



2012-2013

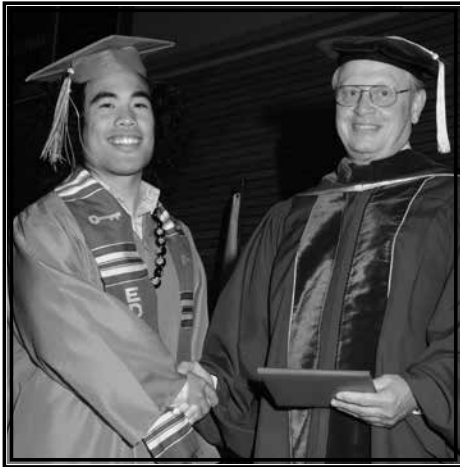
# CATALOG





Office of the President

p 425.388.9202 · f 425.388.9531



## Welcome to Everett Community College!

During the past 70 years, thousands of students have chosen Everett Community College.

Students choose EvCC for many reasons — to prepare to transfer to four-year colleges and universities, earn certificates, experience hands-on learning in professional and technical programs, learn English, finish high school, get ready for a promotion, or to learn just for fun.

Eighty percent of our alumni stay in our community to live and work, such as Everett Police Chief Kathy Atwood, teachers Larry and Jack O'Donnell, businessman Dwayne Lane, former Herald publisher Larry Hanson and many more. Other alumni go farther from home, including internationally known artist Chuck Close, Major League Baseball player Rick Anderson, and journalist William Prochnau.

Many students choose EvCC because of the college's outstanding faculty and staff, who are dedicated to helping you succeed. At EvCC, you'll learn in small classes, with instructors who know your name and care about your future.

EvCC students learn online, at our main campus in Everett or at one of our other locations in Monroe, Marysville, Tulalip, or South Everett. No matter where you start, you'll find many people who are here to welcome you and assist you in reaching your goals.

EvCC's main campus in Everett is also the home of the University Center of North Puget Sound, which offers bachelor's and master's degrees from partner universities. You can earn your four-year degree right here.

We invite you to visit our website at [www.everettcc.edu](http://www.everettcc.edu) and our campus to learn more about the many exciting opportunities that await you.

Best wishes for your success,

Dr. David Beyer  
President

## Everett Community College Board of Trustees



Gigi Burke  
Everett



Gene Chase  
Arlington



Betty Cobbs  
Everett



Janet Kusler  
Snohomish



James Shipman  
Everett

President's Message	2	All College Policies	24	Chinese	53	Multimedia Web Site Design and Production	89
Board of Trustees	2	<b>Academic Regulations</b>	<b>25</b>	Communication Studies	53	Music	90
Contents	3	General	25	Composites Technology	54	Natural Science	91
Maps	4-5	Course Numbering	25	Computer Information Systems	55	Nippon Business Institute	91
Academic Calendar	6	Credit System	25	Computer Literacy	55	Nursing	91
Accreditation	7	Grading System	26	Computer Systems	56	Nursing, Corporate & Continuing Education	94
Core Themes	7	Academic Achievement	27	Corporate & Continuing Education Center	57	Nutrition	94
Core Values	7	Graduation Requirements	28	Cosmetology	57	Ocean Technology	95
Mission Statement	7	Requirements for Certificates/Degrees	28	Criminal Justice	58	Oceanography	95
Strategic Priorities and Goals	7	Certificates	28	Developmental Education	61	Office Skills and Technology	95
Vision Statement	7	Associate Degrees	29	Drama	61	Philosophy	95
Learning Outcomes	7	Associate in Arts and Sciences (AAS)	29	Early Childhood Education	62	Phlebotomy	96
History of the College	8	AAS degree - Option I	31	Economics	63	Photography	96
<b>Educational Options</b>	<b>8</b>	Associate in Business (DTA)	31	Education	63	Physical Education, Health and Wellness	97
University Transfer Programs	8	Associate of Science (AS)	31	Emergency Services (EMT)	64	Physical Science	99
Professional and Technical Programs	8	Associate in Technology (DTA)	32	Engineering	64	Physics	99
Adult Education/High School Completion	8	Associate of Science - Pre-Engineering Technology (DTA/MRP)	32	Engineering Technology	66	Political Science	100
Corporate & Continuing Education	9	Associate in Pre-Nursing (DTA/MRP)	32	English Language and Literature	67	Property Management	101
Senior Opportunities	9	Associate in Applied Science - Transfer	32	Environmental Studies	69	Psychology	101
eLearning	9	Associate in General Studies (AGS)	32	Fire Science	70	Radiologic Technology	102
High School Partnerships	9	Associate in Fine Arts	32	Film/Cinema	70	Russian	103
International Opportunities	9	Associate in Technical Arts (ATA)	33	Foreign Languages and Literature	72	Science Programs	103
The Arts at EvCC	10	Transfer Policy	33	French	72	Sociology	103
Learning Communities	10	The Washington 45	34	Geographic Information Systems	72	Spanish	104
Ocean Research College Academy (ORCA)	10	Transfer Rights and Responsibilities	34	Geography	73	Speech	104
Outlying Centers	10	Dual Admission Programs	34	Geology	73	Technical Design (CAD)	104
University Center of North Puget Sound	10	<b>Courses</b>	<b>35</b>	Geoscience	74	Theatre	104
<b>Enrollment Services</b>	<b>11</b>	Requirement Code Key	35	German	74	Welding and Fabrication	104
Admission	11	Accounting and Bookkeeping	35	Global Studies	74	World Languages	106
Transfer Credit Policies	13	Acting	35	Graphic Arts	75	<b>Faculty and Administration</b>	<b>109</b>
Registration	15	Adult Education/English as a Second Language/High School Completion	35	Health Sciences	77	<b>Index/Definitions</b>	<b>112</b>
Tuition, Fees and Residency	16	Advanced Manufacturing Technology	41	History	79		
Student Records	17	American Sign Language	41	Human Development	80		
<b>Student Support Services</b>	<b>18</b>	Anthropology	41	Human Services	81		
Advising	18	Apprenticeship	43	Humanities	81		
Counseling and Career Services	18	Arabic	43	Information Literacy	83		
Educational Planning Center	19	Art	43	Italian	83		
Student Financial Services/Financial Aid	19	Astronomy	46	Japanese	83		
Veterans' Assistance	20	Atmospheric Science	47	Journalism	83		
Financial Referral Center	20	Aviation Maintenance	47	Law Enforcement	83		
Non-Work Study Employment	20	Biology	48	Learning Communities	83		
Outreach, Diversity and Equity Center	20	Bookkeeping	49	Library	84		
Center for Disability Services	21	Botany	49	Management	84		
Foster Care Scholarships and Services	21	Business	50	Manufacturing Technology/Precision Machining	84		
Library-Media and Learning Services	21	Business Technology	51	Mathematics	84		
Student Activities	22	Chemistry	52	Medical Assisting	87		
Co-curricular/College-related Programs	23	Chicano Studies	53	Medical Coding	87		
The Clipper	23	Child and Family Education	53	Medical Transcription	88		

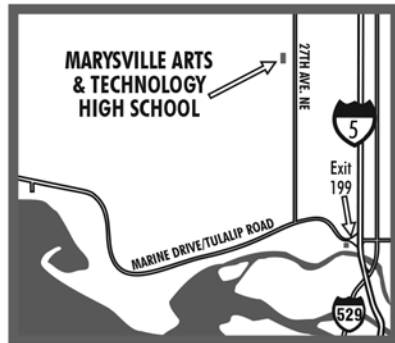
Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its program and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

The Vice President of Instruction and 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)388-9216.

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.

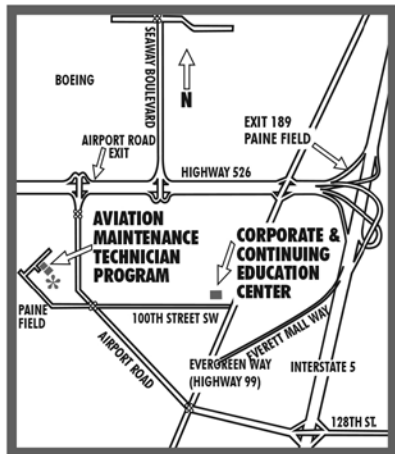


In an effort to promote education throughout the community, Everett Community College offers various college courses at locations away from the main Everett campus. Please check the class listings in this schedule for a complete listing of courses offered at these locations.



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

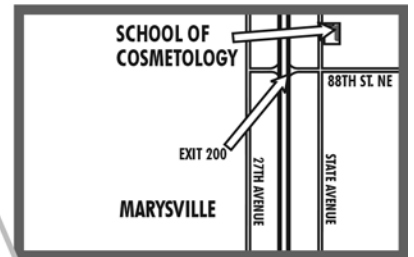
**2** **TULALIP COLLEGE CENTER**  
7707 36th Ave NW, Bldgs C and D  
Tulalip, WA 98271



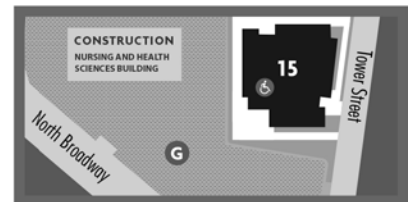
**3** **INTERIM LOCATION FOR THE CORPORATE & CONTINUING EDUCATION CENTER**  
9930 Evergreen Way, Building "Y", Everett, WA 98204  
425-267-0150

**4** **SNO-ISLE TECH SKILLS CENTER**  
9001 Airport Road, Everett, WA 98204  
425-348-2220

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



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



**7** **STUDENT FITNESS CENTER**  
2206 Tower Street, Everett, WA 98201

**8** **SNOHOMISH HIGH SCHOOL**  
1316 5th Street Snohomish, WA 98290  
360-563-4000

**9** **GLACIER PEAK HIGH SCHOOL**  
7410 144th Pl SE  
Snohomish, WA 98296  
360-563-7500



**10** **EAST COUNTY CAMPUS  
MONROE HIGH SCHOOL  
PARK PLACE MIDDLE SCHOOL**  
East County Campus: 14090 Frylands Blvd. SE, Monroe, WA 98272  
Monroe High School: 17001 Tester Road, Monroe, WA 98272  
Park Place Middle School: 1408 W. Main St., Monroe, WA 98272

## Everett Community College Main Campus

2000 Tower Street, Everett, WA 98201-1390 [www.everettcc.edu](http://www.everettcc.edu) Switchboard/Information: 425-388-9100



### QUICK WEB REFERENCE

Admissions Info and Application Process  
 Advising  
 Bookstore  
 Credit Card Payment  
 Consumer Info/Disclosure (HEOA)  
 Curriculum Guides  
 Deadlines  
 Departments and Offices Directory  
 East County/Monroe  
 eLearning  
 Enrollment Services Forms  
 External Credit/Transfer Credit Policies

[www.everettcc.edu/admissions](http://www.everettcc.edu/admissions)  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)  
[www.everettcc.edu/bookstore](http://www.everettcc.edu/bookstore)  
[www.everettcc.edu/creditcardpay](http://www.everettcc.edu/creditcardpay)  
[www.everettcc.edu/heoa](http://www.everettcc.edu/heoa)  
[www.everettcc.edu/cguides](http://www.everettcc.edu/cguides)  
[www.everettcc.edu/deadlines](http://www.everettcc.edu/deadlines)  
[www.everettcc.edu/directory](http://www.everettcc.edu/directory)  
[www.everettcc.edu/eastcounty](http://www.everettcc.edu/eastcounty)  
[www.everettcc.edu/elearning](http://www.everettcc.edu/elearning)  
[www.everettcc.edu/studentforms](http://www.everettcc.edu/studentforms)  
[www.everettcc.edu/transfercredit](http://www.everettcc.edu/transfercredit)

Financial Aid  
 Learning Communities  
 Parents  
 Registration  
 Running Start  
 Student Kiosk  
 Teens in College  
 Testing  
 Tuition  
 University Transfer Information Center  
 Veterans' Office

[www.everettcc.edu/sfs](http://www.everettcc.edu/sfs)  
[www.everettcc.edu/lc](http://www.everettcc.edu/lc)  
[www.everettcc.edu/parents](http://www.everettcc.edu/parents)  
[www.everettcc.edu/register](http://www.everettcc.edu/register)  
[www.everettcc.edu/runningstart](http://www.everettcc.edu/runningstart)  
[www.everettcc.edu/kiosk](http://www.everettcc.edu/kiosk)  
[www.everettcc.edu/teensincollege](http://www.everettcc.edu/teensincollege)  
[www.everettcc.edu/testing](http://www.everettcc.edu/testing)  
[www.everettcc.edu/tuition](http://www.everettcc.edu/tuition)  
[www.everettcc.edu/transfer](http://www.everettcc.edu/transfer)  
[www.everettcc.edu/va](http://www.everettcc.edu/va)

IMPORTANT DATES TO REMEMBER	Summer 2012	Fall 2012	Winter 2013	Spring 2013
Class Schedule due on campus	May 7	August 6 (Pre-Fall May 7)	Nov 2	Feb 15
Deadline for applying to graduate at the end of this quarter	April 6	August 2	Nov 2	Feb 1
Begin early current student registration Current students may register on or after their Registration Access Date and Time	May 14	May 14	Nov 9	Feb 25
Application Deadline to receive PRIORITY new student Registration Access Date and Time	May 14	May 14	Nov 13	Feb 25
Begin early new student PRIORITY registration	May 21	May 21	Nov 19	March 4
Begin open registration for this term. Open to all.	May 25	May 25	Nov 26	March 8
Deadline to pay for early registration this term	5 business days from date of registration	August 15, 5:30pm	5 business days from date of registration	5 business days from date of registration
Registration processing closed, this day only	N/A	August 16	N/A	N/A
Regular registration re-opens for all	N/A	August 20	N/A	N/A
<b>Official first day of the Quarter</b>	July 2	Sept 24	Jan 7	April 1
WAOL classes begin on this date	July 5	Sept 20	Jan 3	March 28
Last day to add without instructor permission. (3 <sup>rd</sup> day of the quarter)	July 5	Sept 26	Jan 9	April 3
100% refund deadline ("5th day") Self-support and non-standard classes have a different deadline. See Class Schedule.	July 10	Sept 28	Jan 11	April 5
Last day to register, or add, or drop a class with no record ("10 <sup>th</sup> day").	July 16	Oct 5	Jan 18	April 12
Deadline to make change to residency for current quarter (30th calendar day)	July 31	Oct 23	Feb 5	April 30
50% refund deadline (20th calendar day) Self-support & non-standard classes may not have a 50% refund, or a different deadline. See Class Schedule.	July 23	Oct 12	Jan 25	April 19
Deferred Tuition re-payment deadline ("20 <sup>th</sup> and 40 <sup>th</sup> day")	July 23 & Aug 9	Oct 12 & Nov 2	Jan 25 & Feb 15	April 19 & May 10
Last day to drop with a W or change to audit (8th week) (Summer 6 <sup>th</sup> week)	August 9	Nov 16	March 1	May 24
<b>Classes end</b>	August 23	Dec 7	March 18	June 7
Final examinations	Last day of class	Dec 10-13	March 19-22	June 10-13
Grades due	August 27	Dec 17	March 25	June 17
Holidays (College closed)	July 4, Sept 3	Nov 12, 22, 23, Dec 24-31	Jan 1, 22, Feb 18	May 27
No Day or Evening Classes	N/A	Nov 21	N/A	N/A
Commencement	N/A	N/A	N/A	June 14

\*Important Dates for future quarters will be available Spring, 2013.

## 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 2010.

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. phone: 404-975-5000, [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.

## Vision

Everett Community College creates a better world one successful student at a time.

## Mission

We educate, equip, and inspire each student to achieve personal and professional goals, contribute to our diverse communities, and thrive in a global society.

## Core Themes

### Access:

We strengthen our communities by providing access to higher education.

### Readiness:

We strengthen our communities through Readiness: Basic Skills and Developmental Education.

### Workforce Education and Training:

Workforce Education and Training educates students to be job ready, technically excellent, culturally literate, ethically grounded, future oriented, and skilled in collaboration.

### Transfer Education:

We prepare students to successfully transfer to and succeed at four-year institutions.

## Core Values

**Promise:** We value, respect, and act on behalf of each student's educational needs and aspirations.

**Purpose:** We embrace the transforming value of learning for ourselves, our students, and our community.

**Progress:** We strive always to innovate, improve and advance.

**People:** We nurture a campus community that is culturally competent and inspired to engage, collaborate, and grow.

**Partners:** We connect constructively with the communities we are here to serve.

**Practice:** We model evidence based decision-making, equity and inclusiveness, stewardship, and sustainability.

## Strategic Priorities and Goals

### Student Success

We will provide guidance and support to improve each student's capacity for college completion, job readiness, and career success.

We measure our success by each student's achievement of educational, personal, and professional goals.

We provide open access to affordable education to all members of our community.

## Community Connections and Partnerships

We listen and respond to community needs.

We build trust and accountability with our local, regional, and global communities through frequent and effective communication.

We actively develop strategic networks and partnerships to advance institutional innovation, strengthen student learning, and drive workforce development and economic vitality for our region.

We collaborate with our K-20 partners to create seamless educational pathways for our students.

We enrich our communities and enhance the quality of community life.

## Cultural Pluralism and Global Readiness

We develop cultural competencies in faculty, staff and students.

We integrate global/cultural connections and awareness in our curriculum and programs.

We develop a pervasive campus culture of respect, advocacy, and engagement for all.

We embrace smaller groups within our campus community and support their unique cultural identities, values and practices.

We prepare students to participate as global citizens and to succeed in a global economy.

## Innovation and Leadership

We infuse innovative learning and state-of-the-art pedagogy--such as an emphasis on critical thinking and collaborative learning--into all course offerings.

Our infrastructure supports innovative instruction, prepares students for technologies of the future, and links education and training to high demand career paths.

We anticipate and respond boldly to opportunities and challenges, and innovate to stay ahead in a competitive environment.

We practice evidence-based decision-making throughout the college.

## Resource Stewardship

We seek financial stability by developing strong and diverse revenue streams.

We invest in our employees.

We invest in physical facilities to enhance the learning environment.

We practice environmental, economic, and social sustainability across the campus.

We are responsible stewards of our limited resources--proactive in fiscal planning and efficient in our practices.

## 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.

### 7. Identify elements of a sustainable society

Students will integrate and apply economic, ecological, and eco-justice concepts into a systems-thinking framework.

## About Everett Community College

Everett Community College educates more than 20,000 students every year at seven learning centers throughout Snohomish County, with most students and faculty at the main campus in north Everett.

Founded in 1941, the college has grown to serve students seeking a wide variety of education options. Students come to EvCC to affordably start their four-year degrees, earn certificates, train for a new job, experience hands-on training in professional and technical programs, learn English, develop basic skills, finish high school, train for a promotion, or to learn just for fun.

The college 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 enroll in Adult Education, English as a Second Language, and General Education Diploma programs.

EvCC faculty and staff work closely with business and industry experts, community leaders and other educational institutions to provide students with relevant, challenging experiences inside and outside of the classroom.

EvCC 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.

In addition to the college's main campus, EvCC offers classes at its East County Campus in Monroe, Aviation Maintenance Technician School at Paine Field, Corporate & Continuing Education Center in south Everett, School of Cosmetology in Marysville, and at several other locations in north and east Snohomish County.

Everett Community College is also the home of the University Center of North Puget Sound. The University Center offers more than 25 bachelor's and master's degree programs at EvCC's north Everett campus. Classes are offered on campus, online, or a combination of the two. Programs are offered by Western Washington University, Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington Bothell, Washington State University, Saint Martin's University and Hope International University.

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 Washington state's governor.

## 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 - Direct Transfer Agreement Degree ("DTA") 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 DTA degree. In fact, for a number of majors it is critically important to complete the lower division preparatory requirements at EvCC.

- ❖ While the DTA 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 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/ccce](http://www.everettcc.edu/ccce)

## 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

eLearning at EvCC offers a variety of online, hybrid and web enhanced courses which provide students who have jobs, a family, or other responsibilities with a more flexible and independent approach to their education. Online, hybrid and web-enhanced courses use ANGEL as the online learning management system. 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 three types of eLearning courses available: Online, Hybrid and Web Enhanced. Online classes require no face-to-face contact between you and your instructor; however a few online courses may require on-campus or proctored exams. Hybrid classes combine traditional face-to-face classroom time with the flexibility of online learning. Web Enhanced classes are face-to-face classes that require the use of ANGEL or other web-based tools. Check the quarterly class schedule for more information.

It is possible to earn the Associate in Arts and Sciences – DTA (the direct transfer degree) or the Associate in General Studies degree online. Courses that apply to these degrees are available each quarter. EvCC also offers online certificate programs in Healthcare Risk Management, Medical Transcription and Medical Coding.

For general information about eLearning opportunities, call 425-388-9367 or 1-866-575-9027, send an email to [elearning@everettcc.edu](mailto:elearning@everettcc.edu) or visit our website at [www.everettcc.edu/elearning](http://www.everettcc.edu/elearning). For more information regarding the online Medical Transcription and Medical Coding program, call 1-888-304-3822, or send an email to [succes@everettcc.edu](mailto:succes@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 Outreach, Diversity and Equity Center and the High School Relations 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", and the Students of Color Career Conference.

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 differ from regular college admission and are described in the next section of this Catalog (see page 12).

## 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, Japan, Spain, and the Dominican Republic are available through EvCC for Study Abroad. Contact the International Education office, 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 International Education 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).

## 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 at the East County Campus in Monroe. Coursework is offered cooperatively at the Tulalip College Center. The quarterly class schedule lists all courses and their locations.

## University Center of North Puget Sound

Earn your bachelor's degree locally! Everett Community College provides leadership in collaborating with other regional colleges and universities to build baccalaureate and graduate degree options for area residents. Most program coursework begins at the junior level. Classes are provided in-person on the EvCC campus, online, and/or through hybrid modes. 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 commuting or the costs of moving. Learn more about the programs offered below at: [www.uceverett.org](http://www.uceverett.org) or phone 425-259-8900. Programs offered on campus unless otherwise specified. Program offerings at the University Center include:

### Western Washington University:

- ❖ Bachelor of Arts in Human Services
- ❖ Bachelor of Arts in Education and Elementary Teacher Certification
- ❖ Bachelor of Arts in Environmental Policy
- ❖ Bachelor of Science in Environmental Science
- ❖ Post-baccalaureate Elementary Teacher Certification
- ❖ Master of Arts in Rehabilitation Counseling
- ❖ Master of Business Administration

### 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

### Eastern Washington University:

- ❖ Master of Social Work (MSW)

### 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)
- ❖ Master of Arts in Management (online)
- ❖ Master in Business Administration (MBA) (online)

## University of Washington – Bothell:

- ❖ Bachelor of Science in Nursing (BSN)

## Washington State University:

- ❖ Mechanical Engineering
- ❖ Business Administration (online)
- ❖ Criminal Justice (online)
- ❖ Human Development (online)
- ❖ Humanities (online)
- ❖ Integrated Communications (pending)
- ❖ Social Sciences (online)

## Embry-Riddle Aeronautical University

- ❖ AS/Bachelor of Aviation Business Administration
- ❖ AS/Bachelor of Science in Aviation Maintenance
- ❖ Associate of Science in Professional Aeronautics
- ❖ Bachelor of Science in Aviation Business Administration
- ❖ Bachelor of Science in Aviation Maintenance
- ❖ Bachelor of Science in Professional Aeronautics
- ❖ Bachelor of Science in Technical Management
- ❖ Master of Aeronautical Science
- ❖ Master of Business Administration in Aviation
- ❖ Master of Science in Management to MBA Aviation
- ❖ Master of Science Technical Management to MBA Aviation
- ❖ Undergraduate Certificate in Aviation Maintenance Technology Part 65
- ❖ Undergraduate Certificate in Aviation Safety
- ❖ Graduate Certificate in Aviation/Aerospace Safety

## ADMISSION

### Getting Started

The Enrollment Services Office provides primary entry services to prospective students. Enrollment Services coordinates application, admission, assessment/testing, orientation, 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” by applying online or completing a paper form for an upcoming term. If the Adjustment to Status is submitted by the Priority Application Deadline for the intended return quarter then the student will receive a Priority New Student Registration Access Date and Time.

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 the Educational Planning Center or at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides).

### Admission Procedures

**Freshmen and Transfers:** Complete the State of Washington Community College Admission form online at [www.everettcc.edu](http://www.everettcc.edu). Click on “Admission and Registration,” then, under “Are you a New Student?” click on “Click here to Apply Now.” 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!

- 1) Submit an application for admission
- 2) Complete placement testing
- 3) Complete mandatory orientation
- 4) Complete advising
- 5) You are ready to register!

### Placement Testing/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 placement test. For regular admission purposes, acceptance into Everett Community College is not based upon the results of placement tests. 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. 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 test. 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 placement test 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: Machining, Welding, Child and Family Education, Fire Science 100, Medical Transcription, and Medical Coding.

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

Placement test 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.

### Mandatory Orientation and Advising

As part of the entry and registration process, orientation and advising are available to newly admitted students. Orientation is mandatory for all new students and some students who have participated in off-campus college-level courses while still in high school. Students should complete orientation online at [www.everettcc.edu/orientation](http://www.everettcc.edu/orientation). Enrollment Services provides a face-to-face orientation for students who do not have Internet access or require other accommodations.

