 5

Presentation of the role of lawyers and law office staff in society today. Topics 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. Emphasis on critical thinking skills in law office situations and use of the Washington Court Rules for legal citations.

Prerequisites: CL 101, BT 115, BT 145, BT 146, BT 147, BT 162, BT 219; BUS 104, BUS 110D, BUS 130 and BUS& 201 or POLS& 200 or instructor 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 up to a total of four credits.

Prerequisites: BT 115 and BT 162, BUS 110D and BUS 130 (or concurrent enrollment) or instructor permission.

**BT 261**  
**Advanced Office Procedures** 4

Build and refine skills in office management, travel arrangements, human relations, telephone techniques, electronic scheduling, and keyboarding. Students use integrated software to create databases, spreadsheets, word processing documents, presentation graphics projects, calendar scheduling, and e-mail.

Prerequisites: CL 101, BT 115, BT 219, BT 240, BT 242, BUS 104, BUS 110D, BUS 130, and instructor permission. Recommended: BT 162, BT 229.

## CHEMISTRY

Chemistry courses provide preparation for science, pre-medicine and health science disciplines. These courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, chemistry courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

Faculty Advisors:

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**CHEM& 110**  
**Chemical Concepts w/Lab** 5

(NS-L) Introductory lab science course for non-science majors. Themes vary from quarter to quarter and may include the applications of Chemistry in Art, Medicine, Pharmaceuticals, or the Environment. Check the quarterly schedule for the specific themes. Not recommended as a preparatory course for General Chemistry or for Allied Health Professions. (Formerly CHEM 100)

Prerequisites: ENGL 098 with grade of C or higher; and MATH 080 with grade of C or higher, or placement into MATH 081.

**CHEM& 121**  
**Introduction to Chemistry** 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 131; see chemistry series. Lab fee. (Formerly CHEM 101).

Prerequisites: ENGL 098 with grade of C or higher; and MATH 082, MATH 088, or MATH 090 with a grade of C or higher; or placement into MATH 099.

**CHEM& 131****Introduction to Organic/Biochemistry** 5

(NS-L) Structure, nomenclature, and reactions of organic compounds, introduction to biochemistry. (Formerly CHEM 102)

Prerequisites: CHEM& 121 or CHEM& 161 and ENGL 098 with grade of C or higher or instructor permission.

**CHEM& 140****General Chemistry Prep w/Lab** 5

(NS-L) 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 161-163 series. Not intended for students with a recent course in high school chemistry. This course does not meet the prerequisites for the nursing program. (Formerly CHEM 098)

Prerequisites: MATH 099 with a C or higher, concurrent enrollment in MATH 099, or placement into MATH& 141. ENGL 098 with C or higher, or concurrent enrollment in ENGL 098, or eligible for ENGL& 101.

**CHEM& 161****General Chemistry w/Lab I** 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. (Formerly CHEM 140)

Prerequisites: MATH 099 or equivalent. CHEM& 140 with grade of 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& 152 with a grade of B+ or higher. ENGL 098 with grade of C or higher or concurrent enrollment in ENGL 098, or eligible for ENGL& 101.

**CHEM& 162****General Chemistry w/Lab II** 5.5

(NS-L) Atomic periodicity, chemical bonding theories, solid and liquid states and solutions. (Formerly CHEM 150)

Prerequisites: CHEM& 161 with grade of C or higher or instructor permission.

**CHEM& 163****General Chemistry w/Lab III** 5.5

(NS-L) Reaction rates and equilibrium, acid-base equilibria, solubility equilibria, thermodynamics, electro chemistry and nuclear chemistry. (Formerly CHEM 160)

Prerequisites: CHEM& 162 with grade of C or higher or instructor permission.

**CHEM& 261****Organic Chemistry w/Lab I** 6

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds. (Formerly CHEM 200)

Prerequisites: ENGL 098 with grade of C or higher, and CHEM& 163, or CHEM& 162 with instructor permission.

**CHEM& 262****Organic Chemistry w/Lab II** 6

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds. (Formerly CHEM 201)

Prerequisites: CHEM& 261 with grade of C or higher.

**CHEM& 263****Organic Chemistry w/Lab III** 6

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds. (Formerly CHEM 202)

Prerequisites: CHEM& 262 with grade of C or higher.

**CHICANO STUDIES**

Chicano Studies courses support the following Student Core Learning Outcomes: think critically and participate in diverse environments.

**CHCST 105D****Introduction to Chicano/Mexican-American Culture** 5

(H, D) Introduction to the dominant historical, cultural and political themes that characterize the Chicano/Mexican-American experience. Through the study of history, current events and literature, students will be able to articulate the diversity within the largest ethnic group among Latinos within the United States as well as the dominant themes that characterize the lives of Mexican-Americans.

**CHILD AND FAMILY EDUCATION**

Child and Family Education courses are developed to support parenting students to meet their academic and family goals while their child is enrolled at the Early Learning Center, the college's on-campus child care center, in toddler, preschool or Early Childhood Education and Assistance Program (ECEAP) classrooms. Through volunteering in their child's classroom and choosing from a variety of parent education classes and family events, students access information about child development, parenting, and community resources. Parent advocacy and leadership opportunities also build student's ability to confidently contribute to the care and education of their child.

For further information, call the Early Learning Center at 425-388-9121.

**CHINESE**

See World Languages

**COMMUNICATION STUDIES**

Communication Studies is the examination of human interaction, information transmission, and social institutions. In addition to studying the traditional art of rhetoric, communication skills and analysis are taught and explored in the contexts of interpersonal, intercultural, small group, and mass communication. Communication studies nurture self-awareness, civil discourse, critical thinking, and more effective human interaction in both an individual's personal and professional life.

**Faculty Advisors:**

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**CMST& 102****Introduction to Mass Media** 5

(H, SS) 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. (Formerly JOURN 150)

**CMST 103****Public Speaking for Educators** 5

(H, C) CMST& 220 option for education majors. Methods of speech organization and composition for education students, speaking skills in educational settings, situational analysis and instructional communication assessment. (Formerly SPCH 103)

Prerequisites: Completion of ENGL 098 or placement in ENGL& 101 recommended.



### CMST 104

#### 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. (Formerly SPCH 102)

### CMST 182

#### Service Learning 1-2

Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the community. Provides for real life application of communication skills and knowledge that extends learning beyond the classroom and into the community. A maximum of six credits may be earned. (Formerly SPCH 182)

Prerequisites: Instructor permission.

### CMST 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 communications and develops skills to overcome them. (Formerly SPCH 204D)

Prerequisites: Completion of ANTH& 206D, SOC& 101, or CMST& 210 strongly recommended.

### CMST& 210

#### 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. (Formerly SPCH 100)

Prerequisites: Completion of ENGL 098 or placement in ENGL& 101 recommended.

### CMST& 220

#### Public Speaking 5

(C, H) Methods of speech organization and composition; speaking skills in varied settings; audience analysis and speech criticism. (Formerly SPCH 101)

Prerequisites: Completion of ENGL 098 or placement in ENGL& 101 recommended.

### CMST& 230

#### Small Group Communication 5

(H) Principles and methods of interaction in small decision-making, learning, and problem-solving groups. Techniques of relating individual to group thinking through practice in discussion and role playing. (Formerly SPCH 207)

## COMPOSITES TECHNOLOGY

See also Advanced Manufacturing Technology.

Students may pursue a certificate or ATA degree in composites technology to prepare for employment in the automotive, sports, aviation and marine industries. The overall program is designed for maximum flexibility, and may be pursued on a full-time or part-time basis.

Faculty Advisor:

P. Murphy 425-388-9534 pmurphy@everettcc.edu

### CT 101

#### Introduction to Composites 5

History of composites and their applications across a spectrum of industries and a general introduction to materials used in composite manufacturing processes such as hand lay-up, filament winding, compression molding, resin-transfer molding, and pultrusion. Includes

applications of industry-appropriate shop safety standards with emphasis on Material Safety Data Sheets and Personal Protection Equipment. May be repeated one time for credit.

### CT 121

#### Materials Used in Composites 5

In-depth examination of the physical properties of composites. Includes study of the composition and forms of fibers, the manufacture and properties of resins, and the purposes and properties of core materials. Introduction to Non-Destructive Inspection (NDI) and other types of inspections to assess the damage to materials. May be repeated one time for credit.

Prerequisites: CT 101.

### CT 201

#### Design and Manufacture of Composite Materials 5

Focuses on the design of composite materials including fiber lay-up and composite material warp and fill. Examines manufacturing processes, vacuum bagging, resin transfer molding, filament winding, infusion molding, and pultrusion. Includes methods of heating and curing composite material and the use of positive and negative molds. May be repeated one time for credit.

Prerequisites: CT 121.

### CT 221

#### Inspection and Repair of Composite Materials 5

Focuses on damage assessment, including non-destructive inspection. Lab work emphasizes use of technical documents, repair design manuals, ply direction and overlay, proper core placement and testing of the finished part.

Prerequisites: CT 201.

## COMPUTER AIDED DESIGN (CAD)

See also Engineering Technology and Advanced Manufacturing Technology.

The Computer Aided Design program offers a certificate or ATA degree to students seeking entry into or career advancement in CAD based design technology. The overall program is designed for maximum flexibility, and may be pursued on a full-time or part-time basis.

Faculty Advisors:

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## COMPUTER INFORMATION SYSTEMS

See Computer Systems

## COMPUTER LITERACY

Computer literacy courses introduce students to the basics of file management and the Windows and Microsoft Office environment. Computer literacy courses are appropriate for students gaining entry-level computer training and meet prerequisite requirements for most upper-level computer classes.

Faculty Advisor:

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### CL 096

#### Computer Comfort 5

Designed for students who need basic computer confidence and skill building. Emphasis is on basic computer skills and learning strategies to help students succeed in college-level classes. No prior computer experience is necessary; recommended for students who are new to computers and hesitant about today's technology as used in college classrooms. Credit may not be earned in both CL 096 and DEVED 096 (formerly RSS 096).

### CL 101 Computer Literacy 5

Introduces students to the Windows environment and to the Microsoft Office software program. Emphasis on file management. Uses practical problems to illustrate computer applications including database, spreadsheets, presentation graphics, word processing, email and internet.

### CL 102 Using the Computer and Managing Files 2

Overview of the basic functions of a personal computer and its operating system. Includes understanding of the computer environment, working with icons and basic windows tasks, managing files, identifying and understanding viruses, and dealing with printer setup and output. Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

### CL 103 Word Processing 2

Provides an overview of Word. Includes creating and formatting word processing documents and duplicating and moving text within and between documents. Other Word features introduced include creating standard tables, using pictures and images in a document, and using mail merge tools. Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

### CL 104 Spreadsheets 2

Overview of Excel. Includes developing, formatting, and modifying Excel spreadsheets. Other Excel concepts introduced include applying standard mathematical and logical formulas and creating and formatting graphs and charts. Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

### CL 105 Databases 2

Overview of Access. Includes creating and modifying Access tables, queries, forms, and reports. Other Access concepts introduced include creating relationships between tables and retrieving and manipulating information by using queries and sort tools. Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

### CL 106 PowerPoint 2

Overview of PowerPoint. Includes creating, formatting, modifying, and preparing presentations using different slide layouts. Other PowerPoint concepts include duplicating and moving text, pictures, images, and charts within and between presentations and using a variety of slide show effects. Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

### CL 107 Fundamental Concepts of Basic Computer Systems 2

Overview of the physical make-up of a personal computer system and fundamental concepts. Basic concepts include how a computer functions, hardware, software, security, and legal issues associated with computers. Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

### CL 190 Computer Literacy Seminar 1-5

This seminar will be used to teach subjects in the areas of computer literacy and software applications. Seminar content will be current topics in the area of computer literacy that are not in the published curriculum and allow for seminar content to be customized to fit the needs of the intended audience. May be repeated up to five credits.

## COMPUTER SYSTEMS

Students interested in transferring to a university with a major in computer information systems, or a related area, may pursue the Associate of Applied Science - Transfer. The AAS-T degree enables students to complete a highly focused 90-credit technical program that meets transfer requirements at selected universities. Currently, EvCC has an AAS-T transfer agreement with Central Washington University. EvCC also offers other programs related to computer applications with certificates in: Computer Support Technician I and II, Internet Programming, Project Management, and Casino Gaming Systems.

In addition to the Student Core Learning Outcomes, Computer Systems courses support the Associate of Applied Science - Transfer Degree Outcomes: apply quantitative analysis to solve problems; demonstrate and apply the tools, techniques and processes used by skilled computer technicians; critically evaluate computer technical reports, updates and information; effectively communicate technical processes; and become employed at an entry level (or higher) technical support team.

Faculty Advisors:

A. Moser

425-388-9127

amoser@everettcc.edu

### CS 104 Introduction to Computer Careers 5

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. (Formerly CIS 104)

### CS 108 Introduction to Operating Systems 5

Introductory course focusing on the fundamentals of computer operating systems and the user interface. Operating system topics include: terminology, file management, general commands, command syntax and basic batch files. (Formerly CIS 108)

Prerequisites: CL 101 or instructor permission.

### CS 110 Computer Programming I – Visual Studio.NET 5

(NS) Introduction to programming concepts using the Visual Studio.NET programming environment. Emphasizes standard programming concepts of sequence, selection, and iteration. (Formerly CP 110)

Prerequisites: CL 101 or instructor permission.

### CS 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 search techniques, and understanding basic HTML components. Co-listed as INFO 120. Credit cannot be earned for both CS 115 and INFO 120. (Formerly CIS 115)

**CS 117**  
**Introduction to Computer Networking** 5

Provides an introduction to computer networks including both theory and practical experience. Topics will include topologies, cabling, terminology, network protocols, IEEE, and other network standards. Emphasizes fundamentals of server/client, wired and wireless network installation and management. (Formerly CIS 117)

Prerequisites: CL 101 or instructor permission.

**CS 120**  
**Beginning Web Pages** 5

Beginning course in web page construction using a markup or document oriented language including a brief introduction to XML and use of a scripting language such as JavaScript. Students 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. (Formerly CP 120)

Prerequisites: CL 101 or instructor permission.

**CS 122**  
**LAN Architecture – Design, Concepts and Implementation** 5

Presents the concepts and configuration skills involved in designing, installing, and maintaining a Cisco switched Local Area Network. Layers 1 and 2 of the OSI model will be emphasized. Lab work will focus on using hubs and switches to create a segmented network. Cisco Internet Operating System command line configurations will be used extensively. (Formerly CIS 122)

Prerequisites: CS 117 or instructor permission.

**CS 124**  
**Introduction to Database Design** 5

Introduction to database design and data analysis. Emphasis is on general database theory and accurate database design using normal forms and usage dependant normal forms. Data analysis will explore provably correct data structures. (Formerly CIS 124)

Prerequisites: CL 101 or instructor permission.

**CS 126**  
**Relational Database Management Systems** 5

Converting Relational Data Models to physical databases using SQL Server and Access. Basic Structured Query Language (SQL) will be used for inserting, updating, deleting and retrieving records. Tuning database structures for optimum response using dependent fourth- and fifth-normal forms. (Formerly CIS 126)

Prerequisites: CS 124 with a C or higher.

**CS 128**  
**Advanced Database Programming** 5

Advanced topics in database using SQL, including select, delete, update, joins, unions, inserts, and stored procedures. Ability to import, extract, update, and maintain multiple tables will be covered. Security issues such as privileges will also be covered. (Formerly CIS 128)

Prerequisites: CS 126 with a C or higher. CS 110 with a C or higher.

**CS& 131**  
**Computer Science 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. (Formerly CP 130)

Prerequisites: MATH 099 with a grade of C (2.0) or higher, or equivalent.

**CS 132**  
**Computer Science 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. This course is offered once per year for students intending to transfer to the University of Washington Bothell only. (Formerly CP 132)

Prerequisites: CS& 131 with a grade of C (2.0) or higher.

**CS& 141**  
**Computer Science I Java** 5

(Q, NS) 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. (Formerly CP 140)

Prerequisites: MATH 099 with a grade of C (2.0) or higher, or equivalent.

**CS 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. (Formerly CIS 150)

Prerequisites: Completion of DEVED 094 (formerly RSS 094) with a grade of C or higher or placement into DEVED 104 (formerly RSS 104).

**CS 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. (Formerly CIS 152)

Prerequisites: Completion of DEVED 094 (formerly RSS 094) with a grade of C or higher, or placement by assessment score in DEVED 104 (formerly RSS 104).

**CS 155**  
**Copper Communications Cable** 5

Fundamentals of structured premise cabling systems. Installation of copper communications cabling and equipment according to layout plans, connecting units with inside and outside service wires. (Formerly CIS 155)

Prerequisites: CL 101 or instructor permission.

**CS 161**  
**PC Technician – I** 5

Focus on primary hardware and operating system features, types, and components for PCs and laptops as related to the A+ Certification Test. Includes identifying, replacing, and upgrading hardware and software components; preventive maintenance; documentation of service; and customer satisfaction. (Formerly CIS 161)

Prerequisites: CL 101 or equivalent and CS 108 or equivalent, or instructor permission.

**CS 162**  
**PC Technician – II** 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. (Formerly CIS 162)

Prerequisites: CS 108 and CS 161, or instructor permission.

**CS 190**  
**Seminar** 1-3  
 Seminar covers 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. (Formerly CIS 190)

**CS 195**  
**Computer Careers Internship** 3-5  
 Provides students with a safe, supervised work environment to apply their academic skills. This allows the student to put into practice administrative and technical skills, to foster professional growth, and to gain self-confidence directly associated with certification and/or the degree focus of the student. (Formerly CIS 195)

Prerequisites: CS 161 or CS 120 or CS 124 or instructor permission.

**CS 210**  
**Application Technical Support** 5  
 Presents the Microsoft Office suite and other common workplace applications from both user and administrator perspectives. Lab exercises will emphasize typical support issues such as communication methods, deployment/upgrade automation, remote administration and the way these factors affect customer satisfaction. (Formerly CIS 210)

Prerequisites: CS 162.

**CS 214**  
**Casino Gaming Systems Technician** 5  
 Concentrated course includes hands-on experience. Focus on advanced hardware and software features, including installation and configuration of vendor-specific slot-gaming devices, identifying, replacing, and upgrading components, preventive maintenance, documentation of service, slot gaming laws/policies, and guest satisfaction. (Formerly CIS 214)

Prerequisites: CL 101, CS 117, CS 155, CS 161, and CS 162, or instructor permission.

**CS 220**  
**Advanced Web Pages** 5  
 Focus on how to manipulate databases from within web pages using a server side product such as Active Server Pages. (Formerly CP 220)

Prerequisites: CS 110, CS 120 and CS 124 or instructor permission.

**CS 222**  
**WAN Architecture – Design and Implementation** 5  
 Presents the theory and skills relating to Wide Area Networks (WANs). Connecting multiple Wide Area Networks to create a large network environment is emphasized. Advanced TCP/IP configuration and implementation are major topics. Cisco IOS commands, router configuration and support issues are studied extensively in the lab. This course builds on CIS 122 with practical experience gained on Cisco routers and other communication devices. (Formerly CIS 222)

Prerequisites: CS 117 and CS 122 or instructor permission.

**CS 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. (Formerly CIS 224)

Prerequisites: CS 122 and CS 162 and CS 108, or instructor permission.

**CS 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, e-mail servers, Client/Server databases, proxy servers and firewalls. Students gain hands-on experience with network servers, server services, routers, and remote access services. (Formerly CIS 226)

Prerequisites: CS 224.

**CS 228**  
**Computer Information Security** 5  
 Presents the principles of information security. Examines the field of information security to prepare information systems students for future roles as business decision-makers. Both the managerial and the technical aspects of the discipline are explored and knowledge areas of the CISSP (Certified Information Systems Security Professional) certification are addressed. Includes examples of issues faced by information technology professionals and tools for designing security policy, acceptable use policy, materials disposal policy and access management policy. Threat assessment, risk assessment and disaster recovery strategy are discussed. Course offers extensive opportunities for hands-on experience with security software tools. (Formerly CIS 228)

Prerequisites: CS 162 and CS 224, or instructor permission.

**CS 255**  
**Fiber Optic 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 application of optical fibers in LAN and WAN environments and telephony applications. (Formerly CIS 255)

Prerequisites: CS 155 or instructor permission.

**CS 280**  
**Project Management** 5  
 Project Management is a key element for success in organizations of all sizes. Focus of course allows the student to acquire the skills and knowledge to actively participate in actual projects. Emphasis is on a project life cycle, including a project's scope, costs, and time constraints. Breadth of course includes all aspects of enterprise organization, including IT operations, business operations, and growth management. Co-listed as BUS 280; credit cannot be earned in both BUS 280 and CS 280. (Formerly CIS 280)

Prerequisites: CL 101 or instructor permission.

