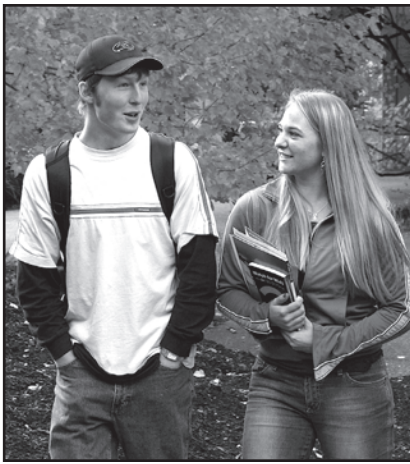




# Edmonds Community College 2006-2008





# Looking for a high-quality college? Start here.

## We want you to be our student!

- **Begin** your bachelor's degree.
- **Develop** job skills for a new career.
- **Learn** from experienced, caring instructors in small classes.

## Go to Enrollment Services

In person: Lynnwood Hall, First Floor • Online: <http://getstarted.edcc.edu>

### Step 1: Apply for admission

Complete an admission form online or pick one up at Enrollment Services. You'll also need to pay the one-time admissions fee. After submitting the form, you should receive information from the college on assessment and registration within two business days.

### Step 2: Find out what English and math classes you'll need

Determine if you need to take the Accuplacer assessment. If you have not had previous college-level math or English and are seeking a degree or certificate – or if you are taking math or English classes – take the Accuplacer assessment to determine your skill level in writing, reading and math. A photo ID is required. No appointment necessary.

### Step 3: Meet with an adviser

Advisers will help you plan your education and select the classes you need for a degree or certificate. Before you meet with an adviser, get a program requirement sheet online or from Enrollment Services. Attend orientation in person or online.

### Step 4: Register for classes

Register online or in person at Enrollment Services. You will need your student identification number. Classes are listed online and in the quarterly class schedule.

### Step 5: Pay tuition

You can pay tuition online at <http://tuition.edcc.edu> or on the first floor of Lynnwood Hall using credit card, check or cash.

### Step 6: Purchase your books, get your EdPass

Buy your books online or from the bookstore in Brier Hall, and get your EdPass card to ride local buses for free, check out books from our library, cash checks at the college and more!

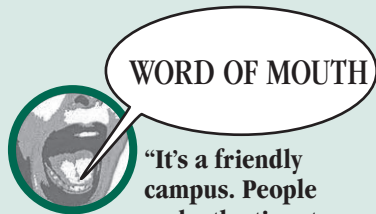
## Go to class, listen and ask questions!

### Find the Program That's Right for You

Each year 10,000 students take courses for credit toward a certificate or degree at Edmonds Community College. More than 40 percent seek transfer degrees for bachelor's programs, 31 percent seek degrees that lead directly to jobs, and others take continuing education classes for personal enrichment and workplace skills. **See Chapter 2** for information to help you choose the degree, certificate or classes that best meet your goals.

### Get Money for College

We are dedicated to helping students find the financial resources they need to pay for college, whether federal loans, worker retraining funding or scholarships. Make sure you get your paperwork to Student Financial Services – complete and on time. **See Chapter 3** to find out about the options available to help you pay for college.



"It's a friendly campus. People make the time to help you."



# Go forward. Pursue your passion.

## Welcome!

As you think about how best to create a brighter future for yourself and your family, I appreciate your interest in Edmonds Community College.

This college provides many opportunities for learning and we pride ourselves on bringing you choices in programs, services, ways to earn a bachelor's degree and areas in which to develop skills for great jobs. At Edmonds, you can pursue your passion for art or history or science, or you can earn one of our newest degrees – pre-nursing and occupational safety and health. And that's not all.

Innovative education at Edmonds Community College comes with access to the latest technology, as well as opportunities to learn through hands-on community service. Our faculty and staff are experts in their fields committed to teaching and supporting student learning and success.

Our people make all the difference – our faculty, our staff and you. By picking up this catalog, you've made a great start toward discovering your passion in life and pursuing it – and we're prepared to help you. I hope you will choose to enroll here, but wherever you attend college, I urge you to continue to seek out all the services available to you to further your education, meet your goals and advance your future.



President Jack Oharah, Ph.D.



## Achieving Goals with Edmonds CC Foundation Scholarships

Edmonds Community College president **Jack Oharah** (far right) with a few of the college's multi-talented, multi-tasking Foundation scholarship recipients.

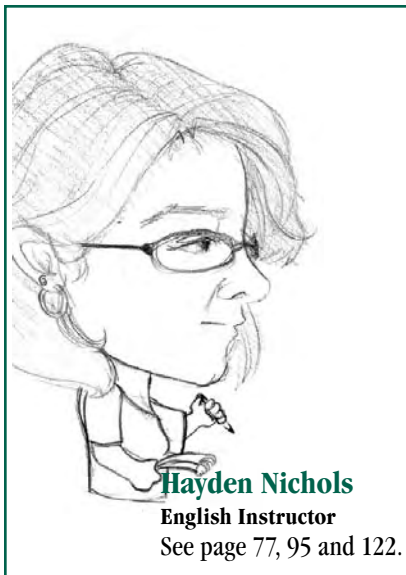
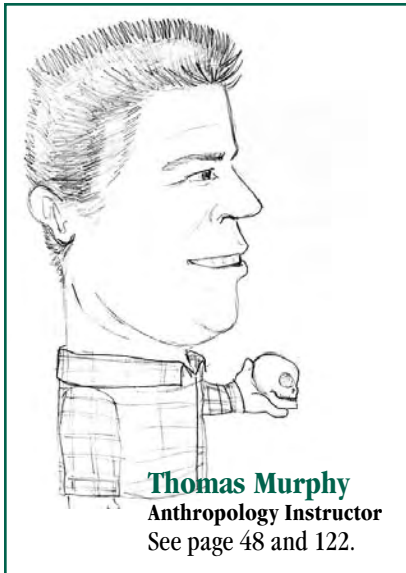
**Trung Nguyen** (far left) a recent graduate, is putting his Associate of Science degree to immediate use on the job in software testing at Microsoft and plans to attend the University of Washington for his bachelor's degree in Computer Science. **Brandon Roeder** and **Amy Sullivan** are both earning Associate of Arts degrees while performing with the college's select vocal jazz choir, Soundsation. Roeder wants to study biochemistry and piano at the University of Washington. Sullivan plans to attend Central Washington University to study linguistics and become a Spanish translator.

**Official Approval:** Accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges



**CREATING  
OPPORTUNITIES**  
WASHINGTON COMMUNITY AND TECHNICAL COLLEGES

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- E-Business
- Family Life/Parent Education
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- International Business
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- Paralegal
- Social and Human Services
- Visual Communications and Multimedia

#### Pre-college Programs

- Adult Basic Education
- Adult High School/GED
- EdCAP (ages 16-21)
- English as a Second Language (ESL)
- Family Literacy

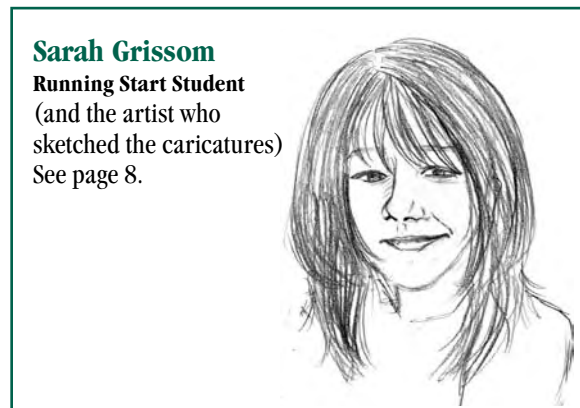
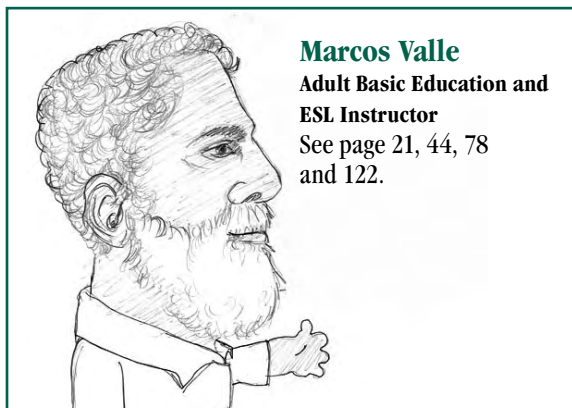
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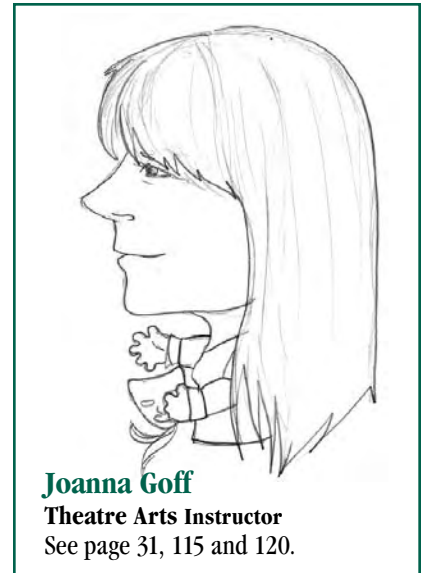
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- Board of Trustees and Full-time Faculty and Administrators

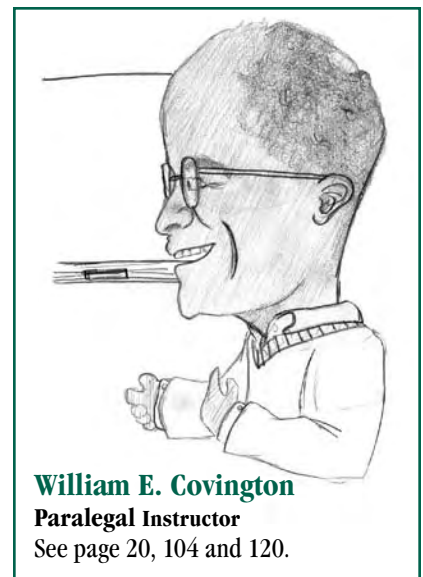
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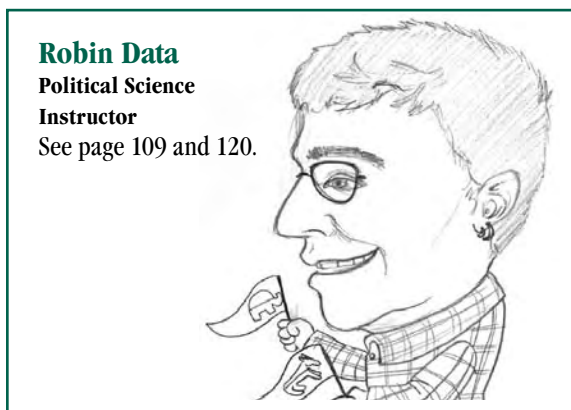
Another Way To Find Information



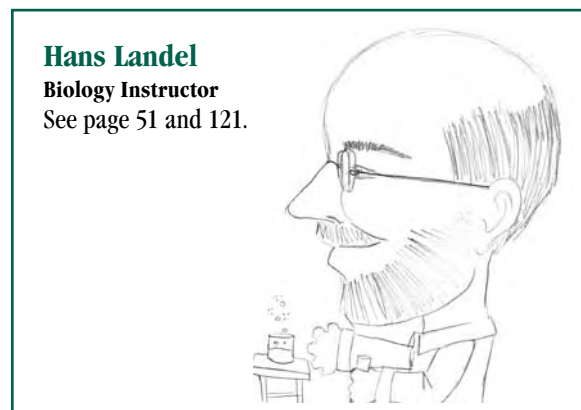
**Joanna Goff**  
**Theatre Arts Instructor**  
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**William E. Covington**  
**Paralegal Instructor**  
 See page 20, 104 and 120.



**Robin Data**  
**Political Science**  
**Instructor**  
 See page 109 and 120.



**Hans Landel**  
**Biology Instructor**  
 See page 51 and 121.



Latin American Student Association club members Francys Reyes (left) and Narda Montenegro.

“ I liked the first day of college. There were many people around to welcome new students.”

**Francys Reyes**  
Associate of Arts Degree

**Why Edmonds CC?** My cousins went here and this college gave me all the options that I wanted – technology courses and the transfer degree.

**Why now?** I didn't want to waste time and my parents can help me now.

**Advice for new students**  
study very hard

**Edmonds CC memory** hanging out with friends

**High school** Mountlake Terrace

**Traveled to** Ecuador (I grew up in Peru)

**Favorite author** Gabriel Garcia Marquez

**Phrase** “I am studying.”

**College goal** transfer to the University of Washington for my bachelor's degree

**Dream job** computer engineer

## On the Web: Art, Lectures and Theater

Each year students have the opportunity to participate in thought provoking and inspirational lectures by artists, activists, authors, celebrities and experts of all types on social, political and multicultural issues. The Web site also includes links to the art gallery, student artwork and art, music and theater classes. You can link to the college's blog, too.

Go to [www.edcc.edu/speakers](http://www.edcc.edu/speakers)



**WORD OF MOUTH**

Go speak with an adviser right away. It makes a big difference in your success.





## Chapter 1...

# Why Edmonds Community College?

### Opportunities to Capture Your Future

Edmonds Community College's comprehensive academic programs fulfill the first two years of a bachelor's degree. You may also choose from a wide range of degree and certificate programs to train for a new career or update current job skills. The college offers opportunities for high school students and short-term training for professionals. Lifelong learning programs meet a variety of educational needs for our community, ranging from business skills for artists to learning Spanish to computer training. Included in this chapter are the principles that guide college administrators and faculty in their decisions.

### Students and Community: At the Heart of All We Do

<http://about.edcc.edu>

#### Our Mission

Edmonds Community College is a leader in providing quality opportunities for learning and service, responding to the dynamic needs of our diverse community.

#### Philosophy

Edmonds Community College is a community of learners that upholds integrity and high educational standards and affirms the value of lifelong learning. We strive to serve the needs of the individual and honor diversity of culture, ethnicity and thought. We see education as a collaborative process, valuing innovation and accountability. We create educational programs and services, which are responsive and accessible to our community.

#### Vision

Building on our successes and strengths, Edmonds Community College is committed to the future by its focus on:

- Quality programs, services and activities.
- Community.
- Being a positive place to work and learn.

### A Consistent Learning Focus

Edmonds Community College faculty members teach students critical thinking, written and oral communication, quantitative skills and group interaction. Emphasizing these core, college-wide abilities provides a consistent educational focus that encourages students to develop knowledge, habits and skills for lifelong learning.

Students – who earn any of our two-year degrees or shorter-term certificates – have many opportunities across the curriculum to develop and apply college-wide abilities in preparation for their roles in an increasingly diverse, information-driven society.

#### Critical Thinking

- Apply, analyze, synthesize and evaluate information.
- Identify and evaluate arguments, sources and perspectives.
- Recognize when additional information is necessary and locate it.
- Demonstrate logical, disciplined thinking habits.

#### Group Interaction

- Identify, practice, demonstrate and assess group interaction skills.
- Facilitate effective interaction and mutual understanding.

### Quantitative Skills

- Use mathematics or quantitative data to solve problems.
- Provide quantitative support for qualitative information.
- Communicate quantitative information through mathematical notation, graphs, charts, tables, symbols or standard English.

### Written and Oral Communication

- Write and speak in a clear, logically organized manner.
- Employ effective delivery techniques.
- Adapt writing and speaking to individual programs, disciplines and contexts.

### Accreditation

Accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

#### Success: It's All About You

Please remember that although students pay tuition and fees and the college in turn provides education with the best hopes and intentions, a student's success is ultimately his or her own responsibility. See **Chapter 5**, Limitation of Liability section for information about the college's contractual relationship with students.

## A Leader in Online Learning

<http://online.edcc.edu>  
[dlo@edcc.edu](mailto:dlo@edcc.edu) • (425) 640-1098

Each year thousands of students earn college credit or complete a degree or certificate online at Edmonds Community College. Students can take more than 150 classes online – and they can earn the following degrees or certificates completely online:

- Associate of Arts Degree
  - Fulfills the prerequisites for transferring to the state's four-year colleges.
- Associate of Technical Arts Degree
  - Business Management
  - E-Business
  - Office Supervision and Management
- Certificates
  - Advanced Office Skills
  - Case Management (Social Human Services)
  - Computer Game Development
  - Project Management

Students can pursue a bachelor's degree online through partnerships with Washington State University and the University of Washington.

### Washington State University

<http://wsudegree.edcc.edu>

Take the first two years of a four-year degree from Edmonds Community College online – and the next two years from Washington State University for a seamless online degree.

- Bachelor of Arts Degree
  - Business Administration
    - Management and Operations
    - Management Information Systems
  - Criminal Justice
  - Family Support Studies/Development
  - Humanities
  - Social Sciences

### University of Washington

<http://uwdegree.edcc.edu>

Take classes online at Edmonds Community College and then continue online at the University of Washington. However, the final 45 credits of the bachelor's degree must be taken in a classroom on the university's main campus.

- Bachelor of Arts Degree
  - Communication
  - English
  - Humanities
  - Social Science
- Bachelor of Science Degree
  - Health Information Administration

## Bachelor's Degrees Start at Edmonds CC

<http://transferdegrees.edcc.edu>

Edmonds Community College offers students opportunities to move into a bachelor's degree program.

Students with a variety of goals may begin their college careers right here on our campus. The college offers the Associate of Arts and Associate of Science degrees, which correspond to the first two years of study at a four-year college or university, and an Associate in Pre-nursing degree for those looking to transfer for a bachelor of science in nursing.

The college also offers an Associate in Applied Science-T degree, a professional-technical degree with a core of general education courses that are commonly accepted for transfer to a four-year institution.

The college now has a Diversity Studies department that offers courses on topics such as gender, race, ethnicity, sexuality, age, social class, global relations and disabilities. These courses may fulfill requirements and electives for transfer degrees or count toward professional-technical degrees or certificates. Five-credit courses in this department satisfy the cultural diversity (CD) requirement for the Associate of Arts or Associate of Science degrees.

See Chapter 2, Programs of Study, for more information on transfer degrees, program requirements and the Transfer Center, as well as Chapter 5, for academic policies. Visit the college's Web site for the most up-to-date degree requirements.

## Central Washington University-Lynnwood

<http://cwu.edcc.edu>  
 (425) 640-1056

Edmonds Community College and Central Washington University have worked together since 1975 to meet the higher education needs of our community. After earning a transfer degree online or on campus from Edmonds Community College, students can continue their studies for a bachelor's degree from Central Washington University-Lynnwood in Snoqualmie Hall, a shared facility on our campus.



- Bachelor of Arts Degrees
  - Education
    - Elementary Education
    - Teaching Secondary Mathematics
  - Law and Justice
    - Legal Studies
    - Corrections
    - Law Enforcement
- Bachelor of Science Degrees
  - Accounting
  - Business Administration
  - General Studies: Social Sciences
  - Safety and Health Management
- Bachelor of Applied Science Degree
  - Safety and Health Management
- Master of Arts Degree
  - Professional Accountancy
- Certificate Programs
  - Supply Chain Management
  - Career Switcher
    - Teaching Preparation
    - Residency Teaching (Mathematics Endorsement)



When studying for university transfer degrees, choose classes from the following fields:

Accounting	Health
American Sign Language	Hospitality and Tourism
Anthropology	History
Art	Humanities
Astronomy	International Studies
Biology	Japanese
Chemistry	Journalism
Communications	Mathematics
Computer Science	Music
Diversity Studies	Nutrition
Early Childhood Education	Philosophy
Economics	Physical Education
Education	Physics
Engineering/	Political Science
Materials Science	Psychology
English	Social and Human Services
Environmental Science	Social Science
Family Support Studies	Sociology
French	Spanish
Geography	Speech/
Geology	Communication
German	Theatre Arts

### Other Flexible Learning Options

Students may complete degrees and certificates by combining evening, Saturday and online classes. Use these non-traditional schedules to earn an Associate of Arts degree as well as professional-technical degrees and certificates in:

Accounting  
 Building Inspection  
 Business Information Technology  
 Business Management  
 Computer Information Systems  
 Computer Service Technology  
 Construction Management  
 Early Childhood Education  
 Family Support Studies  
 Horticulture  
 Medical Information Technology  
 Microcomputer Application/  
 Support Specialist  
 Paralegal  
 Unix/C++ Specialization  
 Web Application Developer  
 Windows/C++ Specialization

### Special Transfer Agreements

<http://transfer.edcc.edu>

Edmonds Community College has negotiated special agreements with a number of public and private four-year institutions, guaranteeing seamless transfer for students who earn an

Associate of Arts or Associate of Science degree. This opportunity is also available to students who earn an Associate of Technical Arts degree in specific professional-technical programs. Participating four-year institutions include: Antioch University, Central Washington University, Henry Cogswell College, Long Island University C.W. Post Campus, San Francisco State University, Seattle Pacific University, University of Washington, Washington State University and Western Washington University. The most current list of these special transfer opportunities is online or talk with your adviser.

### Career Programs

<http://careers.edcc.edu>

Edmonds Community College leads our state in meeting the changing needs of the workforce. Students may choose from degree or certificate programs that prepare them for a variety of careers. The programs help students increase existing job skills or train for a new career. For more information on your educational choices, see Chapter 2, Programs of Study.

Earn Associate of Technical Arts degrees or certificates in:

Accounting  
 Activities Director  
 Alcoholism and Chemical Dependency  
 Counseling  
 Business Information Technology  
 Business Management  
 Case Management  
 Catering  
 Certified Nursing Assistant  
 Chemical Lab Technician (ChemCore)  
 Civil Construction  
 Clinical Lab Assistant  
 Computer Game Development  
 Computer Information Systems  
 Computer Science  
 Computers, Electronics and Networks  
 Construction Industry Trades  
 Construction Management  
 Culinary Arts  
 Database Information Technologies  
 Early Childhood Education  
 EKG Technician  
 Entrepreneurship/Small Business  
 Event Planning  
 Family Life Education  
 Family Support Studies  
 Fire Officer  
 Gerontology Specialization

Horticulture  
 Horticultural Therapy Technician  
 Hospitality and Tourism  
 Human Services/Rehabilitation  
 Legal Office  
 Medical Information Technology  
 Medical Paralegal  
 Microcomputer Support  
 Network Security  
 Occupational Safety and Health Technician  
 Paralegal  
 Patient Care Technician  
 Pharmacy Technician  
 Phlebotomy Technician  
 Project Management  
 Robotics and Electronics Technology  
 Social and Human Services  
 Software Specialist  
 Visual Communications/Multimedia  
 Vocational Consultant

Earn Associate of Applied Science-T degrees in:

- Family Support Studies
- Materials Science Technology
- Occupational Safety and Health Technician

### More Education, Higher Earnings

#### Washington State

- \$69,700: average earnings with a bachelor's degree
- \$45,600: average earnings with a two-year degree
- \$36,400: average earnings with only a high school diploma or GED
- \$24,200: average earnings of high school dropouts

Washington State Occupational Outlook  
[www.workforceexplorer.com](http://www.workforceexplorer.com)

#### Job Growth Through 2012

- 22% projected growth of jobs requiring a bachelor's degree.
- 32% projected growth of jobs requiring a two-year degree.
- 99% of the 50 highest paying jobs require a college degree.

U.S. Bureau of Labor Statistics  
[www.bls.gov/oco](http://www.bls.gov/oco)

## Center for Families

<http://families.edcc.edu>  
(425) 640-1247

High quality childcare available on campus allows students to get the education they need to provide for their families. The Center for Families is home to the college's childcare, pre-school, and parent education services, as well as a place where students can learn best practices of working with children and families.

### Childcare for Students

The center provides early learning experiences and preschool for children between the ages of 3 months and 5 years. Working with parents, curriculum is developed based on the needs, abilities and interests of each child enrolled. See Chapter 4, Student Success, section on childcare for more information.

### Early Childhood Education and Family Support Studies

The center is also a training facility and an educational setting for students gaining knowledge and experience to become professionals in these fields.

### Family Life Education

The parent and child educational programs are based on models developed by the college's Family Life Education department. Children are enrolled in cooperative preschools or infant/toddler classes and parents, family members or guardians must fully participate. The participation provides the opportunity to practice and enhance parenting skills. College instructors meet with parents to explore a variety of topics at meetings or workshops held at the center, Head Start or cooperative preschool sites. Parents enrolled in family life education classes receive college credits.

### Head Start and Early Head Start

Low-income families with children birth to 5 years of age may qualify for this federally-funded program that provides child development, early learning and parent self-sufficiency services. The Center for Families also houses a Snohomish County Head Start preschool

program to provide these services. Four- and 5-year-olds may enroll in either a part-day/part-year preschool or a full-day/full-year preschool that works with local licensed childcare centers. Families living in Everett with infants and toddlers may enroll in a year-round home-based program. For enrollment information, call (425) 712-9000 or (425) 259-3934. See Chapter 5 for the non-discrimination policy.

## College Credit for High School Students

### College in the High School

(425) 640-1809

Under the sponsorship of various school districts, high school juniors and seniors may earn college credit at their high school. Classes vary. Tuition is reduced. Students earn both college and high school credit.

### Running Start

<http://runningstart.edcc.edu>

(425) 640-1761

Eligible high school juniors and seniors attend college classes, tuition-free, while they complete high school graduation requirements. After applying, students take the college's assessment tests to demonstrate that they are academically prepared for college-level work. They must view an online orientation, pass a quiz and attend a session on campus to learn about college resources and how to register for classes.

### Tech Prep

<http://techprep.edcc.edu>

(425) 640-1398

High school students remain on their own campus and earn both high school and college credit (tuition waived) when enrolled in selected courses. Students must apply for college credit before completing the Tech Prep class, pay a program fee and earn a B or better grade.

## Continuing Education

Edmonds Community College offers diverse opportunities to individuals and businesses to take non-credit or credit classes for personal enrichment or to pursue specialized training. Students can take classes from the ArtsNow program, located at the college's conference center in downtown Edmonds or at the Business and Training Center in Everett.

### ArtsNow

[www.edcc.edu/artsnow](http://www.edcc.edu/artsnow)

(425) 640-1243

Located at the college's Edmonds Conference Center, the program offers classes to help artists develop creative and entrepreneurial skills. Non-credit classes include the visual, performing, literary, language and media arts taught by experienced instructors.

### Business and Training Center

[www.the-btc.com](http://www.the-btc.com)

(425) 640-1840

The Business and Training Center of Edmonds Community College offers an array of training and lifelong learning opportunities to individuals and businesses. The center works with businesses to develop programs that fit their needs for business counseling, professional development workshops, or computer technology training. Individuals can take advantage of the many non-credit, personal enrichment courses offered each quarter. Below are a few of the services available.

### Business and Professional Development

Workshops range from small business finance to teambuilding to strategic marketing.

### Computer Workshops

One to two-day or online classes offered on a variety of software programs to help students learn new skills or update current ones. Topics include computer basics, databases, desktop publishing, financial programs, Internet, presentations, spreadsheets and word processing.



### Customized Training

Staff members will assist employers to identify the educational needs of employees and develop training services that are right for their organization. Everyone from line supervisors to executives will benefit from the professional trainers who have practical experience and understand the critical needs of business. Onsite training available.

### Federal Aviation Administration

- **Fundamentals of Composite Materials:** An overview of composite materials technology. The student will be able to define terms and processing methodologies. The course will provide a knowledge baseline for more in-depth classes.
- **Composite Materials Maintenance and Repair in Commercial Aerospace:** Students with an interest in advanced study – managers, technicians, inspectors and engineers – will benefit from this introductory class. The course focuses on aircraft safety.

### First Aid: Basic Life Support/CPR

Introduces students to adult, child and infant CPR. Students will learn emergency care and basic life support, with a section on blood borne pathogens, and get certified in the use of an automated external defibrillator (AED). The class meets all federal and state regulations.

### Flagging

A popular seminar to help people pursue employment as a flagger in the construction and utilities industries. Students receive a flagging certificate valid for three years in Washington, Oregon and Idaho.

### Information Technology Certification and Specialization Training

Certification training offered in A+, CATIA, Network+, Cisco Certifications, Linux+ and Voice Over IP. Programs focus on teaching students in-demand, marketable skills. These courses do have continuing education credits attached.

Taught by experienced instructors with in-depth, hands-on knowledge in the field.

### Lifelong Learning/Personal Enrichment Classes

These classes link college and community resources to provide quality courses to people of all ages. Students enrich their lives in non-credit classes such as finance, fitness, golf, health, nutrition and dance.

### Online Courses

Choose from our wide range of online courses. We offer topics in Computer Software, Certifications/Technical, Medical Office, Construction Technology and much more.

### Personal Trainer

[www.witseducation.com](http://www.witseducation.com)

Learn the necessary skills to become a nationally certified fitness trainer. Sponsored by W.I.T.S., the course includes 15 hours of hands-on weight room training and 15 hours of lectures on topics such as anatomy, exercise physiology, nutrition and musculoskeletal injuries.

### U.S. Citizenship Program

To qualify, students must be able to speak, read and write English and meet all the eligibility requirements for U.S. citizenship. Classes provide guidance through the naturalization process. Students learn information to help them pass the written test, including a brief overview of American literature, art and music.

### Creative Retirement Institute

<http://cri.edcc.edu>  
(425) 640-1809

Edmonds Community College promotes lifelong learning for retirees through classes and social activities at the Creative Retirement Institute. Members gain opportunities and experiences that extend beyond the classroom. They also participate in decision-making, curriculum planning, selection of instructors and administration of the organization.

## International Students Make Our Campus More Diverse

<http://international.edcc.edu>  
[iss\\_desk@edcc.edu](mailto:iss_desk@edcc.edu) • (425) 640-1518

Hundreds of students enroll at Edmonds Community College each year from more than 50 different nations. The college is committed to international education as a way of increasing cultural, political and social understanding. The college enrolls international students into academic programs or the Intensive English as a Second Language program.

English proficiency tests such as TOEFL, Cambridge or IELTS are not required for admission to academic programs. Instead, students take an English assessment test upon arrival to our campus.

International students must comply with all rules and regulations from the U.S. Citizenship and Immigration Services. They are encouraged to meet with International Student Services advisers before registration and at the end of each quarter to maintain their personal records and assure ongoing compliance with federal laws. International students pay the out-of-state tuition rate or a self-support fee.

International students may participate in social and recreational events such as group dinners, hikes and trips offered by campus clubs and Student Life and Development.

Students can experience residential life at Somerset Village or choose to live with a local family. See Chapter 4 for information on housing choices.

Edmonds Community College also offers a Study Abroad program for U.S. students. See Chapter 4.

# Creating Opportunities for the Business Community

## Business Outreach and Development

(425) 640-1694

Team members help businesses, corporations and agencies thrive. The team offers expert consulting, training, skill development and education based on real world experience. Services are tailored to meet unique business needs whether a company needs help in finding interns, identifying candidates who are ready and qualified for work now, developing customized training or coordinating banquets.

## Business and Training Center

www.the-btc.com  
(425) 640-1840

Our training experts have industry knowledge. Whether you are looking at improving your business focus, professional development, computer application or networking skills or even to change your career, the Business and Training Center can help you every step of the way. See page 8.

## Materials and Process Development Center

www.mpdc.biz  
(425) 640-1550

The Materials and Process Development Center of Excellence is a joint effort between Edmonds Community College and Everett Community College. Working in collaboration with industry and acting as a resource for community colleges statewide, the center is a focal point for customized training and services to companies and individuals wishing to increase their design and manufacturing competence in advanced materials (composites) and processing. Industries that benefit from this training include aerospace, marine equipment, bio-medical devices and consumer products.

## Small Business Development Center

www.the-btc.com/sbdc  
(425) 640-1435

The Edmonds Community College Small Business Development Center has helped business owners obtain a record level of over \$5 million in business financing and experience on the average a 15 percent increase in sales and as a result has received the Washington Small Business Center "Million Dollar Club Award."

In 2002, the center received a Washington State Department of Trade and Economic Development Innovation Award for "best practices."

In association with the federal Small Business Administration, the center's services include business development workshops, e-commerce assessments, innovation evaluations and confidential business counseling at no cost.

## Business Counseling

Our business counselors have broad-based skills, significant experience as business owners and managers, and are certified as Business Development Specialists. They help improve profitability and growth with assistance in buying, selling or launching a business, developing a business plan, choosing and utilizing new technology, improving marketing and analyzing financial statements.

## Edmonds Conference Center

www.edmondsconferencecenter.com  
(425) 640-1808



The Edmonds Conference Center, owned and operated by Edmonds Community College, is a 10,000-square-foot facility offering a variety of meeting spaces for business seminars, conferences, retreats, banquets, weddings and other special events. Located in downtown Edmonds, the center features current technology services. Experienced staff members provide event coordination support, including room setup, catering, lodging and transportation.



“Great classes and great instructors helped me make my choice to go into business.”

**Salesh Chand**  
Business Management Degree

Salesh Chand (right) before presenting a PowerPoint in his business class.

**Why Edmonds CC?** Convenience, the easy commute and the college offered the classes I wanted.

**Why now?** I wanted to start a new life with my son and a new career in management.

**Advice for new students** Be motivated and do the homework.

**Best college experience** being on the Dean's List

**What to eat on campus** chicken sandwich at Mulligan's

**Author** JK Rowling

**Movie** Star Wars

**What's next?** manage an office or run my own business

**College goal** take more classes to get ready to transfer to a four-year university for a bachelor's degree

## On the Web: Career Action Center

Job search coaches can help you prepare your resume, practice your interview skills and find a job or an internship. Use eRecruiting to search for a great opportunity. The center houses reference materials on careers and labor trends. This is the place to visit to find out if you qualify for worker retraining funds.

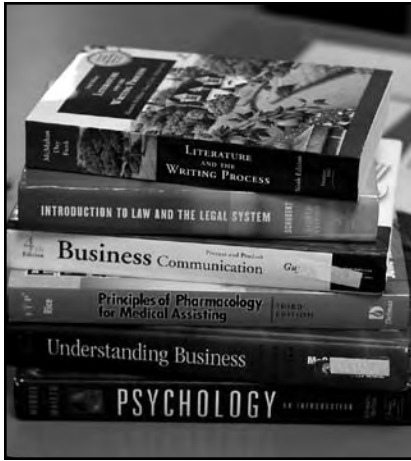
Go to <http://careeractioncenter.edcc.edu>

**WORD OF MOUTH**



Sign up early for the most popular courses.





## Chapter 2...

# Programs of Study

### Your Educational Choices

Edmonds Community College offers many opportunities to help you find a program of study that fits your educational goals. Programs are offered to students who plan to transfer to a four-year college for bachelor's degrees, train for a health care career or prepare to counsel families in crisis – among other career training programs. The college also offers adults pre-college and basic skills classes to help improve reading, writing and math skills and to prepare for college courses.

### Helpful Tips for Transfer Students

- > **Plan** early.
- > **Research** schools offering your major via the Internet, catalogs and campus visits.
- > **Find out** about admission and department requirements.
- > **Know** the deadlines for applications.

If you are planning to transfer to a four-year university or college, it is important – and wise – to choose a major as early as possible. See **Chapter 4**, under advising, for more information on transferring to a bachelor's degree program.

### Associate of Arts and Associate of Science Degrees

<http://transferdegrees.edcc.edu>  
[info@edcc.edu](mailto:info@edcc.edu) • (425) 640-1459

The Associate of Arts and Associate of Science degrees are liberal arts degrees designed to provide students with a broad background of study during their first and second years of college. The state's two-year and four-year schools developed transfer agreements that allow students who earn liberal arts degrees from a community college to

transfer at least 90 credits to a four-year college or university. The degrees satisfy some or all general requirements for a bachelor's degree. Some colleges may have additional or less restrictive requirements.

Students should meet with an adviser for help in planning class schedules to ensure that they successfully meet the transfer requirements of the four-year college they plan to attend. See Chapter 4, the section on advising.

### Associate of Arts Degree: Option I

<http://requirements.edcc.edu>

Consists of 90 credits in general requirements, distribution requirements and electives as outlined on the program requirement sheet. Students who plan to transfer in business administration, accounting, early childhood education, human services or pre-nursing should also use program requirement sheets that are designed to fulfill some or all of the entrance requirements to the department of their chosen major.

Most coursework is in humanities, social sciences, natural sciences and mathematics. See Chapter 5, for graduation requirements.

### General Requirements

- Written Skills  
10 credits
- Quantitative or Symbolic Reasoning  
5 credits
- Completion of second-year algebra in high school or the college Math 90 course.
- Health or Physical Education  
3 credits
- Cultural Diversity  
At least five credits must have a cultural diversity component.

### Distribution

Fifty credits in humanities, natural sciences and mathematics and social sciences with a minimum of 15 credits in each area.

### Electives

22 credits

### Quarter vs. Semester Credits (90=60)

Edmonds Community College operates on a quarter system and all credits for Edmonds courses are officially "quarter credits." Students need to earn 90 quarter credits to transfer as a junior to a four-year college or university. If a university is on a semester system, the 90 credits transfer as 60 credits, which is their requirement for junior status.

## Associate of Arts Degree: Option II

<http://requirements.edcc.edu>

Designed for students who have selected a specific college or university and chosen their program for a bachelor's degree. It consists of 90 credits of the lower-division requirements prescribed by the catalog of the specific college to which the student plans to transfer. Alternate courses may be used when Edmonds Community College does not offer equivalent courses. The degree transfers as a complete degree only to the four-year institution for which it was designed. Students should work with an adviser to review specific transfer requirements. See Chapter 5, for graduation requirements at Edmonds Community College.

## Associate of Science Degree

<http://requirements.edcc.edu>

The Associate of Science degree, Track I or II, is designed to prepare science majors for transfer to a four-year college with junior standing with at least 90 credits. Most coursework is in specified mathematics and sciences requirements, but also includes general requirements, and distribution requirements in humanities, social sciences and health or physical education as outlined on the Associate of Science program requirement sheet. This degree will satisfy some, but not all, of the general requirements at the receiving four-year college or university. Students should work with an adviser in science, computer science or engineering to review specific requirements. See Chapter 5, for graduation requirements at Edmonds Community College.

### Track I

Biology, Chemistry, Environmental Science, Geology, Earth Sciences

### Track II

Engineering, Computer Science, Physics, Atmospheric Sciences

### General Requirements

- Written Skills  
10 credits
- Quantitative Reasoning  
10 credits

- Health or Physical Education  
3 credits
- Cultural Diversity  
At least five credits must have a cultural diversity component.

### Distribution Requirements

Fifteen credits in humanities and social sciences with a minimum of five credits in each area.

### Specific Requirements and Electives

Additional credits in various courses to help reach the minimum of 90 credits.

## Associate in Pre-Nursing Degree

<http://requirements.edcc.edu>

This degree consists of a minimum of 90 credits earned in general and distribution requirements and electives. The degree was designed for students who plan to transfer to a Bachelor of Science in Nursing program at various four-year universities, including the University of Washington, Washington State University, Seattle University and Seattle Pacific University, among others. Students must also meet specific institutional grade point average requirements and/or any university-specific requirements to receive the minimum preparation for consideration for admission to a bachelor's program. Students should work with an adviser to review specific transfer requirements of the university they plan to attend.

### General Requirements

- Written Skills  
10 credits
- Quantitative/Symbolic Reasoning  
5 credits
- Health or Physical Education  
3 credits

### Distribution Requirements

A minimum of 15 credits in humanities, a minimum of 15 credits in social science and a minimum of 35 credits in natural science.

### Electives

Additional credits in various courses to reach the minimum of 90 credits.

## Bachelor's Degrees Lead to Higher Lifetime Earnings

People with four-year degrees earn about \$1 million more than people with high school diplomas over a lifetime of work.

Bureau of Labor Statistics, 2001, for people aged 25 or older who work full-time, year-round.

## Associate in Applied Science-T Degree

<http://requirements.edcc.edu>

This is a professional-technical degree with a core of general education courses that are commonly accepted for transfer to a four-year institution. This degree prepares graduates for jobs requiring two-year training or who plan to transfer to four-year schools with specific bachelor's programs that accept this degree. Students seeking to transfer to degree programs other than those specifically designed for this degree should consider the Associate of Arts or the Associate of Science degrees. The degree is awarded upon completion of a minimum of 90 credits of general requirements, and technical electives as outlined on the program requirement sheet.

### General Requirements

- Communication Skills  
5 credits
- Computation/Quantitative Skills  
5 credits
- Human Relations  
One or more courses that meet the 10 credits in social science, humanities or science
- Cultural Diversity  
At least five credits must have a cultural diversity component.

### Distribution Requirements

Ten credits total in social science, humanities, natural science and math.

### Specific Requirements and Electives

- Additional requirements in various courses to reach the minimum of 90 credits.

The following degrees are offered at Edmonds Community College:

- **Family Support Studies**  
Provides education and training to students interested in family support best practices and principles that nurture a healthy family environment. This degree transfers to select four-year colleges.
- **Materials Science Technology**  
Gives the skills necessary for graduates to work in the industry as an entry-level engineering and manufacturing technician or transfer to select four-year engineering technology programs.
- **Occupational Safety and Health Technician**  
Provides education and training to students currently working or desiring to work with national and state workplace safety and health standards.

## Career Training Programs

<http://careers.edcc.edu>  
[info@edcc.edu](mailto:info@edcc.edu) • (425) 640-1459

Edmonds Community College provides real world training that expands beyond the classroom with career programs. The programs prepare students for specific jobs or improve existing skills. Classes are offered day, evening and online to fit the schedules of busy people.

Students may pursue an Associate of Technical Arts (ATA) degree by completing specific requirements, or they may earn a certificate to update current job skills or learn new ones.

### Advisory Committees

All career programs have advisory committees of professionals in related fields to help ensure that Edmonds Community College degrees and certificates meet today's job requirements. Advisory committee members and faculty members work together to link education and employment and help students succeed.

### General Requirements

Requirements vary from program to program and may be modified to fulfill individual needs or unique career objectives. The Associate of Technical Arts degree and career certificates of 45 credits or more meet the general education requirements set by the

Northwest Commission on Colleges and Universities. General requirements include a recognizable body of instruction in the areas of communication, computation and human relations.

Students should work with advisers and obtain program requirement sheets in their field of choice, see the box below. See Chapter 4, the section on advising, and Chapter 5, for graduation requirements at Edmonds Community College.

### Internships

<http://intern.edcc.edu>  
(425) 640-1256

Many career-training certificates and degrees require internships. The Internship Program is an academic program that combines classroom learning with work experience. Students develop learning objectives and earn college credit. Internships can be full or part-time, paid or unpaid.

A few of the places where our students get internships include Walt Disney World, Mercy Housing, U.S. Senate, KVI radio and Swedish Medical Center.

See Chapter 4, Career Action Center.

### Plan Your Schedule: Know Your Program Requirements

<http://requirements.edcc.edu>

The program requirement sheet, outlining the specific requirements for completing degrees and certificates, is the first step in planning a course of study. Program requirement sheets are available online, from advisers, faculty members, deans, and from the information table in Lynnwood Hall, first floor. See Chapter 5 for academic policies.

## Accounting

<http://acct.edcc.edu>  
[business@edcc.edu](mailto:business@edcc.edu) • (425) 640-1450

There is unlimited career potential in both the public and private sectors for individuals with accounting knowledge and skills.

## Associate of Arts Degree

- **Accounting Transfer Degree (90 credits)**  
Students completing the Accounting/Business Administration degree transfer as a junior to a four-year college or university. Available completely online. See Chapter 1, the section on online degrees.

## Associate of Technical Arts Degree

- **Accounting (90 credits)**  
Prepares students for jobs in accounting, such as executive assistants, managers or jobs that require working with budgets and financial information. Courses include technology, management, communication and accounting.
- **Business Specialization in Credit Management (91 credits)**  
For students with minimal or no work experience.

## Certificate

- **Accounting Certificate (61 credits)**  
Introduces students with minimal work experience to the basics of accounting, technology and communication. Helps prepare them for entry-level jobs, such as payroll assistants and data entry clerks. Also leads to the Associate of Technical Arts degree in accounting.

## Allied Health Education

<http://ahe.edcc.edu>  
[alliedhealth@edcc.edu](mailto:alliedhealth@edcc.edu)  
(425) 640-1017

Health care is the second fastest growing industry in the U.S. with opportunities in direct patient care and support occupations. Whether you are looking to enter this job field or to supplement your current skills, the following programs are designed to meet your needs.

Experienced health care professionals will guide students through classroom and laboratory activities to learn about the health care environment, as well as the personal and specific skills required in your chosen profession. Our affiliations with local facilities provide opportunities for students to obtain hands-on experience in health care. For a degree or certificate in medical office work see Business Information Technology.

For students planning to transfer to a bachelor's program, the college offers the Associate in Pre-nursing degree. See page 15.



## Certificate Programs

The following programs train students for entry-level positions in the Allied Health field. Completing prerequisite courses is required before beginning any of the certificates.

- **Clinical Laboratory Assistant (19 credits)**  
Prepares students to assist laboratory personnel, physicians and patients.
- **Patient Care Technician (26.5 credits)**  
Students can complete in two quarters. Program includes sequenced courses to prepare students for a job as a multi-skilled health care worker. Graduates work in a hospital environment under the supervision of a registered nurse. Students can also pursue the following job paths:
  - **Electrocardiography (EKG) Technician (5 credits)**  
Health care professionals skilled in the performance of diagnostic tests to assess a patient's heart rhythm and rate.
  - **Nurse Assistant Certificate (8 credits)**  
A member of a patient care team, responsibilities include taking vital signs, assisting patients with personal hygiene, changing linens and controlling infection.
  - **Phlebotomy Technician (9 credits)**  
A health care professional skilled in collecting blood for clinical laboratory testing.
- **Pharmacy Technician (39 credits)**  
(425) 640-1840  
Students can complete in three quarters. Prepares students to work in hospital and community pharmacies. Pharmacy technicians help pharmacists with the packaging, distribution, compounding, labeling and recording of drugs.

## Business Information Technology

<http://bstec.edcc.edu>  
[business@edcc.edu](mailto:business@edcc.edu) • (425) 640-1604

Students have opportunities to learn skills needed for jobs in medical, legal, financial or general office environments. Courses help students obtain computer skills for word processing, preparing spreadsheets, databases and desktop publishing. Students also learn communications, human relations, and problem-solving and organizational management skills.

## Associate of Technical Arts Degrees

- **Accounting (90 credits)**  
For students who seek jobs as office managers, administrative assistants, executive assistants, managers or for small business owners and others who work with budgets and financial information. The program is also designed for those who are looking for advancement in their careers or a new skill set in understanding and using financial information.
- **Legal Office Specialist (90 credits)**  
For students seeking entry-level jobs in legal settings, such as clerks, claims assistants, case assistants, office coordinators or word processors. Students can combine this certificate with the paralegal program to acquire the technical skills needed by legal administrative assistants.
- **Medical Information Technology (90 credits)**  
Prepare for employment as a coder/technician or manager/supervisor in a hospital, ambulatory health care facility, skilled nursing facility, government health agency, law and insurance firms, pharmaceutical companies or with medical product vendors.
- **Office Supervision and Management (90 credits)**  
Advanced office technology, administration, business and management courses for students who have prior office work experience and seek to advance into a supervisory, managerial or executive assistant position.
- **Office Technology (95 credits)**  
Basic to advanced courses for students beginning their training as well as for those who are updating their skills. Specialty options include software applications, legal office and financial administrative assistant.

## Certificate Programs

- **Accounting (61 credits)**  
Basic courses for those interested in accounting.
- **Advanced Office Skills (35 credits)**  
Prepare for entry-level positions as accounting clerks, data entry clerks, accounts payable/accounts receivable clerks, office financial clerks and payroll assistants in an office or business environment.
- **Basic Office Skills (35 credits)**  
Prepare for entry-level employment in general office support positions.
- **Medical Information Technology (42-44 credits)**  
Prepare for entry-level medical office support employment as an administrative

assistant, billing specialist, office clerk or transcriptionist.

- **Office Technology (55 credits)**  
Prepare for employment as an office assistant, administrative assistant or secretary in a variety of industries.

## Special Opportunities

- Individualized courses with variable credits, allowing students to work at a pace comfortable to them.
- One-credit modules.

## Business Management

<http://mgmt.edcc.edu>  
[business@edcc.edu](mailto:business@edcc.edu) • (425) 640-1604

Today's business environment is competitive, demanding and constantly changing. Every program is designed to give students the skills employers' value: critical thinking, communication, teamwork, management and technology.

Students can choose certificates and degrees based on their job experience and goals. They can build a foundation to qualify for entry-level management positions or take a specialized program to upgrade to a higher-level position.

## Associate of Technical Arts Degrees

- **Business Management (90 credits)**  
Develops the critical, foundation skills and new skills required by the dynamic, technology-driven business environment.
- **E-Business (90 credits)**  
Combining courses in business and technology, this degree prepares managers to improve customer relations, use information and decision-making tools, and maximize bottom-line performance.

## Certificate Programs

Business Management certificates lead directly to the Business Management Degree. Certificates intended as short-term training for entry-level positions in business and management:

- **Business (51 credits)**
- **Fashion/Retail Merchandising (35 credits)**
- **Fundamentals (35 credits)**
- **Marketing and Sales (40 credits)**
- **Supervision (35 credits)**

Advanced certificates intended for students with work experience and/or who seek specific knowledge to stay competitive in the workplace:

- Entrepreneurship and Small Business Management (45 credits)
- Project Management (38 credits)

See also International Business.

## Chemistry Laboratory Technician

<http://chem.edcc.edu>  
[sciencemath@edcc.edu](mailto:sciencemath@edcc.edu) • (425) 640-1641

Edmonds Community College offers a unique Chemistry Laboratory Technician program. Nicknamed ChemCore, the program prepares students for careers in commercial chemistry laboratories that engage in activities such as environmental sampling and analysis, industrial process control and biotechnology research and development. Continuously updated course content reflects the technological changes and advances occurring in commercial laboratories, ensuring that graduates have the knowledge and skills necessary to succeed.

The degree and the individual courses transfer and qualify as prerequisites for most science majors. Students who complete the program with a significant internship experience will earn the Associate of Technical Arts degree and have the option of earning the Associate of Science degree.

## Computer Information Systems

<http://cis.edcc.edu>  
[cispa@edcc.edu](mailto:cispa@edcc.edu) • (425) 640-1902

The Computer Information Systems department offers two-year degrees and one-year certificates to prepare students for a variety of high-tech, in-demand careers with good salaries. Curriculum emphasizes a systems approach to problem solving. Technical challenges are examined within the context of the work environment. Courses focus on teaching students skills needed to be good communicators, team players and to respond to the complexities of evolving hardware, software and networks. Many courses are offered online.

Graduates work as PC support specialists, help desk technicians, network administrators, database programmers, programmers, web developers, software testers, technology instructors and network designers. Curriculum evolves to keep pace with the changing needs of business and technology.

### Associate of Technical Arts Degrees

- **Computer Information Systems (91 credits)**  
 Gain the skills needed to move into a wide range of high-tech information technology careers. Includes MS Office Professional, software and hardware support, database theory and design, web development, networking, programming using Visual Basic and systems analysis and design.
- **Database Information Technologies (96 credits)**  
 For students with a background in information technologies who seek advanced knowledge and job opportunities as business data specialists, enterprise analysts, database designers and developers.
- **Information Security (91 credits)**  
 Advanced degree for students to develop the skills to design, implement and manage secure, scalable WANs and LANs.
- **Network Technology (101 credits)**  
 For students to develop the skills they need to administer and support networks.
- **Web Application Developer (96 credits)**  
 Develop the skills needed for jobs in emerging technologies and on the Internet.

### Certificate Programs

- **Business Systems Analyst (40 credits)**  
 Trains analysts to identify system requirements and find information systems related business solutions.
- **Desktop Support Specialist (30 credits)**  
 For students interested in gaining working knowledge of personal computers, software and hardware.
- **Digital Forensics (20 credits)**  
 Trains computer forensics examiners, learn to perform a complete forensic analysis of computing devices, systems.
- **Network Security Specialist (40 credits)**  
 Advanced-level certificate to build skills used to secure networks.

- **Web Application Developer (44 credits)**  
 Designed for those interested in developing Web sites and enhancing current skills.

## Computer Science

<http://cs.edcc.edu>  
[cs@edcc.edu](mailto:cs@edcc.edu) • (425) 640-1902

The Computer Science department offers a two-year degree that transfers to a four-year university, as well as short-term job training certificates to prepare students for jobs that pay good wages in the software development industry. The courses balance theoretical concepts with practical computing skills, a combination sought by software companies.