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 Counseling and Career Services and Educational Planning Center for information about advising appointments and/or specific faculty advisor referrals.

All students who began classes at Everett Community College Summer Quarter 2010 or later are required to complete mandatory advising with a faculty advisor prior to registering for their third quarter of classes. Mandatory advising is satisfied when students complete a degree plan with their advisor.

### International Student Admission

Everett Community College welcomes qualified international students. Our international programs staff will answer questions about the application process and provide advising services during enrollment. Applications are accepted for all quarters and there are no deadlines.

To complete the application process, please follow the steps below:

- 1) Submit an international student application available from the International Education 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 at least high school graduation. Students who have not graduated from high school will start in the high school completion program.
- 3) Submit financial documentation demonstrating an ability to pay for the full costs of education and accommodation in the U.S. while a student. Please note, our tuition is lower than the tuition of most universities.

- 4) Submit TOEFL results, if taken. EvCC does not require the TOEFL, but if already taken it is helpful in determining your language level. EvCC requires all students to take an EvCC on-campus placement test at the time of arrival. This test helps an advisor and student select the correct level of courses for the student. Students with low English skills will be placed in intensive English classes during their first term(s).
- 5) Students who are admitted will be asked at the time of their arrival to submit a copy of their personal health and accident insurance policy. Insurance is required in order to register for classes. Students will be required to purchase health insurance if they do not bring one from their home countries.

Everett Community College is authorized under federal law to enroll non-immigrant students. Inquiries should be addressed to: Everett Community College, International Education Office, 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 Beatty-Adams 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 (U3)

The Youth Re-Engagement Program was created to provide educational opportunities with a strong connection to career development 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 (a GED is OK)
- ❖ are between the ages of 16-21 (must be under 21 by Aug 31 of current year to enroll)
- ❖ 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 U3 staff administers

For more information or to sign-up for an information meeting call 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 Coordinator of High School Relations 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 Relations office at 425-388-9073.

### 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. Equivalencies are assessed based on academic level and core learning outcomes. Those determined to not be a clear match are assigned a non-catalog course number (777), to allow credit to be awarded within a specific academic discipline. Other sources of education, such as nationally accredited institutions, prior learning experiences, or tests may be considered on a case-by-case basis; as described in one of the six options below.

Enrolled students who want to use credit previously earned at another college or university toward an EvCC certificate or degree should complete and submit a "Transfer Credit Evaluation Request" form ([www.everettcc.edu/studentforms](http://www.everettcc.edu/studentforms)), along with sealed, official transcripts. Evaluation of transfer credit takes 4-6 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.

### 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. At this time, EvCC does not accept electronic transcript submission (other than from within the Washington State internal system).
- ❖ 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 = 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 (100 and 200-level) coursework (or equivalent) will be considered.

### 1. 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.

### 2. 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/transferrcredit](http://www.everettcc.edu/transferrcredit).

### 3. 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 15. 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 and IB credit may be accepted as general education requirements or "A" list electives. CLEP credit is only accepted as "B" list electives.

### 4. 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 60 ungraded credits may be applied toward the Associate in General Studies. For the associate degrees designated as university transfer, military credit, with the exception of limited Physical Education credit, is applicable only as "B" list electives.

### 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.

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

Credit can only be applied as "B" list electives.

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 an official transcript, as well as a copy

of the catalog or course descriptions. 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 non-transfer degrees/certificates (Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science – Option I). Please be aware that some other colleges and universities may not accept these credits.

## 6. 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. If courses do not transfer as expected, contact the credit evaluator in Enrollment Services about the reciprocity review. The policies and procedures can be found on our website ([www.everettcc.edu/transfercredit](http://www.everettcc.edu/transfercredit)) or in the Enrollment Services Office.

## 7. Credit for Prior Learning Experiences

**EvCC has three forms of Prior Learning Assessment:**

- (1) Course Challenge
- (2) Professional Certificate Review
- (3) Portfolio Evaluation

### Course Challenge – Fee: \$215

Students who have significant learning from training programs or life experience may find it more expedient to consider course challenges. For more information, consult our Credit Evaluators in Enrollment Services. For a full description of the course challenge process, please see Credit by Examination on pg. 27.

### Approved Certificates and Training Programs – Fee: \$35

EvCC have reviewed certain professional programs which are recognized regionally/nationally. These include: Para-professional Education Experience, A&P Licenses, APICS, Fire Fighting Certificates, Dept. of Justice Training Certificates, WA State Criminal Justice Commission, and Emergency Management Training (EMT) Certificates. Clear criteria have been established for assigning credits for these programs, therefore further review/assessment is unnecessary. There is a \$30 fee to transcribe these credits.

For university transfer degrees (DTA): Credit is applicable only as "B" list electives (15 credit maximum).

For EvCC's non-transfer programs (Associate in Technical Arts, Associate in Fine Arts and Associate in Arts and Science – Option I): A maximum of 60 credits may be used to meet program requirements or electives.

For an Associate in General Studies: A maximum of 45 ungraded credits may be applied.

Please be aware that some other colleges and universities may not accept these credits.

Please Note: Other certificates or professional training experiences that occur through company training programs or professional institutes must be reviewed for credit through the Portfolio Review Process.

## Portfolio Review

- Fees: \$100 base fee + \$25 for each credit you wish to pursue, whether awarded or not. (example: 5-credits = \$225 fee)

Through a Portfolio Review, you may be able to receive college credit for knowledge you have gained outside an accredited higher education institution. This can include, but is not limited to, previous experiences as an employee, business owner, information technology or computer specialist, management, manufacturing, apprenticeships, skilled volunteer or hobbyist. These skills may have taught you skills which are comparable or equivalent to credit courses offered at Everett Community College. To have this training/learning reviewed, you must submit any official and/or original training records/certificates, 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. If you do not have official documentation, you will need to work with your assigned faculty to create it in order to meet our accreditation requirements. This can require an extensive writing process, so strong writing skills will be required.

EvCC's evaluation process relies on information that proves your prior learning is comparable to college-level programs. An assigned faculty will complete an assessment of your final, completed portfolio to determine its ability to demonstrate this requirement. Credit is also contingent upon whether the training is able to meet current industry standards.

How credits apply:

For university transfer programs (DTA): Credit is applicable only to the "B" list electives (15 credit maximum).

For all other non-transfer programs (Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science – Option I): A maximum of 45 credits may be applied.

Please be aware that some other colleges and universities may not accept these credits.

To start the Portfolio Review process, contact a Credit Evaluator in Enrollment Services (425-388-9219).

## 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 777	10
Calculus AB	3, 4, or 5	MATH& 151	5
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 and 112	10
History — World	3	HIST 103	5
History — World	4,5	HIST 103 and HIST 777	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& 121 and 123	10
Physics C (Mech)	3, 4, or 5	Physics &221 (no lab credit)	4
Physics C (E&M)	3, 4, or 5	Physics &223 (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	3 or 4	MATH& 146	5

### 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 Exam)	440/50	MATH 777	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 777	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" online by the quarterly application deadline for early new student priority registration.

For some classes, the permission of the instructor is required before registering. Beginning the fourth day 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; standard tuition deadlines apply if this results in an additional tuition charge. Students are responsible for monitoring their waitlist status through the Student Kiosk. 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 guarantee 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 third day of the term, adds for most classes also may be accomplished through our Web registration system. Before the end of the fifth day of the term (or fourth day if the College is operating on a four - ten hour days schedule) 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 – 2012-13 (beginning Fall, 2012)

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	\$ 106.34 per credit	\$159.09 per credit	\$278.34 per credit
11	\$1,115.64	\$1,644.91	\$2,840.65
12	\$1,167.88	\$1,698.92	\$2,897.90
13	\$1,220.12	\$1,752.93	\$2,955.15
14	\$1,272.36	\$1,806.94	\$3,012.40
15	\$1,324.60	\$1,860.95	\$3,069.65
16	\$1,376.84	\$1,914.96	\$3,126.90
17	\$1,429.08	\$1,968.97	\$3,184.15
18	\$1,481.32	\$2,022.98	\$3,241.40
19	\$1,577.58	\$2,162.24	\$3,509.66
20	\$1,673.84	\$2,301.50	\$3,777.92

\*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. Most students in college-credit classes will also be charged a "Campus Enhancement fee" of \$5.00 per credit, up to a maximum of \$50 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, in Parks Student Union, room 318, 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:

- ❖ Residency status conferred at Shoreline, Edmonds, or Cascadia community colleges or at Lake Washington Technical Institute will be honored at Everett Community College.
- ❖ 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 Elsa Haag 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 Registrar 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 Cashiers 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 or the Cashiers Office 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**

If the College is open on Fridays, the 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.) If the College is operating on a four – ten hour days schedule, the 100% refund deadline is at the close of business on the 4th day of the term.

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 425-388-9076 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. Students who wish to be considered for a refund beyond regular deadlines must withdraw from the courses, and submit this petition with supporting information. Petitions are **only** considered from students who submit documentation of a call to *active military duty due to national emergency, or a severe and unexpected illness* which began during the term and precludes an and all activity.

#### **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 and unofficial transcript. 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.

### **Transcripts**

An official transcript is a copy of the student's academic record bearing the College seal, the signature of the Registrar, 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.

EvCC transcripts may be ordered online through the National Student Clearinghouse. The Clearinghouse provides online ordering 24/7 with processing in 5-7 business days. In addition to the convenience of credit card payment, this service provides email notifications as orders are received and processed by Enrollment Services. EvCC encourages students to use the online ordering system. The cost for transcripts from the National Student Clearinghouse is \$5.00 per transcript + \$2.25 processing fee to NSC per address. An additional fee of \$20.00 per address will be charged for second business day processing. The limit is five (5) transcripts per day. Go to the National Student Clearinghouse website [www.nationalstudentclearinghouse.org](http://www.nationalstudentclearinghouse.org).

Persons needing same-day service may come into Enrollment Services to obtain official transcripts. The requestor is responsible for delivering the official transcript(s) to the institution(s) or agency requiring the transcript. Enrollment Services will not mail transcripts requested over the counter. The fee for over-the-counter transcripts is \$5.00 per transcript + \$30.00 processing fee. The limit is five (5) transcripts per day.

To request a transcript by mail, include the name under which you attended, birthday, Student ID, the approximate dates you attended EvCC, the address where you want the transcript sent, your current phone number and your signature. Transcript requests received by mail will be charged the same fees as over-the-counter requests.

Payments may be made by Check or Money Order and must accompany your request. No Credit Card orders will be processed. Requests without the appropriate fees will be returned. Transcripts will be sent directly to the student, agency or institution.

EvCC will not accept transcript requests by fax, email, or by telephone. EvCC encourages students to make transcript requests through the online ordering system.

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 on the Web through the Student Kiosk. Go to [www.everettcc.edu/kiosk](http://www.everettcc.edu/kiosk) and click on the "Unofficial Transcript". You must know your Student ID number and your Personal Identification Number (PIN), see above.

### **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, enrollment status (full-time or part-time), 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, 425-388-9211, 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. The College provides an array of advising opportunities and students are expected to avail themselves of an advisor and to use printed and on-line resources.

Advising is mandatory for all new students. Steps to academic success include: 1) Meet with an Educational Planner prior to first quarter registration, 2) Enroll in a College Success class (HDEV 101) your first quarter, 3) If you are undecided about your program of study/degree, attend a career workshop to help you decide, 4) Establish a relationship with your faculty advisor and continue to get advising. For more information about advising go to [www.everettcc.edu/advising](http://www.everettcc.edu/advising).

Academic, transfer and career advising, and educational planning services are available to all students. Educational Planners are available in the Educational Planning Center for entry advising, interpreting placement test scores and assistance with first quarter registration. Counselors are available in Counseling and Career Services for academic, career and personal counseling. 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 available at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides) for each of the College's programs and help students chart their progress. A complete of advising services is available in the quarterly class schedule.

## COUNSELING AND CAREER SERVICES

Counseling & Career Services assists students in developing and achieving their educational, career, personal/student success goals.

Counselors are available to current students for educational, career, and personal/student success counseling. For more information or to schedule an appointment with a counselor, call 425-388-9263 or visit [www.everettcc.edu/counseling](http://www.everettcc.edu/counseling). We are located on the top floor of the Parks Student Union building.

### COUNSELING AND CAREER SERVICES

#### Educational Counseling:

Services include short-term educational counseling, academic advising, career and educational success workshops, Human Development courses, and assistance with overcoming educational obstacles, choosing a program of study, setting educational goals, and/or transferring to another college or university.

Counselors advise Human Services majors, students on Academic Warning, and students who are undecided about their careers or majors.

#### Career Counseling:

Career counseling is available to current students. Counselors also offer workshops and Human Development courses to help students learn the career-planning process, interpret assessment results, conduct career research, set goals, and learn job search skills.

Free self-directed educational and career exploration software programs are available to current and prospective students. These resources provide information on careers, education and training, wages, and employment outlook.

#### Personal/Student Success Counseling:

Counselors provide short-term counseling, workshops, and Human Development courses to promote student success. Personal counseling may address themes of personal development, school/life balance, stress management, decision-making, loss and grief, conflict management, interpersonal communication skills etc.

#### Crisis Intervention Counseling:

Crisis counseling involves short-term intervention for students suffering from acute distress. Counseling & Career Services' counselors are Licensed Mental Health Counselors.

**Assessment:**

Assessments to help current students identify career interests, personality preferences, and learning styles are available for a small fee. These are provided on an individual basis and, occasionally, in a group format.

**Campus & Community Referral:**

Counselors assist students with referrals to relevant campus and community resources.

**Consultation & Outreach:**

Counselors offer consultation and in-service training to faculty and staff. They participate on campus committees and sponsor/contribute to campus programming about current educational/cultural/wellness issues.

**CAREER SERVICES:**

Students and prospective students can use our self-directed educational and career exploration software programs and other resources for information on careers, future outlook, wages and much more.

**EDUCATIONAL PLANNING CENTER**

The Educational Planners in the Educational Planning Center assist new and returning students in admission processes, program information, degree requirements, test score interpretation, unofficial transcript evaluation, course selection, registration, and graduation procedures. When a student has decided on a program of study, the Educational Planner will assist them in finding an appropriate program faculty advisor.

Educational Planners provide general transfer information 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 processes. Our center also offers regular University Transfer Fairs and schedules University representatives on campus. Visit [www.everettcc.edu/transfer](http://www.everettcc.edu/transfer) for more information.

Educational Planners are available daily on a walk-in basis, including evening availability on certain days. Call 425-388-9339 or visit [www.everettcc.edu/edplanning](http://www.everettcc.edu/edplanning) for more information. We are located on the top floor of the Parks Student Union Building.

**STUDENT FINANCIAL SERVICES/  
FINANCIAL AID**

Everett Community College believes that all individuals should have the opportunity to achieve their educational 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/fa](http://www.everettcc.edu/fa) 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.
- ❖ 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 8 to 12 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.)

Assistance in completing the process is available in the Financial Aid Office. You may apply on-line at <http://www.fafsa.gov>. EvCC's Federal School Code is 003776. Assistance in completing the process is available in the Financial Aid Office.

**Types of Assistance Available**

The College participates in the following federal and state financial aid programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Direct 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 placed on a tuition hold from the Financial Aid Office prior to the tuition payment deadline each quarter. Holds are typically not given if a student does not meet the priority filing deadline for each quarter and other eligibility requirements. For more details, please call the Financial Aid Office.

**Academic Progress**

Financial aid recipients are expected to maintain satisfactory academic progress. Grades are monitored on a quarterly and annual basis, and the student must complete a minimum number of credits with a 2.0 cumulative grade point average. All previously attempted college credits are also evaluated, regardless of whether the student received financial aid. Students may be allowed to attempt 150% of college level credits that are required for their degree. A maximum of 45 credits will be allowed for required development (below 100 level) coursework. A maximum of two (2) programs of study (degree or certificate) may be pursued. However, only one (AS/ASS/ATA/AFA/AGS) degree may be funded. Certificates that apply toward an Everett Community College associate degree will be excluded from the maximum programs of study allowed. For example, if student pursues a Business Technology ATA degree and earns Office Support and Administrative Support certificates as a result of their progress in earning this degree, they may then pursue a Cosmetology certificate since it is unrelated to the Business Tech degree. Students who have earned a bachelor's degree are ineligible for federal grants and must appeal in writing to determine aid eligibility for student loans. Please refer to [www.everettcc.edu/fa](http://www.everettcc.edu/fa) 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. Future aid will be terminated and student must appeal for reinstatement.

**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/fa](http://www.everettcc.edu/fa).

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

## 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).

## FINANCIAL REFERRAL CENTER

The EvCC Financial Referral Center (FRC) was created for students to learn what funding sources might be available to them. A full list of services is available on-line on the college website [www.everettcc.edu/frc](http://www.everettcc.edu/frc)

## Basic Food Employment and Training Program

The Basic Food Employment & Training (BFET) program is a partnership between Everett Community College and the Department of Social and Health Services (DSHS), which offers education and work training opportunities to low income students receiving food stamps through DSHS.

On a funds available basis, the BFET program assists food-stamp-eligible students with childcare referrals, books and some emergency support services while attending Everett Community College. Tuition assistance may also be available for students ineligible for federal financial aid. Students must be in an approved program of study, which includes GED, High School Completion, ESL or vocational certificate programs.

To apply for BFET please call 425-388-9279.

## Worker Retraining

Everett Community College works with the Employment Security Department to provide job training for people who are unemployed or face imminent layoff. Students may qualify for assistance with tuition, fees and books, and continue to receive unemployment benefits while attending one of EvCC's many occupational programs. For information about Worker Retraining, contact 425-388-9278.

## Employment Security

Everett Community College contracts with WorkSource to provide an Employment Security representative to EvCC students. CAT/TB certifications are conducted on site.

## Trade Act

The Trade Adjustment Assistance (TAA) program was created to provide benefits and support to workers who became unemployed due to the impact of international trade. The TAA program seeks to provide U.S. workers who are adversely affected by trade with the

opportunity to obtain the skills, resources, and support they need to become reemployed. An adverse effect includes a job loss or threat of job loss. For information about this program, contact the Financial Referral Center at 425-388-9278.

## 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 Financial Referral Center at 425-388-9278.

## Service Learning

Service Learning is a hands-on/application based teaching method characterized by student participation in organizational service activities that are connected to specific learning outcomes. For more information, call 425-388-9166 or e-mail [ServiceLearning@everettcc.edu](mailto:ServiceLearning@everettcc.edu)

## 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.

## NON-WORK STUDY EMPLOYMENT OPPORTUNITIES

### Employment

Human Resources (HR) offers free assistance to students in locating non-Work Study employment opportunities. These services are available to current and former students, alumni and the community. HR maintains and seeks new employer, agency and organization contacts. Job openings are received daily for both the public and private sector and for local, state and national employers. These jobs are posted in our customized job database. EvCC also co-sponsors Job Fairs on campus. Visit the Job Fair web site at [www.snocojobfair.com](http://www.snocojobfair.com) for more information.

### Internships

The Business and Workforce Education Department 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 BWE in Olympus Hall.

## OUTREACH, DIVERSITY AND EQUITY CENTER

The Outreach, Diversity and Equity Center provides outreach service and academic support to diverse students. Our programs and services are designed to recruit, retain and graduate underserved populations. We provide learning opportunities that engage the campus community and increase cultural competency. The mission of the Outreach, 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. The Outreach, Diversity and Equity Center is located on the third floor of Parks Student Union Building (425) 388-9306 [Diversity@everettcc.edu](mailto:Diversity@everettcc.edu)

## Student Retention and Support Services

Some of the programs and services provided include:

- ❖ Getting Started Information, entry advising & assistance for new, re-entry and prospective students
- ❖ STAR (Students Taking Academic Responsibility) Program
- ❖ Mentor Program
- ❖ Mid-Quarter Academic Assessments
- ❖ Lesbian, Gay, Bisexual, Transgender, Questioning & Allied (LGBTQA) programs & services



- ❖ Safe Zone Program
- ❖ Workshops and conferences
- ❖ Community collaboration
- ❖ Student leadership and development
- ❖ Student ethnic/gender/LGBTQA clubs
- ❖ Support groups
- ❖ Referrals to resources on and off-campus
- ❖ Computers available for homework and research

### Outreach Activities and Programs

Some of the activities and programs provided include:

- ❖ Teacher Education Advancement Program (TEA)
- ❖ College Orientations
- ❖ Elementary, Middle, and High School Visits
- ❖ Community Events/Presentations
- ❖ College/Career Fairs
- ❖ Workshops and conferences
- ❖ Campus Tours

### 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 outreach and/or diversity
- ❖ Collaboration with Instruction to provide faculty resources and training to enhance diversity in instruction, curriculum and pedagogy
- ❖ Funding for trainings, programs, and outreach activities aimed at improving the academic success of students of color and developing diversity allies
- ❖ Lectures and events

### STAR Program

The Students Taking Academic Responsibility (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 Project

The Mentor Project is designed to connect college students with middle and high school students. Mentors serve as positive role models and provide academic, cultural and personal support to help middle and high school students graduate and transition into college. Students are matched with a mentor and are required to meet regularly.

### Student Leadership Development

All student clubs are invited and encouraged to collaborate and participate in the Outreach, Diversity and Equity Center programs and activities. The center works closely with the following clubs:

- ❖ 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 (LGBTQA club)
- ❖ Iwi Pono Student Society (Hawaiian Club)

## 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 the Educational Planning Center and Financial Aid 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 Linda Summers for more information: [lsummers@everettcc.edu](mailto:lsummers@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 57,000 book volumes, over 100 current periodicals and newspapers, and approximately 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. Students may rent netbook computers and graphing calculators for a full quarter of 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 available to help students succeed at any stage of college. The RLC contains the Tutoring Center, Writing Center, and The Bridge Learning Lab, as well as counseling and advising services. The Tutoring Center offers support in a wide range of subjects. In the Writing Center, students can receive assistance with writing assignments from any course in which they are enrolled. Credit bearing classes in study skills, reading, and basic computer skills are available in The Bridge Learning Lab. The RLC is the place to go when students need assistance with class assignments, to learn study skills, improve their reading and writing, or obtain 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 pre-college level reading, writing, or math are encouraged to make full use of the Rainier Learning Center. Friendly, supportive, and knowledgeable faculty and staff provide advising, special workshops, classes, and tutoring - all with the purpose of helping students reach their individual education goals. Peer tutors help throughout the Center. Students may 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 the first floor of Rainier Hall.

### Bridge Learning Lab

Located in Rainier 104 and 108, the Bridge Learning Lab offers academic support through one and two credit classes in Study Skills, Reading, and Basic College Technologies. Supported by in-class faculty, courses include self-paced modules on note taking, test taking, textbook reading, time management, reading comprehension, speed, vocabulary, and basic technology. Strategies for achieving success in college are offered in weekly free workshops. Computer readiness modules are offered to help students become familiar with EvCC computer technology by navigating the EvCC web pages, Angel, and by improving other basic computer skills. These two credit courses are often a perfect complement to two, five-credit courses. The computers in the Bridge Learning Lab are also available to any student during non-class hours.

### 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 assistants work corroboratively 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. The Writing Center offers free drop-in and online tutoring. Instructional software is available for composing, editing, grammar, and punctuation basics. 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 approximately 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 through the Student Legislative Academies (Fall & Spring Quarters).

### Student Programs Board

Students selected for positions on Student Programs Board organize co-educational events, programs and activities for EvCC students that focus on diversity, student success and improving the student experience. These Coordinators plan activities such as, lectures, panel discussions, blood drives, 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 room 203) is a service provided for students by students which offers information/referral, student and staff photo ID, employee ID badges, fax service, 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 Fee Budget Committee, the E-Tech Budget Committee (Student Technology Enhancement Fee), 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
- ❖ The Student 411, a weekly online publication (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 located in the Parks Student Union, Room 209.

## Student Handbook

The student handbook contains information about where to find help and services available to students at the College and in the community as well as the Student Rights and Responsibilities. The handbook is available in the Student Activities Office as well as other Student Services Offices.

## 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 office of the Vice President for Instruction and Student Services and in 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 (APSIU); Triangle Alliance; International Students Club; Movimiento Estudiantil Chicano de Atlan (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. Contact the Director of Student Activities.

## Intercollegiate Athletics & Intramural Activities

A program of intercollegiate athletics is 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 track and field 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, 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 Outreach, Diversity and Equity Center, Center for Disability Services, Counseling, and Career Services, the Early Learning Center, Educational Planning 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. Student Activities also plans the annual EvCC Commencement Ceremony.

The Associated Students, through the E-Tech Budget, supports student technology enhancement on campus which includes the funding of a computer replacement cycle for open labs on campus 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 student leadership job opportunities are available for the upcoming academic year in the ASB. Stop by Student Activities, Parks 209 for a brochure and application.

## 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 GRAPH 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 preschool and childcare for up to 110 children every quarter in a warm, safe, positive environment that is 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 Parks Café in the Parks Student Union from 7:00am to 7:00pm Monday-Thursday and 7:30am to 2:30pm Friday during the quarter, with reduced hours in Summer Quarter. Breakfast, lunch, and dinner 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.