**CS 282**  
**Project Management Software** 5  
 Fundamental skills and knowledge to use Microsoft Project, a software tool used in project management. Includes scheduling, tracking, budgeting, task management processes, and portfolio modeling. Co-listed as BUS 282; credit cannot be earned in both BUS 282 and CS 282.

Prerequisites: CL 101 or instructor permission.

**CS 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. (Formerly CS 290)



## CIS 295

### CIS Advanced Internships

5

On-the-job work experience in occupations directly related to student's career choice. This advanced internship reinforces the student's expertise gained in the 100 level Computer Information Systems courses. Internships are arranged with private industry, government agencies, and/or nonprofit organizations. Internships may be paid or unpaid as available. (Formerly CIS 295)

Prerequisites: CIS 195 or instructor permission.

## CONTINUING EDUCATION

See Corporate & Continuing Education Center

## CORPORATE & CONTINUING EDUCATION CENTER

The Corporate & Continuing Education Center meets business and industry training needs by developing and delivering high quality customized training, professional development, and small business acceleration courses and programs throughout the Snohomish County and the Puget Sound region. The Center conducts open-enrollment classes in Mukilteo, Monroe, Lake Stevens, Everett, and South Everett. Customized training can be delivered on site or at the Center, which is located at 2333 Seaway Boulevard in South Everett near Boeing and Paine Field. The Center features 16 computer labs and training rooms, ample parking, an eating area, and conference rooms. Rooms are available for rent to organizations for training and events. For a complete list of training programs and services, including a wide variety of community education classes in photography, yoga, and other personal interest topics, visit [www.everettcc.edu/ccec](http://www.everettcc.edu/ccec).

## COSMETOLOGY

The Cosmetology Program offers an Associate of Technical Arts Degree (ATA) or certificate and is made up of three subdivisions: hair care, skin care and nail care services. Everett Community College's requirement for licensing is 1730 hours. The curriculum prepares the prospective cosmetologist for the Washington State Examinations. Classes operate on a seven-hour-per-day schedule: M, T, W, F: 8 a.m.-4 p.m.; TH: 12-8:00 p.m. The program provides experience in customer services in a salon environment. Notice to students: Because many chemical sprays and airborne 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.

### Faculty Advisors:

T. Evans	425-259-8285	<a href="mailto:tevans@everettcc.edu">tevans@everettcc.edu</a>
V. Meyer	425-259-8288	<a href="mailto:vmeyer@everettcc.edu">vmeyer@everettcc.edu</a>

## 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.

Prerequisites: Instructor 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.

Prerequisites: Instructor permission. Corequisites: COSMT 201, COSMT 202, or COSMT 203.

## COSMT 112

### Salon Safety, Chemistry, Electricity and Physiology

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. Basic anatomy, physiology and types of electricity will also be covered. Training in First Aid and CPR.

Prerequisites: Instructor permission. Corequisites: COSMT 201, COSMT 202, or COSMT 203.

## COSMT 120

### Cosmetology Compendium

2

Designed for the fifth quarter student preparing for the Washington State Cosmetology Licensure Exam. Provides theoretical review of facts from previous Cosmetology courses in preparation for in-house computerized exams before applying for Washington State Board examinations.

Prerequisites: Instructor permission; COSMT 110-112; COSMT 204; 1,330 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 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 permission; one year full-time work experience within the last three years. Corequisites: COSMT 240.

## COSMT 201

### Cosmetology Lab & Shop Practice I

15

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.

Prerequisites: Instructor permission. Corequisites: COSMT 110, COSMT 111, or COSMT 112.

## COSMT 202

### Cosmetology Lab & Shop Practice II

9-15

Continuation of supervision in services performed by cosmetologists. To gain salon experience, students practice on models, mannequins, clients and each other under close supervision of an instructor. Emphasis placed on quality of work while meeting industry target time.

Prerequisites: Instructor permission; COSMT 201; 300 clock hours.

## COSMT 203

### Cosmetology Lab & Shop Practice III

9-15

Continuation of supervision in services performed by cosmetologists. To gain salon experience, students practice on models, mannequins, clients and each other under close supervision of an instructor. Emphasis placed on quality of work while meeting industry target time.

Prerequisites: Instructor permission; COSMT 202; 600 clock hours.

**COSMT 204****Cosmetology Lab & Shop Practice IV****9-15**

Continuation of supervision in services performed by cosmetologists. To gain salon experience, students practice on models, mannequins, clients and each other under close supervision of an instructor. Emphasis placed on quality of work while meeting industry target time.

Prerequisites: Instructor permission; COSMT 203; 900 clock hours.

**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. Optional internship is available. May be repeated up to 19 credits.

Prerequisites: Instructor 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 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 permission; one year full-time work experience within the last three years. Corequisites: COSMT 124 or COSMT 125.

**COSMT 251-252****Internship****1-5**

The Cosmetology Internship allows a cosmetology student with advanced standing to gain industry based work experience in an area of special interest. Under the guidance of a learning plan, and in concert with a cosmetology faculty member, a cosmetology student will work with a contracted salon or other business venture serving this licensed field to accomplish a planned set of learning objectives.

Prerequisites: Instructor permission; 1300 hours of instruction.

## CRIMINAL JUSTICE

The criminal justice program is interdisciplinary and excels in addressing the needs of contemporary students. The program provides firm foundations in criminal justice, communication skills, psychology, criminal law, forensics, and sociology. A theory-into-practice formula is applied to the curriculum which allows students increasing involvement in theory, research, and practice. The program curriculum is diverse and provides an excellent opportunity to see the criminal justice system as it actually functions.

The Everett Community College's criminal justice program offers both Associate in Arts and Sciences - Direct Transfer and Associate in Technical Arts degrees. Contact: Public Safety Office - 425-388-9454.

Faculty Advisor:

J. Stewart

425-388-9517

jstewart@everettcc.edu

**CJ& 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. (Formerly CRM J 101)

**CJ 102****Police Patrol Operations****5**

Study of patrol procedures: preparation, communications, observation, field interviews, responses to crime in progress, identification and description of persons and property, vehicle stops, control of suspects, methods of patrol, duty to public services, and emergency tactics. Practical field exercises give students the opportunity to practice safety techniques as they are learned. (Formerly CRM J 106)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 103****Criminal Investigations****5**

Investigative techniques, criminal procedure, crime scene management and the laws that govern investigations. (Formerly CRM J 107)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ& 105****Introduction to Corrections****5**

(TE) 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. (Formerly CRM J 150)

**CJ& 106****Juvenile Justice****2**

(TE) 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. (Formerly CRM J 204)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 107****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. (Formerly CRM J 202)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 108****Laws of Arrest, Search, and Seizure****3**

(TE) Constitutional restrictions and statutory limitations on governmental powers of arrest, search and seizure, particularly as they relate to Washington State. (Formerly CRM J 203)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ& 110****Criminal Law****3**

(TE) 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. (Formerly CRM J 201)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ& 112**  
**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 (Formerly SOC 271)

Prerequisites: Completion of CJ& 101 required for Criminal Justice majors only. For everyone: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101. SOC& 101 strongly recommended.

**CJ 120**  
**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. (Formerly CRM J 111)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 121**  
**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. (Formerly CRM J 230)

Prerequisites: CJ& 101, CJ 120 or permission of Criminal Justice Coordinator.

**CJ 122**  
**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. (Formerly CRM J 112)

Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.

**CJ 123**  
**Advanced Firearms** 2  
Familiarization with firearms; firearms safety and range procedure; target identification; move and shoot exercises; barricade and off-hand shooting; timed and shoot/don't shoot drills; alternate weapon shooting. NOTE: Anyone legally barred from possessing a firearm is ineligible for this course. (Formerly CRM J 231)

Prerequisites: CJ& 101, CJ 122, and permission of Criminal Justice Coordinator.

**CJ 125**  
**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. (Formerly CRM J 121)

Prerequisites: Completion of or concurrent enrollment in CJ& 101.

**CJ 150**  
**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. (Formerly CRM J 170)

**CJ 175**  
**Introduction to Homeland Security** 5  
Overview of the issues affecting Homeland Security risk, threat, and vulnerability assessments. The roles of emergency response agencies; identifying critical infrastructure. The role of government to prevent, prepare for, respond to, and recover from acts of terrorism in the United States and throughout the world. (Formerly CRM J 175)

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

**CJ 176**  
**Homeland Security II** 5  
Advanced study of homeland security to include critical infrastructure identification, prioritization, and assessment, advanced incident command systems, and weapons of mass destruction prevention through intelligence collection and analysis. Students successfully completing class will receive credit for ICS 300 and ICS 400 certification. (Formerly CRM 176)

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

**CJ 201**  
**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. (Formerly CRM J 209)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 202**  
**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. (Formerly CRM J 211)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 203**  
**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. (Formerly CRM J 220)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 220**  
**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. (Formerly CRM J 216)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

### CJ 222 Professional Development 3

Focuses on the extensive application, testing and hiring process in criminal justice. Addresses the minimum standards for being a law enforcement officer in Washington State, instruction on how to prepare and submit an application and resume, how to prepare and present yourself in the Oral Board interview, what to expect during the pre-employment and background investigation as well as the polygraph and psychological exam. Students will participate in many of these phases to develop a stronger skill set and understanding of this process. (Formerly CRM J 215)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

### CJ 224 Communications for the Criminal Justice Professional 5

Overview of effective communication processes for criminal justice professionals including verbal and non-verbal communication, interviewing and interrogation methods, courtroom demeanor. (Formerly CRM J 214)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

### CJ 226 Police Report Writing 3

Introduction to writing modern law enforcement reports. Includes techniques of writing in a clear, concise and accurate manner, the use of standard police forms, and the rules of disclosure. (Formerly CRM J 213)

Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator and completion of ENGL& 101 with a grade of C or higher.

### CJ& 240 Introduction to Forensic Sciences 5

(TE) History of forensic science, overview of the forensic sciences including pathology, dentistry, anthropology, entomology, psychology/psychiatry, fingerprints, DNA, blood stains, questioned documents, accounting, ballistics, toxicology, explosives, and cyber technology. Course will explore the use of forensic sciences in investigations, adjudications, convictions, and exonerations.

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

### CJ& 241 Victimology 3

Examination of relationship between victims and various components of the criminal justice system. Topics include history of victim's rights movement, assistance programs, patterns and trends, interaction with law enforcement, rights and remedies in the court system and advocacy. Special focus given to victims of specific offenses such as stalking, domestic violence, hate crimes and sex crimes involving adults and children.

Prerequisites: Successful completion of ENGL& 101 with grade of C or higher.

### CJ& 242 Organized Crime 3

Focuses on theories and the evolution of traditional organized crime in America. Examines new and emerging organized crime groups and their relationship to domestic criminal enterprise.

Prerequisites: Successful completion of ENGL& 101 with grade of C or higher.

### CJ 250, 251, 252 Cooperative Work Experience 1-5 each

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. (Formerly CRM J 250, 251, 252)

Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.

### CJ 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. (Formerly CRM J 256)

Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator. Corequisites: CJ 250, CJ 251, or CJ 252.

## DEVELOPMENTAL EDUCATION

(Formerly Reading and Study Skills)

The College Developmental Education program is for students who need to improve study techniques and learning strategies, academic computer skills, reading speed, reading comprehension, vocabulary, and critical reading, writing and 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.

Faculty Advisors:

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C. Wilson	425-388-9004	cwilson@everettcc.edu

### DEVED 094 Reading for College Success 5

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. (Formerly RSS 094)

### DEVED 095 Study Skills for College Survival 5

Focus on 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. 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. (Formerly RSS 095)

### DEVED 096 Computer Comfort 5

Designed for students who need basic computer confidence and skill building. Emphasis is on basic computer skills and learning strategies to help students succeed in college-level classes. No prior computer experience is necessary; recommended for students who are new to computers and hesitant about today's technology as used in college classrooms. (Formerly RSS 096)

### DEVED 099 Bridge Learning Modules 1-2

The Bridge Learning Modules will offer 1-2 credit modules in pre-college level reading, learning strategies, study skills support, and basic computer technology for academic success in college classes. It is designed for all students needing or desiring extra learning strategies, reading skills, and study skills support in their college courses. (Formerly RSS 099)

### DEVED 100 Sharpening Your Study Skills 2

Focuses on skill sets that concentrate on textbook reading, memory techniques, test taking, note taking, and more effective study strategies for rigorous academic courses of study. Emphasizes practical methods to work successfully through difficult material in lectures and textbooks. May be repeated one time for credit. (Formerly RSS 100)



## DEVED 103

### Reading, Speed, Vocabulary Program

1-2

Diagnostic, computer-based reading class program designed to improve students' comprehension, vocabulary development and reading speed. May be repeated two times for credit. (Formerly RSS 103)

## DEVED 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. (Formerly RSS 104)

## DEVED 105

### Study Skills for College Success

5

Focus on 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 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. College-level reading score or completion of DEVED 104 (formerly RSS 104) with a grade of C or higher is strongly recommended. May be repeated one time for credit. (Formerly RSS 105)

## DEVED 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. (Formerly RSS 144)

## DEVED 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. (Formerly RSS 182)

## DRAMA

Theatre courses emphasize the development of knowledge and skills in Theatre appreciation, history, acting, and production. Advanced students may 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. The majority of Theatre courses satisfy the Humanities or Humanities – Performance graduation distribution requirement. These courses support the Student Core Learning Outcomes with particular emphasis on the following: engage and take responsibility as active learners, communicate effectively and think critically.

Faculty Advisor:

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## DRMA 100

### Rehearsal, Production and Performance

5

(HP) Active participation in a theatrical production. Course registration follows the audition, interview and selection process. Students enroll in 2-5 credits depending upon the performance role commitment or technical crew responsibilities. May be repeated two times for credit. (Formerly THEAT 100)

Prerequisites: Instructor permission following audition and casting.

## DRMA& 101

### Introduction to 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. (Formerly THEAT 104)

## DRMA 102

### 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. (Formerly THEAT 101)

## DRMA 107D

### Understanding Diversity Through Drama

5

(H, D) An exploration of culture and diversity through contemporary dramatic works. Emphasis on 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. (Formerly THEAT 107D)

## DRMA 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. (Formerly THEAT 121)

## DRMA 130

### Improvisation and Sketch Comedy

5

(HP) Techniques and practices to increase confidence and creativity in performance. Through practical application, emphasizes team building fundamentals key to improvisation and the basic structure and format of a comic sketch. (Formerly THEAT 130)

## DRMA 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. (Formerly THEAT 250)

Prerequisites: Instructor permission.

## 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. All of the ECE courses below are offered in the distance learning format of either online or as a hybrid course. Selected courses in the Education department also 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 at 425-388-9301.

Faculty Advisor:

L. Vlasic

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**ECE 123**  
**Intentional Teaching** 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. 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 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 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 140D**  
**Family Culture and Self-concept** 5  
 (D) 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.  
 Prerequisites: Instructor 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 207**  
**Applications of Math/Science in ECE Lab** 2  
 Hands-on exploration of Math and Science curriculum appropriate for young children. Highly recommended for Elementary Education majors. May be repeated one time for credit.  
 Prerequisites: Completion of or concurrent enrollment in any of the following courses: BIOL 107, GEOL 107, MATH& 107 or NAT S 107; or instructor permission.

**ECE 220**  
**Child Development in Action** 5  
 Observation and study of the physical, social, emotional, creative and cognitive development of children ages prenatal to eight years old. Provides a foundational child development knowledge while practicing observation skills. Includes laboratory requirements.  
 Prerequisites: Concurrent enrollment or prior completion of EDUC& 115D or instructor permission.

**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 permission.

**ECE 244**  
**Early Language and Literacy** 5  
 Study of language acquisition and emergent literacy in young children from birth to age eight. Focus is on adults working with young children using developmentally and culturally relevant practices in emergent literacy concepts/development. Course has laboratory requirements.  
 Prerequisites: Completion of or concurrent enrollment in ECE 120D or EDUC& 115D. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101.

## ECONOMICS

The study of economics will help students develop critical thinking skills and improve their ability to use economic concepts to analyze "real world" problems. Economic courses provide basic knowledge for students to become well informed global citizens and decision-makers. The Associate in Business DTA degree students are required to take ECON& 201-Microeconomics and ECON& 202-Macroeconomics. ECON 101D will meet the social science distribution and diversity requirement for non-transfer degrees.

Faculty Advisor:

D. Hu 425-388-9364

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### ECON 101D

#### Understanding Economics

5

(SS, D) 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& 201

#### 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. (Formerly ECON 201)

Prerequisites: Completion of MATH 099 or equivalent; or placement in MATH 138 or MATH& 141 required.

### ECON& 202

#### Macro Economics

5

(SS) Study of national economy: What determines national income level, economic growth and prosperity? What are the effects of government fiscal and monetary policies to the economy? Student exams issues regarding inflation, unemployment, government spending, taxation, money supply and impact of globalization. Various theories are put forth to explain business cycles in the U.S. and world economy. Prepares students for upper-division macro economic courses. ECON 101 may be substituted for ECON& 202 in vocational/technical business degree programs. (Formerly ECON 200)

Prerequisites: Completion of MATH 099 or equivalent; or placement in MATH 138 or MATH& 141 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 students 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.

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### EDUC& 115D

#### Child Development

5

(TE) 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. Course includes laboratory requirements. (Formerly ECE 120D)

### 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 165

#### Positive Guidance in Early Childhood and Elementary Education

3

Emphasizes the role of the caregiver or teacher in guidance of young children. The impact of characteristics like a child's development on behavior and various positive guidance strategies are the focus of study. Weekly observations in a child care program or elementary educational setting are required.

### EDUC 170

#### Education Portfolio

2

Introduces the teaching portfolio in order to help education students document their pre-service teaching activities and fulfill the professional expectations of many colleges and universities.

Prerequisites: EDUC& 202 or ECE 130 or instructor permission.

### EDUC 182

#### Service Learning

1-2

Service Learning combines the opportunity of volunteerism with academic applications of educational 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.

Prerequisites: Instructor permission and completion of EDUC& 202.

### EDUC 190

#### Education Controversies

2

Seminar designed to introduce education students to controversies in education. Through readings that represent arguments of leading educators and reflect a variety of viewpoints, discussions will be on opposing viewpoints, thinking critically and reaching considered judgments.

Prerequisites: EDUC& 202 or instructor permission.

### EDUC& 202

#### Introduction to Education

5

(SS) Survey of historical, sociological, political and philosophical aspects of American public education. Includes investigation of the human experience of being a teacher, contemporary problems in education, classroom observations, and the application of educational frameworks to issues of teaching and learning. (Formerly EDUC 101)

### EDUC& 203

#### Exceptional Child

3

(TE) 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. (Formerly EDUC 145)

**EDUC 210****Education Philosophies****2**

Readings and discussions about educational philosophies within the context of education as social construction; and more broadly, as a process of human existential growth where understanding of the world are continually transformed.

Prerequisites: EDUC& 202 or instructor permission.

**EDUC 250, 251, 252****Education in Action****1-4 each**

(TE) Cooperative work experience in a field-based setting for education majors (see EDUC 256). Allows students to earn college credit for work experience in public school classrooms. Practical observation and work under supervision of a teacher. Students will have the opportunity to explore the teaching profession, and experience a wide variety of hands-on experiences during their placement, including observation, tutoring, facilitating learning groups and teaching lessons. If possible, students should begin their observation before the beginning of the quarter.

Prerequisites: EDUC& 202 or concurrent enrollment in EDUC& 202 or instructor permission.  
Corequisites: EDUC 256.

**EDUC 256****Education in Action Seminar****2**

(TE) Seminar to support field work in local schools (see EDUC 250, EDUC 251, EDUC 252). Student will discuss their field experiences, and participate in micro-teaching in order to apply ideas from EDUC& 202, EDUC 250, EDUC 251 and EDUC 252. May be repeated two times for credit.

Prerequisites: Instructor permission or completion of EDUC& 202 or concurrent enrollment in EDUC& 202. Corequisites: EDUC 250, EDUC 251 or EDUC 252.

## EMERGENCY SERVICES

See also Fire Science.

Emergency Services courses provide preparation for Emergency Medical Technician (EMT) and Fire Science disciplines. This is a self-support program that receives no state funds. As a result, fees for Emergency Services classes provide all program support, including the purchase of needed equipment, staffing, and supplies.

**Contact:**

R. Colmore      425-388-9161      rcolmore@everettcc.edu

**EMS 151****Emergency Medical Technician Training****11**

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 is required prior to registration, including documentation of the following: two Hepatitis B shots, 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 permission; approved class application.

## ENGINEERING

Engineering courses provide preparation for Engineering transfer and Engineering Technology transfer programs or related disciplines. In addition to the Student Core Learning Outcomes, engineering courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative

analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

**Faculty Advisors:**

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**ENGR& 104****Introduction to Design****5**

(TE) Explores the role of creativity, teamwork, and communication in promoting innovative design. Develop knowledge and skills in all three areas through a series of hands-on projects and reflective activities. Students will work in teams to complete the projects and present their experiences and results through various communication formats. (Formerly ENGR 101)

Prerequisites: ENGL 098 or placement into ENGL& 101; or instructor permission.