### Associate of Science Degree

For students who plan to continue their studies for a bachelor's degree. Courses include basic, intermediate and advanced computer programming, graphics, database and operating systems. For details, see the Associate of Science degree section earlier in this chapter.

### Certificate Programs

The following certificates offer specialized short-term training designed to qualify students for job opportunities in high-demand fields.

- **Computer Game Development (63-66 credits)**
- **UNIX/C++ (35 credits)**
- **Linux Security Specialist (35 credits)**  
 Advanced-level certificate to build skills used to secure Linux servers and workstations.
- **Windows/C++ (35 credits)**

### Certificates of Completion

Short-term training in:

- Computing Fundamentals
- Java Developer
- Linux/UNIX Fundamentals
- .Net Developer

## Computers, Electronics and Networks

<http://cen.edcc.edu>  
[sciencemath@edcc.edu](mailto:sciencemath@edcc.edu) • (425) 640-1902

Computers, Electronics and Networks programs train students to install, maintain and repair electronic, computer, robotic and network systems. Typically, the prerequisites for these courses are high school algebra and strong reading skills. Along with technical skills, an aptitude for solving problems is important for success in these programs and for jobs in this field.

Students who prefer to learn through practical applications will like these programs, focusing on the interaction between the workstation software and hardware and network systems. Students make extensive use of practical, hands-on learning and model real world applications to prepare them for employment upon graduation.

Job opportunities include working in computer service technology, robotics, technical equipment servicing, computer or network installation, maintenance or administration, test engineering and electronics manufacturing.

### Associate of Technical Arts Degrees

- **Network Technology (101 credits)**  
Students learn about the interaction between the software and the electronics of computer network systems and learn the skills needed to work on these systems. Includes the Computer Service Certificate.
- **Robotics and Electronics Technology (90 credits)**  
Trains students in electronic circuit analysis, functional testing, and troubleshooting of complex linear, digital, robotic and microprocessor-based circuits taken from real-world applications.

### Certificate Programs

- **Basic Electronics (34 credits)**  
Leads to the second year of the Robotics and Electronics Technology degree.
- **Computer Support and Network Installation (64 credits)**  
Students learn installation, maintenance and troubleshooting of computers and peripheral devices. Includes courses in A+, Net+, Server+ and Wireless Networking.

- **Network Technology (24 credits)**  
Advanced training in Microsoft network installation, configuration, administration and troubleshooting.

### Certificates of Completion

Short-term training in:

- **Wireless Technology**

## Construction Industry Trades

<http://cit.edcc.edu>  
[business@edcc.edu](mailto:business@edcc.edu) • (425) 640-1604

Construction workers are in great demand in the Puget Sound region. The Construction Industry Trades program is designed to prepare students for entry-level jobs. They learn skills by doing hands-on projects in a construction lab. Students can take individual courses or complete a 23-credit certificate. Courses provide safety training, including the OSHA 10-hour safety certificate (CIT 103). Instructors are professional carpenters and contractors who guide students through courses from blueprint reading to roof rafter layout. The program is connected with several apprenticeship programs as well as large residential building organizations.

### Certificate Program

- **Construction Industry Trades (23 credits)**

## Construction Management

<http://const.edcc.edu>  
[const@edcc.edu](mailto:const@edcc.edu) • (425) 640-1026

With the steady influx of new residents to the Pacific Northwest, the demand for construction employees continues to grow. The future is bright for professionals trained for supervisory and management positions. Wages are generally high and knowledgeable workers with management background remain in demand.

Designed primarily for people who are presently employed or have prior experience in the construction industry, the curriculum focuses on business and project management, estimating, codes, inspection and construction-related computer applications. Students may take one or two classes to upgrade

job skills or they can pursue a degree or certificate. Seek advising to select appropriate courses.

### Associate of Technical Arts Degree

- **Construction Management (95 credits)**  
For students who are pursuing careers as construction superintendents, construction managers, estimators or as building inspectors. An excellent choice for those who own or plan to start a construction company.

### Certificate Programs

All credits earned also apply to the Construction Management degree.

- **Building Inspection (47 credits)**  
For students interested in entry-level building and construction inspection jobs.
- **Civil Construction (47 credits)**  
For students with experience in the construction industry who seek to specialize in road or utility project management or inspection.
- **Construction Management (47 credits)**  
For students interested in moving from trade jobs into supervision and estimating.

## Culinary Arts

<http://clart.edcc.edu>  
[culinaryarts@edcc.edu](mailto:culinaryarts@edcc.edu) • (425) 640-1644

Employers, large and small, are actively recruiting career-oriented, trained employees in the creative field of culinary arts. Opportunities exist in many diverse areas including hotels, restaurants, bakeries, retail and wholesale services, catering, food design, assisted living centers and management.

The program combines classic cooking methods with regional flair while giving students the skills they need to run a profitable business. It emphasizes food management, preparation and service. Students receive hands-on experience in the college's kitchen and campus restaurants. Students have the opportunity to cater and prepare food for college and community events. Curriculum designed for industry professionals seeking new skills and entry-level students with no previous work experience or training.

### Associate of Technical Arts Degree

- **Culinary Arts (112 credits)**



### Certificate Programs

- Advanced Commercial Cooking (34 credits)
- Baking and Pastry (pending fall 2007)
- Basic Catering (44 credits)
- Basic Commercial Cooking (42 credits)

### Early Childhood Education

<http://ece.edcc.edu>  
[earlychild@edcc.edu](mailto:earlychild@edcc.edu) • (425) 640-1612

The Early Childhood Education program supports the development of teachers of young children, from birth through 8 years. Early childhood educators gain knowledge and skills that support children's growth while working in partnership with parents. Many graduates are community leaders in serving children and families. Coursework strengthens theoretical learning with a high level of skill development and practical application for beginning and experienced educators.

Completion of the degree or certificate meets professional standards in various early childhood education settings. Day and evening classes are offered. Students can start the programs in any quarter and can complete them as a part-time or full-time student.

### Associate of Technical Arts Degree

- Early Childhood Education (90 credits)

### Certificate Program

- Early Childhood Education (55 credits)

Students earning an Associate of Arts degree, with plans to enroll at a four-year college for teaching credentials, can take 15 to 18 credits in the Early Childhood Education program at Edmonds Community College. Regular contact with an adviser and the intended school of education regarding specific and recommended transfer requirements is recommended.

### Institute for Early Childhood Career Development

The Institute offers short courses for teachers to apply to job settings or to a certificate or degree in early childhood education. Interest areas include: infant

and toddlers, preschoolers, school-age children, administration and diversity.

### E-Business

See Business Management.

### Family Life/Parent Education

<http://fled.edcc.edu>  
[fled@edcc.edu](mailto:fled@edcc.edu) • (425) 640-1665

The Family Life Education Department offers parenting classes that respond to the complex needs of today's families. Parents participate actively in the growth and development of their children and enhance their parenting skills.

Parents discuss child and parent development and interaction and other issues. In many classes, they also participate weekly with their child at a cooperative preschool. The preschools are located in several community locations, including the college's Center for Families. Cooperative preschools offer classes for:

- Parents and infants
- Parents and toddlers (1 to 3 years old)
- Parents and preschoolers (2 to 5 years old)
- Licensed child care providers

Other classes are offered for:

- Parents with children in Head Start
- Parents with children in childcare at the Center for Families

### Family Support Studies

<http://fss.edcc.edu>  
[fled@edcc.edu](mailto:fled@edcc.edu) • (425) 640-1665

Programs are designed for students interested in working with families. Courses explore best practices and principles that nurture healthy family environments. Students learn to connect families to community resources and help parents become advocates for their families. Graduates have found jobs in health, education and human service agencies.

### Associate of Arts Degree

- Family Support Studies (93 credits)  
 Transfers only to Washington State University for students seeking the Bachelor of Arts Degree in Human Development. All courses are available online.

### Associate of Applied Science-T Degree

- Family Support Studies (90 credits)  
 Transfers to selected four-year colleges, such as Antioch, The Evergreen State College and the University of Phoenix.

### Certificate Programs

Short-term training for those seeking jobs in family support.

- Family Support Core (20 credits)
- Family Support (44 credits)

### Fashion

See Business Management.

### Fire Officer

<http://fod.edcc.edu>  
[btc@edcc.edu](mailto:btc@edcc.edu) • (425) 640-1840

Edmonds Community College has adopted the Washington State Fire Service Education Association Fire Officer Degree Program. The degree is designed to provide a higher education program for fire departments to help their officers become more highly skilled in their craft. The majority of students are professional firefighters who seek to improve their education and fire-fighting command expertise. The program will help firefighters sharpen current job knowledge and enhance skills to advance in the profession.

Depending on individual goals, students may pursue the following options:

### Associate of Arts Degree

- Fire Officer (90 credits)

### Certificate Program

- Fire Officer (38 credits)

### Horticulture

<http://hort.edcc.edu>  
[horticulture@edcc.edu](mailto:horticulture@edcc.edu)  
 (425) 640-1739

A horticulture career offers creative and technical challenges in a number of areas including landscape design, maintenance, and installation and nursery management. Demand for public and private industry jobs is consistently high. Many students have also started their own businesses after completing the program.

### Associate of Technical Arts Degrees

- **Business Specialization/Horticulture (89 credits)**  
For students with minimal or no work experience.
- **Landscape Design (96 credits)**  
Students develop skills in drawing and drafting, spatial and planting design as well as design and construction of landscape features. Prepares students to work in a landscape design firm or begin their own business.
- **Landscape Installation (98.5 credits)**  
Concentrates study on construction of landscape features, irrigation design, installation and repair and business practices. Prepares students to join an established landscape installation crew as an assistant leader within two years of full-time work in the field.
- **Landscape Management (96 credits)**  
Combines a strong foundation in horticulture with the skills and knowledge needed to manage the landscape including irrigation, turf, integrated pest management, tree and shrub care as well as specific business practices. Graduates are prepared to enter a landscape firm or grounds department as a crew supervisor or start their own business.
- **Nursery/Greenhouse (95.5 credits)**  
Provides training and prepares students for careers in plant propagation, nursery and greenhouse operation, production and management.

### Certificate Programs

Credits earned also apply to Horticulture Associate of Technical Arts degrees.

- **Ornamental Horticulture (43 credits)**  
A combination of technical knowledge and hands-on skills prepare students to begin or enhance a career in horticulture.
- **Nursery Growers (41.5 credits)**  
Provides students with the training and skills they need to grow greenhouse and nursery ornamental plants. Graduates may seek to assist growers and managers in greenhouses or nurseries.

The Horticulture department offers short courses and workshops to address special interests and trends in horticulture. The flexible curriculum provides learning opportunities for both professional and non-professional horticulture enthusiasts. A unique certificate in Horticulture Therapy is also offered. See Social and Human Services later in this chapter. Students

should work with advisers from both departments.

### Hospitality and Tourism

[www.edcc.edu/hosp](http://www.edcc.edu/hosp)  
(425) 640-1208 or (425) 640-1137

Tourism is a \$10.9 billion industry in Washington state and the number of meeting and conference centers in both large cities and small towns is growing. Get into the action with this program.

Make the world your office as a travel consultant, tour guide, hotel staff member, cruise line staff member, or reservation and ticket agent. Or work as an event planner organizing conventions, conferences, weddings or other vital business and private events. This program covers all aspects of the hospitality industry from using the Internet as a research and sales tool to providing high-quality customer service.

### Associate of Technical Arts Degrees

- **Hospitality and Tourism (90 credits)**  
For students with little or no work experience and/or some post-high school education.
- **Hospitality and Tourism Business Specialization (95 credits)**  
For students with little or no work experience who are interested in a career in business with a travel emphasis.
- **Entrepreneurship and Management (90 credits)**  
For students with prior work experience interested in managing or starting a business in the hospitality industry.

### Associate of Arts Degree

- **Hospitality Business Management (105 credits, pending winter 2007)**  
For student interested in transferring to Washington State University for a bachelor's degree in Hospitality Business Management.

### Certificate Programs

- **Event Planning (43 credits)**  
Increases student qualifications to enter or advance in the meeting and event planning industries.
- **Express Certificate (31 credits)**  
For students with post-high school education interested in short-term training for a career in the hospitality industry.

- **Hospitality and Tourism (44 credits)**  
For students who are changing careers or have some post-high school education.
- **Lodging/Hospitality and Tourism (44 credits, pending winter 2007)**  
For students interested in entering the hotel and lodging industry.

### International Business

<http://inbus.edcc.edu>  
(425) 640-1631

Whether students are interested in international relations and business, import and export operations or international finance, the programs below help students set a course for a career in international business. Students receive an excellent business education, but also gain foreign language skills and knowledge about the world. Each program allows some adjustment to embody the diverse education and work experience students bring to the college.

### Associate of Technical Arts Degree

- **International Business (90 credits)**  
Combines a firm foundation of general business studies, international business courses, along with elements of global studies and foreign language.

### Certificate Program

- **Bilingual Business (35 credits)**  
For students (U.S. and international) who seek a basic understanding of business, so they can use their language skills more effectively as interpreters.

See also Business Management.

### Occupational Safety and Health Technician

[www.edcc.edu/osh](http://www.edcc.edu/osh)  
(425) 640-1712

This unique program provides education and training to improve skills for people working in the field as well as to students who seek jobs involving national and state workplace safety and health issues.

### Associate in Applied Science-T Degree

- **Occupational Safety and Health Technician (99-107 credits)**  
This degree will transfer to Central Washington University for a bachelor's degree in Safety and Health Management.

## Paralegal

<http://legal.edcc.edu>  
[paralegal@edcc.edu](mailto:paralegal@edcc.edu) • (425) 640-1658

The paralegal profession continues to be one of the fastest-growing occupations in the state. Careers range from working in law firms to jobs with government, private business, or social service organizations. Paralegals may not practice law or give legal advice. They work under an attorney's supervision.

The Paralegal program is approved by the American Bar Association. The curriculum, offered day, evenings and online, prepares students to enter the legal field or to continue their legal education.

### Associate of Technical Arts Degree

- Paralegal (90 credits)  
For students seeking entry-level or advanced paralegal positions.

### Certificate Programs

- Advanced Paralegal Certificate (35 credits)  
For students with a bachelor's degree or higher.
- Medical Paralegal Certificate (30 credits)  
Advanced program for students with a nursing degree or diploma.

Students who seek to supplement current legal skills may design their own program. See a faculty adviser.

## Social and Human Services

<http://shs.edcc.edu>  
[hhs@edcc.edu](mailto:hhs@edcc.edu) • (425) 640-1658

The Social and Human Services program provides quality education and training to students who seek to begin or enhance a career helping people. The need for human service workers continues to grow. Career opportunities include working as youth counselors, case managers, employment specialists, drug and alcohol counselors, respite care specialists, horticulture therapists and in the field of gerontology.

## Associate of Technical Arts Degrees

- Activities Director (90 credits)  
Provides the educational background for positions that develop and plan activities for the elderly or disabled in a variety of facilities.
- Alcohol and Chemical Dependency (90 credits)  
For students who want to pursue a career in the field of addictions. Satisfies the academic requirements for certification by the state Department of Health for the Chemical Dependency Professional.
- Human Services/Rehabilitation (90 credits)  
A broad-based degree designed to provide those entering the field with the skills and knowledge necessary to effectively provide services to a diverse range of clients. Students may specialize in any of the Human Services certificate areas.

### Certificate Programs

The following certificates may serve as short-term training for entry-level positions and supplement skills for more advanced positions in human services.

- Activities Assistant (46 credits)  
Provides students with the skills, knowledge and abilities to work with the elderly or disabled in entry-level positions.
- Alcoholism and Chemical Dependency Counseling (68 credits)  
Designed for students with prior college work who wish to satisfy state certification requirements to work as a chemical dependency professional.
- Case Management (43 credits)  
Provides foundation knowledge and skills to work in a variety of human service settings.
- Gerontology (44 credits)  
Designed for those interested in gaining the skills and knowledge necessary to work effectively with a growing and diverse aging population.
- Horticultural Therapy (44 credits)  
Incorporates expertise and training from the fields of horticulture, rehabilitation medicine, psychology and activity therapy. Rehabilitation uses horticultural projects and activities as the medium of treatment.
- Vocational Consultant (44 credits)  
Prepares students for positions that help people find jobs.

## Visual Communications and Multimedia

<http://visco.edcc.edu>  
[humanities@edcc.edu](mailto:humanities@edcc.edu) • (425) 640-1744

Visual communications specialists are the computer wizards who add oomph to video games, the Internet, and magazine and television graphics. Employers look for skilled designers who can turn creative ideas into powerful images, meet deadlines with creative solutions and stay on the job until it is done. Students learn to work alone and as part of a production team.

### Associate of Technical Arts Degree

- Business Specialization/Graphic Arts (90 credits)  
For students with minimal or no work experience.
- Visual Communications (105 credits)  
Students specialize in web development, game animation, video production, multimedia authoring, graphic design or digital audio.

### Education Pays

- Laid off workers with a college education find work sooner than those with only a high school education.
- People with higher education are less likely to be unemployed.

U.S. Bureau of Labor Statistics  
[www.bls.gov/emp/emptab7.htm](http://www.bls.gov/emp/emptab7.htm)

## Pre-College Programs

Edmonds Community College provides many opportunities to help students pursue academic, career and personal goals. The programs highlighted in this section offer adult students a way to complete credits for a high school diploma or GED certificate and prepare for college courses through the Bridge program. See Chapter 6, Course Descriptions, for more information on the classes.

### Adult Basic Education

<http://abe.edcc.edu>  
[devediv@edcc.edu](mailto:devediv@edcc.edu) • (425) 640-1593

Classes help students improve reading, writing, math, parenting and computer skills to meet their academic and job



goals. Students learn to participate confidently in the family, the workplace and the community. They may take classes to help them prepare for the GED, adult high school classes or college classes. English as a Second Language (ESL) students must complete level 35 or have a referral from their ESL instructor prior to registering for ABE/GED classes.

### Adult High School

<http://ahs.edcc.edu>

[devediv@edcc.edu](mailto:devediv@edcc.edu) • (425) 640-1593

Earn a Washington State high school diploma – for students 18 years of age or older (17-year-olds must meet special entry requirements). Students who test at college level for reading, writing or math may take classes that count toward a high school diploma and a college degree. Interested students need an official copy of their transcript from the last high school they attended and should make an appointment for an orientation session as soon as possible prior to the quarter they plan to attend. Students meet with an adviser to select and register for classes.

### Bridge: Improving Reading, Writing and Study Skills

<http://brdge.edcc.edu>

[devediv@edcc.edu](mailto:devediv@edcc.edu) • (425) 640-1593

Instruction bridges the gap between current skills and the level of skill needed to succeed in college. The program assists students with reading, comprehension, vocabulary, spelling and study skills. Students may get help from an adviser to decide which classes will be most helpful.

### Career, College and Life Success

<http://ccls.edcc.edu>

[devediv@edcc.edu](mailto:devediv@edcc.edu) • (425) 640-1593

Classes focus on career exploration and strategies for college, personal and career success. Students examine interests, skills, personality strengths, decision-making styles and the application of theory to life. Some courses serve as electives for many certificates and degrees. See Chapter 6, course descriptions, under Career, College and Life Success (CCLS and COPS).

### Edmonds Career Access Program (EdCAP) Ages 16 to 21

<http://edcap.edcc.edu>

[devediv@edcc.edu](mailto:devediv@edcc.edu) • (425) 640-1593

EdCAP is a high school diploma program with an emphasis on earning a professional-technical certificate or degree while completing high school requirements. Eligible students, aged 16-21, receive free tuition, books and a bus pass. Individual advising, case management, access to campus resources and small class size create a supportive environment for successful learning.

### English as a Second Language (ESL)

<http://abeesl.edcc.edu>

[abeesladv@edcc.edu](mailto:abeesladv@edcc.edu) • (425) 640-1478

English as a Second Language (ESL) classes for non-native speaking immigrants and citizens focus on the use of English in everyday life and on the job. Seven levels of classes from beginning to advanced are offered day and evening. Computer and language labs are available for additional practice. Courses to explore career and community resources are offered as well as college preparatory classes for professional-technical programs such as Allied Health Education (training for entry-level jobs in health care).

### Family Literacy Program

<http://famlit.edcc.edu>

(425) 640-1255

Parents improve reading, writing and math skills for the GED test through theme-based instruction focused on family management, economic self-sufficiency and interactive literacy activities between parents and children. Tuition free for eligible adults.

### General Education Development (GED)

<http://ged.edcc.edu>

[devediv@edcc.edu](mailto:devediv@edcc.edu) • (425) 640-1593

Obtain the equivalent of a high school diploma by preparing to pass the GED – a series of five tests developed by the American Council on Education. Classes support individual skills, needs and learning styles. Students set their own pace with group learning activities. Many GED students also take Adult Basic Education

classes to deepen their learning in specific areas such as math, writing or computer basics. English as a Second Language (ESL) students must complete level 35 or have a referral from their ESL instructor prior to registering for GED classes.

## Associate of General Studies Degree

<http://programs.edcc.edu/ags>

The Associate of General Studies degree grants academic recognition of an individually designed 90-credit program for students who are not planning to transfer to a four-year college or university. Coursework is developed, in consultation with an adviser, to meet students' professional, educational and personal needs. Students earn at least 24 credits at Edmonds Community College. See Chapter 5, for other graduation requirements.

### Snohomish County Jobs

Edmonds Community College offers career training for jobs now in demand. The jobs below are expected to be hot prospects through 2012. See programs listed in this chapter for job training opportunities.

- Accounting and Auditing Clerks
- Child Care Workers
- Computer Specialists
- Construction Laborers
- Construction Managers
- Restaurant Cooks
- Electrical and Electronic Equipment Assemblers
- Executive Secretaries and Administrative Assistants
- Financial Specialists
- Graphic Designers
- Health Professionals and Technicians
- Industrial Engineering Technicians
- Landscaping and Groundskeeping Workers and Managers
- Medical Records and Health Information Technicians
- Medical Secretaries
- Nursing Aides
- Office/Administrative Support Staff
- Paralegals and Legal Assistants
- Social and Human Service Assistants

Washington State Employment Security  
www.wilma.org/wdclists



Ronnie Morrison on campus with friend Ruth Girma, a member of the Student Leadership team.

“My passion is to make a real difference and to show others that anyone can achieve his or her goals.”

**Ronnie “Dizzle” Morrison**  
Associate of Arts Degree

**Why Edmonds CC?** My younger cousin plays on the men’s basketball team, and financial circumstances prevented me from going to college earlier.

**Favorite class** Every one of them – the classes are fun and the teaching strategies are effective.

**Favorite food on campus** well-seasoned crosscut fries

**Edmonds CC memory** performing a political rap at International Night

**Advice for new students** Stay focused! Work hard now, or work hard forever.

**Authors** Tupac Shakur, Margaret Atwood, Rita Dove

**On my iPod** Yeah Yeah Yeahs

**Dream job** to become a motivational speaker and own a powerhouse company

## On the Web: What Program’s Right for You

This Web feature guides you in just one click. Type in words related to your interests and you’ll get detailed information about the opportunities available at Edmonds Community College. Go ahead – try it! This site also shows new students how to get started at the college.

Go to <http://getstarted.edcc.edu>



**WORD OF MOUTH**

The library is *the* place to study on campus – great atmosphere.



## Chapter 3...

# Getting Started

### The First Steps to Get to Your Goals

Edmonds Community College is committed to helping you reach your educational goals, and a good start is essential. This chapter outlines the steps for applying, signing up for classes (or dropping them), tuition and fees and refund policies. Students may obtain grants, loans and scholarships to help pay for college. Some students may qualify for financial assistance from the Worker Retraining and WorkFirst programs.

### Enrollment Services

<http://getstarted.edcc.edu>  
[info@edcc.edu](mailto:info@edcc.edu) • (425) 640-1459

Edmonds Community College maintains an open-door policy, accepting all applicants who are high school graduates, possess a GED or are adults 18 or older. We also have programs for high school students. Some students follow specialized enrollment procedures based on their program of choice. Students may apply throughout the year, although it's best to apply at least eight weeks before the quarter begins. Applications received after the first week of the quarter are processed for enrollment in the next quarter.

Located in Lynnwood Hall, Enrollment Services staff help students take the steps they need for a positive start.

#### Admission

Application packets are available online, from high school counselors or by visiting, emailing or calling the Enrollment Services office.

Return applications to the Enrollment Services office, along with a non-refundable admissions fee. Applications may take up to three working days to process.

### Assessment

Students' reading, writing and math skills are assessed to make sure they are placed in the most appropriate classes. Students complete an assessment if they are pursuing a degree or certificate or are taking math or English courses. Testing is generally offered on a walk-in basis and post-test advising is available at various times day and evenings.

Exemptions are given to:

- Students who provide transcripts or grade reports that show the completion of college-level English composition and/or math courses with a grade point average of 2.0 or higher.
- Students who submit recent ACCUPLACER scores from another college.
- Students who enroll for professional or personal enrichment classes and do not pursue a degree or certificate.
- Students in the English as a Second Language (ESL) program must take the Levels of English Placement (LOEP) test and complete an essay exam. The college's ACCUPLACER math test is used to place non-native English speakers in math classes.

- Instructors make the final determination as to whether or not a student is required to take ACCUPLACER. Take a copy of your transcript with you on the first day of class in case there are questions regarding your exemption from ACCUPLACER.

### Things to Know

- > New students may register as soon as they complete the admissions process.
- > Currently enrolled students who have earned 60 or more credits receive priority when registering for classes.
- > Registration dates, instructions and appointment times are listed online and in the quarterly class schedule.
- > Registration must be completed by the tenth day of the quarter (eighth day for summer quarter) unless otherwise stated in the quarterly class schedule.
- > Students with outstanding debts to the college cannot register.
- > Students can register online at <http://getstarted.edcc.edu>.

### Orientation and Advising

[www.edcc.edu/orientation](http://www.edcc.edu/orientation)

Orientation helps new students. Students receive information about enrollment, student services and advising – and it is available in person and online.



Working with an adviser helps students meet the requirements they need to reach their goals. The college encourages all students to discuss their programs and quarter-to-quarter schedule development with a faculty adviser.

### Registration

Students may register online or in person at Lynnwood Hall. New students may register online after they have completed admission and assessment and after registration begins for the upcoming quarter.

### Adding or Dropping Classes [www.edcc.edu/dropadd](http://www.edcc.edu/dropadd)

Students may drop or add classes after they have registered for the quarter. However, they should first check the college calendar or the quarterly class schedule for the last day to add classes in any given quarter and be aware of the college's refund policy. They may officially drop a course at any time through the seventh week of fall, winter and spring quarters and through the sixth week of summer quarter.

The form is available online, from the Enrollment Services office or from the information center located on the first floor of Lynnwood Hall. To officially drop or add a class, students need to obtain any necessary instructor signatures, return the completed form to Enrollment Services within the deadlines, and pay any tuition and/or fees associated with the newly added courses.

The drop/add form must be completed and returned to officially withdraw from a class. Students who leave without completing the process may receive an unofficial withdrawal or V grade, or a grade based solely on work accomplished before they left.

### Tuition and Fees

<http://tuition.edcc.edu>

Tuition rates, as set by the Washington State Legislature, are published online and in the quarterly class schedule. Rates vary depending on how many credits a student takes and whether a student is a resident, non-resident or eligible for a tuition waiver. Visit the above Web site for

current tuition and fee rates or see the quarterly class schedule.

In addition to tuition, students pay:

- A one-time, non-refundable admissions fee. Senior citizens and international students are exempt from this fee as are students enrolled in Adult Basic Education, Adult High School Completion, General Education Development (GED), English as a Second Language (ESL) or parent education and community service classes.

- A special service assessment fee.
- A technology fee.

If applicable, students may pay:

- Course fees for special materials, supplies or equipment.
- Counseling fees for testing and measurement services.
- GED tuition fee.
- Special assessment and admissions fees for the Intensive ESL program.
- Fees for special projects and prior learning credits, based upon the number of credits agreed upon by the student and the faculty sponsor and charged at the resident tuition rate. Students who receive fewer credits than originally agreed upon receive a refund. A non-refundable processing fee is also assessed, equal to the resident tuition rate for three credits.
- The cost of a cap and gown, if a student participates in the commencement ceremony.
- A fee for each official transcript.
- A program completion fee.
- Fines and penalties for parking violations, loss or misuse of college property, fees for returning checks for non-sufficient funds or other miscellaneous items.
- International students enrolled in the Intensive ESL program must pay a partially refundable fee prior to the issuance of an I-20 form.
- Students enrolled in self-support classes are assessed a fee instead of tuition.

### Refunds

Students receive refunds only after they officially withdraw from a class (see above, adding or dropping classes). The refund is determined by the date the form is received at the Enrollment Services office.

The following refund schedule applies to state-supported classes that begin the first week of the quarter:

- 100 percent refund for withdrawal during the first five calendar days of the quarter.
- 50 percent refund for withdrawal during the first 20 calendar days of the quarter.
- No refunds after the first 20 calendar days of the quarter.
- 100 percent refund for canceled classes. Refunds are not automatic, follow the same refund procedure listed above.
- 100 percent refund to students who withdraw from all classes due to catastrophic illness or who are called into the U.S. military service. The college may require documentation and no grades or credits are given under these conditions.

Refunds for classes beginning at times other than the first five days of the quarter:

- 100 percent refund before the class begins.
- 50 percent refund during the first 20 percent of the class meeting time (if the percentage does not exceed 20 calendar days).

There is no refund for community education, seminars or other self-support classes unless the student withdraws two or more working days before the class begins. See the quarterly class schedule for the most current information on refunds.

### Residency Requirements

The following students pay resident tuition:

- A financially independent person who has resided in Washington State for purposes other than education for at least one year prior to the beginning of the first quarter of enrollment.

- A dependent of a parent or legal guardian who has resided in the state of Washington for at least one year prior to the beginning of the first quarter of enrollment.
- An active-duty military person, or spouse, stationed in the state of Washington.

Applications are available at Enrollment Services for students who are required to document residency, along with detailed instructions and a list of other required documents. According to state law, applications submitted after the 30th calendar day of the quarter will not be considered for the current quarter, but if approved, residency eligibility will take effect for the upcoming quarter.

### Ways to Pay Tuition

Edmonds Community College makes it easy for students to pay tuition. Students may choose the option that best fits their financial needs.

- **MasterCard or Visa**  
Online at <http://tuition.edcc.edu> or at the Cashier's office in Lynnwood Hall using credit card, check or cash.
- **T-FLEX EdPass Savings Account**  
Payments may be made for future quarters via the college EdPass System, call (425) 640-1139.
- **TMS Monthly Pre-Payment Plan**  
Pay for upcoming quarters by calling 1-800-722-4867.

## Student Financial Services

<http://finaid.edcc.edu>  
[finaid@edcc.edu](mailto:finaid@edcc.edu) • (425) 640-1457

Edmonds Community College believes that every person should have the opportunity to achieve educational goals regardless of financial circumstances. Financial aid and scholarships help students offset college costs. However, the student and his or her family are also expected to contribute to educational costs through earnings, assets, savings and even by borrowing against future earnings. It is important to plan early for the expenses associated with a college education. Financial aid forms and assistance are available from Student Financial Services.

## Financial Aid Deadlines Matter

Start early, funds are limited. The earlier a student completes financial aid paperwork, the more funds are available – and in time to pay tuition. Funds are awarded to eligible students, based in part, on the date Student Financial Services has received all required documents.

**May 1:** Receive priority consideration for the fall, winter or spring quarters for all the aid available.

**July 31:** Secondary Consideration. It's not too late, but students may have to pay for their own tuition and books for the fall quarter. They will be reimbursed for the amount of aid they are eligible for, if approved.

### Winter or Spring Quarters

Students starting classes during the winter or spring quarters should complete their files as early as possible, and no later than four weeks before the quarter begins.

## How we calculate need

Financial aid applicants are assigned a standard budget. This budget is published annually in the "Guide to Student Financial Aid" and on the college Web site. Direct college expenses (tuition and books) and a portion of living expenses such as room and board, transportation and miscellaneous costs are included in the budget.

Subtracted from this budget are the financial resources a student and/or the student's family are expected to contribute toward educational expenses. These resources are calculated from the information submitted on financial aid application forms and include the expected student/family contribution as determined by the U.S. Department of Education as well as scholarships, Veterans' educational benefits and other outside educational resources. The remaining amount determines the student's need.

Award offers from the college attempt to meet a student's financial need with

45 percent gift aid (grants, waiver, scholarships) and 55 percent self-help aid (Work Study and loans). However, students with a need of \$3,000 or less are unlikely to receive any gift aid.

Students given first consideration are those who complete applications by the priority deadline – **May 1** – and have the lowest expected family contributions.

## Financial Aid Programs

Students applying for financial aid are considered for the following federal, state and institutional programs:

- Institutional Grants
- Pell Grants
- Stafford Loans
- Supplemental Educational Opportunity Grants
- Tuition Waivers
- Washington State Need Grants
- Work Study Programs

Separate applications for scholarship programs, including Edmonds Community College Foundation scholarships, are also available from Student Financial Services. The Foundation's scholarships are also available online at <http://foundation.edcc.edu>. Many scholarships require students to apply for financial aid.

## Eligibility Requirements

- U.S. citizenship or be an eligible non-citizen.
- A high school diploma or GED certificate.
- Enrollment in a college degree or certificate program.
- Selective Service Registration (if required).
- Financial need as determined by the federal need analysis (except for unsubsidized federal Stafford Loans).
- No outstanding repayment or default on a grant or loan received at Edmonds Community College or from any other college.
- Maintain satisfactory academic progress in a program of study.

Students who have a bachelor's degree will only be considered for Stafford Loans and/or Work Study funds.

## Enrollment Requirements

Financial aid awards are based on full-time enrollment of 12 or more credits each quarter. However, most financial aid programs allow for part-time enrollment of at least six credits each quarter. If students register for less than 12 credits, they are required to notify Student Financial Services and request a revision of their award. No adjustments to awards will be made after the fifth day of each quarter or after funds have been disbursed, whichever occurs first.

## Return of Funds and Repayment Policy

Students are subject to the conditions of the Federal Return of Title IV Policy if they:

- Fail to complete any credits.
- Audit their classes.
- Officially or unofficially, withdraw from the college before completing 60 percent of the quarter.

Based on the reported last date of attendance, students may owe a repayment of any check disbursement received.

A guide to the financial aid application process and college policies is available from Student Financial Services.

## Financial Aid Satisfactory Academic Progress

Federal and state financial aid regulations require recipients to maintain satisfactory academic progress in their program of study. Depending on their enrollment status, students must complete a minimum number of credits each quarter and maintain a 2.0 cumulative grade point average. Students who fail to do this are typically placed on probation, which remains on their financial aid record for two subsequent quarters. Students who are on probation and again fail to complete the minimum credit and GPA requirements will have their remaining aid terminated. Students who have their financial aid terminated, may petition for reinstatement, based on unusual or extraordinary circumstances. Petition forms are available at Student Financial Services.

When determining initial financial aid eligibility, Financial Aid Satisfactory

Academic Progress is applied to all previous quarters attempted at Edmonds Community College, regardless of whether or not financial aid was received.

Below is the minimum number of credits that must be completed each quarter:

- Full-time, 12 credits
- Three-quarter time, 9-11 credits
- Half time, 6-8 credits
- Less than half time, at least one credit

Failure to complete at least half of the minimum number of required credits will result in automatic termination of financial aid. The required number of credits completed each quarter must apply toward a degree or certificate at Edmonds Community College.

Grades of less than 0.7, I, N, U, V and W do not count toward completed credits.

## Maximum Funding Limit

Federal and state regulations limit the amount of funding a student may receive based on the number of credits earned or attempted. Students will not receive aid beyond 125 percent of the credits required for a degree or certificate program. All college level credits are counted, including those transferred from another school, classes withdrawn from or in which no credit was received, and classes in which no financial aid was used.

Students may petition to go beyond the 125 percent credit limitation if they require additional time to complete their degrees. Students must first meet with an adviser to complete the petition form, documenting the classes required to complete the degree or certificate program. Only required classes are funded.

Students can be funded for a limited number of degree programs. Edmonds Community College offers aid to eligible students for one certificate or Associate of Technical Arts program and either an Associate of Arts degree or an Associate of Science degree.

Students may receive financial aid for up to 45 credits in remedial courses (those below the 100 level) if they are required for a degree or certificate program. See Chapter 5 for more information.

Funds are not awarded to students taking ABE, ESL, GED, Family Life Education Cooperative Preschool classes or continuing education classes from ArtsNow or the Business and Training Center.

## Veterans' Programs

[www.edcc.edu/veterans](http://www.edcc.edu/veterans)  
**info@edcc.edu • (425) 640-1502**

Selected academic programs of study at Edmonds Community College are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

Student Financial Services provides information regarding eligibility requirements for educational assistance under the Montgomery GI Bill, which includes Active Duty assistance, selective reservists, survivors and dependents assistance and the Vocational Rehabilitation Educational Program.

Veterans' benefits may be used to complete a college certificate or degree program. With VA approval, students may also complete a high school diploma. Students are required to declare a degree program. Prior credits earned from other institutions, as well as military credits, will be evaluated.

## Academic Standards

Students must meet the following requirements to remain eligible for veterans' benefits:

- Complete the Veteran Quarterly forms (available from Enrollment Services).
- Provide official transcripts to Enrollment Services for evaluation. Students will not be allowed to repeat any classes in which they received a passing grade.
- Maintain a 2.0 grade point average.
- Notify Student Financial Services of changes in their credit load. Veterans' benefits will discontinue if a student does not maintain satisfactory progress toward completion of his or her training objective.



### Veteran's Waiver

Edmonds Community College waives a portion of tuition for all eligible veterans who served in active duty under either Title 10 or Title 32 of the U.S. Code. The Veteran's office determines eligibility, but at a minimum the student must be a Washington resident and provide a copy of their DD214 showing their service and discharge record. The record must indicate the student was honorably discharged.

### WorkFirst Program

<http://workfirst.edcc.edu>  
[workfirst@edcc.edu](mailto:workfirst@edcc.edu) • (425) 640-1686

Qualified low-income parents receive assistance in reaching career goals through short-term vocational training programs. Students learn technical skills, career management techniques and receive job search assistance. Customized skills training lasts up to 22 weeks and prepares students for entry-level jobs in medical offices, health care occupations, office technology, customer service and property maintenance/construction.

WorkFirst financial aid pays for tuition, books and fees for classes, including those offered at the college's Business and Training Center. Students must be receiving TANF (Temporary Assistance for Needy Families) or be an income-eligible, working parent. Visit the Workforce Development Center, located in the Maltby Building, to see if you qualify.

### Work Study

As part of their financial aid award, students may be eligible for Work Study at Edmonds Community College. The college also offers other part-time employment opportunities for students enrolled for a minimum of six credits each quarter. The Career Action Center posts on and off campus jobs. See Chapter 4.

### Worker Retraining

[www.edcc.edu/retraining](http://www.edcc.edu/retraining)

Some students may be eligible for worker retraining funds, such as if they are receiving unemployment benefits or facing layoffs. See Chapter 4, Career Action Center for additional information.

### Foundation Scholarships

<http://foundation.edcc.edu>  
[foundation@edcc.edu](mailto:foundation@edcc.edu)  
 (425) 640-1274

The Edmonds Community College Foundation provides scholarships for full-time and part-time students. International students are welcome to apply if they are currently residing in the United States. Some scholarships are for specific areas of study or for individuals with specific backgrounds or needs.

With the help of individuals, organizations and corporations, the Foundation also supports college programs and services, facilities, faculty and staff, as well as advocates for the college and its mission. Individuals interested in supporting the Foundation with financial or in-kind contributions may contact the office for more details.

**Visit the Foundation's Web site for scholarship information and to apply online.**



Walter Rung volunteering at a local stream restoration project for Adopt-A-Stream. Photo courtesy of *The Herald*.

“Once you know what you want to do, you just have to do it.”

**Walter Rung**  
Associate of Science Degree

**Why Edmonds CC?** Professional and friendly staff – this matters to me.

**Why now?** I realized what I would like to do in my life.

**Best experience here** The chemistry 131 series. Interesting labs, I learned a lot.

**Advice for new students** Make sure you are communicating with the Admissions and Financial Aid staff.

**Place to study** Engineering lab

**Movie** Life Aquatic

**Interests** fishing, certified scuba diver

**College goal** attending the University of Washington's school of Aquatic and Fisheries Science for my bachelor's degree

**Dream job** fisheries biologist – to manage and preserve our aquatic habitats, so that future generations can enjoy them as I did growing up

## On the Web: Students in Service

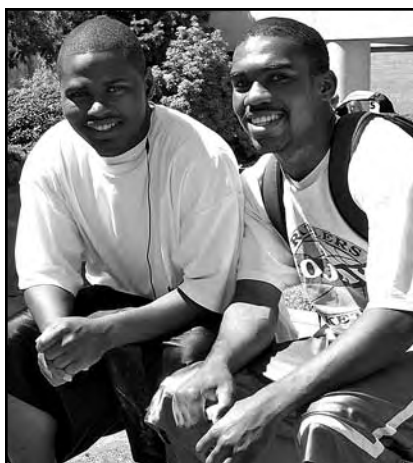
Scholarships are available to students who participate in community service, service-learning or civic engagement activities. In the past two years, hundreds of Edmonds Community College students have volunteered thousands of hours on projects involving education, public safety, environmental initiatives, homeland security, and human needs on campus and in the community.

Go to [www.edcc.edu/american](http://www.edcc.edu/american)



WORD OF MOUTH

**Financial aid deadlines really do matter. Priority deadline May 1!**



## Chapter 4...

# Student Life and Services

### Helping You Succeed

Edmonds Community College provides a variety of services to help you make decisions that fit your skills, talents and outlook on life. We are committed to student success. Our staff can help you identify a career, transfer to a four-year school, find a job during or after college or get help with your class assignments. We also offer you a full spectrum of college life. Throughout the year, the college offers lectures, art and cultural events, intercollegiate athletics, outdoor recreation trips, student publications and a variety of special interest and academic clubs.

### Academic Advising: Key to Student Success

<http://advising.edcc.edu>  
[advising@edcc.edu](mailto:advising@edcc.edu) • (425) 640-1458

Advising helps students meet their educational goals. Faculty and academic advisers guide students as they select courses and provide them with information about specific degree and certificate programs offered at Edmonds Community College.

Advisers can help you find out about prerequisites for courses, transfer requirements and other essential information.

### Advising Resource Center

Register online or research educational programs using computers at the center on the first floor of Lynnwood Hall. Students will also find print materials and Internet resources such as university course-equivalency guides and applications that aid in transferring to four-year universities.

#### Students, seek the assistance of an adviser each quarter!

To make the most of your advising appointment, be sure to bring a completed transfer credit evaluation, planning sheet and questions.

### Career Action Center

<http://careeractioncenter.edcc.edu>  
[careeractioncenter@edcc.edu](mailto:careeractioncenter@edcc.edu)  
 (425) 640-1256

The Career Action Center provides services and resources to help students and graduates achieve their career goals. These services include jobs and internship postings on the Web, computers/telephone/fax machine, career and job search materials, résumé critique and job search coaching, Worker Retraining support and the Individualized Certificate Program (see page 32).

### <http://edcc.eRecruiting.com>

Students and graduates can access listings for part-time and full-time jobs and internships at this site. Computers are available at the center for student use. Staff members will provide assistance in helping students get started.

### Career and Job Search Materials

Students may use computers, telephones and a fax machine to explore careers or search for a job. The center's resource area houses reference materials on career exploration, job search skills, internships and the labor market. It also houses "Vocational Biographies" that provide descriptions of various careers.

### Your Records, Your Responsibility, Your Future

Although the college provides assistance, responsibility for fulfilling all academic and graduation requirements rests with each student. Students should:

- > Obtain and keep program requirement sheets detailing degree or certificate information. Available at <http://requirements.edcc.edu>, from an adviser or from the Enrollment Services office.
- > Maintain all college records, including transcripts from other colleges and Edmonds Community College and assessment results.
- > Make sure official transcripts from other colleges have been mailed to the registrar at Edmonds Community College.
- > Submit a Request for Transcript Evaluation form to ensure your credits from other institutions are appropriately evaluated according to degree requirements. Consult with your adviser about any discrepancies.
- > Know the admissions and department requirements for transferring to the four-year college of your choice.
- > Prepare a tentative course schedule, including alternatives, and a list of any questions, before you meet with your adviser.



### Résumé Critique/Job Search Coaching

Staff members will critique students' résumés and cover letters, help them practice for interviews and provide guidance with the job search process. Each year the center holds a Winter Break Hiring Fair, Internship Fair and Career Fair.

### Internships

The Internship program combines classroom learning with work experience. Students develop learning objectives and earn college credit for their experience as an intern. Internships can be full- or part-time, paid or unpaid. Internships listed at <http://edcc.eRecruiting.com>.

### Worker Retraining

The Worker Retraining program provides tuition and textbook assistance, priority registration, referral to career counseling, and job search support to anyone who is collecting Washington State unemployment, has exhausted the benefits or is facing lay off. Displaced homemakers and self-employed individuals may be eligible. An on-site representative from the Employment Security office is available to address questions related to training and unemployment insurance.

### Individualized Certificate Program

The Individualized Certificate Program (ICP) allows students to pursue a custom-designed, work-based learning program not offered elsewhere at the college. An ICP adviser determines if a student meets eligibility requirements and works with him or her on an individual course of study.

### Campus Security

<http://security.edcc.edu>  
(425) 640-1501

Ensures safety on campus and works with local law enforcement agencies to enforce security. Security staff provide safety escorts for students and staff, respond to campus emergencies, patrol buildings and parking areas, and sponsor safety and crime prevention training.

The annual security report includes statistics for the past three years of reported crimes on campus, in certain off-campus buildings or property owned or controlled by the college and on public property within, or adjacent to the campus. The report also includes college policies, including on sexual assault. Call or go online to get copies of the report.

### Childcare

<http://childcare.edcc.edu>  
[childcare@edcc.edu](mailto:childcare@edcc.edu) • (425) 640-1662

The Center for Families offers childcare licensed by the state's Child Care and Early Learning department. Services include early learning experiences and preschool for children between the ages of 3 months and 5 years. Early registration is recommended. Spaces fill quickly. Part- and full-day options are offered. Hours and rates are available online.

### College Bookstore

<http://collegestore.edcc.edu>  
[bookstore@edcc.edu](mailto:bookstore@edcc.edu) • (425) 640-1672

The bookstore sells required and recommended textbooks and other class materials at competitive pricing online and on campus.

Other services include used textbook buyback, a book club card, special order, campus pride products, community transit passes, postage stamps, gift certificates, cap and gown and graduation items, software at academic pricing, electronics, gifts, greeting cards and fax and UPS services.

The bookstore also supports student activities, programs and campus events.

### Counseling and Resource Center

<http://counseling.edcc.edu>  
(425) 640-1358

The center helps students adjust to, cope with and succeed in college. It offers appointments and crisis intervention with professional counselors at no cost, short-term counseling (three to five sessions), as well as extensive information about community resources.

### College Success Counseling

Get help coping with classes, adjusting to college culture, understanding the college system and exploring problem-solving strategies.

### Career Counseling

Explore the 'fit' between a career and your own skills, needs, values, personality and interests. Self-knowledge and an introduction to career research can help students better understand themselves and their career options and make informed decisions. Career assessment tools and career planning classes may be recommended.

### Personal Counseling

Address issues that can make it difficult to succeed in college including stress, grief, anxiety and depression, problems with self-esteem, relationships or culture shock. The center refers students to community health resources for long-term counseling if needed.

### Equity and Diversity

<http://edc.edcc.edu>  
[edc@edcc.edu](mailto:edc@edcc.edu) • (425) 640-1538

An advocate for the success of students of all ethnic backgrounds, cultures, genders and sexual orientations, the center involves and educates the college community in diversity awareness and gender issues. Programs enhance and increase understanding and appreciation of equity and diversity. Recruiting and retaining students from underrepresented groups is part of Edmonds Community College's mission of responding to the dynamic needs of our diverse community.

### Student Housing

<http://housing.edcc.edu>  
(425) 640-1063 • [housing@edcc.edu](mailto:housing@edcc.edu)

### Residence Life

The college's Residence Hall at Somerset Village offers furnished four bedroom apartments with kitchen, bath and community space for students who want to live close to campus in a student-focused community environment. Applications are available online.

### Homestay Family Program

International students may live with a local host family who provide a private, furnished room in their home. This opportunity gives students a chance to practice English skills, join in family activities and holidays and form a lasting bond with the host family. Out-of-state students are also eligible for this program. The Office of Student Housing provides ongoing support to students and families. Families are carefully screened before acceptance into the program. More information and applications are online at the above Web site.

### Rental Information

A bulletin board, located outside Student Life and Development in the Triton Union Building, contains information about rooms for rent, available apartments, roommate search, as well as furniture and household items for sale.

### Learning Support

<http://lsc.edcc.edu>  
tutoring@edcc.edu • (425) 640-1089

Students may get tutoring in writing, math and many other subjects.

### The Bridge

See Chapter 2, under pre-college programs for additional services to help students succeed.

### Tutorial Center

Free tutorial help is offered in math and most subjects from accounting to zoology. Open daily; most tutoring is scheduled by subject area. Students who stop by can also join regularly scheduled small study groups. Students may attend Math Success workshops to learn math in a supportive environment.

### Writing Center

Students receive one-on-one help and feedback on writing assignments from brainstorming to final drafting. Stop by to get help from a student tutor on a first-come, first-served basis.

### Library

Lynnwood Hall, third and fourth floors  
[www.edcc.edu/library](http://www.edcc.edu/library)

Circulation: (425) 640-1529

Reference: (425) 640-1472

Students will find dedicated and knowledgeable library faculty and staff members who want to help them succeed. At the circulation desk, students can learn about library records or check out books, periodicals, media and course reserve materials.

At the reference desk, students receive assistance finding information and using the library's wide range of print and electronic resources. Reference librarians offer workshops on basic and course-specific research skills.

Library collections include materials both in print and digital formats, including books, magazines, newspapers, videotapes, DVDs, audiocassettes, CDs and maps. The library also maintains a significant collection of legal resources.

The library provides a computerized network for accessing local, regional, national and international electronic resources. These include the college library catalog and many research databases, full-text magazine and newspaper articles, e-books and specialized encyclopedias and dictionaries.

The library also offers:

- Internet access for academic research.
- Data jack and wireless access to campus network.
- Individual study carrels.
- Large, well-lit study tables.
- Media carrels equipped with audiocassette, CD, DVD and videocassette players.
- Group study rooms.
- Computer-equipped classroom.

### Music and Theatre Arts

<http://theatre.edcc.edu>

<http://music.edcc.edu>

(425) 640-1650

Students interested in musical performance may audition each spring for the vocal jazz choir, Soundsation. Other options are Jazz Choir and Symphonic Choir, an opportunity for students to perform traditional choral literature and major works with orchestra accompaniment.

Theatre Arts offers students several opportunities to perform in productions throughout the year. Auditions for campus productions are open to all students.

See Chapter 6, Course Descriptions, for more about music and theater classes.

### Art Gallery: Lynnwood Hall, Third Floor

<http://gallery.edcc.edu>



The gallery features shows throughout the year, including a student exhibit. Many art classes are offered, ranging from drawing to jewelry and metal design to sculpture. See Chapter 6, for a listing of the art and visual communications courses.

Visit [www.edcc.edu/ArtsNow](http://www.edcc.edu/ArtsNow) for non-credit art and language classes offered by the college's continuing education program.

Photo by Alumna Heather Bickel

## Services for Students with Disabilities

[www.edcc.edu/ssd](http://www.edcc.edu/ssd) • [ssdmail@edcc.edu](mailto:ssdmail@edcc.edu)  
(425) 640-1320 • (425) 774-8669 (TTY)

Edmonds Community College is committed to providing services to all students with documented physical, sensory, psychological and learning disabilities.

Services for Students with Disabilities assists students – on an individual basis – to successfully reach their educational goals. Services include academic advising, campus orientation, alternative testing, interpreters for the deaf, scribes, readers, priority registration, alternative format materials, note-takers, ergonomic chairs, and assistance with and referrals to outside agencies and college programs.

An assistive technology computer lab staffed by skilled professionals is available. Flat terrain, elevators, curb cuts and automatic doors make Edmonds Community College one of the most accessible colleges in the state for students with disabilities. Disabled parking is available to students with a valid Washington State disabled parking permit.