Please visit our website for more information and our weekly menu!

www.everettcc.edu/cafe

### **EvCC Safety, Security, and Emergency Management Office**

Our office manages the College's safety, security, parking, emergency preparedness, community health, alternative transportation concerns. For individuals possessing a current parking permit and parked on campus, we provide motorist assists for flat tires, locked keys in cars, and battery failures.

In an emergency dial 9-1-1; if the situation allows, please call the Security Office's 24-hour emergency number 425-388-9998.

All parking on Campus requires a permit. Staff and student parking permits may be purchased from the Cashier's Office. Two hour visitor parking permits are available at the pay parking machine located on the south side of Parks Student Union building next to the Bike Station. Other pay parking options include an all-day parking permit available from pay parking machines located in Lots J and E or at the Cashier's Office.

Our office is located on the main level near the southeast entrance to the Parks Student Union, Room 224. The office phone number is 425-388-9990. Our normal business hours are 7:30am – 4:30pm, Monday – Friday, excluding holidays. After hours contact with a security officer can be achieved by dialing the 24-hour emergency number 425-388-9998.

## **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**

EvCC is a tobacco-free campus. Smoking, chewing, and electronic cigarettes are prohibited on college property including in any vehicle parked on college property. Smoking is a violation of the Student Conduct Code and subject to fines and/or disciplinary action.

### **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.

### **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 2010-11, the instructional cost per full-time student was \$6,603. A Washington resident, when he/she pays tuition, funds about 42% 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 \$747 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 7 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 one academic year after repeating the course, 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 F) 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 F) 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	F	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. Grade of D- does not meet the requirements for a degree or certificate.

#### F (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 F 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 F 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 F 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.

**E Fail**

Failure to complete minimum standards. This grade is no longer being given as of June 2012.

**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 F. 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 Distinction**

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

4.00: Presidents Distinction 3.60 to 3.99: High Distinction 3.20 to 3.59: Distinction

**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 Instruction and 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 Instruction and 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. The 90 credits may not include any under 100-level High School Completion (HSC) courses. 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 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 and Career Services, the Educational Planning Center and the Enrollment Services Office. Currently, certificates are awarded in:

- ❖ Administrative Support
- ❖ Advanced Manufacturing Technology
  - Aerospace Composite Technician
  - Composites
  - Principles of Precision Machining
  - Technical Design
  - Welding and Fabrication
- ❖ Aviation Maintenance Technology
- ❖ Bookkeeping
- ❖ Business Administration
- ❖ Computer Network Technician
- ❖ Cosmetology
- ❖ Database Management
- ❖ Digital Illustration
- ❖ Early Childhood Education
- ❖ Fire Science
- ❖ Geographic Information Systems
- ❖ Graphic Design
- ❖ Healthcare Risk Management
- ❖ Legal Office Assistant
- ❖ Legal Office Support



- ❖ Medical Administrative Support
- ❖ Medical Assistant
- ❖ Medical Billing Specialist
- ❖ Medical Coding
- ❖ Medical Interpreter - Spanish
- ❖ Medical Receptionist
- ❖ Medical Transcription
- ❖ Metal Fabrication
- ❖ Nursing (Practical/LPN/Assistant)
- ❖ Office Support
- ❖ Project Management
- ❖ Tribal Enterprise Management
- ❖ Web Design (Programming & databases)
- ❖ Web Design (Multimedia)
- ❖ Welding

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) – DTA** is awarded for completion of a program of study designed primarily for transfer to a four-year college or university. The AAS - DTA 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 - Transfer (AS-T) 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
- ❖ Aviation Maintenance Technology
- ❖ Business Administration

- ❖ Business Technology
- ❖ Computer Information Technology
- ❖ Composites
- ❖ Cosmetology
- ❖ Early Childhood Education
- ❖ Education Paraprofessional
- ❖ Fire Science
- ❖ Medical Assistant
- ❖ Multimedia Production: Web Design
- ❖ Technical Design
- ❖ Welding
- ❖ 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) – DIRECT TRANSFER AGREEMENT

### Requirements for AAS Degree (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 the DTA, 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-DTA 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, Portland State 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-DTA 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 University, Pacific Lutheran University, Saint Martin's University, Seattle Pacific University, Seattle University, and Whitworth College.

Hope International University, the University of Maryland University College, Minot State University (ND), 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 – DTA.

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.

- ❖ At least 60 quarter credits must be from courses listed in the four distribution areas: Basic Skills — 15 minimum; Humanities — 15 minimum; Social Sciences — 15 minimum; and Natural Sciences — 15 minimum. No more than 15 credits may be from applied electives (List B). Courses may be applied toward only one distribution area, even if listed as usable in more than one area.
- ❖ Courses must be completed with a grade of 'D' or above
- ❖ 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. For example, a student who takes a History as a Humanities and a History as a Social Science has met the maximum credits for History in the distribution.

## 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 099 or Math 098 or Math 091 AND 092), or course challenge demonstrating mastery of intermediate algebra skills, or completion of one of the following: Math &107, 138, &141, or &146 (with a grade of C or higher); or one of the following Math &142, &144, &148, &151, &152, &163, &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)

Select 5 credits from the following:

English &101 or &101D (required)

Plus 5 additional credits from:

Communication Studies 103, &220

English &102, &102D, 103, 105, 201, 211, &230

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

Engineering: 240

Math: &107, 138, &141, &142, &144, &146, &148, &151, &152, &163, &254, 260, 261, &264

Philosophy: &120

## 4. HUMANITIES DISTRIBUTION

15 credits minimum from at least 3 different disciplines; no more than 5 credits total from foreign languages, 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 (&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

Arabic: 121, 122, 123

Art: &100, 124, 124D, 220, 221, 222, 224

American Sign Language: &121\*, &122\*, &123\*, &221, &222, &223

Chicano Studies: 105D

Chinese: &121\*, &122\*, &123\*

Communication Studies: &102, 104, 204D, &210, &220, &230

Drama: &101, 107D

English: &111, &113, 120, 120D, 135D, 171, 173, 175D, 183, 183D, 203, 203D, &224, &225, 229, 233, 240, &246, 247, 251, 252, 253, &254, 263D, 285

Film: 100, 102

French: &121\*, &122\*, &123\*

German: &121\*, &122\*, &123\*, &221, &222, &223

Global Studies: 105D, 185D

History: 100, 103D, 111, 112, &146, &147, &148, 170D, 210, &214

Humanities: &101, 110D, 125, 150, 150D, 160, 160D, 166D, 170, 195, 196, 210, 247, 247D, 248

Italian: &121\*, &122\*, &123\*

Japanese: &121\*, &122\*, &123\*, &221, &222, &223

Music: &105, 110, 110D, 115, 116, &141

Philosophy: &101, 110, 118, 150, 215, 267

Photography: 230

Russian: &121\*, &122\*, &123\*, &221, &222, &223

Sociology 248

Spanish: &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: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 123, 135, 140, 141, 142, 200, 201, 202, 203, 205, 206, 207, 208, 210, 211, 213, 215, 216, 230, 231, 232, 240, 241, 242, 243, 270, 271, 272, 273, 274, 280, 295

English: 106, 108, 109, 165, 166, 168, 169, 205, 206, 208, 209

Drama: 100, 102, 121, 130

Humanities: 184

Journalism: 101, 102, 110, 111

Music: 117, 118, 119, 124, 125, 126, 128, 140, 147, 151-159, 217

Photography: 110, 111, 112, 121, 151, 210, 211, 212

## 5. SOCIAL SCIENCES DISTRIBUTION

### (15 credits minimum from at least 3 disciplines)

Anthropology: 116D, 122D, 201, 202, 203, &204, &206D, &216D, 230D, &234D, 255D, 270, 271

Business: &101, &201

Communication Studies: &102

Criminal Justice: &112

Economics: 101D, &201, &202

Education: &202

Geography: 101, 102, 102D, 200, 201, 201D, 220, 230, 240

Global Studies: 101D, 186D

History: 100, 103D, 111, 112, &146, &147, &148, 170D, 210, &214

Humanities: 110D, 248

Philosophy: &101, 110, 118, 215, 267

Political Science: &101, &200, &202, &203, &204, 205, 210D

Psychology: &100, &200, 205, 209, 210D, &220, 230, 240

Sociology: &101, 160, &201, 209, 220, 220D, 230, 233, 240, 248, 255, 255D, 257

## 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. All courses in a sequence should be taken from the same institution.

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

Anthropology: &215

Astronomy: &101, &115, 122

Atmospheric Science: 101

Biology: &100, 103, 107, 130, 147, 150, &175, 190, &211, &221, &222, &223, &231, &232, &260

Botany: 113, 115D  
 Chemistry: &110, &121, &131, &140, &161, &162, &163, &261, &262, &263  
 Environmental Studies: &101  
 Geography: 205 (Beginning Winter 2008)  
 Geology: 100, 102, &103, 104, 106, 107, &110, 190, &208  
 Natural Science: 105, 107, 150  
 Oceanography: &101  
 Physics: 102, 103, &121, &122, &123, &221, &222, &223, &231, &232, &233

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

Anthropology: &115, 201 (prior to Spring 2003)  
 Astronomy: &100  
 Biology: 105, 106, &107, 140, 141, 142, 143, 170  
 Environmental Studies: &100, 250  
 Geology: 105  
 Natural Science: 103  
 Nutrition: &101, 160, 170, 180

### Part C: Other Science courses

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

Computer Science: 110, &131, 132, 133  
 Engineering: 110, &114, 120, 142, 143, &214, &215, &224, &225, 240  
 Geography: 205 (prior to Winter 2008)  
 Geographic Info Systems: 200, 201, 205  
 Mathematics: 100, &107, 138, &141, &142, &144, &146, &148, &151, &152, &153, &163, &254, 260, 261, &264,  
 Philosophy: &120

## 7. TRANSFER ELECTIVES (List A)

Any course listed under Distribution credits above may be used as a transfer elective.

Additional courses which are fully transferable as electives toward the 90 credits required for this degree are:

Accounting: &201, &202, &203  
 Art: 275, 276, 277, 297  
 Biology: 114  
 Business: 102, 150, 200  
 Criminal Justice: &101, &105#, &110#, &240  
 Early Childhood Education: 130  
 Education: &115D#, &203#, 250-252#, 256#  
 Engineering: &104, 108, 109, &204, 216, 298  
 English: 150, 151, 152  
 German: 190  
 Graphic Arts: 120#  
 Human Services: 101  
 Humanities: 115  
 Journalism: 170  
 PEHW Pre-Professional courses: 201, 203, 235  
 PEHW Activity courses 100 and above: Only 3 credits maximum may be applied toward the degree.  
 Photography: 116, 118  
 Psychology: 150, 256  
 Sociology: 150

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 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-DTA 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 AAS-DTA 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. This is not a Direct Transfer Agreement.

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/MRP

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 – DTA, 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,
- ❖ Courses are consistent with the Statewide agreement posted on the SBCTC website:  
[http://www.sbctc.edu/docs/education/transfer/business-dta\\_mrp\\_agreement\\_final.pdf](http://www.sbctc.edu/docs/education/transfer/business-dta_mrp_agreement_final.pdf)
- ❖ 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 - TRANSFER (AS-T)

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. The Associate of Science – Transfer has two tracks.

### Track I

- Biology
- Chemistry
- Earth Science
- Geology

### Track II

- Atmospheric Sciences
- Engineering
- 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-T 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-T 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 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 at both EvCC and the receiving institution 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."

This degree is available in Computer Information Systems and Criminal Justice. Refer to the program curriculum guides for degree details.

## 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
  - b) **Quantitative Skills**  
5 credits, to be selected from any EvCC Math course numbered 080 or above, or any 5 credit course that meets the Basic Quantitative Skills requirement of the AAS-DTA degree. High school equivalent courses may not be substituted.
  - c) **Humanities**  
5 credits minimum from the published AAS - DTA guide.
  - d) **Social Sciences**  
5 credits minimum from the published AAS - DTA guide.
  - e) **Natural Sciences**  
5 credits minimum from the published AAS - DTA 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)
    - English &102, 103, 201W, &230
    - Communication Studies: CMST& 210, &220
  - Quantitative Skills (5 credits minimum)



CS 110  
 Engineering 142, 143  
 Math &107, 120\*, &141, &144, &146, &148, &151,  
 &152, &153, 260, 261, &254  
 Philosophy &106

\* 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 – DTA.

**4) Social Sciences Distribution (5 credits)**

To be selected from the Social Sciences Distribution in the Associate in Arts and Sciences – DTA.

**5) Natural Sciences Distribution (5 credits)**

To be selected from the Natural Sciences Distribution in the Associate in Arts and Sciences – DTA.

**6) Interdisciplinary Skills (15 credits)**

Choose at least one course from each of three disciplines outside your emphasis area.

Communication Studies	CMST& 102
Drama	Drama &101, 102, 107D
Film	Film 100
Graphic Arts	Graphic Arts 101, 110, 120
Journalism	Journalism 101, 102, 110, 170
Multimedia	Multimedia 210
Music	Music &105, 110D, 115, 116, &141
Photography	Photography 110, 121, 151, 221, 230, 243
Studio Art	Art 110, 115, 120, 121, 124D, 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 outlines 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 – DTA 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 BUS 110D, BUS 165, CMST 204D, CMST& 210, CMST& 230, H DEV 155, H DEV 201D, HLTH 150D

- 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 POLICY

### 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 - DTA, 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.

## THE WASHINGTON 45

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state.

For transfer purposes, a student must have a **minimum grade of C or better (2.0 or above) in each course** completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

### "First Year Transfer List" of general education courses

- ❖ **Communications** (5 credits) —ENGL& 101, ENGL& 102
- ❖ **Quantitative and Symbolic Reasoning** (5 credits) —MATH& 107, MATH& 148 or MATH& 151
- ❖ **Humanities** (10 credits in two different subject areas or disciplines) —PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101  
For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- ❖ **Social Science** (10 credits in two different subject areas or disciplines) —PSYC& 100, SOC& 101, POLS& 101, POLS& 202  
For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- ❖ **Natural Sciences** (10 credits in two different subject areas or disciplines) - BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab.
- ❖ **Additional 5 credits** in a different discipline can be taken from any category listed above.

Many private non-profit colleges and universities have distinct general education requirements. Students should check with institution(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).

**NOTE:** Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

## TRANSFER RIGHTS AND RESPONSIBILITIES

### Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.

6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.

7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

### College and University Rights and Responsibilities

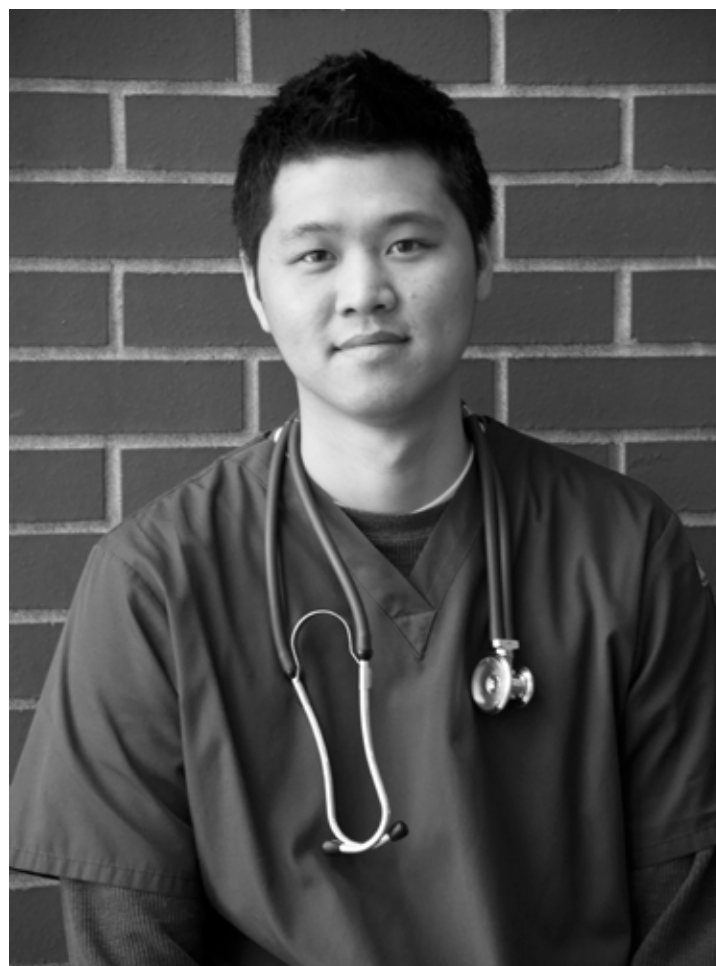
1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

## 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 dual admission agreements with The Evergreen State College and with Central Washington University for its University Center programs. Contact the University Center in Gray Wolf Hall on the EvCC campus, visit [www.uceverett.org/services/](http://www.uceverett.org/services/) or call 425.259.8900.



## REQUIREMENT CODE KEY

AAS	DTA 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 **Small Business Accounting** 5

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

Prerequisites: MATH 070/HSC 014 or BUS 130 with grade of C- or higher.

### ACCT 112 **Business Taxation** 5

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 **Personal Finance** 3

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 **Principles of Accounting I** 5

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

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

### ACCT& 202 **Principles of Accounting II** 5

(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.

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

### ACCT& 203 **Principles of Accounting III** 5

(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.

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

### ACCT 215 **Computer Accounting** 5

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

Prerequisites: ACCT 110 or ACCT& 201 or instructor permission.

### ACCT 250 **Capstone Financial Accounting** 5

A continuation of ACCNT &202. Focuses on an expanded study of the fundamentals of accounting; including financial accounting theory and concepts; internal controls; financial statements; financial accounting reporting, including IFRS (International Financial Reporting Standards); financial analysis; inventory; operational assets; time value of money concepts; current, long-term and contingent liabilities. Includes accounting research, written and oral communication, and ethics considerations. May be repeated two times for credit.

Prerequisites: ACCT& 202 with grade of C or higher, or instructor permission.

## ACTING

See Drama

## ADULT EDUCATION

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	<a href="mailto:nbenedetti@everettcc.edu">nbenedetti@everettcc.edu</a>
J. Bruemmer	425-388-9295	<a href="mailto:jbruemmer@everettcc.edu">jbruemmer@everettcc.edu</a>

C. Dahl	425-388-9018	<a href="mailto:sdahl@everettcc.edu">sdahl@everettcc.edu</a>
G. Myers	425-388-9266	<a href="mailto:gmyers@everettcc.edu">gmyers@everettcc.edu</a>
O. Mustafa	425-388-9017	<a href="mailto:omustafa@everettcc.edu">omustafa@everettcc.edu</a>
K. Schilde	425-388-9294	<a href="mailto:kschilde@everettcc.edu">kschilde@everettcc.edu</a>

## 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.

**Basic Skills Tutoring**

Enrollment requires an intake interview with the Volunteer Literacy Center and a match with an available volunteer tutor.

**ABE 014**  
**Literacy Tutoring Level 1**

1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of students in reading, writing and math. Students usually enroll in other formal ABE classes and work with tutor to improve areas of reading, writing, and math and/or explore individualized projects.

Prerequisites: Competency assessment and placement at Level 1 by the Basic Skills and Adult Education department.

**ABE 024**  
**Literacy Tutoring Level 2**

1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of students in reading, writing and math. Students usually enroll in other formal ABE classes and work with tutor to improve areas of reading, writing, and math and/or explore individualized projects.

Prerequisites: Competency assessment and placement at level 2 by the Basic Skills and Adult Education department.

**ABE 034**  
**Literacy Tutoring Level 3**

1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of students in reading, writing and math. Students usually enroll in other formal ABE classes and work with tutor to improve areas of reading, writing, and math and/or explore individualized projects.

Prerequisites: Competency assessment and placement at Level 3 by the Basic Skills and Adult Education department.

**ABE 044**  
**Literacy Tutoring Level 4**

1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of students in reading, writing and math. Students usually enrolled in other formal ABE classes and work with tutor to improve areas of reading, writing and math and/or explore individualized projects.

Prerequisites: Competency assessment and placement at Level 4 by the Basic Skills and Adult Education department.

**ABE 054**  
**Literacy Tutoring Level 5**

1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of students in reading, writing and math. Students usually enrolled in other formal ABE classes and work with tutor to improve areas of reading, writing, and math and/or explore individualized projects.

Prerequisites: Competency assessment and placement at Level 5 by the Basic Skills and 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 097. 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.

**ESL 043**  
**Intensive Vocational ESL Level 4** 8-24

Vocational ESL course designed to provide the fundamental English skills required for a variety of occupational training areas. Grammar and structure associated with level 4 ESL core competencies. Specific vocabulary and language structures are customized for specific occupations.

Prerequisites: DSHS and/or Refugee Forum referral, completion of ESL Level 3, or instructor permission. Corequisites: Designated job training program.

**ESL 053**  
**Intensive Vocational ESL Level 5** 8-24

Vocational ESL course designed to provide the fundamental English skills required for a variety of occupational training areas. Grammar and structure associated with level 5 ESL core competencies. Specific vocabulary and language structures are customized for specific occupations.

Prerequisites: DSHS and/or Refugee Forum referral, completion of ESL Level 4, or instructor permission. Corequisites: Designated job training program.

**English as a Second Language Tutoring**

Enrollment requires an intake interview with the Volunteer Literacy Center and a match with an available volunteer tutor.

**ESL 014**  
**Literacy Tutoring Level 1** 1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of ESL students in reading, writing, speaking and listening. Students usually enroll in other formal ESL classes and work with tutor to improve areas of reading, writing, speaking, listening and explore individualized projects.

Prerequisites: Competency assessment and placement at Level 1 by the Basic Skills and Adult Education department.

**ESL 024**  
**Literacy Tutoring Level 2** 1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of ESL students in reading, writing, speaking and listening. Students usually enroll in other formal ESL classes and work with tutor to improve areas of reading, writing, speaking, listening and explore individualized projects.

Prerequisites: Competency assessment and placement at Level 2 by the Basic Skills and Adult Education department.

**ESL 034**  
**Literacy Tutoring Level 3** 1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of ESL students in reading, writing, speaking and listening. Students usually enrolled in other formal ESL classes and work with tutor to improve areas of reading, writing, speaking, listening and explore individualized projects.

Prerequisites: Competency assessment and placement at Level 3 by the Basic Skills and Adult Education department.

**ESL 044**  
**Literacy Tutoring Level 4** 1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of ESL students in reading, writing, speaking and listening. Students usually enroll in other formal ESL classes and work with tutor to improve areas of reading, writing, speaking, listening and explore individualized projects.

Prerequisites: Competency assessment and placement at Level 4 by the Basic Skills and Adult Education department.

**ESL 054**  
**Literacy Tutoring Level 5** 1-5

Individualized one-to-one tutoring in the Volunteer Literacy Program per specific needs of ESL students in reading, writing, speaking and listening. Students usually enroll in other formal ESL classes and work with tutor to improve areas of reading, writing, speaking, listening and explore individualized projects.

Prerequisites: Competency assessment and placement at Level 5 by the Basic Skills and Adult Education department.

**English as a Second Language Citizenship****ESL 016**  
**ESL Citizenship Level 1** 3

Prepares non-native speakers to take the USCIS (U.S. Citizenship and Immigration Service) test for U.S. Citizenship. Emphasis is on writing, speaking and answering the 100 questions on history and government taken from the most recent naturalization question list. This class is designed to make students comfortable in various interview situations and answering questions from the N-400, Application for naturalization.

**ESL 026**  
**ESL Citizenship Level II** 3  
 Prepares non-native speakers to take the USCIS (U.S. Citizenship and Immigration Service) test for U.S. Citizenship. Emphasis is on writing, speaking and answering the 100 questions on history and government taken from the most recent naturalization question list. This class is designed to make students comfortable in various interview situations and answering questions from the N-400, Application for naturalization.

**ESL 036**  
**ESL Citizenship Level III** 3  
 Prepares non-native speakers to take the USCIS (U.S. Citizenship and Immigration Service) test for U.S. Citizenship. Emphasis is on writing, speaking and answering the 100 questions on history and government taken from the most recent naturalization question list. This class is designed to make students comfortable in various interview situations and answering questions from the N-400, Application for naturalization.

### 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: Instructor permission.

**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 and Writing I** 12  
 Designed to enhance academic reading and writing skills for non-native speakers of English. Emphasis is on identifying main ideas and supporting sentences, author's tone, goals, and audience. In addition, this course focuses on building grammar skills to successfully construct simple, compound, and complex sentences in order to produce academic-style paragraphs. It also develops reading efficiency through speed, comprehension, and scanning for critical information. May be repeated one time for credit.

Prerequisites: Placement into IELP 093 or completion of IELP 070 with a grade of "C" or higher or instructor permission.

**ESL 097**  
**Academic Reading and Writing I** 6-12  
 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.  
 Prerequisites: Successful completion of ESL Level 5.

**IELP 097**  
**Academic Reading and Writing II** 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. IELP 097 is equivalent to English 097 and may be substituted for English 097. May be repeated one time for credit.  
 Prerequisites: Placement into IELP 070 or completion if IELP 093 with a grade of "C" or higher or instructor permission.

**ESL 098**  
**Academic Reading and Writing II** 5  
 Academic reading and writing for non-native speakers in preparation for college writing. The 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. ESL 098 is equivalent to ENGL 098 and may be substituted for ENGL 098. May be repeated one time for credit.  
 Prerequisites: Placement into ESL 098 or completion of ESL 097 with a grade of C or higher or instructor permission.