**ENGR 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. (Formerly ENGR 108)

Prerequisites: MATH& 142 or MATH& 144 or instructor permission.

**ENGR 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. (Formerly ENGR 109)

**ENGR 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. (Formerly ENGR 110)

Prerequisites: MATH& 142 or MATH& 144 or instructor permission.

**ENGR& 114****Engineering Graphics****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. (Formerly ENGR 123)

Prerequisites: MATH 095 or high school geometry, or previous drafting/CAD experience, or ENG T 100, or instructor permission.

**ENGR 120****Introduction to Scientific Computing****2**

(NS) Introduction to modern scientific computing applied to problems in engineering, mathematics, and science. Introductory instruction using MATLAB software with topics including array and matrix manipulation, functions, graphical analysis, and basic script programming. Course is a prerequisite for ENGR& 214: Statics and ENGR 240: Applied Numerical Methods.

Prerequisites: MATH& 142 or MATH& 144 or instructor permission.



**ENGR 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. (Formerly ENGR 142)

Prerequisites: MATH& 141.

**ENGR 143**  
**Computer Programming for Engineers and Scientists II** 5

(NS, Q) Continuation of ENGR 142. Introduces concepts of modularity and encapsulation; focuses on modules and abstract data types (stacks, queues, linked lists, binary trees, recursion, interfaces, inheritance and encapsulation); covers basic data structures (lists, sets and maps). (Formerly ENGR 143)

Prerequisites: ENGR 142 with a grade of C or higher.

**ENGR& 204**  
**Electrical Circuits** 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. (Formerly ENGR 215)

Prerequisites: MATH& 153, PHYS& 222, or instructor permission.

**ENGR& 214**  
**Statics** 5

(NS) Fundamentals of engineering statics using vector notation in problem solving. Scientific calculator required. (Formerly ENGR 210)

Prerequisites: ENGR 120 and PHYS& 221 or concurrent enrollment, or instructor permission.

**ENGR& 215**  
**Dynamics** 5

(NS) Kinematics and dynamics of particles; systems of particles; and rigid bodies including energy and momentum methods. (Formerly ENGR 230)

Prerequisites: ENGR& 214, MATH& 152 or concurrent enrollment; or instructor permission.

**ENGR& 224**  
**Thermodynamics** 5

(NS) 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. (Formerly ENGR 260)

Prerequisites: CHEM& 162; MATH& 152; PHYS& 221.

**ENGR& 225**  
**Mechanics of Materials** 5

(NS) Introduction to mechanics of solids; stress, strain and their relationships; torsion; and bending. (Formerly ENGR 220)

Prerequisites: ENGR& 214 with grade of C or higher, MATH& 152 or instructor permission.

**ENGR 240**  
**Applied Numerical Methods** 4

(NS, Q) Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation.

Prerequisites: MATH& 153, MATH 260, and ENGR 120; or instructor permission.

**ENGR 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 up to nine credits, enabling students to pursue projects one to three quarters in duration. (Formerly ENGR 298)

**ENGINEERING TECHNOLOGY**

See also Advanced Manufacturing Technology, Manufacturing Technology / Precision Machining and Engineering

**Faculty Advisors:**

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**ENG T 100**  
**Engineering Graphics Fundamentals** 4

Theory and application of engineering drawing; sketching and block lettering; geometric construction; representation of normal, inclined oblique, and cylindrical surfaces; standard, section and auxiliary views; dimensioning; and an introduction to designing with a 2D CAD system.

Prerequisites: ENG T 101 or concurrent enrollment; or previous drafting experience and instructor permission.

**ENG T 101**  
**Introduction to Graphics and Measurement** 5

An introduction to reading and interpreting engineering graphics using technical drawings of mechanical systems for manufacturing technology students with an emphasis on identifying 2D (plane geometrical) shapes. The student will be also use engineering and mechanical scales and precision measuring instruments to measure sizes, lengths and locations of shapes and features. Algebraic, geometric and trigonometric concepts will be applied. Scientific calculator required.

Prerequisites: MATH 070 or instructor permission.

**ENG T 102**  
**Technical Problem Analysis** 5

This course is designed to apply basic algebra, geometry and trigonometry to practical problems encountered in technical design and the manufacturing industry. The course includes problems focusing on composites, technical design, welding, precision machining and CNC topics. Students will be introduced to an electronic spreadsheet to perform their calculations.

Prerequisites: ENG T 101 or instructor permission.

**ENG T 104**  
**Mechanical Blueprint Reading** 3

Instruction in interpreting mechanical/manufacturing blueprints per ASME Y14.5. Emphasis on practical applications of this standard as applied to reading, interpreting, and troubleshooting engineering production drawings.

**ENG T 105**  
**Precision, Fits, Tolerancing & GD&T** 4

Theory and application of dimensioning and tolerancing in a CAD environment per ANSI Y14.5. Use of standard tolerances with a further emphasis on precision fits and geometric dimensioning and tolerancing on engineering production drawings.

Prerequisites: ENG T 100 and ENG T 101 or instructor permission.

**ENG T 108****Engineering Graphics: 3D Modeling I** 4

Fundamentals of design with an introduction to a 3D parametric CAD modeler in the preparation of designs and working drawings. Includes production, detail and assembly drawings with an introduction to bills of material. The use of standard parts such as fasteners is explored. A strong focus on industry standards is included concerning title blocks and proper placement of technical and administrative information. A team design project including mechanical details, parts lists, and assembly drawings is part of this course.

Prerequisites: ENG T 100 or equivalent including an introduction to CAD, or instructor permission.

**ENG T 112****Pneumatic, Hydraulic, and Electrical Circuits** 5

Introductory course examining practical applications using pneumatic, hydraulic and electrical components. Basic theories are discussed and typical hardware used in manufacturing is evaluated.

Prerequisites: ENG T 101 or instructor permission.

**ENG T 185****Introduction to CAD with CATIA v5** 4

Introduction to parametric, three-dimensional modeling using CATIA (v5). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts.

Prerequisites: ENG T 100 or equivalent with an introduction to CAD, or instructor permission.

**ENG T 193****Intermediate CAD with CATIA v5** 4

Explores the techniques for using CATIA v5 to produce working level engineering drawings. Detail and assembly drawings are created with attention focused on proper views, text, dimensions, tolerances, bills of material, borders and title blocks. Weldments, flat patterns and other special practices are also examined.

Prerequisites: ENG T 185.

**ENG T 201****Applied Statics** 5

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 075 or instructor permission.

**ENG T 202****Applied Strength of Materials** 5

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 permission.

**ENG T 203****Computer-Aided Drafting: AutoCAD** 4

Examination of the powerful tools used in AutoCAD for the efficient creation of engineering drawings. Includes instruction on the proper use of layouts and paper space; the creation and effective use of layers; how to use blocks, symbols and X-references to reduce drawing time; the making of attributes and the means of extracting attribute information for generation of bills of materials and other documentation; and the techniques for drawing illustrations using AutoCAD's isometric tools.

Prerequisites: ENG T 100 and ENG T 101 or instructor 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 105 or instructor 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: ENGR& 114 and ENG T 203, or instructor permission.

**ENG T 230****Manufacturing Materials and Processes** 3

Examines materials and processes used in manufacturing. Topics include choice of materials and their properties; various processes for converting material into manufactured parts; and the interrelation between materials and processes, particularly regarding feasibility and cost.

Prerequisites: ENG T 101.

**ENG T 259****Engineering Graphics: 3D CAD/CAM** 4

A 3D parametric CAD modeler is used to prepare flat patterns, weldments, machining drawings, bills of material, title blocks and other administrative drawing entities. A 3D CAM package is also used to drive a 3-axis bench milling machine.

Prerequisites: ENGR& 114 or equivalent, or instructor permission.

## ENGLISH LANGUAGE AND LITERATURE

The English Department offers courses in composition, creative writing, and literature, as well as tutor training in the Writing Center. College-level composition courses satisfy the Communication Skills requirement of most degree programs. Those in literature, language and creative writing satisfy Humanities and elective requirements.

Initial placement in any composition course is by EvCC-administered assessment test. A grade of C or higher in ENGL& 101 is required for higher level composition courses (102, 103, 105, 201, 211, or 230).

Students who scored 3 or higher on the national AP exam in English may enroll in ENGL& 101 or above. An English 101-level course transferred from another college must be validated by Enrollment Services. A placement test taken at another institution may be reviewed by Enrollment Services for possible substitution at EvCC.

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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

Thorough introduction to the mechanics of the sentence. Especially useful for native speakers preparing for ENGL 097 and ENGL 098.

Prerequisites: 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 marked ENGL 098D fulfill the diversity requirement for associate degrees.)

Prerequisites: (1) See placement information above or (2) grade of C or higher in ENGL 097 or ESL 097 or IELP 097.

## Composition and Technical Writing

### ENGL& 101

#### English Composition I

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 marked ENGL& 101D fulfill the diversity requirement for associate degrees.) (Formerly ENGL 101)

Prerequisites: ENGL 098 with a grade of C or higher.

### ENGL& 102

#### Composition II

5

(C) Writing single-source and multi-source essays with an emphasis on audience, voice, and current research techniques and documentation. (Specific sections marked ENGL 102D fulfill the diversity requirement for associate degrees.) (Formerly ENGL 102)

Prerequisites: 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.

Prerequisites: 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 or by instructor permission. May be repeated two times for credit.

Prerequisites: Completion of ENGL& 101 with grade of C or higher.

### ENGL 211

#### Advanced Composition

2 or 5

(C) Writing essays. Consideration of style, voice, analytical reading, and critical thinking beyond the ENGL& 101 level.

Prerequisites: ENGL& 101 with grade of C or higher.

### ENGL& 230

#### Technical Writing

3

(C) Writing memorandums, business letters, and technical reports. Includes study of tone, style, unity, audience, and purpose in business and technical communication. (Formerly ENGL 202)

Prerequisites: Completion of ENGL& 101 with a grade of C or higher.

## Creative Writing and Publication

### ENGL 105

#### Creative Nonfiction

5

(C, H) Composition course in which various literary, journalistic and investigative techniques are applied to the writing and revision of experiential, informative and critical essays.

Prerequisites: Completion of ENGL& 101 with a grade of C or higher.

### 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 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 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 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 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 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 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 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 permission.

## Literature and Language

**ENGL& 111**  
**Introduction to Literature** **5**

(H) Study of literary backgrounds, approaches, types, and techniques as a basis for reading, understanding, and enjoying literature. (Formerly ENGL 115)

**ENGL& 113**  
**Introduction to Poetry** **3 or 5**

(H) Study of selected poets and their works designed to increase understanding and appreciation of poetry through reading and analysis. (Formerly ENGL 116)

**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 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 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 175D**  
**Introduction to African American Literature and Culture** **5**

(H, D) Introductory study of literary works and cultural achievements by African Americans.

**ENGL 183**  
**Children's Literature** **5**

(H) 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 marked ENGL 183D fulfill the diversity requirement for associate degrees.)

**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 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 marked ENGL 203D fulfill the diversity requirement for associate degrees.)

**ENGL& 224**  
**Shakespeare I** **5**

(H) Reading and analysis of the comedies, history plays, and tragedies selected largely from the first half of Shakespeare's career. (Formerly ENGL 232)



**ENGL& 225**  
**Shakespeare II** 5  
(H) Reading and analysis of Shakespeare's problem plays, major tragedies, and late romances selected from the later half of his career. (Formerly ENGL 234)

**ENGL 229**  
**Survey of British Literature** 5  
(H) The study of representative works from British writers.

**ENGL 233**  
**Modern British Literature** 5  
(H) Study of the writings of major British writers of the 19th and 20th centuries.

**ENGL 240**  
**Introduction to American Literature** 5  
(H) 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 marked ENGL 240D fulfill the diversity requirement for associate degrees.) (Formerly ENGL 123)

**ENGL& 246**  
**American Literature III** 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 marked ENGL& 246D fulfill the diversity requirement for associate degrees.) (Formerly ENGL 223)

**ENGL 247**  
**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. (Formerly ENGL 245)  
Prerequisites: Completion of 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& 254D**  
**World Literature I: Themes** 5  
(H, D) Examination of literary and critical texts from a variety of cultures in the United States and/or throughout the world. Reading and analysis of fiction, poetry, drama, non-fiction and/or film texts based on a specific theme or geographical location. Special emphasis on literary and cultural texts and writers often marginalized, under-represented, or ignored in traditional literature courses. (Formerly ENGL 119D)

**ENGL 263D**  
**The Holocaust in Literature** 5  
(H, D) 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: Completion of 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. 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

Environmental Studies courses provide the preparation for environmental science/planning/policy disciplines. These courses satisfy the Natural Science (NS) and Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, environmental studies courses also support the Associate of Science Degree Learning Outcomes: apply quantitative analysis to solve problems, apply the scientific method, critically evaluate the science-related content in reports/media/public policy, and effectively communicate scientific processes.

**Faculty Advisors:**  
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**ENVS& 100**  
**Survey of Environmental Science: Sustaining Our Earth** 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. (Formerly ENV S 101)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher level.

**ENVS& 101**  
**Introduction to Environmental Science: with Lab** 5  
(NS-L) Effects of human population growth on changing ecosystems, energy flow, biological diversity, and sustainability of living resources. (Formerly ENV S 165)

Prerequisites: ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher; and MATH 080 or skills assessment at MATH 081 or higher.

## FABRICATION

See Welding and Fabrication

## FILM/CINEMA

See also 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.

**FILM 102****International Film**

5

(H) Critical survey of process (production, distribution, exhibition), style, and content of American and international film from earliest technology in the U.S. and Europe to emerging film industries around the globe. Narrative forms, emphasizing development of emerging nations, relationships between cinematic and national ideologies. Cultural content of film, emphasizing perspectives of diverse populations and development nations.

## FIRE SCIENCE

Fire Science courses provide preparation for fire service careers and career advancement. This is accomplished through knowledge, experience and training which will allow for proficiency in the performance of your career.

**Contact:**

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**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. Three class sessions will be held at the North Bend Fire Academy. Live fire experience will be included. Meets NFPA 1001 and NFPA 472. Successful students will be qualified to sit for the state Fire Fighter I exam.

Prerequisites: Approved course application, orientation and instructor 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 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 record keeping 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 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 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 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 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 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 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 permission.

**FIRE 197****Topics in Wildland Fire Fighting**

1-6

Various level topics for Wildland Fire Fighting certification. Topics/classes are linked to job levels of the Northwest Coordinating Group Certifications. May be repeated up to seven times.

**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 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 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 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.

Prerequisites: FIRE 102 or instructor 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 permission.

## **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 makes participants eligible for Red Card upon employment with a qualifying agency. NFPA 1051.

Prerequisites: Instructor permission.

## **FOREIGN LANGUAGES AND LITERATURE**

See World Languages and Corporate and Continuing Education

## **FRENCH**

See World Languages

## **GEOGRAPHICAL INFORMATION SYSTEMS (GIS)**

GIS, the use of computers to make decisions on a spatial scale, is one of the most rapidly growing industries in the Pacific Northwest, and is used in a broad variety of applications from local facilities planning to commercial location and community projects. There is no limit to the different ways these classes may be applied to different local interests. These classes continue our commitment to bringing specific and applied technology-based classes that can be of great value to a wide variety of users.

Faculty Advisor:

K. Lyste

425-388-9381

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## **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 095 or equivalent geometry skills; completion of CL 101 or file management skills; or instructor 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 095 or equivalent geometry skills; completion of CL 101 or file management skills; or instructor permission.

## **GIS 205**

### **Applications in Geographic Information Systems 5**

(NS) 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 3-5**

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 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 permission.

## **GEOGRAPHY**

Geography is an interdisciplinary science that focuses on human and physical processes, and the interaction of these processes. There are currently two geography classes that focus on diversity and culture. Geography classes will transfer to four-year schools, and directly prepare students for careers in planning, marketing, communications, and education. A background in geography also creates better global citizens and educates students on most contemporary issues facing the world and local regions today.

Faculty Advisor:

K. Lyste

425-388-9381

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## **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 102D****World Regional Geography** 5

(SS, D) Globalization and diversity of the major geographical regions of the world. A study of cultural coherence and diversity, population and settlement, geopolitical framework, environmental geography, and economic and social development of each region. 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-L) A comprehensive study of all systems that comprise physical geography. 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. Course will utilize a broad variety of computer and geographic skills in interpreting physical geography with spatial analysis, cartography, remote sensing, global positioning systems, and geographic information systems. Students will be exposed to a wide variety of geographic projects and design through lab assignments. Students will experience cutting edge technology that is used in practice by government agencies and private industry.

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

**GEOG 220****Geography of Asia** 5

(SS) 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.

**GEOG 230****Political Geography** 5

(SS) 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) 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.

**GEOLOGY**

Geology courses involve studying the origin, composition, structure, and shape of Earth's surface and internal features. Most geology courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, geology courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

Faculty Advisor:

S. Grupp

425-388-9450

sgrupp@everettcc.edu

**GEOL 102****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. (Formerly GEOS 101)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

**GEOL& 103****Historical Geology** 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. (Formerly GEOS 103)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

**GEOL 104****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. (Formerly GEOS 102)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

**GEOL 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. (Formerly GEOS 105)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level. ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

**GEOL 106****Survey of 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. (Formerly GEOS 100)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.



## GEOL 107

### Earth Science for Everybody 5

(NS-L) Hands-on exploration of the Earth and processes that shape its landscape. For non-science majors. Highly recommended for elementary education majors. (Formerly GEOS 107)

Prerequisites: MATH 080 with grade of C or higher or skills assessment at MATH 081 or higher level. ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

## GEOL& 110

### Environmental Geology 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. (Formerly GEOS 113)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level. ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

## GEOL 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. (Formerly GEOS 190)

Prerequisites: ENGL 098 (or equivalent).

## GEOL& 208

### Geology of the Pacific NW 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. (Formerly GEOS 208)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level. ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

## GEOSCIENCE

See Geology

## GERMAN

See World Languages

## GLOBAL STUDIES

Global education provides for the study of international issues within a multidisciplinary frame work. An education that focuses on the interdependence of communities fuels your ability to contribute to important decision-making processes. This endorsement is designed as an introduction to cultural, political, and economic perspectives of processes at the global level.

Faculty Advisor:

C. Clarke 425-388-9382 cclarke@everettcc.edu

## GS 101D

### Introduction to Global Studies 5

(SS, D) Introduction to contemporary global issues, drawing on the integrated knowledge and methodologies of multiple disciplines. Topics include population growth, food and water insecurities, environmental impacts, patterns of consumption, the fate of indigenous peoples, global health, and civic activism.

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

## GS 185

### Introduction to Latin America 5

(H) Introduction to the cultures and societies of Latin America, including selected countries' arts, customs, languages, literature, film, music, peoples and traditions.

Prerequisites: Required: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101. Recommended: Completion of ENGL& 101 with a grade of C or higher. Concurrent enrollment with a Spanish language course.

## GS 186D

### Pacific Island Cultures 5

(SS) Critical analysis of the issues facing the cultures of the Pacific Islands (Anglonesia, Micronesia, Melanesia, and Polynesia). (Formerly ANTH& 227D)

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

## GRAPHIC ARTS

Graphic Arts courses emphasize the communication of ideas through the use of image and typography. Students may pursue a three course endorsement, a one year certificate or an Associate in Fine Arts degree. Industry-standard software is used in all courses. In addition to the Student Core Learning Outcomes, Graphic Arts courses support the Associate in Fine Arts Degree Outcomes: critique work, relate work to other disciplines in the arts, describe and interpret their own and other's work, demonstrate proficiency in the use of tools, techniques, and processes, create a body of work, integrate knowledge with understanding of the context of artistic work, and describe educational and/or professional objectives.

Faculty Advisor:

G. Kammer 425-388-9439 gkammer@everettcc.edu

## GRAPH 100

### Introduction to the Digital Studio 3

Introduction to the digital studio environment and the tools, terms, and techniques of visual imagery and design. Includes the Macintosh operating system and related equipment such as printers, scanners, and back-up media. General overview of the technology available in the digital studio with focus on the primary software programs used. Required for students in the Visual Communications program.

## 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. Focus on 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: GRAPH 100 or instructor permission.

## 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 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 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 110 with a grade of C or higher or instructor permission.

**GRAPH 120****History of Graphic Design**

5

(TE) 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. Focus on developing 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 permission.

**GRAPH 195****Foundation Portfolio Review**

2

Portfolio review of student's work upon successful completion of program core curricula courses. Student works individually with an assigned program instructor in evaluating their submitted portfolio to determine their readiness for advanced level courses leading to an AFA degree.