## Study Abroad

<http://studyabroad.edcc.edu>  
[studyabroad@edcc.edu](mailto:studyabroad@edcc.edu)  
(425) 640-1518

Edmonds Community College, in collaboration with other community colleges, offers opportunities for students to live and study abroad. Students earn credits toward their degrees while studying in London, England; Florence, Italy; Alajuela, Costa Rica; Salamanca, Spain; and Paris, France. Each program includes coursework, housing and cultural activities. Financial aid is available for qualified students. Opportunities for faculty to teach abroad are also available.

## Student Life and Development

[www.edcc.edu/stulife](http://www.edcc.edu/stulife) • (425) 640-1581

Student-sponsored programs and services cater to students' needs and provide many opportunities for student involvement in campus life including student programs, athletics, student government, clubs and a game room.

## Athletics

<http://athletics.edcc.edu>  
[athletics@edcc.edu](mailto:athletics@edcc.edu) • (425) 640-1415

Students may participate in a number of intramural and intercollegiate sports each quarter.

- Men's varsity athletic teams include soccer, basketball and baseball.
- Women's varsity athletic teams include volleyball, soccer, basketball and fast pitch softball.
- Intramural activities include seasonal outdoor recreational activities, sports, as well as pool, foosball, table tennis and bowling.

Students may use the weight room, dance and aerobics studio, basketball court, and locker rooms and showers at Seaview Gymnasium. Information and sign-up sheets for intramural sports and other recreational activities are at Student Life and Development.

## Clubs

It is simple to join or begin a club, and a wonderful way to meet other students with similar interests. Student Programs sponsors a wide-variety of clubs that encourage community service or support students' special interests. Any student may charter a club, packets are online or at Student Life and Development.

## Lecture Series

<http://brownbag.edcc.edu>

Education takes place across the campus as well as in the classrooms at Edmonds Community College. The complete college experience includes exposure to new ideas and the Lecture Series is a powerful catalyst.

The series brings some of the nation's best and most dynamic personalities to campus to spark discussion. Speakers include activists, authors, academic experts, entertainers and community leaders who provide perspectives on phenomena from culture to current events.

The lectures are a perk of college life – they're open to all. As an added bonus, some courses offer students opportunities to earn credit for attending the lectures.

## Campus Places to Meet and Eat

<http://foodservices.edcc.edu>

Triton Union Building, the heart of student life on campus, includes Student Life and Development and most student programs. It's also where you'll find a student lounge, a game room and the student government office.



- **Mulligan's** Triton Union Building – breakfast, pastries, grilled hamburgers and sandwiches.
- **Triton Marketplace** Brier Hall – cafeteria-style food, hot and cold entrées, breakfast items, sandwiches, pizza, salads, soup, sodas and desserts.
- **College Café** Brier Hall – a full-service lunch restaurant with new entrées each week prepared and served by Culinary Arts students.
- **Heavenly Cappuccino** Mountlake Terrace Hall – the campus espresso stand.



## Student Leadership Programs

Students selected for the Triton Leadership Team help plan, organize, produce and publicize events and services, including the lecture series, campus entertainment, activities, trips, intramurals and orientation. It is a great way for students to get involved, create lasting friendships and enhance the academic experience. The selection process begins during spring quarter for the following academic year. The team receives comprehensive leadership training to prepare members to manage student events and programs. Additional leadership opportunities are available through various clubs and volunteer positions. Contact Student Life and Development for more information.

## Student Government

Student Government serves as the official voice of the student body. They legislate, promote and regulate student activities and affairs. They also serve on the budget committee to disperse student fees, collected from tuition, that subsidize more than 60 student services and activities. Officers are selected each spring quarter. Look for application information online or at Student Life and Development.

## Student Publications

Publications include the Student Handbook, activity calendars, The Triton Review, an award-winning student newspaper, and Between the Lines, an award-winning art and literary magazine. To get involved, contact Student Life and Development.

## Transportation Services

<http://campus.edcc.edu>

Edmonds Community College offers a wide range of transportation options for students and employees. These include the EdPass for use on Community Transit local bus routes, bike racks and bike lockers at campus facilities, designated carpool parking spaces and a transportation coordinator to assist students and employees with general transit questions.

## Carpool Permits

Students and employees traveling to Edmonds Community College in a vehicle with two or more people may sign up for a carpool parking permit. A limited number of carpool parking spaces are located near the Triton Union Building and Snohomish Hall. Obtain permits each quarter free of charge from Campus Security, located in Meadowdale Hall, on a first-come, first-served basis.

## Community Transit

Frequent bus service is available to and from campus on Community Transit buses. The buses stop at the campus transit center in front of Alderwood and Brier Halls. A free bus sticker is available to all enrolled students through the Cashier's office.

## EdPass

[edpass@edcc.edu](mailto:edpass@edcc.edu) • (425) 640-1143

It is an identification card unique to Edmonds Community College that provides students with a passport to the college and the community. A validated EdPass card allows students to:

- Ride for free on the Snohomish County Community Transit local buses.
- Check out books and materials from the college library.
- May be used as ID and for purchases at the college bookstore.
- Deposit money in an individual FLEX account for purchases on campus, including vending machines, photocopiers, Triton Marketplace (cafeteria), college bookstore, College Café (Culinary Arts restaurant) and computer lab services.

New students obtain their cards at the EdPass office beginning the last week (finals) of any quarter two school days after paying tuition. Current students may update their EdPass cards at the Cashier's office after paying tuition. The EdPass office provides students with information about where the EdPass can be used, how to create a FLEX account and how to obtain validation and bus pass stickers each quarter. Student assessment fees fund the EdPass bus program.

## Parking

Students may park free in any lot except those marked for staff or visitors. Space is limited so allow time to find a spot. There are special parking spaces for people with disabilities and for those with carpool permits. Tickets are issued for parking and vehicle violations.

## Transportation Coordinator

The transportation coordinator answers questions about bus routes, carpooling, bike lockers or other services that might help students commute to campus.

## TRiO Student Support Services

**Mountlake Terrace Hall**

<http://www.edcc.edu/trio>

[trio@edcc.edu](mailto:trio@edcc.edu) • (425) 640-1753

TRiO provides a variety of individualized services to help students make their academic, career and life dreams a reality. The program includes services such as academic advising, counseling on career and personal issues, advice on navigating the financial aid system, transfer assistance and college visits and information on study skills and tutoring. A staff member will work one-on-one with each student to tailor a program that meets his or her needs for a successful college experience. Eligible students include low-income, first-generation college students or students with disabilities. Applications are available online or at the TRiO office.

## Wireless Access

<http://campus.edcc.edu/wireless>

With a laptop outfitted with a wireless card, students can access the college Web site and the Internet for class work in Blackboard and other Web resources from the most commonly used study areas on campus. Wireless service covers most of campus, including the cafeteria, library and lounges.

## My EdmondsCC

<http://portal.edcc.edu>

Get to the information you need on the Web quickly – such as class schedule and registration, financial aid status and classroom announcements.



Kathy Robinson (right) in the library with her daughter and fellow student, Angela.

“Taking classes online was extremely helpful with my schedule as a single parent.”

**Kathy Robinson**  
Associate of Arts Degree

**Why Edmonds CC?** I like the campus layout. It's near where I live.

**Favorite class** Sociology. The instructor was genuinely interested in students. She made it easy to engage with others.

**Best student service** student tutors at the Learning Resource Center and financial aid and work-study programs

**Advice for new students** Be proactive. Read everything, meet with your counselor, ask questions and use campus resources.

**Movie** Steel Magnolias

**Author** John Grisham

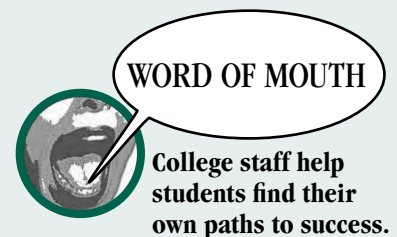
**College goal** my bachelor's degree in social services from Western Washington University

**Dream job** working for a non-profit organization, helping others

## On the Web: All the News

Read up on the latest happenings and events at Edmonds Community College. Be the first to find out about new classes, programs, scholarships and other opportunities. Keep an eye out for important conferences, fairs and lectures. Find links to community news stories about students and alumni in Students in the News.

Go to <http://news.edcc.edu>





## Chapter 5...

# Policies, Requirements and Records

### Things You Need to Know

This chapter holds the college's academic and graduation requirements, policies on grades, final exams, transcripts, student records and your rights and responsibilities as a student at Edmonds Community College. Other information includes the college's policies ranging from smoking on campus to sexual harassment.

## Academic Requirements

<http://policies.edcc.edu>

Edmonds Community College offers a variety of programs to meet the academic and career needs of the community. The college conducts an ongoing review of curriculum to keep it current and, if necessary, modifies it with the assistance of advisory committees. Instructors are chosen for both their academic credentials and their work experience. Most instruction is scheduled on a quarter system of three 10- to 11-week terms and an eight-week summer session.

### Academic Calendar

<http://calendar.edcc.edu>

Find it online or in the quarterly class schedules.

### Attendance Policy

Students are ultimately responsible for withdrawing from classes they do not attend and should complete an official drop form through Enrollment Services. Instructors have the option of dropping students from classes for non-attendance under the following conditions.

### On Campus and Hybrid Classes

- For classes that meet three, four or five times per week:
  - If the student fails to attend or contact the instructor by the end of the scheduled class period on the third instructional day of the quarter, the instructor may drop the student from the class.

- For classes that meet twice weekly:
  - If the student fails to attend or contact the instructor by the end of the second scheduled class, the instructor may drop the student from the class.
- For classes that meet once weekly (with the exception of Saturday only classes):
  - If the student fails to attend or contact the instructor by 10 a.m. of the fifth instructional day of the quarter, the instructor may drop the student from the class.

### Online Classes

- If the student fails to contact the instructor by phone or email by 3 p.m. of the third instructional day of the quarter, the instructor may drop the student from the class.

### Cultural Diversity Requirement

Our graduates live and work in a multicultural society. Edmonds Community College therefore requires that all students earning degrees and certificates of 45 credits or more meet a cultural diversity (CD) requirement, as indicated in the course descriptions chapter of the college's quarterly schedule.

Students pursuing an Associate of Arts or an Associate of Science degree must take at least five-credits of courses with a CD designation. Courses that satisfy the cultural diversity requirement address at least two of the three areas below:

- Knowledge of culture and its influence on individuals and groups in our society.

- Awareness of attitudes and values regarding life in a multicultural society.
- Skills to recognize, analyze and evaluate multicultural perspectives and issues.

### Graduation Requirements (425) 640-1517

Students enrolled at Edmonds Community College are encouraged to complete requirements for a degree or certificate. See Chapter 4, advising. The college issues degrees and certificates each quarter, however, the commencement ceremony is held once a year at the end of spring quarter.

A student seeking graduation at Edmonds Community College must:

- Satisfy all college requirements, including financial obligations.
- Satisfy the residency credit requirement of 30 credits or one third of the required credits, whichever is less, unless a specific program requires that more credits must be earned at Edmonds Community College.
- Maintain a cumulative grade point average of 2.0:
  - In all college-level courses, whether taken at Edmonds Community College or transferred from other colleges, if being used to satisfy degree requirements for either the Associate of Arts degree, Associate of Science degree or the Associate in Applied Science-T degree.



- In all courses that satisfy the requirements for either the Associate of General Studies degree, Associate of Technical Arts degree, Certificates or the High School diploma.

- Satisfy physical education/health requirements for the Associate of Arts degree, Associate of Science degree and the Associate of General Studies degree. For the Associate of Technical Arts degree, students must successfully complete the mandatory courses listed on the program requirement sheet.

Students may also satisfy some graduation requirements with Advanced Placement Credits, credits that transfer from other colleges, or satisfactory or pass credits.

### Program Requirements <http://requirements.edcc.edu>

At the time of graduation or during any previous year that the student attended, he or she must satisfy the requirements specified by each program to receive a degree or certificate from Edmonds Community College. Program requirement sheets are available online or from Enrollment Services. Requirement information cannot be more than six years old.

### Course Substitutions/Waivers

A waiver of a course requirement does not change the total number of credits required for a degree, certificate or high school diploma. These are the administrators who can make a course substitution for a program requirement:

- Associate of Arts, Associate of Science, and Associate in Applied Science-T degrees
  - Division deans and department heads
- Associate of General Studies Degree
  - Division deans
- Associate of Technical Arts Degree and Certificates
  - Division deans and department heads
- High School Diploma
  - Division deans or program heads

### Resident Credit Requirement

To satisfy the resident credit requirement, 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community

College. However, a specific program may require that more credits must be earned at Edmonds Community College. Only college-level courses numbered 100 or above meet the resident credit requirement – except as approved by the appropriate dean. Credits earned through prior learning, articulation agreements, and advanced placements do not satisfy resident credit requirements.

Up to five credits of the resident credit requirement may be met by courses challenged at Edmonds Community College. If the residency requirements are met, then the final credits for degrees and certificates do not have to be earned at the college.

The minimum requirement for a high school diploma is that the final course must be completed at Edmonds Community College.

### Reciprocity Agreement

Washington's community and technical colleges offer reciprocity to students, transferring within the state's system, who are pursuing a Direct Transfer Agreement degree (Associate of Arts, Associate of Science or Associate in Applied Science-T degrees). Students who complete distribution requirements for a degree at one college will have met those same requirements for the same degree if they transfer to another community or technical college in Washington state.

Degree requirements include communication skills, quantitative skills or one or more distribution area requirements. Students must initiate the review process and provide necessary documentation. For more information on reciprocity agreements, contact Enrollment Services.

### Satisfactory Academic Progress <http://policies.edcc.edu>

The Satisfactory Academic Progress policy applies to degree- or certificate-seeking students. Grades of V and I will count as attempted credits. Students who do not maintain Satisfactory Academic Progress may be placed on academic concern or restriction status.

### Academic Concern Status

Students receive this status if they fall into one of the following categories:

- Earn less than a 2.0 cumulative GPA for any quarter of enrollment.
- Demonstrate a pattern of completing less than 75 percent of attempted credits.

Students will be encouraged to take advantage of available campus resources to improve their academic standing. The concern status will be removed once a student has satisfactorily completed two subsequent quarters of enrollment.

### Academic Restriction Status

Students on a 'concern status' who again fall below a 2.0 cumulative GPA or complete less than 75 percent of their attempted credits will be placed on restriction status. They will not be allowed to register for classes until they have submitted an Academic Success Plan approved by a review committee.

Students participating in special enrollment programs (i.e., financial aid, Running Start, international students, Intensive English as a Second Language, veterans, student athletes, adult high school completion and EdCAP) need to meet the academic standards and completion requirements of the individual programs.

### Transferring Credits from Other Colleges

Currently enrolled or previously enrolled students who wish to transfer credits earned from other colleges must:

- Submit official transcripts to Enrollment Services.
- Complete a form requesting evaluation of transcripts – prior to submitting graduation applications (forms available from Enrollment Services).

If your educational goals change, then your transcripts require re-evaluation. Some programs may not accept courses that were not recently completed. Students should contact individual departments for more information.

- Associate of Arts, Associate of Science and Associate in Applied Science-T Degrees

Credits transfer to Edmonds Community College if:

- Degree credits already earned.
- Credits have received accreditation by regional associations of schools and colleges.
- Credits approved by national institutional accrediting associations recognized by the AACRAO board of directors (up to 15 credits as general electives).
- Credential Evaluators review credit earned at foreign colleges and universities on an individual basis.
- Career-related courses are earned at participating schools, except those excluded by the Intercollegiate Relations Commission (up to 15 credits may be accepted as elective credits toward the Associate of Arts degree or the Associate of Science degree).
- Associate of General Studies Degree  
Credits are accepted if authorized by the chief academic officer.
- Associate of Technical Arts Degree and Certificates  
Credits are accepted if authorized by the department head, a full-time instructor in the program or the division dean.
- High School Diploma  
Credits are accepted if authorized by the program coordinator or dean.

### Earned Semester Credits

For students transferring from institutions using semester credits, waivers are authorized without further approval for one-quarter credit in the written skills area and a maximum of half-quarter credit in quantitative skills and in each of the distribution areas.

## Student Grades

<http://info.edcc.edu>

After each quarter, student grades are available online. Students may access their grades by the first Thursday after the last day of the final exam week. Grades are not mailed.

Student transcripts record all courses and grades.

### Grade Point Average

The grade point average is a weighted average of the grades received by

students, calculated by dividing the number of grade points earned by the number of credit hours attempted. For example:

Course	Cr	Grade	Grade Pts
Management 118	3	2.0	(3x2) = 6
History 105	5	3.0	(5x3) = 15
Psychology 100	5	4.0	(5x4) = 20
Total	13		41

Dividing 41 by 13 (total number of points by the total number of credits) gives a grade point average of 3.15.

### Grading

Edmonds Community College uses a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

4.0 - 3.9	A
3.8 - 3.5	A-
3.4 - 3.2	B+
3.1 - 2.9	B
2.8 - 2.5	B-
2.4 - 2.2	C+
2.1 - 1.9	C
1.8 - 1.5	C-
1.4 - 1.2	D+
1.1 - 0.9	D
0.8 - 0.7	D-
0.0	F

Other schools may interpret the following grades differently than Edmonds Community College:

G-Credits earned through the course challenge process.

H-Credit earned in a course through an articulation agreement between the college and another school.

I- Incomplete given at the discretion of the instructor and only when the student has done satisfactory work but could not, for some unavoidable reason, complete part of the course work or take the final examination. To receive an incomplete, the student must develop a contract with the instructor that sets a deadline – not to exceed one year – and quality standards for the work to be completed. If the contract is not satisfactorily completed by the deadline, the 'I' grade remains on the student transcript.

K- Credit earned through the experiential learning process.

L- Credits awarded for advanced placement courses.

N-A grade for auditing a class, without earning credit. Students must register as auditors or complete the change from credit to audit or audit to credit no later than the seventh week of the quarter (sixth week for summer quarter). To make a change, the student must return a program change form to the Enrollment Services Office (forms are available online or from the office). An auditor's participation in class is at the discretion of the instructor. The cost of auditing a class is the same as taking the course for credit.

S- Satisfactory (performance level of at least 2.0). Students may choose the satisfactory or unsatisfactory grading mode at the beginning of each quarter for courses numbered 100 or below, for physical education courses or if specified in the course description.

U-Unsatisfactory.

V-An instructor-initiated withdrawal. The final grade if an instructor initiates a class withdrawal before the end of the quarter, often in consultation with the student, but also if a student enrolls in a class, but never attends or stops attending class. A faculty member is under no obligation to grant an instructor-initiated withdrawal.

W-Withdrawal - A student must formally request a withdrawal by the end of the seventh week of class (sixth week for summer quarter). See Chapter 3, Getting Started, for more information.

\*- Assigned when grades are not submitted by the instructor in time to be processed. As the grades are processed, the student's record will reflect the new, earned grade.

- Grade point values are the same as the grade (for example, a grade of 3.8 has a grade point value of 3.8). Grades less than 0.7 have a 0.0 grade point value. Grades of I, W, V, N and U do not carry credit or grade point value. The grades of S, G, H, L and \* carry credit, but the credit is not included in the calculation of the grade point average.

- Courses numbered below 100 are not included in college-level credit or grade point calculations.
- Grades are not assigned in community education classes.
- Letter grades from other colleges convert as follows:

Other Colleges	Edmonds CC
A+, A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7

Any E, F or any other grading symbol used by another college indicating that no credit was earned, will not be transferred. Any grade of D- (0.7) or above may transfer.

### Honor Roll

Students who have completed 12 or more credits in decimal-graded, college-level courses numbered 100 or above, with a grade point average of 3.5 or higher will be placed on the Honor Roll, issued each quarter by the chief academic officer. High scholastic honors are recognized at commencement.

### Repeating a Course

Students may repeat courses for which a grade of 1.9 or less was earned or with instructor permission. The last grade earned will be used to compute a student's cumulative grade point average. The recalculation of the grade point will not occur until the course repeat card is submitted. The card, available at Enrollment Services, should be submitted at the time of course completion. Credit will be given once, though previous courses and grades will remain on the transcript. A grade with no grade point average value may not be used to replace a grade with a grade point average value.

## Advanced Placement Credits

Advanced placement is available in some subject areas at the college. Listed below are departments that grant placement or credit after advanced placement examinations – usually for scores of three or higher. Credits earned for advanced placement will be identified with an 'L' grade. Credits awarded by another institution for advanced placements are not automatically accepted. Students must provide test scores and have them evaluated by Edmonds Community College. For subject areas not listed below, see the department head.

EXAM	SCORE	CREDIT FOR
<b>Math</b>		
AB examination	AP 5	Math 151, 152 (10 credits)
	AP 4, 3	Math 151 (5 credits)
BC examination	AP 5, 4	Math 151, 152 (10 credits)
	AP 3	Math 151 (5 credits)
Statistics	AP 5, 4, 3	Math 240 (5 credits)
<b>Art</b>		
Art History	AP 5	Art 126, 127 (10 credits)
Art History	AP 4	Art 126 or 127 (5 credits)
<b>Chemistry</b>	AP 5, 4	Chem 131, 132, 133
<b>English</b>		
Language and Comp Or Comp and Lit exam	AP 5, 4	Engl 105 (5 credits)
<b>German, French, Spanish</b>		
Language	AP 5	101, 102, 103 (15 credits)
Language	AP 4	101, 102 (10 credits)
Language	AP 3	101 (5 credits)
<b>History</b>		
American	AP 5, 4	Hist 244 OR 245 (5 credits)
European	AP 5, 4	Hist 106 (5 credits)
<b>Physics B</b>		
<b>Physics C (Mechanics)</b>	AP 5, 4	Physics 101, 102 Physics 201
<b>Political Science</b>		
American Government	AP 5, 4	Pol Sci 104 (5 credits)
Comparative Government	AP 5, 4	Pol Sci 115 (5 credits)
<b>Psychology</b>		
Psychology	AP 5, 4	Psych 100 (5 credits)



## Ways to Earn Credit

### Course Challenge Credit

Most departments offer students the option to challenge courses for credit, e.g., through prior learning or life experiences. However, the department head and dean determine whether a course is open to challenge. (Currently enrolled students may obtain credit by satisfactorily passing comprehensive examinations for specific courses.) Course challenge forms, stating the fee and grading options, are available at Enrollment Services. The form outlines the steps that students need to take to challenge a course.

Credits for a successful course challenge will be recorded after a student has completed at least 10 credits at Edmonds Community College with grades of at least 2.0.

Course challenge credits earned at another college may be accepted at Edmonds Community College as follows:

- Associate of Arts Degree  
Associate of Science Degree  
Associate in Applied Science-T Degree  
As determined by the department head.
- Associate of General Studies Degree  
As determined by the chief academic officer.
- Associate of Technical Arts Degree  
As determined by the department head.
- Certificate  
As determined by the department head.
- High School Diploma  
As determined by a high school adviser.

### CLEP/DANTES

To receive credits by exams, the following rules apply:

- Only currently enrolled students receive these credits. No credits are awarded for an examination if the student has already earned credit in a duplicate course.
- College Level Exam Program (CLEP) and Defense Activity for Non-Traditional Educational Support (DANTES) exams will be evaluated by guidelines set by the American Council on Education (ACE). Examination performances are graded as pass or fail and are not computed into the

student's grade point average. Since some two- and four-year colleges and universities do not accept CLEP credit, students should contact the college to which they are transferring for more information.

- No credits from the CLEP General Examination are applied to the Associate of Arts degree, the Associate of Sciences degree or the Associate in Applied Science-T degree.
- Credit achieved in the Freshman English Subject Examination are accepted at the discretion of individual academic divisions. Students should contact the appropriate dean before taking the examination.
- Subject to approval by the chief academic officer, up to 30 credits from the CLEP exam may be applied to any area of the Associate of General Studies Degree.
- Certain areas of the CLEP exam may be used as elective credit to fulfill requirements for the Associate of Technical Arts degree, including five credits of English Composition, Mathematics, Humanities and Social Science.

### Non-Accredited Schools/ Correspondence Courses

Edmonds Community College may accept credit for courses and programs evaluated by the American Council on Education, including educational experiences in the armed forces and many business-training programs.

The college also accepts credit earned while a not-yet-accredited institution was a candidate for accreditation.

The college may also accept credits from correspondence courses as determined by departments and for religion courses that qualify as literature, history or philosophy.

### Prior Learning Assessment

<http://priorlearning.edcc.edu>  
[plemay@edcc.edu](mailto:plemay@edcc.edu) • (425) 640-1809

If students demonstrate what they have learned through life and work experiences, it may be assessed for college credit. Students who have

received training through military or apprenticeship programs should request an evaluation of transcripts to determine possible credit.

Most credit for prior learning is awarded on a course-equivalency model. If learning meets the specific outcomes of an Edmonds Community College course, then that course may be challenged. If it does not meet these outcomes, it may be validated through a special project that results in elective credit. Current accreditation standards assert that no more than 25 percent of the credits earned through this process can apply toward degrees or certificates. Departments may have additional guidelines.

Prior learning credits do not meet the residency requirements for degrees or certificates at Edmonds Community College, and they may not transfer to other colleges. No prior learning credits are awarded for the Associate of Arts, Associate of Science or Associate in Applied Science-T degrees. They may be awarded for the Associate of General Studies degree if approved by the chief academic officer, or the Associate of Technical Arts and certificate programs if approved by the department head, or the high school completion program if approved by an adviser.

### Satisfactory or Pass Credits

Credits are accepted as follows:

- Associate of Arts Degree  
Students can earn up to 10 credits for electives only, plus an additional three credits for health and physical education requirements.
- Associate of Science Degree  
Students can earn up to three credits for health and physical education requirements only.
- Associate in Applied Science-T Degree  
Students can earn up to 30 credits, plus an additional three credits for health and physical education requirements.
- Associate of General Studies Degree  
Students can earn up to 30 credits, plus an additional three credits for health and physical education requirements.
- High School Diploma  
Advisers must approve what courses qualify as satisfactory or pass credits.

### Special Project Credits

Some departments offer credit to students who qualify and wish to work on special projects. With an instructor, students develop a contract subject to approval by the department's dean. Along with tuition, a contract fee is paid before the project begins. Transcripts reflect special projects as courses numbered 199 or 299 in the quarter the work is completed. Not all departments offer special project contracts.

### Variable Credit Course

Students should consult with advisers before registering for variable credit courses. The credits completed may be less than, or equal to, the number of credits for which the student registered. When students enroll in variable credit courses more than once to earn the maximum number of credits offered, the departments determine if the credits earned are consecutive rather than repetitive. When applied to graduation requirements, the department must verify this information. Regardless of the number of credits attempted, the student will receive credit only for the work completed during the quarter for which registration occurred. Refunds and incomplete grades are not given.

### Hate Free Zone

The Board of Trustees approved a resolution to:

- Reduce intolerance and bias crimes toward those of different backgrounds or beliefs.
- Provide educational programs, services and support to communities targeted by these crimes and incidents.
- Work with students, employees and local organizations to assure that procedures for reporting these crimes and incidents are in place and understood.
- Clarify and reinforce procedures to respond to discrimination and harassment in the workplace.
- Welcome and foster positive interactions among all people and all cultures.

## General Policies

<http://policies.edcc.edu>  
(425) 640-1647

### Alcohol and Drugs

Edmonds Community College is committed to a healthful and safe learning environment. Students whose behavior, judgment or functioning is impaired by alcohol or drugs will not be permitted to attend classes or engage in college activities. They will be subject to investigation, which may result in suspension, termination or denial of registration. The college provides referral services, but does not offer treatment for drug and alcohol-related problems. For information, contact the Counseling and Resource Center or see Chapter 4, Student Success.

### Equal Opportunity

Edmonds Community College provides equal opportunity in education and in employment in accordance with state and federal law. The college prohibits discrimination against any person due to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or disabled veteran status, or the presence of any disability.

Edmonds Community College is also committed to equal opportunity for male and female athletes. Direct any questions about gender equality with respect to athletic teams to the Title IX compliance officer, the vice president of human resources, (425) 640-1647.

### Final Exams

[www.edcc.edu/exams](http://www.edcc.edu/exams)

The chief academic officer develops the schedule for final exams. Final exams may not be taken before the date and time indicated on the college's examination schedule, without permission from the dean. Exam schedules are posted online, in the quarterly class schedule and in classrooms.

### Head Start at Center for Families

Snohomish County Head Start and EHS do not discriminate on the basis of race, color, national origin, gender, religion,

disability, age, political beliefs, sexual orientation and marital or family status in admission, treatment, or participation in its programs, services and activities, or in employment or volunteer opportunities. For further information about this policy or if you need assistance due to sensory impairment, contact Section 504 Coordinator (425) 712-9000, extension 4516 or TDD/State Relay.

### Limitation of Liability

Edmonds Community College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

### Minor Children on Campus

The college recognizes that minor children often accompany adults during visits to campus. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended anywhere on campus grounds, including buildings and vehicles in the college parking lots. Nor shall a child be left with a college employee, unless that child is enrolled in an authorized college program. Children are not permitted in classrooms except in emergency situations with permission of a faculty member.

### Pets on Campus

For reasons of health, sanitation and safety, no person shall be permitted to bring pets, including dogs, cats or other animals, to any college building, nor leave such pet or animal unattended on any college property.

- Exception: persons with a disability who require the services and assistance of a guide dog and/or service animal as defined by law.

### Sexual Harassment

As a place of work and study for students, faculty and staff, the college will not

tolerate sexual harassment, intimidation or exploitation in any form. Anyone subjected to acts of discrimination or harassment is encouraged to contact the human resources office at (425) 640-1647.

### Smoking on Campus

Edmonds Community College prohibits smoking on campus, except for designated outdoor areas. Smoking is prohibited in the college's parking lots. The policy responds to the health and campus cleanliness concerns of nonsmoking students, employees and community members, as well as addresses the rights of smokers. Noncompliance may result in disciplinary action.

### Sex Offender Notification

Edmonds Community College will provide timely and appropriate notification of the presence of a convicted sex offender to increase the safety and welfare of students and employees. Students and employees will receive notification in a manner that maintains safety without creating excessive anxiety. Furthermore, pursuant to RCW 4.24.550, the college is authorized to notify the employees and students when notice is received that a registered sex offender may be expected on or near the college campus, including off-site buildings.

The extent of public disclosure of relevant and necessary information shall be directly related to:

- Level of risk posed by the offender to the community.
- Locations where the offender resides, expects to reside, or is regularly found.
- Needs of the affected community members for information to enhance their individual and collective safety.

To view databases, visit:

- King County Sheriff (<http://www.metrokc.gov/sheriff>)
- Snohomish County Sheriff ([http://www1.co.snohomish.wa.us/Departments/Sheriff/Services/Sex\\_Offender](http://www1.co.snohomish.wa.us/Departments/Sheriff/Services/Sex_Offender))

### State Support

[www.edcc.edu/statesupport](http://www.edcc.edu/statesupport)

Washington State supports the higher education of community and technical college students. Although students pay tuition, the state helps pay for basic instructional costs and financial aid. Visit the Web site for the most current estimated amount of support provided by the state for each full-time equivalent student.

### Weapons Prohibited

Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual, or damage upon a building or grounds of the college, or college owned or controlled property, or at college sponsored or supervised events, is prohibited on college property.

- Exception: law enforcement personnel required to carry such weapons or devices.

## Student Records

<http://policies.edcc.edu>

### Family Educational Rights and Privacy Act (FERPA)

This federal law affords students certain rights with respect to their education records.

### Inspect and review

Students have the right to inspect and review their education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, 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 college does not maintain the records official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

### Amending Records

Students may ask the college to amend a record that they believe is inaccurate. They 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. If the college decides not to amend the records 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 at that time.

### Consenting to Disclosures

Students have the right to consent to disclosures of personally identifiable information contained in the student's education records.

Exception: disclosure to school officials with legitimate educational interests i.e. to review an education record in order to fulfill his or her professional responsibility. 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, or collection agent); 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.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.



### Filing Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

See page 41.

#### Send complaints to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

### Record Access

The college complies with and endorses the 1976 Consumer Information Act that guarantees students access to financial aid information. Find out more from the Student Financial Services office.

### Record Retention

Edmonds Community College maintains transcript credits earned at the college for at least 75 years from a student's last enrollment date. The college retains student files, including transcripts received from other colleges, for one year after the last quarter of enrollment. A student may request that his or her files remain active for an additional year by submitting a written request to the Enrollment Services Office and by paying a record retention fee.

### Transcripts

<http://info.edcc.edu>

An official transcript is a grade report signed by the registrar. There is a minimal charge for official transcripts. Current or former students must pay all financial obligations to the college before transcripts are released.

Enrollment Services routinely sends official sealed transcripts to students, other colleges and businesses. For evaluations, students can request that other colleges send transcripts directly to Edmonds Community College or deliver the transcript themselves in a sealed envelope. The college reserves the right to refuse a hand-carried envelope if the validity of the document is in question. Students can get an unofficial transcript online.

## Student Rights, Freedoms and Responsibilities

<http://policies.edcc.edu/rights>

Enrollment in Edmonds Community College carries with it the obligation that the student will be a responsible citizen of the college. At the same time, the college has the responsibility of informing students of their rights, freedoms and responsibilities, defining reasonable standards of behavior, and assuring substantive and procedural due process. The college has a complaint process for students to pursue if they become dissatisfied with a college procedure, the performance of a college employee or if the student has a grade complaint. Copies of the document outlining specific rights, freedoms and responsibilities and the student complaint process are available online or from the Office of Student Life or from the vice president for student services.

### Consumer Information

The college must provide students with information about:

- Accrediting organizations and how to review the college's accreditation.
- Financial aid award amounts and the date the award will be received.
- Crime statistics.
- Criteria used to select financial aid recipients.
- Loan counseling.
- Financial assistance requirements for attending a study abroad program that is approved for credit by the college.
- Financial assistance, including federal, state, local, private and institutional financial aid programs.
- Graduation rates of student athletes and full-time, first-time students seeking degrees or certificates.
- How to get a financial aid package reconsidered.
- How the school determines satisfactory progress.

- Instructional programs, including laboratory and other facilities and faculty.
- Work Study job descriptions, including hours, rate of pay and payment dates.
- Procedures and deadlines for submitting financial aid applications.
- Refund policies.
- Special facilities and services for the disabled.
- Transfer rates to four-year colleges or universities.
- Tuition, fees, books, supplies and living expenses.

## Catalog Policy

[www.edcc.edu](http://www.edcc.edu)

We make every effort to ensure that the catalog accurately portrays the programs and policies of Edmonds Community College. However, the college reserves the right to change any provision, as it deems necessary. New policies or modifications to current policies may go into effect after catalog approval and publication. Changes in state and federal funding may also impact college policies. Visit our Web site for the most up-to-date information about Edmonds Community College.



Khoi Nguyen in chemistry class with award-winning instructor Mary OBrien.

“Edmonds Community College offers the first step towards reaching my degree. I want to be a doctor.”

**Khoi Nguyen**  
Associate of Science Degree

**Why Edmonds CC?** I can take a variety of classes.

**Advice for new students** College is fun...you get to make your own decisions. Time management is crucial.

**Favorite class** Psychology. What scientists can do with the brain is mind-blowing!

**Edmonds CC memory** making new friends

**Where I go for help** usually to my instructors, sometimes to the tutoring center

**High school** Everett

**Interests** billiards, basketball, cars

**On my iPod** Vietnamese music

**College goal** a bachelor's degree from the University of Washington and then medical school

**Dream job** serving the public in the medical field, helping people

## On the Web: Your Class Schedule

Choose from a variety of online, evening and day classes, or hybrid courses to combine online and on campus learning. Take a look at Coordinated Studies courses – a dynamic and popular way to learn – or at Diversity Studies classes to better understand cultures beyond your own. You can search for classes by time, type, department or keyword.

Go to <http://schedule.edcc.edu>



WORD OF MOUTH

Apply for a scholarship from the Edmonds Community College Foundation.



## Chapter 6...

### Course Descriptions

#### From accounting to writing

The classes offered at Edmonds Community College are listed from page 44 to 117. The college may add classes for new programs or to update current programs. See <http://courses.edcc.edu> or the quarterly class schedule publication for the most up-to-date course numbers, listings and descriptions.

#### Accounting

(425) 640-1636  
<http://acct.edcc.edu>

##### Accounting Fundamentals ACCT 101, 5 Credits

Beginning accounting includes journalizing, posting, financial statements and an introduction to payroll. Computerized accounting software used. Transfer limited. Prerequisite: placement into EAP 113, EAP 121 or BRDGE 093.

##### Special Topics ACCT 155, 5 Credits

Classes, workshops or seminars of current interest in accounting.

##### Financial Accounting I ACCT 201, 5 Credits

Theory of asset, liability and stockholder equity accounts and construction of financial statements. Prerequisite: ACCT 101, high school bookkeeping or instructor's permission and placement in EAP 113, EAP 121 or BRDGE 093.

##### Financial Accounting II ACCT 202, 5 Credits

Examines complex accounting topics involving assets, liabilities and equity accounts. Includes study of bonds, financial statement and analysis, stocks, and statement of cash flows. Prerequisite: minimum grade of 2.0 in ACCT 201 and placement into EAP 121 or BRDGE 091.

##### Managerial Accounting ACCT 203, 5 Credits

Provides students with a conceptual understanding of managerial and cost accounting concepts applicable to all forms of businesses. Topics include cost systems, cost behavior, CVP analysis, budgeting and control, and developing information for decision-making. Prerequisite: minimum grade of 2.0 in ACCT 201.

##### Individual Income Tax Preparation ACCT 214, 5 Credits

Overview of the taxation of individuals. Emphasis is on practical forms preparation and dealing with the most frequently encountered issues in taxation. Computer application. Prerequisite: ACCT 101 and placement into EAP 113,121 or BRDGE 093.

##### Federal Income Tax Preparation ACCT 215, 3 Credits

Interview and assist clients with preparation of individual federal tax return. Students prepare tax returns for the public. A Volunteer Income Tax Assistance (VITA) comprehensive exam included in cost of course. Prerequisite: Recommended: ACCT 214 or equivalent or instructor's permission.

##### PC Accounting Applications ACCT 216, 5 Credits

Prepares students to interact with computerized accounting systems. Major

concepts of computerized accounting will be introduced including trial balance maintenance and financial statement generation. Prerequisite: ENGL placement into EAP 121 or BRDGE 093 and ACCT 101 or instructor's permission.

##### Business and Payroll Tax Accounting ACCT 254, 5 Credits

A study of the various aspects of federal, state and local payroll taxes levied upon business. Practical case experience in preparing payroll, payroll records and quarterly tax returns. Computerized practice set. Prerequisite: ACCT 101 or instructor's permission.

##### Special Topics ACCT 255, 5 Credits

Classes, workshops or seminars of current interest in Accounting.

#### Adult Basic Education/ Pre-GED

(425) 640-1593  
<http://abe.edcc.edu>

##### Job Prep for Disabled ABE 001, 5 Credits

Designed for developmentally disabled adults to develop and maintain academic, survival, and/or preparation skills. Department advising with student and his or her assistant required.



**Basic Reading Level I****ABE 010, 10 Credits**

Students develop basic literacy skills, read simple material on familiar subjects, and comprehend simple and compound sentences containing familiar vocabulary.

**Basic Writing Level I****ABE 011, 10 Credits**

Writing for basic survival needs and for personal communication for the adult learner.

**Basic Math Level I****ABE 012, 10 Credits**

Students develop basic number sense and begin to use math to solve problems.

**Reading Level II****ABE 020, 10 Credits**

Students read simple material on familiar subjects, use context to determine meaning, and interpret written directions.

**Writing Level II****ABE 021, 10 Credits**

Students continue to develop writing skills including forms and applications and basic grammar, punctuation and sentences for personal and work related purposes.

**Math Level II****ABE 022, 10 Credits**

Students continue to develop number sense and problem solving skills, including place value and whole number operations.

**Reading/Writing Level II****ABE 023, 10 Credits**

Begin to develop reading skills for effective comprehension of basic materials while concurrently practicing basic writing skills. Prerequisite: Placement in Level II or instructor's permission.

**Reading Level III****ABE 030, 10 Credits**

Students continue to develop reading skills and strategies for effective comprehension, including vocabulary building, previewing and scanning,

and regular independent reading. Preparation for ABE 040.

**Writing Level III****ABE 031, 10 Credits**

Students continue to develop writing skills, including compound sentences and simple paragraphs for personal and work related purposes. Preparation for ABE 041.

**Math Level III****ABE 032, 10 Credits**

Students continue to develop basic math skills including decimals and fractions that will prepare them to enter ABE 042.

**Reading/Writing Level III****ABE 033, 10 Credits**

Continue to develop reading skills for effective comprehension of materials while concurrently practicing basic writing skills. Preparation for entry into Reading/Writing Level IV. Prerequisite: Placement in Level III, successful completion of Level II, or instructor's permission.

**Reading Level IV/Pre-GED****ABE 040, 10 Credits**

Students continue to develop reading skills and strategies for effective comprehension of increasingly difficult materials. Preparation for GED, high school completion or developmental English classes.

**Writing Level IV/Pre-GED****ABE 041, 10 Credits**

Students continue to develop writing skills, including organizing a cohesive multi-paragraph composition that will prepare them to enter GED, high school completion, or developmental English classes.

**Math Level IV/Pre GED****ABE 042, 10 Credits**

Students continue to develop math skills including percents, ratios and proportions that will prepare them to enter GED, high school completion, or developmental math classes.

**Reading/Writing Level IV****ABE 043, 10 Credits**

Students continue to develop reading skills for effective comprehension of increasingly difficult materials while concurrently practicing writing. Preparation for GED, high school completion or developmental English classes.

**Family Literacy****ABE 061, 10 Credits**

Through activities and discussion students develop communication and problem-solving skills to foster positive family and work relationships.

**Basic Skills for Parents****ABE 062, 1-10 Credits**

ABE students who are parents develop academic and life skills that support family growth: goal setting, child development, communication, problem solving, learning and work strategies. Departmental advising is required.

**Workplace Basics I****ABE 090, 5 Credits**

Designed to help students prepare to re-enter, transition, or enhance employment opportunities by developing basic reading, writing, math, ESL, and/or computer skills. For students below the 9th grade level in reading or math.

**Computer Basics****CMLIT 060, 1-2 Credits**

For students enrolled in ABE/GED/Family Literacy. Skill development and activities in word processing, electronic mail, and spreadsheet application.

**Computer Basics II****CMLIT 062, 1-2 Credits**

For students enrolled in ABE/GED/Family Literacy to provide a continuation of CMLIT 060. Skill development and more advanced activities in word processing, electronic mail, and spreadsheet application.

## Alcohol and Chemical Dependency Counseling

(425) 640-1658

<http://shs.edcc.edu/acd>

### Law and Ethics

**ACD 113, 3 Credits**

Introduces the NAADAC Ethics Code, the process of ethical decision making and key state laws (RCW) and administrative rules (WAC) governing the practice of chemical dependency professionals.

### Survey of Alcohol and Chemical Dependency

**ACD 140, 4 Credits**

Covers use and abuse of chemical substances (legal and illegal), poly-drug use, other addictions and use patterns; social responses to use, abuse and addiction; theories of causation and treatment implications as well as disease and family illness concepts. S/U grade option.

### HIV/AIDS and Air/Blood Borne Pathogens

**ACD 170, 2 Credits**

Address etiology and epidemiology of HIV and other air/blood borne pathogens, transmission and infection control, testing and counseling, clinical manifestations and treatment, and psychosocial issues. Meets requirements for professionals in the fields of human service, counseling, alcoholism and substance abuse. Approved by the Washington State Division of Alcoholism and Substance Abuse (DASA). S/U grade option.

### Group Counseling for Chemical Dependency Professionals

**ACD 215, 3 Credits**

For professionals working with substance abuse/addicted clientele. Based on current treatment models, such as motivational interviewing, RT, RET, and relevant chemical dependency group treatment approaches, inpatient and outpatient.

### Pharmacology and Physiology of Alcohol and Drugs

**ACD 242, 3 Credits**

Identifies the pharmacological, physiological and other effects of illicit and legal psychoactive substances; how

and why these substances produce the effects they do; the management of chronic and acute conditions and drug interactions. Prerequisite: ACD 140 or concurrent enrollment in ACD 140 or instructor's permission.

### Assessment and Evaluation Skills

**ACD 244, 2 Credits**

Identifies assessment process and tools used to assess the presence and severity of psychoactive substance abuse disorders and determine the appropriate level of care according to ASAM PPC-2 criteria. Preparation of supporting documentation is included. S/U grade option. Prerequisite: ACD 140 and SHS 114 or instructor's permission.

### Alcohol/Chemical Dependency Counseling

**ACD 245, 3 Credits**

Covers specific principles and skills in counseling individuals and families recovering from chemical dependency or addiction. Includes development stages and tasks of recovery, use of twelve-step and other support groups and establishing recovery and relapse management plans. S/U grade option. Prerequisite: ACD 140 and SHS 114 or instructor's permission.

### Chemical Dependency and the Family

**ACD 246, 3 Credits**

Identifies the effects of chemical use and abuse on the family from the systemic, disease and addiction perspectives. Includes developmental stages and task of family recovery and current treatment approaches. S/U grade option. Prerequisite: ACD 140 and SHS 114. SHS 217 is highly recommended.

### Case Management

**ACD 247, 2 Credits**

Identifies the functions of a case manager in addiction treatment settings, the importance of this service to the client and the agency, the challenges that case managers face, and the skills required to perform this vital role. S/U grade option. Prerequisite: ACD 244 and SHS 121 or instructor's permission.

### Relapse Prevention

**ACD 249, 2 Credits**

Identifies the stages and process of recovery, stage specific strengths and

vulnerabilities, characteristic types of relapses, prevention planning and intervention tactics and strategies for containing relapses when they occur. Prerequisite: ACD 140 and 244 or instructor's permission. S/U grade option.

### Youth Assess/Treatment of Substance Use Disorder

**ACD 251, 1-3 Credits**

Recognize indicators of substance abuse related problems among adolescents; apply diagnostic criteria; use selected screening and assessment tools; interpret and use results for patient placement, treatment, and case management decisions. Prerequisite: ACD 140 and SHS 114 or instructors permission; SHS 185 or SHS 186 highly recommended.

### Advanced Special Topics

**ACD 255, 5 Credits**

Specialized course/seminars on current issues in ACD field. Each course will have its own course outline and syllabus as appropriate.

### A/DIS for Trainers

**ACD 260, 3 Credits**

Alcohol and Other Drug Information School (A/DIS) taught from Division of Alcoholism and Substance Abuse (DASA) approved curriculum and by DASA certified instructor. Course includes video taping component. S/U grade option. Prerequisite: Must meet CDP requirements and/or have completed ACD 140 and 242 prior to enrollment. 100 percent attendance is required to pass this course.

## Allied Health Education

(425) 640-1017

<http://ahe.edcc.edu>

### The Human Body: Structure and Function

**AHE 110, 5 Credits**

Structure and function of the human body. Learn basic cellular and tissue functions plus the structure and function of the integumentary, digestive, endocrine, lymphatic, respiratory, nervous, sensory, musculoskeletal, cardiovascular, and reproductive systems. If English is not your first language, placement in EAP 100 is required.

**Electrocardiography Technician****AHE 114, 4 Credits**

Fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. Prerequisite: AHE 110, 116, BSTEC 129, 135, HIV/AIDS and CPR. All with minimum grade of 2.0 or equivalent. Registration by entry code only. Obtain code from faculty adviser.

**CPR for Healthcare Professionals****AHE 115, 1 Credit**

Designed for AHE students and covers basic life support including a section on blood-borne pathogens. Leads to certification in the use of an AED (automated external defibrillator). Class meets and exceeds all OSHA, WISHA and L&I standards.

**The World of Healthcare:****An Exploratory Course****AHE 116, 4 Credits**

Explore the health care industry, regulatory systems and essential communication and decision-making skills for health care workers. Introduction to health occupations and educational requirements. Teaches basic skills and terminology common to health occupations.

**Electrocardiography Tech Externship****AHE 119, 1 Credit**

Practical experience in the functional role of the EKG technician. Students will be supervised by instructor and staff at a variety of facilities. Registration by entry code only; obtain code from faculty. Prerequisite: Completion of, or concurrent enrollment in, AHE 114.

**Advanced Nurse Assisting Skills****AHE 130, 3 Credits**

Fundamentals in microorganism/microbial control, asepsis and sterile techniques, specimen collection, wound care, and point of care testing. Prerequisite: AHE 1623 and 164 or current CNA licensure in Washington state. Registration by entry code only. Obtain code from faculty adviser.

**Advanced Nurse Assisting Skills Externship****AHE 131, 1.5 Credits**

Gain practical experience in all client care skills and the functional role of the nursing assistant in the workplace. Students will be supervised by instructor and staff at acute care and long-term care sites. Prerequisite: Completion of, or concurrent enrollment in, AHE 130. Registration by entry code only. Obtain from faculty adviser.

**Phlebotomy Technician****AHE 141, 5 Credits**

Learn anatomy and physiology of the blood/circulatory system, medical/lab terms, lab policies/procedures, and proper specimen handling. On-campus lab sessions prepare students to perform standard and difficult draws, capillary punctures. Prerequisite: AHE 110, 116, BSTEC 129, 135, HIV/AIDS and CPR. All with a minimum grade of 2.0 or equivalent. Registration by entry code only. Obtain code from faculty adviser.

**Phlebotomy Technician Clinical Externship****AHE 143, 4 Credits**

Practical experience in the role of the Phlebotomy Technician. Students will be supervised by instructor and staff at clinical sites. Prerequisite: AHE 141. Registration is by entry code only. Obtain code from faculty adviser.

**Clinical Lab Assistant I****AHE 144, 5 Credits**

Overview of the clinical laboratory, including 2003 HIP AA regulations, OSHA standards, quality assurance practices, laboratory terminology, laboratory organizational structure, and applying a general understanding of the functions of a clinical laboratory information system. Course includes laboratory exercises. Prerequisite: AHE 110, 116, BSTEC 129, 135 and HIV/AIDS & CPR all with a minimum grade of 2.0 or equivalent.

**Clinical Lab Assistant II****AHE 145, 5 Credits**

Participate in a controlled laboratory environment. Perform processing and distribution of specimens. Apply obtained phlebotomy skills, data entry, and patient

information retrieval via Internet and other electronic resources. Prerequisite: AHE 144.

**Special Topics****AHE 155, 5 Credits**

Workshops with special focus on topics of current interest in the Healthcare field. Topics will vary each quarter. S/U grade option.

**Certified Nursing Assistant Basic Patient Care****AHE 162, 6 Credits**

Introduction to the functional/legal role of nursing assistants on the healthcare team. On-campus lab sessions will provide training in all client care aspects necessary to obtain Washington State nursing assistant certification. Prerequisite: AHE 110, 116, BSTEC 139, 135, HIV/AIDS, CPR. Registration by entry code only. Obtain code from faculty adviser.

**Certified Nursing Assistant Clinical Externship****AHE 164, 2 Credits**

Practical experience in all client care skills and the functional role of the nursing assistant in the workplace. Students will be supervised by instructor and staff at acute care and long-term care sites. Prerequisite: Completion of, or concurrent enrollment in, AHE 162. Registration by entry code only. Obtain code from faculty adviser.

**Orientation to Pharmacy Practice****AHE 170, 2 Credits**

Covers common activities and responsibilities of a pharmacy technician and current trends in practice including development of pharmaceutical care, the economic and government pressures on pharmacy, and increasing automation of the medication distributing function. Prerequisite: AHE 116, AHE 110, BSTEC 129 and BSTEC 135 each with a minimum grade of 2.0 or equivalent.



**Pharmacy Law and Ethics****AHE 171, 2 Credits**

Discusses legal, moral and ethical issues, legal system, specific law relating to pharmacy and commonly encountered ethical situations in pharmacy. Ethics are examined for the medical professional. Case studies will be utilized to demonstrate points of law. Prerequisite: AHE 116, AHE 110, BSTEC 129 and BSTEC 135 each with a minimum grade of 2.0 or equivalent.

**Pharmacy Terminology****AHE 172, 3 Credits**

Emphasizes specific medical terminology related to pharmacy, including routes of administrations, dosage forms, chemical compounds in terms of elemental symbols and molecular formulas, and specific symbols and abbreviations used in pharmacy. Prerequisite: AHE 116, AHE 110, BSTEC 129 and BSTEC 135 each with a minimum grade of 2.0 or equivalent.

**Applied Pharmacology I****AHE 173, 5 Credits**

Covers descriptions and classification of drugs, drug action and drug uses. Reviews terminology associated with medication ordering, dosing and administration safety. Identifies issues with "sound alike" drugs and effective use of drug references. Prerequisite: AHE 116, AHE 110, BSTEC 129 and BSTEC 135 each with a minimum grade of 2.0 or equivalent.