**IELP 098**  
**Introduction to College Reading and Writing I** 5  
 Academic reading and writing for non-native speakers in preparation for college writing. The 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. IELP 098 is equivalent to English 098 and may be substituted for English 098. May be repeated one time for credit.  
 Prerequisites: Placement into IELP 098 or completion of IELP 097 with a grade of "C" or higher or instructor permission.

**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, 22, 23**  
**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

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. Not intended for ABE students. HSC 014 is competency based. It is possible for a student to earn fewer than 5 credits. Equivalent to MATH 070.

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/HSC 014 or strong working knowledge of arithmetic.



**Social Science****HSC 050, 51****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, Technical Design, 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 Technical Design (Computer Aided Design), Welding and Fabrication, Precision Machining and Composites. 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:

- Solve technical mathematical problems
- Demonstrate use of basic 2D and 3D engineering graphics
- Working with industry specific protocols in Technical Design, Welding and Fabrication, Precision Machining and/or Composites
- Design for productivity and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

**Faculty Advisors:**

T. Elmore	425-388-9964 ext.7374	telmore@everettcc.edu
P. Liaw	425-267-0160	pliaw@everettcc.edu
P. Murphy	425-388-9534	pmurphy@everettcc.edu
R. Osnes	425-388-9383	rosnes@everettcc.edu

**AMERICAN SIGN LANGUAGE**

See World Languages

**ANTHROPOLOGY**

Anthropologists study humanity; 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
-----------	--------------	-----------------------

**ANTH& 115****Our Place in Nature** **5**

(NS) General study of the field of archaeology, which explores human cultures through an examination of material remains and how archaeologists gather and use scientific data. Also this course is a general study of the field of biological anthropology, using evolutionary theory to explore human biological variation, the origins, major evolutionary trends, and modern taxonomic relationships of the nonhuman primates as well as the human fossil record in geological context of the last six million years of earth history. Writing assignments represent a significant component of coursework.

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

**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. Writing assignments represent a significant component of coursework.

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

**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. Writing assignments represent a significant component of coursework.

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

**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.

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

**ANTH 201****Human Ecology I****5**

(SS) Apply traditional ecological knowledge and modern science to contemporary problems. Partner with tribes, governments, non-profits and businesses to make our community more sustainable through wildlife tracking, habitat restoration and environmental stewardship.

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

**ANTH 202****Human Ecology II****5**

(SS) Apply traditional ecological knowledge and modern science to contemporary problems. Partner with tribes, governments, non-profits and businesses to make our community more sustainable through wildlife tracking, habitat restoration and environmental stewardship.

Prerequisites: ANTH 201 and completion of ENGL 098 or ESL 098 or IELP 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

**ANTH 203****Human Ecology III****5**

(SS) Apply traditional ecological knowledge and modern science to contemporary problems. Partner with tribes, governments, non-profits and businesses to make our community more sustainable through wildlife tracking, habitat restoration and environmental stewardship.

Prerequisites: ANTH 202 and completion of ENGL 098 or ESL 098 or IELP 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

**ANTH& 204**  
**Archaeology** 5  
 (SS) Archaeology explores and examines the prehistoric and historic record. Focus on methods used to locate, sample, and evacuate sites, techniques for dating archaeological materials, aspects of the analysis of archaeological remains, and problems encountered using examples drawn from archaeological investigations around the world. Controversial cultural issues are explored and students learn the value of the archaeological record and the importance of heritage conservation. Writing assignments represent a significant component of coursework.

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

**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 cultures and society. Includes training in fundamentals of social and cultural anthropology. Writing assignments represent a significant component of coursework.

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

**ANTH& 215**  
**Bioanthropology w/Lab** 5  
 (NS-L) Study of primates and hominids, including human evolution based upon evidence from genetics, comparative morphology, the fossil record and primate behavior. Satisfies lab natural science distribution credit. Writing assignments represent a significant component of coursework.

Prerequisites: Completion of ENGL& 101 with a C or higher. Completion of MATH 091 with a C or higher or skills assessment at MATH 092 or higher level.

**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 ethnographic sketches; the contemporary situation in context of continuity with the past. Writing assignments represent a significant component of coursework.

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

**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. Writing assignments represent a significant component of coursework.

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

**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. Writing assignments represent a significant component of coursework.

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

**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 SOC 255D and ANTH 255D. Writing assignments represent a significant component of coursework.

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

**ANTH 270**  
**Field Methods in Archaeology I** 5  
 (SS) Experience archaeological field methods through lectures, excavation, and laboratory analysis of cultural materials. Immersion in local culture and history enables students to contribute to public education efforts and gain traditional cultural knowledge.

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

**ANTH 271**  
**Laboratory Methods in Archaeology I** 2  
 (SS) "Hands on" work with archaeological materials in a laboratory setting and proper techniques of artifact preparation, identification, documentation, data collection, and curation. Analytic techniques applied to current research questions.

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

**ANTH 272**  
**Field Methods in Archaeology II** 5  
 (SS) Experience archaeological field methods through lectures, excavation, and laboratory analysis of cultural materials. Immersion in local culture and history enables students to contribute to public education efforts and gain traditional cultural knowledge. Students serve as peer advocates for introductory students.

Prerequisites: ANTH 270 and ANTH 271.

**ANTH 273**  
**Laboratory Methods in Archaeology II** 2  
 (SS) "Hands on" work with archaeological materials in a laboratory setting and proper techniques of artifact preparation, identification, documentation, data collection, and curation. Analytic techniques applied to current research questions. Students serve as peer advocates for introductory students.

Prerequisites: ANTH 271.

**ANTH 274**  
**Field Methods in Archaeology III** 5  
 (SS) Experience archaeological field methods through lectures, excavation, and laboratory analysis of cultural materials. Immersion in local culture and history enables students to contribute to public education efforts and gain traditional cultural knowledge. Students serve as peer advocates for introductory students and explore archaeology careers.

Prerequisites: ANTH 272.

**ANTH 275**  
**Laboratory Methods in Archaeology III** 2  
 (SS) "Hands on" work with archaeological materials in a laboratory setting and proper techniques of artifact preparation, identification, documentation, data collection, and curation. Analytic techniques applied to current research questions. Students serve as peer advocates for introductory students and explore archaeology careers.

Prerequisites: ANTH 273.

## 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.

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

We also offer apprenticeships through AJAC in Machining and Aviation Airframe. AJAC Training Director, Laura Hopkins, 206-768-6629.

The College provides the ATA in Multi-trades for apprentices who reach journeyman status and complete additional college credit requirements at EvCC.

For information and advising regarding apprenticeships and the ATA in Multi-trades, contact Director, Sheila Dunn, 425-259-8731 or [sdunn@everettcc.edu](mailto:sdunn@everettcc.edu).

## ARABIC

See World Languages

## 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:

L. Berkley	425-388-9318	<a href="mailto:lberkley@everettcc.edu">lberkley@everettcc.edu</a>
T. Lee	425-388-9442	<a href="mailto:tlee@everettcc.edu">tlee@everettcc.edu</a>
S. Lepper	425-388-9445	<a href="mailto:slepper@everettcc.edu">slepper@everettcc.edu</a>

### 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.

### 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.

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: None 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.

### 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 110 and 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 115 or instructor permission.

### ART 114 Intermediate Life Drawing 3

(HP) Intermediate level of figure drawing from live models. Emphasizes investigation into the use of various media including color, use of the elements for expression, mastery of basic skills in proportion, and exploration of the styles and representation of the figure by artists throughout history and in contemporary art.

Prerequisites: ART 113.

**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 representation 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. May be repeated two times for credit.

Prerequisites: ART 115 or instructor permission.

**ART 140, 141, 142**  
**Kiln Formed Glass I, II, III** 2 each  
 (HP) Sequence of courses to develop fundamental skills to manipulate kiln formed glass. Introduction to the language of the visual arts as it pertains to glass. Advanced courses include slumping glass into molds.

Prerequisites: None for ART 140; ART 140 or instructor permission for ART 141; ART 141 or instructor permission for ART 142.

**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** 3 or 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** 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 213**  
**Introduction to Etching** 3  
 (HP) Foundation course in the acquisition of the skills, principles, techniques and methods of basic printmaking technique of introductory etching. Instruction in the use of the press, chemical and ink technical information, and basic skills of application of grounds, acid etching, drypoint and aquatint. History of printmaking, development of imagery appropriate to the technique, and traditional and innovative applications of printmaking in the art world. Students will create a body of work in each of the techniques of etching through faculty structured exercises. May be repeated two times for credit.

Prerequisites: ART 212 recommended.

**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 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.

**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.

**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.

**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.

**ART 230, 231, 232**  
**Glassblowing I, II, III** 2 each  
 (HP) Sequence of courses for the non-major designed to develop fundamental skills to manipulate the hot glass medium. Introduction to the language of the visual arts as it pertains to blown glass. Advanced courses include color application and the use of torches, bits and molds. ART 232 may be repeated two times for credit.

Prerequisites: None for ART 230; ART 230 or instructor permission for ART 231; ART 231 or instructor permission for ART 232.

**ART 240, 241, 242, 243**  
**Printmaking I, II, III, IV** 3-5 each  
 (HP) Sequence focused on the development of skills, principles, techniques and methods of printmaking. Develops use of the techniques of monotype, intaglio, and chine colle/collage. Emphasizes use of the press, inks and basic skills in the entire print process. Beginning study of printmaking techniques including monotype, intaglio, and chine colle/collage. Students develop skills in the print process, technical information, and the language of the printmaking medium. ART 243 may be repeated two times for credit.

Prerequisites: None for ART 240; ART 240 for ART 241; ART 241 for ART 242; ART 242 for ART 243.

**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 systems, 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 or instructor permission 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, graphic arts, media 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: Adviser or faculty recommendation required.

**ART 297**  
**Gallery and Exhibit Technique**

2

(TE) Practical experience in all aspects of the design and installation of exhibitions including curation, installation and de-installation of artwork, design of graphics and publications and education components of gallery exhibits. Experience with graphic design software is helpful. Weekly time commitment includes three hours of class instruction and four additional hours assisting in the gallery. May be repeated two times for credit.

Prerequisites: GRAPH 120 or PHOTO 230 or ART 124D, and Russell Day 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:**

<b>A. Vanture</b>	425-388-9556	<a href="mailto:avanture@everettcc.edu">avanture@everettcc.edu</a>
<b>K. Washburn</b>	425-388-9431	<a href="mailto:kwashburn@everettcc.edu">kwashburn@everettcc.edu</a>

**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.

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.

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.

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.

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](mailto: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 or email [aviation@everettcc.edu](mailto:aviation@everettcc.edu).

**AVA 101**  
**Applied Science for the Aviation Technician**

20

Basic skills necessary for both Airframe and Powerplant mechanics, including theory of flight, mathematics, physics, material 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. Course included in FAA approved Part 147 curriculum.

Prerequisites: ENGL 098 with a grade of C or higher or placement in ENGL& 101; MATH 075 with a grade of C or higher or placement in MATH 081; instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: Instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: Instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: Instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: Instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: Instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: Instructor permission.

**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. Course included in FAA approved Part 147 curriculum.

Prerequisites: 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:**

<b>J. Hedgpeth</b>	<b>425-388-9482</b>	<b><a href="mailto:jhedgpeth@everettcc.edu">jhedgpeth@everettcc.edu</a></b>
<b>R. Kratz</b>	<b>425-388-9503</b>	<b><a href="mailto:rkratz@everettcc.edu">rkratz@everettcc.edu</a></b>
<b>P. Pape-Lindstrom</b>	<b>425-388-9480</b>	<b><a href="mailto:ppape@everettcc.edu">ppape@everettcc.edu</a></b>
<b>F. Schwartz</b>	<b>425-388-9451</b>	<b><a href="mailto:fschwartz@everettcc.edu">fschwartz@everettcc.edu</a></b>

**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.

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.

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.  
 Prerequisites: PR: ENGL 098 with a grade of C or higher or placement into ENGL& 101; and CHEM& 121, or CHEM& 161 and CHEM& 162, 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.  
 Corequisites: BIOL& 211.
- 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.  
 Prerequisites: MATH 099 or equivalent. ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level. 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.  
 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.  
 Prerequisites: MATH 099 or equivalent; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level. 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.  
 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.  
 Prerequisites: MATH 099 or equivalent; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level. BIOL& 222 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& 223PS**  
**Majors Organismal Physiology Problem Solving Session** 1  
 Problem session to accompany BIOL& 223. In-depth analysis of concepts and course content. Non-transferable.  
 Corequisites: BIOL& 223.

- BIOL& 231**  
**Human Anatomy** 6  
 (NS-L) Detailed examination of the structure of the human body using human models, human skeletons, microscopic slides, digital photographs and animations, fresh animal specimen dissection, and dissection of the preserved cat. For biology and allied health professional majors.  
 Prerequisites: BIOL& 211, or BIOL& 221 and BIOL& 222; and CHEM& 121 or higher (or one year of high school chemistry within the last 5 years); all with a grade of C or higher; or instructor permission.

- BIOL& 232**  
**Human Physiology** 6.5  
 (NS-L) Detailed study of the functioning, integration and interrelationships of the following organ systems of the human body using lecture and lab exercises: Neurologic(Including Autonomic and Special Senses), Muscular, Endocrine, Cardiac, Circulatory, Renal, Reproductive (including Pregnancy, Development, Growth and Senescence), Immune, Hematologic, Respiratory.  
 Prerequisites: BIOL& 211 and 231, or BIOL& 221 and 222 and 223; and CHEM& 121 or higher (or one year of high school chemistry within the last 5 years); all with a grade of C or higher; or instructor permission.

- BIOL& 260**  
**Microbiology** 5  
 (NS-L) Survey of microorganisms and their biological activities, with special emphasis on bacteria.  
 Prerequisites: BIOL& 211 and BIOL& 232; or BIOL& 222 and BIOL& 223; all with a grade of C or higher; or instructor permission.

## 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 Advisor:**

F. Schwartz

425-388-9451

[fschwartz@everettcc.edu](mailto:fschwartz@everettcc.edu)

**BOT 113**  
**Plants of the Pacific Northwest** 5

(NS-L) Introduction to classification and identification of ferns, conifers and flowering plants, with an emphasis on flora of the Pacific Northwest. Includes principles of naming and classification, plant reproduction, ecological interaction, and human use of plants.

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

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.

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:**

D. Hu	425-388-9364	dhu@everettcc.edu
C. Lewis	425-388-9559	ctlewis@everettcc.edu
L. Munoz	425-388-9175	lmunoz@everettcc.edu
B. Reed	425-388-9249	breed@everettcc.edu

**BUS 100**  
**Business Program Orientation and Planning** 1

Planning class for students wishing to complete two- or four-year degrees 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.

**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: DEVED 104 with grade of C or higher or college-level reading placement scores.

**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: 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. Course uses Microsoft Office 2010 version.

Prerequisites: MATH 070/HSC 014 or equivalent.

**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 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.

**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, structure, and functions of law and judicial system. Includes contracts, agency, torts, Uniform Commercial Code, employment law, property and landlord tenant law, trusts and estates, 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 universities in the state of Washington.

Prerequisites: ENGL 098 or ESL 098 or IELP 098 or placement into ENGL& 101.

**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 295**  
**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. Student will engage in duties assigned and will report progress to adviser throughout the term.

Prerequisites: Instructor permission.

## BUSINESS TECHNOLOGY

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 and preparation for general, legal, and medical office positions.

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 completing an ATA Degree can directly transfer their credits toward a four-year degree.

In addition to the Student Core Learning Outcomes, Business Technology courses support the Associate in Technical Arts Degree Outcomes: demonstrate critical thinking, analytical, or quantitative skills in making decisions and completing tasks and projects. Students demonstrate through completion of individual or team projects and tests.

**Faculty Advisors:**

<b>T. Markovich</b>	<b>425-388-9241</b>	<b>tmarkovich@everettcc.edu</b>
<b>K. Willestoft</b>	<b>425-388-9242</b>	<b>kwillestoft@everettcc.edu</b>

**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 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: 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: 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: 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: 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**  
**Electronic Health Records for the Front Office** 5  
 Preparation to perform medical reception and billing duties using electronic health record software. Focuses on documenting patient visits by using EHR to schedule appointments, check in patients, process intake and exam documentation. Also provides practice using electronic health record (EHR) for reimbursement cycle.  
 Prerequisites: BT 180 or concurrent enrollment and CL 101 or instructor permission.

**BT 218**  
**Sustainable Office** 4  
 Developing office practices that reduce waste and pollution by considering environmental impacts in addition to price and performance. Introduction to green office procedures and principles. How offices of all types and size can move toward sustainability through practices such as recycling, energy and water conservation, and "green" building.  
 Prerequisites: BT 100 or concurrent enrollment; CL 101 or concurrent enrollment.

**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.

**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 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 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 instructor permission.

**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 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 and promotes professional growth. Internships arranged with private industry, governmental agencies, and nonprofit organizations. May be repeated up to a total of four credits.  
 Prerequisites: 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.

## 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:

A. Brackett	425-388-9039	<a href="mailto:abrackett@everettcc.edu">abrackett@everettcc.edu</a>
M. Kontulis	425-388-9136	<a href="mailto:mkontulis@everettcc.edu">mkontulis@everettcc.edu</a>
S. Powell	425-388-9084	<a href="mailto:spowell@everettcc.edu">spowell@everettcc.edu</a>
S. Singh	425-388-9373	<a href="mailto:ssingh@everettcc.edu">ssingh@everettcc.edu</a>

**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.

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 student majoring in liberal arts, nursing, pre-occupation therapy, and dental hygiene. Not recommended for students planning to continue beyond CHEM& 131; see Chemistry series.

Prerequisites: ENGL 098 with grade of C or higher; and MATH 082, MATH 088, MATH 090, or MATH 091 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.

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.

Prerequisites: MATH 099 or MATH 092 with a C or higher; or concurrent enrollment in MATH 099 or MATH 092; 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.

Prerequisites: MATH 099, MATH 092 or equivalent. CHEM& 140 with a grade of C or higher, OR one year of high school chemistry with a C or better within the last three years, OR pass the chemistry placement test, OR completion of MATH& 152 with a grade of B+ or better. ENGL 098 with grade of C or better 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.

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.

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.

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.

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.

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.

Prerequisites: ENGL 098.

**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:**

M. Murphy	425-388-9552	<a href="mailto:mmurphy@everettcc.edu">mmurphy@everettcc.edu</a>
J. Sickles	425-388-9152	<a href="mailto:jsickles@everettcc.edu">jsickles@everettcc.edu</a>
L. Wisdom-Whitley	425-388-9379	<a href="mailto:lwisdom@everettcc.edu">lwisdom@everettcc.edu</a>

**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.

**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.

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

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

**CMST& 220**  
**Public Speaking** 5  
 (C, H) Methods of speech organization and composition; speaking skills in varied settings; audience analysis and speech criticism.  
 Prerequisites: Completion of ENGL 098 with a C or higher or eligibility for ENGL& 101.

**CMST 223**  
**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.  
 Prerequisites: Completion of ENGL 098 or ESL 098 or IELP 098 with a C or higher or placement in ENGL& 101.

**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.

## COMPOSITES TECHNOLOGY

See Advanced Manufacturing Technology also.

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 Advisors:

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 111**  
**Math and Physics** 4  
 The mathematical computations and scientific principles that apply to the operation of aircraft and related equipment. May be repeated one time for credit.  
 Prerequisites: MATH 070/HSC 014 or instructor permission.

**CT 120**  
**Composite Fabrication** 4  
 Print reading, project planning, layout, distortion control, use of alignment fixtures and other fabrication techniques; apply knowledge to projects.  
 Prerequisites: CT 111, CT 122, CT 161 and CT 202, or AMT& 111, AMT& 121, AMT& 161 and AMT& 201 with a C (2.0) or higher, or instructor permission.

**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 122**  
**Weight and Balance** 2  
 The importance of weight and balance to aircraft safety, and the required calculations for weight and balance checks, equipment changes, extreme loading checks and the addition of ballast. May be repeated one time for credit.  
 Prerequisites: MATH 070/HSC 014 or instructor permission.

**CT 125**  
**Composite Assembly** 4  
 Identify and utilize appropriate materials and processes to assemble structures made of composite materials. Laboratory experience will cover safety of handling resins, reinforcements, and related materials.  
 Prerequisites: CT 111, CT 122, CT 161 and CT 202, or AMT& 111, AMT& 121, AMT& 161 and AMT& 201 with a C (2.0) or higher, or instructor permission.

**CT 130**  
**Composite Repair** 4  
 Inspect, test and repair composite structures. Areas of emphasis include structural and nonstructural evaluation, material handling, surface preparation and repair procedures.  
 Prerequisites: CT 111, CT 122, CT 161 and CT 202, OR AMT& 111, AMT& 121, AMT& 161 and AMT& 201 with a C (2.0) or higher, or instructor permission.

**CT 145**  
**Composite Special Projects** 3  
 Print reading, project planning layout, distortion control, fixturing and other fabrication techniques; apply knowledge of projects.  
 Prerequisites: CT 111, CT 122, CT 161 and CT 202, OR AMT& 111, AMT& 121, AMT& 161 and AMT& 201 with a C (2.0) or higher, or instructor permission.

**CT 161**  
**Materials and Processes** 5  
 Identification and selection of non-destructive testing methods. Dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections. Basic heat-treating processes. Aircraft hardware and materials. Inspection of welds. Precision measurements. May be repeated one time for credit.

Prerequisites: MATH 070/HSC 014 or instructor permission.

**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 202**  
**Composites** 5  
 Inspection and repair of all types of composite structures including transparent plastic enclosures and interiors. May be repeated one time for credit.

Prerequisites: MATH 070/HSC 014 or instructor permission.

**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 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:  
 T. Markovich 425-388-9241 tmarkovich@everettcc.edu

**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. BT 100 or keyboarding speed of 20 wpm recommended.

**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 - Independent Study** 1-5  
 This independent study will be used to teach various 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 and Project Management.

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 Advisor:

M. Crehan	425-388-9048	<a href="mailto:mcrehan@everettcc.edu">mcrehan@everettcc.edu</a>
T. Markovich	425-388-9241	<a href="mailto:tmarkovich@everettcc.edu">tmarkovich@everettcc.edu</a>

### CS 101 Survey of Computing 2

A broad beginning-level survey of computer concepts. Topics include computer hardware, operating systems, programming logic, languages and concepts, Internet, data management, and social context and ethics of computing. Careers and internships are introduced. Academic pathways are explored. Learning resources and how to study in this rapidly changing field are introduced.

### CS 102 Prior Learning Assessment for Computer Networking 2

Course for those with work experience in computer networking who wish to bypass or gain credit for this experience. Certifications and prior civilian or military experience is included. Students will create a portfolio for placement into upper-level CS classes. Class can also be used to challenge or waive program requirements.

Prerequisites: Instructor permission.

### 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.

Prerequisites: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready.

### CS 108 Introduction to Operating Systems 5

Introductory course focusing on the fundamentals of computer operating systems and the user interface, which includes Windows, Linux, and other operating systems. Operating system topics include: terminology, file management, general commands, command line syntax and processors.

### CS 110 Introduction to Programming 5

(NS) Introductory course for students with little programming knowledge and experience. Familiarizes students with programming concepts and constructs such as numbers, strings, assignments, sequential-vs-selective execution, nesting, loops, functions, arrays, and file streams. A variety of programming languages are used to gain broad experience.

Prerequisites: DEVED 104 with grade of C or higher, or placement into ENGL 098, ESL 098 or IELP 098.

### CS 117 Introduction to Computer Networking 5

An introduction to computer networks including both theory and practical experience. Topics include topologies, cabling, terminology, network protocols, and other network standards. Emphasizes fundamentals of server/client, wired and wireless network installation and management.

Prerequisites: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready.

### 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.

Prerequisites: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready.

### CS 124 Introduction to Database Design 5

Introduction to database systems, database designs, and Structured Query Language (SQL). Emphasis is on practical exploration of database systems, basic database design, and basic querying of relational database systems. Students will use both lecture and lab to explore different database systems, design and create databases, and query databases using SQL. Covers basic database design techniques, including modeling, from business rules and user requirements.

Prerequisites: CL 101 or CS 108 with grade of C or higher.

### CS& 131 Computer Science I C++ 5

(NS) Software development using the C++ programming language. Emphasizes introductory programming concepts such as data types, variable declarations, assignment statements, control structures, modular design using procedures and array data structures.

Prerequisites: ENGL 098 or ESL 098 or IELP 098 or placement into ENGL& 101 and either CS 110 or ENGR 120 or MATH& 151.

### CS 132 Computer Science II C++ 5

(NS) Advanced software development using the C++ programming language, emphasizing object-oriented concepts and techniques, recursion, class interoperability, inheritance and polymorphic class design, abstract data types, template classes, self-referential data

structures, classes and their utilization.

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

### CS& 141 Computer Programming for Engineers and Scientists 5

(NS) Basic programming concepts used for solutions of engineering & science problems using the Java language. Topics include classes, object, methods; variables & types; conditional & iteration control structures, arrays; strings; collections & iterators.

Prerequisites: ENGL 98 or ESL 098 or IELP 098 or placement into ENGL& 101 and either CS 110 or ENGR 120 or MATH& 151.