Prerequisites: ART 110, GRAPH 110, GRAPH 113, GRAPH 120, and PHOTO 110 or instructor permission.

**GRAPH 201****Graphic Design I**

5

Introduction to design and production for print media. Emphasizes fundamental principles and creative process of graphic design. Basics of document construction, typesetting, spot color, image scanning and formats for print, preflight and packaging of files. Use of illustration software to produce basic level projects.

Prerequisites: GRAPH 110.

**GRAPH 202****Graphic Design II**

5

Intermediate level course focused on communication of ideas and information to audiences through graphic design. Emphasis on advanced multiple-page document construction and typographic style palettes, use of multiple spot colors, production concepts, and preparing files for print.

Prerequisites: GRAPH 201 with grade of C or higher.

**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 110 with a grade of C or higher or instructor permission.

**GRAPH 231****Typography**

5

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.

**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.

Prerequisites: Instructor 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 201 or instructor permission.

**GRAPH 252****Publication Design II**

5

Fundamentals of print and multimedia production processes for the annual art and literary publication, Vibrations Magazine. Topics include digital pre-press methods of scanning and image preparation for offset press and working directly with a printer through the production process. Emphasis on re-design for internet delivery including animation, multimedia effects, navigation, and links.

Prerequisites: GRAPH 251 or instructor permission.

**GRAPH 261****3D Computer Illustration**

5

Study of 3D modeling utilizing Maya® software. Creating 3D objects from 2D shapes, creating primitives, polygonal modeling lighting, using texture maps, plus simple camera and object animation techniques.

Prerequisites: GRAPH 110 with a grade of C or higher or instructor permission.

**GRAPH 262****3D Computer Illustration II**

5

Advanced techniques in three-dimensional computer illustration. Focus on 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 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 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 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. Focus on the tools and skills needed to create a simple, three-dimensional animation.

Prerequisites: GRAPH 110 with a grade of C or higher or instructor 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 permission.

## GRAPH 295

### Portfolio Development

5

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 SCIENCES

See also Emergency Services.

Health Sciences program offerings include certificate and degree options in Medical Assisting, as well as certificates in Phlebotomy Technician, Healthcare Risk Management and Medical Spanish Interpreter. Additionally, a range of Health Science courses are offered for general interest and/or prerequisites for Nursing, Physical Therapy Assistant, Radiology Technology and other health care professions.

Contact: Health Sciences Office - 425-388-9461

Faculty Advisors:

B. Adolphsen 425-388-9467

eadolphsen@everettcc.edu

K. Pouillon 425-388-9571

kpouillon@everettcc.edu

## Healthcare Risk Management

EvCC's Health Sciences Department offers a 15-credit series in Healthcare Risk Management. The three classes in this program are targeted at clinical and administrative healthcare professionals seeking strategies for reducing errors and establishing practices that will safeguard healthcare workers and their clients. A department certificate will be awarded following successful completion of the coursework.

See HLTH 206, HLTH 207, and HLTH 208.

## Medical Assisting

The Everett Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 727-210-2350.

This program offers a path to a nationally accredited certificate to students who prepare as a multi-skilled professional working under the supervision of a physician or other licensed health care provider. 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. Students earn a Certificate in Medical Assisting and have the option to earn an Associate in Technical Arts (ATA) degree. (Approved by the State of Washington Higher Education Board.)

In addition to the Student Core Learning Outcomes, medical assisting courses also support the Associate in Technical Arts - Medical Assistant Student Learning Outcomes:

1. Act as an effective member of the health care team:

Students will value medical assisting as a profession; value and maintain ethical, legal, and professional standards of practice within the scope of medical assisting; value caring as an approach to effective medical assisting; value self-awareness, critical thinking and judgment; communicate and collaborate effectively with the health care team, and use technology and resources in an appropriate manner.

2. Act as an effective provider of care:

Students will provide care to the patient as a total person; analyze data to identify problems, provide culturally sensitive patient care; communicate in a culturally sensitive, therapeutic manner; provide safe, effective, therapeutic health care; evaluate care as provided and strive for continuous improvement.

Program length: Certificate - 78 credits ATA - 90 credits

See Health Sciences course listings.

## Medical Interpreter - Spanish

EvCC's Health Sciences Department offers a ten-credit series in Medical Interpreting for Spanish focused on the linguistic skills required of medical interpreters to successfully perform their interpreting duties in a medical setting. Native-like fluency in both languages is required. A department certificate will be awarded following successful completion of the coursework.

See HLTH 100 and HLTH 160.

## Phlebotomy Technician

This ten-credit course provides students with the phlebotomy skills necessary to work in the healthcare field as Phlebotomy Technicians. Upon successful completion of didactic and clinical externship training, the successful student is eligible to sit for the national certification exam for Phlebotomy (PBT) sponsored by the American Society for Clinical Pathologists (ASCP). Coursework includes a certificate of seven-hour HIV/AIDS training. Program prerequisites include ENGL 098 or ENGL& 101, HLTH 100 and HLTH 102.

See HLTH 220.

**HLTH 080****HIV/AIDS Training .7**

Satisfies the mandatory seven-hour HIV/AIDS educational requirement of the State of Washington for health care professionals. Topics include transmission, disease process, and current treatment options for HIV/AIDS. Testing and counseling guidelines and requirements are also discussed. Additionally, legal, ethical and psychosocial issues are addressed.

**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.

Prerequisites: Eligibility for ENGL 098.

**HLTH 102****Applied A & P 5**

Emphasizes the relationship between the structures of the human body, related functions, and clinical applications in both healthy and unhealthy states. Concepts of homeostasis will be explored, along with the consequences to the human body when homeostasis is disrupted. Familiarity with medical terminology is desired. No prior knowledge of biology or chemistry is required.

Prerequisites: Successful completion of ENGL& 101 with a grade of C or higher.

**HLTH 103****Fundamentals in Health Care Delivery 3**

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.

Prerequisites: Eligibility for ENGL 098.

**HLTH 104****Critical Inquiry in Healthcare 3**

Offers a systems perspective to provide students with opportunities for analysis, synthesis, and application of critical inquiry, reflective thinking and decision making within healthcare.

**HLTH 106****Administrative Skills - Office Management 5**

Covers general medical office management, including medical records management, mail processing, scheduling appointments, managing the physician's professional schedule, developing office policies and procedures, and providing information to patients related to community resources and health education.

Prerequisites: Successful completion of ENGL& 101, MATH 120 and HLTH 100, all with grade of C or higher.

**HLTH 107****Administrative Skills - Computer Applications 3**

Provides the student with opportunity to practice computer applications as they apply to the medical office. The student will use the fundamental writing skills to format letters, memos, and reports. Additionally, the student will demonstrate correct proofreading skills, will learn use of additional office equipment, including fax machines and multi-line phones, and will use correct medical charting methods to document medical information accurately and concisely.

Prerequisites: Successful completion of ENGL& 101, MATH 120 and HLTH 100, all with grade of C or higher.

**HLTH 108****Administrative Skills - Practice Finances 4**

Covers all aspects of medical practice finances, including bookkeeping systems, third-party billing, coding systems, accounting and banking procedures, and employee payroll. Students will gain knowledge and skills related to managing medical practice finances and will have practical experience using computer software to perform the management functions integral to an ambulatory care facility.

Prerequisites: Successful completion of ENGL& 101, MATH 120 and HLTH 100, all with grade of C or higher.

**HLTH 130****Disease and Pathology 5**

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.

Prerequisites: Successful completion of HLTH 102 with grade of C or higher.

**HLTH 140****Emergency Care Procedures 3**

Focus is on emergency care education, the ability to perform patient assessments, treat life-threatening conditions. Identifying the need for emergency preparedness, by performing and developing various emergency, environmental, and disaster plans. CPR/AED & First Aid cards will be awarded after successful completion of the course.

**HLTH 141****Industrial Safety 3**

Reviews key elements and requirements of a safety and health management program in today's manufacturing environment. This is part of a sequence of courses designed to help a student achieve a two-year ATA degree in Advanced Manufacturing Technology.

Prerequisites: ENGL 098 or equivalent or instructor permission.

**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.

Prerequisites: Successful completion of ENGL& 101 with grade of C or higher.



## **HLTH 160**

### **Medical Interpreting – Spanish**

5

Provides a framework for understanding the role of the professional Spanish/English medical interpreter which includes medical interpreting standards of practice, ethics, and cultural advocacy. Skill development includes a range of interpreting tasks as well as medical vocabulary, phraseology, and expressions necessary to interpret the most common medical signs, symptoms, and treatment-related terminology used during patient-provider interactions.

Prerequisites: Completion of HLTH 100 with grade of C or higher or concurrent enrollment. Native-like fluency in Spanish and English will be evaluated by the instructor the first week of class.

## **HLTH 190**

### **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 permission required to repeat course.

Prerequisites: Successful completion of ENGL& 101; MATH 120; and HLTH 102 and 130; all with grade of C or higher.

## **HLTH 191**

### **Clinical Skills – Surgical**

4

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 permission required to repeat course.

Prerequisites: Successful completion of ENGL& 101; MATH 120; and HLTH 102 and 130; all with grade of C or higher.

## **HLTH 192**

### **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 permission required to repeat course.

Prerequisites: Successful completion of ENGL& 101; MATH 120; and HLTH 102 and 130; all with grade of C or higher.

## **HLTH 202**

### **Advanced A&P**

5

Gross human anatomy as it applies to physical therapy. Muscle, tendon, ligament, and nerve innervation of the trunk and upper extremity, head, neck, and lower extremity. Structural identification and function of the spine, heart, lungs, abdominopelvic organs, circulatory and sensory systems. Neuroanatomy of the nervous system, emphasizing structure and functional relationships. Relates the structural relationships of the central and peripheral nervous systems to brain dysfunction and pathology.

Prerequisites: HLTH 102.

## **HLTH 205**

### **Medical Law and Ethics**

4

Designed to incorporate the principles of critical thinking, the 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, medical malpractice, and risk management. Examination of current bioethical issues and their impact on the practice of medicine.

Prerequisites: Successful completion of ENGL& 101 with grade of C or higher.

## **HLTH 206**

### **Introduction to Healthcare Risk Management**

5

Introduction to the concept of risk management in the healthcare setting, including a historical perspective on the development of healthcare risk management, the role of a risk manager, and compliance with federal and local agencies in various healthcare settings.

Prerequisites: Completion of or concurrent enrollment in ENGL 098 or above.

## **HLTH 207**

### **Law, Healthcare, and Patient Safety**

5

Overview of applicable federal, state and local health and safety laws relevant to the practice of healthcare risk management and patient safety, including occupational and environmental risk exposures, accident prevention, and emergency management.

Prerequisites: Completion of or concurrent enrollment in ENGL 098 or above.

## **HLTH 208**

### **Healthcare Risk Management and Liability**

5

Overview of the principles of malpractice and liability insurance, the conduct of malpractice litigation, and the settlement of malpractice claims. This course will provide students with information on accurate documentation in the medical record and an introduction to the emerging liabilities facing healthcare organizations.

Prerequisites: Completion of or concurrent enrollment in ENGL 098 or above.

## **HLTH 210**

### **Principles of Pharmacology**

3

Addresses the forms and classifications of medications, drug actions and uses, the effects of drugs on the body systems and possible side effects of medications. Important aspects of patient safety, pharmacodynamics and medication reactions are studied. Evaluates and addresses issues in educating patients, including age, gender, disease processes and psychosocial and cultural influences. Emphasis on the fifty most commonly prescribed drugs.

Prerequisites: Successful completion of ENGL& 101, MATH 120 and HLTH 130, all with grade of C or higher.

## **HLTH 211**

### **Medication Administration**

5

Emphasizes the methods and procedures used for calculating, preparing and administering medications to patients across the lifespan. Addresses safety regulations and procedures as well as the legal and administrative responsibilities involved in prescribing, dispensing and administering medications. Instructor permission required to repeat this course.

Prerequisites: Instructor permission.

## **HLTH 212**

### **Principles of Phlebotomy**

3

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 permission required to repeat course.

Prerequisites: Instructor permission.

### HLTH 220 Phlebotomy Technician Training Program 7

Preparation for national certification exam sponsored by American Society for Clinical Pathologists (ASCP). Designed for those with no prior knowledge of phlebotomy techniques and procedures. Includes advanced anatomy and physiology of blood and circulatory system, phlebotomy skills, quality assurance, and medical laboratory information. All procedures meet standards for phlebotomy training developed by the Clinical Laboratory Standards Institute. Includes 120-hour clinical externship at area hospitals or clinics as arranged by instructor.

Prerequisites: 18 years of age; high school diploma or GED. ENGL 098 or ENGL& 101, HLTH 100, HLTH 102. Adequate physical ability; adequate manual dexterity. Current immunizations for externship eligibility. Current CPR for Healthcare Provider card. Proof of medical insurance.

### HLTH 251 Medical Assisting Clinical Externship 6

Provides students a safe, supervised clinical work experience, in an outpatient ambulatory setting, in which to apply didactic theories. The externship experience provides students an opportunity to put into practice their administrative and clinical skills, to foster professional growth and self-confidence in the role of a medical assistant. Students are also provided an opportunity to discuss professional concerns, events, and activities that pertain to medical assisting. Weekly seminar topics will be chosen. 160 clinical hours. Instructor permission required to repeat course.

Prerequisites: Instructor permission.

## HISTORY

The study of history provides context and better prepares a person to understand the current state of affairs in our world. Studying history teaches an individual to critically think and analyze complex situations. These skills are invaluable in the world of today. One does not need to be a history major to benefit from taking an array of history courses while pursuing a transfer degree into another discipline. The study of history will enable a student to engage life and the professional world with a depth of understanding and ability.

#### Faculty Advisors:

T. Gaskin	425-388-9374	tgaskin@everettcc.edu
J. Ripper	425-388-9171	jripper@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 103D World Civilization 5

(H, SS, D) General introduction to world history, emphasizing understanding and respect for diverse cultures and tracing the broad themes of historical change from a variety of perspectives, including social organization, art, literature, and spiritual values. Follow the appearance and evolution of the major religious traditions of the world, witness the construction, decay, and collapse of major civilizations, and inquire about the meaning of life in the company of the great teachers of the past, including Confucius, the Buddha, Socrates, Ibn Khaldun, St. Thomas Aquinas, and many others.

### 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& 146 US History I 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. (Formerly HIST 151)

### HIST& 147 US History II 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. (Formerly HIST 152)

### HIST& 148 US History III 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. (Formerly HIST 153)

### 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 210 The Vietnam War 5

(H, SS) A survey of the history of the war in Vietnam from 1945 to 1975 and the conflict's postwar impact on Vietnam and the United States.

### HIST& 214 Pacific Northwest History 5

(H, SS) Topics covered include Indian culture, exploration, economic expansion, racial problems, reform movements, labor organizations, political institutions and urban development. (Formerly HIST 232)

## HUMAN DEVELOPMENT

Human Development courses are designed to support students' success in their educational, career and personal development. Human Development courses can be applied toward most transfer degrees as List B: Applied Electives.

Contact: Counseling, Advising and Career Center, third floor Parks Building, 425-388-9264.

#### Faculty Advisors:

B. Kuwada	425-388-9269	bkuwada@everettcc.edu
E. Martin	425-388-9268	emartin@everettcc.edu
G. Myers	425-388-9266	gmyers@everettcc.edu
D. Skinner	425-388-9178	dskinner@everettcc.edu
C. Sullivan	425-388-9267	csullivan@everettcc.edu

**H DEV 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.

**H DEV 105**  
**Overcoming Math Anxiety** 2

Helps students confront math anxiety and develop coping strategies in order to be more successful in mathematics courses.

**H DEV 110**  
**Career and 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.

**H DEV 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.

**H DEV 150**  
**Transfer Success** 1-2

Examination of the essential skills and the information needed for preparation to transfer to a four-year university or college. Activities focus on self-assessment in exploring a college major and strategies necessary to transfer. Specific topics will include academic planning and choosing a major, selecting a college, financial aid and scholarship opportunities, networking, the admission process, deadline dates, writing personal statements and other related topics.

**H DEV 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.

**H DEV 156**  
**Stress Management** 2

Helps 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.

**H DEV 160**  
**Life Transitions** 2

Foundation of theory and skills for individuals experiencing life transitions. Includes theories of adult development, change and resilience. Introduces skills for managing stress, coping with changes in identity, developing new goals and mobilizing individual and community resources.

**H DEV 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.

**H DEV 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.

**H DEV 183**  
**Anger Management** 2

Addresses ways 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. (425-339-3810)

**Faculty Advisors:**

B. Kuwada	425-388-9269	bkuwada@everettcc.edu
E. Martin	425-388-9268	emartin@everettcc.edu
G. Myers	425-388-9266	gmyers@everettcc.edu
D. Skinner	425-388-9178	dskinner@everettcc.edu
C. Sullivan	425-388-9267	csullivan@everettcc.edu

**HUMS 101**  
**Introduction to Human Services** 3

(TE) Survey of the historical and theoretical perspectives of human services. Includes investigation of contemporary issues and discussions of career and educational opportunities.

**HUMS 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.

Prerequisites: Instructor permission.

## HUMANITIES

The Humanities include disciplines that ask questions about meaning, value, and significance and use interpretive, non-quantitative methodologies to probe and express the human condition.

Interdisciplinary study in the Humanities provides you with an arena for the integration of learning, focusing the smorgasbord of general education courses into a more coherent and integrated foundation for your later academic endeavors and preparing you for a future that demands breadth as well as depth of preparation. Students wishing to complete a Humanities emphasis for their Associate in Arts and Sciences Option II degree should obtain a copy of the Humanities curriculum guide.

**Faculty Advisors:**

K. Craft	425-388-9395	kcrafft@everettcc.edu
S. Lepper	425-388-9445	slepper@everettcc.edu
L. Smith	425-388-9420	lsmith@everettcc.edu
M. VanQuickenborne	425-388-9385	mvanquickenborne@everettcc.edu
J. Walker	425-388-9411	jwalker@everettcc.edu

**HUM& 101**  
**Introduction to Humanities** 5

(H) Interdisciplinary introduction to the Humanities as they raise questions of meaning, value and significance, and probe, transmit and critique the experiences of humanity. Also explores the Humanities as a primary vehicle of cultural memory. The Humanities are those disciplines, such as history, art, music, philosophy and literature, that employ interpretive, non-quantitative methodologies to express the human condition in all of its diversity. (Formerly HUMN 101)

**HUM 110D****Introduction to American Cultural Studies 5**

(H, SS, D) An interdisciplinary introduction to American Cultural Studies as an analysis of issues, concepts and theories of the Americanization process and American cultural values. Topics such as race, ethnicity, social class, privilege, gender and religious beliefs are explored through history, literature, sociology, art and communication. (Formerly HUMN 110D)

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

**HUM 125****Negotiating Nature 3 or 5**

(H) Investigation of the concepts of nature and wilderness in America through the lens of those disciplines, such as history, art, music, philosophy and literature, that employ interpretive, non-quantitative methodologies to probe and express the human condition. (Formerly HUMN 125)

**HUM 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. (Formerly HUMN 150D)

**HUM 160D****Introduction to 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.

Prerequisites: Completion of ENGL 098 or eligibility for ENGL& 101.

**HUM 166D****Germany in Transition - Toward a Multi-Ethnic Civilization 5**

(H, D) Survey of past and modern German cultures, concentrating on major periods in literature, language, politics, art, architecture, religion, film and music. Humanities 166D focuses on the increasingly multi-ethnic population of Germany, its position and future in the European Union and its relationship to the Global community. (Formerly HUMN 166D)

**HUM 170****Berlin--City of the Future 5**

(H) Interdisciplinary course focusing on Berlin's historical significance, its role in politics, literature, language, art, film, music and its future position as a vibrant metropolis of the European Union.

Prerequisites: Completion of ENGL 098 or eligibility for ENGL& 101.

**HUM 175****Introduction to Italian History and Culture 5**

(H) Survey of modern Italy, beginning with its unification, Il Risorgimento in 1860, through the country's evolution from a ravaged, post-war agrarian society into one of the leading industrialized countries in the Western World. Other topics will include Italian fascism, Mussolini, political structure, separation of church and state, economic recovery, social transformation in the 1950s and 1960s, terrorism, organized crime, Italy's low birth rate and aging population, and recent waves of immigration. Overview of Italy's historical, cultural, political, and social characteristics.

Prerequisites: Completion of ENGL 098 or eligibility for ENGL& 101.

**HUM 182****Service Learning 1-2**

Allows students to explore the expression of the Humanities in our community, combining the opportunity of volunteerism with academic applications. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community as students get involved in such activities as working with local organizations to promote the humanities or planning on-campus Humanities-oriented conferences. May be repeated up to six credits. (Formerly HUMN 182)

Prerequisites: Instructor permission.