**Applied Pharmacology II****AHE 174, 5 Credits**

Continuation of Applied Pharmacology I. Prerequisite: AHE 173 with a minimum grade of 2.0 or equivalent.

**Pharmaceutical Calculations****AHE 175, 3 Credits**

Reviews of basic arithmetic and algebra related to the needs of a pharmacy. Emphasizes dosage calculation, solution strength, dilution and conversion. Prerequisite: AHE 170, 171, 172 and 173 each with a minimum grade of 2.5 or equivalent, and placement into MATH 080.

**Prescription Processing****AHE 176, 5 Credits**

Covers receiving and processing of medication orders, assisting in obtaining additional information from patient or

healthcare providers, updating records and processing a prescription. Learn to utilize current computer software where applicable. Prerequisite: AHE 170, 171, 172 and 173 and completion of, or concurrent enrollment in AHE 175. All courses require a minimum grade of 2.5 or equivalent.

**Over the Counter Drugs****AHE 177, 2 Credits**

Covers medications available to patients without prescription, including herbal medications and supplements, cold/flu prescriptions, gastrointestinal preparations, topical products, etc. Includes conversion of specific legend drugs to OTC status. Prerequisite: AHE 170, 171, 172, 173, 174, 175 and 176 each with a minimum grade of 2.5 or equivalent.

**Hospital Procedures/IV/Unit Dose****AHE 178, 4 Credits**

Covers sterile products, aseptic technique/equipment/supplies used in IV admixture, theory of unit dose medication distribution and review of pharmacy calculations. Labs cover sterile preparation procedures in the laminar flow hood and unit dose packaging. Prerequisite: AHE 170, 171, 172, 173, 174, 175 and 176 each with a minimum grade of 2.5 or equivalent.

**Pharmacy Clinical****AHE 191, 1-8 Credits**

Provides experience in the role of a pharmacy technician while working with pharmacists and certified pharmacy technicians. Gain practical experience in the discipline of pharmacy, enhance skills and integrate knowledge. Prerequisite: AHE 170, 171, 172, 173, 174, 175 and 176 each with a minimum grade of 2.5 or equivalent. Completion of, or concurrent enrollment in AHE 178. Permit code required.

**American Sign Language**

(425) 640-1650

www.edcc.edu/asl

**American Sign Language I****ASL 101, 5 Credits**

Beginning grammar, vocabulary and conversational skills. Focus on ASL

constructions and use. Introduction to the history, culture and current issues of the deaf community.

**American Sign Language II****ASL 102, 5 Credits**

Continuation of ASL 101. Expands on the grammar, vocabulary and functional uses of ASL. Continuing focus on deaf culture and community values. Prerequisite: ASL 101 or instructor's permission.

**American Sign Language III****ASL 103, 5 Credits**

Continuation of ASL 102. Vocabulary expansion, idioms, and increasingly sophisticated grammatical structures. Focus on receptive skills continues with an increased emphasis on expressive skills. Continuing study of deaf culture. Prerequisite: ASL 102 or instructor's permission.

**Anthropology**

(425) 640-1560

http://anthr.edcc.edu

**Survey of Anthropology-CD****ANTHR 100, 5 Credits**

Anthropology draws from natural sciences, social sciences, and humanities to think critically about what it means to be human. We focus on diverse answers that humans have produced to fundamental questions. Who are we? Where did we come from? Where do we go from here?

**Human Ecology I****ANTHR 101, 5 Credits**

Study of relationships between people and ecosystems. Involves hands-on work in environmental stewardship and service learning. Students need transportation to and from field sites. Eligible students may earn an AmeriCorps scholarship.

**Human Ecology II****ANTHR 102, 5 Credits**

Continuation of ANTHR 101. Study of relationships between people and ecosystems. Involves hands-on work in environmental stewardship and service learning. Students need transportation to and from field sites. Eligible students may earn an AmeriCorps scholarship. Prerequisite: ANTHR 101.

**Human Ecology III****ANTHR 103, 5 Credits**

Continuation of ANTHR 102. Study of relationships between people and ecosystems. Involves hands-on work in environmental stewardship and service learning. Students need transportation to and from field sites. Eligible students may earn an AmeriCorps scholarship. Prerequisite: ANTHR 102.

**Human Prehistory-CD****ANTHR 105, 5 Credits**

Students learn to combine archaeological methods with knowledge of diverse prehistoric cultures to investigate some of the most significant aspects of our deep past, including the birth of culture, the origins of agriculture, and the development and decline of civilizations.

**Human Origins-CD****ANTHR 110, 5 Credits**

Students examine human origins, diversity, and sexuality from the perspective of physical anthropology. Topics include creation vs. evolution debate, theory of evolution, genetics, primate anatomy, fossil record, biocultural adaptation, and human physical and sexual variation. Prerequisite: Placement into both ENGL 105 and MATH 090.

**Cultural Anthropology-CD****ANTHR 120, 5 Credits**

Introduction to the nature of culture as a set of rules for the shared, learned, and patterned forms of behavior found in each society. Emphasis on theoretical orientation, cultural adaptation and integration, social organization and cultural variation.

**American Religious Diversity-CD****ANTHR 130, 5 Credits**

Diversity of American religious experiences from historical and cultural perspectives, including the interaction between globalization, immigration, ethnicity, and culture in American Indian, Western, and Eastern traditions. Prerequisite: Placement into ENGL 100.

**Cultures of the Northwest Coast-CD****ANTHR 140, 5 Credits**

Origins, development, and variation of indigenous Northwest cultures through

archaeological remains, ethnographic records, oral histories, and mythology. Research topics include potlatch, whaling and fishing rights, religion, sovereignty, casinos, art and ecotourism.

**Special Topics****ANTHR 155, 5 Credits**

Special topics in anthropology are studied.

**Individual Project in Anthropology****ANTHR 198, 1-5 Credits**

Selection, design and completion of project in the field of intermediate to advanced anthropology. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: Instructor's permission.

**North American Indians-CD****ANTHR 210, 5 Credits**

Native North American culture from arrival on the continent through today. Traditional societies, under colonization, and as contemporary societies. Examination of current laws, policies, and conflicts including land and fishing claims, sovereignty, and religious rites.

**Special Topics****ANTHR 255, 5 Credits**

Special topics in anthropology are studied.

**Field Methods in Archaeology****ANTHR 270, 15 Credits**

Intensive 8-week course teaches archeological field methods through lectures, excavation, and laboratory analysis of cultural materials. Immersion in local culture and history enables students to contribute to public education and gain traditional cultural knowledge. Prerequisite: Placement into ENGL 100 and instructor's permission by application only.

**Laboratory Methods in Archaeology****ANTHR 271, 2 Credits**

"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.

**Individual Project in Anthropology****ANTHR 298, 1-5 Credits**

Selection, design and completion of project in the field of intermediate to advanced anthropology. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: Instructor's permission.

**Applied Mathematics**

(425) 640-1679

**Math for Horticulture****AMATH 104, 1-5 Credits**

Focuses on applications. Topics include: landscape, geometry, using drawing scales and writing estimates for landscape plans, measurement, and producing crops for market. Meets the general education math requirement for the Horticulture Program. Transfer limited. Prerequisite: MATH 040 or equivalent with a grade of 2.0 or higher, or test score indicating placement into MATH 060 or higher.

**Art**

(425) 640-1560

<http://art.edcc.edu>

**Introduction to Drawing****ART 101, 5 Credits**

A survey of the tools, materials and technique of drawing. Basic drawing elements: shape, form, space, value and perspective. Recommended for anyone.

**Drawing****ART 102, 5 Credits**

Drawing techniques, compositional problems and image making. Field trips to observe landscape and still life. Books, materials, gallery tours and analysis of art. Prerequisite: ART 101 or instructor's permission.

**Drawing****ART 103, 5 Credits**

Includes ideas for drawing problems in general, specific imagery and cultivation of personal subject interest in drawing. Prerequisite: ART 102 or instructor's permission.

**Two-Dimensional Design-CD****ART 111, 5 Credits**

Exploration of the elements and principles of design as defined by relationship and context with a focus on two-dimensional problem solving. Compositional studies that allow for analysis of line, value, form, color and texture. Exercises begin with subject interpretation and translation, progress to abstraction, and conclude with a series of variations on a visual theme.

**Three-Dimensional Design-CD****ART 112, 5 Credits**

Continuation of ART 111, focusing on three-dimensional design fundamentals with an emphasis on visual and critical thinking. Through a variety of materials, three-dimensional fundamentals are investigated formally and conceptually. Prerequisite: ART 111 or instructor's permission.

**Alternative Approaches to Design-CD****ART 113, 5 Credits**

Presentation of process through which artists discover and translate ideas, feelings, and concerns into images or objects. Use of a wide variety of methods and approaches, from traditional to technological to visual expression. Discussion and critiques leading toward better understanding of the creative process. Prerequisite: ART 111 or instructor's permission.

**Survey of Visual Art-CD****ART 120, 5 Credits**

Survey of the visual arts and architecture, focusing on artistic elements, design and function in different eras, cultures and traditions.

**History of Western Art I****ART 126, 5 Credits**

From prehistory through the fall of the Roman Empire to the early Christian period. Traces the development of the visual arts and architecture in various cultures, with primary emphasis on Western civilization. Prerequisite: ENGL 100.

**History of Western Art II****ART 127, 5 Credits**

Survey of the visual arts and architecture from medieval times to the end of Europe's Baroque/Rococo period. Prerequisite: ENGL 100.

**History of Modern Arts****ART 128, 5 Credits**

A survey of the modern roots of contemporary art as well as the wide range of traditional and experimental media and techniques employed by contemporary artists to create visual expression from the 19th century to the present. Prerequisite: ENGL 100.

**Art of a Specific Culture****ART 129, 5 Credits**

Introduction to the art of a specific culture; examination of topics ranging from that culture's archaeology and architecture to its fine arts and crafts.

**Painting-CD****ART 150, 5 Credits**

Introduction to techniques in painting, using acrylics. Color theory, mixing colors, and application of elements of design are explored. Influences and contributions of various artists and cultures to painting will be discussed.

**Painting-CD****ART 151, 5 Credits**

Investigation of painting tools, materials, styles and techniques. Organization of painting content, selection of subjects, social aspects and individual concepts will be discussed and reviewed. Demonstration and studio work time to develop skills. Prerequisite: ART 150 or instructor's permission.

**Painting-CD****ART 152, 5 Credits**

Continuation of ART 151 with an emphasis on the development of a series. Prerequisite: ART 151.

**Painting-CD****ART 153, 5 Credits**

Continuation of ART 151 and 152 with emphasis on independent research, large format work and development of style. Prerequisite: ART 152.

**Special Topics****ART 155, 5 Credits**

Topics and seminars of current interest in Art.

**Pottery-CD****ART 170, 5 Credits**

Focus on hand-building form and materials and techniques of clay and glaze. Exploration and research in clay methods, design elements and 3-D composition. Influences and contributions of various artists and cultures will be discussed.

**Pottery-CD****ART 171, 5 Credits**

Continuation of ART 170, focusing on experimentation and designs in clay. Introduction to the potter's wheel with an emphasis on exploration of 3-D elements and principles of functional form. Influences and contributions of various artists and cultures will be discussed. Prerequisite: ART 111 or 170 or instructor's permission.

**Pottery-CD****ART 172, 5 Credits**

A continuation of ART 171 with focus on functional or non-functional works in a series. Provides an introduction to glaze compositions and application, and kiln firing. Influences and contributions of various artists and cultures will be discussed. Prerequisite: ART 111 or 171 or instructor's permission.

**Pottery-CD****ART 173, 5 Credits**

A continuation of ART 171 and 172 with a focus on problem setting and solving. Provides further experience with glaze composition and application, and kiln firing. Influences and contributions of various artists and cultures will be discussed. Prerequisite: ART 172 or instructor's permission.

**Jewelry and Metal Design****ART 175, 5 Credits**

Studio Course. Introduction to basic elements and principles of design as applied to jewelry. Projects focus on the application of basic fabrication techniques of sawing, piercing, filing, soldering and buffing. Emphasis on creativity and quality crafting of fine art jewelry.



**Jewelry and Metal Design****ART 176, 5 Credits**

Continuation of ART 175 with an emphasis on casting of nonferrous metal utilizing various processes and techniques. Prerequisite: ART 175 or instructor's permission.

**Jewelry and Metal Design****ART 177, 5 Credits**

Studio course. Continuation of ART 175/176 with an emphasis on design and creation of jewelry or small sculptural forms using multiple construction techniques. Focus is on limited edition forms, interchangeable piece construction and thematic design applications. Prerequisite: ART 176 or instructor's permission.

**Sculpture****ART 180, 5 Credits**

Studio course. Creating sculptures through exploring and applying principles of three-dimensional design. A variety of media incorporated, including some or all of the following: clay, casting, wood and stone.

**Ceramic Sculpture-CD****ART 181, 5 Credits**

Three-dimensional expression using clay for modeling and construction. Includes staining, glazing, and firing of student projects. Projects explore elements of design and 3-D composition. Influences and contribution of various cultures explored.

**Instructional Assistant in Art****ART 188, 1-5 Credits**

For students with experience or skills in art activity who wish to assist instruction. Prerequisite: Permission of supervising instructor and department head.

**Individual Project in Art****ART 198, 1-5 Credits**

Study of student-selected project or approved experiences in the field of art.

**Special Projects****ART 199, 5 Credits**

Credit available with approval. Call (425) 640-1560.

**Introduction to Graphic Design****ART 225, 5 Credits**

Focuses on graphic design history, imaging and the elements and principles

of design in visual communication.

Introduction to graphic production tools and processes in presentations, and the computer as a visualizing tool in graphic design.

**Intermediate Graphic Design****ART 226, 5 Credits**

Intermediate and advanced graphic design problems involving research, planning, and implementation of development ideas. The production processes, tools, and mechanisms in graphic design. Exploration of electronic multimedia applications for graphic designers. Prerequisite: ART 225 or portfolio presentation/evaluation.

**Special Topics****ART 255, 5 Credits**

Topics and seminars of interest in Art.

**Instructional Assistant in Art****ART 288, 1-5 Credits**

Advanced special teaching projects in art. For students with experience or skills in art who wish to assist instruction. Prerequisite: Permission of supervising instructor and department head.

**Individual Projects in Art****ART 298, 1-5 Credits**

Study of student-selected project or approved experiences in the field of art.

**Special Projects****ART 299, 5 Credits**

Credit available with approval. Call (425) 640-1560.

**Astronomy**

(425) 640-1679

**Solar System****ASTRO 100, 5 Credits**

Study of the solar system stellar types, processes and evolution, galactic structures and cosmology, light and optics, telescopes and the history and development of astronomy. Night observing sessions are required in the lab. S/U grade option. Prerequisite: MATH 090 with a grade of 2.0 or higher and placement in ENGL 105.

**Stars and Galaxies****ASTRO 110, 5 Credits**

Second course in astronomy focusing on stars, galaxies, and the universe. Looks

at stellar configurations, stellar evolution from nebulae to black holes, galactic structure, evolution and cosmology. S/U grade option. Prerequisite: MATH 090, ASTRO 100 or PHYS 100 all with a grade of 2.0 or higher.

**Special Projects****ASTRO 199, 5 Credits**

Individual projects in astronomy.

**Special Projects****ASTRO 299, 5 Credits**

Individual projects in astronomy.

**Biology**

(425) 640-1679

<http://biology.edcc.edu>

**Introduction to Biology****BIOL 100, 5 Credits**

For non-science majors, introduces major biological principles and scientific processes. Emphasis will be on the application of modern biological knowledge in today's society. Prerequisite: Placement in both MATH 090 and ENGL 105.

**Human Biology****BIOL 101, 5 Credits**

Introductory course for the non-science major. Topics emphasize how the human body normally functions, ways infectious disease and genetic disorders interfere with human health, and how the human population can live more in balance with global environmental systems. Prerequisite: Placement into both ENGL 105 and MATH 090.

**Ecosystem Ecology of Western Washington****BIOL 105, 5 Credits**

Learn to recognize common land animals and plants of Western Washington, how they live, the ecology of our different terrestrial ecosystems, and the human impact of these systems. Field trips to local ecosystems, including three Saturdays and Northwest Trek. Prerequisite: Placement into both ENGL 105 and MATH 090.

**Marine Biology****BIOL 106, 5 Credits**

Explore marine biology, learn to recognize common beach life of the Northwest, how they live, the ecology of the different marine ecosystems, and the human impact on these systems. Field trips to local beaches and a marine lab. Two Saturdays. Prerequisite: Placement into both ENGL 105 and MATH 090.

**The Biology of Behavior****BIOL 130, 5 Credits**

Introductory course for non-science major. Explore both physiological and evolutionary explanations of the behaviors of animals, including humans. Labs involve animals and/or humans doing real behavior. Prerequisite: Placement into both ENGL 105 and MATH 090.

**The Biology of Human Disease****BIOL 150, 5 Credits**

Introductory course for the non-science major. Explore human diseases and disorders and the defense systems of the human body. Topics include infections and emerging disease, cancer, allergies, cardiovascular disease, super bugs and more. Prerequisite: Placement into both ENGL 105 and MATH 090.

**Special Topics****BIOL 155, 5 Credits**

Topics and seminars of current interest in this field.

**Principles of Biology****BIOL 201, 5.5 Credits**

Introduction to molecular and cellular biology with emphasis on cellular structure and function, energetics, genetics and evolution. For life science majors, nursing and pre-professional students. Prerequisite: ENGL 100, MATH 090, and CHEM 101 or 131 or equivalent, each with grade of 2.0 or higher. If students have satisfied the prerequisites, they can obtain an entry code (required for registration) from the department. Enrollment in BIOL 155 is highly recommended.

**General Zoology****BIOL 202, 6 Credits**

Second in a three-quarter biology series (201,202,203). Introduction to the

patterns and mechanisms of evolution, and animal (invertebrate and vertebrate) diversity, development, anatomy and physiology. For life-science majors and pre-professional students. Prerequisite: BIOL 201, ENGL 105, and CHEM 101 or 131 or equivalent each with grade of 2.0 or higher.

**General Botany****BIOL 203, 6 Credits**

Final quarter in college biology series (201,202,203). An introduction to ecology and the biology of plants, algae, prokaryotes, protists, and fungi with emphasis on structure, anatomy, physiology, reproduction, development and evolutionary trends of land plants. Prerequisite: BIOL 201, ENGL 105 and CHEM 101 or 131 each with a grade of 2.0 or higher.

**Human Anatomy and Physiology****BIOL 230, 6 Credits**

First in a two-quarter sequence (230, 231). The structure and function of cells and tissues of the human body and the integumentary, skeletal, muscular and nervous systems. For life-science majors, nursing, alternative health care and pre-professional students. Prerequisite: BIOL 201, ENGL 105, MATH 090 and CHEM 101 or 131 or equivalent each with grade of 2.0 or higher.

**Human Anatomy and Physiology****BIOL 231, 6 Credits**

Second in a two-quarter sequence (230,231). The structure and function of the endocrine, respiratory, cardiovascular, lymphatic, digestive, urinary and reproductive systems. For life-science majors, nursing, alternative health care and pre-professional students. Prerequisite: BIOL 230, ENGL 105, MATH 090 and CHEM 101 or 131 or equivalent each with a grade of 2.0 or higher.

**General Microbiology****BIOL 250, 6 Credits**

Introduction to microorganisms for science, nursing, and pre-professional students. Topics include microbial cell structure, function, metabolism and genetics, roles in human disease and immunity. Prerequisite: BIOL 201, ENGL 105, MATH 90 and CHEM 101 or 131 or equivalent each with a grade of 2.0 or higher.

**Special Topics****BIOL 255, 5 Credits**

Topics and seminars of current interest in this field.

**Bridge: Reading, Writing and Study Skills**

(425) 640-1593

<http://brdge.edcc.edu>

**Reading/Vocabulary and Speed Reading****BRDGE 087, 1-5 Credits**

College preparatory coursework in reading, spelling and vocabulary. Prerequisite: ACCUPLACER reading score of 56 or higher.

**Reading/Vocabulary and Speed Reading****BRDGE 088, 1-5 Credits**

College preparatory coursework in reading, spelling, and vocabulary. Prerequisite: ACCUPLACER reading score of 56 or higher.

**Reading Improvement****BRDGE 090, 5 Credits**

For students who are not yet reading on the college level. The aim is to improve reading comprehension for educational needs in general, or to re-take the reading test to qualify for college English classes. S/U grade option. Prerequisite: ACCUPLACER reading score of 67-77. ESL students need to have completed EAP 100 with a minimum grade of 2.0.

**Essay Writing/Grammar Review****BRDGE 093, 5 Credits**

Course focuses on grammar and development of the full-length essay. S/U grade option. Prerequisite: ACCUPLACER reading score of 78 or higher. ESL students need to have completed EAP 121 with a minimum grade of 2.5.

**Reading/Vocabulary and Speed Reading****BRDGE 107, 1-5 Credits**

College-level reading comprehension, speed reading, vocabulary or spelling. Prerequisite: ACCUPLACER reading score of 82 or higher.

## Reading/Vocabulary and Speed Reading

### BRDGE 108, 1-5 Credits

College-level reading comprehension, speed reading, vocabulary, or spelling. Prerequisite: ACCUPLACER reading score of 82 or higher.

## Study Skills for College

### BRDGE 110, 5 Credits

Recommended for capable readers who wish to study more efficiently, remember what they read in their texts, take effective notes, etc. S/U grade option. Prerequisite: ACCUPLACER reading score of 74 or higher.

## Managing Study and Time

### BRDGE 111, 5 Credits

Students are introduced to strategies for understanding and capitalizing on their learning styles, managing the college environment, accessing college information systems and creating schedules which facilitate achievement of academic goals. S/U grade option. Prerequisite: ACCUPLACER reading score of at least 82.

## College Reading and Annotation

### BRDGE 112, 5 Credits

Intensive course offers an analytic approach to processing information from lecture, film or print by recognizing common academic thought patterns and applying them to note-taking and annotating text. S/U grade option. Prerequisite: ACCUPLACER reading score minimum of 82.

## Managing College Exams

### BRDGE 113, 5 Credits

Intensive course uses an analytic approach to assist students in developing an effective tool kit of test-taking strategies for essay, objective, open-book, and take-home assessments. S/U grade option. Prerequisite: ACCUPLACER reading score of at least 82.

## Critical Reading-CD

### BRDGE 115, 5 Credits

Comprehension skills for college level reading, focusing on the skills of making an inference, interpreting figurative language, recognizing connotative and denotative language, and appreciating the author's style, language and intended audience. S/U grade option. Prerequisite: ACCUPLACER reading score of 78 or

higher. ESL students need to have completed EAP 121 with a minimum grade of 2.5.

## Special Topics

### BRDGE 155, 5 Credits

Special topics to allow the modification of existing college-level BRIDGE classes for combination with specific disciplines. Each modified class will have its own outline and syllabus. S/U grade option.

## Special Topics

### BRDGE 255, 5 Credits

Special topics to allow the modification of existing college-level BRIDGE classes for combination with specific disciplines. Each modified class will have its own outline and syllabus. S/U grade option.

## Business Information Technology

(425) 640-1242

<http://bstec.edcc.edu>

## Computer Keyboarding

### BSTEC 100, 4 Credits

Introduction to the computer keyboard. Speed and accuracy development; keyboard compositions and introduction to e-mail; formatting letters, reports, and memos. S/U grade option. Prerequisite: If English is not your first language, placement into EAP 100 is required.

## Document Processing I

### BSTEC 102, 1-4 Credits

Application of word processing to format letters, reports, memos, and other business documents. Prerequisite: BSTEC 100 and 109, or equivalent.

## Document Processing II

### BSTEC 103, 1-4 Credits

Formatting correspondence, reports, tables, and specialized business documents such as minutes, itineraries, and financial statements. Prerequisite: BSTEC 102 and 109, or equivalent.

## Medical Terminology

### BSTEC 104, 5 Credits

Basic medical terms, including prefixes, suffixes, roots, and terms related to body systems and biological conditions with anatomy and physiology focus. Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

## Windows Fundamentals

### BSTEC 105, 3 Credits

Learn Windows terminology, features, and commands that are helpful when using Window-based applications. S/U grade option. Prerequisite: BSTEC 130 or CIS 100.

## Medical Billing

### BSTEC 106, 5 Credits

Collect, analyze, and apply patient billing information to insurance billing forms within current governmental guidelines. Prerequisite: BSTEC 104 and 118.

## Business English I

### BSTEC 107, 5 Credits

Review parts of speech, sentence structure, subject/verb agreement, punctuation, capitalization, and language usage in professional business writing. Prerequisite: Placement into BRDGE 093 or EAP 100.

## Business Presentations

### BSTEC 108, 5 Credits

Introduction to techniques used in all sectors of the business community to convey a variety of information to professional and non-professional audiences. A module to guide the creation and use of PowerPoint slides is included in the course content. Prerequisite: BRDGE 093 or EAP 121 with a minimum grade of 2.0 or English placement score of 37 and an Accuplacer Reading score of 78. BSTEC 100 is strongly recommended.

## Word Processing (Word)

### BSTEC 109, 5 Credits

Word processing functions and applications using Microsoft Word. S/U grade option. Keyboarding speed of 30 wpm. Prerequisite: BSTEC 130 or CIS 100 or equivalent.

## Business Communications-CD

### BSTEC 110, 5 Credits

Memos, letters, reports, and oral presentations using business style and strategy. Revision of writing, group interaction, and diversity are emphasized, as well as written and oral communication. Prerequisite: Keyboarding, BSTEC 107, and ACCUPLACER writing score of 80.



**Medical Document Processing****BSTEC 112, 1-3 Credits**

Medical typing and document formatting techniques and skills necessary for a medical typist/transcriptionist in a medical office, hospital, or an extended care facility. Prerequisite: BSTEC 102, 104 and 109.

**Medical Transcription****BSTEC 113, 1-8 Credits**

Transcription techniques for medical reports in medical offices, clinics, and hospitals. Prerequisite: BSTEC 112 and 141 or their equivalents; and keyboarding speed of 45 wpm.

**Medical Law and Ethics****BSTEC 115, 3 Credits**

Introduction to early historical developments in medicine, guidelines for ethical considerations, and legal implications in a medical practice. Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

**Advanced Terminology and Anatomy****BSTEC 116, 5 Credits**

Continuation of BSTEC 104. Basic medical terms, including prefixes, suffixes, roots, and terms related to body systems and biological conditions, with anatomy and physiology focus. Prerequisite: BSTEC 104.

**Call Center Training****BSTEC 117, 16 Credits**

Students learn how to work in a call center as a customer service representative and gain skills in customer service, problem solving, team building, communication, computer and telephone systems. Keyboarding skills recommended.

**Medical Coding****BSTEC 118, 5 Credits**

Introduction to medical coding functions, analyze and abstract patient record data to assign CPT, ICD and HCPC codes according to national correct coding guidelines, HPA compliance is emphasized. S/U grade option. Prerequisite: BSTEC 104 or instructor's permission.

**Introduction to HIPAA****BSTEC 119, 3 Credits**

Exploration of the Health Insurance Portability and Accountability Act (HIPAA) enacted to establish standards and requirements for the maintenance and transmission of health care information. Prerequisite: BSTEC 104.

**Ten-Key Applications****BSTEC 120, 4 Credits**

Introduction to the ten-key keypad and basic business math concepts. S/U grade option. Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

**Ten-Key Skillbuilding****BSTEC 127, 3 Credits**

Designed to improve speed and accuracy using the computer ten-key pad. For students with previous ten-key and basic business math experience. S/U grade option. Prerequisite: BSTEC 120 or equivalent.

**PC Basics****BSTEC 129, 3 Credits**

For the computer beginner. Basic computer concepts, Windows, and email. Keyboarding speed of 15-20 wpm recommended. No previous computer experience required. S/U grade option. Prerequisite: If English is not your first language, placement into EAP 100 is required.

**Computer Fundamentals****BSTEC 130, 5 Credits**

Introduction to computer concepts, applications, HTML, and the Internet using Windows and Microsoft Office including Access, Excel, PowerPoint, and Word. Students may receive credit for either BSTEC 130 or CIS 100, but not both. S/U grade option. Prerequisite: BSTEC 100 or equivalent and minimum English placement into EAP 113/121 or BRDGE 093.

**Basic Medical Terminology****BSTEC 135, 3 Credits**

Presents a study of basic medical terminology: prefixes, suffixes, word roots, combining word forms, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on spelling, definition, usage and pronunciation. Prerequisite: Minimum English placement into BRDGE 093 or EAP 100.

**Business English II****BSTEC 140, 3 Credits**

A review of punctuation, vocabulary, proofreading, number usage, and use of reference materials to produce business documents. Prerequisite: BSTEC 107.

**Machine Transcription****BSTEC 141, 1-4 Credits**

Introduction to transcription of dictated letters, memos, and reports. S/U grade option. Prerequisite: BSTEC 102, 107, 109 and keyboarding speed of 35 wpm.

**Quick Course Word****BSTEC 142, 1 Credit**

An overview of basic word processing features using Microsoft Word. Introduction to commands, formats and printing documents. Previous computer experience in the Windows environment recommended. S/U grade option. Prerequisite: BSTEC 100 or equivalent.

**Quick Course Excel****BSTEC 143, 1 Credit**

An overview of basic spreadsheet features using Microsoft Excel. Introduction to spreadsheet commands, formats and printing. Previous computer experience in the Windows environment is recommended. S/U grade option. Prerequisite: BSTEC 100.

**Quick Course Access****BSTEC 144, 1 Credit**

An overview of basic database functions using Microsoft Access. Introduction to database commands, formats and printing. Previous computer experience in the Windows environment is recommended. S/U grade option. Prerequisite: BSTEC 100.

**Web Features****BSTEC 145, 2 Credits**

Introduction to HTML and the Web features of the Microsoft Office Suite. S/U grade option. Prerequisite: BSTEC 130 or CIS 100.

**Pharmacology****BSTEC 153, 3 Credits**

Discussion of physiological indications for drug intervention. Importance of proper drug dosages and guidelines in working with people receiving common drug therapies and drug effects on body systems, drug interaction, and management of acute conditions of

substance abuse. Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

### Special Topics

#### **BSTEC 155, 1-5 Credits**

Seminars and classes of current interest in Business Information Technology. S/U grade option.

### Legal Document Processing

#### **BSTEC 162, 1-3 Credits**

Production of documents used in the legal field. Final application requires students to convert legal documents to Washington State specifications. Prerequisite: BSTE 109 and LEGAL 205 or their equivalents.

### Proofreading and Editing

#### **BSTEC 170, 3 Credits**

Designed to improve proofreading and editing skills. Find and correct mistakes, clarify ideas, and apply the rules of grammar, punctuation, spelling and word usage. S/U grade option. Prerequisite: BSTE 107.

### Filing Rules

#### **BSTEC 175, 3 Credits**

Introduction to basic rules of filing, indexing and alphabetizing. The tutorial complies with the filing rules of the Association of Records Managers and Administrators (ARMA). Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

### Special Topics

#### **BSTEC 198, 1-8 Credits**

Special courses and topics may be designed for individual programs in Business Information Technology. S/U grade only. Prerequisite: Permission of lab instructor.

### Special Projects

#### **BSTEC 199, 1-5 Credits**

Individual projects in Business Information Technology and related topics by arrangement and permission of the instructor. S/U grade option. Credit available with approval.

### Keyboard Skill Building

#### **BSTEC 200, 3 Credits**

Intensive accuracy and speed building to improve keyboarding skill. S/U grade option. Prerequisite: BSTE 100 or instructor's permission. Keyboarding

speed of 25 wpm recommended. Minimum English placement into EAP 100 or BRDGE 093.

### Introduction to Medical Records

#### **BSTEC 206, 5 Credits**

Introduction to medical records in a hospital or clinic setting. Students locate, analyze, abstract and index administrative and clinical data and describe licensing/accreditation requirements. Emphasis is placed on HIPAA compliant records management. Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

### Microsoft Outlook

#### **BSTEC 210, 4 Credits**

A comprehensive study of basic and advanced email and task management functions using Microsoft Outlook for Windows. S/U grade option. Prerequisite: BSTE 109, previous computer experience in the Windows environment is recommended. Must have most current version of Outlook.

### PowerPoint Projects

#### **BSTEC 211, 4 Credits**

Introduction to essentials of presentation graphics using Microsoft PowerPoint. S/U grade option. Prerequisite: BSTE 130 or CIS 100.

### Advanced Word/Publisher

#### **BSTEC 213, 5 Credits**

Advanced word processing functions of Microsoft Word and functions of Publisher. S/U grade option. Prerequisite: BSTE 109 or equivalent.

### Advanced Medical Coding

#### **BSTEC 218, 5 Credits**

Advanced approach to medical coding functions. Analyze and abstract patient record data to assign CPT, ICD and HCPCS codes according to national correct coding guidelines. HIPAA compliance is emphasized. Prerequisite: BSTE 118 or instructor's permission.

### Database (Access)

#### **BSTEC 222, 5 Credits**

Basic database functions using Microsoft Access. S/U grade option. Prerequisite: BSTE 130 or CIS 100 or equivalent.

### Advanced Access

#### **BSTEC 223, 3 Credits**

Advanced database functions of Microsoft Access. Create a database, work with subforms, integrate data and use macros. S/U grade option. Prerequisite: BSTE 222 or instructor's permission.

### Spreadsheet (Excel)

#### **BSTEC 224, 5 Credits**

Basic and intermediate spreadsheet functions using Microsoft Excel. S/U grade option. Prerequisite: BSTE 130 or CIS 100 or equivalent.

### Spreadsheet Excel Expert

#### **BSTEC 225, 3 Credits**

Advanced spreadsheet functions of Microsoft Excel. S/U grade option. Prerequisite: BSTE 224 or equivalent, and BUS 130 or ACCT 101.

### Internet Systems Applications

#### **BSTEC 226, 4 Credits**

Fundamentals of the WWW using Internet Explorer, FireFox or Netscape Navigator. Master Internet Skills: online research, effective browser techniques, and downloading programs and files. S/U grade option. Prerequisite: Minimum English placement into EAP 100 is required. BSTE 100 or instructor's permission. Previous Windows experience is recommended.

### Frontpage Basics

#### **BSTEC 227, 4 Credits**

Create and enhance web pages and Web sites, apply graphical themes, and organize files and folders. S/U grade option. Prerequisite: BSTE 130 or CIS 100 or equivalent. BSTE 109 is recommended.

### Administrative Procedures

#### **BSTEC 240, 5 Credits**

Role of the administrative professional in today's business. Topics include time management, telephone and email communications, travel arrangements, processing mail, and meeting and conference planning. Prerequisite: BSTE 130 or BSTE 102, 109, and CIS 100.

### Advanced Microsoft Office Projects

#### BSTEC 243, 4 Credits

Advanced course for students familiar with Microsoft Office programs. Create and integrate Word, Excel, Access and PowerPoint documents to build a professional portfolio. S/U grade option. Prerequisite: BSTE 130 or CIS 100, BSTE 109, 224 or equivalent.

### Advanced Business Communications

#### BSTEC 245, 5 Credits

Introduction to written methods of technical communication used in all sectors of the business community. Covers writing policies, procedures, report proposals, and process descriptions. Prerequisite: BSTE 110 and 130 or CIS 100. Accuplacer writing score of 82 and reading score of 78. BSTE 100 is strongly recommended.

### Special Topics

#### BSTEC 255, 1-5 Credits

Seminars and classes of current interest in Business Information Technology. S/U grade option.

### Leadership/Management Skills-CD

#### BSTEC 260, 5 Credits

Introduction to office and employee management. Topics include leadership and communication skills that are necessary to work in a diverse office environment and participate in a global economy. Prerequisite: BSTE 107, 110, or instructor's permission.

### Prior Work Experience/Portfolio

#### BSTEC 290, 1-15 Credits

Students who have been employed in the field may receive up to a maximum of 15 credits for demonstrated college-level learning from work experience.

### Career Management

#### BSTEC 294, 3 Credits

Assess employment skills, develop a resume and letters of application, videotape employment interviews, and job search strategies. Includes development of a portfolio. Should be taken prior to BUS 290 and within last 2 quarters of the program. Prerequisite: Minimum English placement into BRDGE 093, EAP 113 or EAP 121.

### Special Projects

#### BSTEC 299, 1-5 Credits

Individual projects in Business Information Technology and related topics by arrangement and permission of the instructor. Credit available with approval.

## Business Management

(425) 640-1604

<http://business.edcc.edu>

### Introduction to Business

#### BUS 100, 5 Credits

Introduction to business history, concepts, principles and operations. Examines the relationship between business, government and society. Course provides a foundation for all future study in business and management.

### Business Mathematics

#### BUS 130, 5 Credits

Instruction and review of basic math functions to prepare students for business classes. Ratio-proportion, percents, estimating, basic algebra, trade/cash discounts, mathematics of merchandising, inventory valuation, and other consumer related activities. Transfer limited. Prerequisite: MATH 040 or equivalent with a grade of 2.0 or higher, or appropriate score on Math Placement Test, or adviser's recommendation. Minimum placement into EAP 113, EAP 121 or BRDGE 093.

### Special Topics

#### BUS 155, 5 Credits

Seminars of current interest in business. S/U grade option.

### Business Credit Principles

#### BUS 162, 3 Credits

Introduction to credit, the credit cycle, obtaining and analyzing information to arrive at credit decisions. Monitoring and collecting accounts receivable (current and past due) collection techniques, and submission of data for management evaluation. Prerequisite: ENGL 100 or college level writing skills or instructor's permission. Offered through the National Association of Credit Management (NACM) in partnership with Edmonds Community College. To register, call (206) 728-6333.

### Credit Management Law

#### BUS 163, 3 Credits

Introduces contracts and the legal forms of business, the Uniform Commercial Code, Articles 2,3,5,7 and 9, antitrust and other credit regulations, secured transactions including liens, bond claims; arbitration/mediation, court actions, bankruptcy, management reports and international trade. Prerequisite: BUS 162 or Instructor's permission. Offered through the National Association of Credit Management (NACM) in partnership with Edmonds Community College. To register, call (206) 728-6333.

### Financial Accounting for Credit Managers

#### BUS 164, 3 Credits

Covers the fundamentals of accounting, including journalizing, posting, financial statements, adjustments, and cash funds and flow. Financial recordings will be addressed from a credit management and investor point of view. Prerequisite: BUS 162 and 163 or instructor's permission. Offered through the National Association of Credit Management (NACM) in partnership with Edmonds Community College. To register, call (206) 728-6333.

### Financial Statement Analysis I for Credit Management

#### BUS 165, 3 Credits

Introduction to financial statement analysis for credit management including income statement, statement of equity, and balance sheet; introduction to ratios and industry comparisons, credit risk formulas and forecasting. Final course in the CBA certificate program. Prerequisite: BUS 164 or college accounting. Offered through the National Association of Credit Management in partnership with Edmonds Community College. To register, call the NACM at (206) 728-6333.

### Advanced Credit Management

#### BUS 166, 3 Credits

Focuses on the technical skills used on the legal, financial and management level, incorporating elements of planning, organizing, staffing, leading and controlling. The first in a series of ACAP courses leading to the CBF certification.



Offered through the National Association of Credit Management in partnership with Edmonds Community College. To register, call (206) 728-6333. Prerequisite: CBA Certification or instructor's permission.

### **Financial Analysis for Credit Management II**

#### **BUS 167, 3 Credits**

A realistic and organized approach to financial reporting with particular emphasis on the analysis and interpretation of the end result of financial reporting--financial statements. Statements of actual companies are used extensively in problems, cases, and complete analysis. S/U grade option. Prerequisite: BUS 165, CBA (Certified Business Associate) designation or instructor's permission.

### **Business Law**

#### **BUS 240, 5 Credits**

Legal institutions and processes in a business society; law as a system of social thought, behavior and resolution. Meets business administration transfer requirements for most institutions. University of Washington transfers see POLSC 200. Prerequisite: Placement in ENGL 100.

### **Special Topics**

#### **BUS 255, 5 Credits**

Seminars of current interest in business. S/U grade option.

### **Professional Development Seminar**

#### **BUS 290, 2 Credits**

Develop critical job skills and competencies related to success in internship and career transition. Internet access required. S/U grade only. Prerequisite: Registration by entry code only; obtain code from faculty coordinator.

### **Business Internship**

#### **BUS 291, 1-12 Credits**

Workplace experience. Develop learning objectives that relate to academic program and career goals. S/U grade only. Prerequisite: Secured internship; concurrent enrollment in BUS 290; completion of minimum of 15 credits related to area of study; a minimum 2.5 g.p.a.; and internship orientation recommended. Registration by entry

code only. Obtain code from faculty coordinator (with proof of internship).

### **International Business Environments-CD**

#### **INBUS 110, 5 Credits**

Starting with basic international trade motivation theories, case studies to establish an understanding of international business environments and an appreciation of how trade affects our lives as consumers and producers within the world community. S/U grade option.

### **Comparative Business Systems**

#### **INBUS 112, 5 Credits**

Explores the social indicators that guide international business people to success. Acceptable/admirable practices in one context are disgraceful and/or illegal in another. Examines business conduct guidelines ranging from legal codes to purely circumstantial influences. Prerequisite: Eligibility for BRDGE 093 or EAP 121, or instructor's permission. Access to and familiarity with appropriate technology required for participation in online activities. S/U grade option.

### **Cross-Cultural Business Communications**

#### **INBUS 120, 3 Credits**

An understanding of the culturally-dictated patterns of communication that so easily cause international difficulties. Suggestions and techniques are studied to improve potential for avoiding or migrating such problems.

### **Export/Import Operations**

#### **INBUS 210, 5 Credits**

Reviews the basic motivations for exporting and importing and introduces the practical handling options most often used for international commerce and shipping. Examines the concerns of the various agencies that govern international shipments and the documentary requirements that they impose. S/U grade option.

### **International Internship**

#### **INBUS 291, 1-10 Credits**

Earn college credit while working in an organization to gain a broad range of knowledge, skills and experience which will supplement course work. Internship positions may be either paid

or unpaid. S/U grade only. Registration by entry code only. Obtain code from department adviser.

### **Human Relations in Organizations-CD**

#### **MGMT 100, 5 Credits**

Successful organizations maximize human potential to meet organization goals and objectives. Focus on leadership, team building, interpersonal skills and applying principles of organizational behavior to today's changing and diverse workplace. Fulfills cultural diversity requirement.

### **Introduction to E-Commerce**

#### **MGMT 101, 5 Credits**

For careers in either business or technology, it is critical to understand the basics of e-commerce. Introduces students to fundamental business principles, basic Internet technology and e-commerce strategy and planning.

### **Retail Management**

#### **MGMT 106, 5 Credits**

Examine the critical role retail business plays in our economy. Learn the functions of a retail business, the terminology used and gain an understanding of the various jobs and their requirements within the industry. Emphasis is on practical application of retail concepts.

### **Event Planning**

#### **MGMT 107, 5 Credits**

Emphasis of this course is to give students the tools to create successful special events. Course will focus on identifying effective special events, setting objectives, establishing budgets, developing strategy, implementation and evaluation.

### **Customer Relations Management**

#### **MGMT 122, 2 Credits**

Customer service is essential to business success. Learn the basics of customer needs and retention and acquire skills in problem-solving, communication, and critical thinking that can enhance career opportunities and contribute to organizational success. S/U grade option.

**Principles of Marketing****MGMT 130, 5 Credits**

This class covers the fundamental skills marketers need to be successful in this rapidly changing, competitive environment. Students learn to analyze marketing opportunities, develop strategy and create an integrated marketing mix.

**Introduction to Sales****MGMT 131, 5 Credits**

Basic sales with emphasis on understanding selling and sales trends in a competitive and diverse business environment. Determine personal desire, capabilities and potential for success in sales and gain valuable skills for personal and professional excellence.

**Time Management Seminar****MGMT 132, 5 Credits**

Time management is a valued skill for personal and professional success. Employers are requiring that employees be responsible for managing their own time. Course focuses on individualizing the process to help students acquire the time management skills they need. S/U grade option.

**Leadership****MGMT 134, 2 Credits**

Students begin the process of strengthening personal leadership skills through self-assessment. Students will also gain understanding and experience in decision making, problem solving, communication and goal setting. S/U grade option.

**Special Topics****MGMT 155, 5 Credits**

Topics of current business management trends. S/U grade option.

**MS Project 2000****MGMT 165, 3 Credits**

Covers project organizing, scheduling, managing and reporting using Microsoft Project. Generate Gantt/PERT charts, resource sheets and calendars; manage resources, tasks, and budgeting; customize and print reports for use in project management.

**Prior Learning****MGMT 190, 1-15 Credits**

Credit for demonstrated college-level learning from prior or experiential learning. S/U grade only. Prerequisite: departmental advising is required.

**Special Projects****MGMT 199, 1-5 Credits**

Individual projects in business management or related topics. By arrangement and permission of a business management faculty adviser. S/U grade option. Credit available with approval. Contact a business management faculty adviser.

**Supervision****MGMT 211, 5 Credits**

Course focuses on developing supervisory skills; communicating effectively, employee selection, performance evaluation and coaching for performance and productivity, leading, motivating, and working with groups and teams.

**Principles of Management****MGMT 214, 5 Credits**

Learn managerial skills, with emphasis on: planning, situation analysis and decision-making, organizational structure, change management, staffing, leading employees and teams, and controlling operations. Students apply management skills through case studies and projects.

**Business Information Management****MGMT 215, 5 Credits**

Success of business relies on evaluating information that is accurate and timely. This course will analyze how businesses use information technology and the issues, strategies, concepts and terminology that employees must be familiar with to manage information.

**Human Resource Management****MGMT 220, 5 Credits**

Focuses on human resource management trends, strategies and practices for staffing, recruiting, staff training and development, performance appraisal, benefits and compensation and employee and labor relations. Valuable for managers and supervisors.

**International Market Operations****MGMT 221, 5 Credits**

Focuses on the extra complications associated with marketing activities that cross international borders, or otherwise involve adjustment to new economic, political, competitive and cultural environments. Emphasis on the mechanics of import/export procedures. Prerequisite: MGMT 130 recommended.

**Facilitation Skills****MGMT 234, 3 Credits**

Apply facilitation methods used to design and manage meetings, encouraging input, consensus, commitment, and team goal setting and achievement.

**Effective Teams****MGMT 235, 3 Credits**

This workshop will give you tools to develop a team, to manage a team and to be an effective team member. You will also have an opportunity to identify and learn about removing barriers to effective teams. S/U grade option.

**E-Marketing****MGMT 240, 5 Credits**

Course explores how web-based applications and services are used to identify and target customers, and develop and execute marketing campaigns. E-Marketing integrates fundamental marketing principles with internet technology to build profitable customer relationships.

**Special Topics****MGMT 255, 5 Credits**

Topics related to current business management trends. S/U grade option.

**Small Business Management****MGMT 260, 5 Credits**

This course is designed to give students who are interested in small business the exposure to a wide range of subjects essential to the formation, operation and success of a small business. Business planning and plan implementation is an integral part of the class.

**Project Management I:  
Project Scope/Requirements****MGMT 270, 5 Credits**

Learn the basics of working in a project team. Students create plans that identify project scope, constraints,

stakeholders and risks, then explore customer needs and requirements. Includes an introduction to scheduling. Team and communication skills strongly emphasized.

### **Project Management II: Scheduling/Controlling Projects** **MGMT 271, 5 Credits**

Course focuses on tools to plan, monitor and control project schedules, manage resources, budgets and specifications. Students develop projects using PM tools including WBS, Gantt charts and Network Diagrams. Project risk will also be addressed. Prerequisite: MGMT 270 recommended.

### **Business Strategies**

**MGMT 275, 5 Credits**  
Class draws from core management courses and is a program capstone. Students are introduced to the inter-relationships among marketing, management, production and finance, in a global environment. Students develop competencies in teamwork, communication and critical thinking. Prerequisite: 20 credits of business and management courses recommended.

### **Finance Small Business**

**MGMT 280, 5 Credits**  
Designed to provide a basic understanding of small business finances. Includes managing financial statements, budgeting and cash flow.

### **Special Projects**

**MGMT 299, 5 Credits**  
Individual projects in business management and related topics. By arrangement and permission of a business management department faculty adviser. S/U grade only. Credit available from the business management department.

## **Career, College and Life Success**

(425) 640-1593  
<http://ccls.edcc.edu>

### **Steps to Success**

**CCLS 100, 2 Credits**  
Students, new and continuing, receive an orientation to student success strategies and campus resources, with assignments that help pave the way to that success. Discussion of learning

styles, instructor expectations and an introduction to Blackboard.

### **Career Transitions**

**CCLS 105, 2 Credits**  
Explore the impact and opportunities of career, job and life changes. Use personality and interest inventories, along with assignments for examination of values, skills, employer expectations, non-traditional careers and job trends to discover career options.

### **Express Career Planning**

**CCLS 106, 1 Credit**  
Short-term class uses personality and interest inventories and assignments to help generate career possibilities. Students develop an action plan.

### **Career and Life Planning**

**CCLS 111, 3 Credits**  
Use critical thinking skills, group interaction and assignments to explore and analyze values, skills, interests, and goals. Examine labor market trends and specific careers. Includes interest and personality inventories to guide research and analysis.

## **Chemistry**

(425) 640-1679  
<http://chem.edcc.edu>

### **The Chemistry Around Us**

**CHEM 100, 5 Credits**  
For liberal arts students who may have no previous chemistry knowledge. Principles of chemistry will be discussed in the context of topics, may vary by quarter. Contact the department for specific topics. Prerequisite: Placement into both ENGL 105 and MATH 090.

### **Introduction to Chemistry**

**CHEM 101, 5 Credits**  
Emphasis on applications of chemistry in the health and life sciences. Intended for students in allied health fields such as nursing and dental hygiene. Prerequisite: Placement into both MATH 090 and ENGL 105.

### **Introduction to Organic Chemistry**

**CHEM 102, 5 Credits**  
Structure, properties and reactions of organic and biomolecules, and biochemical processes. Not

recommended for students continuing with chemistry beyond 102. Prerequisite: CHEM 101 and placement into ENGL 105.

### **Preparation for College Chemistry**

**CHEM 110, 5 Credits**  
Preparation for the CHEM 131 sequence for students who have not had high school chemistry. Emphasis on quantitative reasoning and problem solving techniques. Prerequisite: MATH 090 and ENGL 100 or concurrent enrollment.

### **General Chemistry**

**CHEM 131, 6 Credits**  
For science and engineering majors who plan to take a year or more of chemistry. Focuses on measurement, stoichiometry, atomic structure and periodicity. Laboratory emphasizes quantitative techniques. Prerequisite: 1. MATH 131 with a grade of at least 2.0, or concurrent enrollment. 2. Placement into ENGL 105. 3. Entry code. To obtain an entry code from the department, students must have completed CHEM 110 with at least a grade of 2.0 or pass the CHEM 131 Placement Exam.

### **General Chemistry**

**CHEM 132, 6 Credits**  
Continuation of CHEM 131. Molecular bonding and structure, liquids and solids, equilibrium, and principles of thermodynamics. Laboratory emphasizes quantitative techniques. Prerequisite: CHEM 131 and MATH 131 with grades of 2.0 or higher or equivalent.

### **General Chemistry**

**CHEM 133, 6 Credits**  
Continuation of CHEM 132. Principles of oxidation-reduction, acids and bases, kinetics, thermodynamics, and nuclear chemistry. Laboratory emphasizes quantitative techniques. Prerequisite: CHEM 132, with a grade of 2.0 or higher or equivalent.

### **Individual Project in Chemistry**

**CHEM 198, 1-5 Credits**  
Study of student-selected project or approved experience in the field of Chemistry. S/U grade option. Prerequisite: instructor's permission. Course may be repeated for a maximum of 10 credits.



**Special Projects****CHEM 199, 1-5 Credits**

Individual chemistry projects.

**Organic Chemistry****CHEM 231, 6 Credits**

Structure, nomenclature, reactions and properties of hydrocarbons, and alkyl halides. Reaction mechanisms and stereochemistry. Laboratory includes introduction of organic laboratory technique and instrumental analysis. Prerequisite: CHEM 133 or equivalent with grade of 2.0 or higher and ENGL 105 or equivalent, with a grade of 2.0 or higher.

**Organic Chemistry****CHEM 232, 6.5 Credits**

Continuation of CHEM 231. Structure, nomenclature, reactions, and properties of organic molecules, especially aromatics and carbonyl compounds. Laboratory includes preparation of organic compounds and instrumental analysis. Prerequisite: CHEM 231 with a grade of 2.0 or higher.