**CS 143**  
**Computer Programming for Engineers and Scientists II** 5  
 (NS) Continuation of CS& 141. 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).  
 Prerequisites: CS& 141 with a grade of C or higher.

**CS 161**  
**PC Technician – I** 5  
 The primary focus of this class is on 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.  
 Prerequisites: CS 108 with a grade of C or higher, 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 CompTIA A+ Certification test.  
 Prerequisites: CS 108 with a grade of C or higher, or instructor permission.

**CS 190**  
**CS 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.

**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.  
 Prerequisites: CS 161 or CS 120 or 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.  
 Prerequisites: CS 117 or instructor permission.

**CS 295**  
**Advanced Computer Careers Internship** 3-5  
 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.  
 Prerequisites: CS 195 or instructor permission.

## 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's Aerospace Solutions Group provides a single point of contact to access high demand training and education ranging in length from 2 hours to 4 year baccalaureate programs, apprenticeships, professional continuing education, and corporate training: [www.everettcc.edu/ccec/aerospace](http://www.everettcc.edu/ccec/aerospace) The Center conducts open-enrollment classes in Mukilteo, Monroe, Lake Stevens, Everett, Snohomish, and South Everett. Customized training can be delivered on site at your company 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. (Class hours may change without notice.) 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.

Attendance at a program information session is required. Please call 425-259-8283 or check for dates at [salon@everettcc.edu](mailto:salon@everettcc.edu).

**Faculty Advisor:**  
 T. Evans 425-259-8285 [tevans@everettcc.edu](mailto:tevans@everettcc.edu)

**COSMT 102**  
**Salon Communications** 3

Communications course for Cosmetology students focusing on standards and conventions of written and spoken English. Includes preparation, proofreading, and editing business and personal correspondence such as letters, memos, advertisement, business cards, flyers, brochures, resumes, and other related projects. Oral presentation incorporating marketing strategies and demonstrating correct use of spoken English. Review of abbreviations, capitalization, grammar, possessives, plurals, punctuation, and spelling.

Prerequisites: Cosmetology instructor permission required.

**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** 3-15  
 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** 10-19  
 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** 1-25  
 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 as necessary to complete mandatory 500 earned lab hours.  
 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 Applied Science - Transfer degrees.

Contact: Public Safety Office - 425-388-9454

### Faculty Advisor:

J. Stewart

425-388-9517

[jstewart@everettcc.edu](mailto: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.

**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.  
 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.  
 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.

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

**CJ& 110**  
**Criminal Law** 5  
 (TE) Survey course 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, including juvenile justice.  
 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  
 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. Corequisites: None. NOTE: Student should consider completing SOC& 101 prior to enrolling in CJ& 112.

**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.  
 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.

**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.  
 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.  
 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.  
 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.  
 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.  
 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.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.
- CJ 224 Professional Communication Skills** 5  
 Overview of effective communication processes for criminal justice professionals including verbal and non-verbal communication, interviewing and interrogation methods, courtroom demeanor.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.
- CJ 226 Criminal Justice Report Writing** 5  
 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.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator and completion of ENGL& 101 with a grade of C or higher.
- CJ 232 Profiling Criminal Behavior** 5  
 Provides students with a general understanding of the theory and purpose profiling criminal behavior. Not intended to teach students how to become "profilers," but an introduction to the theory and practice of profiling. Critical discussions of the use of profiles in the criminal justice system.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.
- CJ 233 Police Through Mass Media** 5  
 Examines public perception of criminal justice through film, television, and other forms of mass media. Both historical and current interpretations are studied to gain an appreciation of the symbolic interaction that occurs between the professional career field and popular culture.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.
- CJ 234 Family and Domestic Violence** 5  
 Examines the relationship between criminal justice and social service systems that deal with family and domestic violence, and how the criminal justice and social service communities work to provide a multi-agency approach to this devastating issue.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.
- CJ 235 Criminalistics and Trace Evidence Lab** 5  
 Laboratory-based curriculum applies scientific concepts unique to the specific forensic science requirements of the criminal justice system. Concepts include crime scene reconstruction, legal integrity of scientific evidence, and individualization of physical evidence.  
 Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.
- CJ 236 Capstone in Criminal Justice** 5  
 Encapsulates the student learning as reflected in the development and delivery of a culminating project related to a contemporary issue in the criminal justice field.  
 Prerequisites: Permission of Criminal Justice Coordinator.

- 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 243 Ethical Dilemmas in Criminal Justice** 5  
 Exploration of legal, moral and social implications of ethical dilemmas in criminal justice, including police use of deadly force, police discretion, victimless crimes, surveillance, enforcement of unpopular laws, use of informants, plea bargaining, judicial discretion, capital punishment, cultural norms of sub-groups and dilemmas they present to criminal justice practitioners.  
 Prerequisites: CJ& 101 or permission of Criminal Justice coordinator. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101.
- CJ 244 Current Issues in Policing** 5  
 Issues related to the accountability of the police to the electorate through the political process. In addition to focusing on the governmental setting for police work, police policies and practices, and current political issues in municipal police agencies, this course considers contemporary issues of importance to line-level police officers and administrative personnel. May be repeated two times for credit.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Director.
- 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.  
 Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.



## DEVELOPMENTAL EDUCATION

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:

<b>K. Schwab</b>	<b>425-388-9052</b>	<b>kschwab@everettcc.edu</b>
<b>C. Wilson</b>	<b>425-388-9004</b>	<b>cwilson@everettcc.edu</b>

### 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. May be repeated two times for credit.

### DEVED 095 Study Skills for College Survival 5

Focus on college success and basic study skills. Course is designed for the student who is returning to school or 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 two times for credit.

### 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. May be repeated two times for credit.

### 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. May be repeated two times for credit.

### DEVED 100 Sharpening Your Study Skills 1-2

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 two times for credit.

### DEVED 101 Reading Academic Textbooks 2

Course is designed to improve critical reading, comprehension and recall as applied to college textbooks. Application and evaluation of a variety of strategic textbook reading, note-taking, and vocabulary building practices. Utilization of textbooks as instructional tools to increase comprehension and prepare for tests. Students should be concurrently enrolled in a content course at the 100 level or above with reading-intensive required course material. May be repeated two times for credit.

### DEVED 103 Reading, Speed, Vocabulary Program (RSVP) 1-2

A diagnostic, computer-based reading class focusing on comprehension, vocabulary development, and reading speed. May be repeated two times for credit.

### 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. May be repeated two times for credit.

### DEVED 105 Study Skills for College Success 5

Focus on study skills required to excel in college courses and four-year university classes. Course emphasizes strategies to comprehend college textbooks, materials, and lectures. Covers study strategies and techniques, and methods to 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 with a grade of C or higher is strongly recommended. May be repeated one time for credit.

### 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.

### 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.

Prerequisites: Instructor permission.

## 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:**  
**B. Peterson** 425-388-9525 **bpeterson@everettcc.edu**

### DRMA 100 Rehearsal, Production and Performance 2-5

(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.

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.

**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.

**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.

**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.

**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.

**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.

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. ECE courses are offered fully online with the exception of the hybrid (part online/part classroom) courses. Selected courses in the Education Department also fulfill program requirements for the ECE degree and certificate. Program options include an Early Childhood Education Certificate, an Associate in Technical Arts Degree in Early Childhood Education and an Associate in Arts and Sciences Degree - DTA (which is transferable to four-year colleges or universities).

Information sessions are offered regularly by the Early Childhood Education faculty. Contact the ECE Department for further information or check the Everett Community College website at [www.everettcc.edu](http://www.everettcc.edu) Faculty in ECE can be contacted at 425-388-9301.

**Faculty Advisor:**  
 L. Vlasic 425-388-9301 [lvlasic@everettcc.edu](mailto:lvlasic@everettcc.edu)

**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 Early Childhood Education** 5  
 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 [dhu@everettcc.edu](mailto:dhu@everettcc.edu)

**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.  
 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.  
 Prerequisites: Completion of MATH 099 or equivalent; or placement in MATH 138 or MATH& 141 required.

## EDUCATION

The Education Program at Everett Community College is designed to give students an opportunity to explore the teaching profession, and to assist them in completing an Associate of Arts and Sciences - DTA that articulates with four-year schools. To become a K-8 elementary teacher in Washington State, students complete an AAS degree and transfer to an accredited four-year college or university for a Bachelor's degree and elementary teaching certification, or they can remain on the Everett campus to complete a Bachelor's degree and teaching certification at Western Washington University's program in elementary education.

Students wishing to become an 8-12 secondary education teacher complete an AAS and Bachelor's degree in the discipline they wish to teach, and then enter a secondary teaching certification program at a four-year college or university, including Western's Master in Teaching - Secondary Education degree program at Everett's University Center.

The Education Program also offers an Associate of Technical Arts degree for students interested in becoming an educational paraprofessional (current paraprofessionals employed in local K-12 school districts can possibly have work experience count as credit by equivalency), courses that satisfy requirements for the Early Childhood Education Program, advising for the Teacher Education Advance Program that works to increase the number of teachers of color in local K-12 schools, and participation in an active Teachers of Tomorrow student organization.

Please see a current class schedule for the dates, times and meeting places of regular information sessions. Elementary Education, Secondary Education and Education Paraprofessional curriculum guides are available in the Jackson Center and on the first floor of Gray Wolf Hall.

**Faculty Advisors:**  
**L. Vlastic** 425-388-9301 [lvlastic@everettcc.edu](mailto:lvlastic@everettcc.edu)  
**K. White** 425-388-9498 [kwhite@everettcc.edu](mailto:kwhite@everettcc.edu)

**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.

**EDUC 124D**  
**Home/School/Community** 5  
 (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.

**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.

**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 Fire Science also

Emergency Services courses provide preparation for Emergency Medical Technician (EMT) and Fire Science disciplines. This is a self-support program that receives limited state funds. As a result, fees for Emergency Services classes provide all program support, including the purchase of needed equipment, staffing, and supplies. For more information, please contact: K. Menne, 425-388-9591, [kmenne@everettcc.edu](mailto:kmenne@everettcc.edu)

**EMS 050**  
**CBT: Competency Based Training for EMTs**  
 Series of education courses on state-mandated topics following initial EMT certification to maintain and enhance skill and knowledge to meet educational requirements for recertification. CBT requires the successful completion of cognitive, affective and psychomotor evaluations following completion of each topic presentation to determine student competence of topic content.  
 Prerequisites: Washington State re-certification requirements for EMTs.

**EMS 151**  
**Emergency Medical Technician Training** 13  
 Designed to prepare participants in all phases of pre-hospital emergency care. 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: immunization checklist, high school or GED completion. 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: Placement into ENGL 097 and MATH 070/HSC 014 and instructor permission.

## 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:**

**E. Davishahl** 425-388-9246  
**S. Powell** 425-388-9084

[edavishahl@everettcc.edu](mailto:edavishahl@everettcc.edu)  
[spowell@everettcc.edu](mailto:spowell@everettcc.edu)



S. Singh 425-388-9373 [ssingh@everettcc.edu](mailto:ssingh@everettcc.edu)  
 A. Vanture 425-388-9556 [avanture@everettcc.edu](mailto:avanture@everettcc.edu)  
 K. Washburn 425-388-9431 [kwashburn@everettcc.edu](mailto:kwashburn@everettcc.edu)

**ENGR& 104**  
**Intro 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.

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.

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.

**ENGR 110**  
**Introduction to Engineering Analysis** 4

(NS) Introduction to analysis and solutions of engineering problems. Emphasis on applications of algebra in engineering. Development of a systematic analytical problem solving approach. Topics include unit systems, mathematics review, introductory physics, chemistry and engineering concepts, and an introduction to spreadsheet applications. Scientific calculator required.

Prerequisites: MATH 092 or MATH 099 or placement into MATH& 141 or higher; or concurrent enrollment in MATH 092 or MATH 099.

**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.

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& 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.

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.

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.

Prerequisites: ENGR& 214, MATH& 152 or concurrent enrollment; or instructor permission.

**ENGR 216**  
**Integrated Computer Aided Design** 4

(NS) Computer Aided Design (CAD) and its applications in engineering design and analysis. Emphasis on advanced features in CAD software and the engineering design process. Topics include fundamentals of surface modeling, combined surface and solid modeling, advanced part/assembly techniques, CAD-based computational structure/flow/motion analysis, and complete documentation for an engineering design. Discussion of recent engineering innovations and their impact on the direction of engineering trends. Applying knowledge, skills and perspectives to real-world engineering practice.

Prerequisites: ENGR& 114 and ENGR& 214, 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.

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.

Prerequisites: ENGR& 214 with grade of C or higher, MATH& 152 or instructor permission.

**ENGR 240**  
**Applied Numerical Methods** 5

(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 or MATH& 163 with grade of C or higher; or instructor permission.

**ENGR 298**  
**Interdisciplinary Design Project** 1-2

(TE) Design projects open to all students in design and manufacturing related fields. Class structure guides interdisciplinary student teams through a process of conceptualizing a project, developing and documenting a detailed design, fabricating a prototype, testing, analysis, and reporting. All students are engaged in all aspects of their project regardless of their home program or discipline. Design projects may be oriented toward regional design competitions. Specific project requirements are tailored to students' educational and practical experience levels. Course may be repeated for credit, enabling students to pursue projects one to three quarters in duration. Lab section provides access to college fabrication facilities and is optional.

Prerequisites: Instructor permission.

## ENGINEERING TECHNOLOGY

See Advanced Manufacturing Technology, Manufacturing Technology / Precision Machining and Engineering also

### Faculty Advisors:

P. Liaw	425-267-0160	<a href="mailto:pliaw@everettcc.edu">pliaw@everettcc.edu</a>
P. Murphy	425-388-9534	<a href="mailto:pmurphy@everettcc.edu">pmurphy@everettcc.edu</a>
R. Osnes	425-388-9383	<a href="mailto:rosnes@everettcc.edu">rosnes@everettcc.edu</a>

### ENG T 100 Introduction to Engineering Graphics and 2D AutoCAD 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 MATH 075 or higher level math, or concurrent enrollment in one of these; or 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/HSC 014 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 MATH 075 or higher, 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 and GD&T 4

Theory and application of dimensioning and tolerancing using Solid Works per American Society of Mechanical Engineers (ASME) Y14.5. Use of standard tolerances with a further emphasis on precision fits and geometric dimensioning and tolerancing on engineering production drawings.

Prerequisites: ENGR& 114.

### ENG T 108 Engineering Graphics: 3D CAD 4

Fundamentals of engineering graphics for preparation of designs and working drawings, using parametric solid modeling software as a design tool. Includes generation of detail and assembly drawings. Freehand sketching used to develop visualization skills and as an instrument for design conceptualization and communication.

Prerequisites: ENG T 100 or equivalent, 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 MATH 075 or higher, 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 203 AutoCAD II – Intermediate 4

Instruction on the use of AutoCAD tools for efficient creation of engineering drawings. Course includes instruction on the use of layouts and paper space; the creation and effective use of layers; how to use blocks, symbols and X-references to improve drafting productivity; the making of attributes and the means of extracting attribute information for generating of bills of materials and other documentation.

Prerequisites: ENG T 100 and ENG T 101 or instructor permission.

### ENG T 213 Applied Statics and Strength of Materials 5

Study of forces acting on structures at rest; free-body diagrams, trusses, friction and related material, analysis of tension, compression, shear, deformation, torsion, stress, and deflection of members of commonly used materials in construction. Scientific calculator required.

Prerequisites: MATH 105 or ENG T 102; MATH& 141 or instructor permission.

### ENG T 217 CAD Design Project 4

CAD Design projects for students in advanced manufacturing and technical design related fields. Students will be required to work individually and as a member of an assigned team to disassemble a precision mechanical assembly and redesign the assembly. Students will develop and document the redesign using a parametric 3D modeler to include a detailed parts list. Precision measuring equipment such as a caliper and micrometer is required for the class.

Prerequisites: ENGR& 114, ENG T 185 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 or MATH 075 or higher, or instructor permission.

### ENG T 259 Engineering Graphics: 3D CAD/CAM 4

Use of a 3D modeler (Solid Works) is used to prepare flat patterns, weldments, machining drawings, bills of material, and traditional 2D technical drawings. Use of a 3D CAM package (MasterCAM) to prepare code for a 3-axis 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.

### Faculty Advisors:

K. Aubrey	425-388-9391	<a href="mailto:kaubrey@everettcc.edu">kaubrey@everettcc.edu</a>
J. Beebe	425-388-9180	<a href="mailto:jbeebe@everettcc.edu">jbeebe@everettcc.edu</a>
R. Berger	425-388-9397	<a href="mailto:rberger@everettcc.edu">rberger@everettcc.edu</a>
K. Craft	425-388-9395	<a href="mailto:kcrafft@everettcc.edu">kcrafft@everettcc.edu</a>
R. Davis	425-388-9313	<a href="mailto:rdavis@everettcc.edu">rdavis@everettcc.edu</a>
G. Hammond	425-388-9188	<a href="mailto:ghammond@everettcc.edu">ghammond@everettcc.edu</a>
A. Harrington	425-388-9309	<a href="mailto:aharrington@everettcc.edu">aharrington@everettcc.edu</a>
R. Ives	425-388-9409	<a href="mailto:rives@everettcc.edu">rives@everettcc.edu</a>
G. Newlin	425-388-9145	<a href="mailto:gnewlin@everettcc.edu">gnewlin@everettcc.edu</a>
B. Reid	425-388-9376	<a href="mailto:breid@everettcc.edu">breid@everettcc.edu</a>
D. Ripper	425-388-9576	<a href="mailto:dripper@everettcc.edu">dripper@everettcc.edu</a>
J. Searle	425-267-0151	<a href="mailto:jsearle@everettcc.edu">jsearle@everettcc.edu</a>
P. Shen	425-388-9410	<a href="mailto:pshen@everettcc.edu">pshen@everettcc.edu</a>
J. Walker	425-388-9411	<a href="mailto:jwalker@everettcc.edu">jwalker@everettcc.edu</a>

## Skill Development

### ENGL 090 The Writing Center - Practical Writing 5

A basic writing and reading course with an instructor and peer tutoring support designed to improve fundamental academic skills in the areas of writing and reading. Emphasizes the development of reading comprehension, sentence structure, grammar, punctuation, and vocabulary. Useful for non-native English speakers and others who need to further language skills in order to prepare for ENGL 092, 097 or 098. May be repeated one time for credit.

Prerequisites: ASSET score of 23-32 or COMPASS score of 0-22.

### 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

(C, TE) Writing clear and effective sentences and paragraphs, including parts of speech, sentence function and pattern, and the dynamics of coherent paragraphs.

Prerequisites: ENGL 090, ENGL 092 or ESL 080 with a grade of C or higher by placement assessment score.

### 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.)

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.)

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 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 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.

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.

**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.

**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 173**  
**Science Fiction** **5**  
 (H) Study of science fiction as depicted in novels, short stories, films, TV shows and other media. Exploring and critical thinking about the human experience as presented in these works.



**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 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.

**ENGL& 225****Shakespeare II 5**

(H) Reading and analysis of Shakespeare's problem plays, major tragedies, and late romances selected from the latter half of his career.

**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.)

**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&amp; 246D fulfill the diversity requirement for associate degrees.)

**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.

Prerequisites: Completion of ENGL&amp; 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.

**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&amp; 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&amp; 101 and Writing Center Coordinator's permission for ENGL 150; ENGL 150 for ENGL 151; ENGL 151 for ENGL 152.

**ENVIRONMENTAL SCIENCE**

Environmental Science 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 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:****F. Schwartz 425-388-9451****fschwartz@everettcc.edu****P. Pape-Lindstrom 425-388-9480****ppape@everettcc.edu**

**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.

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.

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.

**ENVS 250****Environmental Studies Internship and Seminars 2**

(NS) Students will participate in a minimum of thirty hours of a supervised internship which will require integration of knowledge of biological and environmental concepts with environmental economics and an eco-justice perspective.

Prerequisites: ENVS& 100 or ENVS& 101 or NAT S 103 with grade of C or higher or instructor permission.

**FABRICATION**

See Welding and Fabrication

**FILM/CINEMA**

Also see Philosophy 150, Psychology 150 or Sociology 150.

**FILM 100****Introduction to Film 5**

(H) Critical survey of form, style and content of American and international film. Narrative and non-narrative forms. Design, cinematography, editing and sound as elements of style. Cultural content of film.

**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. For more information about these programs send e-mail to [rcolmore@everettcc.edu](mailto:rcolmore@everettcc.edu).

**Contact:**

R. Colmore

425-388-9161

[rcolmore@everettcc.edu](mailto:rcolmore@everettcc.edu)

**FIRE 100****Firefighter Academy 22.5**

Basic fire fighting skills includes orientation and safety, fundamentals of fire behavior, building construction, personal protective equipment, department communication, extinguishers, water supply, 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. Three class sessions will be held at the North Bend Fire Academy. Live fire experience will be included. Meets NFPA 1001. Successful students will be qualified to sit for the state Fire Fighter I, Firefighter II, and Hazardous Materials Operations written and practical exams. For entry into the Fire Academy complete the National Testing Network Ergometrics exam with a passing score of 75, pass the Candidate Physical Ability Test. Complete the course application and attend a mandatory orientation.

Prerequisites: 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 and 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 recordkeeping procedures. Explains the characteristics of fire and water, describes the types of water streams and nozzles, and covers the procedures for developing streams. Overview of pumper, tankers, brush apparatus and aerial apparatus. Details the basic methods of handling hose, including large diameter hose; hose and coupling construction and maintenance; fire behavior procedures. NFPA 1001, NFPA 1002.

Prerequisites: FIRE 102 or instructor permission.

**FIRE 104****Fire Department Community Relations 2.5**

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. Meets the requirements for NFPA 1035.

Prerequisites: FIRE 102 or instructor permission.

**FIRE 106****Ladder Company Basic Operations 3.5**

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 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 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 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 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: Instructor permission.
- FIRE 246**  
**Fire Codes** 4  
 Analysis of fire codes, residential, and commercial. Course includes hazard recognition, report writing, fire service professionalism, occupancy classifications, and methods of egress, suppression systems and inspection procedures in concert with the appropriate fire protection solutions for fire and building codes.
- 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.
- FIRE 250**  
**Cooperative Education** 5  
 Provides participants with supervised training in a firefighting work environment. Participants will work at a fire station and practice the skills taught in program.  
 Prerequisites: Completion of required Emergency Services classes and instructor permission.

## FIRE SERVICE ADMINISTRATION

- FSA 206**  
**Fire Department Customer 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 the requirements for NFPA 1001, NFPA 1500.  
 Prerequisites: Instructor permission.
- FSA 208**  
**Fire Service Leadership** 4  
 Roles and responsibilities of shift commanders and staff officers. Topics include goal setting, delegating, counseling, coaching, problem solving, decision making, communications and labor relations.  
 Prerequisites: Instructor permission.
- FSA 210**  
**Fire Service Management** 4  
 Management theory and practice in relation to roles and responsibilities of shift commanders and staff officers. Topics include evolution of management, decision-making, planning, organizing, leading and controlling.  
 Prerequisites: Instructor permission.

**FSA 212**  
**Fire Service Administration** 4  
 Concepts, examples and practice of political and legal issues, hiring practices, forms of local government and revenue sources, intergovernmental relations, information management, and planning and budgeting.  
 Prerequisites: Instructor permission.

**FSA 214**  
**Fire Service Law** 3  
 Presents firefighters and emergency medical technicians with legal responsibilities in driving, inspecting, emergency operations, communications, fire prevention, ambulance services and areas of other activities. Covers employee and member's rights, duties, liabilities, and participation in the preparation for presentation in a court.  
 Prerequisites: Instructor permission.

**FSA 216**  
**Fire Department Organization** 3  
 This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems.  
 Prerequisites: Instructor permission.

## **FIRE SERVICE MANAGEMENT**

**FSM 218**  
**Fire Officer I** 5  
 The crucial building blocks in developing the proper mindset for the fire officer and how this perspective influences his/her operational effectiveness as an emergency services supervisor. The importance of the first-line supervisor being a personal team developer for tasks and challenges that relate to organizational enhancement. In addition to being responsible for suppression operations on the fire ground, the fire officer also plays a key role in the fire cause determination process, evidence preservation, and fire scene security.  
 Prerequisites: Instructor permission.

**FSM 220**  
**Fire Officer II** 5  
 Overview of governmental regulations as they relate to a fire service organization and the legal framework under which a fire company operates. Tactical decisions are generally based on preplanned information derived from inspections, hazard identification, and knowledge of building construction features focus attention on the life safety problems that officers and firefighters will encounter.  
 Prerequisites: Instructor permission.

**FSM 222**  
**Incident Management Company Operations** 3  
 The primary issues that a company or chief officer must consider on a developing incident. Reviewing findings from many major incidents or natural disaster reviews. Important case studies, as common denominators, in the safe supervision of personnel during incidents.  
 Prerequisites: Instructor permission.

**FSM 224**  
**Fire Service Incident Safety Officer** 2  
 Firefighter health and safety in fire service operations and activities. Increased health and safety efforts to reduce line-of-duty death and injury, long-term disability, and improve firefighter morale and quality of life. Emphasis on risk management techniques, safety laws, codes and standards. Health and training issues, incident and accident prevention, and incident or accident investigation and analysis.  
 Prerequisites: Instructor permission.