**HUM 184****Humanities Showcase 1-2**

(H-P) Allows students to showcase their creative work in the Humanities at an EvCC Humanities conference/festival. May be repeated up to six credits. (Formerly HUM 184)

Prerequisites: Instructor permission.

**HUM 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. (Formerly HUMN 210)

**HUM 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. (Formerly HUMN 247D)

**HUM 248****Women, Religion and Society 5**

(H) Survey of the roles, beliefs, attitudes and practices related to women's spiritual lives in the major world religions and several of the indigenous traditions. Also offered as SOC 248. Credit may not be earned in both HUM 248 and SOC 248. (Formerly HUMN 248)

Prerequisites: SOC& 101, ANTH& 206D or HUM 247D strongly recommended.

## INFORMATION LITERACY

Information Literacy courses focus on development of students' ability to recognize when information is needed, and to locate, evaluate, effectively use and communicate information in its various formats. These courses support the following Student Core Learning Outcomes: utilize information literacy skills.

**Faculty Advisors:**

J. Goodhope	425-388-9348	jgoodhope@everettcc.edu
D. Rash	425-388-9494	drash@everettcc.edu

**INFO 100****Information Research Skills 3**

Survey of information research techniques to locate and analyze information, develop search strategies and use a variety of information resources including the Internet and other computerized information tools. (Formerly LIBR 100)

**INFO 102****Research in the Information Age 5**

Skills and techniques for locating, evaluating, and applying information resources in the research process. Discussion of related issues including intellectual property, censorship, and freedom of information. (Formerly LIBR 102)



**INFO 110**  
**Information Toolkit** 2  
Develops skills needed to locate, evaluate and use information technology and information sources to carry out discipline specific research. (Formerly LIBR 110)

**INFO 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 CS 115; credit cannot be earned in both CS 115 and INFO 120. (Formerly LIBR 120)

## ITALIAN

See World Languages

## JAPANESE

See World Languages

## JOURNALISM

See also Communication Studies

Understanding mass media and communications has never been more important than in today's interconnected global community. Students who enroll in journalism courses benefit from specialized work in the crafts of writing and editing, and learn the importance of media literacy through an introduction to mass media. These courses support the Student Core Learning Outcomes with particular emphasis on the following: think critically and communicate effectively.

See Communication Studies for the former JOURN 150 classes.

Faculty Advisor:

A. Otanez 425-388-9419 aotanez@everettcc.edu

**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 111**  
**Multimedia Journalism** 5  
(HP) Conventions of Web journalism emphasizing immediacy, interactivity, accuracy and reliability within the context of ethical journalistic practices. Requires a facility with the fundamentals of newsgathering. Effective practice of journalism in the multimedia environment of the Web, including reporting, presenting and evaluating the news.

Prerequisites: Grade C or higher in ENGL 098 or placement in ENGL& 101.

**JOURN 170**  
**College Newspaper** 3  
(TE) Practice of newspaper journalism in production of the student newspaper, The Clipper. Course is offered in sections: A) reporting and editing, B) photography, C) graphic design and D) multimedia. May be repeated up to 18 credits. Students should be concurrently enrolled in ART 210.

Prerequisites: JOURN 101, JOURN 102, GRAPH 201, MULTI 210, or instructor permission.

**JOURN 195**  
**Foundation Portfolio Review** 2  
Portfolio review of student's work upon successful completion of program core curricula courses. Student works individually with an assigned program instructor in evaluating their submitted portfolio to determine their readiness for advanced level courses leading to an AAS (DTA) degree.

Prerequisites: JOURN 101, JOURN 102, JOURN 110 and one quarter of JOURN 170, or instructor 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.

Prerequisites: Instructor 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 by creating social networks; learning communities are a very good option for students new to the college. For more information go to [www.everettcc.edu/lc](http://www.everettcc.edu/lc)

## LIBRARY

See Information Literacy

## MANAGEMENT

See Business and Entrepreneurship

Faculty Advisors:

C. Lewis 425-388-9559 ctlewis@everettcc.edu

## MANUFACTURING TECHNOLOGY/ PRECISION MACHINING

See also Advanced Manufacturing Technology.

Manufacturing Technology provides tracks in Composites, Computer Aided Design, Precision Machining, Welding and Fabrication, and Manufacturing Operations. All of these programs include courses from a variety of disciplines, including manufacturing technology.

### Faculty Advisors:

P. Liaw	425-267-0160	pliaw@everettcc.edu
P. Murphy	425-388-9534	pmurphy@everettcc.edu
R. Osnes	425-388-9383	rosnes@everettcc.edu

### MFG T 100

#### Manufacturing Basics 7.5

Identification of basic hand tools, such as box /open end wrenches, screw drivers, sockets, ratchets, and extensions. Practice installing hardware and using basic power tools such as band saw, drill press and disk sander. Use of personal protection equipment and practice in tool safety. Basic wire stripping, terminal crimping and soldering will also be included. May be repeated one time for credit.

Prerequisites: ESL 030 or placement into ESL 040.

### MFG T 101

#### Manufacturing Organizational Concepts 3

Historical overview of manufacturing organizations and systems, addressing elements contained in a lean manufacturing operation.

Prerequisites: ESL 030 or instructor permission.

### MFG T 106

#### Precision Machining Technology Lab I 3-7

Introduction to precision machining in the shop environment with a focus on basic manual machining techniques. Emphasizes shop safety, following a job plan, and using measurement tools and various cutters to produce machined metal parts. May be repeated two times for credit.

### MFG T 107

#### Precision Machining Theory 5

Introduction to precision machining theory, from basic manual machining up to beginning computer numerical controlled machining. Integrates general machine shop issues such as operating safely, following a job plan, reading blueprints, dealing with hazardous waste, applying shop math, and maintaining quality.

Corequisites: MFG T 106; WFT 095 or equivalent or instructor permission; ENG T 104 or equivalent or instructor permission.

### MFG T 108

#### Precision Machining Technology Lab II 3-7

Introduction to computer numerical controlled (CNC) precision machining in the shop environment with a focus on basic programming and operating techniques. Emphasizes the use of various measurement tools and cutters in a computer controlled environment to produce machined metal parts. May be repeated two times for credit.

Prerequisites: MFG T 106 and MFG T 107.

### MFG T 109

#### Introduction to CNC Machining 5

Introduction to computer numerical controlled (CNC) machining processes. Emphasizes the programming of CNC operating systems most commonly utilized in local machine shops.

Prerequisites: MFG T 106 and MFG T 107 or instructor permission.

### MFG T 110

#### Introduction to Manufacturing 3

Provides a historical overview of manufacturing systems and organizations. Addresses elements contained in a lean manufacturing operation.

Prerequisites: ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher level.

### MFG T 115

#### Total Quality in Manufacturing 5

Introductory course in Total Quality Management, covering concepts of reduced variability, enhanced reliability, and continuous improvement in the manufacturing process as a whole. The notion of leadership commitment is explored.

Prerequisites: ENGL 098 and MATH 075.

### MFG T 116

#### Basics of Supply Chain Management 5

Introductory course for production scheduling and inventory management, including principles and concepts for controlling the flow of materials into, through and out of a manufacturing organization.

Prerequisites: MFG T 110 and MATH 075.

### 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.

Prerequisites: 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.

Prerequisites: 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 permission.

### MFG T 201

#### Detailed Scheduling and Planning 5

Examines the principles and practices of material requirements planning as well as capacity scheduling and planning. Topics include sales forecasting, material procurement and distribution, warehousing, and production scheduling.

Prerequisites: MFG T 116.

### MFG T 202

#### Operations Management 5

Explores the application of systems thinking and concepts like lean manufacturing and TQM to the control and optimization of manufacturing processes.

Prerequisites: MFG T 116.

**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 permission.

**MFG T 225**  
**Statistical Process Control** 5

Focuses on the data acquisition and the statistical analysis procedures used to evaluate and control variation in the manufacturing environment, charting techniques and approaches to applying continuous improvement.

Prerequisites: MFG T 115.

**MFG T 229**  
**Manufacturing Team Project** 5

Capstone course designed to allow students to integrate knowledge they have gained of manufacturing technology and demonstrate this in a collaborative, team-based project in which they design and produce a manufactured good and a final project report.

Prerequisites: Instructor permission. Corequisites: ENGL& 230.

## MATHEMATICS

Mathematics courses provide preparation for applying quantitative skills in vocational/technical, health science/math/engineering, social science/communications, and humanities disciplines. In addition to the Student Core Learning Outcomes, mathematics courses also support program-specific Learning Outcomes: Use analytical reasoning to solve problems, interpret and present mathematical knowledge with clarity and coherence, make connections between mathematics and real-world situations, and draw conclusions using charts/tables/graphs.

**Faculty Advisors:**

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H. Weiss-Green	425-388-9252	hweiss@everettcc.edu

**MATH 060**  
**Professional/Technical Math – Cosmetology** 3

Designed to meet the needs of the cosmetology student. Topics in arithmetic of whole numbers, decimals and fractions, percents, ratios and proportions, and measurement with applications. (Formerly MATH 030)

**MATH 070**  
**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 070 that exceeds five total credits. Not intended for ABE students. MATH 070 is competency based. (Formerly MATH 014)

Prerequisites: Placement in MATH 070 or higher via an assessment test score OR permission of a math instructor.

**MATH 070V**  
**Basic Mathematical Concepts with Applications** 1-5

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 both MATH 070 and MATH 070V that exceeds five total credits. Not intended for ABE students. MATH 070V is competency based. (Formerly MATH 014V)

Prerequisites: Instructor permission.

**MATH 075**  
**Professional/Technical Math - Aviation/Welding/Precision Machining** 5

Designed to meet the needs of the aviation/welding/precision machining student. Topics in arithmetic, algebra, geometry, right triangle trigonometry and applications. (Formerly MATH 031)

Prerequisites: MATH 070 with a C (2.0) or higher OR placement in MATH 080 or higher via an assessment test score OR permission of a math instructor.

**MATH 078**  
**Review of Arithmetic and Algebra** 2

Self-paced review of arithmetic and algebra concepts in a computer-mediated lab setting. Students work with an instructor to complete assignments from other math classes in which they are enrolled, or design an individual plan to include specific skills.

Prerequisites: Permission of a math instructor.

**MATH 080**  
**Preparation for Algebra** 5

Fractions, decimals, percents, order of operations, scientific notation, formulas, signed numbers, exponents, radicals, geometric figures, and applications. (Formerly MATH 017)

Prerequisites: MATH 070 or MATH 070V with a C (2.0) or higher OR placement into MATH 080 via an assessment test score OR permission of a math instructor.

**MATH 081**  
**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. (Formerly MATH 027)

Prerequisites: MATH 080 or MATH 080V with a C (2.0) or higher OR placement in MATH 081 or higher via an assessment test score OR permission of a math instructor.

**MATH 082**  
**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. (Formerly MATH 028)

Prerequisites: MATH 081 or MATH 087 with a C (2.0) or higher OR permission of math instructor.

**MATH 087**  
**Programmed Elementary Algebra I** 5

Review sequence taught in a self-paced environment, designed to help students review or improve their skills in Elementary Algebra I topics. (Formerly MATH 021)

Prerequisites: Permission card from MATH 087 instructor.

### **MATH 088** **Programmed Elementary Algebra II** 5

Review sequence taught in a self-paced environment, designed to help students review or improve their skills in Elementary Algebra II topics. Formerly MATH 022)

Prerequisites: MATH 087 and permission card from MATH 088 instructor.

### **MATH 090** **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. The online version of this class requires on-campus orientation and exams; dates to be scheduled. Out-of-area students can arrange for test proctors. (Formerly MATH 055)

Prerequisites: Placement in MATH 090 or higher via an assessment test score OR permission of a math instructor.

### **MATH 095** **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. (Formerly MATH 059)

Prerequisites: MATH 081, MATH 088, or MATH 090 with a grade of C (2.0) or higher OR placement in MATH 099 or higher via an assessment test score OR permission of a math instructor. Concurrent enrollment in MATH 090 is allowed with instructor permission.

### **MATH 099** **Intermediate Algebra** 5

Polynomials, rational expressions, exponents, radicals, linear and quadratic equations, inequalities, systems of equations, logarithms, distance and midpoint formulas, lines and circles. The online version of this class requires on-campus orientation and exams; dates to be scheduled. Out-of-area students can arrange for test proctors. (Formerly MATH 065)

Prerequisites: MATH 082, MATH 088 or MATH 090 with grade of C (2.0) or higher OR placement into MATH 099 via an assessment score OR permission of a MATH 099 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.

Prerequisites: MATH 082, MATH 088 or MATH 090 with a grade of C (2.0) or higher OR placement into MATH 100 or higher via an assessment test score OR permission of a math instructor.

### **MATH 105** **Trigonometry** 3

Trigonometric ratios and function, solving right and oblique triangles, vectors, circle concepts, graphing trigonometric functions, basic identities, and applications. (Formerly MATH 131)

Prerequisites: MATH 095 or equivalent with a grade of C (2.0) or higher AND MATH 081, MATH 088 or MATH 090 or equivalent with a grade of C (2.0) or higher OR placement in MATH 099 or higher via an assessment test score OR permission of a math instructor.

### **MATH& 107** **Math in Society** 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. (Formerly MATH 137)

Prerequisites: MATH 099 or equivalent with a grade of C (2.0) or higher OR placement in MATH& 107 or higher via an assessment test score OR permission of a math instructor.

### **MATH 120** **Mathematics for Business** 5

For business and other ATA degrees and certificates. Brief review of arithmetic including fractions, decimals and percents. Subsequent topics include invoices and trade discounts, mark-up and mark-down, payroll and payroll taxes, loans and interest computations, installment buying, inventory valuation methods, analysis of financial statements, present value, annuities, sinking funds, and basic statistical measures. Credit may not be duplicated in any of GN BS 120, GN BS 130 or BUS 130.

Prerequisites: MATH 070 or equivalent with a grade of C (2.0) or higher OR placement in MATH 080 or higher via an assessment test score OR permission of a math instructor.

### **MATH 138** **Applied College Algebra** 5

(Q, NS) Equations and inequalities, graphs and functions; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; solving equations and systems of equations; matrices; linear programming and simplex method; mathematics of finance. For students of business, social science or some life sciences. (Not intended for math, science, or engineering majors.) Graphing calculator required.

Prerequisites: MATH 099 or equivalent with a grade of C (2.0) or higher OR placement into MATH 138 OR permission of a math instructor.

### **MATH& 141** **Precalculus I: College Algebra** 5

(Q, NS) A college level algebra course for all students needing general preparation beyond intermediate algebra. The first of a two-course sequence for students intending to take calculus beginning with MATH& 151. Principles of functions and graphs; theory of polynomial equations; graphs of polynomial and rational functions; exponential and logarithmic functions and applications; conics, foci and applications; non-linear systems; determinants and Cramer's Rule. The online version of this class requires on-campus orientation and exams; dates to be scheduled. Out-of-area students can arrange for test proctors. (Formerly MATH 140)

Prerequisites: MATH 099 or equivalent with a grade of C or higher OR placement into MATH& 141 via an assessment test score OR permission of a math instructor.

### **MATH& 142** **Precalculus II: Trigonometry** 5

(Q, NS) A college level trigonometry course. The second course in a two-course sequence for students who intend to take calculus beginning with MATH& 151. Right triangle trigonometry and applications; general angle and real number trigonometry and applications; identities, inverses and trigonometric equations; introduction to polar coordinates and parametric equations; vectors and applications.

Prerequisites: MATH& 141 or equivalent with a grade of C or higher OR placement in MATH& 142 via an assessment test score OR permission of a math instructor.

### **MATH& 144** **Precalculus 1 and 2: Review** 5

(Q, NS) A refresher course in college algebra and trigonometry. Primarily intended for students who plan on taking the calculus sequence beginning with MATH& 151. Analysis of functions. Polynomial, rational, exponential, logarithmic and trigonometric functions with applications. Conic sections. Introduction to vectors. (Formerly MATH 147)

Prerequisites: One year of high school precalculus or college equivalent; or instructor permission.



**MATH& 146**  
**Introduction to 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. (Formerly MATH 281)

Prerequisites: MATH 138 or MATH& 141 with a grade of C (2.0) or higher OR placement in MATH& 146 or higher via an assessment test score OR permission of a math instructor.

**MATH& 148**  
**Business 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& 151. Credit cannot be earned in both MATH& 148 and MATH& 151. The online version of this class requires on-campus orientation and exams; dates to be scheduled. Out-of-area students can arrange for test proctors. (Formerly MATH 142)

Prerequisites: MATH 138 or MATH& 141 with a grade of C (2.0) or higher OR placement in MATH& 148 or higher via an assessment test score OR permission of a math instructor.

**MATH& 151**  
**Calculus 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& 148 and MATH& 151. (Formerly MATH 152)

Prerequisites: MATH& 142 or MATH& 144 or equivalent with a grade of C (2.0) or higher OR placement in MATH& 151 or higher via an assessment test score OR permission of a math instructor.

**MATH& 152**  
**Calculus 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. (Formerly MATH 153)

Prerequisites: MATH& 151 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**MATH& 153**  
**Calculus 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. (Formerly MATH 154)

Prerequisites: MATH& 152 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**MATH& 254**  
**Calculus 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. (Formerly MATH 252)

Prerequisites: MATH& 153 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**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 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**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& 254 or equivalent with a grade of C (2.0) or higher OR concurrent enrollment in MATH& 254 OR permission of a math instructor.

**MEDICAL ASSISTING**

See Health Sciences

**MEDICAL CODING**

The Medical Coding program utilizes state-of-the-art software and text materials used exclusively for the training of medical coders. The program is offered in an online environment, which may be entered at the beginning of any quarter and requires an average of about 35-40 hours of study time per week. The program is self-contained and focuses on providing the training required for the student to obtain an entry-level position as a medical coder. A certificate is awarded upon successful completion of this 36-credit program.

Faculty Advisor:

K. Kneifel

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**MC 100**  
**Introduction to the Coding Profession** 1

Introduction to medical coding profession including technology; professional organizations and opportunities; ICD, CPT, and HCPCS coding systems.

**MC 110**  
**Medical Patient Records** 4

Study of the medical record components, electronic health record, reports, legal issues, and patient document terminology as it relates to reporting medical diagnoses and procedures.

**MC 115**  
**Healthcare Reimbursement** 2

Presents information about healthcare facilities, types of healthcare providers, and physicians' roles in medical billing and coding. Federal legislation and claim information is also presented.

**MC 120**  
**Healthcare Vocabulary** 5

Study of vocabulary used in the healthcare office. Concepts of spelling, looking up words, learning root words, prefixes and suffixes, creating plural medical words, understanding the meanings of words, and differentiating between alike words are taught.

**MC 122**  
**Medical Abbreviation** 1

Study of abbreviations used in the medical field to identify diagnoses, procedure, and locations of where treatment was performed.

### MC 130 Structure and Function of the Human Body I 3

Study of medical terms as they relate to anatomy basics in the musculoskeletal and digestive systems, general body layout, and disease process. Emphasizes identification and location of musculoskeletal and digestive body parts.

### MC 135 Structure and Function of the Human Body II 5

Study of medical terms as they relate to the basics of anatomy and physiology in the digestive, respiratory, reproductive, cardiovascular, endocrine, and nervous systems. Emphasizes disease processes of various body systems and parts.

Prerequisites: MC 120, MC 130 with C or higher.

### MC 140 Basics of Pharmacology 1

Study of drug categories, classifications, routes of administration, and therapeutic effects. Includes toxicology, immune responses, pain management, poisonings and anesthesia.

Prerequisites: MC 120 with C or higher.

### MC 150 Principles of Procedural Coding 5

Prepares students to analyze medical records and accurately assign CPT or HCPCS codes for clinic and hospital visits, medical procedures, and other treatment modalities. Prioritization and determination of level of code assignments are also taught.

Prerequisites: MC 120, MC 130 with C or higher.

### MC 160 Principles of Diagnostic Coding 5

Trains students to use ICD-9-CM to assign correct diagnostic codes.

Prerequisites: MC 120, MC 130 with C or higher.

### MC 180 Medical Coding Practicum 5

Provides practice in reading healthcare scenarios to assign correct procedural and diagnostic codes. Also helps to prepare students for certification testing.

Prerequisites: MC 120, MC 135, MC 160 with C or higher.

## MEDICAL TRANSCRIPTION

The Medical Transcription certificate program includes medical terminology, anatomy, physiology, and human disease processes to provide the basis 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, on-going patient care, and legal documentation. Students will transcribe medical dictation of increasing difficulty while learning shortcuts to increase their productivity. Successful completion of this 42-credit program prepares the student to enter the work force as an entry-level medical transcriptionist.