**Organic Chemistry****CHEM 233, 6.5 Credits**

Continuation of CHEM 232. Properties and reactions of carboxylic acids and their derivatives, amines, and biomolecules. Laboratory emphasizes synthesis and biochemical techniques. Prerequisite: CHEM 232 with a grade of 2.0 or higher or equivalent.

**Chemical Instrumentation I****CHEM 241, 2.5 Credits**

Introduction to instrumental methods typical of working laboratories, including balances, recorders, conductivity, pH, electrode systems, spectrophotometry, atomic absorption, and computer interfaces. Emphasis is on abilities that transfer to unfamiliar instruments. Prerequisite: CHEM 132 with a grade of 2.0 or higher. CHEM 241 may be taken independent of CHEM 242.

**Chemical Instrumentation II****CHEM 242, 2.5 Credits**

Introduction to instrumental methods for organic chemicals, gas and liquid chromatography, ultraviolet, infrared and mass spectrometry. Emphasis on

abilities that transfer to unfamiliar instruments. Prerequisite: CHEM 231 with a grade of 2.0 or higher; concurrent enrollment in CHEM 232. CHEM 242 may be taken independently of CHEM 241.

**ChemCore Internship****CHEM 291, 1-5 Credits**

Students working toward the ChemCore degree, who have completed CHEM 133, receive on-the-job experience in a commercial chemistry laboratory. S/U grade only. Prerequisite: CHEM 133 and instructor's permission.

**Individual Project in Chemistry****CHEM 298, 1-5 Credits**

Study of student-selected project or approved experiences in the field of Chemistry. S/U grade option. Prerequisite: instructor's permission. Course may be repeated for a maximum of 10 credits.

**Communications**

(425) 640-1478

**Intercultural Communications-CD****COMM 101, 5 Credits**

Examines communication processes to see how they are influenced by the values, behaviors and beliefs that constitute culture. Strives to discover the 'cultural self' that shapes how we interact with others as individuals and group members. Prerequisite: Placement in ENGL 100.

**Computers, Electronics and Networks**

(425) 640-1679

<http://cen.edcc.edu>

**Soldering and Cabling****CEN 111, 5 Credits**

Basic soldering/desoldering of hole and surface mount components. Covers cable building and making all types of network cable terminations. No prerequisite required.

**Technology Careers Exploration****CEN 114, 0.5 Credits**

Exploration of the various careers and training available in this field.

**Applied Math for Electronics****CEN 150, 3 Credits**

Using algebra and trigonometry to solve problems in electronics circuit analysis. Developing a logical approach to using mathematics to solve typical electronics problems. Prerequisite: high school algebra or equivalent or instructor's permission.

**DC Electronics****CEN 151, 7 Credits**

Basics of DC circuits covers components used in DC circuits, such as resistors, capacitors, diodes and an introduction to digital. Building, testing, and troubleshooting with basic test equipment and basic circuit analysis using component theory and algebra. Meets ETAG core requirements. Prerequisite: high school algebra or instructor's permission.

**Special Topics****CEN 155, 5 Credits**

Topics and seminars of current interest in computers, electronics, and networks.

**AC and Linear Electronics****CEN 162, 7 Credits**

Basics of AC and linear circuits. Includes components covered in DC quarter, RC circuits, inductors, filters, diodes, power supplies, transistors, and operational amplifiers. Emphasis is on testing and troubleshooting a variety of circuits where voltage changes over time. Practice using DMM and oscilloscope. Prerequisite: CEN 151 or instructor's permission.

**Digital and Microprocessor Electronics****CEN 163, 7 Credits**

Introduction to digital and microprocessor circuits. Covers the operation of basic logic gates, flip-flops, decoders, multiplexers, counters, and microprocessor circuits. Uses lectures and hands-on exercises to learn how to analyze, test, and troubleshoot digital and microprocessor circuits.

**Math for Networks****CEN 166, 2 Credits**

Introduction to the binary number system and its use in computer and network systems. Covers converting between binary and decimal and between binary and hexadecimal without

using a calculator. Includes extensive exercises in using hex numbers in computer addressing and dotted decimal numbers in IP addressing. Prerequisite: CEN 150 or instructor's permission.

### Linear Circuit Analysis

#### CEN 167, 5 Credits

Basics of AC and linear circuits calculations. Includes calculating amplitude, frequency, period, reactance, impedance, and phase angle for RC circuits and filters. Includes calculations for analyzing diode and transistor circuits. Meets ETAG core requirements. Prerequisite: CEN 151 or instructor's permission.

### Network +

#### CEN 168, 5 Credits

Introduction to the theory and practice of networks. Introduces students to the OSI reference model, the IEEE 802 reference model, the TCP/IP protocol suite, and Ethernet. Students will gain practice working with IP networks, routers and the Windows 2003 server network operating system. Basic concepts of wide area networking will also be covered.

### Introduction to Robotics

#### CEN 176, 5 Credits

Intro to microcontrollers, robotics and automation through hands on training using a small scale robot. Students will build, test, program and troubleshoot robots. Utilizes electronic principles and test equipment. Prerequisite: concurrent enrollment in CEN 151, or CEN 251, or CEN 210, or instructor's permission.

### Robotics 2

#### CEN 177, 5 Credits

Through the use of projects and hands-on exercises, students will learn to program a small scale robot to perform basic navigation under program control with various sensor inputs, using feedback and control techniques, and programmed artificial intelligence. Prerequisite: concurrent enrollment in CEN 162 or CEN 253 or instructor's permission.

### Robotics 3

#### CEN 178, 5 Credits

Continuation of programming of the microcontroller and selection of robotic parts and sensors. Emphasis on testing, troubleshooting and debugging advanced

navigational programs. Prerequisite: CEN 177 with a grade of at least 2.0, or instructor's permission.

### Special Projects

#### CEN 199, 5 Credits

Credit available with approval. Contact the department.

### Electronics For A+

#### CEN 210, 6 Credits

For students training to be Computer Service Technicians. Covers basic electronics, PC hardware, preventative maintenance, and some hardware troubleshooting. Extensive hands-on training included.

### A+ Certification

#### CEN 211, 6 Credits

Covers the core material for the A+ Certification Exam. Topics include data communications, printers, mass storage systems, standard I/O systems, portable systems, system troubleshooting, and exam preparation. Significant hands-on training. Prerequisite: CEN 210 or instructor's permission.

### Server +

#### CEN 216, 5 Credits

This course works toward preparing the student for the Server+ Certification Exam. Topics include server installation, configuration and upgrade, proactive maintenance, troubleshooting, and disaster recovery. Prerequisite: CEN 210 & 211 or CIS 161 or A+ Certification.

### Advanced Digital Circuits

#### CEN 251, 7 Credits

Advanced training in digital electronics. Covers analyzing, functional testing, and systematic troubleshooting of digital circuits designed with logic gates, flip-flops, one shots, counters, dividers, decoders, shift registers, memory circuits, adders, latches, and buffers. Five lecture hours and ten laboratory hours weekly. Prerequisite: CEN 157 or training in basic digital circuits.

### Advanced Linear Circuits

#### CEN 252, 7 Credits

Advanced training in linear circuits. Analyzing and systematic testing and troubleshooting of linear circuits designed with operational amplifiers as comparators, buffers, amplifiers, filters, regulators, drivers, integrators, and

instrumentation amplifiers. Also included are D/A and A/D converters, timers, and transistor circuits. Five lecture hours and ten laboratory hours weekly. Prerequisite: CEN 153 or training in basic semiconductor, AC, and OP Amp circuits.

### Advanced Computer Circuits

#### CEN 253, 7 Credits

Advanced training in microprocessor-based systems. Topics include: I/O, RAM, ROM, and address decode circuits; timing, control, interrupt, DMA, and microprocessor support circuits. Emphasizes functional testing and systematic troubleshooting using the oscilloscope and software stimulus programs. Five lecture hours and ten laboratory hours weekly. Prerequisite: CEN 158 and 251 or training in digital and basic microprocessor systems.

### Special Topics

#### CEN 255, 5 Credits

Topics and seminars of current interest in the field.

### Network Technology I

#### CEN 264, 8 Credits

Learn how to install, configure and manage Windows Operating System Server Family, install and configure Windows XP, manage domain security and printing. Plan a shared folder structure, create and manage users and groups, establish and maintain network security, publish simple applications. Prerequisite: CIS 125, equivalent proficiency in DOS and Windows or instructor's permission.

### Network Technology II

#### CEN 265, 8 Credits

Extend the topics of CEN 264 to a multi-domain environment. Install DNS, DHCP and Active Directory. Configure hard drives, use encryption and set storage quotas. Install and use Terminal Services for remote administration; Group Policies to manage security, publish applications and set up roaming profiles. Prerequisite: CEN 264 or instructor's permission.

**Network Technology III****CEN 266, 8 Credits**

Installing and configuring client side services such as Web sites, we proxy, email, internet printing, network security and remote access. Using systematic testing and troubleshooting techniques and find network faults. Prerequisite: CEN 265 or instructors permission.

**Wireless Networking I****CEN 280, 5 Credits**

Provides the material and the experience needed for the Certified Wireless Network Administrator (CWNA) exam. Topics include RF technologies, LAN implementation and management, security and standards.

**Wireless Network Security****CEN 281, 5 Credits**

Materials and hands-on experience for the Certified Wireless Security Professional (CWSP) exam. Includes wireless LAN intrusion, security policies and solutions. Learn to recognize wireless LAN security weaknesses and implement solutions. Prerequisite: CEN 280 or instructor's permission.

**Internship****CEN 291, 1-6 Credits**

Students who have obtained a paid or unpaid internship in computers, electronics or networking may earn one college credit for each 30 hours. Prerequisite: concurrent enrollment in CEN 292.

**Internship Seminar****CEN 292, 1 Credit**

Discussions about working as an intern in the computer, electronics or networking field. Topics include supervision, job attitude and building on the intern experience. Prerequisite: concurrent enrollment in CEN 291.

**Special Projects****CEN 299, 5 Credits**

Credit available with approval. Call (425) 640-1679.

**Computer Information Systems**

(425) 640-1902

<http://cis.edcc.edu>**Introduction to Business Computing****CIS 100, 5 Credits**

Introduction to business computing concepts and applications using Windows and MS Office. Includes introduction to HTML, hardware components, information processing cycle in business and networks. Students may receive credit for either CIS 100 or BSTE 130, but not both. Prerequisite: completion of BRDGE 93 with a minimum grade of 2.5.

**Intermediate Business Computing****CIS 102, 5 Credits**

Extends the concepts and software learned in CIS 100. Students learn intermediate expertise on word-processing, spreadsheets and database software. Concepts include trends and careers in information systems, including management, development and security, as well as on privacy and ethics issues. Prerequisite: CIS 100 or BSTE 130 with a minimum grade of 2.5 or equivalent.

**Math and Problem Solving****CIS 114, 5 Credits**

Builds logical reasoning, problem analysis and computation skills. Prepares students for programming. Prerequisite: MATH 080 placement.

**IT Prior Learning Assessment****CIS 116, 1-5 Credits**

Allows students to document prior learning for the purpose of creating an exit portfolio to meet CIS graduation requirements or creating an entrance portfolio for proper placement into upper-level CIS programs as well as waiving prerequisites. Prerequisite: meet with a computer information systems adviser.

**Network Workstation****CIS 125, 5 Credits**

Windows XP with emphasis on command line functions. Topics include installation and Windows XP features, OS navigation and administrative tools. Prerequisite:

CIS 100 or BSTE 130 with a minimum grade of 2.5 or equivalent.

**Special Topics****CIS 155, 5 Credits**

New topics and technologies in computer information systems are presented. Topics change from quarter to quarter, but may include operating systems, networks, application and web development.

**PC Hardware Support****CIS 161, 5 Credits**

Introductory course in computer hardware. Students will install, upgrade, maintain and troubleshoot hardware components, and learn to identify error messages, symptoms of hardware failures and ways to troubleshoot. Prerequisite: CIS 125 with a minimum grade of 2.5 or equivalent experience.

**PC Software Support****CIS 162, 5 Credits**

Advanced topics in software support. Development of problem-solving skills used in supporting the desktop user. Students work in teams to create and manage their own help desk. Emphasis on troubleshooting, problem-solving, and customer support. Prerequisite: CIS 125 with a minimum grade of 2.5 or equivalent experience.

**Intermediate PC Support****CIS 163, 5 Credits**

Students will repair/build computer systems and peripherals in a simulated shop environment. Topics include: system evaluation, classification, software installation, configuration and peer-to-peer networking. Preparation in A+ certification is included. Prerequisite: CIS 161 with a minimum grade of 2.5 or equivalent experience.

**Cisco Networking I****CIS 171, 5 Credits**

First in a series of four courses preparing students for the Cisco Certified Network Associate Exam. Topics include functions of each layer of the OSI reference model, classes of IP addresses and subnetting, network design, topologies and protocols. Prerequisite: CIS 125 or CMPSC 120 or equivalent experience.



**Cisco Networking II****CIS 172, 5 Credits**

Second in a series of four courses that will prepare students for the Cisco Certified Network Associate Exam. Topics include beginning router configurations, routed and routing protocols, TCP/IP and ACLs. Prerequisite: CIS 171 with a minimum 2.5 g.p.a. or equivalent experience.

**Cisco Networking III****CIS 173, 5 Credits**

Third in a series of four courses that will prepare students for the Cisco Certified Network Associate Exam. Topics include advanced router configurations, switch configuration, VLANs, OSPF and EIGRP. Emphasis is on network design projects. Prerequisite: CIS 172 with a minimum 2.5 g.p.a.

**Cisco Networking IV****CIS 174, 5 Credits**

Last in a series of four courses that will prepare students for the Cisco Certified Network Associate Exam. Topics include: WAN protocols, WAN router and switch configurations including ISDN and Frame Relay, and introduction to network administration. Prerequisite: CIS 173 with a minimum grade of 2.5.

**Cisco Networking V****CIS 175, 5 Credits**

Includes setting up and troubleshooting complex network configurations. Overview of scalable internetworks, managing IP traffic and access, configuring queuing, VLSM's OSPF, Enhanced IGRP and BGP. The first prep course for CCNP certification. Prerequisite: CIS 174 with a minimum grade of 3.0 or equivalent.

**Cisco Networking VI****CIS 176, 5 Credits**

Students learn to setup, diagnose and troubleshoot complex network WAN configurations. Topics include modems and asynchronous dialup, PPP, ISN, Frame relay, WAN backup, IP NAT addressing, and Dialer profiles. Second of a four-course series designed to teach CCNP. Prerequisite: CIS 174 with a grade of at least 3.0 or equivalent.

**Individual Project****CIS 198, 1-5 Credits**

Independent projects under the direction and supervision of a CIS instructor. Prerequisite: instructor's permission.

**Special Projects****CIS 199, 5 Credits**

Credit for a design project is available with approval. Call (425) 640-1902.

**Introduction to Information Security****CIS 200, 5 Credits**

Includes managerial and technical aspects of Information Security and its role in business, including legal and ethical issues, risk management, security technologies, physical security and security maintenance. Prerequisite: CIS 100 or BSTEC 130 with a minimum grade of 2.5 or equivalent experience.

**Systems Architecture****CIS 220, 5 Credits**

An introduction to Systems Architecture; topics include client/ server architecture, two-tier and three-tier architecture, OS, middleware, stacks, distributed applications and distributed system management, transaction processing, and distributed database systems. Prerequisite: Completion of one of the following with a minimum grade of 2.5: CIS 116, CIS 125 or CMPSC 120.

**Web Server Technology and Security****CIS 225, 5 Credits**

Technology of Web Servers; client/server architecture of a Web Server, create and document server specifications including business considerations, build a Web Server, implement security plans, create disaster support plans, attack patterns and security issues of the Internet. Prerequisite: CIS 125 with a minimum grade of 2.5 or equivalent experience.

**Systems Analysis****CIS 233, 5 Credits**

A practical approach to real world systems analysis and design. Includes the systems development life cycle, structured methodologies and project planning. A case study project is analyzed, requirements are written and a systems design specification document is prepared. Prerequisite: completion of

at least 45 credits toward an Associate of Technical Arts degree or the completion of CIS 116 and at least one writing requirement or equivalent experience.

**Systems Design and Development****CIS 234, 5 Credits**

Provides hands-on experience in systems design and implementation using a prototype approach. The case study is designed and tested using application development software. User manuals are written. Prerequisite: CIS 233 and 253 with minimum grades of 2.5 or equivalent experience.

**Comparative Modeling****CIS 235, 5 Credits**

Advanced course in business modeling methods which will provide students an understanding of various tools and techniques used by analysts. Topics include UML, CASE tools, conceptual design, and physical implementation. Enterprise Systems Analysis will be introduced. Prerequisite: CIS 250 and 233 with minimum grades of 2.5 or equivalent experience.

**Web Development I****CIS 241, 5 Credits**

Internet and intranet Web site development using XHTML approached from a source code perspective. Covers tags, forms, linked objects, CSS, frames, tables, and introduction to the use of scripting. Students build multi-page Web sites. Prerequisite: CIS 100 and CMPSC 115 or concurrent enrollment with minimum grade of 2.5 or equivalent experience.

**Web Development II****CIS 242, 5 Credits**

Continuation of concepts and practice introduced in CIS 241. Topics include embedding, internal and external scripts, functions, form validation, loops, conditional statements, strings, numbers and DHTML. Prerequisite: CIS 241 with a minimum grade of 3.0.

**Web Development III****CIS 243, 5 Credits**

Continuation of CIS 242. Students build interactive Web sites. Covers database interactivity and new topics as technologies change. Prerequisite: CIS 242 with a minimum grade of 3.0 or equivalent experience.

**Web Development IV****CIS 244, 5 Credits**

Content/information management for the World Wide Web. Topics include: researching, developing, controlling access to and organizing content, and creating meta data information for Web sites. Prerequisite: CIS 243, CIS 234 and MGMT 270 each with a minimum 2.5 g.p.a. or equivalent experience.

**Database Theory and Design****CIS 250, 5 Credits**

Designed to recognize data as a business resource. Database models are discussed from both a programmer's and a user's viewpoint. Roles of database designer and administrator will be examined. Prerequisite: 20 credits towards an Associate of Technical Arts degree or certificate or CIS 116 or equivalent experience.

**Structured Query Language (SQL)****CIS 251, 5 Credits**

Covers topics in Structure Query Language (SQL) including statements such as select, update, insert, delete, create. Emphasis on the ability to extract, update and maintain databases using SQL. Prerequisite: CIS 250 with a minimum grade of 2.5 or equivalent experience.

**Fundamentals of Database Implementation & Admin.****CIS 252, 5 Credits**

Overview of database management systems, implementation and administration of databases, logical and physical schemas, data security, database architectures and the roles of database administrators. Prerequisite: CIS 251 with a minimum grade of 2.5 or instructor's permission.

**Application Development Tools****CIS 253, 5 Credits**

Introduction to application development using MS-Access. Includes development of tables, forms, queries, reports, macros, and menus needed to support the application. Prerequisite for CIS 234. Prerequisite: CIS 250 and CMPSC 115 or concurrent enrollment, with minimum grades of 3.0 or equivalent experience.

**Special Topics****CIS 255, 5 Credits**

New topics and technologies in computer information systems are presented. Topics change from quarter to quarter, may include operating systems, networks, application and web development.

**Data Warehousing Fund****CIS 256, 5 Credits**

Introduction to concepts for business and IT professionals. Covers design, development and use of data warehouses for business decisions. Addresses terminology, architectural and management considerations. Prerequisite: CIS 250 with a minimum grade of 3.0 or equivalent experience.

**Introduction to XML****CIS 260, 5 Credits**

Topics include how XML is used in Web sites and data storage applications, XSL, incorporating style with XSL and CSS, Namespaces, DTDs and Schemas. Prerequisite: CIS 100 and CIS 114 with minimum grades of 3.0 or equivalent experience.

**DB Procedures/Functions****CIS 265, 5 Credits**

Students learn to create functions using procedural programming languages, store functions, and call functions. Includes creating using, modifying stored procedures and functions within a RDBMS. Students learn control structures of a database programming language. Prerequisite: CIS 251 with a minimum grade of 3.0.

**Advanced Application Developer****CIS 267, 5 Credits**

Covers: Creating form-based applications for entry and manipulation of data, creating forms in client-server and web environments, principles of effective form design, usability, managing data integrity, testing and debugging scripts, and database connectivity. Prerequisite: CIS 253 with a minimum grade of 2.5 or equivalent experience.

**DB Report Development****CIS 268, 5 Credits**

Students design and build custom web-based and paper reports using database query and reporting tools. Students will

retrieve, manipulate and visually display data using simple and complex reporting formats and publish database output for a variety of business purposes. Prerequisite: CIS 251 and CIS 253, each with a grade of at least 2.5 or equivalent experience.

**LAN Administration****CIS 270, 5 Credits**

Covers hardware and software requirements for Local Area Networks in business. Students plan for and implement a Windows 2003 Server and several applications. LAN admin tasks covered include permissions, security, operation, management, maintenance and troubleshooting. Prerequisite: CIS 125 and CIS 171 with minimum grades of 2.5 or equivalent experience.

**Linux +****CIS 271, 5 Credits**

Provides hands on training in installation, configuration, operation, management, basic networking security and troubleshooting in the Linux operating system. Maps to and provides prep in CompTIA's Linux + Certification Exam. Prerequisite: CMPS 132 with a grade of at least 2.5 or equivalent experience.

**Digital Forensics I****CIS 272, 5 Credits**

Covers basic procedures and methodologies for digital forensics. Acquisition, identification and analysis of evidence, documentation strategies, FAT file system, manual and automated analysis tools, and working as an expert witness. Maps to the CSFA certification. Prerequisite: CIS 116 or CIS 125 or equivalent experience.

**Digital Forensics II****CIS 273, 5 Credits**

Covers advanced topics. NTFS, registry, event logs, internet history, and creating analysis reports. Students will be introduced to processes for conducting testing and verification. Each student will process multiple cases from start to finish. Maps to the CSFA certificate. Prerequisite: CIS 272 with a minimum grade of 2.5 or equivalent experience.

## Introduction to Network Security

### CIS 274, 5 Credits

Topics include communication, infrastructure, operational and organizational security, underlying principles used to secure networks, security technologies, intrusion detection, authentication, and cryptography basics. Maps to Security+ exam. Prerequisite: CIS 171 and CIS 200, with minimum grade of 2.5 or equivalent experience.

## Host System Security I

### CIS 275, 5 Credits

In-depth coverage of the following Win 2K security features: Active Directory, Kerberos 5, smartcards, IPSec and PKI. Students will learn how to plug security holes, authenticate users, defend against attacks and add security practices into administrative tasks. Prerequisite: CIS 274 or concurrent enrollment in CIS 270 or CEN 264 each with a minimum grade of 2.5 or equivalent experience.

## Host System Security II

### CIS 276, 5 Credits

Covers Linux Host security including extended attributes and Access Control Lists, limiting access to services and preventing DOS attacks, secure authentication, auditing servers, detecting hacking and recovery. Prerequisite: CIS 271 with a minimum grade of 2.5 or equivalent experience.

## Security Implementation I

### CIS 277, 5 Credits

Topics include analyzing network traffic and vulnerability of various protocols, responding to attacks on FTP, HTTP, DNS, HTTPS and SSH. Advanced attack detection using network and host based intrusion detection systems. Prerequisite: CIS 274 with a minimum grade of 2.5 or equivalent experience.

## Security Implementation II

### CIS 278, 5 Credits

Topics include: planning, configuring and implementing firewalls, proxy servers and web filtering. The use of log consolidation tools will also be covered. Prerequisite: CIS 277 or concurrent enrollment with a minimum grade of 2.5 or equivalent experience.

## Designing Network Security

### CIS 279, 5 Credits

Projects include: Analyzing various networks and business needs and designing and defending appropriate corporate security policies, designing secure networks. Prerequisite: CIS 173 and CIS 278 each with minimum grade of 2.5 or equivalent experience.

## Career Planning

### CIS 280, 1 Credit

Focuses on jobs available to program graduates and the development of job search skills, including preparing resumes, cover letters, and interviewing techniques. Students apply for internships. Students must have earned 45 credits toward a computer information systems degree.

## Virtual Private Networks

### CIS 282, 5 Credits

Covers encrypted transfer of data across a public network, study VPN theory, implement VPN technologies, IPSec, PPTP, AAA, and perform cost analysis. Prerequisite: CIS 277 with a minimum grade of 2.5 or equivalent experience.

## Linux Server Security

### CIS 283, 5 Credits

Focuses on securing network services such as Apache, BIND, ProFTP, and securing mail, NTP and DHCP servers. Students will learn to protect networks and data with IPSec, OpenSSL, OpenSSH and GPG Encryption. Prerequisite: CIS 276 with a minimum grade of at least 2.5 or equivalent experience.

## CIS Internship

### CIS 291, 1-10 Credits

Students working toward the CIS degree, who are in the second year of their course work, receive on-the-job training in information systems. One credit for each 30 hours worked. Prerequisite: CIS 280 or concurrent enrollment.

## Database Technology Projects

### CIS 298, 1-5 Credits

Students are required to complete a project through proposal, design, development, implementation and deployment as approved by the instructor. All aspects of the dbTech degree will be applied. Students must have completed at least 25 credits toward

a certificate or degree program, or instructor permission.

## Special Projects

### CIS 299, 5 Credits

Credit is available with prior approval. Call (425) 640-1902.

## Computer Science

(425) 640-1902

<http://cs.edcc.edu>

## Computing Concepts

### CMPSC 101, 5 Credits

Introduction to computer science concepts. Topics include history of computing, computer hardware, operating systems, programming logic, Internet, data management, overview of programming languages, and social context and ethics of computing. Prerequisite: MATH 90 or CIS 114 with a minimum grade of 2.5 or permission of instructor.

## Introduction to Programming

### CMPSC 115, 5 Credits

Introduces students to programming using VB.NET. No previous programming experience is expected. Topics include designing, creating and debugging interactive, event-driven programs with a graphical user interface and developing problem-solving skills. Prerequisite: MATH 90 with a grade of 2.0 or higher, or CIS 114 with a grade of 2.0 or higher, or instructor's permission.

## Introduction to Windows

### Operating System

### CMPSC 120, 5 Credits

An introductory course covering current Windows Operating Systems. Includes command line, customization, disk and file management and optimization, system configuration and trouble shooting. Prerequisite: CIS 100 or BSTEC 130 with a grade of 2.0 or higher, or equivalent experience, or instructor's permission.

## Intermediate Windows

### Operating System

### CMPSC 121, 5 Credits

Topics include intermediate and advanced features of the Windows Operating System, with special attention given to the registry. S/U grade option. Prerequisite: CIS 125 or CMPSC 120 with a minimum grade of 2.5 or instructor's permission.



**Linux/Unix I****CMPSC 132, 5 Credits**

First of a two-quarter survey of Linux/Unix operations. Topics include general operating system functions/principles, Bourne/bash shells, basic commands for common system operations, Linux installation/setup. Computer experience highly recommended.

**Linux/Unix II****CMPSC 133, 5 Credits**

Second of a two-quarter survey of Linux/Unix operations. Topics include general operating system functions/principles, advanced commands, introduction to regular expressions and scripting. Prerequisite: CMPSC 132 with a minimum grade of 2.5 or instructor's permission.

**C/C++ Computer Programming I****CMPSC 142, 5 Credits**

Introduction to programming for students majoring in computer science, technical or engineering fields. Covers the fundamental syntax and constructs of the C/C++ programming languages and general concepts of object-oriented programming. Prerequisite: CMPSC 115 with a minimum grade of 2.5 or instructor's permission.

**C/C++ Programming II****CMPSC 143, 5 Credits**

Intermediate concepts of object oriented program design and implementation using the C++ language. Topics include class design, polymorphism, composition, and the general use of object oriented programming principles. Prerequisite: CMPSC 142 with a minimum grade of 2.5 or instructor's permission.

**C++ Programming III****CMPSC 144, 5 Credits**

Advanced concepts of object oriented programming using C++. Topics include the use of single and multiple inheritance, polymorphism, data structures, the Standard Template Library, and object oriented design techniques. Prerequisite: CMPSC 143 with a minimum grade of 2.5 or instructor's permission.

**C and C++ Review I****CMPSC 145, 5 Credits**

A review of the fundamental concepts of the C and C++ languages. Topics include

program flow constructs, functions, references and pointers, operator overloading, file I/O, classes, and object oriented design. Prerequisite: Previous programming experience in C, C++ or Java or departmental permission.

**Java Programming I****CMPSC 151, 5 Credits**

Introduction to Java programming. Topics include basic Java syntax, data types, control structures, methods, object representation using classes, graphics, Applets and arrays, all within a framework of general object oriented programming principles. Prerequisite: CMPSC 115 or equivalent with a minimum grade of 2.5 or instructor's permission.

**Java Programming II****CMPSC 152, 5 Credits**

Intermediate Java programming. Topics include graphical user interface design, AWT and Swing packages, layout managers, event handling, exceptions, composition and inheritance, and recursion, all within a framework of general object oriented principles. Prerequisite: CMPSC 151 or equivalent with a minimum grade of 2.5 or instructor's permission.

**Java Programming III****CMPSC 153, 5 Credits**

Advanced Java programming. Topics include Java implementation of inheritance, polymorphism and inheritance hierarchies, file and stream IO, networking, data structures and collections, multithreading, and database connectivity. Prerequisite: CMPSC 152 or equivalent with a minimum grade of 2.5 or instructor's permission.

**Introduction to Computer Game Development****CMPSC 161, 5 Credits**

Fundamentals of computer game programming, including a survey of computer game categories and platforms, major game components, an overview of the game development process, and an introduction to game graphics programming using the Windows API. S/U grade option. Prerequisite: one programming course with a minimum grade of 2.5 or instructor's permission.

**Graphics and Game Programming I****CMPSC 162, 5 Credits**

Introduction to the Microsoft DirectX game and graphics libraries and their use in the development of Windows based games, animation, and other graphics applications. Prerequisite: CMPSC 161 with a minimum grade of 2.5 or instructor's permission.

**Graphics and Game Programming II****CMPSC 163, 5 Credits**

Fundamental concepts used in 2D graphics and animation, as well as the techniques and tools needed to create a game application using the DirectX 2D graphics and animation library. Prerequisite: CMPSC 162 with a minimum grade of 2.5 or instructor's permission.

**Game Mathematics I****CMPSC 170, 5 Credits**

First of a two-course sequence. Introduction to the mathematical principles used to represent 2D and 3D space in game programming. Topics include sets, functions, polynomials, trigonometry, analytic geometry, and their application to computer game graphics and physics. Prerequisite: college algebra or department permission.

**Game Mathematics II****CMPSC 172, 5 Credits**

Second of a two-part sequence covering the mathematical principles used to represent 2D and 3D space in games. Topics include vectors, linear transformations, quaternions, analytic geometry, and their application to computer game programming. Prerequisite: CMPSC 170 with a minimum grade of 2.5 or department permission.

**Windows Programming Using C++ / SDK****CMPSC 173, 5 Credits**

The development of Windows application programs using C and C++ with an emphasis on creating Windows based graphics and animation frameworks. Prerequisite: CMPSC 142 with a minimum grade of 2.5 or instructor's permission. Concurrent enrollment in CMPSC 143 is recommended.

### 2D Game Development Project CMPSC 185, 5 Credits

Course covers techniques and tools used to create non-graphic game components such as joystick I/O, sound, video, networking, and artificial intelligence. Students integrate these components into a 2D game project. Prerequisite: CMPSC 161 or instructor's permission.

### 3D Graphics Animation CMPSC 194, 5 Credits

General principles of representing and animating 3D objects, and application to 3D computer animation. Students model, texture, animate, and render objects using Maya, a commercial animation software package, producing a final short animation sequence. Working familiarity with computers is recommended.

### Special Projects

#### CMPSC 199, 5 Credits

Special study to be arranged by student and supervising instructor. S/U grade option. Credit available with approval. Contact the department at (425) 640-1679.

### Game Physics

#### CMPSC 210, 5 Credits

Application of the laws of physics to the creation of computer games with physics-based realism. Prerequisite: MATH 132, CMPSC 143, and College Level Physics, each with a minimum grade of 2.5 or equivalent experience.

### Intermediate Visual Basic.NET

#### CMPSC 215, 5 Credits

Course introduces intermediate topics of visual program design and implementation using Visual Basic.NET. Topics include arrays, object-oriented programming, files and streams, error handling and debugging, SQL, database programming with ADO.NET, and multimedia. Prerequisite: CMPSC 115 with a minimum grade of 2.5 or instructor's permission.

### Advanced Visual Basic.NET Programming

#### CMPSC 216, 5 Credits

Introduces advanced topics of visual program design and implementation using Visual Basic.NET. Topics include database programming and SQL, ADO.NET, data structures and collections, ASP.NET and web services, and networking.

Prerequisite: CMPSC 215 with a minimum grade of 2.5 or permission of instructor.

### Internet Programming with .NET CMPSC 217, 5 Credits

Learn to design, program and deploy applications, web services, and components in an enterprise environment using the latest tools and languages supported by the .NET framework. Prerequisite: CMPSC 115 with a minimum grade of 2.5.

### Introduction to C#

#### CMPSC 225, 5 Credits

Introduces the C# programming language. Addresses the basic principles of object oriented programming using C#, and the development of Windows and Web programming applications. Prerequisite: CMPSC 115 or equivalent with a minimum grade of 2.5 or instructor's permission.

### UNIX Shell Programming

#### CMPSC 233, 5 Credits

An intermediate course that extends previous experience with the Bourne/bash shells to program scripts used to automate system administrative tasks. Topics include environment/user defined variables, branches, loops, menus, user interaction, and functions. Prerequisite: CMPSC 115 and CMPSC 133 or CMPSC 232 with a minimum grade of 2.5 or instructor's permission.

### Advanced UNIX: Perl

#### CMPSC 234, 5 Credits

An introduction to the Perl language and its use in UNIX operating system scripting. Topics include scalar, array/hash variables, control structures, formats, regular expressions, file and process input/output, subroutines, Perl's relationship to other languages. Prerequisite: CMPSC 133 or CMPSC 232 or instructor's permission.

### Telecommunications and Computer Networks

#### CMPSC 245, 5 Credits

A foundational, hands-on course working with network operating systems and local area networks. Designed to demystify personal computers as well as foster improved efficiency. Topics include: how data is transmitted and received, servers, clients, and packet communication.

General familiarity with personal computers is recommended.

### Special Topics

#### CMPSC 255, 5 Credits

Current topics of interest to students of computer science. Topics will change from quarter to quarter. Prerequisite: minimum of four computing-related courses.

### Introduction to 3D Graphics Programming

#### CMPSC 262, 5 Credits

Introduction to the fundamental concepts of 3D graphics and animation, including an investigation of the 3D rendering pipeline and the use of the Microsoft Direct 3D library to implement a working 3D application. Prerequisite: CMPSC 185 with a minimum grade of 2.5 or instructor's permission.

### Game Programming Seminar

#### CMPSC 270, 1-5 Credits

On-campus support for students taking online game programming courses. Involves a focused study of a variety of game programming topics, depending on the student's needs and under the instructor's guidance. Concurrent enrollment in another game programming class is recommended.

### 3D Game Programming I Directx

#### CMPSC 271, 5 Credits

First of a three-course sequence. Introduction to 3D game programming using the latest version of the Microsoft 3D API. Topics include a review of 3D mathematics, transformation pipeline, initializing Direct 3D, vertex and index buffers, an single and multi-texture effects. Prerequisite: CMPSC 143 or 145 or departmental permission. CMPSC 161 highly recommended.

### 3D Game Programming II Directx

#### CMPSC 272, 5 Credits

Second of a three-course sequence covering 3D game programming using the latest version of the Microsoft 3D API. Topics include camera management systems, texture compression, advanced texturing and alpha blending, loading GILES levels, and advanced 3D rendering techniques. Prerequisite: CMPSC 271 with a minimum grade of 2.5 or departmental permission.

**3D Game Dev III Directx****CMPSC 273, 5 Credits**

Third of a three-course sequence covering 3D game programming using the latest version of the Microsoft 3D API. Topics include D3DX meshes, progressive meshes, hierarchies, and frame based and mesh hierarchy based animation. Prerequisite: CMPSC 272 with a minimum grade of 2.5 or departmental permission.

**3D Game Programming II with OpenGL****CMPSC 274, 5 Credits**

Second of a two-course sequence covering 3D game programming using the latest version of the OpenGL API. Topics include advanced texturing techniques, animation, particle systems, shadows and reflections, and curved surface representations. Prerequisite: CMPSC 273 with a minimum grade of 2.5 or equivalent experience.

**3D Programming with OpenGL****CMPSC 275, 5 Credits**

Introduction to 3D game programming using the latest version of the OpenGL API. Course topics include 3D geometry, the transformation and lighting pipeline, and texturing and shading a 3D game world. Prerequisite: CMPSC 143 or 145 or departmental permission. CMPSC 271 recommended.

**Sony PS2 Linux Programming****CMPSC 280, 5 Credits**

Introduction to Playstation2 game programming using the Linux Kit for Playstation2. Topics include Linux installation and configuration, game development tools and techniques, graphics APIs, 3D geometry, shading and texturing, and game pad input. Prerequisite: Introductory C/C++ (CMPSC 142 or CMPSC 145) or equivalent experience.

**Artificial Intelligence for Game Developers****CMPSC 283, 5 Credits**

Data structures and algorithms used in computer game AI. Includes a discussion of the two most general aspects of game AI including pathfinding and decision making. Pathfinding topics include grid traversal and search algorithms, pathfinding with A\*, and waypoint networks. Decision making topics include

finite state machines, scripting, and squad level AI. Prerequisite: CMPSC 143 or 145 or departmental permission. CMPSC 161 and 271 highly recommended.

**3D Game Development Project****CMPSC 285, 5 Credits**

Application of basic 3D game concepts, techniques, and tools to the design and creation of a 3D game. Prerequisite: CMPSC 161 or instructor's permission.

**RealTime 3D Terrain Rendering****CMPSC 289, 5 Credits**

Introduction to the concepts of 3D landscape rendering. Topics include terminology, Rottger and ROAM algorithms, data structures, texture mapping, and lighting. Prerequisite: CMPSC 275.

**Introduction to Software Testing and Quality Assurance****CMPSC 290, 5 Credits**

Covers the fundamental concepts and techniques of software testing and quality assurance. Topics include goals of testing and quality assurance, classification of bugs, testing categories and techniques, test design, metrics and complexity. Prerequisite: CMPSC 115 with a minimum grade of 2.5 or instructor's permission.

**Game Testing****CMPSC 293, 5 Credits**

Commercial tools and techniques used for testing games, including testing using console company "technical checklist". For students wishing to embark on careers in game testing or expand existing testing skills to meet the specialized requirements of the game industry. Prerequisite: CMPSC 290 recommended or instructor's permission.

**Software System Design Project****CMPSC 298, 5 Credits**

A project course in which student teams complete a software project developed under the UNIX system. Prerequisite: CMPSC 234.

**Special Projects****CMPSC 299, 5 Credits**

Special study to be arranged by student and supervising instructor. S/U option. Credit available with approval. Contact the department at (425) 640-1679.

**Construction Industry Training**

(425) 640-1604

<http://cit.edcc.edu>**Core Construction Skills I****CIT 103, 4 Credits**

Lecture based instruction, field trips to construction sites, construction operations and safety videos, beginning hands-on construction experiences. Core construction skills such as blueprint reading, layout, and hazardous material safety. Receive OSHA 10 hour card. S/U grade only.

**Core Construction Skills II****CIT 104, 3 Credits**

Construction-related skills common to the construction industry. Identify construction materials, safely operate hand and power tools related to the construction trades. Layout and concrete forming, footing and foundations. S/U grade option. Prerequisite: CIT 103 or instructor's permission with OSHA 10 hour card.

**Structural Trades Equipment****CIT 105, 4 Credits**

Framing of building structures highlighting rough carpentry. Use power tools to frame floors, walls, windows and door openings. Layout stairs and rafters. S/U grade only. Prerequisite: CIT 103 and 104 or instructor's permission with OSHA 10 hour card.

**Electrical and Mechanical Trades****CIT 106, 3 Credits**

Emphasis is on the building trades involved in the interior of a structure, including but not limited to electrical and plumbing. Includes basic electrical theory, use Ohm's Law and build simple circuits, and basic plumbing applications. S/U grade only. Prerequisite: CIT 103 or instructor's permission.

**Mechanics and Heavy Equipment****CIT 107, 3 Credits**

Introduction to basic mechanics and auxiliary equipment such as pumps and air compressors. Learn to identify basic trouble modes and fundamental skills for operating various types of heavy equipment such as jackhammers, manlifts (scissors and boom types), and



backhoes. S/U grade only. Prerequisite: CIT 103 or instructor's permission with OSHA 10 hour card.

### Heavy Construction

#### CIT 108, 3 Credits

Emphasis on heavy commercial construction. Teamwork, tools and materials specific to laboring, carpentry, electrical, plumbing and iron working. S/U grade only. Prerequisite: CIT 103 or instructor's permission with OSHA 10 hour card.

### Finishes

#### CIT 109, 7 Credits

Insulation, drywall, painting, finish carpentry, tiling, flooring, and siding and all construction trades procedures used in the final stage of construction. Prerequisite: CIT 103 and 104 or instructor's permission with OSHA 10 hour card.

### Special Topics

#### CIT 155, 5 Credits

Course will provide instruction on different topics related to the construction industry field. Prerequisite: instructor's permission.

### Construction Internship

#### CIT 198, 1-5 Credits

Gain work experience skills while working in a professional or industry setting. Internship can be paid or unpaid.

## Construction Management

(425) 640-1026

<http://const.edcc.edu>

### Computers in Construction

#### CONST 100, 4 Credits

Practical introduction to computers and how they can be used in construction. Acquaints students with major components of computer hardware systems. Gives students opportunity to use computers for some common construction applications.

### Architectural Blueprint Reading I

#### CONST 141, 4 Credits

Introduction to reading and interpreting architectural drawings. Layout, terminology, graphic standards and drafting fundamentals. Emphasis on

how to locate information and cross reference with details, schedules, and specifications for clarification.

### Introduction to Surveying

#### CONST 145, 4 Credits

Mathematics, procedures, and concepts relevant to construction layout using measuring tape, eye-level and transit. Topics include principles of plane surveying, calculation of angles and distances, determination of elevations and heights, and layout of construction features. Legal descriptions, easements, covenants and conditions discussed. Prerequisite: Placement in MATH 080 and BSTEC 107 or instructor's permission.

### Special Topics

#### CONST 155, 5 Credits

Seminars on current issues in the construction industry.

### Materials and Methods

#### CONST 160, 3 Credits

An exploration of the relationship between design criteria, material selection, and methods of construction. Focus on the properties of common materials and the various construction techniques associated with them.

### Structural Concrete I

#### CONST 177, 4 Credits

Introduction to concrete technology. Provides knowledge of how concrete is manufactured, delivered, and handled at the construction site. Inspection and testing methods are covered. Benefits anyone responsible for the design, preparation, placement, and inspection of structural concrete.

### Mechanical Codes

#### CONST 180, 3 Credits

International mechanical codes in preparation for the ICC certification exam. Emphasis is on mechanical codes pertaining to installation and inspection practices. Prerequisite: placement in BRDGE 091 and MATH 060.

### Plumbing Codes

#### CONST 181, 3 Credits

Reviews current Uniform Plumbing Code to prepare students for the IAPMO Plumbing Inspector Certification examination. Emphasis on codes related

to installing and inspecting residential and commercial plumbing systems. Prerequisite: placement in BRDGE 091 and MATH 060.

### Electrical Codes I

#### CONST 182, 3 Credits

National Electrical Code for non-electricians. Basic circuits and Ohm's law applied using jobsite examples. Residential, commercial and industrial electrical systems compared. Students design a structure with conduit system and wire sizing conforming to code requirements. Prerequisite: BUS 130 or placement in MATH 080 or instructor's permission.

### Civil Construction

#### CONST 185, 4 Credits

Introduction to civil construction methods, materials, and inspections. Roads, storm drainage, water, and sewer systems are covered. WSDOT/APWA standard specifications and plans are studied. Conflict resolution is explored using negotiations case studies. Prerequisite: completion of BUS 130 or placement in MATH 080 or instructor's permission.

### Basic Estimating

#### CONST 200, 4 Credits

A detailed introduction to the world of construction estimating and bidding. Basic concepts, procedures, and terminology. Quantity take-off and pricing techniques. Scope of work issues and costs associated with the major components of a construction project. Prerequisite: CONST 141 or department head's permission.

### Commercial Estimating

#### CONST 201, 4 Credits

This advanced estimating course further develops the methods and procedures of estimating for application in commercial construction. Emphasis is placed on pricing through the utilization of bid forms, which are completed in connection with the estimate. Prerequisite: CONST 200 or instructor's permission.

**Scope and Quality Standards****CONST 220, 3 Credits**

Introduction to the use of contracts as a management tool. Investigate contract delivery systems and material assemblies to discover why they fail to perform up to expectations. Develop scopes of work and quality control standards for contracts. Prerequisite: placement in ENGL 100 or instructor's permission.

**Project Planning and Scheduling****CONST 230, 3 Credits**

Planning and scheduling of a construction project utilizing the critical path method (CPM). Learn how to develop and manipulate a computerized schedule for a construction project using MS Project application software. Prerequisite: concurrent enrollment in or completion of CONST 200 or instructor's permission.

**Autocad for Construction****CONST 241, 3 Credits**

Introduction to the fundamentals of architectural graphics and geometric construction in multiple views using computer aided drafting software. Prepares students for creating, reading, and communicating graphic images in electronic formats. Prerequisite: CONST 141 or instructor's permission.

**Safety and Accident Prevention****CONST 250, 3 Credits**

WISHA/OSHA regulations pertaining to the construction industry and how accidents can be prevented. Focus is on enhancing hazard recognition skills and knowledge of safe work practices. Learn how to develop work rules, communicate expectations, and make job-site safety inspections.

**Safety Plan Administration****CONST 251, 3 Credits**

Emphasis on job site safety and potential liability for general contractors. Management systems, procedures, and documentation that address WISHA requirements and provide a safe working environment. Effective integration of safety into management systems is stressed. Prerequisite: CONST 250 or instructor's permission.

**Project Management****CONST 260, 3 Credits**

Management concepts and techniques relevant to construction project organization, supervision, and inspection. Communication systems, contract documents, record keeping, dispute resolution, quality assurance, and schedule management are covered. Prerequisite: CONST 200 and 250 or instructor's permission.

**Advanced Computers for Construction****CONST 266, 4 Credits**

Focus on industry standard construction exercises utilizing computers to generate project costs. Advanced spreadsheet design, word-processing, databases, and Timberline Precision Estimating software is presented. Prerequisite: CONST 100 and 200. Recommended: Adequate keyboarding (20-30 wpm).

**Structural Design I****CONST 270, 4 Credits**

Beginning structural requirements for frame construction including review of engineering algebra, dead and live loads of buildings, forces and stresses, moments and reactions, types of beams, kinds of loads, shear and bending moments and engineering notations. Prerequisite: MATH 080 or placement in MATH 090 or instructor's permission.

**Building Codes I****CONST 280, 3 Credits**

Introduction to the International Building Code and applicable parts of the IRC. Covers content, format, and application of building code. Definitions, administration, general requirements, occupancy classification, types of construction, fire and safety requirements.

**Building Codes II: Interpretation****CONST 281, 3 Credits**

An in-depth study of the relationships between occupancy classification, types of construction, location on property, exiting requirements, and fire resistive standards. Interpretation of the International Building Code and applicable parts of the IRC. Prerequisite: CONST 280.

**Building Codes III: Inspection****CONST 282, 3 Credits**

A study of building inspection including masonry, concrete, wood, steel construction, glazing, excavation, grading, special inspection of residential and commercial building. Application of the International Building Code and applicable parts of the IRC. Prerequisite: CONST 280.

**Co-op Work Seminar****CONST 292, 1 Credit**

Career-related class designed to assist students in developing their employment objectives and exploring career options. Prerequisite: concurrent enrollment in CONST 293 and department head's permission.

**Co-op Work Experience****CONST 293, 1-5 Credits**

Students complete a career-related work assignment in the community, coordinated by the college and the employer, to provide on-the-job training and learning experiences. Prerequisite: concurrent enrollment in CONST 292 and department head's permission.

**Special Projects****CONST 299, 1-5 Credits**

Individual projects in construction oriented study to give exposure to practical construction problems and everyday operations in areas of particular interest to the student. Requires departmental approval.

**Counseling Psychology**

(425) 640-1593

<http://ccls.edcc.edu>

**Personality and Communication****COPSY 101, 3 Credits**

Learn how personality differences impact communication in work and personal relationships. Develop knowledge and techniques for increased understanding and improved speaking and listening skills. Uses personality inventory and group interaction for practicing new skills.

**Special Topics****COPSY 155, 5 Credits**

Focuses on current issues and concerns in counseling psychology. Topics include career and personal development,

interpersonal relationships, problem-solving and self-esteem development.

### Special Topics

#### **COPSY 255, 5 Credits**

Focuses on current issues and concerns in counseling psychology. Topics include career and personal development, interpersonal relationships, problem-solving and self-esteem development.

## Culinary Arts

(425) 640-1644

<http://clart.edcc.edu>

### Culinary Arts Orientation

#### **CLART 100, 2 Credits**

Introduction to hospitality, culinary arts program and industry. Includes safety, sanitation, knife cuts, commercial equipment, ratios/weights/measures and service skills. Prerequisite: registration by entry code only; o obtain code from faculty adviser. Placement into MATH 060 or BUS 130 and BRIDGE 093.

### Principles of Cooking

#### **CLART 101, 5 Credits**

Introduction to fundamentals of professional cooking; including food service history, contemporary menu understanding and development, professional terminology, cooking methods and ingredient identification.

### Procurement

#### **CLART 103, 2 Credits**

Provides student with standards, USDA grading, principles, and procedures for purchasing food, beverages, supplies, and equipment used in the food service industry. Field trips are an integral part of this course. Be prepared to arrive and depart from sites on your own.

### Introduction to Catering

#### **CLART 105, 2 Credits**

Introduction to processes of on-site and off-site caterings. Emphasis will be placed on developing culinary knowledge, planning skills, business skills and event design. Prerequisite: placement into BRDGE 093 or EAP 100 or instructor's permission.

### Cost Analysis

#### **CLART 111, 3 Credits**

Provides experience in the cashiering and money handling in a restaurant

operation. As well as introduction to the P.O.S. system, with data entry consisting of menu and personnel. Tracking food costs. Prerequisite: CLART 100.

### Purchasing/R & S

#### **CLART 112, 3 Credits**

Provides experience with purchasing, ordering, supplier selection and relations, receiving, storing, inventory issuing of products, correct product handling and product security. Prerequisite: CLART 100.

### Quantity Cooking Lab I

#### **CLART 121, 2 Credits**

Production skills for quantity food preparation, cafeteria style meals including mise en place, vegetable and starch preparation, pizza production, safety and sanitation. Prerequisite: CLART 100.

### Food Preparation

#### **CLART 122, 3 Credits**

Intermediate production cooking skills and methods for meats, fish, poultry, and vegetarian items. Emphasis on portioning, recipe writing, and advance cooking methods. Prerequisite: CLART 100 and 121.

### Pantry Preparation I

#### **CLART 131, 2 Credits**

Introduces students to smoking, charcuterie, salad preparation, basic dressing and variations. Garnishing, product identification and hand tool use are stressed. Prerequisite: CLART 100.

### Pantry II

#### **CLART 132, 3 Credits**

Advances the student to the level of Garde Manager, cold food, hot appetizer production with an emphasis on smoking and charcuterie as well as introduces initial supervisory skills with students. Prerequisite: CLART 100 and 131.

### Food Server I

#### **CLART 141, 2 Credits**

Provides the basic knowledge of restaurant service in a full service dining atmosphere, service sequence, technique, tray service, bussing, side work, room set-up, and guest relations are covered.

### Food Server II

#### **CLART 142, 3 Credits**

Second of three service courses designed to provide students with an intermediate knowledge of service and sales techniques. To carry out the full responsibility as a professional food server in the commercial restaurant. Prerequisite: CLART 141.

### Food Server III

#### **CLART 143, 3 Credits**

Provides the student with an advanced knowledge of service and sales. Introduction to tableside service and working as a Section Lead. Prerequisite: CLART 142.