## **FOREIGN LANGUAGES AND LITERATURE**

See World Languages

## **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

[klyste@everettcc.edu](mailto:klyste@everettcc.edu)

**GIS 200**  
**Introduction to Computer Cartography** 5  
 (NS) Study of sequential map construction skills. This course stands alone as an introductory cartography class, and prepares students for working with spatial databases in GIS 201. Course focus is on digital techniques used in drawing and labeling maps. The student will utilize computer software to design and print maps.  
 Prerequisites: Completion of ENGL 098 with a grade of C or higher or test placement into ENGL& 101; completion of MATH 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 [klyste@everettcc.edu](mailto:klyste@everettcc.edu)

**GEOG 101**  
**Introduction to Geography** 5

(SS) General introduction to the physical and cultural processes and features of different world regions. Study of various regions in terms of physical and cultural elements to demonstrate contrasting uses of the physical environment around the world.

**GEOG 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](mailto: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.

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.

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.

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.

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.

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.

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.

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.

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.

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 framework. An education that focuses on the interdependence of communities fuels your ability to contribute to important decision-making processes.

**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. Writing assignments represent a significant component of coursework.

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

**GS 105D****Global Issues Through Film**

5

(H, D) Examination of contemporary global issues, drawing on films beyond the Hollywood perspective. Topics include the global economy and capitalism, scarcity and distribution of natural resources, global health issues, natural disasters and their effects, and religious/ethnic oppression and conflicts. Films and readings focus on and mostly originate from local and/or native perspectives around the world. Writing assignments represent a significant component of coursework.

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

**GS 180****America in the World**

2

Introduction to the core values of the American political, economic and social/cultural system. The American system will be placed in a comparative context.

Prerequisites: Placement in IELP 097, ENGL 097 or ESL 097 or higher.

**GS 181****Leadership and Global Citizenship**

2

Introduction to American principles of leadership. The American perspective will be placed in a comparative context.

Prerequisites: Placement in ENGL 097 or IELP 097 or ESL 097 or higher.

**GS 185D****Introduction to Latin America**

5

(H, D) Introduction to the cultures and societies of Latin America, including selected countries' arts, customs, languages, literature, film, music, peoples and traditions.

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

**GS 186D****Pacific Island Cultures**

5

(SS, D) Students explore the cultures of the Pacific Islands (also called Oceania). Examines the social issues that impact these island countries in Melanesia, Polynesia, and Micronesia, including struggles for cultural survival, environmental degradation, the effects of tourism, and migration of populations. Writing assignments represent a significant component of coursework.

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](mailto: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, relationships to drawing and photography, and color theory. Students learn creative ways of using natural visual abilities, imagination, and diagramming to organize thoughts and ideas. Includes intensive computer-aided training in digital imaging and vector-based illustration software.

### 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 130 Beginning Web Pages 5

Beginning course in web page construction. Students develop skill in the use of HTML coding to structure a page and the use of CSS to style the page.

### 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 201 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 240**  
**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 and image 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.
- GRAPH 242**  
**Web Design and Site Management** 5  
 Web site design with an emphasis on architecture and interface design. Topics include hierarchically structured site plans, site navigation, page flow, defining design elements, information design, multimedia integration, symbols and words for navigation, mapping and metaphors, usability and readability, site testing, and quality assurance. Emphasis on small business web site design.
- Prerequisites: GRAPH 240 with a grade of C or higher or instructor permission.
- GRAPH 244**  
**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 practices, contracts and invoicing.
- Prerequisites: GRAPH 242 with a grade of C or higher or instructor permission.
- 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.



**GRAPH 297****Poetry Northwest Graphic Arts Internship****2-5**

Supervised professional work experience as an intern for Poetry Northwest, a literary magazine with international distribution. Students gain practical experience in all aspects of layout and production of a print magazine and development of eReader and interactive web versions. Must have completed most of the required coursework for a graphics degree. Performance will be evaluated by the graphics instructor in conjunction with the editor of Poetry Northwest.

Prerequisites: Instructor permission.

**HEALTH SCIENCES**

See Emergency Services also.

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>B. Adolphsen</b>	<b>425-388-9467</b>	<b>eadolphsen@everettcc.edu</b>
<b>C. Malone</b>	<b>425-259-8294</b>	<b>cmalone@everettcc.edu</b>
<b>K. Pouillon</b>	<b>425-388-9571</b>	<b>kpouillon@everettcc.edu</b>

**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 Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs (1361 Park Street, Clearwater, FL 33756, 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 - 83 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). Program prerequisites include English 098 or 101&, Health 100 and Health 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.

**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.
- 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. Corequisite: HLTH 212.

**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. Corequisite: HLTH 211.

**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 080 (or 7-hour HIV Certificate), HLTH 100, HLTH 102. Current and completed immunizations prior to enrollment in HLTH 220. Current CPR for Healthcare Provider card. Proof of medical insurance. Instructor permission.

**HLTH 251**  
**Medical Assisting Clinical Practicum** 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 Advisor:**  
**J. Ripper** 425-388-9171 [jripper@everettcc.edu](mailto: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.

**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.

**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.

**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.

**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, 425-388-9263.

**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 095****College and Career Directions**

1-2

Examination of next steps in regards to educational and career possibilities. Activities focus on current and future labor market trends, career resources and educational options. Resume and job interviewing skills will be introduced. Class targets pre-college students.

**H DEV 101****College Success**

2

Develop, understand and apply college success strategies to include college resources and services, rights and responsibilities, college finances, organization and time management, diversity in college and life, learning and study strategies, choosing a college major, achieving college goals and completing an academic plan.

**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.

**H DEV 201D****Living and Working in a Diverse Society****5**

Introduction to building and developing skills for living and working within a diverse society. Focus on understanding multiple cultural traditions and values as well as learning interaction skills across cultures. Topics and concepts such as race, ethnicity, age, gender, social class, religion, abilities and sexual orientation are explored in the class.

Prerequisites: Completion of ENGL 098 or ESL 098 or IELP 098 with C or higher or placement into ENGL& 101.

**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. (425-259-8919)

**Faculty Advisors:**

<b>B. Kuwada</b>	<b>425-388-9269</b>	<b>bkuwada@everettcc.edu</b>
<b>E. Martin</b>	<b>425-388-9268</b>	<b>emartin@everettcc.edu</b>
<b>G. Myers</b>	<b>425-388-9266</b>	<b>gmyers@everettcc.edu</b>
<b>D. Skinner</b>	<b>425-388-9178</b>	<b>dskinner@everettcc.edu</b>
<b>C. Sullivan</b>	<b>425-388-9267</b>	<b>csullivan@everettcc.edu</b>

**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 - DTA degree should obtain a copy of the Humanities curriculum guide.

If you are interested in a career in any of the Human Services fields, please contact one of the Psychology or Sociology advisors listed in this catalog.

**Faculty Advisors:**

<b>K. Craft</b>	<b>425-388-9395</b>	<b>kcrafft@everettcc.edu</b>
<b>S. Lepper</b>	<b>425-388-9445</b>	<b>slepper@everettcc.edu</b>
<b>J. Ripper</b>	<b>425-388-9171</b>	<b>jripper@everettcc.edu</b>
<b>M. VanQuickenborne</b>	<b>425-388-9385</b>	<b>mvanquickenborne@everettcc.edu</b>
<b>J. Walker</b>	<b>425-388-9411</b>	<b>jwalker@everettcc.edu</b>

**HUM& 101****Introduction to Humanities****5**

(H) An 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. Emphasizes reading, critical thinking, and writing skills.

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

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.

**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.

**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.

**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.

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.

Prerequisites: Instructor permission.

**HUM 195**  
**Honors Seminar: The Integration of Knowledge** 3

(H) In-depth examination of a selected theme (such as happiness) from an interdisciplinary perspective while emphasizing writing skills, critical thinking, and information literacy. Students will also begin creating a portfolio to showcase their academic accomplishments as they plan for the future. This course is one of two gateway courses required for admission to the Honors program.

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

**HUM 196**  
**Honors Symposium** 2

(H) Focused exploration of a selected annual topic (such as "Revolutions"), alternating guest faculty presentations from a variety of disciplines with students' round-table discussions and presentations. All guest faculty presentations will be open to the campus community in order to stimulate wider dialogue. Emphasis on critical thinking abilities, written and oral skills, and intellectual collaboration. This course is one of two gateway courses required for admission to the Honors program.

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

**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.

**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.

**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.

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

## 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:

<b>J. Goodhope</b>	425-388-9348	<a href="mailto:jgoodhope@everettcc.edu">jgoodhope@everettcc.edu</a>
<b>D. Rash</b>	425-388-9494	<a href="mailto:drash@everettcc.edu">drash@everettcc.edu</a>

### 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.

### 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.

### INFO 110 Information Toolkit 2

Develops skills needed to locate, evaluate and use information technology and information sources to carry out discipline specific research.

### 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.

## ITALIAN

See World Languages

## JAPANESE

See World Languages

## JOURNALISM

See Communication Studies also

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:

<b>A. Otanez</b>	425-388-9419	<a href="mailto:aotanez@everettcc.edu">aotanez@everettcc.edu</a>
------------------	--------------	--

### 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) Examination and exercises in writing within the special constraints and style demands of communications mass media, including print, broadcast, web and public relations.

Prerequisites: ENGL 098 with a grade of C or higher 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.

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

Faculty Advisor:

C. Lewis      425-388-9559      [ctlewis@everettcc.edu](mailto:ctlewis@everettcc.edu)**MANUFACTURING TECHNOLOGY / PRECISION MACHINING**

See Advanced Manufacturing Technology also.

Advanced Manufacturing Technology provides tracks in Composites, Technical Design, Precision Machining, and Welding and Fabrication. All of these programs include courses from a variety of disciplines, including manufacturing technology.

Faculty Advisors:

T. Elmore	425-388-9964 ext. 7374	<a href="mailto:telmore@everettcc.edu">telmore@everettcc.edu</a>
P. Liaw	425-267-0160	<a href="mailto:pliaw@everettcc.edu">pliaw@everettcc.edu</a>
P. Murphy	425-388-9534	<a href="mailto:pmurphy@everettcc.edu">pmurphy@everettcc.edu</a>
R. Osnes	425-388-9383	<a href="mailto:rosnes@everettcc.edu">rosnes@everettcc.edu</a>

**MFG T 102**  
**Manufacturing Employment Readiness** 12

Introduction to manufacturing. The knowledge and skills required for entry level positions in diverse workplace scenarios with special emphasis on aerospace. Content includes a survey of mechanical concepts, precision measurement, blueprint reading, quality assurance, workforce skills/communication, ergonomics, lean manufacturing, and sustainable business practices.

Prerequisites: Instructor permission.

**MFG T 104**  
**Machine Operator I** 20

Focus on applied machinist math including measurements, basic blue print reading, conventional lathe and mill operations, small shop tools operation and an introduction to CNC (Computer Numerical Controlled) machines. Students are introduced to processes and procedures, and shop safety and teamwork. May be repeated two times for credit.

Prerequisites: MATH 070/HSC 014 OR placement into MATH 075 or higher OR permission of MFG T 104 instructor.

**MFG T 105**  
**Machine Operator 2** 20

Course develops skills in advanced blueprint reading including understanding of Geometric Dimensioning and Tolerance; applied math skills including geometry and trigonometry, technical core skills in CNC (Computer Numerical Controlled) Machine programming and operation are further developed. May be repeated two times for credit.

Prerequisites: MFG 104 with a grade of C (2.0) or higher 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&amp; 101 or higher level.

**MFG T 171**  
**Manufacturing Internship I** 1-5

50-250 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: Instructor permission.

**MFG T 172**  
**Manufacturing Internship II** 1-5

50-250 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: Instructor permission.

**MFG T 202**  
**Operations Management** 5

Principles and practices in converting engineering information into production information suitable for driving manufacturing operations. Includes preparing production work plans, implementing controls and reporting production activity results. Also covers inventory handling, quality control and continuous improvement plans.

Prerequisites: ENGL 098 or ESL 098 or IELP 098 or higher.

**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 product and a final project report.

Prerequisites: Instructor permission. Corequisites: ENGL&amp; 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:

- Interpret and manipulate algebraic language
- Create, use and analyze graphs

Faculty Advisors:

C. Anderson	425-388-9365	<a href="mailto:cranderson@everettcc.edu">cranderson@everettcc.edu</a>
M. Balachowski	425-388-9529	<a href="mailto:mbalachowski@everettcc.edu">mbalachowski@everettcc.edu</a>
L. Baxter	425-388-9407	<a href="mailto:lbaxter@everettcc.edu">lbaxter@everettcc.edu</a>
K. Bolan	425-388-9368	<a href="mailto:kbolan@everettcc.edu">kbolan@everettcc.edu</a>
W. Houston	425-388-9370	<a href="mailto:whouston@everettcc.edu">whouston@everettcc.edu</a>
B. Killingstad	425-388-9371	<a href="mailto:bkillingstad@everettcc.edu">bkillingstad@everettcc.edu</a>
M. Nevins	425-388-9363	<a href="mailto:mnevins@everettcc.edu">mnevins@everettcc.edu</a>
C. Quarles	425-388-9977	<a href="mailto:cquarles@everettcc.edu">cquarles@everettcc.edu</a>
H. Weiss-Green	425-388-9252	<a href="mailto:hweiss@everettcc.edu">hweiss@everettcc.edu</a>

**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.



**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. Equivalent to HSC 014; Credit may not be earned in both MATH 070 and HSC 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.

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.

Prerequisites: MATH 070 or HSC 014 with a C (2.0) or higher OR placement into MATH 080 via MATH 079 or an assessment test OR instructor permission.

**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.

**MATH 079****Self-Paced Arithmetic and Algebra** 5

Self-paced review of arithmetic and algebra concepts in a computer-mediated lab setting. Intended as a review of arithmetic prior to enrolling in MATH 80 and/or a review of algebra concepts in order to improve performance on math placement tests. The pre-requisite knowledge and skills for entering MATH 80, 91, 92, or 98. Upon demonstrating this knowledge, students are directly placed into MATH 80, 91, 92, or 98 without the need to retake a placement test. Topics concerning anxiety, study skills, and math course advising are also covered.

Prerequisites: Placement in MATH 079 or higher via an assessment test score OR permission of a math instructor.

**MATH 080****Preparation for Algebra** 5

Fractions, decimals, proportions and percents; U.S. Customary and metric systems of measurement; plane and solid geometric figures; signed rational numbers; exponents, scientific notation and radicals; order of operations; evaluation and simplification of algebraic expressions; solving algebraic equations.

Prerequisites: MATH 070 or HSC 014 with a C (2.0) or higher OR placement via MATH 079 or an assessment test OR instructor permission.

**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.

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.

Prerequisites: MATH 081 or MATH 087 with a C (2.0) or higher OR permission of a math 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.

Prerequisites: Placement in MATH 090 or higher via an assessment test score OR permission of a math instructor.

**MATH 091****Elementary and Intermediate Algebra I** 5

First quarter of a seamless two quarter sequence covering topics from beginning and intermediate algebra for qualified students who have completed beginning algebra and need to review and extend their skills. Topics include properties of real numbers, linear equations and inequalities with applications, graphing lines, line equations, integer exponents, polynomial operations and factoring with applications, rational expressions with equations and applications.

Prerequisites: MATH 080, MATH 081 or MATH 082 (or equivalent) with a C (2.0) or higher; OR placement into MATH 091 via MATH 079 or an assessment test OR instructor permission.

**MATH 092****Elementary and Intermediate Algebra II** 5

Second quarter of a seamless two quarter sequence covering topics from beginning and intermediate algebra for qualified students who have completed beginning algebra and need to review and extend their skills. Topics include systems of linear equations and applications, absolute value equations and inequalities, fractional exponents, radical expressions, radical equations and applications, complex numbers, quadratic equations and equations in quadratic form with applications, exponential and logarithmic expressions, exponential and logarithmic equations with applications.

Prerequisites: MATH 091 with a grade of C (2.0) or higher OR placement into MATH 092 via MATH 079 OR instructor permission.

**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.

Prerequisites: MATH 082 or MATH 091 (or equivalent) with a grade of C (2.0) or higher OR placement into MATH 092 or MATH 098 or MATH 099 via MATH 079 or an assessment test OR instructor permission.

**MATH 098****Intermediate Algebra in Context** 5

An intermediate algebra course in the context of applications. Linear, quadratic, exponential, radical and power functions, along with logarithms, rational exponents, and systems of equations. Real data, mathematical models, and decision-making. Satisfies the prerequisite for MATH& 107, 138, or &146. Not intended for math, science, or engineering majors.

Prerequisites: MATH 082 or MATH 091 (or equivalent) with a grade of C (2.0) or higher OR placement into MATH 098 via MATH 079 or an assessment test OR 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.

Prerequisites: MATH 082 (or equivalent) with a grade of C (2.0) or higher OR placement into MATH 099 via an assessment test OR instructor permission.

**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 091 (or equivalent) with a grade of C (2.0) or higher OR placement into MATH 100 via an assessment test OR instructor permission.

**MATH 105****Trigonometry** 3

Trigonometric ratios and function, solving right and oblique triangles, vectors, circle concepts, graphing trigonometric functions, basic identities, and applications.

Prerequisites: MATH 095 (or equivalent) with a grade of C (2.0) or higher. MATH 082 or MATH 091 or equivalent with a grade of C (2.0) or higher OR placement into MATH 092 or MATH 098 or MATH 099 or higher via MATH 079 or an assessment test OR instructor permission.

**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.

Prerequisites: MATH 092, or MATH 098, or MATH 099, or equivalent with a grade of C (2.0) or higher OR placement in MATH& 107 or higher via a math assessment.

**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 earned in both BUS 130 and MATH 120.

Prerequisites: MATH 070/HSC 014 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: ENGL 098 or ESL 098 or IELP 098 with a grade of C or higher or placement into ENGL& 101; MATH 092, or MATH 098, or MATH 099, or equivalent with a grade of C 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.

Prerequisites: MATH 092, or MATH 099, or equivalent with a grade of C (2.0) or higher OR placement into MATH& 141 via a math assessment 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.

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.

Prerequisites: MATH 092, or MATH 098, or MATH 099, or equivalent with a grade of C (2.0) or higher OR placement into MATH& 146 via a math assessment.

**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.

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 antidifferentiation of algebraic and transcendental functions with applications. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus. Credits cannot be earned in both MATH& 148 and 151.

Prerequisites: MATH& 142 or MATH& 144 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 of algebraic and transcendental functions and applications of definite integration, including areas, volumes, work, hydrostatic force and centers of mass; polar coordinate calculus and parametric equations. Numerical techniques and improper integrals. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus.

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.

Prerequisites: MATH& 152 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**MATH& 163****Calculus 3**

5

(Q, NS) Third course in calculus sequence. Infinite numerical series, power series and Taylor polynomials; vectors in two and three dimensions; lines and planes; partial differentiation with applications; double integrals in rectangular and polar coordinates with applications. For majors in engineering, science, mathematics and others requiring more than two quarters of calculus.

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.

Prerequisites: MATH& 153 or MATH& 163 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 MATH& 163 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& 163 or MATH& 254 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**MEDICAL ASSISTING**

See Health Sciences

**MEDICAL CODING**

The Medical Coding program utilizes web-based 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 37-credit program. Prerequisite: high school diploma or equivalent.

**Faculty Advisor:**

K. Kneifel

425-388-9155

[kkneifel@everettcc.edu](mailto:kkneifel@everettcc.edu)**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, third-party payers, and physicians' roles in medical billing and coding. Federal legislation and claim information is also presented.

<b>MC 120</b> <b>Healthcare Vocabulary</b>	<b>5</b>
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.	
<b>MC 122</b> <b>Medical Abbreviation</b>	<b>1</b>
Study of abbreviations used in the medical field to identify diagnoses, procedure, and locations of where treatment was performed.	
Prerequisites: MC 120.	
<b>MC 130</b> <b>Structure and Function of the Human Body I</b>	<b>3</b>
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.	
<b>MC 135</b> <b>Structure and Function of the Human Body II</b>	<b>5</b>
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.	
<b>MC 140</b> <b>Basics of Pharmacology</b>	<b>1</b>
Study of drug categories, classifications, routes of administration, and therapeutic effects. Includes toxicology, immune responses, pain management, poisonings and anesthesia.	
<b>MC 150</b> <b>Principles of Procedural Coding</b>	<b>5</b>
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 160 with a C or higher.	
<b>MC 160</b> <b>Principles of Diagnostic Coding</b>	<b>5</b>
Trains students to use ICD-9-CM to assign correct diagnostic codes.	
Prerequisites: MC 120, MC 130 with C or higher. MC 135 with a C or higher or concurrent enrollment.	
<b>MC 170</b> <b>ICD-10-CM/PCS Coding</b>	<b>5</b>
Focus on use of ICD (International Classification of Diseases)-10-CM (Clinical Modification) / PCS (Procedure Coding System) codes to report patient diagnoses. Presents ICD-10-CM/PCS structure, guidelines, conventions, GEMs, and data requirements.	
Prerequisites: MC 120, MC 135 with C or higher or completion of medical coding certificate using ICD-9-CM or current AHIMA or AAPC certification.	
<b>MC 180</b> <b>Medical Coding Practicum</b>	<b>5</b>
Provides practice in reading healthcare scenarios to assign correct procedural and diagnostic codes. Also helps to prepare students for certification testing.	
Prerequisites: MC 160 with C or higher. MC 150 with C or higher or concurrent enrollment.	

## 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 43-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](mailto:pstettler@everettcc.edu)

### MT 099 Medical Transcription Test Preparation **0**

This non-credit course is designed to help prepare the student for the assessment testing which is customarily required when seeking a position as a medical transcriptionist. Typically only those who score well on these assessments will be offered employment in the field.

Prerequisites: MT 110, MT 120, MT 140, MT 200, MT 170, MT 190, MT 210, MT 240, MT 220, MT 260, MT 280, MT 290.

### 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. Requires familiarity with MS Word and ability to touch-type.

### 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. Requires familiarity with MS Word and ability to touch-type.

### 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. Requires familiarity with MS Word and ability to touch-type.



**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. Requires familiarity with MS Word and ability to touch-type.

**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. Requires familiarity with MS Word and ability to touch-type.

**MT 240**  
**Intermediate Medical Transcription** 6

Entails transcription of prepared medical tapes in a variety of specialties to improve speed, accuracy, and productivity. Identification of 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. Instruction in interpreting the meaning of the transcribed medical report.

Prerequisites: MT 200.

**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. Studies difference forms of compensation including rates and structures in medical transcription. Includes preparation of resume and cover letter. Requires familiarity with MS Word and ability to touch-type.

**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 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:**  
**G. Kammer** 425-388-9439 [gkammer@everettcc.edu](mailto:gkammer@everettcc.edu)

**MULTI 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 ATA degree.

Prerequisites: ART 110, GRAPH 110, GRAPH 113, GRAPH 120, and PHOTO 110 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:

R. Waldron 425-388-9456 [rwaldron@everettcc.edu](mailto:rwaldron@everettcc.edu)

**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.

**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.

**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.

**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.

**MUSC 117, 118, 119**  
**Class Piano - Elementary, Intermediate** 2 each

(HP) Class instruction in piano. Open to all students.

Prerequisites: 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.

**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.

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.

Prerequisites: Instructor permission.

**MUSC 128**  
**Class Guitar** 2

(HP) Class instruction in guitar. May be repeated two times for credit.

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.

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.

**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.

Prerequisites: Audition for all new instrumentalists.

**MUSC 151-159**  
**Individualized Instruction in Applied Music** 1-2  
**maximum 12 in each medium**

(HP) Individual instruction in piano, to be arranged. 151-Piano; 152-Voice; 153-Strings; 154-Woodwinds; 155-Bass; 156-Percussion; 158-Accordion; 159-Guitar. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.

Prerequisites: Written permission from Chair of Music Department.

**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.

## 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:

R. Kratz 425-388-9503

[rkratz@everettcc.edu](mailto:rkratz@everettcc.edu)

P. Pape-Lindstrom 425-388-9480

[ppape@everettcc.edu](mailto:ppape@everettcc.edu)

### NAT S 103

#### Sustainability and Systems

5

(NS) An introduction to systems thinking with an emphasis on understanding the intersection between natural and human systems. Student analysis will focus on how to make human systems more sustainable. Simple models such as population growth and more advanced case studies will be explored with concepts such as connection circles, causal loop diagrams, reinforcing (positive feedback) loops and balancing (negative feedback) loops. Exploration of the effects of time delays upon systems and identification of leverage points for sustainability will occur. Course will include use of Structural Thinking Experiential Learning Laboratory (STELLA) software at an introductory level.

Prerequisites: MATH 082 or higher and ENGL 098 with a grade of C or higher, or skills assessment at ENGL& 101 or higher level; or instructor permission.

### 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.

For more information, call the Nippon Business Institute at 425-388-9195.

## 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 health care 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.