Faculty Advisor:

P. Stettler 425-388-9247 pstettler@everettcc.edu

### MT 110 Medical Records and the MT 2

Summarizes resources, tools, and references necessary to succeed as a Medical Transcriptionist. Explores the purpose and required content of the various types of medical records used in healthcare facilities including proper formatting and use of medical abbreviations. Physical exam and laboratory data are studied in detail. Requires familiarity with MS Word and ability to touch-type.

### 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.

### 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.

### MT 170 Anatomy, Physiology and Disease Processes for MTs 4

Introduces the medical transcription student to basic human anatomical structures and the various diseases that affect them, including disease entities, diagnoses, and treatments. Also familiarizes students with the major body systems—the digestive, excretory, reproductive, endocrine, respiratory, cardiovascular, nervous, and musculoskeletal systems—and the diseases associated with them. Requires familiarity with MS Word and ability to touch-type.

### MT 190 Pharmacology, Lab Data, Physical Exam 2

Explores common physical exam and laboratory findings and the significance of 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.

### 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.

### 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 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.

Prerequisites: MT 200A.

**MT 210**  
**Editing and Proofreading for MTs** 2

Application of grammar essentials to facilitate reading and understanding of the medical report including ensuring correct sentence structure and subject/verb agreement and utilization of correct punctuation. Emphasizes using the context of the medical reports to distinguish and correct improperly used terms, and identifying and correcting mistakes made by the transcriptionist. Familiarity with MS Word and ability to touch-type.

Prerequisites: MT 140.

**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.

**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. Familiarity with MS Word and ability to touch-type.

Prerequisites: MT 200.

**MT 240A**  
**Intermediate Medical Transcription I** 3

Transcription of prepared medical tapes in a variety of specialties to improve speed, accuracy, and productivity. Focus on 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.

Prerequisites: MT 200 or MT 200A and MT 200B. Corequisites: MT 160.

**MT 240B**  
**Intermediate Medical Transcription II** 3

Transcription of prepared medical tapes in a variety of specialties to improve speed, accuracy, and productivity. Focus on identifying and questioning 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.

Prerequisites: MT 160, MT 240A. Corequisites: MT 180.

**MT 260**  
**Shortcuts/Technology/Employment** 3

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.

**MT 280**  
**Advanced Medical Transcription Practicum** 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. Students continue to improve their ability to interpret the meaning of the transcribed medical report. Emphasis is placed on responsibility and reliability through weekly deadlines and a practicum model utilizing a formal confidentiality agreement and weekly timeliness logs. Requires familiarity with MS Word and ability to touch-type.

Prerequisites: MT 200, MT 240.

**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.

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.

Prerequisites: MT 280A. Corequisites: MT 220, MT 260.

**MT 290**  
**Speech Recognition for MTs** 3

Introduces the medical transcription student to speech recognition technology's (SRT) role in the health information management industry, including the history of SRT and how it works. Designed to give the student a working understanding of the SRT engine and how MTs and medical editors fit into SRT. Includes SRT practicum. Requires familiarity with MS Word and ability to touch-type.

Prerequisites: MT 200, MT 240, MT 280 or may take MT 280 concurrently.

## MULTIMEDIA WEB SITE DESIGN AND PRODUCTION

Multimedia Web Design courses emphasize skill development in web design, site management, imaging and production of interactive multimedia projects. Students work with clients and agencies and also develop a personal portfolio of their work. In addition to the Student Core Learning Outcomes, Multimedia courses support the Associate in Fine Arts Degree Outcomes: critique work, relate work to other disciplines in the arts, describe and interpret their own and other's work, demonstrate proficiency in the use of tools, techniques, and processes, create a body of work, integrate knowledge with understanding of the context of artistic work, and describe educational and/or professional objectives. Faculty Advisor:

Faculty Advisor:  
G. Kammer 425-388-9439 gkammer@everettcc.edu

**MULTI 195**  
**Foundation Portfolio Review** 2

Portfolio review of student's work upon successful completion of program core curricular courses. Student works individually with an assigned program instructor in evaluating their submitted portfolio to determine their readiness for advanced level courses leading to an ATA degree.

Prerequisites: ART 110, GRAPH 110, GRAPH 113, GRAPH 120, and PHOTO 110 or instructor permission.

**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: MULTI 210 with grade of C or higher or instructor 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 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 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.

Prerequisites: Instructor permission.

**MULTI 295****Portfolio Development** 5

Advanced course designed for students nearing the completion of their Institute work in art, graphic arts, multimedia or 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.

**MUSIC**

Music courses emphasize the development of knowledge and skills in music appreciation, history, theory and performance. The majority of Music courses satisfy the Humanities or Humanities – Performance graduation distribution requirement. For the student interested in a two-year terminal degree, EvCC offers a forty-five credit general program in music. Students wishing to transfer to a four-year institution should talk with an advisor about an appropriate plan of study. These courses support the Student Core Learning Outcomes with particular emphasis on the following: engage and take responsibility as active learners and think critically.

Faculty Advisor:

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**MUSC& 105****Music Appreciation** 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. (Formerly MUSIC 109)

**MUSC 110D****World Music** 5

(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. (Formerly MUSIC 110D)

**MUSC 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. (Formerly MUSIC 115)

**MUSC 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. (Formerly MUSIC 116)

**MUSC 117, 118, 119****Class Piano - Elementary, Intermediate** 2 each

(HP) Class instruction in piano. Open to all students. (Formerly MUSIC 121, 122, 123)

PR: None for MUSC 117; MUSC 117 or examination for MUSC 118; MUSC 118 or examination for MUSC 119.

**MUSC 124****Class Voice I** 3

(HP) Basic principles of good singing and performance. Performance of songs from memory. Open to students at any performance level. May be repeated one time for credit. (Formerly MUSIC 124)

**MUSC 125****Intermediate Class Voice II** 2

(HP) Continued development of singing and performance techniques as introduced in MUSC 124. Emphasizes more advanced repertoire and styles of singing. May be repeated two times for credit. (Formerly MUSIC 125)

Prerequisites: MUSC 124 or instructor permission.



**MUSC 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. (Formerly MUSC 126)

Prerequisites: Instructor permission.

**MUSC 128**

**Class Guitar 2**

(HP) Class instruction in guitar. May be repeated two times for credit. (Formerly MUSC 128)

Prerequisites: Instructor permission.

**MUSC 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. (Formerly MUSC 140)

Prerequisites: MUSC 124 or MUSC 125 or instructor permission by audition.

**MUSC& 141**

**Music Theory I 5**

(H) Introduction to concepts and terminology of music including rhythm, notation, scales, key signatures, tonality, and basic chords. (Formerly MUSC 100)

**MUSC 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. (Formerly MUSC 147)

Prerequisites: Audition for all new instrumentalists.

**MUSC 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. (Formerly MUSC 151-159)

Prerequisites: Written permission from Chair of Music Department.

**MUSC 175**

**Everett Chorale 2**

(HP) Preparation and performance of choral literature. Evenings only. May be repeated up to 12 credits. (Formerly MUSC 175)

Prerequisites: Audition for all new singers.

**MUSC 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. (Formerly MUSC 217)

**MUSC 280, 281, 282**

**Piano Pedagogy 2 each**

Principles of effective studio teaching; survey and evaluation of teaching materials. Offered primarily for piano teachers. (Formerly MUSC 280)

Prerequisites: Instructor permission

**NATURAL SCIENCE**

Natural Science courses provide preparation for science and education disciplines. These courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, natural science courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

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 080 (or equivalent).

**NAT S 105**

**Science of Music 5**

(NS-L) Explores the physical nature of music and musical instruments using hands-on experiments, demonstrations, and discussions. Lays the foundations of the scientific process through the examination of musical sound, and builds on these foundations through individual and group studies of specific families of musical instruments. Suitable for students who are majoring in the arts or who have a personal interest in music.

Prerequisites: MATH 099 or equivalent; ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher.

**NAT S 107**

**Physical Science for Everybody 5**

(NS-L) Hands-on exploration of how motion, energy, and forces affect the way things work. For non-science majors. Highly recommended for elementary education majors.

Prerequisites: ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level; MATH 080 with grade of C or higher or skills assessment at MATH 081 or higher level.

**NAT S 150**

**Science of Weight Loss 5**

(NS-L) Scientific information on weight and exercise physiology. Principles of healthy weight loss. Health risks of obesity. Physiological and environmental factors that influence weight. Critical evaluation of diets. Assessment methods for determining healthy weight. Recommended for those who want to lose or maintain weight sensibly, future health care providers, future high school health and PE teachers, and those interested in health issues.

Prerequisites: ENGL 098 or placement into ENGL& 101 AND MATH 080 (or equivalent) or placement into MATH 081.

## NIPPON BUSINESS INSTITUTE

The Nippon Business Institute (NBI) is an undergraduate international studies program concentrating on the practical aspects of Japan - U.S. business relationships. It offers an Endorsement in US-Japan Intercultural Fundamentals, which provides for the development of awareness, understanding and skills in critical areas such as culture, history, business practices and the Japanese language.

The NBI offers students a short cultural and language immersion opportunity at EvCC's sister college, Aichi Toho University and through a relationship with Temple University in Japan, offers EvCC graduates the opportunity to complete a U.S.-based university degree in Japan.

The NBI program also facilitates a wide array of interactions between local businesses and Japanese companies, as well as between members of our community and their Japanese friends and associates. Faculty Advisor:

Faculty Advisor:  
M. Smith 425-388-9380 msmith@everettcc.edu

## NURSING

The Nursing Program offers a career mobility approach to nursing education by providing a course of study that prepares students for licensure as registered nurses.

The Nursing curriculum includes a strong foundation in communication, biological 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 healthcare settings.

Graduates receive an Associate of Arts and Science degree after which they must satisfactorily complete the NCLEX-RN to become registered nurses. After four quarters of nursing, students may apply for a Certificate in Practical Nursing, after which they must satisfactorily complete the NCLEX-LPN to become licensed practical nurses. License graduates are qualified for employment as entry-level nurses.

Currently licenses LPNs can be accepted as 'advanced placement' students in a program of study that will lead to their eventual ability to be licensed as RNs.

In addition to the College Core Learning Outcomes, nursing courses also support the Associate in Arts and Sciences – Option I – RN Nursing Learning Outcomes:

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, promoting and restoring optimal health;
  - Explore options for care management of complex client situations; and
  - 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. Demonstrate commitment, accountability, integrity, and discretionary judgment in their nursing practice, appropriate to the LPN level of practice.
8. Recognize their role in shaping health care delivery.
9. Formulate a plan for attaining professional goals and beginning the role transition process.

Extensive program information is available at: <http://www.everettcc.edu/programs/health-safety/nursing/>

### 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.nlnac.org](http://www.nlnac.org)

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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 104

#### Critical Thinking in Nursing

2

Focuses on critical thinking and nursing professionalism. Students explore levels of critical thinking, individual assumptions and blocks to critical thinking and evaluate alternatives for problem solving. Individual and group participation activities and review of actual case studies will focus on cognitive and affective skills, therapeutic communication skills, values clarification, cultural value setting, clinical decision-making, and ethical decision-making.

Prerequisites: Acceptance into the Nursing Program.

## **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& 211, BIOL& 231. 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& 232.

## **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 CMST& 210.

## **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.

Prerequisites: Successful completion of four quarters of the Nursing program.

## **NURS 184**

### **Career Mobility for LPNs** 4

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, PSYC& 100 and PSYC& 200, CMST& 210, BIOL& 211, BIOL& 231, BIOL& 232, BIOL& 260, Washington State LPN license. Corequisites: 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 PSYC& 200.

## **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& 260.

## **NURS 230**

### **Nursing Therapeutics VI: Role Transition into Professional Nursing** 12

Addresses aspects of becoming a professional nurse through the exploration of personal values, nursing ethics, legal accountability, power, politics, collective bargaining, and the business of the changing contemporary healthcare system. Includes topics related to personal nursing practice, role transition, stress management, and professional growth and maturation. Identifies and analyzes nursing responsibility and accountability for alleviating suffering, promoting health and facilitating wellness for individuals, families, groups, and communities. 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& 101 or ANTH& 206D.

## **NURSING, CORPORATE AND CONTINUING EDUCATION**

The Nursing Department offers education courses, workshops, and conferences for registered nurses, licensed practical nurses, and other health care personnel as community interest becomes known and as faculty are available. Designed to enhance basic knowledge and enable the participant to remain current with the rapidly growing body of knowledge in the health care field, such offerings vary in length and depth of content. Previous offerings have occurred during both day and evening hours. Contact the Nursing Department for information about current and planned CE offerings (425-388-9463).

### 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 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

Nutrition courses provide preparation for nutrition and other health science disciplines. These courses satisfy the Natural Science (NS) graduation distribution requirement. In addition to the Student Core Learning Outcomes, nutrition courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

Faculty Advisor:

N. Vandenberg 425-388-9455 nvandenberg@everettcc.edu

### NUTR& 101 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. The online version of this class requires on-campus exams; dates to be scheduled. Out-of-area students can arrange test proctors. (Formerly NUTRI 150)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

### NUTR 160 Sports Nutrition 4

(NS) 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. (Formerly NUTRI 160)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level; NUTR& 101 recommended.

### NUTR 170 Nutrition & Disease Prevention 3

(NS) 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. (Formerly NUTRI 170)

Prerequisites: NUTR& 101 or any biology course; MATH 080 or skills assessment at MATH 081 or higher level.

## OCEAN TECHNOLOGY

### OCEAT 111 Ocean Technology 1-5

Conduct ocean sampling using standard oceanographic tools and techniques. Includes techniques for sampling surface and deep water quality, composition, temperature, density, currents, salinity, turbidity, dissolved gases and solids, and plankton; as well as ocean floor sediment and marine life sampling. Determining depth and location. Analysis and interpretation of water and sediment sample data. May be repeated two times for credit.

## OCEANOGRAPHY

Oceanography courses involve studying the origin, composition, structure, and motion of Earth's oceans. Oceanography 101 satisfies the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the College Core Learning Objectives, oceanography courses also support the Associate of Science Degree Learning Objectives: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

Faculty Advisor:

S. Grupp 425-388-9450 sgrupp@everettcc.edu

### OCEA& 101 Introduction to 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. (Formerly OCEAN 101)

Prerequisites: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

## OFFICE SKILLS AND TECHNOLOGY

See Business Technology

## PHILOSOPHY

To study Philosophy is to pursue the truth. It is a discipline which asks "why?" and probes for deeper answers. It requires an open mind and a desire to evaluate argumentation for its reasonableness. Philosophical investigation applies to every other discipline, from art to science, so whatever you plan to major in, Philosophy may be of interest to you. Those with a degree in Philosophy can find rewarding careers in social and community service, research, and communications, and in nonprofit organizations, museums, libraries and communications. A degree in Philosophy is also useful to those who choose to enter the clergy or go into counseling, teaching, law, business or writing.

Faculty Advisor:

M. VanQuickenborne 425-388-9385 mvanquickenborne@everettcc.edu



**PHIL& 101**

**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. (Formerly PHIL 100)

**PHIL& 106**

**Introduction to Logic**

5

(Q, NS) 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. (Formerly PHIL 120)

**PHIL 110**

**Social Ethics**

5

(H, SS) 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) 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 150**

**Philosophy in the Cinema**

5

(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.

Prerequisites: Placement in ENGL& 101 is advised.

**PHIL 215**

**Ethics**

5

(H, SS) 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. Focus is on understanding why individuals differ in their moral judgments, and the tools needed to continue investigations of ethical issues.

**PHIL 267**

**Philosophy of Religion**

5

(H, SS) 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 Sciences

**PHOTOGRAPHY**

Photography courses emphasize skill development in digital photography. Although the primary focus is digital, students also may take coursework in traditional film processes. The program strives to bridge the gap between the academic and the technical as well as the fine art and commercial applications of the medium. In addition to the Student Core Learning

Outcomes, Photography courses support the Associate in Fine Arts Degree Outcomes: critique work, relate work to other disciplines in the arts, describe and interpret their own and other's work, demonstrate proficiency in the use of tools, techniques, and processes, create a body of work, integrate knowledge with understanding of the context of artistic work., and describe educational and/or professional objectives.

**Faculty Advisors:**

E. Felsenthal 425-388-9149 efelsenthal@everettcc.edu  
L. Weller 425-388-9366 lweller@everettcc.edu

**PHOTO 110**

**Photography I: Basic Elements**

5

(HP) Beginning course for students majoring or interested in photography. Technical considerations include digital SLR camera operation (depth of field, motion control, exposure determination), basic Photoshop techniques, image processing and output theory and practice, history of photographic materials and techniques. Aesthetic concerns include traditional design and compositional theory. Group critique sessions offer the opportunity for idea development and interpretation and evaluation of photographic imagery via written and verbal exchange. Required for AFA Photography degree.

**PHOTO 111**

**Photography II: Black and White Imaging**

5

Second course in the Basic Photography series. Digital black and white image production as the basis for intermediate level exposure and output techniques. Technical considerations include: Zone System theory for image pre-visualization and exposure, use of the histogram for exposure evaluation, use of the RAW filter, black and white image processing and printing and basic toning techniques. Aesthetic concerns include traditional design and compositional theory. Course will also introduce the study of critical theory, including description, interpretation and evaluation of photographic imagery via written and verbal discussion.

Prerequisites: PHOTO 110 or instructor permission.

**PHOTO 112**

**Photography III: Creative Explorations**

5

Third course in the Basic Photography series. Experimentation with various alternative digital processes as the basis for the study of the aesthetic, perceptual and technical theories of photography, and the exploration of the creative process. Processes may include: Digital Pinhole, Digital Infrared, Scanograms, Scanner as Camera, Use of Alternative Printing Materials, Hand Coloring and Polaroid Transfer, among other possibilities. Group critique sessions offer the opportunity for idea development, interpretation and evaluation of photographic imagery via written and verbal discussion. May be repeated one time for credit.

Prerequisites: PHOTO 110 and PHOTO 111 or instructor permission.

**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 110 or PHOTO 121 or instructor 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 permission.

**PHOTO 118****Non-Silver Processes****3**

(TE) Applied study of historical photographic processes collectively known as non-silver. Technical application and unique visual characteristic of the process in question. May include Gum Bichromate, Van Dyke, Cynaotype, and Albumen processes.

**PHOTO 121****Traditional Darkroom Processes****5**

(HP) Introduction to wet lab darkroom processes for students interested in traditional photographic methods. Technical considerations include: film camera operation, film theory and development, printing theory and practice, and basic printing techniques. Group critique sessions offer opportunity for discussion of technical and conceptual concerns, via verbal and written exchange.

Prerequisites: PHOTO 110 or instructor 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.

Prerequisites: 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.

Prerequisites: Instructor permission.

**PHOTO 195****Foundation Portfolio Review****2**

Portfolio review of student's work upon successful completion of program core curricula courses. Student works individually with an assigned program instructor in evaluating their submitted portfolio to determine their readiness for advanced level courses leading to an AFA degree.

Prerequisites: ART 110, GRAPH 110, PHOTO 110, PHOTO 111, and PHOTO 230 or instructor permission.

**PHOTO 210****Photography IV: Advanced Color Theory and Practice****5**

(HP) Basic aesthetic, perceptual, and technical theories of color photography. Exploration of digital color photography as a form of creative expression. Techniques for basic and advanced color correction, including RAW capture, histogram interpretation, digital workflow, and multiple channel color correction. Results in a digital slide show of work and a portfolio of images representative of correction skills.

Prerequisites: PHOTO 111 or instructor permission.

**PHOTO 211****Photography V: Advanced Processes****5**

(HP) Image restoration and retouching methods to rebuild and restore photographs with age and condition damage. Advanced masking and image compositing techniques, including acquisition strategies, advanced selection methods with channels, layer masks and paths, and blend modes for correction and creative purposes. Photorealistic and creative compositing will be emphasized.

Prerequisites: PHOTO 210 or instructor permission.

**PHOTO 212****Photography VI: Visual Thesis Project****5**

(HP) Advanced students develop a body of personal work, thematic and sequential in nature. Includes project proposal, print evaluations, advanced printing and presentation methods, and color management strategies. Resultant portfolio of work is publicly exhibited and/or presented.

Prerequisites: PHOTO 211 or instructor permission.

**PHOTO 230****History of Photography****5**

(H) 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 digital camera techniques. Includes diverse concepts in studio lighting, subject and spatial manipulation, statement control, and digital camera capture workflow. Equipment is provided.

Prerequisites: PHOTO 111 or instructor permission.

**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 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.

Prerequisites: Instructor permission.

## PHOTO 295

### Portfolio Development

5

(HP) 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, HEALTH AND WELLNESS

The physical education, health and wellness program provides students with the opportunity and knowledge to establish and maintain a healthy lifestyle through physical activity. A wide variety of activity and theory classes are available each quarter. Activity 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.

Faculty Advisor:

S. Grigsby

425-388-9321

sgrigsby@everettcc.edu

### Fitness Activities

#### PEHW 100

##### Beginning Yoga

1-2

(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.