### Quantity Cooking Lab II

#### **CLART 151, 3 Credits**

Primary saute skills to produce dishes using meat, poultry, egg, vegetarian and seafood in fine dining applications. Proper portioning techniques and beginning skills in plate diagramming. Prerequisite: CLART 100, 101 and 121.

### Special Topics

#### **CLART 155, 5 Credits**

Specialized courses/seminars in Culinary Arts. Instructor's permission required.

### Stocks, Soups & Sauces I

#### **CLART 161, 3 Credits**

Provides student with basic knowledge and skills for soups, stocks, and base sauce production. Prerequisite: CLART 100 and 101.

### Stocks, Soups & Sauce II

#### **CLART 162, 3 Credits**

Production of classic and modern sauces. Advanced use of herbs, spices, wines, and liquors in complex sauces. Includes skills in inventory control and production planning, as well as initial supervisory skills. Prerequisite: CLART 161.

### Hot and Cold Sandwich Preparation

#### **CLART 181, 2 Credits**

Introduction to quantity cooking in a cafeteria style setting in hot/cold sandwich cookery, salad prep, pizza production and vegetable cutting. Some line work will be introduced. Prerequisite: CLART 100.



### Individual Project in Culinary Arts

#### CLART 198, 1-5 Credits

Study of student-selected project or approved experiences in the culinary arts field. Instructor's permission required.

### Restaurant Operations

#### CLART 205, 5 Credits

An in-depth study of the functions and operations of a food service business. Feasibility, cost containment techniques, and marketing/ promotion as well as corporate structure and functions are covered. Field trips are an integral part of this course. Be prepared to arrive and depart from sites on your own.

### Food Service Nutrition

#### CLART 206, 3 Credits

Detailed contemporary knowledge of nutrition for today's food service industry needs including menu and recipe analysis.

### Food Service Sanitation

#### CLART 207, 2 Credits

Detailed contemporary knowledge of sanitation as related to the food service industry needs of today, including procedures for kitchen inspection and WACCP. Upon completion, students will receive a five-year manager certification.

### Control Systems

#### CLART 213, 3 Credits

Structured to provide the student with first hand experience in consideration for the proper tracking and analysis of costs. Computer control using basic files within the P.O.S. system. Prerequisite: CLART 111.

### Supervision

#### CLART 214, 2 Credits

Focuses on professionalism and leadership skills in all areas of the food service operations on campus. Includes supervising and introduction to motivation techniques, handling difficulties, and controlling restaurant operations. Prerequisite: CLART 204.

### Food Preparation Lead

#### CLART 224, 3 Credits

Advanced production cooking skills and methods for meats, fish, poultry and vegetarian items. Emphasis on classical cuisine methods,

organizational and management skills. Prerequisite: CLART 123.

### Saute Production

#### CLART 252, 3 Credits

Intermediate saute skills using meat, poultry, seafood, and vegetarian dishes of contemporary cuisine. Emphasis on speed with fine dining presentation. Advanced pan sauce development using wines, liquors, herbs, and spices. Prerequisite: CLART 151.

### Saute Production Lead

#### CLART 253, 3 Credits

Development of advanced saute' station's organizational skills with emphasis on mise en place, plate diagrams, garnishing and supervision. Prerequisite: CLART 252.

### Bread Production

#### CLART 260, 3 Credits

Covers quick breads, yeast breads, specialty breads, understanding of ingredient functions and characteristics. Selection of proper equipment, correct scaling, baking and finishing of products stressed. Prerequisite: CLART 100.

### Pastry and Dessert Preparation

#### CLART 261, 3 Credits

Introduction to basic and advanced mixing methods, chocolate work, piping methods and batter preparation, correct squaring, baking and finishing of products stressed. 'Plateup' and storage of 'full service' desserts implemented. Prerequisite: CLART 100.

### Maitre d'

#### CLART 291, 2 Credits

Provides the student with experience functioning as a dining room manager. Guest relations, leadership, decoration/ room design and marketing will be stressed in addition to an overview of beverages in the hospitality industry. Prerequisite: CLART 244.

### Sous Chef I

#### CLART 292, 2 Credits

Emphasis on supervision, training, administration, and communications in culinary arts operations involving starch, vegetable, and salad production. Development of entree and/or main course items will be assigned. Prerequisite: CLART 224 and 253.

### Sous Chef II

#### CLART 293, 2 Credits

Emphasis on supervision, administration, and communications in culinary arts operations involved with classical cuisine preparations of entrees, main courses, sauces, and soups as well as starches, vegetables, and salads. Prerequisite: CLART 292.

### Sous Chef III

#### CLART 294, 2 Credits

Emphasis on supervision, administration and communications in culinary arts operations. Refining supervisory skills with operational responsibility of entire kitchen operation. Prerequisite: CLART 293.

### Special Topics

#### CLART 255, 5 Credits

Seminars of current interest in the culinary arts field. Instructor's permission required.

### Work Experience Seminar

#### CLART 295, 1 Credit

For students enrolled in Supervised Work Experience. Monitoring development of proper attitudes and behaviors necessary in food service industry. S/U grade only. Prerequisite: instructor's permission and concurrent enrollment in CLART 296.

### Supervised Work Experience

#### CLART 296, 1-4 Credits

Experience in occupational settings in the hospitality fields, students develop realistic expectations and a better understanding of the work environment while they acquire industry experience and references. Credits earned depend upon number of hours worked. S/U grade only. Prerequisite: concurrent enrollment in CLART 295.

### Individualized Project in Culinary Arts

#### CLART 298, 1-5 Credits

Study of student-selected project or approved experiences in the field of Culinary Arts. Prerequisite: Instructor's permission.

## Dance

(425) 640-1560

### Dance for Musical Theater

**DANCE 125, 2 Credits**

Training in fundamental movements, steps and dance styles used in musical theatre choreography.

## Diversity Studies

(425) 640-1104

<http://divst.edcc.edu>

### Introduction to Diversity Studies-CD

**DIVST 100, 5 Credits**

Introduction to the issues, concepts, theories and research of diversity studies. Topics include race, class, gender, oppression/suppression, ethnicity, and privilege. Prerequisite: Placement into ENGL 100.

### African-American History to 1865-CD

**DIVST 117, 5 Credits**

Examines the African-American historical experience from its West African origins through the end of the Civil War, emphasizing those individuals, groups, movements, events, issues, and ideas that shaped early African-American civilization. Prerequisite: Placement in ENGL 100.

### African-American History from 1865-CD

**DIVST 118, 5 Credits**

Examines the African-American historical experience from the end of the civil war through the present, emphasizing those individuals, groups, movements, events, issues and ideas that shaped modern African-American civilization. Prerequisite: Placement in ENGL 100.

### Survey of Visual Arts-CD

**DIVST 120, 5 Credits**

A survey of the visual arts and architecture, focusing on artistic elements, design and function in different eras, cultures, and traditions.

### Race and Ethnic Relations-CD

**DIVST 125, 5 Credits**

The study of past and present relations between race and ethnic groups in North America and the effects of immigration on these relations. Focus on causes, forms, and consequences of race and ethnic inequality as well as on resistance strategies. Prerequisite: Eligibility for ENGL 100.

### American Religious Diversity-CD

**DIVST 130, 5 Credits**

Diversity of American religious experiences from historical and cultural perspectives, including the interaction between globalization, immigration, ethnicity, and culture in American Indian, Western, and Eastern traditions. Prerequisite: Placement in ENGL 100.

### Northwest Coast Cultures-CD

**DIVST 140, 5 Credits**

Students study origins, development, and variation of Northwest Coast cultures through archaeological remains, ethnographic records, oral histories, and mythology. Research topics include potlatch, whaling, fishing rights, religion, sovereignty, casinos, art, and ecotourism. Prerequisite: Placement in ENGL 100.

### Special Topics in Social Science-CD

**DIVST 156, 5 Credits**

Course deals with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science distribution requirement in Social Science.

### Special Topics in Humanities-CD

**DIVST 157, 5 Credits**

Course deals with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science distribution requirement in Humanities.

### Special Topics-General Electives-CD

**DIVST 160, 5 Credits**

Workshop and course deal with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science general electives.

### Special Topics-Professional Technical-CD

**DIVST 161, 5 Credits**

Course deals with diversity-related issues in professional and technical areas.

### Lectures and Events-CD

**DIVST 165, 1-5 Credits**

Credit for attending college events (lectures, seminars, workshops, performances) that meet the diversity studies department criteria. Required verification of attendance and completion of specific projects. (425) 640-1579. Departmental advising needed.

### Diversity Event Production-CD

**DIVST 166, 1-5 Credits**

Under supervision of a faculty advisor, students earn credit for involvement in planning and implementing college-sponsored arts and cultural events that promote and support diversity.

### Individual Project in Diversity Studies-CD

**DIVST 198, 1-5 Credits**

Selection, design, and completion of a project in the field of diversity studies. Student consults with faculty member in all aspects of the project. Prerequisite: Instructor's permission.

### Introduction to Women's Studies-CD

**DIVST 200, 5 Credits**

Introduction to methods/concepts of interdisciplinary field of women's studies. Examines historical/cultural constructions of gender, race, class, sexuality. Includes women's histories/identities, families/work, body politics/health, sexuality, violence, creativity, empowerment, resistance. Prerequisite: Eligibility for ENGL 100.

### North American Indians-CD

**DIVST 210, 5 Credits**

Native North American culture from arrival on the continent through today. Traditional societies, under colonization, and as contemporary societies. Examination of current laws, policies, and conflicts including land and fishing claims, sovereignty, and religious rights.

**Francophone Cultures-CD****DIVST 215, 5 Credits**

Course will survey the history, culture, geography, and current political climate of selected French-speaking communities, including, but not limited to, Haiti, Quebec, Louisiana, North Africa, and West Africa. Prerequisite: ENGL 100 with a 2.0 or higher or placement in ENGL 105.

**Special Topics in Social Science-CD****DIVST 256, 5 Credits**

Course deals with diversity-related issues. Topics vary. Credits count towards the Associate of Arts and the Associate of Science distribution requirement in Social Science.

**Special Topics in Humanities-CD****DIVST 257, 5 Credits**

Course deals with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and Associate of Science distribution requirement in Humanities.

**Special Topics-General Electives-CD****DIVST 260, 5 Credits**

Workshop and course deal with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science general electives.

**Special Topics-Professional Technical-CD****DIVST 261, 5 Credits**

Course deals with diversity-related issues in Professional and Technical areas.

**Individual Project in Diversity Studies-CD****DIVST 298, 1-5 Credits**

Selection, design, and completion of a project in the field of diversity studies. Student consults with faculty member in all aspects of the project. Prerequisite: Instructor's permission.

**Early Childhood Education**

(425) 640-1612

<http://ece.edcc.edu>**S.T.A.R.S. CHILDCARE BASICS****ECE 102, 2 Credits**

Provides the opportunity to deepen an understanding of specific areas related to health and safety, child development, guidance, and child abuse recognition. This course satisfies the basic 20-hour S.T.A.R.S. Washington State licensing training requirement. S/U grade option.

**Applied Child Development for Early Childhood Education****ECE 110, 4 Credits**

Examines major child development theories that are the basis of professionally defined best practices at the early childhood (birth-8) level. Investigates key theories from an application and educational perspective for teachers of young children. S/U grade option.

**Introduction to Early Childhood Education****ECE 115, 5 Credits**

Examines the world of early childhood education through the eyes of a teacher, defines and assists the process of professional growth and investigates critical issues influencing the quality of early childhood education. S/U grade option.

**Health, Nutrition and Safety****ECE 117, 3 Credits**

Applies learning of health, nutrition and safety to an early childhood program for young children within a developmental framework for the well-being of children. S/U grade option.

**Workshop in Early Childhood Education****ECE 134, 2 Credits**

Consists of three full-day seminars during the quarter with a special focus on topics of current interest in the early childhood field. Instructors are recognized early childhood professionals with a high level of expertise and experience on their topic. S/U grade option.

**Special Topics****ECE 140, 5 Credits**

Workshops for educators who are employed in an early childhood setting. Course content and design will vary each quarter. S/U grade only.

**Movement, Drama and Music Experiences****ECE 143, 2 Credits**

Provides an experiential base for the use of movement, drama, and music in the education of young children. Focus is on skill development and the importance of planning these areas into a curriculum. S/U grade option.

**Special Topics****ECE 155, 5 Credits**

An introductory level workshop in early childhood education. Course content and design will vary each quarter. S/U grade only.

**Using Computers in Early Childhood Education****ECE 170, 3 Credits**

Examines the role of computers and software in the education of young children. Identifies appropriate teaching strategies based on professionally defined guidelines. No previous computer experience required. S/U grade option.

**Early Childhood Field Practicum****ECE 208, 5 Credits**

Field based course to further growth as an early childhood professional. A variety of learning experiences are carried out for the children and practicum students. Focus is on application of concepts from previous ECE coursework. S/U grade option. Registration by entry code only. Obtain code from department adviser.

**Early Childhood Practicum****ECE 209, 5 Credits**

Field based course to further growth as an early childhood professional. A variety of learning experiences are carried out for the children and practicum students. Focus is on application of concepts from previous ECE coursework. S/U grade option. Registration by entry code only. Obtain code from department adviser.



**Early Childhood Practicum****ECE 210, 5 Credits**

Field based course to further growth as an early childhood professional. A variety of learning experiences are carried out for the children and practicum students. Focus is on application of concepts from previous ECE coursework. S/U grade option. Registration by entry code only. Obtain code from department adviser.

**Foundations of Curriculum Development****ECE 216, 4 Credits**

Obtain theoretical and practical understanding of planning appropriate curriculum models for children ages 2 to 8 years. Students learn to create a program that supports individual and group development and interests. S/U grade option.

**Observing, Recording and Assessment****ECE 217, 3 Credits**

Learn the skills for observation of children, documentation, and interpretation of development for assessment of growth and planning of curriculum. S/U grade option.

**Positive Guidance****ECE 218, 3 Credits**

Gain knowledge and skills in positive guidance techniques that support the growth and development of young children. Students learn effective strategies that encourage children's self-control and successful behaviors. S/U grade option.

**Working with Children with Special Needs****ECE 234, 3 Credits**

Introduction to working with the young child with differing abilities. Focuses on educational methods in providing an inclusionary environment which enriches the education of children with and without special needs. S/U grade option.

**Creative Expression Activities for Young Children****ECE 236, 3 Credits**

Learn to plan experiences that allow children to express their creative ideas and feelings. Focuses on strategies and understanding of the creative process. S/U grade option.

**Concept Development****ECE 237, 3 Credits**

Gain understanding to plan and implement experiences that will foster young children's development of mental concepts and thinking skills. Students strengthen teaching strategies for encouraging intellectual growth. S/U grade option.

**Social Competence-CD****ECE 238, 4 Credits**

Provides knowledge and skills in children's social development within the cultural context of the child, family and community. Students learn educational practices that respect relationships and support competence in a diverse classroom and community. S/U grade option.

**Language, Literacy and Literature-CD****ECE 239, 4 Credits**

Learn how young children develop language and literacy skills. Exploration of children's literature is the foundation of activities and curriculum that integrates language with beginning reading and writing concepts in a culturally diverse society. S/U grade option.

**Strategies for Teaching Young Children****ECE 241, 3 Credits**

An advanced class in defining personal teaching strategies through self-assessment, reflection and experiences in the primary elements of an early childhood program that are consistent with professionally identified best practices. S/U grade option. Prerequisite: ECE 115, 208, 216 and 237, or instructor's permission.

**Parent-Teacher Partnerships****ECE 243, 3 Credits**

Gain knowledge of the importance of parent-teacher partnerships in the education of young children. Students will develop skills in building relationships, supporting families and enhancing parent involvement in early childhood programs. S/U grade option.

**Infant and Toddler Education****ECE 248, 3 Credits**

Introduction to the care and education of infants and toddlers. Students will gain knowledge about development,

appropriate environments and relationships that support healthy development in these foundational years. S/U grade option.

**Activities for Infants and Toddlers****ECE 249, 3 Credits**

Explore teaching strategies and activities that support infant and toddler growth and development. Focus is placed on developing skills to plan an engaging and caring environment. S/U grade option.

**Special Topics****ECE 255, 5 Credits**

Advanced workshop in early childhood education. Course content and design will vary each quarter. S/U grade option.

**Leadership in Early Childhood Education****ECE 280, 4 Credits**

Explore leadership development in early childhood programs. Develop skills in collaboration, team building, decision-making and advocacy for children and families. S/U grade option.

**Individual Project in Early Childhood Education****ECE 298, 1-5 Credits**

Study of student-selected project or approved experiences in the field of early childhood education. Course may be repeated for a maximum of 10 credits. Prerequisite: instructor's permission required. S/U grade option.

**Economics**

(425) 640-1560

<http://econ.edcc.edu>

**General Economics****ECON 120, 5 Credits**

Survey of economic principles applied to a wide range of social problems. Domestic markets, government intervention, inflation, and the global economy are all considered.

### **American Economic History-CD** **ECON 130, 5 Credits**

The American economy is examined through the historical perspective of more than four hundred years. Capitalist development and cultural diversity are emphasized throughout the course. Topics include growth, war, immigration, equity, public policy, business cycles and globalization.

### **The World Economy-CD** **ECON 140, 5 Credits**

A comparative study of economic decision-making, income distribution, functioning, and performance of the world's principal mixed, socialist, and emerging economies. Central planning is contrasted with market outcomes and other available alternatives. Prerequisite: placement in ENGL 100 and placement in MATH 060.

### **Global Economic Development-CD** **ECON 150, 5 Credits**

The structure and functioning of the world's less developed economies are studied through both a historical context and the contemporary balance of power. A diversity of readings and case studies are used to illustrate sources of inequality and discontent, which have led to instability and conflict in the global economy.

### **Special Topics**

#### **ECON 155, 5 Credits**

Covers broad variety of special topics which extend beyond the customary reach of existing courses. Emphasis devoted to issues involving globalization, health care, agriculture, and political economy. Opportunities for further economics research may also be available. Prerequisite: placement in ENGL 100.

### **Microeconomic Principles**

#### **ECON 201, 5 Credits**

Study of optimization behavior by consumers, producers, and government in the global marketplace. Resource allocation, exchange, and income distribution are all related to personal incentives. Prerequisite: completion of MATH 90 with at least a 2.0 and placement in ENGL 105.

### **Macroeconomic Principles**

#### **ECON 202, 5 Credits**

Study of the national economy in terms of aggregate spending, money supply, and foreign trade. Various theories are put forth to explain business cycles in the U.S. and world economy. Prerequisite: completion of MATH 90 with at least a 2.0 and placement in ENGL 105.

### **Special Topics**

#### **ECON 255, 5 Credits**

Covers broad variety of special topics which extend beyond the reach of existing courses. Prerequisite: placement in ENGL 100.

## **Education**

(425) 640-1615

### **Introduction to Education**

#### **EDUC 101, 5 Credits**

Introductory education course that involves students in the real issues of schooling, skills and knowledge that they will need to be successful professionals. Course is organized around elements that are central to teaching and learning in the K-12 education system.

### **Educational Experiences in Elementary and Secondary Schools**

#### **EDUC 195, 1-3 Credits**

Gain beginning experience, knowledge and skills working with students in educational settings in on-site one-on-one and small group participation at an elementary or secondary school. Coursework will be done in consultation with college instructor and school personnel.

### **Special Topics**

#### **EDUC 255, 5 Credits**

Classes, workshops or seminars of current interest in education.

## **Engineering**

(425) 640-1862

<http://enr.edcc.edu>

### **Engineering Orientation**

#### **ENGR 100, 3 Credits**

Designed to give students an overview of engineering and technology careers, various engineering disciplines,

and engineering transfer schools.

Prerequisite: ENGL 100.

### **3-Dimensional Visualization/Computer Aid Design**

#### **ENGR 101, 5 Credits**

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 of design conceptualization and communication. Prerequisite: placement into MATH 090.

### **Innovation in Design**

#### **ENGR 108, 5 Credits**

Course explores the role of creativity, teamwork, and communication in promoting innovative engineering design. Students develop their knowledge and skills in all three areas through a series of hands-on projects and reflective activities. Prerequisite: ENGL 105 and MATH 090 both with a grade of 2.0 or higher.

### **Fundamentals of Problem Solving**

#### **ENGR 110, 2 Credits**

Introduction to modern techniques in the solution of engineering problems. Prerequisite: placement into MATH 151 or instructor's permission.

### **Special Topics**

#### **ENGR 155, 5 Credits**

Study of special topics in the field of engineering.

### **Engineering Statics**

#### **ENGR 210, 5 Credits**

Newton's laws of motion applied to structures at rest and with no acceleration. Topics covered are vectors, forces, moments, equilibrium, 3D structures, trusses, frames, machines, friction, moment of inertia. Prerequisite: ENGR 110 and placement in MATH 152.

### **Introduction to Electrical Engineering**

#### **ENGR 215, 5 Credits**

Introduction to electrical engineering. Basic circuit and systems concepts. Resistors, sources, capacitors, inductors, and operational amplifiers. Solutions of first- and second-order linear differential

equations associated with basic circuit forms. Prerequisite: MATH 152 and PHYS 202 each with a grade of 2.0 or higher.

### **Introduction to Mechanics of Materials**

#### **ENGR 220, 5 Credits**

Introduction to the mechanics of solids, strain and deformation, and stress-strain relationships. Load-carrying capability of elements under tension, compression, torsion, bending, and shear forces. Prerequisite: ENGR 210 and MATH 152 each with a grade of 2.0 or higher.

### **Engineering Dynamics**

#### **ENGR 230, 5 Credits**

Principles of dynamics, including Newton's Laws. Analysis of the equations of motion of particles and rigid bodies, kinematics, dynamics, impulse, momentum, work and energy. Prerequisite: ENGR 210 and MATH 152 each with a grade of 2.0 or higher.

### **Introduction to Technical Writing**

#### **ENGR 231, 5 Credits**

Principles of organizing, developing, and expressing technical information and ideas into writing. Report forms, headings, style, tone, illustrations, word processing, and graphics. Prerequisite: ENGL 105 or equivalent with a grade of 2.0 or higher.

### **Special Topics**

#### **ENGR 255, 5 Credits**

Study of special topics in the field of engineering.

## **English**

(425) 640-1560

<http://engl.edcc.edu>

### **Introduction to College Writing**

#### **ENGL 100, 5 Credits**

Introduction to college-level expository writing, including various rhetorical modes of essay development. Emphasis on thesis development, essay organization, argumentation, critical reading and clarity of expression, with attention to incorporation of source material. Prerequisite: Accuplacer placement, essay placement, or permit from Bridge or EAP.

### **Analytic Writing**

#### **ENGL 105, 5 Credits**

Analysis of basic human issues as presented in literature. Emphasis on analytic reading, writing and discussion, and on development of argumentative essays based on textual analysis, with attention to style, audience and documentation. Prerequisite: Accuplacer placement, essay placement, or the college's ENGL 100 with a grade of 2.0 or higher.

### **Vocabulary and Word Origins**

#### **ENGL 112, 5 Credits**

Language study stressing vocabulary development through investigation of word parts, particularly those from Latin and Greek, inspection of kinds and levels of meaning, and discussion of dictionary skills, appropriate usage, and spelling patterns.

### **The Literary Experience**

#### **ENGL 115, 5 Credits**

This class explores ways that writers portray human experience in their short stories, poems and plays. Through class discussions, lectures and creative responses, students will gain a deeper understanding and appreciation of literary works. Prerequisite: placement in ENGL 100 or instructor's permission.

### **Introduction to Current Authors**

#### **ENGL 125, 5 Credits**

Exploration and interpretation through discussion of works written during the past thirty years. Prerequisite: Placement in ENGL 100 or instructor's permission.

### **Introduction to the Ancient World**

#### **ENGL 140, 5 Credits**

Overview of the ancient world of Greece and Rome through its literature. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

### **Creative Writing: Non-Fiction**

#### **ENGL 141, 5 Credits**

Exploration of several forms of creative non-fiction, including memoir and literary journalism. Students will read contemporary writers in the field and explore the genre through their own writing projects. Workshop format. Prerequisite: placement in ENGL 105.

### **Creative Writing: Non-Fiction II**

#### **ENGL 142, 5 Credits**

Exploration of several forms of creative non-fiction, including memoir and literary journalism. Students will read contemporary writers in the field and explore the genre through their own writing projects. Workshop format. Prerequisite: ENGL 141 or instructor's permission.

### **Creative Writing: Poetry I**

#### **ENGL 151, 5 Credits**

An introduction to writing poetry, both formal and free verse. Students will read and critique the work of contemporary poets to become familiar with the genre as well as write their own poems. Workshop format. Prerequisite: completion of ENGL 100 with a 2.0 or higher grade or placement in ENGL 105.

### **Creative Writing: Poetry II**

#### **ENGL 152, 5 Credits**

An introduction to writing poetry, both formal and free verse. Students will read and critique the work of contemporary poets to become familiar with the genre as well as write their own poems. Workshop format. Prerequisite: completion of ENGL 151 or instructor's permission.

### **Special Topics**

#### **ENGL 155, 5 Credits**

Topics and seminars of current interest in English. Prerequisite: instructor's permission. Contact the English department.

### **Women's Writings in the Modern Era-CD**

#### **ENGL 160, 5 Credits**

Explores from both male and female perspectives historically controversial topics that emerged in women's writings in the 20th century, such as birth control, sexual identity, marriage, motherhood, madness, educational opportunities, workplace roles and voting rights. Prerequisite: placement in ENGL 100 or instructor's permission.

### **Creative Writing: Fiction I**

#### **ENGL 161, 5 Credits**

An introduction to writing fiction, with an emphasis on the short story. Students will read and critique the work of contemporary fiction writers as well as write their own short stories. Workshop format. Prerequisite: placement in ENGL 105.



**Creative Writing: Fiction II****ENGL 162, 5 Credits**

An introduction to writing fiction, with an emphasis on the short story. Students will read and critique the work of contemporary fiction writers as well as write their own short stories. Workshop format. Prerequisite: completion of ENGL 161 or instructor's permission.

**Literature of the American West****ENGL 165, 5 Credits**

Explores myths and realities of the American West through writing by authors from diverse backgrounds. Prerequisite: placement in ENGL 105.

**Popular Literature Past and Present****ENGL 170, 5 Credits**

Study of popular genres, such as Science Fiction, Mystery, and Gothic, written by culturally diverse authors from the 19th century through the present. Prerequisite: placement in ENGL 100 or instructor's permission.

**Writing Plays****ENGL 171, 5 Credits**

An introduction to playwriting with an emphasis on the one-act play. Includes an historical overview of playwriting, reading one-act plays, and exploring the genre through writing assignments and a final project. Workshop format. Prerequisite: placement in ENGL 105.

**Sports in Literature****ENGL 185, 5 Credits**

Exploration of literary themes relating to sports. Focus is on the individual's struggle against nature, role within society and capacity for self-knowledge as presented by classical and modern authors. Prerequisite: placement in ENGL 100 or instructor's permission.

**Individual Project in English****ENGL 198, 1-5 Credits**

Selection, design and completion of project in the field of English. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: instructor's permission.

**Special Projects****ENGL 199, 1-5 Credits**

Contact the English department. Prerequisite: permission of the instructor

and project approval of the division dean.

**Research Writing****ENGL 205, 5 Credits**

Focus on advanced analytic reading, writing, and discussion, the research process, and academic documentation, culminating in a major research paper. Especially suited for humanities and social science majors. Prerequisite: completion of ENGL 105 or college-certified equivalent with a grade of 2.0 or higher.

**American Literature: First Contact and Beyond****ENGL 244, 5 Credits**

Early writings from first contact with Europeans to the outbreak of the Civil War. Prerequisite: ENGL 105 or instructor's permission.

**American Literature: Evolving Nationhood****ENGL 245, 5 Credits**

Writings from the Civil War to World War I. Prerequisite: ENGL 105 or instructor's permission.

**American Literature: Strength and Disillusionment****ENGL 246, 5 Credits**

Writings from the 'Roaring Twenties' to the assassination of President Kennedy. Prerequisite: ENGL 105 or instructor's permission.

**Special Topics****ENGL 255, 5 Credits**

Topics and seminars of current interest in English. Prerequisite: Instructor's permission. Contact the English department.

**Shakespeare****ENGL 265, 5 Credits**

A study of selected plays by Shakespeare, including historical and cultural context. Prerequisite: ENGL 105 or instructor's permission.

**Topics in Pre-Twentieth Century Literature: Seminar****ENGL 275, 5 Credits**

In-depth discussion of varying topics in literature prior to the twentieth century, which may include studies of specific literary figures, schools, critical approaches or literary types. Contact

the English department. Prerequisite: ENGL 105, 115, or 125 or instructor's permission.

**Topics in Twentieth Century Literature: Seminar****ENGL 276, 5 Credits**

In-depth discussion of varying topics in twentieth century literature, which may include studies of specific literary figures, schools, critical approaches or literary types. Consult the English department. Prerequisite: ENGL 105, 115, or 125 or instructor's permission.

**Individual Project in English****ENGL 298, 1-5 Credits**

Selection, design and completion of project in the field of English. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: instructor's permission.

**Special Projects****ENGL 299, 1-5 Credits**

Contact the English department. Prerequisite: Permission of the instructor and project approval of the division dean.

**English as a Second Language****(425) 640-1478****<http://abeesl.edcc.edu>****English as a Second Language Level 1****ESL 005, 13 Credits**

Beginning class for students who are not yet literate in English. Students work on development of sound/sign correspondence, word and sentence level literacy, pronunciation, simple sentence structure and basic conversation skills. S/U grade only.

**English as a Second Language Level 2****ESL 010, 13 Credits**

Requires some literacy in English. Students learn to understand, pronounce, read and write common vocabulary in simple sentences that reflect real life situations. S/U grade only.

### English as a Second Language Level 3A

#### ESL 015, 13 Credits

High level class that assumes literacy in English. Students learn to understand, read, write and speak about familiar topics and their current lives.

S/U grade only.

### English as a Second Language Level 3B

#### ESL 020, 8 Credits

Low intermediate level class. Students learn to understand, read, write and speak about past experiences and events.

S/U grade only.

### English as a Second Language Level 4

#### ESL 025, 8 Credits

Intermediate level class. Students increase reading, writing, listening and speaking skills in familiar subject areas.

S/U grade only.

### English as a Second Language Level 5

#### ESL 030, 8 Credits

Low advanced level class. Students learn increasingly sophisticated language that allows them to interact and negotiate independently in real life situations.

S/U grade only.

### English as a Second Language Level 6

#### ESL 035, 8 Credits

Advanced level class. Students learn more effective and analytical language skills that allow them to succeed in academic, vocational and community settings. S/U grade only.

### English as a Second Language Level 6

#### ESL 036, 8 Credits

High intermediate class in which students work on listening, speaking, reading and writing as well as on exploring their roles as workers, members of family, and members of community. S/U grade only.

### English as a Second Language Skills Lab

#### ESL 043, 2.5 Credits

A multi-level language skills lab designed to reinforce reading, writing, listening

and speaking skills learned in literacy, beginning and low intermediate level ABE ESL classes. S/U grade only.

### English as a Second Language Language Lab

#### ESL 044, 2.5 Credits

Multi-level language lab in which computers and multimedia are used to facilitate English language acquisition and computer literacy. The materials used reinforce reading, writing, listening, and speaking skills. S/U grade only.

## Environmental Science

(425) 640-1679

<http://envsc.edcc.edu>

### Environmental Science

#### ENVSC 100, 5 Credits

Combines information from biology, chemistry, physics, and geology to stress a scientific approach towards understanding the nature and scope of current environmental issues.

Prerequisite: placement into both MATH 090 and ENGL 105.

### Special Topics

#### ENVSC 155, 1-5 Credits

Topics of interest to students majoring in math, science, or engineering. Requires study groups, course and career planning, and working well with faculty.

### Special Projects

#### ENVSC 199, 5 Credits

Individual projects in environmental science.

### Special Projects

#### ENVSC 299, 5 Credits

Individual projects in Environmental Science.

## English for Academic Purposes

(425) 640-1478

<http://eap.edcc.edu>

### Pronunciation

#### EAP 094, 2 Credits

Instruction to improve pronunciation by working with the recognition and production of English vowels and consonants, basic stress and intonation patterns and common reductions found in natural, relaxed speech.

### Read/Write For College English I

#### EAP 097, 5 Credits

Useful for non-native English speakers who need to further language skills, especially in reading and writing.

Reading is at a pre-college, Vocabulary expansion, practical writing tasks and a focus on grammar enhance student potential for success. Students can take EAP 97 for 5 credits and EAP 99 for 5 credits instead of EAP 98 for 10 credits.

### Interactions in English

#### EAP 098, 10 Credits

Useful for non-native speakers who need to further language skills, especially in reading and writing. Vocabulary expansion, practical writing tasks and a focus on grammar enhance student potential for success. Students must show their permits or placement test results to their instructor on the first day of class.

### Read/Write for College English II

#### EAP 099, 5 Credits

For non-native English speakers who need communication skills and college success strategies to begin college courses with confidence. Students will be assessed on college-level reading, writing, grammar, and vocabulary. Students can take EAP 99 for 5 credits and EAP 101 for 5 credits instead of EAP 100 for 10 credits.

### Communication for College

#### EAP 100, 10 Credits

For non-native English speakers who need communication skills and college success strategies to begin college courses with confidence. Students will be assessed on college-level reading, writing, grammar, and vocabulary. Students must show their permits or placement test results to their instructor on the first day of class.

### College Reading and Writing

#### EAP 101, 5 Credits

For non-native speakers of English in college courses who need stronger skills to succeed. Online EAP 101 includes reading, vocabulary, summary-writing, grammar and group discussion. EAP 101 is an option for students who have a permit in EAP 100 or who have completed 99. Prerequisite: instructor's permission or EAP 99.

### **Oral Communication: Academic and Workplace**

#### **EAP 104, 5 Credits**

Learn oral communication skills for the classroom and workplace, including pronunciation, conversation, listening, presentation, and group interaction skills. Understand concepts of intercultural communication. Prerequisite: placement in EAP 100. Students must show their permits or placement test results to their instructor on the first day of class.

### **Verbs for College Success**

#### **EAP 106, 3 Credits**

For non-native English speakers who need to improve their use of verbs in writing in order to succeed in college level writing. Prerequisite: EAP 100.

### **Word Forms for College Success**

#### **EAP 108, 2 Credits**

For non-native English speakers who need to improve their use of word forms in order to succeed in college level writing. Prerequisite: EAP 100.

### **Composition for College-CD**

#### **EAP 121, 5 Credits**

For non-native English speakers planning to take college English courses or classes requiring extensive writing. Focus is on essay form and organization, advanced grammar and collaborative learning. Students must show their permits or placement test results to their instructor on the first day of class.

### **College Editing**

#### **EAP 131, 5 Credits**

Provides non-native speakers of English with class and individual work to improve sentence-level grammar within a paragraph. Students keep records of their errors, focus on their grammar needs and work on variety and accuracy of sentence structures. Students must show their permits or placement test results to their instructor on the first day of class.

## **Family Life Education**

(425) 640-1665

<http://fled.edcc.edu>

### **Parent-Infant Program**

FLED 010, 2 Credits

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Toddler**

FLED 011, 2 Credits

Parents and toddlers attend class together once a week. Class includes parent discussion, observation, and activities with the toddlers. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Two Year Olds**

FLED 012, 3 Credits

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Three Year Olds**

FLED 013, 3 Credits

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Four Year Olds**

FLED 014, 3 Credits

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Variation on Co-op Model**

FLED 015, 3 Credits

Alternative approach Parenting Education classes affiliated with special organizations. Learning is related to child development, family life education, leadership skills, community resources, and adult participation in program. Curriculum is individualized per group.

### **Parent-Infant Program**

FLED 020, 2 Credits

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Toddler**

FLED 021, 2 Credits

Parents and toddlers attend class together once a week. Class includes parent discussion, observations, and activities with the toddlers. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Two Year Olds**

FLED 022, 3 Credits

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Three Year Olds**

FLED 023, 3 Credits

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Four Year Olds**

FLED 024, 3 Credits

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities



with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Variation on Co-op Model**

#### **FLED 025, 3 Credits**

Alternative approach Parenting Education classes affiliated with special organizations. Learning is related to child development, family life education, leadership skills, community resources, and adult participation in program. Curriculum is individualized per group.

### **Parent-Infant Program**

#### **FLED 030, 2 Credits**

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Toddler**

#### **FLED 031, 2 Credits**

Parents and toddlers attend class together once a week. Class includes parent discussion, observation, and activities with the toddlers. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Two Year Olds**

#### **FLED 032, 3 Credits**

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Three Year Olds**

#### **FLED 033, 3 Credits**

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Four Year Olds**

#### **FLED 034, 3 Credits**

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Variation on Co-op Model**

#### **FLED 035, 3 Credits**

Alternative approach Parenting Education classes affiliated with special organizations. Learning is related to child development, family life education, leadership skills, community resources, and adult participation in program. Curriculum is individualized per group.

### **Parent-Infant Program**

#### **FLED 040, 2 Credits**

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Toddler**

#### **FLED 041, 2 Credits**

Parents and toddlers attend class together once a week. Class includes parent discussion, observation, and activities with the toddlers. Topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Two Year Olds**

#### **FLED 042, 3 Credits**

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Three Year Olds**

#### **FLED 043, 3 Credits**

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities

with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education/Parents and Four Year Olds**

#### **FLED 044, 3 Credits**

Parents attend the laboratory class one day a week with their child and evening parent meetings. Class includes parent discussion, observation, and activities with the children. Discussion topics will be chosen in the areas of child development and family life.

### **Parenting Education**

#### **FLED 045, 3 Credits**

Alternative approach Parenting Education classes affiliated with special organizations. Learning is related to child development, family life education, leadership skills, community resources, and adult participation in program. Curriculum is individualized per group.

### **Special Topics**

#### **FLED 155, 5 Credits**

Classes and workshops with special focus on topics of current interest in the family life education field. S/U grade option.

### **Selected Topics/Family Life**

#### **FLED 180, 3 Credits**

Specialized courses/seminars focusing upon concerns related to family relationships and parenting. Variety of formats: lecture/discussion, workshops, seminars. Title, course content, and design vary depending upon specific focus. S/U grade option.

### **Individual Project in Family Life Education**

#### **FLED 198, 1-5 Credits**

Study of student selected topics of approved experiences in the field of family life education. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: instructor's permission.

### **Family Life Education Workshop**

#### **FLED 209, 3 Credits**

Workshops with special focus on topics of current interest in the family life education field. S/U grade option.

### Special Topics

#### FLED 255, 5 Credits

Classes and workshops with special focus on topics of current interest in the family life education field. S/U grade option.

### Individual Project in Family Life Education

#### FLED 298, 1-5 Credits

Study of student selected topics of approved experiences in the field of family life education. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: instructor's permission.

## Family Support Studies

(425) 640-1163

<http://fss.edcc.edu>

### Family Development

#### FSS 100, 1 Credit

Exploration of Family Development as a sustainable route to healthy self-reliance. Through experiential activities and applied practice, the class introduces concepts developed by Cornell University. S/U grade option.

### Taking Care of Yourself

#### FSS 101, 1 Credit

Introduces worker self-care and stress management as a means to delivery of empowering services to families. Develop a personal vision for work, support system, and stress management and wellness program. Uses family development curriculum developed by Cornell University. S/U grade option.

### Family Goal Setting

#### FSS 102, 0.5 Credits

Explore building mutually respectful relationships with families to promote change through goal setting. Identify effective outreach strategies, assist building of families strengths vs dependency on services. Includes boundaries, confidentiality and ending relationships. S/U grade option.

### Communicating with Skill and Heart

#### FSS 103, 1 Credit

Learn to express yourself clearly and listen effectively. Emphasis on building rapport through use of respectful communication. Alternative

communications are briefly explored. Uses family development curriculum developed by Cornell University. S/U grade option.

### Diversity

#### FSS 104, 1 Credit

Offers opportunities to explore and define impact of culture and cultural competence in individual work with diverse families. Uses family development curriculum developed by Cornell University. S/U grade option.

### Strength-Based Assessment

#### FSS 105, 1 Credit

Offers opportunities to explore and define use, explore techniques, and extensions of strengths-based assessment in individual work with families. Addresses issues of confidentiality and barriers to success. Uses family development curriculum developed by Cornell University. S/U grade option.

### Home Visiting

#### FSS 106, 0.5 Credits

Offers opportunities to explore and define use, explore techniques, and extensions of home visits in individual work with families. Includes issues of safety and work with CPS and DV. Uses family development curriculum developed by Cornell University. S/U grade option.

### Helping Families Access Specialized Services

#### FSS 107, 1 Credit

Offers opportunities to explore and define use, explore techniques, and extensions of accessing specialized services in individual work with families. Uses family development curriculum developed by Cornell University. S/U grade option.

### Facilitating Family Conferences

#### FSS 108, 1 Credit

Offers opportunities to explore and define use, explore techniques, and extension of family conferences, support groups, and community meetings in work with families. Develop parent leadership. Uses family development curriculum developed by Cornell University. S/U grade option.

### Collaboration

#### FSS 109, 1 Credit

Offers opportunities to explore and define use, explore techniques, and extension of collaboration in work with families and communities. Uses family development curriculum developed by Cornell University. S/U grade option.

### Special Topics

#### FSS 155, 5 Credits

Workshops with special focus on topics of current interest in the family support field. Topics will vary each quarter. S/U grade option.

### Introduction to Family Support

#### FSS 175, 3 Credits

Students learn to create partnerships with families, explore and apply concepts of empowerment to personal experiences and work environments, and demonstrate knowledge and skills in family support. Includes field study.

### Parent Development-CD

#### FSS 185, 3 Credits

Explore theory of parent development & practice different approaches of delivering parenting information (home visiting, classes, support groups) that are culturally respectful of families. Includes parent leadership, group process & curriculum development. Field study.

### Home Visiting Skills

#### FSS 186, 2 Credits

Enhance skills and techniques for effective home visiting in various settings and age groups. Includes building relationships, setting goals and documentation, safety and ethics, and observation and personal skill assessment. Field study.

### The Art of Collaboration

#### FSS 195, 3 Credits

Develop and practice collaboration skills to work with families, service providers and community organizations. Identify services for families and providers who best serve families in their communities. Field study.

### Individual Project in Family Support

#### FSS 198, 1-5 Credits

Study of student selected topics of approved experiences in the field of family

support. Courses may be repeated for a maximum of 10 credits. S/U grade option.

### Leadership

#### FSS 210, 3 Credits

Study and practice leadership in diverse workplace and community settings. Develop skills to work with families and community leadership, and develop parent leadership. Includes decision-making, conflict management, initiating change and personal assessment. Field study.

### Family Systems-CD

#### FSS 215, 3 Credits

Apply ecological perspective of human development of family support practices. Examine family development in context of their environments: family, neighborhood, community and systems and values. Use observation, case and field study and goal setting.

### Pre-Practicum Seminar

#### FSS 219, 1 Credit

Prepare for practicum in FSS 220. Includes tasks and activities for enrollment in FSS 220 the following quarter. Prerequisite: requires department approval. Permit code required.

### Family Support Field Practicum

#### FSS 220, 1-5 Credits

Apply, refine and expand knowledge and skills learned in previous courses. Demonstrate competencies in communication, cultural competence, promoting partnerships, working with families, building community, and helping families identify their own strengths and goals. Permit code required.

### Special Topics

#### FSS 255, 5 Credits

Workshops with special focus on topics of current interest in the family support field. Topics will vary each quarter. S/U grade option.

### Individual Project in Family Support

#### FSS 298, 1-5 Credits

Study of student selected topics of approved experiences in the field of family support. Courses may be repeated for a maximum of 10 credits. S/U grade option.

## Fashion Merchandising

(425) 640-1604

<http://business.edcc.edu>

### Introduction to Fashion Design

#### FASHD 104, 5 Credits

Explore the field of apparel design and manufacturing. Learn about the apparel design industry and its relationship to other branches of the fashion industry. Emphasis of the course will be a macro view of the industry and a micro view of apparel construction and the identification of quality.

### Fibers and Fabrics

#### FASHD 110, 5 Credits

Designed to familiarize students with fiber qualities and characteristics, fabric construction and usage, and quality care standards. Develop methods for identifying fibers and fabric and their practical application in the industry.

### Social/Psychological Aspects of Clothing

#### FASHD 274, 3 Credits

The study of social, psychological, economic and cultural factors which influence dress in our society. An in-depth examination of contemporary patterns of dress and value judgments based on the clothes we wear. An analysis of the concept of fashion change and a study of clothing as a form of non-verbal communication.

### Careers in Retail and Fashion

#### FASHM 100, 1 Credit

Discover all the exciting jobs in the retail and fashion fields, from merchandising to design, from retail buying to production, and manufacturing to sales. Learn the requirements to enter into the field of fashion and the skills to acquire a satisfying career.

### Introduction to Fashion Merchandising

#### FASHM 105, 5 Credits

This course gives students an understanding of how the manufacturing, wholesaling, and retailing industries interrelate. Specific areas of fashion will be covered including women's, men's, children's, accessories, and cosmetics. Career opportunities will be a focus of the course.

### Special Topics

#### FASHM 155, 5 Credits

Classes, workshops or seminars of current interest in fashion. S/U grade option.

### Visual Merchandising

#### FASHM 207, 5 Credits

Examine the creative field of visual merchandising and its importance to the retail and fashion industries. Develop skills in evaluation and implementation of visual merchandising concepts. The key elements covered include merchandising, principles and elements of design, terminology, and evaluation.

### Professional Image

#### FASHM 220, 3 Credits

Gaining successful employment is often a matter of presenting and marketing yourself professionally. Develop a professional image by acquiring skills in business etiquette, personal/professional development, wardrobing, business situation analysis and self-development.

### Special Topics

#### FASHM 255, 5 Credits

Classes, workshops or seminars of current interest in fashion. S/U grade option.

### Special Projects

#### FASHM 299, 1-5 Credits

Individual projects in fashion merchandising and related topics. By arrangement and permission of a business management department faculty adviser. S/U grade only. Credit available from the business management department.

## French

(425) 640-1560

<http://forln.edcc.edu>

### Basic French Grammar Lab

#### FRNCH 100, 2 Credits

An English grammar course for students taking FRNCH 101. Basic grammar and comparative analysis of French and English. Concurrent enrollment in FRNCH 101 is required.

### Elementary French

#### FRNCH 101, 5 Credits

Introduction to spoken French. Elementary conversation, pronunciation, reading and composition. Language practice on Blackboard.



**Elementary French****FRNCH 102, 5 Credits**

Continuation of FRNCH 101.

Conversation, composition, reading of graded texts and culture. Language practice on Blackboard. Prerequisite: FRNCH 101 or instructor's permission.

**Elementary French****FRNCH 103, 5 Credits**

Continuation of FRNCH 102. Advanced conversation, composition, reading of graded texts and culture. Language practice on Blackboard. Prerequisite: FRNCH 102 or instructor's permission.

**Individual Project in French****FRNCH 198, 1-5 Credits**

Study of student-selected project or approved work in the field of intermediate to advanced French study. S/U grade option. Prerequisite: instructor's permission.

**Intermediate French****FRNCH 201, 5 Credits**

Review of French grammar and expansion of writing and conversation. Readings and videos on language and culture included. Prerequisite: FRNCH 103 or college equivalent or instructor's permission.

**Intermediate French****FRNCH 202, 5 Credits**

A continuation of FRNCH 201. A review and expansion of French grammar with an emphasis on writing and conversation. Readings and videos on language and culture included. Prerequisite: FRNCH 201 or equivalent or instructor's permission.

**Intermediate French****FRNCH 203, 5 Credits**

A continuation of FRNCH 202. A review and expansion of French grammar with an emphasis on writing and conversation. Readings and videos on language and culture included. Prerequisite: FRNCH 202 or equivalent or instructor's permission.

**Francophone Cultures-CD****FRNCH 210, 5 Credits**

Course will survey the history, culture, geography, and current political climate of selected French-speaking communities, including, but not limited to, Haiti, Quebec, Louisiana, North Africa

and West Africa. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

**Individual Project in French****FRNCH 298, 1-5 Credits**

Study of student-selected project or approved work in the field of intermediate to advanced French study. S/U grade option. Prerequisite: instructor's permission.

**General Equivalency Degree (GED)**

(425) 640-1593

<http://ged.edcc.edu>

**Basic GED Preparation****GED 009, 10 Credits**

Individualized and small group instruction: includes practicing for the official GED tests in writing, social studies, science, literature, and math. Prepares student for advanced level GED instruction. Must be reading at 9th grade level and be competent in basic math.

**Advanced GED Preparation****GED 010, 10 Credits**

Class prepares students for the five GED tests. Instruction is both individual and group. Emphasis is on reading, writing, math, social studies, science, and preparation for college or employment.

**Geography**

(425) 640-1560

<http://geog.edcc.edu>

**Introduction to Geography****GEOG 100, 5 Credits**

Study of the natural and human environment around the world including resources, climates, populations, states, cultures, and how they interrelate and affect us. Prerequisite: placement in ENGL 100.

**Geography of Europe****GEOG 140, 5 Credits**

Study of the physical, cultural, economic, political and other environments in Europe with a focus on the development of the European Union. Prerequisite: placement in ENGL 100.

**Economic Geography****GEOG 207, 5 Credits**

Study of the world's economic regions, concepts and issues such as the impact of technology on future careers, the European Union's common currency, the rise of China as a superpower, the Persian Gulf's 'black gold' and other important matters. Prerequisite: placement into ENGL 100.

**Geology**

(425) 640-1679

**Geology****GEOG 100, 5 Credits**

Introduction to physical geology including the origin, composition and structure of the earth and the processes that generate landscapes. Prerequisite: placement in both MATH 090 and ENGL 105.

**German**

(425) 640-1560

<http://forln.edcc.edu>

**Basic German Grammar Lab****GERM 100, 2 Credits**

For students taking GERM 101. Basic grammar and comparative analysis of German and English. Concurrent enrollment in GERM 101 is required.

**Elementary German****GERM 101, 5 Credits**

Introduction to spoken German. Elementary conversation, pronunciation, reading, composition and culture. See GERM 100 above.

**Elementary German****GERM 102, 5 Credits**

Continuation of 101. Conversation, composition, reading, and culture. Prerequisite: GERM 101 or instructor's permission.

**Elementary German****GERM 103, 5 Credits**

Continuation of 102. Conversation, composition, reading, and culture. Prerequisite: GERM 102 or instructor's permission.

**Introduction to German Culture-CD****GERM 220, 5 Credits**

Survey of past and present German culture, including literary and artistic

accomplishments and social and political developments. Explores Germany's increasingly diverse population and Germany's relationship to its European neighbors and to the United States. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

## Health

(425) 640-1655

### Contemporary Health Issues

**HLTH 100, 3 Credits**

Research and exploration of social and personal health issues. Behavioral influence and individual decision presented in written argument and group discussion.

### Emergency Response/CPR

**HLTH 105, 4 Credits**

The American Red Cross First Aid Emergency Care program with CPR and Emergency Response certification for the citizen and professional rescuer. Former First Aid training is not required. The fee is for Red Cross certification. S/U grade option.

### Special Topics

**HLTH 155, 5 Credits**

Classes, workshops or seminars of current interest in this field.

### Emergency Response/ Recertification

**HLTH 205, 2 Credits**

The American Red Cross Emergency Response review program with CPR and Emergency Response certification for the citizen and professional rescuer. Twenty hours of selected trauma experiences to be reviewed. The fee is for Red Cross certification. S/U grade option.

### Health and Ethnic Diversities

**HLTH 250, 5 Credits**

The dynamics of a changing health environment influencing social and personal adaptations will be researched to improve our awareness, appreciation and understanding of behavioral differences nurtured by ethnicity and a multicultural society. Prerequisite: ENGL 105.

### Special Topics

**HLTH 255, 5 Credits**

Classes, workshops or seminars of current interest in this field.

## High School Completion

(425) 640-1593

<http://ahs.edcc.edu>

### Introduction to Astronomy

**ASTRO 051, 5 Credits**

Introduces the nature of space and the celestial objects that inhabit it. Explores our solar system and our place in it. Direct observation of the night sky will be integral part of the course. Counts toward high school science credit.

### Issues In Human Biology

**BIOL 050, 5 Credits**

A study of current issues in human biology, focusing on several human life processes, such as mobility, digestion, respiration, circulation, nervous system integration, and reproduction. A review of basic chemistry is included to allow study of basic physiology.