In addition to the College Core Learning Outcomes, the Nursing Program Outcomes provide information about the specific learning that occurs within the Nursing Program. Nursing Program Outcomes are:

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 RN 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/nursinghealth/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

3343 Peachtree Road NE, Suite 500

Atlanta, GA 30326

404-975-5000

[www.nlnac.org](http://www.nlnac.org)

**Faculty Advisors:**

<b>K. Brasfield</b>	<b>425-388-9474</b>	<b>kbrasfield@everettcc.edu</b>
<b>J. Corbin</b>	<b>425-388-9476</b>	<b>jcorbin@everettcc.edu</b>
<b>V. Hansen</b>	<b>425-388-9466</b>	<b>vhansen@everettcc.edu</b>
<b>L. Miller</b>	<b>425-388-9458</b>	<b>lmiller@everettcc.edu</b>
<b>C. Weber</b>	<b>425-388-9087</b>	<b>cweber@everettcc.edu</b>
<b>C. Whedon</b>	<b>425-388-9462</b>	<b>cwhedon@everettcc.edu</b>
<b>S. Wilner</b>	<b>425-388-9975</b>	<b>swilner@everettcc.edu</b>
<b>N. Zoeller</b>	<b>425-388-9473</b>	<b>nzoeller@everettcc.edu</b>

### **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 101**

#### **Nursing Clinical Makeup .05-.5**

Skill building course to supplement clinical performance for continuation in the program.

**Prerequisites:** Current enrollment in the Nursing Program. Nursing instructor permission.

### **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 111**

#### **Nursing Therapeutics I: Introduction to Nursing and the Client (Extended Cohort) 10**

Intro to caring as framework underlying nursing as a science and a profession. Themes of nursing processes, problem solving, communication, teaching, learning ethics, and legal aspects and concepts of client, nursing, health, and environment are examined. Models of health care delivery explored. Intro to altered health states of protective and healing mechanisms as foundation for studying diseases, disorders of human functioning. Includes cellular injury, inflammation, wound healing, ineffective thermoregulation, infection, immune response, stress, activity intolerance. In lab students develop concept of health promotion as basis for assessing and intervening to maintain wellness. Holistic dimensions of client assessment presented along with communication, interviewing, history taking, diagnostic reasoning, and health promotion techniques. Students apply techniques of physical assessment through practice on well adults. Documentation techniques incorporated throughout course.

**Prerequisites:** ENGL& 101, BIOL& 211, BIOL& 231. Acceptance into the Nursing program

### **NURS 112**

#### **Nursing Therapeutics II: Chronicity and Rehabilitation (Extended Cohort) 9**

Continued development of teaching, learning, ethics and legal aspects and role development and the health care system. Presents an integrated view of mind/body responses to altered health states. Selected health problems of adults viewed in relation to epidemiology, risk factors, pathophysiological mechanisms and clinical manifestations. Incorporates rationale for health care intervention, including diagnostic methods and treatment. Explores application of nursing principles and theories to determine appropriate nursing diagnoses and therapies. In lab students use case studies, scenarios, clinical simulations, client care, and special projects. Utilizes the nursing process, critical thinking, and self reflective activities as basis for collaborative learning in formulation, implementation, and evaluation of nursing care for adults experiencing selected health alterations.

### **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 121**

#### **Nursing Therapeutics III: Chronicity 7**

Selected health problems of adults are viewed in relation to epidemiology, risk factors, pathophysiological mechanisms and clinical manifestations. Incorporates rationale for health care interventions, including diagnostic methods and treatment. Explores application of nursing principles and theories to determine appropriate nursing diagnoses and nursing therapies. Provides opportunities for 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. Students integrate and apply the art and science of nursing through use of case studies, scenarios, clinical simulations, client care, and special projects.

**Prerequisites:** NURS 112 with a grade of C or higher. Instructor permission.



**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 131****Nursing Therapeutics IV: Acute Illness****8**

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.

Prerequisites: NURS 121 with a grade of C or higher. Instructor permission.

**NURS 132****Nursing Therapeutics V: Acute Disorders****9**

Explores increasingly complex body system alterations and presents the nursing therapies connected with these alterations. Emphasizes cognitive, interpersonal, and technical activities. Builds on knowledge of 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.

Prerequisites: NURS 131 with grade of C or higher. Instructor permission.

**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 211****Nursing Therapeutics VI: Maternal Child****7**

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 132 with grade of C or higher. Instructor permission.

**NURS 212****Nursing Therapeutics VII: Family Clinical****7**

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 211 with grade of C or higher. Instructor permission.

**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 221**  
**Nursing Therapeutics VIII: Multisystem** 9

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 212 with grade of C or higher. Instructor permission.

**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.

**NURS 231**  
**Nursing Therapeutics IX: Role Transition I** 6

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 221 with grade of C or higher. Instructor permission.

**NURS 232**  
**Nursing Therapeutics X: Role Transition II** 6

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 231 with grade of C or higher. Instructor permission.

**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.

## NURSING, 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 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.

## 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.

**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.

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**

5

(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 supplements, and nutritional practices promoted to enhance athletic performance. Body composition analysis also included. Meets AAS DTA Natural Science non-lab science degree requirement (Part B).

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 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.

Prerequisites: NUTR& 101 or any biology course; MATH 080 or skills assessment at MATH 081 or higher level.

**NUTR 180**  
**Sustainable Food Systems: What to Eat and Why It Matters**

5

(NS) Study of current food systems in the U.S. and their relationship to the environment, the economy and health--particularly nutritional health--of citizens. Specific recommendations to help individuals and institutions implement sustainable practices. Weekly food preparation session for applied learning of course content, including nutrient value of foods, food safety and environmental impact of food choices. Two field trips.

Prerequisites: ENGL 098 and MATH 080.

**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](mailto:sgrupp@everettcc.edu)

**OCEA& 101**  
**Introduction to Oceanography w/Lab**

5

(NS-L) Introduction to Earth's oceans, including origin and evolution of ocean basins, composition and variability of seawater, oceanic structure and circulation patterns, and marine pollution. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: 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 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](mailto: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.

**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& 115**  
**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& 120**  
**Symbolic Logic**

5

(Q, NS) The course is a study of the methods and principles used to distinguish correct from incorrect reasoning. After establishing a few basic concepts, the course will proceed to discuss three types of symbolic logic: Categorical, Propositional, and Predicate. Students are expected to participate in working through problems and proofs presented in the text and in class. (Formerly PHIL& 106)

**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.

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

**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:**

<b>E. Felsenthal</b>	<b>425-388-9149</b>	<b>efelsenthal@everettcc.edu</b>
<b>L. Weller</b>	<b>425-388-9366</b>	<b>lweller@everettcc.edu</b>

**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 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 portraiture, 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 (PEHW) program provides students with the opportunity and knowledge to establish and maintain a healthy lifestyle through physical activity. A wide variety of 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 - DTA.

**Faculty Advisor:**  
**S. Grigsby** 425-388-9321 [sgrigsby@everettcc.edu](mailto:sgrigsby@everettcc.edu)

### Fitness Activities

- PEHW 100**  
**Beginning Yoga** 1-2  
 (TE) A unique exercise program to improve fitness through development of flexibility, strength, and vitality. Special emphasis on yoga techniques for stress reduction, relaxation, posture and deep breathing. Introduction to visualization and meditation plus yogic diet, lifestyle and philosophy. 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 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. This dynamic low-impact workout combines moves to strengthen the upper and lower body. No previous experience with aerobic exercise is necessary. May be repeated two times for credit.

**PEHW 119**  
**Speed, Agility, Quickness** 1-2  
 (TE) Training exercises to improve speed, agility and quickness. Warm-up, mechanics and movements in each category.

**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 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** 1-2  
 (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.

**PEHW 143**  
**Ice Skating** 1-2  
 Fundamentals of ice skating including basic skills necessary for competitive or recreational figure skating, ice hockey, or speed skating. Selection, fitting, and care of skating equipment.

## Sport Activities

**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 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**  
**Soccer** 1-2  
 (TE) Rules, skills, and strategies for 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: Completion of ENGL 098 with a grade of C or higher, 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.

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

## PHYSICAL SCIENCE

See Atmospheric Science, Geology and Oceanography

## 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 Advisors:

A. Vanture	425-388-9556	<a href="mailto:avanture@everettcc.edu">avanture@everettcc.edu</a>
K. Washburn	425-388-9431	<a href="mailto:kwashburn@everettcc.edu">kwashburn@everettcc.edu</a>

### 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.

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.

Prerequisites: ENGL 098 with a C or better, MATH& 142 or MATH& 144 or equivalent; or concurrent enrollment in MATH& 142

**PHYS& 122**  
**General Physics II** 5  
 (NS-L) Continuation of PHYS& 121. Periodic motion, mechanical waves and thermodynamics are studied.

Prerequisites: PHYS& 121, and MATH 138 or MATH& 142 or MATH& 144 or equivalent.

**PHYS& 123**  
**General Physics III** 5  
 (NS-L) Continuation of PHYS& 121. Electromagnetism and light are studied.

Prerequisites: PHY& 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.

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.

Prerequisites: PHYS& 221, MATH& 152. Corequisites: PHYS& 232 or instructor permission.

**PHYS& 223**  
**Engineering Physics III** 4  
 (NS-L) Continuation of PHYS& 222. Electromagnetism.

Prerequisites: PHYS& 222 and MATH& 153. Corequisites: PHYS& 233 or instructor permission.

**PHYS& 231**  
**Engineering Physics I Laboratory** 1.5  
 (NS-L) Basic techniques of analysis useful for modeling experimental results and uncertainties. Working effectively as part of a team. Scientific and engineering report writing. Developing independent research skills. Offered concurrently with PHYS& 221; course material does not directly parallel PHYS&221 course material.

Corequisites: PHYS& 221 or instructor permission.

**PHYS& 232**  
**Engineering Physics II Laboratory** 1.5  
 (NS-L) Basic techniques of analysis useful for modeling experimental results and uncertainties. Working effectively as part of a team. Scientific and engineering report writing. Developing independent research skills. Offered concurrently with PHYS& 222; course material does not directly parallel PHYS&222 course material.

Corequisites: PHYS& 222 or instructor permission.

**PHYS& 233**  
**Engineering Physics III Laboratory** 1.5  
 (NS-L) Development and completion of team-designed experiment(s) utilizing instructor-approved topics. Production of a publication-quality report of results. Offered concurrently with PHYS&223.

Prerequisites: PHYS 130 or ART 130. Corequisites: PHYS& 222 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 Advisor:

S. Horn

425-388-9394

shorn@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?

**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.

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.

**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.

**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.



**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.

**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.

**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.

## PROPERTY MANAGEMENT

Certificate program prepares students for work at front desk for multi-family housing units. Focuses both on an understanding of Section 8 and supportive housing, as well as the basic response to tenants. Students should be able to comfortably converse and write in English and have some keyboarding experience.

**Faculty Advisor:****J. Kneifel****425-388-9240****[jkneifel@everettcc.edu](mailto:jkneifel@everettcc.edu)****PM 101****Introduction to Property Management of Supportive and Affordable Housing****5**

Introduction to the different types of multi-family affordable housing, including those linked with social services. Programs that pay for construction/rehab and operating subsidies including key U.S. Department of Housing and Urban Development programs as well as local government and other funded programs. Ethics in property management. Orientation to the major functions of property management practices and the different housing configurations. ESL Level 5 and ABE Level 4 recommended.

Prerequisites: Computer Readiness Test or instructor permission.

**PM 102****Desk Clerk Operations****5**

Fire and life safety awareness, handling guests, mail distribution, gate keeping, following security procedures, monitoring buildings, confidentiality, emergencies, injuries and crisis management, developing and implementing front desk policies, interacting with external agencies and authorities, police and law enforcement issues, inspections of lobby and common areas, handling vendors, lock-outs, elevator and other maintenance emergencies, routine maintenance and the role of the front desk, managing video monitors, telephone protocol. ESL Level 5 and ABE Level 4 recommended.

Prerequisites: PM 101 or instructor permission.

**PM 103****Tenant Services and Communication****5**

Interpersonal skills needed to resolve problems, handle complaints, and understand social services and building maintenance. Develop written correspondence to tenants and skills in receiving complaints by tenants. Report writing. Dealing with diverse populations, including families, children, and people with disabilities. Referring tenants to social services. Includes word processing and email. ESL Level 5 and ABE Level 4 recommended.

Prerequisites: PM 101 or instructor permission.

**PM 104****Property Management - Maintenance I****5**

The skills necessary to work as a Property Management Maintenance worker. Course includes security, fire safety, parking rules and enforcement, signage, understanding building operating systems, reasonable accommodations for people with disabilities, fire and life safety inspections, move-in and move-out inspections, inclement weather hazards, standards for PM maintenance, interacting with maintenance staff and vendors, issuing maintenance orders, securing bids for repairs and work in specialized services, scheduling, first aid/CPR, sustainable practices, and interviewing skills, resume writing, cover letters. This is the first course in the series.

Prerequisites: PM 101 with a grade of C or higher or instructor permission.

**PM 105****Property Management - Maintenance II****5**

The skills necessary to work as a Property Management Maintenance worker. Course introduces grounds, landscaping, pest control, worker safety, storage of materials (hazardous and otherwise), plumbing, appliance care and repair, measurements (metric and US), standards for PM maintenance, graffiti removal, water management, computer skills, email, resume writing, cover letters. This is the second course in the series.

Prerequisites: PM 104 with a grade of C or higher or instructor permission.

**PM 295****Property Management Internship****1-4**

Intern in a housing project under the supervision of a property management director. Requires a minimum of 200 clock hours. Designed to enable students to combine classroom training with practical property management clerk work experience through on-the-job training in a supportive or affordable housing project setting. ESL Level 5 or ABE Level 4 recommended.

Prerequisites: PM 101 and Program Coordinator permission.

## 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](mailto:dbrown@everettcc.edu)****B. Farb****425-388-9386****[bfarb@everettcc.edu](mailto:bfarb@everettcc.edu)****K. Hamaoui****425-388-9164****[khamaoui@everettcc.edu](mailto:khamaoui@everettcc.edu)****D. Smith****425-388-9176****[dsmith@everettcc.edu](mailto:dsmith@everettcc.edu)****C. Veldink****425-388-9444****[cveldink@everettcc.edu](mailto: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.

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.

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.

Prerequisites: 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.

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 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.

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.

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 210D**  
**Human Sexuality** 5  
 (SS, D) Survey of biological, psychological, and social determinants of human sexuality and sexual behavior from diverse perspectives as they relate to culture, gender, sexual orientation, disabilities, and age. Topics include cultural diversity, sexual development (physical and psychological), sexual health, reproduction (pregnancy, contraception, abortion), development of sex, gender and sexual orientation, lifespan sexuality, and adult sexual relationships.

Prerequisites: PSYC& 100 with a grade of C or higher or instructor permission. Completion of ENGL 098 or ESL 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.

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.

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.

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.

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

EvCC Educational Planning Center, 425-388-9339

**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 Science, Geology, Natural Science, Nutrition, Physics.

**Faculty Advisors:**

<b>S. Grupp</b>	<b>425-388-9450</b>	<b>sgrupp@everettcc.edu</b>
<b>M. Kontulis</b>	<b>425-388-9136</b>	<b>mkontulis@everettcc.edu</b>
<b>R. Kratz</b>	<b>425-388-9503</b>	<b>rkratz@everettcc.edu</b>
<b>P. Pape-Lindstrom</b>	<b>425-388-9480</b>	<b>ppape@everettcc.edu</b>
<b>F. Schwartz</b>	<b>425-388-9451</b>	<b>fschwartz@everettcc.edu</b>
<b>A. Vanture</b>	<b>425-388-9556</b>	<b>avanture@everettcc.edu</b>

**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>bfarb@everettcc.edu</b>
<b>M. Riordan</b>	<b>425-388-9384</b>	<b>mriordan@everettcc.edu</b>
<b>C. Veldink</b>	<b>425-388-9444</b>	<b>cveldink@everettcc.edu</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.

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: 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.

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

**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. Writing assignments represent a significant component of coursework.

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

**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: 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

**TECHNICAL DESIGN (CAD)**

See Engineering Technology and Advanced Manufacturing Technology.

The Technical Design (CAD) 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:**

P. Liaw 425-267-0160

R. Osnes 425-388-9383

[pliaw@everettcc.edu](mailto:pliaw@everettcc.edu)

[rosnes@everettcc.edu](mailto:rosnes@everettcc.edu)

**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:**

D. Minzel 425-388-9447

[dminzel@everettcc.edu](mailto:dminzel@everettcc.edu)

R. White 425-388-9457

[rowhite@everettcc.edu](mailto:rowhite@everettcc.edu)

**WELD 075****Welding Pre-Employment Skills**

5 to 12

Fundamentals and techniques used in basic gas metal arc welding (GMAW) and shielded metal arc welding (SMAW) for students with limited English proficiency and or limited Math proficiency depending on current demand. Course is designed to meet the basic entry level welding competency requirements of local business and industry, obtain an entry level W.A.B.O. (Washington Association of Building Officials) Structural Steel Welding Certification and to develop communication skills and or math skills that are closely related to job performance. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 111****Basic Layout**

2

Includes baseline radial, cylindrical and triangulation layout techniques used to develop flat pattern, pipe intersections and conical shapes. Basic lofting techniques covering the use of base line, radial and flat pattern triangulation common to the sheet metal fabrication and the HVAC industries. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 150****Blueprint Reading for Industry**

5

Comprehensive overview of engineering drawings, lines and symbols as applied to the machine and fabrication trades rather than construction. Study of basic lines of a blueprint, three-view, isometric and orthographic drawings, and welding symbols and their interpretation. Course also includes identification of structural shapes, thread patterns and fasteners common to the metal trades industry. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 151****Carbon Steel Metallurgy for the Trades**

3

Study of metallurgical terms as applied to carbon steels. Study of the properties of metals, phase changes, melting and solidification rates, weld bead metallurgy, and heat affected zones. Course also includes alloying elements, their effects on weld material and the distortion of materials due to thermal conditions and its' control. An introduction to flame straightening techniques completes the course. May be repeated one time for credit.

Prerequisites: Instructor permission.



**WELD 152****Welding Base Materials: Processes and Procedures 3**

Covers base material classification systems and identification systems including S.A.E. (Society of Automotive Engineers), A.S.T.M. (American Society of Testing and Materials), and A.W.S. (American Welding Society). Also includes the study of common welding processes, power supplies and the reading, writing and interpretation of welding procedures. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 153****Non-Ferrous Metallurgy for the Trades 3**

Covers the basic metallurgy of stainless steels, aluminum and cast iron. Class includes the heat treatment of these non-ferrous materials, the material designation systems, filler metal designation systems and welding procedures common to stainless steels, aluminum alloys and cast iron. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 154****Industrial Safety for the Metal Trades 3**

Covers the safety, set-up, operation and adjustment of tools and equipment common to the metal trades industry. Application of the National Institute of Safety & Health Standards to personal protective equipment. Application of the standards of the Occupational Safety and Health Act to compressed gas cylinders, power and hand tools and general shop procedures. Interpretation of Material Safety Data Sheets, Hazard Communication and Worker Right to Know Laws as applied to the welding and metal trades industry. Identification of local and regional authorities and basic hazardous materials waste steam planning is included. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 190****Oxyacetylene Welding and Cutting 5**

Principles and techniques of oxy-acetylene welding and brazing and oxy-fuel flame cutting to develop solid entry level skills required by industry. Class includes set-up and use of hand and machine torches for straight line, curved line and bevel cuts, use of hand held rosebud heating tips and an introduction to hand held plasma cutting. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 191****Basic Arc Welding 5**

The principles and techniques of basic manual Shielded Metal Arc Welding using E 6010 and or E 6011 electrodes to make fillet welds and open root welds acceptable to industry standards in the flat, horizontal, vertical and overhead positions. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 192****Advanced Arc Welding 5**

Principles and techniques of manual Shielded Metal Arc Welding using E 7018 electrodes to produce fillet, and groove welds in all positions acceptable to industry standards in the flat, horizontal, vertical and overhead positions. Development of skills to the level required for code standards and certification. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 193****Basic Pipe Welding 5**

Principles and techniques of pipe welding using Shielded Metal Arc Welding and or Gas Tungsten Arc Welding. Class includes joint preparation, filler metal selection as applied to the 2G, 5G and 6G welding positions and building skills toward the AWS D1.1 Standard. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 194****Gas Tungsten Arc Welding 5**

Fundamentals and techniques used in the Gas Tungsten Arc Welding process. Course includes set-up and adjustment of the GTAW equipment for use with steel, stainless steel and aluminum. Identifying proper filler metals and shielding gasses for use with steel, stainless steel and aluminum. Welding of fillet, butt and groove welds in the flat, horizontal, vertical and overhead positions to the Washington Association of Building Officials Standard 27-13. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 195****Gas Metal Arc/Flux Core Arc Welding 5**

Principles and techniques of the Gas Metal Arc Welding process on steel, stainless steel and aluminum. Course will include set-up and adjustment of the GMAW equipment for short arc, spray transfer and pulse spray transfer methods. Welding of fillet, butt and groove welds in the flat, horizontal, vertical and overhead positions to the American Welding Society D1.1 Standard. Build skills necessary for industry certification including Washington Association of Building Officials State welding certification. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 196****Flux Core Arc Welding 5**

Designed to help students develop the skills necessary to weld with the FCAW processes and pass an AWS D1.1 and/or a WABO 27-13 Standard Qualification test in all positions. Class will cover safety as applied to the FCAW processes; set-up and adjustment of equipment; multiple pass welds in the flat, horizontal, vertical and overhead positions; and groove welds in the flat, horizontal, vertical and overhead positions. Class is primarily a hands-on lab totaling 100 hours.

Prerequisites: Instructor permission required.

**WELD 210****Heavy Plate Fabrication 5**

Principles and techniques used in plate fabrication. Class is geared toward the Marine Construction Industry and will include terms, tools and techniques common to ship building. Students will work in teams, from blueprints, to fabricate a small ship hull sections with the use of standard lay-out practices, overhead crane and the set-up and operation of 120 ton hydraulic press brake to fabricate parts. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 211****Sheet Metal Fabrication 5**

Procedures and methods of basic sheet metal fabrication. Students plan and produce a variety of projects from prints and drawings utilizing flat pattern lay-out, measuring, bending sequences, spot welding, and the use of hand tools, pan brake, finger brake, roll forms and punches and notching equipment. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 212**  
**Pipefitting and Pipe Systems Fabrication** 5  
 Presents basic pipefitting methods, tools, terms and techniques. Identification of pipe schedules, fitting types and valve types. Working in teams and from blueprints students will fabricate various pipe systems and manifolds using bolted flange connections, welded sections and threaded sections. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 213**  
**Practical Fabrication and Advanced Welding Techniques** 5  
 Sequences and methods of structural steel fabrication and assembly. Identification of structural shapes and their uses. Working from blueprints and or drawings students will plan, fabricate and join various structural shapes and formed parts into a completed project. Student will apply the techniques of out of position welding where vision and accessibility are limited. Proper demonstration of confined space entry, work techniques, and exit are a part of this class. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 214**  
**Sub Arc Welding** 2  
 The components, safety, set up, and operation of the sub arc welding system. Identify the wires and fluxes common to the sub arc process and the selection of the proper wires and fluxes as applied to different base materials. The use of sub arc process to weld various thicknesses of plate and pre-fabricated pipe sections.

Prerequisites: WELD 195/196, WELD 210, or instructor permission.

**WELD 215**  
**Press Brake Operation** 3  
 The safety, set up, and basic operations of press brake operations. This will include flat pattern lay-out, calculations of bend stretch allowances, bending sequences, forming of multiple bend parts, bump rolling pipe sections and proper choice of various bending dies. The course will also include basic maintenance and adjustments of our 120 ton hydraulic press brake.

Prerequisites: WELD 195/196, WELD 210, or instructor permission.

**WELD 216**  
**Advanced TIG Welding** 3  
 This course is intended for those who already possess strong basic TIG skills. Advanced TIG welding techniques used in specialized manufacturing such as Aero Space and the Nuclear Industry. Safety, set up and adjustment of water cooled TIG torches. Gas lens selection and use. Set up and use of purge blocks and purge systems. Identification and selection of various tungsten and shielding gasses common to specialized TIG processes. Stainless Steel plate welding in the 3G position and Stainless Steel pipe welding in the 6G position on 2", 3" and 4" pipe. Industry Certification from the Washington Association of Building Officials (W.A.B.O.) is a primary focus of this course.

Prerequisites: WELD 194 or instructor permission.

**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 nine 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:

V. Martin	425-388-9375	<a href="mailto:vmartin@everettcc.edu">vmartin@everettcc.edu</a>
M. Nair	425-388-9199	<a href="mailto:mnair@everettcc.edu">mnair@everettcc.edu</a>
S. Willoughby	425-388-9401	<a href="mailto:swilloughby@everettcc.edu">swilloughby@everettcc.edu</a>

## 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.

Prerequisites: 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& 221, 222, 223**  
**American Sign Language IV, V, VI** 5 each  
 (H) Continuation of ASL& 121, 122, 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.

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.

## Arabic (Modern Standard)

**ARAB 121, 122, 123**

**Arabic I, II, III**

**5 each**

(H) Beginning sequence of courses to practice fundamental elements of Arabic pronunciation, grammar and culture in the context of practical conversational Arabic. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: None for ARAB 121; ARAB 121 or instructor permission for ARAB 122; ARAB 122 or instructor permission for ARAB 123.