#### PEHW 101

##### Intermediate Yoga

1-2

(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. May be repeated two times for credit.

Prerequisites: Previous experience or completion of PEHW 100, or instructor permission.

#### PEHW 102

##### Tai Chi

1

(TE) Classical Chinese exercise. It is effortless, rhythmic art stressing slow breathing and relaxed postures and absolute calmness of mind. It promotes health and inner tranquility. May be repeated two times for credit.

#### PEHW 103

##### Beginning Karate

1-2

(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.

#### PEHW 104

##### Intermediate Karate

1-2

(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 PEHW 103 or instructor permission.

#### PEHW 105

##### Advanced Karate

1-2

(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 PEHW 104 or instructor permission.

#### PEHW 108

##### Cardiovascular Exercise Therapy

1-2

(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.

#### PEHW 110

##### International Folk Dance

1-2

(TE) Physical and mental exercise while participating in a variety of international 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.

#### PEHW 111

##### Kick Boxing Aerobics

1-2

(TE) 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.

#### PEHW 113

##### Bench Step Aerobics

1-2

(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.

#### PEHW 116

##### Low Impact Aerobics

1-2

(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.

#### PEHW 120

##### Circuit Fitness

1-2

(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.

#### PEHW 121

##### Walk, Jog, Run

1-2

(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.

#### PEHW 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.

**PEHW 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.

**PEHW 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.

Prerequisites: PEHW 125.

**PEHW 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

**PEHW 140**  
**Bowling** 1-2  
 (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.

**PEHW 141**  
**Beginning Tennis** 1-2  
 (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.

**PEHW 142**  
**Intermediate Tennis** 1-2  
 (TE) Continued development and practice of strokes, serves, and strategy. More emphasis on competitive play. May be repeated two times for credit.  
 Prerequisites: PEHW 141 or instructor permission.

**PEHW 144**  
**Court Games** 1-2  
 (TE) Fundamental techniques, terminology, rules, history, etiquette, and strategies of tennis, badminton, and pickleball. May be repeated two times for credit.

**PEHW 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.

**PEHW 148**  
**Volleyball** 1-2  
 (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.

**PEHW 149**  
**Basketball** 1-2  
 (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.

**PEHW 150**  
**Indoor Soccer** 1  
 (TE) Rules, skills, and strategies for indoor participation. May be repeated two times for credit.

**PEHW 151**  
**Softball** 1-2  
 (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

**PEHW 160**  
**Varsity Volleyball** 2  
 (TE) Conditioning, skills, rules, and strategy for competitive intercollegiate volleyball play. May be repeated two times for credit.

Prerequisites: Instructor permission. Corequisites: Enrollment in Intercollegiate Volleyball.

**PEHW 161**  
**Varsity Soccer** 2  
 (TE) Conditioning, skills, rules, and strategy for competitive intercollegiate soccer play. May be repeated two times for credit.

Prerequisites: Instructor permission. Corequisites: Enrollment in Intercollegiate Soccer.

**PEHW 162**  
**Varsity Cross-Country** 2  
 (TE) Conditioning, skills, rules and strategies for running competitive, intercollegiate cross-country. May be repeated two times for credit.

Prerequisites: Instructor permission. Corequisites: Enrollment in Intercollegiate Cross-Country.

**PEHW 163**  
**Varsity Basketball** 2  
 (TE) Conditioning, skills, rules, and strategy for competitive intercollegiate basketball play. May be repeated two times for credit.

Prerequisites: Instructor permission. Corequisites: Enrollment in Intercollegiate Basketball.

**PEHW 164**  
**Varsity Softball** 2  
 (TE) Conditioning, skills, rules, and strategy for competitive intercollegiate softball play. May be repeated two times for credit.

Prerequisites: Instructor permission. Corequisites: Enrollment in Intercollegiate Softball.

**PEHW 165**  
**Varsity Baseball** 2  
 (TE) Conditioning, skills, rules and strategies for playing competitive, intercollegiate baseball. May be repeated two times for credit.

Prerequisites: Instructor permission. Corequisites: Enrollment in Intercollegiate Baseball.



**PEHW 166**  
**Varsity Track and Field** 2  
(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate Track and Field competition. May be repeated two times for credit.  
Prerequisites: Instructor permission.

## General Physical Education Courses

**PEHW 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. Successful completion of course may lead to American Red Cross "Emergency Response" and "CPR for the Professional Rescuer" certifications.

**PEHW 203**  
**Lifetime Health and Wellness** 5  
(TE) Dimensions of wellness, principles of and training for health-related fitness, the relationship of lifestyle habits to chronic disease, basic nutrition, stress management, and wellness for life.  
Prerequisites: Recommend completion of ENGL 098 and/or eligibility for ENGL& 101.

**PEHW 204**  
**Nutrition Survival** 5  
(TE) (Health eating, cooking, and exercise for busy people. The basics of good nutrition, and how nutrition and fitness impact health and chronic disease risk. Shopping healthfully and cheaply, food label reading, basic cooking skills for easy and healthy meals, eating out, information on dietary supplements, evaluating media information on nutrition, starting an exercise plan.

**PEHW 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.

**PEHW 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.

**PEHW 207**  
**Elementary Physical Education** 3  
(TE) Indoor and outdoor activities, sports, games, and fitness for children. Focus on 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.

**PEHW 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.

**PEHW 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.

**PEHW 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.

**PEHW 235**  
**Consumer Health** 5  
(TE) Identify reliable sources of health information; differentiate between legitimate and fraudulent nutrition, exercise, weight loss, and health product claims; select appropriate health-care providers, products, and services.

## PHYSICAL SCIENCE

See Atmospheric Science, Geology and Oceanography .

## PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant (PTA) program is a joint program between Everett Community College and Lake Washington Technical College (LWTC). The program is a 90-credit course of study leading to an Associate Degree. Upon successful completion of the program, students will be eligible to take the PTA licensing examination offered by the State of Washington. Program prerequisites include CMST& 210, ENGL& 101, HLTH 100, HLTH 102, MATH& 107 and PSYC& 100.

Contact Lake Washington Technical College:  
Molly Vershuyl, Program Director 425-739-8223  
[molly.vershuyl@lwtc.edu](mailto:molly.vershuyl@lwtc.edu)

## PHYSICS

Physics courses provide preparation for science, math, pre-medicine and engineering disciplines. These courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, physics courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

Faculty Advisor:  
A. Vanture 425-388-9556 [avanture@everettcc.edu](mailto:avanture@everettcc.edu)  
K. Washburn 425-388-9431 [kwashburn@everettcc.edu](mailto:kwashburn@everettcc.edu)

**PHYS 102**  
**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. (Formerly PHYS 101)  
Prerequisites: MATH 099 or equivalent, ENGL 098 with a grade of C or higher or eligibility for ENGL& 101.

**PHYS 130****Fabrication Skills and Safety** 1

Designed to introduce students to the tools used in woodworking and metal fabrication, instruct students in proper use of these tools and safety protocols associated with the tools and a shop in general. This course is a prerequisite for use of tools in the physics/engineering shop and 3-D arts studio. Credit cannot be earned in both PHYS 130 and ART 130.

**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& 121****General Physics I** 5

(NS-L) Motion, force, momentum and energy are studied. (Formerly PHYS 117)

Prerequisites: ENGL 098 with a C or higher, MATH 138 or MATH& 142 or MATH& 144 or equivalent; or concurrent enrollment in MATH 138 or MATH& 142.

**PHYS& 122****General Physics II** 5

(NS-L) Continuation of PHYS& 121. Periodic motion, mechanical waves and thermodynamics are studied. (Formerly PHYS 118)

Prerequisites: PHYS& 121, and MATH 138 or MATH& 142 or MATH& 144 of equivalent.

**PHYS& 123****General Physics III** 5

(NS-L) Continuation of PHYS& 121. Electromagnetism and light are studied. (Formerly PHYS 119)

Prerequisites: PHYS& 121.

**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& 221****Engineering Physics I** 4

(NS-L) Mechanics. First quarter of one-year sequence (PHYS& 221-223) in classical and modern physics for engineering majors and most science majors planning to transfer. (Formerly PHYS 121)

Prerequisites: Grade of C or higher in PHYS& 121, MATH& 151; ENGL 098 with grade of C or higher or placement in ENGL& 101. Corequisites: PHYS& 231 or instructor permission.

**PHYS& 222****Engineering Physics II** 4

(NS-L) Continuation of PHYS& 221. Mechanics and thermodynamics. (Formerly PHYS 122)

Prerequisites: PHYS& 221, MATH& 152. Corequisites: PHYS& 232 or instructor permission.

**PHYS& 223****Engineering Physics III** 4

(NS-L) Continuation of PHYS& 222. Electromagnetism. (Formerly PHYS 123)

Prerequisites: PHYS& 222 and MATH& 153. Corequisites: PHYS& 233 or instructor permission.

**PHYS& 231****Engineering Physics I Laboratory** 1.5

(NS-L) Offered concurrently with PHYS& 221. Three hours weekly. (Formerly PHYS 131)

Corequisites: PHYS& 221 or instructor permission.

**PHYS& 232****Engineering Physics II Laboratory** 1.5

(NS-L) Offered concurrently with PHYS& 222. (Formerly PHYS 132)

Corequisites: PHYS& 222 or instructor permission.

**PHYS& 233****Engineering Physics III Laboratory** 1.5

(NS-L) Offered concurrently with PHYS& 223. (Formerly PHYS 133)

Prerequisites: PHYS 130. Corequisites: PHYS& 223 or instructor permission.

**POLITICAL SCIENCE**

Political science involves the critical study of governing institutions, interest groups, mass media, law, and public policy options with special emphasis on the importance of democratic citizen participation in the following courses: American Government, Introduction to Politics, International Relations, and Politics of Diversity. All political science courses can be counted towards either social science distribution credits or as elective credits. Those who earn a degree in political science can pursue a wide variety of careers both in the public and private sectors.

**Faculty Advisors:**

S. Horn	425-388-9394	shorn@everettcc.edu
M. Riordan	425-388-9384	mriordan@everettcc.edu

**POLS& 101****Introduction to Political Science** 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? (Formerly POL S 101)

**POLS 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. (Formerly POL S 182)

Prerequisites: Instructor permission.

**POLS& 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. (Formerly POL S 200)

Prerequisites: Sophomore standing recommended.

**POLS& 202**

**American Government**

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. (Formerly POL S 201)

**POLS& 203**

**International Relations**

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. (Formerly POL S 203)

**POLS& 204**

**Comparative Government**

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. (Formerly POL S 202)

**POLS 205**

**State and Local Politics**

5

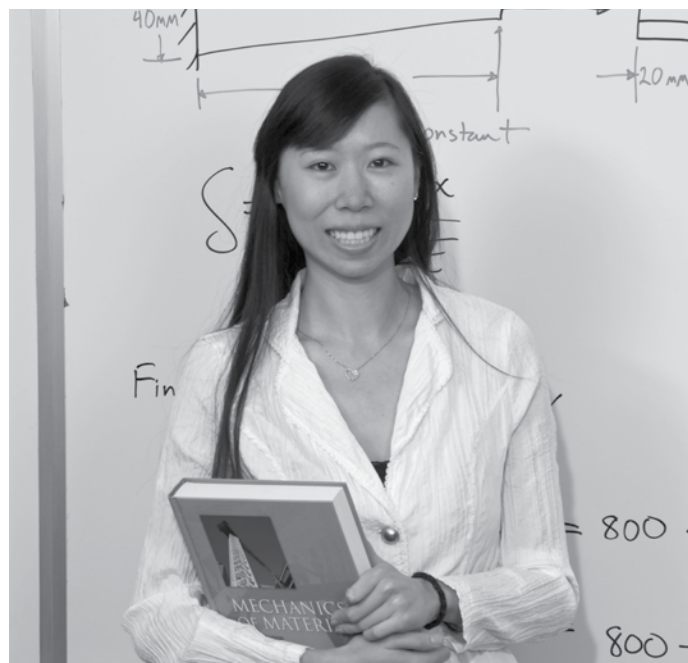
(SS) Introductory analysis of the process by which policy is made at the subnational level in the United States. Theory of federalism; principles and practices of American federalism; varieties of state environments and experience; political cultures and constitutions; state governments, local governments and their relationship; problems and policies at state and local levels. (Formerly POL S 205)

**POLS 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 studies of groups exemplifying these strategies; future prospects for success of these strategies. (Formerly POL S 210D)



**PRECISION MACHINING**

See Manufacturing Technology / Precision Machining

The Precision Machining program offers a certificate or ATA degree to students seeking entry into or career advancement in careers such as computer controlled machining or project management. The overall program is designed for maximum flexibility, and may be pursued on a full-time or part-time basis.

Faculty Advisors:

T. Clemans	425-388-9964	tclemans@everettcc.edu
P. Murphy	425-388-9534	pmurphy@everettcc.edu
R. Osnes	425-388-9383	rosnes@everettcc.edu

**PSYCHOLOGY**

The science of psychology looks at the complexities of individual human behavior. It is a broad spectrum of science which looks at the individual determinants of behaviors through examining social influences, physiological mechanisms, and cognitive development. The science of psychology helps us understand the individual differences in human behavior as well as the richness and complexities of the human experience.

Faculty Advisors:

D. Brown	425-388-9575	dbrown@everettcc.edu
B. Farb	425-388-9386	bfarb@everettcc.edu
K. Hamaoui	425-388-9164	khamaoui@everettcc.edu
D. Smith	425-388-9176	dsmith@everettcc.edu
C. Veldink	425-388-9444	cveldink@everettcc.edu

**PSYC& 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. (Formerly PSYCH 100)

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

**PSYC 150**

**Psychology and Sociology in the Cinema**

5

(SS) 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. (Formerly PSYCH 150)

Prerequisites: PSYC& 100 or SOC& 101 or equivalent or concurrent enrollment in one of these classes. Completion of ENGL 098 with a grade of C or higher, or eligibility for ENGL& 101, or instructor permission.

**PSYC 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. (Formerly PSYCH 182)

Prerequisites: Instructor permission.

**PSYC 205**  
**Introduction to Personality** 5  
 (SS) Examination of theoretical approaches to personality, major philosophical positions, experimental methods, and data used in evaluating various personality theories. (Formerly PSYCH 205)

Prerequisites: PSYC& 100 with C or higher, or SOC& 101 with C or higher, or instructor permission. Completion of ENGL 098 with C or higher, or eligibility for ENGL& 101, or instructor permission.

**PSYC 209**  
**Research Methods in the Social Sciences** 5  
 (SS) Overview of the scientific method as used in the social sciences. Major topics include the principles of empirical science, hypothesis generation and testing, research design, data analysis and interpretation, the dissemination of scientific knowledge, and ethical issues in research. Credit cannot be earned in both PSYC 209 and SOC 209. (Formerly PSYCH 209)

Prerequisites: Any 100-level Social Sciences course with a grade of C or higher; and ENGL 098 with a grade of C or higher or eligibility for ENGL& 101; and MATH 099 or equivalent with a grade of C or higher, or instructor permission.

**PSYC& 200**  
**Lifespan Psychology** 5  
 (SS) Study of quantitative and qualitative developmental changes that occur throughout the human lifespan. Emphasis on understanding physical, emotional, social and cognitive development. (Formerly PSYCH 203)

Prerequisites: PSYC& 100 with a grade of C or higher or instructor permission. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101, or instructor permission.

**PSYC& 220**  
**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. (Formerly PSYCH 201)

Prerequisites: PSYC& 100 with grade of C or higher or instructor permission. Completion of ENGL 098 with grade of C or higher, or eligibility for ENGL& 101, or instructor permission.

**PSYC 230**  
**Human Cognition, Learning and Motivation** 5  
 (SS) Course aims at establishing enduring links between psychological theory, research, and their classroom applications. The focus of PSYC 230 is on cognitive, motivational, and affective development in children and adolescents. Specifically, this body of knowledge comprises biological, perceptual, cognitive, social, and moral development. Course includes reviews and examinations of contemporary educational trends and their impact on individual learning, the school system, and the community. (Formerly PSYCH 220)

Prerequisites: PSYC& 100 with a grade of C or higher and placement in or completion of ENGL& 101, or instructor permission.

**PSYC 240**  
**Social Psychology** 5  
 (SS) 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 PSYC 240 and SOC 240. (Formerly PSYCH 240)

Prerequisites: PSYC& 100 with a grade of C or higher, or SOC& 101 with a grade of C or higher, or instructor permission. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101, or instructor permission.

**PSYC 256**  
**Special Topics: Psychology Seminar** 3-5  
 Introduction to contemporary or classic psychological topics. Quarter topics will be determined by faculty or student interest/demand. This format allows for interdisciplinary approaches that include the concept of learning communities. 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. (Formerly PSYCH 256)

Prerequisites: Completion of any Social Sciences course at or above 100 with a grade of C or higher, and ENGL& 101, or instructor 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 prerequisite 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. Successful completion results in an Associate in Applied Science degree 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

Faculty Advisor:  
**F. Schwartz** 425-388-9451 [fschwartz@everettcc.edu](mailto:fschwartz@everettcc.edu)

## RUSSIAN

See World Languages

## SCIENCE PROGRAMS

Science courses provide preparation for a wide range of science, math, pre-medicine, health sciences, technology and engineering disciplines. Most of these courses satisfy either the Natural Science (NS) or Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, science courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.

For specific science course offerings, refer to the following catalog headings: Astronomy, Atmospheric Science, Biology, Botany, Chemistry, Engineering, Environmental Studies, Geology, Natural Science, Nutrition, Physics.

Faculty Advisors:

<b>S. Grupp</b>	425-388-9450	<a href="mailto:sgrupp@everettcc.edu">sgrupp@everettcc.edu</a>
<b>J. Hedgpeth</b>	425-388-9482	<a href="mailto:jhedgpeth@everettcc.edu">jhedgpeth@everettcc.edu</a>
<b>M. Kontulis</b>	425-388-9136	<a href="mailto:mkontulis@everettcc.edu">mkontulis@everettcc.edu</a>
<b>R. Kratz</b>	425-388-9503	<a href="mailto:rkratz@everettcc.edu">rkratz@everettcc.edu</a>
<b>P. Pape-Lindstrom</b>	425-388-9480	<a href="mailto:ppape@everettcc.edu">ppape@everettcc.edu</a>
<b>F. Schwartz</b>	425-388-9451	<a href="mailto:fschwartz@everettcc.edu">fschwartz@everettcc.edu</a>
<b>E. Stern</b>	425-388-9424	<a href="mailto:estern@everettcc.edu">estern@everettcc.edu</a>
<b>A. Vanture</b>	425-388-9556	<a href="mailto:avanture@everettcc.edu">avanture@everettcc.edu</a>



## SOCIOLOGY

Sociologists explore how social forces shape our everyday lives. Sociology courses provide the skills and knowledge necessary to better understand both local and global social issues. Sociological knowledge is useful for all citizens, and will be especially valuable for students who are planning careers in fields such as human services, medicine, education, law, and business.

### Faculty Advisors:

<b>B. Farb</b>	<b>425-388-9386</b>	<b><a href="mailto:bfarb@everettcc.edu">bfarb@everettcc.edu</a></b>
<b>M. Riordan</b>	<b>425-388-9384</b>	<b><a href="mailto:mriordan@everettcc.edu">mriordan@everettcc.edu</a></b>
<b>C. Veldink</b>	<b>425-388-9444</b>	<b><a href="mailto:cveldink@everettcc.edu">cveldink@everettcc.edu</a></b>

### SOC& 101

#### Introduction to Sociology 5

(SS) Study of society. General survey of cultural and social systems and their relationship to the lives of individuals. (Formerly SOC 110)

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

### SOC 150

#### Psychology and Sociology in the Cinema 5

(SS) 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 consists of film presentations, class discussion and student written work. Credit may not be earned in both SOC 150 and PSYC 150.

Prerequisites: SOC& 101 or PSYC& 100 or equivalent or concurrent enrollment in one of these classes. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

### 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.

Prerequisites: SOC& 101 strongly recommended. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

### SOC 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. A maximum of six credits may be earned.

Prerequisites: Completion of ENGL 098 with grade of C or higher or eligibility for ENGL& 101 and instructor permission.

### SOC& 201

#### Social Problems 5

(SS) Analysis of structural factors contributing to various social problems. Study of theoretical, historical and practical models to resolve these problems. (Formerly SOC 210)

Prerequisites: SOC& 101 strongly recommended. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

### SOC 209

#### Research Methods in the Social Sciences 5

(SS) This course will provide an overview of the scientific method as used in the social sciences. Major topics include the principles of empirical science, hypothesis generation and testing, research design, data analysis and interpretation, the dissemination of scientific knowledge, and ethical issues in research. Credit cannot be earned in both PSYC 209 and SOC 209.