### Integrating Learning

**BRDGE 055, 5 Credits**

Introductory communications course to develop reading, writing, and critical thinking strategies for use in adult high school classes. Counts toward high school English credit.

### EDCAP Strategies for Success

**EDCAP 095, 5 Credits**

Introductory course for Edmonds Career Access Program (EdCAP) students beginning their first quarter at Edmonds Community College. Students will develop a peer support system and explore and identify learning and educational goals. Prerequisite: successful completion of EdCAP orientation.

### EDCAP Strategies for Success II

**EDCAP 096, 5 Credits**

Second quarter course in the EdCAP series to further develop skills and relationships. Prerequisite: EdCAP 095 with a grade of 2.0 or higher.

### Global Science Issues

**ENVSC 051, 5 Credits**

Lab science course that explores current global environmental issues. An emphasis placed on problem solving and personal responsibility and action. Counts toward high school science credit.

### Pacific Northwest Science Issues

**ENVSC 053, 5 Credits**

A lab science course that explores current environmental and ecological issues in the Pacific Northwest with a focus on the interrelationships between humans, plants, and animals. Counts toward high school science credit.

### Civics In Action

**HIST 030, 5 Credits**

Participation in various activities that promote understanding of government at all levels. Emphasis on rights and responsibilities of citizenship.

### U.S. History I

**HIST 032, 5 Credits**

Examination of selected issues and topics in U.S. history from pre-colonial times through the Civil War. Counts toward high school U.S. history credit or contemporary world problems credit.

### U.S. History II

**HIST 033, 5 Credits**

Examination of selected issues and topics of U.S. history from post Civil War to the present. Counts toward high school U.S. history credit.

### Contemporary World Issues I

**HIST 034, 5 Credits**

Study of U.S. foreign policy issues and their impact on other countries. Counts toward high school contemporary world problems credit.

### U.S. Contemporary Issues II

**HIST 035, 5 Credits**

Study of relevant topics affecting U.S. domestic policy including education, the environment, constitutional rights, crime, and the economy.

### Modern United States History

**HIST 041, 5 Credits**

Examination of historical, social, political and economic developments of the U.S. from 1900 to the present. Counts toward high school U.S. history credit or contemporary world problems credit.

### Issues in United States History

**HIST 044, 5 Credits**

Students discuss and analyze selected issues in U.S. history. Counts toward U.S. history or contemporary world problems credit.

**Current Issues in the Pacific NW****HIST 049, 5 Credits**

Exploration of current political, environmental, social and economic issues impacting the Pacific Northwest. Counts toward Washington State History or contemporary world problems credit.

**Special Projects****HIST 099, 1-5 Credits**

Individual projects in high school completion history and contemporary world problems by arrangement and permission of the instructor. Credit available with approval. Contact the division at (425) 640-1493.

**Arithmetic****MATH 040, 5 Credits**

Review of addition, subtraction, multiplication and division of whole numbers, fractions, decimals and integers; ratios and proportions; percentages; applications; order of operations; problem solving and math success skills.

**Introduction to Algebra****MATH 060, 5 Credits**

Covers basic operations on signed numbers, solution of linear equations, exponents and fractions. Includes review of some properties and operations of arithmetic. Intended for students who have had little or no algebra. Prerequisite: ability to do basic arithmetic, or appropriate score on math placement test, or instructor's permission.

**History**

(425) 640-1560

<http://hist.edcc.edu>

**History of Western Civilization****HIST 104, 5 Credits**

Development of man from prehistoric days to the late Middle Ages. Cultural, political and economic aspects of the great civilizations that developed during this period. Prerequisite: placement in ENGL 100.

**History of Western Civilization****HIST 105, 5 Credits**

Examines the history of Europe from the Middle Ages to the end of the Napoleonic Wars, including such topics as the Renaissance, the Reformation, the Scientific Revolution, the age of

exploration, the Enlightenment, and the French Revolution. Prerequisite: placement in ENGL 100.

**History of Western Civilization****HIST 106, 5 Credits**

Examines the history of Europe from the end of the Napoleonic Wars to the present, including topics as the Industrial Revolution, rise of ideologies such as socialism and fascism, origins and impact of the World Wars, and the move toward a European Union. Prerequisite: placement in ENGL 100.

**Greek History****HIST 111, 5 Credits**

The history of Greece from the Bronze Age to 399 B.C., emphasis on political, social and cultural history. Prerequisite: ENGL 100 with a grade of 2.0 or higher.

**Roman History****HIST 112, 5 Credits**

History of Rome from 800 B.C. to 138 A.D., emphasis on political, social and cultural history. Prerequisite: placement in ENGL 105.

**History of Great Britain****HIST 115, 5 Credits**

Taught as part of the Study Abroad quarter in London, this course is a focus on political and cultural history and primary eras and events of British history, including important monarchs. Trips to museums, galleries, and historic sites are included.

**African-American History to 1865-CD****HIST 117, 5 Credits**

Examines the African-American historical experience from its West African origins through the end of the Civil War, emphasizing those individuals, groups, movements, events, issues, and ideas that shaped early African-American civilization. Prerequisite: placement in ENGL 100.

**African-American History from 1865-CD****HIST 118, 5 Credits**

Examines the African-American historical experience from the end of the Civil War through the present, emphasizing those individuals, groups, movements, events, issues, and ideas

that shaped modern African-American civilization. Prerequisite: placement in ENGL 100.

**Special Topics in History****HIST 155, 5 Credits**

Examines specialized topics in History, usually centered on a particular theme, person, event, or era. The particular topic will vary with each offering and will be dependent upon faculty and student interest. Prerequisite: placement in ENGL 100.

**Individual Project in History****HIST 198, 1-5 Credits**

Study of approved student-selected topics in the field of history. Prerequisite: instructor's permission.

**History of Washington and Pacific Northwest****HIST 204, 5 Credits**

Examines the history of Washington and the Pacific Northwest from before European arrival to the present, including the region's economic, political, and cultural developments, the unique contributions of diverse peoples, and the region's connection to national events. Prerequisite: placement in ENGL 100.

**Technology and American Culture****HIST 215, 5 Credits**

Examines the history of American technology from colonial times to the present, emphasizing the interaction between innovation, culture, and social change. Topics explored include artisan culture, the American manufacturing system technology, and women's work, radio, television, cars, computers, and military weapons. Prerequisite: placement in ENGL 100.

**U.S. History to 1828-CD****HIST 243, 5 Credits**

Examines the history of the United States from pre-Columbian civilizations through the election of Andrew Jackson, with particular emphasis on the American Revolution, the framing of the Constitution, the origins of sectionalism, and issues of race, class and gender. Prerequisite: placement in ENGL 100.



## United States History, 1828-1914-CD

### HIST 244, 5 Credits

History of the United States from Andrew Jackson to the start of World War I, with particular emphasis on the road to the Civil War, Reconstruction, the Second Industrial revolution, the development of American culture and society, and issues of race, class, and gender. Prerequisite: placement in ENGL 100.

## United States History from 1914-CD

### HIST 245, 5 Credits

World War I to the end of the Cold War, with emphasis on the two World Wars, the Great Depression and the New Deal, the development of modern American society, the Cold War, and issues of race, class and gender. Prerequisite: placement in ENGL 100.

## U.S.- East Asian Affairs: 1840 to the Present

### HIST 246, 5 Credits

Historical relations between the U.S., Europe and East Asia from the 16th century to the present. Emphasis on Western imperialism in East Asia; nationalism and communism in China and East Asia; and diplomatic policy with China, Japan and Vietnam. Prerequisite: placement in ENGL 100.

## The United States in World Affairs: Since 1945

### HIST 248, 5 Credits

Examines the history of American foreign relations, with particular emphasis on the Cold War era. Key figures, events, writings, and doctrines will be examined, along with the role of social, political, and economic forces in the making and implementation of American foreign policy. Prerequisite: placement in ENGL 100.

## Special Topics in History

### HIST 255, 5 Credits

Examines specialized topics in History, usually centered on a particular theme, person, event, or era. Topic will vary with each quarter. Depends on faculty and student interest. Prerequisite: placement in ENGL 100.

## Individual Project in History

### HIST 298, 1-5 Credits

Study of approved student-selected topics in the field of history. Prerequisite: instructor's permission.

## Horticulture

(425) 640-1739

<http://hort.edcc.edu>

### Horticulture Plant Science

#### HORT 102, 4 Credits

Botany for gardeners: focus on how plants function, what are they made out of, and why they are known by unusual names.

### Horticulture Tools and Equipment

#### HORT 103, 2.5 Credits

Identification, selection and safe use of tools and equipment common to the industry. Basic functions of small engines including their systems, maintenance and trouble-shooting. Safety issues such as hearing, skin and eye protection, lifting, warm-up exercises, and fuel transportation.

### Hardy Plant Review

#### HORT 105, 5 Credits

Here's a chance to review the identification and cultural requirements of your favorite plants from our series of hardy plant identification courses. Prerequisite: HORT 106, 107, 108 and two of the 211, 212, 213 series, or instructor's permission.

### Broadleaf Plant Identification

#### HORT 106, 5 Credits

Learn to recognize the principal broadleaf evergreens used in Northwest gardens along with their culture and use. Be prepared to arrive and depart from field sites on your own.

### Conifer Plant Identification

#### HORT 107, 4 Credits

Learn to recognize the principal coniferous trees and shrubs used in Northwest gardens along with their culture and use. Be prepared to arrive and depart from field sites on your own.

### Deciduous Plant Identification

#### HORT 108, 5 Credits

Learn to recognize the principal deciduous, flowering trees and shrubs used in

Northwest gardens along with their culture and use. Be prepared to arrive and depart from field sites on your own.

### Soils and Plant Nutrition

#### HORT 109, 5 Credits

Soils of Puget Sound are discussed from a practical gardener's point-of-view including native soils, mixes, water, fertilizers, plant nutrition, composting, drainage, media for plant production, soil testing and computations for growing media. Prerequisite: placement into BRDGE 093 or higher, MATH 080 or higher, HORT 102 and 174 or instructor's permission.

### Pest Management Principles and Chemical Safety

#### HORT 110, 3 Credits

Introduction to the basic tenets of pest management, pesticide safety, and proper use of equipment. Alternative approaches are included. Lab includes mixing of non-pesticides. State license testing is required at an additional cost dependent upon type of test. Prerequisite: placement into BRDGE 093 or higher and MATH 080 or higher.

### Plant Insects

#### HORT 116, 5 Credits

Insect pests, predators and parasites of Pacific Northwest ornamentals; life cycles and damages; chemical and biological controls. Prerequisite: placement into BRDGE 093 or higher and HORT 110 or instructor's permission.

### Pruning

#### HORT 117, 3.5 Credits

Principles of pruning including tools, techniques, timing and special treatment of Northwest ornamentals. Field experience is stressed, including ladder use. Students must supply their own hand pruners, folding saw and rain gear. Be prepared to arrive and depart from the sites on your own. S/U grade option.

### Plant Diseases

#### HORT 118, 5 Credits

Environmental problems, viruses, bacteria, fungi and nematodes: their life cycles and damages; cultural and chemical controls of landscape plants of the Northwest. Prerequisite: placement into BRDGE 093 or higher, HORT 102 and 110 or instructor's permission. Students encouraged to take 106, 107, 108, 109.

**Landscape Appreciation****HORT 120, 2 Credits**

Explores art principles and their application in basic landscape design, maintenance and other fields of horticulture.

**Interior Plants****HORT 134, 3 Credits**

For anyone interested in tropical plants for home, office, commercial use or the conservatory. Students learn how to recognize and care for the most popular species, as well as use for interior design. S/U grade option.

**Special Topics****HORT 155, 5 Credits**

Classes, workshops or seminars of current interest in Horticulture.

**Basic Plant Identification****HORT 160, 5 Credits**

Overview of 250 of the most commonly used woody landscape plants. Course a primer on trees and shrubs for Northwest gardens. Field trips focus on mature sizing, settings and combinations. Be prepared to arrive and depart from field sites on your own.

**Landscape Studies****HORT 170, 3 Credits**

Introduces students to basic landscape installation and maintenance practices, balling and burlapping, lawn and bed maintenance and more. Safe and efficient operation of equipment is stressed. S/U grade option.

**Landscape Studies****HORT 171, 3 Credits**

Introduction to basic landscape installation and maintenance practices, woodworking tools, paving, transplanting, and more. Safe and efficient operation of equipment is stressed. Further practice from goals in HORT 170. S/U grade option.

**Landscape Studies****HORT 172, 3 Credits**

Introduction to basic landscape installation and maintenance practices: shrub/tree planting, staking, turf aeration/thatching, mowing, edging, fertilizing, and more. Safe and efficient operation of equipment is stressed. S/U grade option.

**Landscape Materials****HORT 174, 3 Credits**

Selection, use and sizing of materials and plants for landscaping and nursery use. Estimating quantities of materials for typical horticultural applications. Prerequisite: placement into MATH 080 or higher.

**Horticulture Internship****HORT 191, 1-5 Credits**

Independent training experience at horticultural institutions, businesses, or with professional mentors. Students are directly involved with development of planning of projects and their objectives. S/U grade option. Registration by entry code only.

**Horticultural Careers****HORT 192, 1 Credit**

This class is designed to familiarize students with careers available in the horticulture field. Students will identify their own strengths and interest, assess their job skills, and review accounts from industry professionals representing a variety of careers. S/U grade option.

**Introduction to the Nursery and Greenhouse****HORT 196, 3 Credits**

Come explore the working of greenhouses and nurseries by propagating plants, tending crops, and visiting commercial operations. S/U grade option.

**Individual Project in Horticulture****HORT 198, 1-5 Credits**

Study of student-selected project or approved experience in the field of horticulture. S/U grade option. Prerequisite: instructor's permission.

**Special Projects****HORT 199, 5 Credits**

Problems in any horticultural field requiring research in areas not specifically covered in other course work. Credit available with approval. S/U grade option.

**Horticulture Taxonomy****HORT 201, 2 Credits**

A study of the classification and relationships within the major families of ornamental plants, including the use

of keys and the rules of nomenclature. Prerequisite: HORT 102 or instructor's permission.

**Ferns and Fern Allies****HORT 204, 2 Credits**

Learn to recognize, grow, and propagate an ancient group of plants that predated the dinosaurs to become coveted plants for today's gardens. S/U grade option.

**Herbs****HORT 205, 1 Credit**

Study of herbs, cultural uses, selection of superior forms and considerations of ethnic heritage with hands-on projects of potted gardens. S/U grade option.

**Rhododendrons and Azaleas****HORT 206, 3 Credits**

A huge and fascinating genus of ornamental plants. Learn about the most important species and hybrids for Northwest gardens, including their identification and culture. Be prepared to arrive and depart from field sites on your own. S/U grade option.

**Native Plants in the Landscape****HORT 207, 3 Credits**

Our coniferous forests and their botanical denizens are unique in the world. Focus on the study of the key plants in Washington and their garden potential. Be prepared to arrive and depart from field sites on your own. S/U grade option.

**Advanced Annuals, Bulbs and Perennials****HORT 209, 5 Credits**

Emphasis on the diverse character of Pacific Northwest annuals, bulbs and perennials, including drought tolerance, landscape potential and nativity and plant family relationships. Prerequisite: HORT 211, 212, and 213, or instructor's permission. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

**Mixed Border Practicum****HORT 210, 2 Credits**

Hands-on experience in the management and care of large, mixed herbaceous borders. Class may include seed collection, pruning, soil prep, mulching, weeding, propagation, transplanting, design, and renovation of the borders at the Bellevue Botanical Garden. First class

will meet on campus for orientation, and then at the Bellevue Botanical Garden. Be prepared to arrive and depart from the site on your own. Bring pruners and appropriate clothes for all sessions. S/U grade option.

### Spring Flowering Herbaceous Plants

#### **HORT 211, 3.5 Credits**

Spring flowering annuals, bulbs and perennials for Northwest gardens. Learn to identify, appreciate and utilize spring's noteworthy stars. S/U grade option. Prerequisite: HORT 102. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

### Summer Flowering Herbaceous Plants

#### **HORT 212, 3.5 Credits**

Summer flowering annuals, bulbs and perennials for Northwest gardens; learn to identify, appreciate and utilize this season's noteworthy stars as you visit them in a variety of settings. S/U grade option. Prerequisite: HORT 102. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

### Fall Flowering Herbaceous Plants

#### **HORT 213, 2.5 Credits**

Focus on flowering annuals, bulbs and perennials for Northwest gardens. Learn to identify, appreciate and utilize fall's noteworthy stars in a variety of settings. S/U grade option. Prerequisite: HORT 102. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

### Advanced Ornamental Insect and Disease Problems

#### **HORT 216, 5 Credits**

Symptoms and controls of less common insects and disease problems; non-pathogenic problems and solutions are also covered. S/U grade option. Prerequisite: HORT 116 and 118 or instructor's permission.

### Hedges, Screens and Espaliers

#### **HORT 218, 1 Credit**

Focuses on the selection of plants for hedges and special approaches (i.e., espalier and pleaching). Pruning,

renovation, site preparation and planting are covered. A field trip is integral to this class. Be prepared to arrive and depart from the site on your own. S/U grade option.

### Introduction to Roses

#### **HORT 219, 2 Credits**

Includes all aspects of the rose, including cultivation, uses in the landscape, hybridizing, classifications and historical backgrounds. S/U grade option.

### Plants in the Landscape

#### **HORT 221, 3 Credits**

Review of outside woody plants as well looks at how they can be used in the landscape, keeping in mind the plants' environmental tolerances and aesthetic qualities. Successful plant combinations will be explored with on-site visitations. S/U grade option. Prerequisite: HORT 106, 107, and 108 or instructor's permission.

### Japanese Garden Arts

#### **HORT 223, 2 Credits**

Exploration of Japanese gardens in reference to the American landscape. Topics include history, design, construction and maintenance. S/U grade option.

### Design Presentation

#### **HORT 224, 3 Credits**

Provides training in the creation of a professional appearing plot plan. Topics include scales, lettering, and layout for a legible plan. Learn basics of section/elevations and perspective sketching. S/U grade option.

### Advanced Plant Identification

#### **HORT 225, 5 Credits**

Covers less common, but available woody ornamentals, and their culture and landscape uses. Field trips are an integral part of this class. Be prepared to arrive and depart on your own. S/U grade option. Prerequisite: HORT 106, 107, and 108 or instructor's permission.

### Introduction to Rock Plants

#### **HORT 226, 2 Credits**

Covers cultivation of alpine and rock garden plants in the Pacific Northwest. Topics include common and rare plants, rock gardening and alpines in pots. S/U grade option.

### Container Gardening

#### **HORT 227, 2 Credits**

Looks at container gardens and the types of plants that make for effective displays. Soils, drainage, weight, fertilizers, exposure and plant combinations are considered. Students gain practical experience in planning container combinations.

### Plant Propagation

#### **HORT 229, 3 Credits**

Plant propagation lies close to the heart of horticulture and can be a tremendously fulfilling practice. Hands-on introduction to the multiplication of plants by seed, cuttings, divisions, grafts and tissue culture. S/U grade option.

### Advanced Propagation

#### **HORT 230, 3 Credits**

Explores specific methods of propagation of many herbaceous and woody plants, which grow in the Pacific Northwest. A comprehensive review of concepts and practices in plant propagation as introduced in HORT 229. S/U grade option. Prerequisite: HORT 229 or instructor's approval, and placement into BRDGE 093 or higher.

### Grafting

#### **HORT 232, 2 Credits**

Covers the theory and practice of common grafts of ornamentals and fruit trees, including veneer, whip and tongue, and cleft grafts. S/U grade option.

### Greenhouse Design and Management

#### **HORT 235, 3 Credits**

Study of greenhouse structures and the management of the greenhouse environment including light, air movement and temperature control, along with irrigation and other production issues. Prerequisite: placement into BRDGE 093 or higher.

### Wholesale Nursery Operations

#### **HORT 236, 3 Credits**

Explores nursery organization and operations through classroom activities, projects, and visits to commercial operations. Prerequisite: placement into BRDGE 093 or higher, HORT 102 and 196, or instructor's permission.



**Bulbs and Bulb Gardening****HORT 238, 2.5 Credits**

Explore the wondrous world of bulb gardening. Learn how to incorporate hardy bulbs like daffodils and galanthus into your landscape. Learn the techniques of forcing bulbs for spring color in winter. S/U grade option.

**Introduction To Arboriculture****HORT 242, 3 Credits**

Covers basics of arboriculture and tree management, including tree physiology, selection, maintenance and common landscape problems. International Society of Arboriculture (ISA) standards will be discussed. S/U grade option.

**Growing Fruits and Nuts in Western Washington****HORT 247, 2.5 Credits**

Comprehensive look at fruit and nut varieties, including vining and bush fruits, suitable for growing in western Washington. Emphasis placed on how to provide proper growing conditions, cope with pests, and integrate food-producing plants into the landscape. S/U grade option.

**Horticultural Seminars****HORT 255, 5 Credits**

Subject matter of topical interest. S/U grade option.

**Landscape Design I****HORT 262, 6 Credits**

Residential landscape design based on a seven step process. This class is for the professional with emphasis on usable outdoor spaces. Prerequisite: placement into BRDGE 93 or higher, HORT 120 and 224 or instructor's permission

**Landscape Design II****HORT 263, 6 Credits**

Continuation of planting design principles from HORT 262 applied to residential and small commercial landscapes. Problem solving and planning for a variety of needs. Professional presentation emphasized. Prerequisite: placement into BRDGE 093 or higher, HORT 106, 107, 108, 224, 262 or instructor's permission.

**History of Garden Design****HORT 266, 3 Credits**

Overview of cultural expressions on the land from ancient to modern times. Emphasis mainly on Western cultures but also on Japanese and Chinese influences. The modern American garden and landscape will be studied in context to its origins and potentials. S/U grade option.

**Landscaping for Wildlife****HORT 267, 3 Credits**

Learn how to design, install, and maintain landscapes that benefit both people and wildlife. Focus on Puget Sound wildlife, wildlife plants, and wildlife enhancement. S/U grade option.

**Horticulture Business Practices****HORT 269, 3 Credits**

Introduction to practices essential to the operation of a successful landscape and nursery business, including basic record keeping, estimates, bidding, contracts, and other responsibilities. Prerequisite: placement into BRDGE 093 or higher and MATH 080 or higher. Knowledge of Word and Excel recommended.

**Landscape Construction Techniques-Wood****HORT 275, 3.5 Credits**

Introduces basic wood construction techniques and the use of basic hand and power tools. Students will become familiar with choosing appropriate wood products and fasteners as well as practice skills through simple carpentry projects. Prerequisite: placement into MATH 080 or higher, HORT 103, 174.

**Landscape Construction Techniques-Concrete/Stone****HORT 276, 3.5 Credits**

Construction of patios and walks in the landscape using concrete, bricks and stone, and interpretation and estimation from blueprints and specifications. Prerequisite: placement into MATH 080 or higher, HORT 103, 174.

**Landscape Construction Design****HORT 278, 4 Credits**

Covers the preparation of landscape construction drawings including layout, grading and construction details. Basic drafting conventions and techniques are also taught and practiced. This course parallels landscape construction classes,

HORT 275 and 276. Prerequisite: HORT 174 and placement into MATH 080 or higher.

**Landscape Bidding and Estimating****HORT 279, 3 Credits**

Learn how to market your business, write contracts, cost out time, materials, and job overhead, as well as calculate profit and loss, and manage change orders. S/U grade option. Prerequisite: HORT 174 or departmental permission. Placement into MATH 130 or higher.

**Weed Identification and Management****HORT 280, 3 Credits**

Know your weeds and their weak points to better manage them in landscapes and nurseries; chemical and non-chemical programs. Prerequisite: HORT 110 or instructor's permission and placement into MATH 080 or higher.

**Lawn Establishment****HORT 281, 1 Credit**

Students will practice techniques for lawn installation, including soil and site preparation, sodding and seeding.

**Lawn Maintenance****HORT 282, 1 Credit**

Students will practice techniques to keep lawns looking great with minimum damage to the environment. Topics include watering, fertilizing, thatching and aerating, topdressing and mowing.

**Groundcovers****HORT 283, 1 Credit**

Viable alternatives to turf as well as plantings beneath shrubs and trees; consideration given to difficult sites where turf is not an option. A field trip is integral to this class. Be prepared to arrive and depart on your own.

**Irrigation Design and Install****HORT 284, 5 Credits**

Covers designing residential and small commercial irrigation systems and learning hands-on installation, troubleshooting, repair, winterizing and start-up procedures. Bidding issues addressed. Prerequisite: placement into MATH 080 or higher.

## Landscape Maintenance and Renovation

### HORT 286, 4 Credits

Design and maintenance are blended into renovation issues. Site analysis of existing plants and problems such as insects, diseases, spacing, etc. are worked into projected plans and management scheduling. Hands-on project and site project required. Prerequisites: HORT 106, 107, 108, 109, 117, 118.

## Low Volume Irrigation

### HORT 287, 2 Credits

Interpret, assemble, and design low-volume irrigation, including drip systems, in context with landscape design/existing gardens as a designer, installer, and maintenance professional. Prerequisite: Placement into MATH 080 or higher.

## Final Project

### HORT 295, 1 Credit

The second year project is oriented toward career goals using training and experience in a practical demonstration of competency. The project should be taken during the last two quarters of your program and arranged with your adviser. S/U grade option. Prerequisite: Registration by entry code only.

## Greenhouse/Nursery Practicum I

### HORT 296, 3 Credits

The summary course for second year nursery/greenhouse students involving the production of crops. HORT 297 should follow. S/U grade option.

## Greenhouse/Nursery Practicum II

### HORT 297, 3 Credits

Continuation of HORT 296 focusing on the continued production and growth of greenhouse and/or nursery crops. S/U grade option. Prerequisite: HORT 296 or instructor's permission.

## Individual Project in Horticulture

### HORT 298, 1-5 Credits

Study of student-selected project or approved experience in the field of horticulture. S/U grade option. Prerequisite: Instructor's permission.

## Hospitality and Tourism

(425) 640-1208

www.edcc.edu/hosp

### Airline Computer Training

#### HSPTR 104, 5 Credits

Introduction to Apollo/Galileo a centralized commercial airline reservation system. Knowledge and skills are developed to enable a student to make a PNR, which includes selling, booking, and pricing of airline flights. 15 hours of lab work are required.

### Tour/Rail/Hotel

#### HSPTR 111, 5 Credits

Introduction to accommodations, tours, rail and car rentals. Emphasis on reading and analyzing brochures, study of hotel bookings, reference materials, rail and car rentals in the U.S. and Europe, and study of tour packages worldwide. Prerequisite: English placement into EAP 113 or BRDGE 093.

### Cruises

#### HSPTR 112, 3 Credits

Emphasis on reading and analyzing brochures and pricing structures, study of cruise lines, ships and deck plans, and itineraries worldwide. Prerequisite: English placement in EAP 113 or BRDGE 093.

### North American Geography

#### HSPTR 115, 5 Credits

Introduction to the prime tourist destinations in the United States and Canada. Course uses Destination Specialist (DS) texts from The Travel Institute. Students have an opportunity to take a DS test and receive national certification from the Travel Institute. Prerequisite: placement into EAP 113 or BRDGE 093.

### Europe

#### HSPTR 116, 5 Credits

Introduction to the prime tourist destinations in Europe. Course uses Destination Specialist (DS) texts from the Travel Institute and students have an opportunity to take a DS test and receive national certification from the Travel Institute. Prerequisite: placement into EAP 113 or BRDGE 093.

### Caribbean/Africa Geography

#### HSPTR 117, 5 Credits

Introduction to the prime tourist destinations in the Caribbean, Mexico and Africa. Course uses Destination Specialist (DS) texts from The Travel Institute and students have an opportunity to take a DS test and receive national certification from the Travel Institute. Prerequisite: placement into EAP 113 or BRDGE 093.

### East Asia/South Pacific

#### HSPTR 118, 5 Credits

Introduction to the prime tourist destinations in East Asia and the South Pacific. Course uses Destination Specialist (DS) texts from The Travel Institute and students have an opportunity to take DS test and receive national certification from the Travel Institute. Prerequisite: placement into EAP 113 or BRDGE 093.

### Introduction to Hospitality

#### HSPTR 140, 5 Credits

Understanding the structure and operations of the three key sectors in the industry (food and beverage, lodging, and travel), economic impact of the industry, and career options.

### Special Topics

#### HSPTR 155, 5 Credits

Classes, workshops or seminars of current interest in the travel field.

### Individual Project in Travel

#### HSPTR 198, 1-5 Credits

Selection, design and completion of travel project. Students must consult with faculty member in all aspects. S/U grade option. Prerequisite: instructor's permission.

### Advanced Airline Computer Lab

#### HSPTR 205, 4 Credits

Review of basic Apollo entries along with advanced entries and new enhancements not covered in HSPTR 104. Cars, hotels, pricing modifiers and fill-in formats. 15 hours of lab work are required. Prerequisite: HSPTR 104.

**Airline Tariff/Ticketing****HSPTR 206, 5 Credits**

Domestic rules and regulations for tariff and ticketing in accordance with ARC-Airline Reporting Corporation. Prerequisite: HSPTR 104 and previous or concurrent enrollment in HSPTR 205.

**International Tariff/Ticketing****HSPTR 207, 3 Credits**

International rules and regulations for tariff and ticketing in accordance with IATA-International Air Transport Association. Explanation of NUC, monetary conversion, mileage and routing fares. Prerequisite: HSPTR 104 and previous enrollment in HSPTR 205/206.

**Event Coordination****HSPTR 250, 5 Credits**

Overview of the event planning industry including types of meetings and events, site location and suitability, logistics of the planning process, market and sales research, and careers in the event planning industry.

**Special Topics****HSPTR 255, 5 Credits**

Classes, workshops or seminars of current interest in the hospitality and tourism field.

**Travel Sales****HSPTR 260, 4 Credits**

An introduction to sales and customer service in the Travel industry. Emphasis on communication skills including questioning and listening. Discussion of needs of disabled travelers and travel insurance. Outcomes in oral communication, group interaction and job search.

**Event Planning/Best Practices****HSPTR 265, 5 Credits**

Major trends and successful business practices in event planning and management; provides the knowledge and skills to be an effective and profitable event planner.

**Virtual Event Planning****HSPTR 266, 5 Credits**

Creation and implementation of a comprehensive virtual meeting or event. This hands-on approach allows students to create and apply their skills before going into the workplace.

**Individual Project in Travel****HSPTR 298, 1-5 Credits**

Selection, design and completion of travel project. Student must consult with faculty member in all aspects of the project. S/U grade option. Prerequisite: instructor's permission.

**Humanities**

(425) 640-1560

<http://hum.edcc.edu>**Studies in American Culture****HUM 101, 5 Credits**

Examines values and assumptions in cultural texts that have helped shape American characteristics. Prerequisite: placement in ENGL 105.

**Introduction to Film****HUM 105, 5 Credits**

Analysis and appreciation of film techniques and aesthetics, including historical background of selected films, literary criteria and major cinematic movements. Prerequisite: placement in ENGL 100 or above.

**Film Genres****HUM 106, 5 Credits**

Analysis, including psychological analysis, of the narrative patterns, conventions and traditions of film noir and other genres from the perspective of archetypal psychology.

**World Mythology****HUM 108, 5 Credits**

Study of the principal myths found in classical and diverse literature with some attention to the psychological analysis. Prerequisite: completion of ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

**Greek Myth****HUM 109, 5 Credits**

Introduction to Greek myths: their nature and function in Greek society, history, and culture; different ways of interpreting them; their importance for the study of myth and literature in general. Prerequisite: placement in ENGL 105.

**American Life Stories****HUM 120, 5 Credits**

Through various media, explore life stories of men and women in U.S. society. Learn how people make meaning from

their experiences and how they both shape the national culture and are shaped by it. Reflect on your own life stories. Prerequisite: placement in ENGL 100.

**Special Topics****HUM 155, 5 Credits**

Topics and seminars of current interest in the humanities. Prerequisite: Instructor's permission. Contact the English department.

**Lectures and Events****HUM 160, 1-5 Credits**

Students earn credit for attending designated, college-sponsored lectures, seminars, workshops, and performances. Credit based on attendance and, if assigned, completion of specific projects related to the event(s). (425) 640-1579. Department advising is needed.

**Events Production****HUM 161, 1-5 Credits**

Under supervision of a faculty adviser, students earn credit for involvement in planning and implementing arts and cultural events sponsored by the college.

**Instructional Assistant****Humanities****HUM 188, 1-5 Credits**

Special teaching projects in the humanities. Prerequisite: permission of supervising instructor.

**Individual Project in Humanities****HUM 198, 1-5 Credits**

Selection, design and completion of project in the field of humanities. Student consults with faculty member in all aspects of the project. Prerequisite: instructor's permission.

**Special Projects****HUM 199, 5 Credits**

Contact the English Department for more information. Prerequisite: instructor's permission.

**American People****HUM 201, 5 Credits**

Explores literary and popular expressions of American culture in the nineteenth and twentieth centuries. Prerequisite: placement in ENGL 105.



**Studies in Culture-CD****HUM 202, 5 Credits**

Study of a particular culture with emphasis on aspects of contemporary life. Prerequisite: placement in ENGL 100.

**Francophone Cultures-CD****HUM 210, 5 Credits**

Course will survey the history, culture, geography, and current political climate of selected French-speaking communities, including, but not limited to, Haiti, Quebec, Louisiana, North Africa, and West Africa. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

**Introduction to German****Culture-CD****HUM 220, 5 Credits**

A survey of past and present German culture, including literary and artistic accomplishments and social and political developments. Explores Germany's increasingly diverse population and Germany's relationship to its European neighbors and to the United States. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

**Introduction to Latin American Cultures-CD****HUM 230, 5 Credits**

Surveys the history, culture, arts, music, film, and dance of Spanish-speaking countries in Central and Latin America and in the Caribbean. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

**Publications****HUM 235, 5 Credits**

Students form the editorial staff of the literary magazine and learn how to critique literary and visual arts. Includes an overview of editing, design, printing, and marketing. Prerequisite: ENGL 105 or instructor's permission.

**Special Topics****HUM 255, 5 Credits**

Topics and seminars of current interest in humanities. Prerequisite: instructor's approval. Contact the English Department.

**Instructional Assistant Humanities****HUM 288, 1-5 Credits**

Advanced special teaching projects in the humanities. Prerequisite: permission of supervising instructor.

**Individual Project in Humanities****HUM 298, 1-5 Credits**

Selection, design and completion of advanced project in the field of humanities. Student consults with faculty member in all aspects of the project. Prerequisite: instructor's permission.

**Special Projects****HUM 299, 5 Credits**

Contact the English Department for more information. Prerequisite: instructor's permission.

**Intensive English as a Second Language (ESL)**

(425) 640-1719

<http://inten.edcc.edu>**Reading 1-ESL****INTEN 010, 1-4 Credits**

Provides an introduction to reading in English for students from non-English speaking countries. Students will achieve a basic level of reading fluency. S/U grade option. Prerequisite: Intensive ESL Placement Test.

**Grammar 1-ESL****INTEN 011, 1-4 Credits**

Introduces 'be' and 'have;' simple present, present progressive simple past and future tenses; ability with 'can;' and basic nouns and pronouns. S/U grade option. Prerequisite: Intensive ESL Placement Test.

**Speaking and Listening 1-ESL****INTEN 012, 1-4 Credits**

Students practice speaking skills for conversation, relating to daily activities, family and cultural background and social changes. Basic listening skills emphasized. S/U grade option. Prerequisite: Intensive ESL Placement Test.

**Writing 1-ESL****INTEN 013, 1-4 Credits**

Provides an introduction to writing in English. Students will achieve a basic level of writing proficiency, spelling emphasized. S/U grade option. Prerequisite: Intensive ESL Placement Test.

**Reading 2-ESL****INTEN 020, 1-4 Credits**

Designed for students with basic reading skills in English as a second language. Emphasis is on increasing reading comprehension, reading speed and vocabulary. S/U grade option. Prerequisite: pass INTEN 010 or Intensive ESL Placement Exam.

**Grammar 2-ESL****INTEN 021, 1-4 Credits**

Introduces count/non-count nouns, basic models, negatives, question forms, comparisons and articles. S/U grade option. Prerequisite: pass INTEN 011 or Intensive ESL Placement Exam.

**Speaking and Listening 2-ESL****INTEN 022, 1-4 Credits**

Students working on listening comprehension skills by listening to taped conversations, and begin practice listening to fast, relaxed English. American idioms introduced. S/U grade option. Prerequisite: pass INTEN 012 or Intensive ESL Placement Exam.

**Writing 2-ESL****INTEN 023, 1-4 Credits**

Designed for student with basic writing skills in English as a second language. Students work on paragraph structure through journals, letters, and basic paragraphs. In addition to paragraph development, work on sentence mechanics is included. S/U grade option. Prerequisite: pass INTEN 013 or Intensive ESL Placement Exam.

**Reading 3-ESL****INTEN 030, 1-4 Credits**

Students read and discuss textbook passages and a simplified novel. Reading for main ideas and details are discussed. Vocabulary expansion and word form study are also emphasized. S/U grade option. Prerequisite: pass INTEN 020 or Intensive ESL Placement Exam.

**Grammar 3-ESL****INTEN 031, 1-4 Credits**

Brief review of parts of speech; present, past future tenses; focus on subject/verb agreement and count/non-count nouns; introduction to modals. S/U grade option. Prerequisite: pass INTEN 021 or Intensive ESL Placement Exam.

**Speaking and Listening 3-ESL****INTEN 032, 1-4 Credits**

Focuses on listening to English using videos and audio materials. Practice involves small group discussions and pair work. S/U grade option. Prerequisite: INTEN 022 or Intensive ESL Placement Exam.

**Writing 3-ESL****INTEN 033, 1-4 Credits**

Focus on paragraph structure, idea development, and coherence with additional work on sentence connectors and word forms. Also includes journal writing. S/U grade option. Prerequisite: pass INTEN 023 or Intensive ESL Placement Exam.

**Reading 4-ESL****INTEN 040, 1-4 Credits**

Academic reading skills including vocabulary expansion, main ideas, and supporting details. Students read authentic texts. S/U grade option. Prerequisite: pass INTEN 030 or Intensive ESL Placement Exam.

**Grammar for Writing 4-ESL****INTEN 041, 1-4 Credits**

Verb tenses are reviewed and expanded. Course focus is on adjectives and adverb clauses. Infinitives and gerunds, conjunctions, and parallelism. Emphasis on written usage. S/U grade option. Prerequisite: pass INTEN 031 or Intensive ESL Placement Exam.

**Writing and Editing****INTEN 043, 1-4 Credits**

Students learn to edit their writing for correct English grammar, sentence structure, and expression. Additional focus on sentence types, articles, and prepositions. S/U grade option. Prerequisite: pass INTEN 033 or Intensive ESL Placement Exam.

**Reading 5-ESL****INTEN 050, 1-4 Credits**

Stresses academic skills, critical thinking, and vocabulary expansion. Course work includes main ideas, making inferences, and distinguishing fact and opinion. S/U grade Option. Prerequisite: pass INTEN 040 or Intensive ESL Placement Exam.

**Grammar for Speaking-ESL****INTEN 051, 1-4 Credits**

Focuses on conditionals, noun clauses, gerunds, infinitive particles, and modals. Emphasis is on spoken usage. S/U grade option. Prerequisite: Pass INTEN 041 or Intensive ESL Placement Exam.

**Writing 5-ESL****INTEN 053, 1-4 Credits**

Students learn the organization and style for writing letters, summaries, reports and basic essays. S/U grade option. Prerequisite: pass INTEN 043 or Intensive ESL Placement Exam.

**TOEFL Preparation****INTEN 055, 1-4 Credits**

Designed to help students with high intermediate to advanced English proficiency develop the skills required to be successful on the actual TOEFL. S/U grade option. Prerequisite: placement in Level 4 or 5 Grammar 041/051.

**Authentic Listening****INTEN 063, 1-4 Credits**

An advanced class. Students improve listening skills with intensive listening practice. Course materials include radio, videos, and TOEFL listening practice. S/U grade option. Prerequisite: pass INTEN 32 or Intensive ESL Placement Exam.

**Advanced Speaking and Listening****INTEN 071, 1-4 Credits**

Students improve their speaking and listening skills through discussions, speeches, idioms practice and focused listening work. S/U grade option. Prerequisite: pass INTEN 032 or intensive ESL placement test.

**College Preparation****INTEN 072, 1-4 Credits**

Students improve speaking and listening skills with an emphasis on skills for college success, including listening and notetaking, small group discussion and oral presentation. Provides an introduction to the U.S. community college system. S/U grade option. Prerequisite: pass INTEN 032 or intensive ESL placement test.

**Pronunciation Plus****INTEN 073, 1-4 Credits**

An advanced speaking and listening course with an emphasis on improving English pronunciation. S/U grade option. Prerequisite: pass INTEN 032 or Intensive ESL Placement Test.

**Partners in Service****INTEN 074, 1-4 Credits**

Students improve their speaking and listening skills by volunteering for campus or community organizations. Students get opportunities to use English, to reflect on their speaking and listening improvement, and to gain exposure to American culture. S/U grade option. Prerequisite: pass INTEN 032 or Intensive ESL Placement Test.

**English through Movies****INTEN 075, 1-4 Credits**

Students watch movies to improve advanced listening/speaking skills. Activities include discussions, interviews, speeches, and vocabulary/idiom development. S/U grade option. Prerequisite: pass INTEN 032 or Intensive ESL Placement Test.

**Action English****INTEN 081, 1-8 Credits**

Offers students an integrated approach to improving communication skill in English in the context of American popular culture and underlying values presented in weekly thematic units. S/U grade only. Prerequisite: ESL placement test and instructor's permission.

**Action English****INTEN 082, 1-8 Credits**

Offers students an integrated approach to improving communication skill in English in the context of American popular culture and underlying values presented in weekly thematic units. S/U grade only. Prerequisite: ESL placement test and instructor's permission.

**Action English****INTEN 083, 1-8 Credits**

Offers students an integrated approach to improving communication skill in English in the context of American popular culture and underlying values presented in weekly thematic units. S/U grade only. Prerequisite: ESL placement test and instructor's permission.

**Action English****INTEN 084, 1-8 Credits**

Offers students an integrated approach to improving communication skill in English in the context of American popular culture and underlying values presented in weekly thematic units. S/U grade only. Prerequisite: ESL placement and instructor's permission.

**English through Computer****INTEN 085, 1-4 Credits**

Students improve their English skills in a computer lab by using ESL computer programs, Internet exercises, CD ROMs, and cassette or video tapes. S/U grade only. Prerequisite: placement into INTEN Level 2.

**Reading for Business-ESL****INTEN 086, 1-4 Credits**

Primarily for ESL students interested in business, stresses reading and vocabulary development using business-related texts and materials. S/U grade option. Prerequisite: placement into level 4 or 5 for internship students, or placement into level 5 or prerequisite of level 4 for INTEN students.

**International Studies**

(425) 640-1478

<http://instd.edcc.edu>**International Political Economy-CD****INSTD 201, 5 Credits**

Explores how political and economic systems influence social development. Analyzes the effect of the Industrial Revolution, colonialism and the Cold War on the concepts of justice, freedom and prosperity in various societies. These are then reviewed as practical objectives in a contemporary global context. S/U grade option. Prerequisite: placement in ENGL 100.

**Cultural Interactions-CD****INSTD 202, 5 Credits**

Explores how cultures evolve from primitive origins to modern behaviors, values and beliefs that shape our perceptions of the world. Examines how culture defines social units (class, religion and ethnicity) and how it affects the interactions of sub-groupings.

**Japanese**

(425) 640-1560

<http://forln.edcc.edu>**Basic Japanese Grammar Lab****JAPAN 100, 2 Credits**

Basic English grammar and comparative analysis of Japanese and English for students studying JAPAN 101. Concurrent enrollment in JAPAN 101 is required.

**Elementary Japanese****JAPAN 101, 5 Credits**

Pronunciation, grammar, elementary reading, writing, and conversation. Includes hiragana, katakana and 25 basic kanji Japanese reading and writing. See JAPAN 100 above.

**Japanese****JAPAN 102, 5 Credits**

Continuation of JAPAN 101.

Pronunciation, conversation, grammar, elementary reading and writing. Review hiragana, katakana, and 55 kanji. Prerequisite: JAPAN 101 or instructor's permission.

**Japanese****JAPAN 103, 5 Credits**

Continuation of JAPAN 102. Conversation, grammar, reading, and writing. Review all hiragana, katakana, and an additional 120 kanji. Completion of the course will require the knowledge of 200 kanji. Prerequisite: JAPAN 102 or instructor's permission.

**Individual Project in Japanese****JAPAN 198, 1-5 Credits**

Individual project in Japanese.

**Job Development Skills**

(425) 640-1604

<http://jobdv.edcc.edu>**Resumes and Interviewing****JOB DV 110, 1 Credit**

Students create a resume and cover letter and learn how to prepare for and conduct job interviews. Class includes preparing and practicing answers to difficult interview questions. S/U grade only.

**College and Career Success****JOB DV 130, 1-4 Credits**

Design your own academic, personal, or career success plan. Individualized

sessions help identify resources needed to successfully implement your plan. Flexible class times with group interaction. S/U grade only. Departmental advising needed.

**Journalism**

(425) 640-1560

<http://journ.edcc.edu>**College Newspaper****JOURN 115, 1-2 Credits**

Individualized course for improvement in writing and reporting skills such as pitching stories, interviewing, news and feature writing and editing. Work with editorial staff of "The Triton Review" under instructor's supervision. Prerequisite: JOURN 125 or instructor's permission. Departmental advising is needed.

**College Newspaper****JOURN 116, 1-2 Credits**

Individualized course for improvement in writing and reporting skills such as pitching stories, interviewing, news and feature writing and editing. Working with the editorial staff of "The Triton Review" under instructor's supervision. Prerequisite: JOURN 115 or instructor's permission. Departmental advising is needed.

**College Newspaper****JOURN 117, 1-2 Credits**

Individualized courses for improvement in writing and reporting skills such as pitching stories, interviewing, news and feature writing, and editing. Work with editorial staff of "The Triton Review" under instructor's supervision. Prerequisite: JOURN 115 or instructor's permission. Departmental advising is needed.

**Introduction to Journalism I****JOURN 125, 5 Credits**

Students will comprise the writing staff of the campus newspaper, "The Triton Review." Covers fundamental journalism techniques, writing news and feature stories, editorials and reviews. Introduction to layout and design. Prerequisite: placement in ENGL 105.



**Introduction to Journalism II****JOURN 126, 5 Credits**

Continuation of JOURN 125. Students will comprise the writing staff of the campus newspaper, "The Triton Review." Article assignments will include news and feature stories, editorials and reviews. Introduction to layout and design. Prerequisite: JOURN 125.

**Feature Writing****JOURN 135, 5 Credits**

Students will comprise the writing staff of "The Triton Review." Article assignments will vary, but will focus on feature writing. Students will evaluate elements of layout and design, as well as research submission possibilities. Prerequisite: Placement in ENGL 105.

**Newspaper Production****JOURN 225, 5 Credits**

Students comprise the operation's staff of the campus newspaper, "The Triton Review." Instruction will include elements of production, such as ethics, marketing, design and business operations. Prerequisite: ENGL 100 or instructor's permission.

**Library Research**

(425) 640-1472

**Library Research Skills****LIBR 101, 3 Credits**

An in-depth review of various hardbound and electronic information sources including a look at the impact of technology on information and the global community. S/U grade option.

**Materials Science Technology**

(425) 640-1862

<http://mtech.edcc.edu>

**Problem Solving for MTECH****MTECH 100, 2 Credits**

Review and practice introductory techniques used to solve problems related to materials science technology. Prerequisite: MATH 080, ENGL 100, each with a grade of at least 2.0.

**Introduction to Materials Science****MTECH 175, 5 Credits**

Mechanical, chemical and thermal properties of engineering materials

including metals, alloys, ceramics, polymers and composites. Includes materials microstructure, atomic bonding, atomic arrangement, crystal structure, co-existing phases, interfaces, defects and impurities. Prerequisite: CHEM 101 or 110, MATH 090 with a grade of at least 2.0.

**Polymer Technology****MTECH 180, 5 Credits**

Overview of thermoset and thermoplastic polymers. Topics include: Chemical composition, physical properties, deformation, mechanical behavior, fabrication, processing and manufacturing of polymers. Prerequisite: MTECH 175, MATH 090, each with a grade of at least 2.0.

**Introduction To Composites****MTECH 200, 5 Credits**

General overview of composite materials and fabrication procedures. Covers composite constituents, material forms, mold design and development, ASTM standards, fabrication processes, composite applications, bonding, fastening, laminating, and finishing techniques. Prerequisite: MTECH 175 and MATH 090 each with a grade of at least 2.0.

**Applied Statics****MTECH 210, 5 Credits**

Study of forces acting on structures at rest: free-body diagrams, trusses, friction and related material, which may include hydrostatic pressures and loads, cables and arches. Prerequisite: MATH 131 with a grade of at least 2.0, PHYS 101 or concurrent enrollment.

**Applied Strengths of Materials****MTECH 220, 6 Credits**

Analysis of tension, compression, shear, deformation, torsion, stress, and deflection of members. An intensive lab component covers the basics of materials testing as specified in the ASTM standards, as well as safety, materials handling and disposal. Prerequisite: MTECH 210 with a grade of at least 2.0.

**Composites Engineering Design****MTECH 250, 5 Credits**

Overview of structural design utilizing composite materials including material and process selection, structural design,

aesthetic qualities, assembly, and practical design information. This is a lab-based course focusing on product design. Prerequisite: MTECH 200 or concurrent enrollment.

**Composites Manufacturing****MTECH 260, 5 Credits**

Overview of the processes involved in the development and production of composite products. Includes tooling, fabrication, machining, assembly, quality assurance, repair, lay-up, vacuum bagging, and cureprocessing of wet laminating techniques and pre-impregnated materials. Prerequisite: MTECH 250 with a grade of at least 2.0.

**Career Planning****MTECH 291, 2 Credits**

Designed to give students an overview of engineering technology careers. Includes field trips, resume building, interviewing skills, and job searching skills. Prerequisite: placement in ENGL 105.

**Mathematics**

(425) 640-1679

<http://math.edcc.edu>

**Arithmetic****MATH 040, 5 Credits**

Addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, operations with percentages, and measurement.

**Industrial Mathematics****MATH 050, 5 Credits**

Taken by students who need basic math skills for their occupations. Oriented toward workplace applications.

**Introduction to Algebra****MATH 060, 5 Credits**

Covers basic concepts such as operations on signed numbers, solution of linear equations, exponents and fractions. Includes a review of some properties and operations of arithmetic. Intended for students who have had little or no algebra. Prerequisite: ability to do basic arithmetic, or appropriate score on Math Placement Test.

**Fundamentals of Algebra****MATH 080, 5 Credits**

Extends the material of MATH 060 and introduces rational expressions, radicals

and systems of equations. Intended to prepare students who have some background in algebra for MATH 090 in one quarter of study. Prerequisite: MATH 060 or equivalent with a grade of 2.0 or higher, or appropriate score on Math Placement Test.

### Intermediate Algebra

#### MATH 090, 5 Credits

Covers some topics of MATH 080 in greater depth. Additional topics include rational exponents, complex numbers, and an introduction to functions with an emphasis on linear functions. Intended to prepare students for college level mathematics courses. Prerequisite: MATH 080 or equivalent with a grade of 2.0 or higher, or appropriate score on the Math Placement Test.

### Intermediate Algebra I

#### MATH 091, 5 Credits

Covers approximately the first half of MATH 090: linear equations and inequalities, functions and function notation, lines, systems, of linear equations, polynomials, relevant applied problems; additionally, incorporates study skills for mathematics. Prerequisite: MATH 080 or equivalent with grade of 2.0 or higher, or appropriate score on math placement test.

### Intermediate Algebra II

#### MATH 092, 5 Credits

Covers approximately last half of MATH 090: rational expressions and equations, exponential expressions, radical expressions and equations, complex numbers, quadratic equations. Additional topics include introduction to exponential and logarithmic functions. Prerequisite: MATH 091 with a grade of 2.0 or higher.

### Mathematics in Society

#### MATH 117, 5 Credits

For students not planning to take additional math courses. Introduces math topics used in a variety of liberal arts disciplines. Graphing calculator required. Prerequisite: MATH 090 or equivalent with a grade of 2.0 or higher, or appropriate score on Math Placement test.