## Chinese (Mandarin)

**CHIN& 121, 122, 123**

**Chinese I, II, III**

**5 each**

(H) Beginning sequence of courses to practice functional elements of Chinese pronunciation, grammar and culture in the context of practical conversational Chinese. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: 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, grammar and culture in the context of practical conversational French. Listening, reading and writing to communicate in a logical, natural, and personalized way.

Prerequisites: 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.

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, grammar and culture in the context of practical conversational German. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: None for GERM& 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, 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

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, grammar and culture in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

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.

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& 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.

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, grammar and culture in the context of practical conversational Russian. Listening, speaking, reading, and writing to communicate in Russian in a logical, natural, and personalized way.

Prerequisites: None for RUSS& 121; RUSS& 121, placement test or instructor permission for RUSS& 122; RUSS& 122, placement test or instructor permission for RUSS& 123.

**RUSS& 221, 222, 223**

**Russian IV, V, VI**

**5 each**

(H) Continuation of RUSS& 121, 122 and 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: RUSS& 123, placement test or instructor permission for RUSS& 221; RUSS& 221, placement test or instructor permission for RUSS& 222; RUSS& 222, placement test or instructor permission for RUSS& 223.

**Spanish****SPAN 101A****Elementary Spanish I Part A** 3

(H) Equivalent to the first half of SPAN& 121. Slower-paced study of functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**SPAN 101B****Elementary Spanish I Part B** 2

(H) Equivalent to the second half of SPAN& 121. Slower-paced study of functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: SPAN 101A, 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 101B 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, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: None for SPAN& 121; SPAN& 121, placement test or instructor permission for SPAN& 122; SPAN& 122, placement test or instructor permission for SPAN& 123.

**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.

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 for SPAN& 223.





**Adolphsen, Elizabeth L. (1999)**

Medical Assisting

A.T.A., Everett Community College

B.A., California State University, Chico

**Anderson, Christopher R. (2008)**

Mathematics

B.A., Eastern New Mexico University

M.S., University of Washington

**Aubrey, Keith (1998)**

English

A.A., Spokane Falls Community College

B.A., M.F.A., Eastern Washington University

**Balachowski, Margaret M. (2003)**

Mathematics

B.S., Indiana University of Pennsylvania

M.S., Michigan Technological University

**Barger, Stuart (1983)**

Health Sciences

B.A., University of Iowa

M.S., University of PA

**Benedetti, Nina F. (2002)**

High School Completion

A.A., College of the Canyons

B.A., M.Ed., Seattle University

**Berger, Roger A. (1999)**

English

B.A., Syracuse University

M.A., Ph.D., University of Wisconsin, Madison

**Berkley, Linda D. (2006)**

Arts

B.F.A. Tufts University

4th and 5th Year Diploma, School of the Museum of Fine Arts, Boston

M.F.A., University of Arizona

**Bertoldi, Robert X. (2000)**

Public Services Librarian

B.A., Western Washington University

M.A., University of Washington

M.S., Florida State University

**Bolan, Kevin M. (2002)**

Mathematics

B.S., United States Military Academy at West Point

M.S., University of Washington

**Brackett, Anne M. (2004)**

Chemistry

B.A., Scripps College

M.S., University of Washington

**Brasfield, Karen (1995)**

Nursing

B.S.N., University of Oklahoma

M.S.N., University of San Diego

**Brown, Diane J. (2008)**

Psychology

B.A., University of Washington

M.A., University of Northern Iowa

Ed.D., Boston University

**Bruemmer, John C. (1999)**

Adult Education

A.A., College of Marin

B.A., San Francisco State University

M.Ed., Western Washington University

English as a Second Language Certification, Seattle University

**Cahan, Andrea (2012)**

Mathematics

B.S., Western Washington University

M.A., City University

**Clarke, Cynthia (2000)**

Anthropology

A.A., Southwestern Oregon Community College

B.A., B.S., Oregon State University

M.S., University of Oregon

PhD., University of Hawai'i

**Corbin, Judy (1978)**

Nursing

B.S.N., M.N., University of Washington

A.R.N.P., University of Washington

**Craft, Kevin (1996)**

English

B.A., University of Maryland

M.F.A., University of Washington

Language Proficiency Certificate, Université de Perpignan

**Dahl, C. Shawn (2001)**

Basic Skills

B.A., Western Washington University

M.Ed., Western Washington University

**Davis, Richard W., Jr. (1976)**

English

B.A., M.A., Brigham Young University

**Davishahl, Eric (2001)**

Engineering

B.S., University of Colorado

M.S., University of Washington

**Evans, Tina (2000)**

Cosmetology

A.A.A.S., Walla Walla Community College

Instructor License, Walla Walla Community College

**Farb, Beverly (2000)**

Sociology

B.A., M.S., M.M.F.T., Ph.D., University of Southern California

**Felsenthal, Ellen (2000)**

Photography

B.A., B.F.A., University of Texas

M.F.A., University of Washington

**Goodhope, Jeanie (1989)**

Media Librarian

B.A., Mills College

M.L.S., University of Washington

**Graber, Joe (2012)**

Engineering

B.S., M.S. University of Washington

**Grigsby, Susan (1983)**

Physical Education

B.A., Humboldt State University

M.S., University of Oregon

**Grupp, Steven R. (1999)**

Geosciences

A.S., Los Angeles Pierce College

B.S., California State University, Northridge

M.S., Colorado School of Mines

**Hamaoui, Kamil G. (2005)**

Psychology

B.A., University of Southern California

M.A., Ph.D., University of California, San Diego

**Hammond, Greg (2011)**

English

B.A., M.S., New Mexico State University

**Hansen, Vicky (2002)**

Nursing

A.D.N., Weber State College

B.S.N., M.N., University of Washington

**Harrington, Ann (1999)**

English; Coordinator of the Writing Center

A.A.S., Whatcom Community College

B.A., M.Ed., Western Washington University

**Hedgpeth, Jacalyn (1995)**

Biology

B.S., M.S., University of Oregon

**Horn, Steven (2004)**

Political Science

B.A., California State University, Sacramento

M.A., San Diego State University

M.A., Ph.D., University of Southern California

**Houston, Wendy R. (1999)**

Mathematics

B.A., Bowdoin College

M.A., University of Montana

**Hu, Dongwa (2000)**

Economics

B.A., College of Economics and Management, Beijing, China

M.A., Western Michigan University

**Ives, Rich (1985)**

English

B.A., Eastern Washington University

M.F.A., University of Montana

**Kammer, Greg (1988)**

Graphic Arts and Web Design

B.A., M.F.A., University of Washington

M.A., University of New Mexico

**Killingstad, Bob (1970)**

Mathematics

B.A., M.A., Washington State University

**Kneifel, Kathy (1988)**

Business Technology

B.A., Central Washington University

**Kontulis, Mark (1999)**

Chemistry

B.A., Bowdoin College

M.S., University of Washington

**Kratz, Rene F. (1999)**

Biology

B.A., Boston University

M.S., Ph.D., University of Washington

**Kuwada, Brett G. (2007)**

Counselor

B.A., Western Washington University

M.A., Psy.D., Argosy University

**Le, Marianne D. (1999)**

Public Services Librarian

B.S., University of Washington

M.S.I., University of Michigan

**Lee, Thomas Eun-Kyu (1998)**

Art

B.A., State University of New York

M.F.A., The Ohio State University

**Lepper, Sandra M. (1998)**

Art

B.F.A., University of California, Santa Barbara

M.Ed., Western Washington University

**Lewis, Chad T. (1979)**

General Business

A.A.S., Edmonds Community College

B.A., The Evergreen State College

M.Ed., Western Washington University

M.B.A., University of Puget Sound

**Liaw, Pheeson, (1989)**

Engineering

B.S., M.E., University of Washington

M.B.A., Western Washington University

**Lyste, Kerry (2002)**

Geography

A.A., Shoreline Community College

B.A., University of Washington

M.S., Western Washington University

**Malone, Christine (2010)**

Health Sciences

B.S., Henry Cogswell College

M. HA., University of Washington

**Markovich, Theresa (1988)**

Business Technology

B.S., Montana State University

M. Ed., University of Washington



**Martin, Earl E. (1990)**

Counselor/Human Development  
 A.A., Highline Community College  
 B.A., B.S., M.S., Central Washington University  
 Ed.D., University of Washington

**Martin, Vidal (1993)**

World Languages  
 B.A., M.A., Université De Nantes

**McLean, Gail (2012)**

Nursing  
 B.A., Seattle Pacific University  
 M.N., University of Washington

**Miller, Lisa R. (2005)**

Nursing  
 B.S.N., Dallas Baptist University  
 M.N., University of Washington

**Minzel, Daniel G. (2003)**

Welding  
 Vocational Certification, Welding  
 Certified Welder

**Muñoz, Lynne M. (1996)**

Business Technology  
 A.A., Shoreline Community College  
 B.A., M.Ed., Western Washington University

**Murphy, Mark (1988)**

Communication Studies  
 A.A., Clark College  
 B.A., M.A., Western Washington University

**Murphy, Pat G. (1984)**

Advanced Manufacturing Technology  
 Aviation Maintenance Technology Certificate,  
 Northrop Institute of Technology  
 B.S., Pacific Union College  
 M.E., University of Pittsburgh  
 Licensed Airframe and Powerplant Mechanic  
 F.A.A. Authorized Inspector  
 Designated Federal Aviation Mechanics Examiner

**Mustafa, Omar (2001)**

English as a Second Language  
 B.A., B.S., M.A.T., Gonzaga University  
 TESL Certificate, Portland State University

**Myers, Gina (1994)**

Counselor Human Development  
 B.A. (2), Western Washington University  
 B.A., University of Washington  
 M.Ed., Seattle University

**Nevins, Michael A. (2008)**

Developmental Education Mathematics  
 B.S., Western Washington University  
 M.S., Eastern Washington University

**Newlin, Gary (2000)**

English  
 B.A., Seattle Pacific College  
 M.A., J.D., University of Virginia

**Osnes, Robert A. (2003)**

Advanced Manufacturing Technology  
 B.S., M.E., University of Washington  
 M.B.A., Western Washington University

**Otanez, Andrea K. (2005)**

Journalism  
 B.A. (2), M.A., University of Utah

**Pape-Lindstrom, Pamela (2000)**

Biology  
 B.S., University of Miami  
 Ph.D., University of South Carolina  
 Wetland Sciences Certificate, University of Washington

**Parsons, Matt (2012)**

Engineering  
 B.S., M.S. University of Tennessee

**Peterson, Beth (2000)**

Theatre  
 B.S., M.A., Oregon State University  
 M.F.A., University of Texas

**Pouillon, Karla (1994)**

Health Professions  
 A.S.N., University of Maine  
 B.S., Central Washington University  
 M.Ed., University of Washington

**Powell, Steven. M. (2006)**

Chemistry  
 B.S., Kansas State University  
 M.S., University of Washington

**Quarles, Christopher L. (2008)**

Mathematics  
 B.S., M.S., University of Illinois  
 M.S., University of Washington

**Rash, David W. (1990)**

Public Services Librarian  
 B.A., M.A., M.L.S., University of Washington

**Reed, Bill (2002)**

Accounting  
 A.S., Dyersburg State Community College  
 B.S., Union University  
 M.B.A., Western Washington University  
 C.P.A., State of Washington and State of Tennessee  
 C.G.M.A., American Institute of Certified Public Accountants (AICPA)  
 L.P.A., (Inactive) State of Tennessee  
 C.F.E., Association of Certified Fraud Examiners  
 C.C.S., Institute for Internal Controls  
 C.H.C., Association for Financial Counseling and Planning Education

**Reid, Bethany Ann (1998)**

English  
 B.A., M.F.A., Ph.D., University of Washington

**Riordan, Margaret (1994)**

Sociology  
 B.A., Pacific Oaks College  
 M.A., Antioch University  
 Ph.D., Syracuse University

**Ripper, David (1994)**

English  
 B.A., M.A., Ohio State University

**Ripper, Jason T. (2001)**

History  
 A.A., Yakima Valley Community College  
 B.A., M.A., Western Washington University

**Schilde, Karen L. H. (1977)**

Coordinator, Volunteer Literacy Center; ESL  
 B.A., M.A., University of Oregon  
 ESL Teaching Certificate, Trinity College, England

**Schwab, Kerri K. (2007)**

Developmental Education  
 B.A., Washington State University  
 M.Ed., Lesley College

**Schwartz, Fayla (1992)**

Biology  
 B.S., University of California, Berkeley  
 M.S., San Francisco State University  
 M.S., Eastern Washington University  
 Ph.D., University of Washington

**Searle, Joshua C. (1999)**

English, Ocean Research College Academy (ORCA)  
 B.A., University of Washington  
 M.I.T., Seattle University

**Shen, Phebe Y. (2003)**

English  
 B.A., University of California, Berkeley  
 M.A., University of Washington

**Sickles, Jo-Ann H. (1995)**

Communication Studies  
 B.A., M.A., California State University, Northridge

**Singh, Sumita (2000)**

Chemistry  
 B.S., Miranda College  
 M.S., Delhi University  
 M.S., Ph.D., University of Oklahoma

**Skinner, Deanna (2001)**

Counselor/Human Development  
 B.A., Northwest Nazarene College  
 M.Ed., Seattle University

**Smith, Donald B. (1994)**

Psychology  
 A.A., Edmonds Community College  
 B.S., University of Washington  
 M.S., Western Washington University

**Story, Michael (2012)**

Mathematics  
 B.S., University of Chicago  
 M.S. University of Washington

**Sullivan, Christine (2000)**

Counselor/Human Development  
 B.A., University of Wisconsin  
 M.T.S., Harvard Divinity School  
 M.A.Ed., Seattle University

**VanQuickenborne, Michael A. (1998)**

Philosophy  
 B.A., St. Olaf College  
 M.A., University of Wisconsin, Milwaukee

**Vanture, Andrew (1995)**

Physics/Physical Science  
 B.A., Pomona College  
 M.S., Ph.D., University of Washington

**Veldink, Connie (1988)**

Sociology  
 B.A., University of Washington  
 M.A., Ph.D., University of California

**Vlasic, Louise (1992)**

Early Childhood Education  
 B.A., San Jose State University  
 M.Ed., University of Washington

**Waldron, Richard F. (1986)**

Music  
 B.M., Cornish Institute  
 M.M., North Texas State University

**Walker, Joyce (1995)**

English  
 B.A., Westmont College  
 M.A., The University of Chicago  
 Ph.D., University of California, Davis

**Washburn, Kristine C. (2006)**

Physics  
 B.A., University of Colorado, Boulder  
 M.S. (2), University of Washington

**Weber, Cynthia J. (2006)**

Nursing  
 B.S.N., Whitworth College  
 M.N., University of Washington

**Weiss-Green, Heidi (1991)**

Mathematics  
 B.S., M.S., Western Washington University

**Weller, Lloyd E. (1969)**

Photography  
 B.F.A., M.F.A., Ohio University

**Whedon, Candace (2001)**

Nursing  
 A.A.S., Everett Community College  
 B.S.N., M.N., University of Washington

**White, Kenneth (1975)**

Education, Communication Studies  
 A.A., Everett Community College  
 B.A., Western Washington University  
 M.Ed., M.A., Ph.D., University of Washington

**White, Robert (2011)**

Welding  
 A.S., Everett Community College

**Willestoft, Kathryn (1986)**

Business Technology  
 B.A., M.Ed., Western Washington University

**Wilner, Shannon (2011)**

Nursing  
 B.A., Seattle Pacific University  
 M.S., University of Washington

**Wilson, Christine (2011)**

Developmental Education  
 B.A., University of Redlands  
 M.Ed., City University

**Wisdom-Whitley, Lori L. (1994)**

Communication Studies  
 B.S., Iowa State University  
 M.A., Southern Illinois University

**Zoeller, Nancy R. (2001)**

Nursing  
 A.A.S., Everett Community College  
 B.A., Furman University  
 M.N., University of Washington

## ADMINISTRATION

---

**Bennett, Heather (2010)**

Executive Director of Resource Development  
 B.A., Birmingham-Southern College  
 M.A., Eastern Washington University

**Beyer, David N. (2006)**

President  
 B.A., M.A., University of Northern Iowa  
 Ph.D., Colorado State University, Fort Collins

**Bonner, John (2008)**

Executive Director for Corporate Training  
 B.A., Oklahoma Christian College  
 M.A.T., M.P.A., University of Washington

**Bredeson, Mary Kaye (2010)**

Director of Aviation Center of Excellence

**Buck, Sharon T. (2008)**

Dean of Business and Workforce Education  
 A.A., Fullerton Junior College  
 B.S., California State Polytechnic University Pomona  
 M.S., University of Washington  
 Ed.D., Oregon State University

**Cain, Jessica (2010)**

Director of Student Support Services  
 B.S., Western Washington University  
 M.S., Walla Walla University

**Castorena, Christina (1998)**

Dean of Student Development and Diversity Advocacy  
 B.A., Colorado State University  
 M.Ed., Western Washington University

**Cohen, Allison S. (2011)**

Director of Healthcare Pathways Center  
 B.A., Brown University  
 M.A., Seattle University

**Colmore, Russell A., Jr. (1997)**

Director, Emergency Services Programs  
 A.S., Allan Hancock College  
 Firefighter/Paramedic  
 Senior EMT Instructor

**Cook, Kathy (2001)**

Director, Center for Disability Services  
 A.A., Shoreline Community College  
 B.A., Western Washington University

**Davidson, Kelly M. (2002)**

Director, Early Learning Center  
 A.A., Everett Community College  
 B.A., Western Washington University

**Dunn, Sheila (2000)**

Interim Assoc. Dean of Aerospace & Advanced Manufacturing Careers  
 B.A., Ohio Wesleyan University  
 Forney, Carla (2008)  
 Director of Custodial and Grounds Services

**Fowler-Hill, Sandra A. (2007)**

Vice President of Instruction and Student Services  
 B.S. George Williams College  
 M.A., University of Illinois  
 Ed.D., Oregon State University

**Franklin, Laurie T. (2004)**

Dean of Enrollment and Student Financial Services  
 B.S., M.Ed., Oregon State University

**Friedman, Albert L. (1990)**

Dean of Math and Science  
 B.A., University of Vermont  
 M.A., University of Minnesota

**Ganeson, Visakan (2008)**

Executive Director of International Education  
 B.B.A., University of Louisiana  
 M.B.A., Washington State University

**Hooks, Karena (2006)**

Interim Director of Outreach and Diversity  
 A.A.S., Everett Community College  
 B.A., New York University  
 M.S.W., University of Washington

**Howard, Jennifer L. (2008)**

Vice President of Administrative Services  
 B.S., University of Wisconsin  
 M.Ed., University of Alaska  
 J.D., Lewis & Clark Law School

**Kirk, Kerri (2008)**

Director of the Bookstore  
 B.A., American Intercontinental University

**Kubista, Ray (2010)**

Director of Corporate Training  
 A.A., Bellevue Community College  
 B.A., Western Washington University

**Kveven, Ardith (2003)**

Executive Director,  
 Ocean Research College Academy (ORCA)  
 B.A., University of Washington  
 M.S.Ed., Western Washington University

**Landry, Karen (1998)**

Director of Corporate & Continuing Education  
 A.T.A. Everett Community College  
 B.S., Columbia College

**Leader, Jeanne (1996)**

Dean of Arts and Learning Resources  
 B.A., Adams State College  
 M.A., Texas Christian University  
 M.L.S., Texas Woman's University

**Lewis, Craig D. (2004)**

Dean of Communication and Social Sciences  
 B.U.S., M.A., Ed.D., University of New Mexico

**Lord, Robert A. (2011)**

Director of Emergency Preparedness  
 B.A., Southern Illinois University  
 M.A., Chapman University

**Mihara, Darrell M. (2008)**

Dean of Basic Skills & Adult Education  
 B.A., University of Washington  
 M.Ed., Western Washington University

**Olson, John D. (1990)**

Vice President of College Advancement and Executive Director of the EvCC Foundation  
 B.A., Gonzaga University  
 M.A., Washington State University  
 Ph.D., University of Washington

**Pearce, Jeffrey D. (1996)**

Logistics  
 B.A., Biola University  
 M.A., California State University, Sacramento

**Rhodes, Jennifer (1998)**

Director, Student Activities and Programs  
 A.A., Shoreline Community College  
 B.A., M.Ed., Western Washington University

**Ritter, Karl**

Registrar

**Sisneros, Patrick (1996)**

Vice President of College Services  
 B.S., Santa Clara University  
 M.B.A., University of Pennsylvania

**Stern, Elliott**

Dean of Health Sciences and Public Safety  
 B.S., University of Northern Iowa  
 B.S.N., University of Iowa  
 M.S.N., University of Pennsylvania

**Strebe, Suanne**

Director of Budget  
 A.A., Everett Community College

**Walker, Larry (1985)**

Director of Athletics and Intramural Activities  
 A.A., Highline Community College  
 B.A., Eastern Washington University

**Watson, Thom (1999)**

Director of Facilities

**Wilson, Andrea (2008)**

Director of Financial Aid and Scholarships  
 B.A., University of Washington

**Wolf, Lynda L. (2008)**

Director of Workfirst Programs  
 B.A., Sonoma State University  
 M.S.W., University of Washington

**Wright, Robert (2010)**

Director of Campus Safety and Emergency Management  
 B.S., Pacific Lutheran University  
 M.S., Walden University

**Wyatt, Margery (1994)**

Director of Information Technology

**Accredited College**

Certified by a regional accrediting agency as having fulfilled minimum standards. Credits from regionally accredited schools are usually transferable. Some schools are accredited by national accrediting bodies, and in some cases courses from such schools may be transferable.

**Admission**

Anyone who is working toward a degree or certificate or who wishes to receive a priority registration appointment, should apply for admission.

**Advisor**

A member of the college faculty or staff designated to assist students in planning their programs of study. Also see Counselor.

**Audit**

Take a class without receiving credit or a grade. Full tuition and fees must be paid.

**Common Course Number (&)**

A course number that contains an ampersand (&) is a course number and course title shared by many colleges in the Washington Community College system, thereby assisting students who may transfer from one community college to another.

**Corequisite**

A course that must be taken during the same quarter as another course. Listed as CR in the quarterly class schedule.

**Counselor**

A member of the college faculty who has professional training in counseling and who assists students who have challenges of an academic, career or personal nature.

**Credit, Credit Hour, or Quarter Hour**

A measure of college work. In lecture and seminar classes, one credit hour is given for one clock hour of attendance each week for one quarter. In non-lecture courses, however, two or three clock hours of attendance each week are required to earn one credit.

**Current Student and Returning Student**

A "current student" is a person who has attended EvCC within the last three quarters. A returning student is a person who attended EvCC more than 3 quarters ago (not including Summer Quarter).

**Curriculum**

The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

**Deficiency**

Lack of credit in a course required for a program or degree.

**Degree or Certificate**

Awarded by the college to signify that a student has successfully completed a prescribed program of study.

**Direct Transfer (DTA)**

An Associate degree which confers specific transfer rights to most four-year colleges and universities in the state. See Direct Transfer Degree curriculum guide.

**Division**

An administrative unit within the instructional area of the college, e.g., Social Sciences.

**Elective**

A course which is not required for a particular program, but may be counted toward the total number of credits required for a certificate or degree.

**Full-time**

For enrollment verification purposes, a minimum of 12 credits in a given term is full-time. Note: for summer quarters only, the Veterans' Office sets the minimum credits for full-time status for qualifying veterans.

**General Educational Development (GED)**

A program designed to meet the needs of adults who have not graduated from high school and who want to earn a certificate of high school equivalency. Passage of the GED examinations generally is accepted in lieu of high school graduation.

**Grade Point Average (GPA)**

See Academic Regulations section of this catalog.

**Incomplete**

A grade given when an instructor agrees to allow the student to finish course requirements beyond the official ending date of the course.

**Lower Division**

Freshman and sophomore-level courses numbered 100-299.

**Major**

The subject or field of study to which the student devotes concentrated attention.

**Non-Resident Student**

See Resident Student.

**Pre-Professional**

A program designed to prepare students for later specialization in a particular field upon transfer to a senior college or university.

**Prerequisite**

A course which must be taken before a student is allowed to take another course. For example: Math 099 is a prerequisite for Math &141. Listed as PR in quarterly class schedule.

**Probation, Academic Dismissal**

A status imposed upon a student because of low grades or lack of completion. See Academic Regulations section of this catalog.

**Prospective Student**

A student who has never attended Everett Community College.

**Quarter**

A term of instruction consisting of approximately 11 weeks. The regular academic year includes Fall, Winter and Spring quarters; Summer is an optional term.

**Registration**

The process of becoming officially enrolled in a college. Registration is required at the beginning of each quarter.

**Resident Student**

A student who pays resident tuition and fees as defined by Washington State law. See Enrollment Services section of this catalog.

**Transcript**

An official copy of a student's academic record, showing courses completed, grades and credits earned, and degrees earned.

**Transfer Student**

One who goes on to a four-year college or university after attending a two-year or community college. Also, one who comes to a community college from another two-year college or a four-year college or university.

**Withdrawal**

A procedure whereby students officially notify the Enrollment Services Office when they drop classes in which they are registered. See the college calendar for deadlines.



**2000 Tower Street  
Everett, WA 98201-1390  
[www.everettcc.edu](http://www.everettcc.edu)**

***Stay Close... Go Far***