Prerequisites: Any 100-level Social Sciences course with a grade of C or higher; and ENGL 098 with a grade of C or higher or eligibility for ENGL& 101; and MATH 099 with a C or higher or skills assessment at MATH 100 or higher level or instructor permission.

### 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.

Prerequisites: SOC& 101 strongly recommended. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

### SOC 230

#### Human Ecology 5

(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.

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

### 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.

Prerequisites: SOC& 101 recommended. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

### 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 PSYC 240. Credit may not be earned in both SOC 240 and PSYC 240.

Prerequisites: SOC& 101 or PSYC& 100. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

### SOC 248

#### Women, Religion and Society 5

(SS) Survey of the roles, beliefs, attitudes and practices related to women's spiritual lives in the major world religions and several of the indigenous traditions. Also offered as HUM 248. Credit may not be earned in both HUM 248 and SOC 248.

Prerequisites: SOC& 101, ANTH& 206D or HUM 247D strongly recommended. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

**SOC 255D****Medicine across Cultures** 5

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

Prerequisites: Required: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101. Recommended: Completion of ANTH 116D, ANTH& 206D or SOC& 101. Completion of ENGL& 101 with a grade of C or higher.

**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.

Prerequisites: SOC& 101 strongly recommended. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

**SPANISH**

See World Languages

**SPEECH**

See Communication Studies

**THEATRE**

See Drama

**WELDING AND FABRICATION**

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:**

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**WELD 075****Welding Pre-Employment Skills** 5 to 12

Fundamentals and techniques used in basic MIG and TIG welding in both steel and aluminum materials for students with limited English proficiency. Course is designed to meet the welding competency requirements of participating employers and to develop communication skills that are closely related to job performance.

**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 075.

**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 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 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

Procedures and methods of basic sheet metal fabrication. Students plan and produce projects utilizing blueprint reading, flat pattern layout, use of hand tools and forming machinery. 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**  
**Practical Fabrication and Advanced Welding Techniques** 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 apply the techniques of out-of-position welding where vision and accessibility are limited and work safely in a confined space. May be repeated one time for credit.

Prerequisites: WELD 191 or SMAW experience.

**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.

Prerequisites: Instructor permission.

**WELD 285**  
**Computer Numeric Controlled (CNC) Plasma Cutting** 5

Programming and use of computerized cutting system using AutoCAD. 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.

Prerequisites: Instructor permission.

**WORLD LANGUAGES**

The World Languages Department currently offers transferable courses in the eight different languages listed below to develop the global competencies needed by educated citizens who want to succeed in the 21st century. We also offer short and long-term study abroad programs to Germany, Japan, Mexico, Spain and other countries. For further information, contact the appropriate language advisor.

**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.

**Faculty Advisors:**

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**American Sign Language**

American Sign Language (ASL& 121, 122, 123; 221, 222, 223) may be used to fulfill the foreign language requirement at some colleges and universities. NOTE: These courses do not prepare a person to function in the role of an interpreter.

**ASL& 121, 122, 123**  
**American Sign Language I, II, III** 5 each

(H) Beginning sequence of three courses in American Sign Language (ASL), a visual and gestural language used by Deaf people. These courses are 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 each of these courses is ASL, its constructions, use and value to the Deaf community. These courses will encourage small and large group activities with exposure to Deaf culture. (Formerly ASL 101, 102, 103)

PR: None for ASL& 121; ASL& 121, placement test or instructor permission for ASL& 122; ASL& 122, placement test or instructor permission for ASL& 123.





## 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.

PR: None for ASL 151; ASL 151 or instructor 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.

## ASL& 221, 222, 223

### American Sign Language IV, V, VI

5 each

(H) Continuation of ASL& 121, 122, and 123. Sequence of three courses at the intermediate level focusing on developing ASL fluency. Focus on the ability to narrate events that occurred in the past, make suggestions and requests, talk about life events, describe weekend activities, ask about nationality and family names and narrate family immigration history. (Formerly ASL 201, 202, 203)

Prerequisites: ASL& 123, placement test or instructor permission for ASL& 221; ASL& 221, placement test or instructor permission for ASL& 222; ASL& 222, placement test or instructor permission for ASL& 223.

## Chinese

### CHIN& 121, 122, 123

#### Chinese I, II, III

5 each

(H) Beginning sequence of courses to practice functional elements of Chinese pronunciation and grammar in the context of practical conversational Chinese. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. (Formerly CHIN 101, 102, 103)

PR: None for CHIN& 121; CHIN& 121, placement test or instructor permission for CHIN& 122; CHIN& 122, placement test or instructor permission for CHIN& 123.

## French

### FRCH& 121, 122, 123

#### French I, II, III

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. (Formerly FRCH 101, 102, 103)

PR: None for FRCH& 121; FRCH& 121, placement test or instructor permission for FRCH& 122; FRCH& 122, placement test or instructor permission for FRCH& 123.

### FRCH& 221, 222, 223

#### French IV, V, VI

5 each

(H) Continuation of FRCH& 121, 122 and 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions. (Formerly FRCH 201, 202, 203)

Prerequisites: FRCH& 123, placement test or instructor permission for FRCH& 221; FRCH& 221, placement test or instructor permission for FRCH& 222; FRCH& 222, placement test or instructor permission for FRCH& 223.







## German

### GERM& 121, 122, 123

#### German I, II, III 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. (Formerly GERM 101, 102, 103)

PR: None for GERM& 121; GERM& 121, placement test or instructor permission for GERM& 122; GERM& 122, placement test or instructor permission for GERM& 123.

### 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.

Prerequisites: Instructor permission.

### GERM& 221, 222, 223

#### German IV, V, VI 5 each

(H) Continuation of GERM& 121, 122, and 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions. (Formerly GERM 201, 202, 203)

Prerequisites: GERM& 123, placement test or instructor permission for GERM& 221; GERM& 221, placement test or instructor permission for GERM& 222; GERM& 222, placement test or instructor permission for GERM& 223.

## Italian

### ITAL 121, 122, 123

#### Italian I, II, III 5 each

(H) Beginning sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. (Formerly ITALN 101, 102, 103)

Prerequisites: None for ITAL 121; ITAL 121 or instructor permission for ITAL 122; ITAL 122 or instructor permission for ITAL 123.

## Japanese

### JAPN& 121, 122, 123

#### Japanese I, II, III 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. (Formerly JAPAN 101, 102, 103)

Prerequisites: None for JAPN& 121; JAPN& 121 or instructor permission for JAPN& 122; JAPN& 122 or instructor permission for JAPN& 123.

### JAPN& 221, 222, 223

#### Japanese IV, V, VI 5 each

(H) Continuation of JAPN& 121, 122, and 123. 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. (Formerly JAPAN 201, 202, 203)

Prerequisites: JAPN& 123 or instructor permission for JAPN& 221; JAPN& 221 or instructor permission for JAPN& 222; JAPN& 222 or instructor permission for JAPN& 223.

## Russian

### RUSS& 121, 122, 123

#### Russian I, II, III 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. (Formerly RUSS 101, 102, 103)

Prerequisites: None for RUSS& 121; RUSS& 121, placement test or instructor permission for RUSS& 122; RUSS& 122, placement test or instructor permission for RUSS& 123.

## Spanish

### SPAN 101 A

#### Elementary Spanish I Part A 3

(H) Equivalent to the first half of SPAN& 121. Slower-paced study of 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.

**SPAN 101 B****Elementary Spanish I Part B****2**

(H) Equivalent to the second half of SPAN& 121. Slower-paced study of 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: SPAN 101 A, Spanish placement test or instructor permission.

**SPAN 111, 112, 113****Conversational Spanish I, II, III****2 each**

Beginning sequence of oral communication courses designed to accompany SPAN& 121, 122 and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Concurrent enrollment in SPAN& 121 or SPAN 101 B for SPAN 111; concurrent enrollment in SPAN& 122 for SPAN 112; concurrent enrollment in SPAN& 123 for SPAN 113.

**SPAN& 121, 122, 123****Spanish I, II, III****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. (Formerly SPAN 101, 102, 103)

Prerequisites: None for SPAN& 121; SPAN& 121, placement test or instructor permission for SPAN& 122, SPAN& 122, placement test or instructor permission for SPAN& 123.

**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 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 language skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisites: Instructor permission.

**SPAN& 221, 222, 223****Spanish IV, V, VI****5 each**

(H) Continuation of SPAN& 121, 122, 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions. (Formerly SPAN 201, 202, 203)

Prerequisites: SPAN& 123, placement test or instructor permission for SPAN& 221; SPAN& 221, placement test or instructor permission for SPAN& 222; SPAN& 222, placement test or instructor permission.



Date in parentheses indicates initial year of faculty/administrative service with the College.

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Medical Assisting

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Mathematics

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**Ashlock, Joann (1983)**

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M.Ed., University of Miami  
M.A., Gonzaga University

**Aubrey, Keith (1998)**

English

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Mathematics

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Dean of Health Sciences and Public Safety

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B.S.N., University of Iowa  
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Mathematics

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High School Completion

A.A., College of the Canyons  
B.A., M.Ed., Seattle University

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English

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4<sup>th</sup> and 5<sup>th</sup> Year Diploma, School of the Museum of Fine Arts, Boston  
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Public Services Librarian

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Nursing

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English as a Second Language Certification, Seattle University

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Dean of Business and Workforce Education

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World Languages/Spanish

Lic. Ed., Universidad Católica Andrés Bello  
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Interim Dean of Student Development and Diversity Advocacy

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Adult Education, ESL

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Anthropology

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B.A., B.S., Oregon State University  
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**Colmore, Russell A., Jr. (1997)**

Director, Emergency Services Programs

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Firefighter/Paramedic  
Senior EMT Instructor

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Nursing

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Accounting

B.B.A., University of Portland  
M.S., Colorado State University  
C.P.A.

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English

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M.F.A., University of Washington  
Language Proficiency Certificate, Université de Perpignan

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Basic Skills

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English

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Health Professions

A.N., University of Albuquerque  
B.A., Southern College  
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R.N., State of Washington  
Ed.S., Nova Southeastern University

**Davishahl, Eric (2001)**

Engineering

B.S., University of Colorado  
M.S., University of Washington

**Dieter, Darryl B. (1998)**

Director of Institutional Research

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# Faculty & Administration

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Director, East County Tech Prep  
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 A.A.S., Walla Walla Community College  
 Instructor License, Walla Walla Community College

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Sociology  
 B.A., M.S., M.M.F.T., Ph.D., University of Southern California

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Photography  
 B.A., B.F.A., University of Texas  
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 Ed.D., Oregon State University  
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**Gaskin, Thomas M. (1976)**

History  
 B.A., University of California, Berkeley  
 M.A., University of California, Los Angeles  
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Media Librarian  
 B.A., Mills College  
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 B.A., Humboldt State University  
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Geosciences  
 A.S., Los Angeles Pierce College  
 B.S., California State University, Northridge  
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English; Coordinator of the Writing Center  
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Biology  
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Mathematics  
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 First Class Radiotelephone License with Ship Radar Endorsement, FCC

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Economics  
 B.A., College of Economics and Management, Beijing, China  
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English  
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English  
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Graphic Arts and Web Design  
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<b>A</b>		
Academic Achievement.....	27	
Academic Calendar.....	5, 24	
Academic Progress.....	27	
Academic Regulations.....	24	
Accounting.....	34	
Accreditation.....	6	
Acting - <i>see Drama</i> .....	61	
Add/Drop a class.....	14	
Administration.....	107	
Admission .....	10	
Adult Education.....	7, 35	
Advanced Manufacturing Technology - <i>see Engineering Technology and</i> <i>Manufacturing Technology/</i> <i>Precision Machining</i> .....	39, 65, 82	
Advanced Placement Exams .....	13	
Advising.....	17	
American Sign Language .....	39	
Anthropology .....	39	
Apprenticeship .....	40	
Art .....	41	
Arts at EvCC .....	8	
Associate in Applied Science - Transfer....	32	
Associate in Arts and Sciences.....	29	
Associate in Business.....	31	
Associate in Fine Arts .....	32	
Associate in General Studies .....	32	
Associate of Science.....	31	
Associate in Technical Arts .....	33	
Associate in Technology .....	31	
Astronomy.....	44	
Athletics .....	22, 95	
Atmospheric Science.....	45	
Attendance.....	24	
Auditing .....	24	
Aviation Maintenance .....	45	
<b>B</b>		
Biology.....	46	
Board of Trustees .....	i	
Bookkeeping - <i>see Accounting and Bookkeeping</i> .....	34	
Bookstore .....	22	
Botany.....	48	
Business and Entrepreneurship .....	48	
Business Technology .....	50	
<b>C</b>		
CAD/Drafting - <i>see Engineering Technology</i> .....	65	
Calendar .....	5, 24	
Career Center .....	17	
Career/Life Planning - <i>see Human Development</i> .....	78	
Certificates .....	28	
Change of Schedule .....	14	
Chemistry.....	51	
Chicano Studies .....	52	
Child and Family Education.....	52	
Chinese - <i>see World Languages</i> .....	52, 104	
Clipper, Student Newspaper .....	22, 81	
Clubs.....	22	
College Level Examination Program ...	14	
Common Course Numbers .....	24	
Communication Studies .....	52	
Composites Technology .....	53	
Computer Aided Design (CAD).....	53	
Computer Graphic Design.....	73, 87	
Computer Information Systems.....	54	
Computer Literacy .....	54	
Computer Systems.....	55	
Confidentiality.....	16	
Corporate & Continuing Education .	7, 57	
Corporate & Continuing Education Training Center .....	2	
Cosmetology .....	57	
Counseling, Advising and Career Center.....	17	
Course Challenge.....	25	
Courses .....	34	
Credit System .....	24	
Criminal Justice .....	58	
<b>D</b>		
Definitions .....	inside back cover	
Degrees.....	28	
Developmental Education .....	60	
Directory Information.....	3	
Disability Services, Center for.....	20	
Diversity Courses.....	29	
Diversity and Equity Center .....	19	
Drama.....	61	
Dropping a Class.....	14	
Drug-free Campus Policy.....	23	
Dual Admission.....	33	
<b>E</b>		
Early Childhood Education .....	61	
Early Learning Center .....	22	
Economics.....	63	
Education .....	63	
eLearning .....	7	
Eligibility to Attend.....	10	
Emergency Medical Technician .....	64	
Emergency Services.....	64	
Emergency Messages.....	16	
Employment Referral Center .....	19	
Engineering .....	64	
Engineering Technology.....	65	
English Language and Literature .....	66	
English as a Second Language .....	36	
Enrollment Services .....	10	
Entrepreneurship .....	9, 49	
Entry Skills Assessment .....	10	
Environmental Studies .....	69	
Ethnic Student Clubs .....	22	
<b>F</b>		
Fabrication - <i>see Welding</i> .....	69, 102	
Faculty .....	107	
Family Life Education .....	69	
Fees, Special.....	15	
Film/Cinema.....	69	
Final Examinations .....	24	
Final Grade Reports.....	26	
Financial Aid.....	18	
Fines and Debts.....	16	
Fire Science.....	70	
Food Services .....	23	
Foreign Languages.....	71, 103	
Foreign Study Opportunities .....	8	
Foster Care Services.....	20	
French - <i>see World Languages</i> .....	71, 104	
Full-time status .....	14	
<b>G</b>		
GED .....	35	
Geographic Information Services.....	71	
Geography .....	71	
Geology .....	72	
Geoscience .....	73	
German - <i>see World Languages</i> .....	73, 105	
Getting Started .....	10	
Global Studies.....	73	
Grade Exclusion .....	27	
Grade Point Average.....	27	
Grades .....	26	
Grading System .....	26	
Graduation Requirements.....	27	
Graphic Arts .....	73	
<b>H</b>		
Health Sciences.....	75	
High School Completion .....	7, 38	
High School Partnerships.....	8	
History .....	78	
History of College .....	6	
Honor Roll .....	27	
Human Development.....	78	
Human Services .....	79	
Humanities.....	79	

<b>I</b>			
Incomplete .....	26		
Information Literacy .....	80		
International Students.....	8		
Internships.....	19		
Italian - <i>see World Languages</i> .....	81, 105		
<b>J</b>			
Japanese - <i>see World Languages</i> .....	81, 105		
Job Center - <i>see Student Employment Referral Center</i> .....	19		
Journalism .....	81		
<b>L</b>			
Languages .....	8, 103		
Law Enforcement - <i>see Criminal Justice</i> .....	58		
Legal Office Assistant - <i>see Business Technology</i> .....	50		
Learning Communities .....	8		
Library-Media Center .....	20, 80		
Literature - <i>see English</i> .....	66		
Loans .....	18		
<b>M</b>			
Management - <i>see Business</i> .....	48		
Manufacturing Technology/ Precision Machining .....	82		
Maps .....	2, 3		
Mathematics.....	83		
Mathematics Learning Center .....	21		
Media - <i>see Film/Cinema</i> .....	69		
Medical Assisting - <i>see Health Sciences</i> .....	75		
Medical Coding.....	85		
Medical Office Administration - <i>see Health Sciences</i> .....	75		
Medical Transcription .....	86		
Mentor Program .....	20		
Microcomputer Skills - <i>see Business Technology and Computer Systems</i> .....	50, 54		
Military Training .....	12		
Mission Statement .....	6		
Multimedia Website Design and Production .....	87		
Music .....	88		
<b>N</b>			
Natural Science.....	89		
Nippon Business Institute .....	8, 90		
Non-Resident Tuition.....	14		
Northwest Language Center .....	8		
Nursing .....	90		
Nursing Assistant Certified.....	90		
Nursing, Corporate & Continuing Education .....	91		
Nutrition .....	92		
<b>O</b>			
Ocean Technology.....	92		
Oceanography.....	92		
Ocean Research College Academy .....	9		
Off-Campus sites .....	2, 9		
Office Skills and Technology - <i>see Business Technology</i> .....	50		
Orientation.....	11		
<b>P</b>			
Parking - <i>see Security/Parking</i> .....	23		
Part-time Status.....	14		
Philosophy .....	92		
Phlebotomy - <i>see Health Sciences</i> .....	75		
Photography .....	93		
Physical Education .....	95		
Physical Science - <i>see Astronomy, Atmospheric Science, Geology, or Oceanography</i> .....	44, 72, 92		
Physical Therapist Assistant.....	97		
Physics .....	97		
Plagiarism .....	23		
Political Science .....	98		
Precision Machining.....	99		
President's Message.....	i		
Probation .....	27		
Professional/Technical Programs.....	7		
Psychology.....	99		
<b>Q</b>			
Quarterly Tuition and Fees .....	14		
<b>R</b>			
Radiologic Technology .....	100		
Rainier Learning Center.....	20		
Reciprocity.....	13		
Refund Policy .....	15		
Registration .....	14		
Repeating a Course .....	25		
Residency.....	15		
Right to Know Statement .....	23		
Running Start.....	11		
Russell Day Gallery .....	22		
Russian - <i>see World Languages</i> .....	105		
<b>S</b>			
Scholarships .....	18		
School of Business Design.....	9		
Science Programs .....	100		
Secretarial Studies - <i>see Business Technology</i> .....	50		
Security/Parking.....	23		
Senior Opportunities - <i>see Educational Options section</i> .....	7		
Sociology .....	101		
Software Training - <i>see Computer Systems</i> .....	54		
Spanish - <i>see World Languages</i> .....	105		
Special Admission .....	11		
Speech - <i>see Communication Studies</i> .....	52		
Strategic Initiatives.....	6		
Student Activities .....	21		
Student Committees .....	21		
Student Government.....	21		
Student Handbook .....	22		
Student Identification Card .....	16		
Student Identification Numbers .....	16		
Student Programs Board .....	21		
Student Records .....	16		
Student Retention and Support .....	17		
Student Rights and Responsibilities.....	22		
Students in Service .....	9		
Study Abroad.....	8		
<b>T</b>			
Tech Prep .....	11		
Technology Fee .....	15		
Telecommunications - <i>see Computer Systems</i> .....	54		
Testing - <i>see Entry Skills</i> .....	10		
Theatre - <i>see Drama</i> .....	61		
Tobacco Use Policy .....	23		
Transcripts .....	16		
Transfer .....	33		
Transfer Credits.....	12		
Transfer Evaluation .....	12		
Transfer Programs.....	7		
TRiO - Student Support Services Program .....	19		
Trustees .....	i		
Tuition and Fees .....	14		
Tutoring.....	21		
<b>U</b>			
University Center.....	9		
University Transfer .....	12		
<b>V</b>			
Veterans' Benefits .....	15, 18		
Vibrations, Student Arts Magazine .....	22, 74		
Visually/Hearing-Impaired.....	20		
<b>W</b>			
Waiting Lists.....	14		
Web Design - <i>see Multimedia Production</i> .....	87		
Welding .....	102		
Withdrawal Policy .....	14		
Women's Programs - <i>see Diversity and Equity Center</i> .....	19		
World Languages.....	103		