### Precalculus I

#### MATH 131, 5 Credits

General nature of functions. Linear, quadratic, exponential, and logarithmic functions. Applications. Graphing calculator required. Prerequisite: MATH 090 or equivalent with a grade of 2.0 or higher, or appropriate score on Math Placement test.

### Precalculus II

#### MATH 132, 5 Credits

Continuation of MATH 131. Polynomial, rational, trigonometric, and inverse trigonometric functions. Applications involving these and functions from MATH 131. Graphing calculator required. Prerequisite: MATH 131 or equivalent with a grade of 2.0 or higher.

### Introduction to Finite Mathematics

#### MATH 140, 5 Credits

Elementary functions, solving equations, matrices and financial math applications. Not intended for students planning math or science major. Graphing calculator required. Prerequisite: MATH 090 or equivalent with grade of 2.0 or higher, or appropriate score on math placement test.

### Business Calculus

#### MATH 150, 5 Credits

Introduction to differential and integral calculus. For students in business or other programs requiring a brief course in calculus; not for math or science majors. Graphing calculator required. Prerequisite: MATH 131 or 140 or equivalent with a grade of 2.0 or higher.

### Calculus I

#### MATH 151, 5 Credits

The derivative and its applications. Differentiation of algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Graphing calculator required. Prerequisite: MATH 132 or equivalent with grade of 2.0 or higher, or appropriate score on math placement test.

### Calculus II

#### MATH 152, 5 Credits

The integral and its applications. Integration involving algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Graphing calculator required.

Prerequisite: MATH 151 or equivalent with grade of 2.0 or higher.

### Calculus III

#### MATH 153, 5 Credits

Infinite sequences and series, vectors and vector functions, functions of several variable, and partial derivatives. Graphing calculator required. Prerequisite: MATH 152 or equivalent with a grade of 2.0 or higher.

### Special Topics

#### MATH 155, 5 Credits

Seminars of current interest mathematics.

### Instructional Assistant in Mathematics

#### MATH 188, 1-5 Credits

Special teaching projects in mathematics. S/U grade option. Call (425) 640-1679.

Prerequisite: permission of supervising instructor.

### Special Projects in Mathematics

#### MATH 199, 5 Credits

Credit available with approval. Call (425) 640-1679.

### Introduction to Statistics

#### MATH 240, 5 Credits

Introduction to statistical methods and applications; organization of data, sampling, testing hypotheses, confidence intervals, regression, correlations. Graphing calculator required. Prerequisite: MATH 090 or equivalent with a grade of 2.0 or higher, or appropriate score on Math Placement Test.

### Multivariate Calculus

#### MATH 251, 5 Credits

Applications of partial differentiation, multiple integration, vector fields, line and surface integrals, Green's Theorem, Stokes' Theorem, Divergence Theorem, and applications. Prerequisite: MATH 153 or equivalent with grade of 2.0 or higher.

### Special Topics

#### MATH 255, 5 Credits

Seminars of current interest mathematics.

**Differential Equations****MATH 271, 5 Credits**

First and second order differential equations and their applications, Taylor series, and series solution of ordinary differential equations. Graphic calculator required. Prerequisite: MATH 153 or equivalent with a grade of 2.0 or higher, or concurrent enrollment in MATH 153.

**Linear Algebra****MATH 272, 5 Credits**

Matrices, systems of equations, vector spaces, linear transformations and eigenvalues. Prerequisite: MATH 153 with a grade of 2.0 or higher.

**Instructional Assistant  
in Mathematics****MATH 288, 1-5 Credits**

Special teaching projects in mathematics. S/U grade option. Call (425) 640-1679. Prerequisite: permission of supervising instructor.

**Special Projects in Mathematics****MATH 299, 5 Credits**

Credit available with approval. Call (425) 640-1679.

**Music**

(425) 640-1650

<http://music.edcc.edu>

**Music Fundamentals I****MUSIC 101, 5 Credits**

Introduction to musical elements, including reading and writing notes and rhythms, major and minor scales and key signatures, intervals and triads. Ear training and piano skills are incorporated.

**Music Fundamentals II****MUSIC 102, 5 Credits**

Continuation of MUSIC 101. Individual goals to be set with instructor may include alto and tenor clefs, seventh chords, and chord inversions. Individualized ear training and piano components. Prerequisite: MUSIC 101 or instructor's permission.

**Music Fundamentals III****MUSIC 103, 5 Credits**

Continuation of Music 101/102. Individual goals to be set with instructor may include counting in compound time signatures, and diatonic triads

and seventh chords. Individualized ear training and piano components. Prerequisite: Music 102 or instructor's permission.

**Survey of American  
Popular Music****MUSIC 105, 5 Credits**

Study of popular music in the United States from the 1600s to the present. Lectures and recordings will focus on vocal and instrumental styles, including martial music, ragtime, jazz, swing, rock and punk. No prior knowledge of music is required.

**Survey of Jazz History-CD****MUSIC 107, 5 Credits**

Overview of jazz styles from civil war to the present, (including Blues, Ragtime, Dixieland, Swing, Bebop, Cool, and Fusion) and the social, ethnic and economic factors that influenced the development of jazz.

**Beginning Symphony Orchestra****MUSIC 108, 2 Credits**

Concentrated study of styles and techniques of orchestral music from the 17th to the 20th century. Concentrated rehearsals and performances. Membership by audition only. Prerequisite: instructor's permission.

**Vocal Jazz Solo Workshop****MUSIC 110, 2 Credits**

Study and performance of jazz singing concepts, including stylization, improvisation, literature, transposition, solo arranging, working with a rhythm section and microphone techniques. Prerequisite: concurrent enrollment in Soundsation, Jazz Choir or instructor's permission.

**Class Guitar****MUSIC 111, 2 Credits**

Beginning through intermediate concepts of Pop, Folk, Rock Guitar styles. Improvisation on Rick and Blues patterns, basic chords, barre chords, and beginning tablature reading will be learned. Students must have a guitar; acoustic preferred.

**Class Guitar****MUSIC 112, 2 Credits**

Beginning through intermediate concepts of pop, folk, and rock guitar

styles. Improvisation on Rock and Blues patterns, basic chords, barre chords, and beginning tablature reading will be learned. Students must have a guitar; acoustic preferred.

**Class Guitar****MUSIC 113, 2 Credits**

Beginning through intermediate concepts of Pop, Folk, and Rock Guitar styles. Improvisation on Rock and Blues patterns, basic chords, barre chords, and beginning tablature reading will be learned. Students must have a guitar; acoustic preferred.

**Class Piano****MUSIC 114, 2 Credits**

Music reading keyboard techniques from beginning through early intermediate levels.

**Class Piano****MUSIC 115, 2 Credits**

Music reading and keyboard techniques from beginning through early intermediate levels.

**Class Piano****MUSIC 116, 2 Credits**

Music reading and keyboard techniques from beginning through early intermediate levels.

**Class Voice****MUSIC 117, 2 Credits**

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Recital and optional performance opportunities.

**Class Voice****MUSIC 118, 2 Credits**

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Recital and optional performance opportunities.

**Class Voice****MUSIC 119, 2 Credits**

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and



individualized instruction. Recital and optional performance opportunities.

### Music for Listener-CD

#### MUSIC 120, 5 Credits

Historical survey of music, focusing primarily on eras of classical music, with a brief overview of jazz and current styles.

### Survey of Digital Music

#### MUSIC 126, 5 Credits

Study of synthesizers and the use of computers in music. All major forms of synthesis area demonstrated and explored. The complete MIDI specification is covered, including networking aspects of hardware and software. No prior knowledge of music or electronics is required.

### Digital Studio Level 1

#### MUSIC 127, 3 Credits

Skill development in creating music in various styles through hands-on use of studio equipment. Use of MIDI sequencing software and multi-timbral synthesizers. Prerequisite: MUSIC 126. Concurrent enrollment in MUSIC 200. See instructor for information on reserving studio times.

### Digital Studio Level 2

#### MUSIC 128, 3 Credits

Continuation of MUSIC 127. Prerequisite: MUSIC 127 and MUSIC 200. See instructor for information on reserving studio times.

### Digital Studio Level 3

#### MUSIC 129, 3 Credits

Continuation of MUSIC 128. Prerequisite: MUSIC 128. See instructor for information on reserving studio times.

### Introduction to Movie Scores

#### MUSIC 130, 2 Credits

Study of classic and contemporary film scores with focus on evolution of styles and analysis of technical structural and aesthetic considerations.

### Film Scoring I

#### MUSIC 131, 2 Credits

Overview of the processes and professional roles in creating dramatic music for motion pictures, television and video.

### Practical Music Theory

#### MUSIC 132, 2 Credits

Introduction to practical, contemporary music theory: Scales and modes; chord structures and voicings; harmonic progression and analysis; notational practice; ear training. Prerequisite: ability to read music.

### Jazz Band

#### MUSIC 133, 2 Credits

Rehearsal and performance of jazz and swing band music. Development of concepts and skills including styles of various eras, articulation, tone, phrasing, ensemble precision, improvisation, and sight reading. Prerequisite: ability to play a jazz band instrument at upper intermediate level and instructor permission.

### Music Notation: Finale

#### MUSIC 136, 2 Credits

Development of skills in notating music electronically, using the Finale computer program. Prerequisite: ability to read and notate music.

### Song Writing for Film

#### MUSIC 137, 2 Credits

Practical study of melody, harmony, lyrics and form in songwriting. Overview of 20th and 21st century song styles. Introduction to writing songs for films. Prerequisite: ability to read and notate music.

### Concert Choir

#### MUSIC 140, 2 Credits

Concert choir rehearses and performs choral songs of many styles including folk, classical, and show tunes. Includes training in vocal techniques and music reading. A public performance is presented at the end of each quarter. Open to all students without audition.

### Concert Choir

#### MUSIC 141, 2 Credits

Concert choir rehearses and performs choral songs of many styles including folk, classical, and show tunes. Includes training in vocal techniques and music reading. A public performance is presented at the end of each quarter. Open to all students without audition.

### Concert Choir

#### MUSIC 142, 2 Credits

Concert choir rehearses and performs choral songs of many styles including

folk, classical, and show tunes. Includes training in vocal techniques and music reading. A public performance is presented at the end of each quarter. Open to all students without audition.

### Soundsation Vocal Jazz Choir

#### MUSIC 143, 2 Credits

Intensive study of jazz singing and playing, including differing styles, improvisation/interpretation, vocal technique and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: admission by audition only in the spring for the following year.

### Soundsation Vocal Jazz Choir

#### MUSIC 144, 2 Credits

Intensive study of advanced jazz singing and playing, including differing style, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: admission by audition only in the spring for the following year.

### Soundsation Vocal Jazz Choir

#### MUSIC 145, 2 Credits

Intensive study of advanced jazz singing and playing, including differing styles, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: admission by audition only in the spring for the following year.

### Symphonic Choir

#### MUSIC 147, 2 Credits

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Retreat and quarterly concerts are required. Prerequisite: prior choral singing experience or instructor's permission.

### Symphonic Choir

#### MUSIC 148, 2 Credits

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: prior choral singing experience or instructor's permission.

**Symphonic Choir****MUSIC 149, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: prior choral singing experience or instructor's permission.

**Applied Music****MUSIC 150, 2 Credits**

Private lessons in instrumental or vocal music. Open to any student at any skill level, beginning through advanced. Instructors assigned by or approved by music faculty. Cost of lessons not included in tuition fee.

**Special Topics****MUSIC 155, 5 Credits**

Topics and seminars of current interest in music.

**Jazz Workshop****MUSIC 160, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: intermediate to advanced level of playing ability on performance instrument.

**Jazz Workshop****MUSIC 161, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: intermediate level of playing ability on performance instrument.

**Jazz Workshop****MUSIC 162, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: intermediate level of playing ability on performance instrument.

**Piano Pedagogy****MUSIC 164, 2 Credits**

Develops piano teaching skills, including use of method books and piano literature, along with techniques for developing note reading, rhythmic playing, pedalling, and harmonic analysis. Business policies and administrative procedures of the piano studio are also included. Prerequisite: instructor permission and intermediate piano proficiency.

**Piano Pedagogy****MUSIC 165, 2 Credits**

Develop piano teaching skills, including use of method books and piano literature, along with techniques for developing note reading, rhythmic playing, pedaling, and harmonic analysis. Business policies and administrative procedures of the piano studio. Prerequisite: instructor permission or intermediate piano proficiency.

**Piano Pedagogy****MUSIC 166, 2 Credits**

Develop piano teaching skills, including use of method books and piano literature, along with techniques for developing note reading, rhythmic playing, pedaling, and harmonic analysis. Business policies and administrative procedures of the piano studio. Prerequisite: instructor permission and intermediate piano proficiency.

**Music Theory I****MUSIC 181, 5 Credits**

Study of music theory beginning with scales, intervals, rhythm, and meter; triads, 7th chords, and principles of voice leading. Aural and keyboard skills include scales, intervals, and triads. Concurrent enrollment in MUSIC 116 is highly recommended. Prerequisite: ability to read and write pitches and basic rhythms; some familiarity with major scales.

**Music Theory II****MUSIC 182, 5 Credits**

Introduces three-part and four-part writing using triads in root position, first inversion, and second inversion. Aural skills include modes, seventh chords, inverted triads, and simple melodic and harmonic dictation. Prerequisite: MUSIC 181 with a grade of 2.0 or higher or instructor's permission.

**Music Theory III****MUSIC 183, 5 Credits**

The dominant seventh, diatonic seventh chords, and non-chord tones are added to part writing. Ear training includes inverted seventh chords, triads in four parts, and continued melodic and harmonic dictation. Study of secondary functions and modulation. Prerequisite: MUSIC 182 with a grade of 2.0 or higher or instructor's permission.

**Jazz Choir****MUSIC 185, 2 Credits**

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter and retreat required. Prerequisite: previous singing experience or instructor's permission.

**Jazz Choir****MUSIC 186, 2 Credits**

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 185 or instructor's permission.

**Jazz Choir****MUSIC 187, 2 Credits**

Rehearsal and performances of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 186 or instructor's permission.

**Introduction to Audio Engineering****MUSIC 190, 2 Credits**

Introduction to terms, concepts, and equipment used to record sound in a home, collegiate or professional studio environment. No previous music experience or knowledge of digital music necessary.

**Blues/Rock Class Guitar****MUSIC 194, 2 Credits**

Individualized study for the beginner in the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: must

have electric guitar, practice amplifier with headphone jack and headphones.

### Blues/Rock Class Guitar

#### MUSIC 195, 2 Credits

Continuation of MUSIC 194.

Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 194 or instructor's permission. Must have electric guitar, practice amplifier with head phone jack and headphones.

### Blues/Rock Class Guitar

#### MUSIC 196, 2 Credits

Continuation of MUSIC 195. Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 195 or instructor's permission. Must have guitar, practice amplifier with headphone jack and headphones.

### Individual Project in Music

#### MUSIC 198, 1-5 Credits

Study of student-selected topics of approved experiences in music. S/U grade option. Prerequisite: instructor's permission.

### Special Projects in Music

#### MUSIC 199, 5 Credits

Individual project in music theory, history, arranging, composition, or literature. Prerequisite: instructor permission.

### Digital Music Studio

#### MUSIC 200, 2 Credits

Analysis of real-time and step-time digital sequencing techniques and graphic editing of MIDI data. Training in drum programming, bass line creation, and song manipulation techniques such as quantization and transposition. Prerequisite: MUSIC 126. Concurrent enrollment in MUSIC 127.

### Class Guitar

#### MUSIC 211, 2 Credits

Intermediate through advanced concepts of music theory applied to guitar. The circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor

substitution will be learned. Students must have a guitar; acoustic preferred.

### Class Guitar

#### MUSIC 212, 2 Credits

Intermediate through advanced concepts of music theory applied to guitar. The circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor substitution will be learned. Students must have a guitar; acoustic preferred

### Class Guitar

#### MUSIC 213, 2 Credits

Intermediate through advanced concepts of music theory applied to guitar. The circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor substitution will be learned. Students must have a guitar; acoustic preferred.

### Class Piano

#### MUSIC 214, 2 Credits

Music reading and keyboard techniques at intermediate level.

### Class Piano

#### MUSIC 215, 2 Credits

Music reading and keyboard techniques at intermediate level.

### Class Piano

#### MUSIC 216, 2 Credits

Music reading and keyboard techniques at intermediate level.

### Class Voice

#### MUSIC 217, 2 Credits

Study of intermediate through advanced concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Required recital and optional performance opportunities.

### Class Voice

#### MUSIC 218, 2 Credits

Study of intermediate through advanced concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Required recital and optional performance opportunities.

### Class Voice

#### MUSIC 219, 2 Credits

Study of intermediate through advanced concepts of technique, including breath control, tone quality, diction range, and stage deportment. Group and individual instruction. Required recital and optional performance opportunities.

### Digital Studio Level 4

#### MUSIC 227, 3 Credits

Continuation of MUSIC 129. Prerequisite: MUSIC 129. See instructor for information on reserving studio times.

### Digital Studio Level 5

#### MUSIC 228, 3 Credits

Continuation of MUSIC 227. Prerequisite: MUSIC 227. See instructor for information on reserving studio times.

### Digital Studio Level 6

#### MUSIC 229, 3 Credits

Continuation of MUSIC 228. Prerequisite: MUSIC 228. Concurrent enrollment in MUSIC 230. See instructor for information on reserving studio times.

### Digital Music for Media

#### MUSIC 230, 2 Credits

Creating digitally-generated music to coordinate with numerical cues in film or video, using professional SMPTE-locked studio. Also, analysis of film scores. Prerequisite: completion of MUSIC 101, 102, or 103 with grade of 2.0 or higher or tested equivalent, and MUSIC 127 or 200, and concurrent enrollment in MUSIC 229.

### Film Scoring 2

#### MUSIC 231, 2 Credits

Sequential development of techniques of composition for film underscore: melody, harmony, rhythm, instrumentation, register, voicings. Prerequisite: MUSIC 130 and successful completion of music theory entry exam.

### Film Scoring 3

#### MUSIC 232, 2 Credits

Continuation of MUSIC 231 with increased focus on orchestration and composing to film timings. Prerequisite: MUSIC 231.



**Film Scoring 4****MUSIC 233, 2 Credits**

Continuation of MUSIC 232 with focus on composing and recording scores for student produce films, using live studio orchestra. Prerequisite: MUSIC 232.

**Soundsation Vocal Jazz Choir****MUSIC 243, 2 Credits**

Intensive study of advanced jazz singing and playing, including different styles, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/tours each quarter. Prerequisite: admission by audition only in the spring for the following year.

**Soundsation Vocal Jazz Choir****MUSIC 244, 2 Credits**

Intensive study of advanced jazz singing and playing, including differing styles, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: admission by audition only in the spring for the following year.

**Soundsation Vocal Jazz Choir****MUSIC 245, 2 Credits**

Intensive study of advanced jazz singing and playing, including differing styles, improvisation/interpretation, vocal, technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: admission by audition only in the spring for the following year.

**Symphonic Choir****MUSIC 247, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: prior choral singing experience or instructor's permission.

**Symphonic Choir****MUSIC 248, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: prior choral singing experience or instructor's permission.

**Symphonic Choir****MUSIC 249, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: prior choral singing experience or instructor's permission.

**Applied Music****MUSIC 250, 2 Credits**

Private lessons in instrumental or vocal music. Open to any student at any skill level. Beginning through advanced. Instructors assigned by or approved by music faculty. Cost of lessons not included in tuition fee.

**Special Topics****MUSIC 255, 5 Credits**

Topics and seminars of current interest to Music.

**Jazz Workshop****MUSIC 260, 2 Credits**

Small group rehearsal an performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: intermediate to advanced level of playing ability on performance instrument; MUSIC 160 or instructor permission.

**Jazz Workshop****MUSIC 261, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: intermediate to advanced level of playing ability on performance instrument.

**Jazz Workshop****MUSIC 262, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: intermediate to advanced level of playing ability on performance instrument. MUSIC 160 or instructor permission.

**Music Theory IV****MUSIC 281, 5 Credits**

Introduction of binary or ternary forms. Aural skills include compound intervals, advanced scales and seventh chords, melodic dictation with chromatic tones, and harmonic dictation with secondary functions. Prerequisite: MUSIC 183 with a grade of 2.0 or higher or instructor's permission.

**Music Theory V****MUSIC 282, 5 Credits**

Mode mixture, the Neapolitan chord, augmented sixth chords and enharmonic modulations are added to analysis and part writing. Aural skills include advanced scales and melodic dictation, 9th chords, 7th chord progressions, and harmonic dictation with augmented 6th chords. Prerequisite: MUSIC 281 with a grade of 2.0 or higher or instructor's permission.

**Music Theory VI****MUSIC 283, 5 Credits**

Tonal harmony in the late nineteenth century and an introduction to twentieth century practices. Continuation of form in music, with advanced project in composition and analysis. Aural skills include extended chords, and advanced melodic and harmonic dictation. Prerequisite: MUSIC 282 with a grade of 2.0 or higher or instructor's permission.

**Jazz Choir****MUSIC 285, 2 Credits**

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 187 or instructor's permission.

**Jazz Choir****MUSIC 286, 2 Credits**

Rehearsal and performance of Jazz Singing and Playing, including differing styles. Improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisites: MUSIC 285 or instructor's permission required.

**Jazz Choir****MUSIC 287, 2 Credits**

Rehearsal and performance of jazz singing and playing, including differing styles,

improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 286 or instructor's permission.

### Blues/Rock Class Guitar

#### MUSIC 294, 2 Credits

Continuation of MUSIC 196.

Individualized study for the intermediate student in the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 196 or instructor's permission. Must have electric guitar, practice amplifier with headphone jack and headphones.

### Blues/Rock Class Guitar

#### MUSIC 295, 2 Credits

Continuation of MUSIC 294.

Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 294 or instructor's permission. Must have electric guitar, practice amplifier with headphone jack and headphones.

### Blues/Rock Class Guitar

#### MUSIC 296, 2 Credits

Continuation of MUSIC 295.

Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 295 or instructor's permission. Must have electric guitar, practice amplifier with headphone jack and headphones.

### Individual Project In Music

#### MUSIC 298, 1-5 Credits

Study of student-selected topics of approved experiences in the field of Music. S/U grade option. Prerequisite: instructor's permission.

### Special Projects in Music

#### MUSIC 299, 5 Credits

Advanced individual project in music theory, history, arranging, composition, or literature. Prerequisite: instructor permission.

## Nutrition

(425) 640-1415

### Human Nutrition

#### NUTR 200, 5 Credits

Principles of nutritional science including chemical make up of foods, metabolism, digestion, and nutrition's impact on human health. Explore relationships to food, food safety, and bioengineering. Meets requirements for pre-nursing and dental hygiene students. Prerequisites: CHEM 101 and placement into both ENGL 105 and MATH 090.

## Occupational Safety and Health Technician

(425) 640-1712

<http://www.edcc.edu/osh>

### Introduction to Occupational Safety and Health

#### OSH 100, 5 Credits

Overview of occupational safety and health, including introduction to regulatory agencies, financial and human impact of occupational injuries/illnesses, and workers compensation. Covers basic safety terminology and how to access safety information and resources.

### Safety Management

#### OSH 110, 5 Credits

Concepts and measurements of reactive vs. proactive safety practices. Learn major hazards in workplace; how to collect, evaluate, respond to safety and health trend data; develop site-specific programs, policies, procedures; the basic concepts of emergency preparedness. Prerequisite: placement into ENGL 100.

### Regulatory Environment

#### OSH 140, 3 Credits

Introduction to regulatory bodies and overview of OSHA, WISHA, EPA, DOT, MSHA regulations. History and political evolution of the regulatory environment, how violations are penalized, and how a regulatory agency performs a formal inspection. Prerequisite: placement into ENGL 100.

## Workers Compensation and Risk Management

#### OSH 150, 3 Credits

Overview of risk manager role/current risk analysis methods. History/evolution of workers compensation system, ADA, FMLA, WA State Disability Act. Covers business insurance and claims process, transfer/assumption/assessment of risk, lines of insurance. Prerequisite: placement into ENGL 100.

### Special Topics

#### OSH 155, 5 Credits

Classes, workshops or seminars of current interest in occupational safety and health.

### Incident Investigation

#### OSH 160, 3 Credits

Covers methods and documentation required for incident investigation. Overview of supervisor role in incident investigation, methods of review, action and follow up to prevent recurrence. Includes overview of record-keeping system. Prerequisite: placement into ENGL 100.

### Safety Training Techniques

#### OSH 170, 5 Credits

Overview of learning styles and effective training methods. Advantages/disadvantages of different training medias and related costs. Opportunity to provide training to class members on safety topics using different training methodologies. Prerequisite: placement into ENGL 100.

### Handling Hazardous Materials

#### OSH 180, 4 Credits

Overview of regulations on hazard recognition, protective equipment, biological/radiological toxicology, monitoring decontamination. Includes 40 hr OSHA required safety training/certification for workers/supervisors. Prerequisite: placement into ENGL 100.

### Industrial Security

#### OSH 190, 2 Credits

Overview of all-hazards approach to industrial security. Site-specific vulnerability assessment, development of Emergency Action Plan, loss prevention, industrial security, history of terrorism/terrorist threats, workplace violence and National Incident Management System (NIMS). Prerequisite: placement into ENGL 100.

**Industrial Hygiene****OSH 220, 3 Credits**

Basics of industrial hygiene programs and relationship to company safety plan. Addresses chemical absorption into the body, physical/ airborne hazards; sampling techniques; how to identify/ apply hazard control techniques; and using Material Safety Data Sheet (MSDS). Prerequisite: MATH 90, CHEM 101, BIOL 101, OSH 100.

**Ergonomics****OSH 230, 3 Credits**

Overview of history and evolution of ergonomics in the workplace. Ergonomic risk factors, terminology, engineering solutions, applications of principles of body mechanics, and communication of basic concepts and solutions. Prerequisite: BIOL 101, OSH 100.

**Special Topics****OSH 255, 5 Credits**

Classes, workshops or seminars of current interest in occupational safety and health.

**Paralegal**

(425) 640-1658

<http://legal.edcc.edu>

**Introduction to Law and the Legal Process-CD****LEGAL 200, 5 Credits**

Covers the nature of legal institutions and processes, federal and state judicial systems, sources of law and federal and state court systems, legal reasoning and ethics applicable to lawyers and paralegals.

**Civil Procedure****LEGAL 205, 5 Credits**

Study of procedure in civil actions in state trial and appellate courts from commencement to final resolution. Consideration is given to the integration of the skills of the paralegal at all levels of the process.

**Legal Research****LEGAL 210, 5 Credits**

Introduction to traditional and computer-assisted legal research tools through library and drafting assignments designed to develop skills in effectively using legal resources and communicating the results of the

research. Prerequisite: ENGL 100 or placement in ENGL 105 or instructor's permission.

**Administrative Law****LEGAL 215, 5 Credits**

Study of administrative agencies, federal and state administrative law procedures, acts, constitutional limitations and judicial review.

**Real Estate and Property Law****LEGAL 220, 5 Credits**

The law of real property; common types of real estate transactions and conveyances such as deeds, contracts, leases and deeds of trust; personal property law; the system of recording and search of public documents. Prerequisite: LEGAL 200 or instructor's permission.

**Alternative Dispute Resolution****LEGAL 222, 5 Credits**

An overview of the major statutes and court rules, and training in the procedures for resolving disputes outside of the litigation process through arbitration, mediation and other alternate dispute resolution mechanisms. Prerequisite: LEGAL 200 or instructor's permission.

**Medical Paralegal Law****LEGAL 224, 5 Credits**

Substantive law and procedures for the medical paralegal, including medical record and case analysis; investigation, discovery and trial preparation; ethics; standard of care; legal and factual research regarding medical issues; life care planning and estimating damages. Prerequisite: LEGAL 200 or instructor's permission.

**Litigation Practice and Procedure****LEGAL 225, 5 Credits**

Study of the civil litigation process and trial preparation. Each step of the litigation process is examined and emphasis is placed on the integration of the skills necessary for a paralegal at each level of the process. Prerequisite: LEGAL 200 and 205 or instructor's permission. Registration by entry code only. Obtain code from department adviser.

**Torts: Personal Injuries and Liability****LEGAL 226, 5 Credits**

Study of the law of torts (civil wrongs and liabilities) with emphasis on causes of action for personal injury, negligence, intentional torts and professional malpractice. Defenses and computation of damages also covered. Prerequisite: LEGAL 200 or instructor's permission.

**Law Office Technology****LEGAL 228, 5 Credits**

Law office computer techniques, data retrieval systems and other technological advances in the legal field will be presented as well as a critical analysis of law office technology vis-à-vis traditional methods. Prerequisite: LEGAL 200 or instructor's permission.

**Introduction to Law Office Management****LEGAL 229, 5 Credits**

Examination of the nature, organization and function of a law office. Operational techniques for paralegals on a management level as they apply to billing and collections, work flow systems, technology and personnel management. Prerequisite: LEGAL 200 or instructor's permission.

**Interviewing and Investigation Techniques****LEGAL 230, 5 Credits**

Practical clinic in methods of investigation; using investigative experts; obtaining public and private information; problems of interviewing clients and witnesses; procedures for obtaining statements and photographs. Students conduct practice interview. Prerequisite: LEGAL 200 or instructor's permission.

**Probate Practice and Procedures****LEGAL 235, 5 Credits**

Covers substantive and procedural law necessary to probate decedents' estates. Includes administration of estates passing by will and by interstate succession. Special emphasis is placed on the skills necessary for a paralegal to practice in this area. Prerequisite: LEGAL 200 or instructor's permission.



**Estate Planning****LEGAL 237, 5 Credits**

Study of estate planning tools including wills, trusts, durable power of attorney, community property agreements and healthcare directives, and principle of law that apply to each. Study of applicable state and federal tax laws. Emphasis placed on drafting documents. Prerequisite: LEGAL 200 or instructor's permission.

**Contracts****LEGAL 240, 5 Credits**

Principles of the law of contract: nature of contracts, consideration, capacity, legality, performance and breach, sales, agency, government regulation and property.

**Commercial Transactions****LEGAL 245, 5 Credits**

Study of the Uniform Commercial Code with emphasis on Articles 2, 2A, 3, 4, 4A, and 9. Prerequisite: LEGAL 200 or instructor's permission.

**Intellectual Property****LEGAL 247, 5 Credits**

Covers the legal principles and rules regarding the law of patents, trademarks, copyrights and trade secrets. Emphasis is placed on the skills required of paralegals who practice in this area. Prerequisite: LEGAL 200 or instructor's permission.

**Family Law****LEGAL 250, 5 Credits**

Laws and procedures that relate to the formation and dissolution of marriage; nonmarital families; domestic violence; formation and termination of the parent-child relationship; and juvenile offenders. Prerequisite: LEGAL 200 or instructor's permission.

**Environmental Law****LEGAL 254, 5 Credits**

History of environmental law with emphasis placed on the inter-relationships between federal, state and local environmental regulations and requirements. Prerequisite: LEGAL 200 or instructor's permission.

**Corporations, LLCs and Partnerships****LEGAL 260, 5 Credits**

Survey of the law, procedures and documents involved in the organization,

operation and dissolution of business entities, with emphasis on corporations, limited liability companies, general limited liability and limited partnerships. Prerequisite: LEGAL 200 or instructor's permission.

**Bankruptcy and Creditors' Rights****LEGAL 263, 5 Credits**

Study of the federal Bankruptcy Act including procedural steps involved in bankruptcy proceedings and wage earner plans; collection of claims and creditors' rights including enforcement of judgments and pre- and post-judgment remedies. Prerequisite: LEGAL 200 or instructor's permission.

**Consumer Protection****LEGAL 265, 5 Credits**

Common law, statutes and the resulting rights and remedies of the consumer are examined on the federal, state and local level. Emphasis on analysis of the law and familiarity with terminology specific to consumer protection areas. Prerequisite: LEGAL 200 or instructor's permission.

**Employment Law****LEGAL 267, 5 Credits**

Covers state and federal law regarding pre-employment, employment, civil rights, employee and employer rights and affirmative action issues; working conditions, wages, health and safety standards; labor issues; employee liability; termination of employment; unemployment rights; and pension rights. Prerequisite: LEGAL 200 or instructor's permission.

**Compensation Law****LEGAL 270, 5 Credits**

History of employee protection; administrative, legislative and judicial status of state and federal law regarding safety; industrial insurance. Longshoremen and Harborworkers Act, Worker's Compensation Act; applicable pension statutes and other remedies. Prerequisite: LEGAL 200 or instructor's permission.

**Criminal Law****LEGAL 275, 5 Credits**

Examination of our federal and state criminal justice systems including

statutory and case law. Emphasis placed upon the constitutional rights of defendants guaranteed by federal and state constitutions. Prerequisite: LEGAL 200 or instructor's permission.

**Labor Law****LEGAL 285, 5 Credits**

Survey of the field of labor relations law in private and state and federal public sector employment, including: procedures of the NLRB, the FLRA and Washington's PERC; certification of collective bargaining representatives and units; unfair labor practices; grievance processing and ADR. Prerequisite: LEGAL 200 or instructor's permission.

**Legal Internship****LEGAL 291, 1-5 Credits**

Receive on-the-job experience as a paralegal intern. Earn one credit for every 30 hours of work. Students should set up internship and pick up internship forms before quarter begins. Class meets twice during quarter; must attend both classes to receive credit. S/U grade only. Prerequisite: LEGAL 297 or instructor's permission. Registration by entry code only. Obtain code from instructor.

**Advanced Legal Research****LEGAL 295, 5 Credits**

Continuation of LEGAL 210, focus on developing advanced legal analysis and writing skills and computer technology skills using the Internet and WESTLAW. Prerequisite: LEGAL 210 or instructor's permission.

**Legal Seminars****LEGAL 296, 3 Credits**

Topics in specialized or rapidly changing areas of the law. Offered to enhance established program curriculum as well as provide continuing legal education to paralegals. S/U grade only.

**Job Placement Seminar****LEGAL 297, 1 Credit**

Earn legal specialty credit by attending job placement seminar which covers resume and cover letter writing; interviewing techniques; internships and opportunities for employment in legal specialty practice areas. S/U grade only. Must attend both sessions to receive credit.

**Special Projects****LEGAL 299, 1-5 Credits**

Individual projects in legal study designed to give exposure to practical problems in areas of particular interest to the student. Credit available with approval. S/U grade only. Prerequisite: permission of department head and project approval of the dean.

**Philosophy****(425) 640-1560**<http://phil.edcc.edu>**Introduction to Philosophy****PHIL 100, 5 Credits**

A critical study of the work of a few major philosophers, and the fundamental issues of philosophy; may include human nature, ethical theory, justice and political philosophy, the nature and extent of knowledge, and the nature of self and being.

**Contemporary Moral Issues****PHIL 110, 5 Credits**

A philosophical consideration of contemporary moral issues such as abortion, euthanasia, capital punishment, discrimination, war, and world hunger. Prerequisite: ENGL 100 or placement in ENGL 105 or above.

**Introduction to Logic****PHIL 120, 5 Credits**

An introduction to the identification, construction, and analysis of argumentation. Attention to deductive and inductive styles focusing on elements of form, truth, validity, soundness, cogency and application to critical thinking, listening, and writing.

**Special Topics****PHIL 155, 5 Credits**

Topics and seminars of current interest in philosophy.

**Individual Project in Philosophy****PHIL 198, 1-5 Credits**

Study of student-selected project or approved experiences in the field of philosophy. S/U grade option. Prerequisite: instructor's permission.

**Special Projects****PHIL 199, 5 Credits**

Special study to be arranged by student and supervising instructor. S/U grade

option. Credit available with approval. Call (425) 640-1560.

**Special Topics****PHIL 255, 5 Credits**

Topics and seminars of current interest in philosophy.

**Comparison of Religions****PHIL 267, 5 Credits**

Historical and philosophical study of the major religious traditions of the world. Presentations, readings, discussion and self-reflection. Students compare and contrast religious traditions as avenues in the perennial search for meaning. Prerequisite: placement in ENGL 100 or higher.

**Individual Project in Philosophy****PHIL 298, 1-5 Credits**

Study of student-selected project or approved experiences in the field of philosophy. S/U grade option. Prerequisite: instructor's permission.

**Special Projects****PHIL 299, 5 Credits**

Special study to be arranged by student and supervising instructor. S/U grade option. Credit available with approval. Call (425) 640-1560.

**Photography****(425) 640-1560**<http://photo.edcc.edu>**Basic Photography****PHOTO 101, 5 Credits**

Lecture-lab course dealing with the small format camera. Camera handling. B/W film exposure, B/W film developing and B/W printing and finishing are covered.

**Basic Photography****PHOTO 102, 5 Credits**

Intermediate B/W developing and printing with some basic darkroom experimentation. Prerequisite: PHOTO 101 or instructor's permission.

**Basic Photography****PHOTO 103, 5 Credits**

The developing and printing of color films as well as the processing of reversal films. Prerequisite: PHOTO 102 or instructor's permission.

**Photographing People****PHOTO 111, 5 Credits**

Surveys the fundamentals of photographing people under natural and especially artificial lighting conditions. A working knowledge of light exposure is strongly recommended.

**Physical Education****(425) 640-1655**<http://pe.edcc.edu>**Sports and Fitness Lab****PE 101, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

**Sports and Fitness Lab****PE 102, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

**Sports and Fitness Lab****PE 103, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

**Sports and Fitness Lab****PE 104, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

**Cross-Training and Sport****PE 106, 2 Credits**

Students selectively choose and participate in sports and conditioning activities to improve skills, health and well-being. Personal goals and

outcomes of achievement reviewed with a required portfolio of progression and accomplishments presented for assessment and evaluation. S/U grade option. Individualized hours must be arranged with instructor.

### **Baseball Conditioning**

**PE 107, 2 Credits**

### **Jogging/Cardio Fitness**

**PE 111, 2 Credits**

Improvement of cardio respiratory efficiency, flexibility, muscle tone and weight control through walking and jogging. Individualized to meet everyone's need and ability with hours arranged independently. Individualized hours may be arranged with the instructor.

### **Jogging/Cardio Fitness**

**PE 112, 2 Credits**

Continuation of PE 111. Individualized hours may be arranged with the instructor.

### **Bowling Co-ed**

**PE 114, 1 Credit**

Individualized instruction for the beginner through advanced player. Ball handling, footwork, balance, and timing. Competitive play in a recreational environment. Fee is for games played.

### **Bowling Intermediate Co-ed**

**PE 115, 1 Credit**

Individualized instruction in footwork, ball handling techniques body position and alignments. Fee is for games played. Prerequisite: PE 114.

### **Bowling Advanced Co-ed**

**PE 116, 1 Credit**

Individualized instruction in footwork, ball handling, techniques, body position and alignments. Fee is for games played. Prerequisite: PE 115.

### **Yoga-Basic Poses for Strength and Flexibility**

**PE 117, 1.5 Credits**

A centered, grounded technique to gain better balance, strength, flexibility and stability from the student's core. Using a variety of approaches, students will blend energizing effort with relaxing, inhaling with exhaling, while quieting the mind, toning the body and inspiring personal confidence.

### **Aerobic Bench and Exercise**

**PE 118, 1.5 Credits**

A strenuous aerobic exercise class designed in a more traditional athletic mode making use of bench work and sports movements. Stretching, flexibility and various resistance exercise will be incorporated with the aerobic section for a complete body workout. S/U grade option.

### **Aerobic Dance and Exercise**

**PE 119, 1.5 Credits**

Aerobic dance, exercise, relaxation and body conditioning, designed to improve cardiovascular fitness, muscle tone and flexibility. Information given on exercising safely. S/U grade option.

### **Aerobics Country Style**

**PE 121, 1 Credit**

Aerobic exercise achieved by learning country-western line dances and two-step basics. Suitable for all ages and fitness and experience levels. S/U grade option.

### **Men's Body Conditioning**

**PE 124, 2 Credits**

Exercise and weight training to improve strength, endurance, poise and confidence. Individualized hours may be arranged with the instructor.

### **Men's Advanced Body Conditioning**

**PE 125, 2 Credits**

Continuation of PE 124. Individualized hours may be arranged with the instructor.

### **Beginning Golf Co-ed**

**PE 126, 1 Credit**

Stance, grip and swing; driving, putting and approach shots; rules and etiquette. Clubs are furnished for in class use.

### **Intermediate Golf Co-ed**

**PE 127, 1 Credit**

Improvement of grip, swing, driving and approach shots. Clubs furnished for in class use.

### **Advanced Golf Co-ed**

**PE 128, 1 Credit**

Improvement of swing, timing, approach shots, strategy, special lies, putting, concentration on the mental approach to the game. Prerequisite: PE 127. Clubs furnished for in class use.

### **Aerobic Dance/Exercise-Intermediate**

**PE 129, 1.5 Credits**

Aerobic dance offers a combination of stretching, aerobic conditioning and strengthening exercises while moving to music. Incorporates both low impact and high impact aerobic movements in a rhythmical, energetic dance.

### **Aerobics Hip-Hop**

**PE 130, 1.5 Credits**

Energetic, creative aerobic exercise class with dance routine and body motion designed to be different. Enhances muscle tone, flexibility, coordination, speed of motion and body mechanics.

### **Low Impact Aerobics**

**PE 131, 1.5 Credits**

Become fit by beginning a fitness lifestyle. Enjoy toning up and feeling great through movement and low impact aerobics to music. Structured for everyone who is motivated to get started on a balanced exercise program toward fitness. S/U grade option.

### **Aerobic Instructor Training**

**PE 132, 4 Credits**

Advanced aerobics dance and exercise program with emphasis on instructional methodology, fitness dynamics, nutrition, anatomy and CPR course. Completion will assist students to successfully complete the national accredited ACE certification evaluation if desired. S/U grade option.

### **Body Sculpting and Stretching**

**PE 133, 1.5 Credits**

Sculpt and improve self-image and energy through a directed and guided fitness program. Exercise to music with resistance training using dynabands and light weights to improve muscle tone, strength, endurance and flexibility. S/U grade option.

### **Women's Body Conditioning**

**PE 134, 2 Credits**

Body conditioning and fitness developed through weight training. Strategies of independent fitness goals and nutrition guidelines. Designed for the beginner.



**Advanced Women's Conditioning****PE 135, 2 Credits**

Continuation of PE 134. Strategies in body conditioning using free barbell and dumbbell methods to improve tone, image, strength and endurance. Individualized hours may be arranged with the instructor.

**Fastpitch Softball Conditioning****PE 136, 2 Credits****Volleyball Co-ed****PE 142, 1.5 Credits**

Volleyball concepts, strategy and skills for men and women. Drills, play, and selected team competition during court hours.

**Men's Basketball****PE 144, 1 Credit**

Men's basketball fundamentals. On court play and competition. Passing, shot making, footwork and team play emphasized.

**Self Defense for Women & Men****PE 145, 1 Credit**

Personal protection for men and women. Constructed for the individual to learn defensive escape strategies, including kicking, blocking, punching, and throwing. Legal rights in the home, rape prevention and litigation are discussed. S/U grade option.

**Beginning Karate Co-ed****PE 146, 1 Credit**

Karate techniques, self-defense and physical fitness, kata and various combination techniques. The student advances toward the first-color belt. Uniform not required.

**Advanced Karate Co-ed****PE 147, 1 Credit**

Continuation of beginning karate. Prerequisite: PE 146.

**Beginning Tennis Co-ed****PE 154, 1.5 Credits**

Footwork, grip, forehand and backhand strokes and service. Singles and doubles strategy and competition. Racquets provided as needed. Courts are off campus. Car transportation necessary.

**Intermediate Tennis Co-ed****PE 155, 1.5 Credits**

Improvement of footwork, speed, timing and techniques for the forehand, backhand, service, lob and volley strokes. Singles and doubles competition and strategy. Courts are off campus. Car transportation necessary.

**Advanced Tennis Co-ed****PE 156, 1.5 Credits**

Continuation of intermediate tennis. Prerequisite: PE 155. Courts are off campus. Car transportation necessary.

**Men's Advanced Basketball Skills****PE 160, 3 Credits**

Principles, rules, techniques and strategies to prepare the student for competitive play. S/U grade option.

**Women's Advanced Basketball****PE 161, 3 Credits**

Principles, rules, techniques and strategies of competitive women's basketball. Daily attendance required. S/U grade option. Prerequisite: basketball experience or instructor's permission.

**Men's Baseball Skills****PE 170, 3 Credits**

Principles, rules, techniques and strategies to prepare for competition play. Prerequisite: experience or instructor's permission.

**Special Projects****PE 199, 5 Credits**

Individual projects in physical or health education to include research, coaching, officiating, dance, ballet, individual and team sport participation, community service projects and work experience. S/U grade option. Credit available with approval. Call (425) 640-1679.

**Cross-Training and Sport****PE 206, 2 Credits**

Students selectively choose and participate in sports and conditioning activities to improve skills, health and well-being. Personal goals and outcomes of achievement reviewed with a required portfolio of progression and accomplishments presented for assessment and evaluation. S/U grade option. Individualized hours must be arranged with instructor.

**Baseball Conditioning-Advanced****PE 207, 2 Credits****Body Building for Men and Women****PE 235, 2 Credits**

Designed for the serious bodybuilder. Advanced weight training techniques—forced reps, pyramiding, negative reps with lectures on nutrition, anatomy and competition. Bodybuilding routines, posing and muscle development emphasized.

**Fastpitch Softball Conditioning****PE 236, 2 Credits****Men's Basketball****PE 244, 1 Credit**

Advanced strategies of basketball relative to team offense and defense. Individual potentials developed through practical skills and performance. Prerequisite: PE 144, or instructor's permission.

**Nutrition/Life Fitness****PE 250, 3 Credits**

Covers various aspects of life fitness, basic anatomy, physiology of exercise and nutrition. Instruction in how to establish a personal fitness program for life. Prerequisite: concurrent enrollment in PE fitness lab, 124 or 134 is advised.

**Special Topics****PE 255, 5 Credits**

Classes, workshops or seminars of current interest in physical education.

**Men's Advanced Basketball Skills****PE 260, 3 Credits**

Principles, rules, techniques and strategies. Fall quarter only. S/U grade option. Prerequisite: PE 160.

**Women's Advanced Basketball****PE 261, 3 Credits**

Principles, rules, techniques and strategies of competitive women's basketball. Daily attendance required. S/U grade option. Prerequisite: basketball experience or instructor's permission.

**Men's Baseball Skills****PE 270, 3 Credits**

Principles, rules, techniques and strategies. Prerequisite: PE 170.

**Special Projects****PE 299, 5 Credits**

Individual projects in physical or health education to include research, coaching, officiating, dance, ballet, individual and team sport participation, community service projects and work experience. S/U grade option. Credit available with approval. Call (425) 640-1679.

**Physics**

(425) 640-1679

<http://phys.edcc.edu>**Physics in Everyday Life****PHYS 100, 5 Credits**

One quarter course in physics designed for non-science majors. Students learn how physics explains their world. Class activities include learning about experimentation, measurement, and simple mathematical modeling. Prerequisite: MATH 090 with a grade of 2.0 or higher and placement in ENGL 105.

**General Physics****PHYS 101, 5 Credits**

Basic concepts in mechanics, such as dynamics, kinematics, energy, gravity, rotation and fluids. Prerequisite: MATH 131 with a grade of 2.0 or higher and placement in ENGL 105.

**General Physics****PHYS 102, 5 Credits**

Basic concepts in waves, sound, heat, fluids, and optics. Prerequisite: PHYS 101 with a grade of 2.0 or higher and placement in ENGL 105.

**General Physics****PHYS 103, 5 Credits**

Basic concepts in electromagnetism, electronics, and modern physics. Modern physics includes relativity, atomic and nuclear physics, quantum mechanics and solid state physics. Prerequisite: PHYS 102 with a grade of 2.0 or higher and placement in ENGL 105.

**Special Topics****PHYS 155, 1-5 Credits**

Seminars of current interest in physics. Prerequisite: Previous course in physics or instructor's permission.

**Individual Project in Physics****PHYS 198, 1-5 Credits**

Study of student-selected project or approved experiences in the field of physics. Prerequisite: Course may be repeated for a maximum of 10 credits. S/U grade option.

**Special Projects****PHYS 199, 1-5 Credits**

Individual projects in physics.

**Physics for Science and Engineering****PHYS 201, 5 Credits**

Physics for people with an interest in becoming scientists or engineers. Topics covered will be kinematics, dynamics, momentum and energy. S/U grade option. Prerequisite: MATH 151 and ENGL 105, each with a grade of 2.0 or higher.

**Physics for Science and Engineering****PHYS 202, 5 Credits**

Topics covered will include gravitation, waves, fluids, oscillations, and optics. S/U grade option. Prerequisite: PHYS 201, MATH 152, and ENGL 105, each with a grade of 2.0 or higher.

**Physics for Science and Engineering****PHYS 203, 5 Credits**

Topics covered will include electromagnetism and modern physics. S/U grade option. Prerequisite: PHYS 202, MATH 153 and ENGL 105, each with a grade of 2.0 or higher.

**Individual Project in Physics****PHYS 298, 1-5 Credits**

Study of student-selected project or approved experiences in the field of physics. Prerequisite: course may be repeated for a maximum of 10 credits. S/U grade option.

**Special Projects****PHYS 299, 5 Credits**

Individual projects in Physics.

**Political Science**

(425) 640-1560

<http://polsc.edcc.edu>**Introduction to Political Theory****POLSC 101, 5 Credits**

Uses political philosophy to consider the issues raised in the political process. Topics of inquiry include: the sources of human conflict, equality, good government, the use of power, and justice. Prerequisite: placement in ENGL 105.

**American Government****POLSC 104, 5 Credits**

Provides a basic introduction to the structure and processes of American government and politics. Special emphasis is placed on the relationship between political culture, thought, institutions, and the debate over public policy. Placement in ENGL 105 is recommended.

**State and Local Government****POLSC 105, 5 Credits**

Explores the basic problems confronting state and local government with emphasis on state political forces, institutions and processes, and intergovernmental relations. Focus on the characteristics of recent developments in Washington State politics. Placement in ENGL 105 is recommended.

**International Relations****POLSC 110, 5 Credits**

Considers the history and current trends in global politics. Emphasis on sources of conflict and cooperation, international law and ethics, globalization and international political economy. Placement in ENGL 105 recommended.

**Comparative Government****POLSC 115, 5 Credits**

Covers historical and socio-cultural similarities and differences in political institutions and processes of selected nations. Includes political development, power, elites and responsiveness, social movements and revolution, and the social base of politics. Placement in ENGL 105 recommended.

**Special Topics****POLSC 155, 5 Credits**

Seminars of current interest in political science.

### Individual Project in Political Science

#### **POLSC 198, 1-5 Credits**

Study of student-selected topics of approved experiences in the field of political science. S/U grade option. Prerequisite: instructor's permission.

### Introduction to Law

#### **POLSC 200, 5 Credits**

Legal institution and processes, American Constitution, legislative processes, state and federal systems, legal reasoning of substantive law including its application to business environments. Required law course for University of Washington business transfer students. Prerequisite: placement in ENGL 100.

### Media and Politics

#### **POLSC 210, 5 Credits**

An examination of media influence on contemporary politics with emphasis on how information shapes public thinking on political issues, candidates, causes, and public perceptions of government institutions. Prerequisite: completion of ENGL 105 with a grade of 2.0 or higher.

### The European Union

#### **POLSC 224, 5 Credits**

Designed to familiarize students with the origin, purpose, and future of the European Union. Attention will be on the process and politics of "enlargement" and the European Union's relationship with the United States. Placement in ENGL 105 recommended.

### Special Topics

#### **POLSC 255, 5 Credits**

Seminars of current interest in political science.

### Individual Project in Political Science

#### **POLSC 298, 1-5 Credits**

Study of student-selected topics of approved experiences in the field of political science. S/U grade option. Prerequisite: instructor's permission.

## Psychology

(425) 640-1560

<http://psych.edcc.edu>

### General Psychology

#### **PSYCH 100, 5 Credits**

Surveys major areas of psychology. Core topics include sensory processes, perception, personality, disorders and treatment, intelligence, research methods, learning, states of consciousness, language, cross-cultural psychology, and applied psychology.

### Careers in Psychology

#### **PSYCH 110, 2 Credits**

Exploration of careers in fields related to Psychology: Counseling/ Psychotherapy, Teaching, Social Work, Advertising, Human Resources, Police, Law and Medicine. S/U grade option.

### Current Issues in Psychology

#### **PSYCH 111, 3 Credits**

Introduction to, and exploration of, approaches to selected topics in Psychology as applied to social and personal issues such as marriage, divorce, psychotherapy, religion, advertising and health. S/U grade option.

### Survey of Psychological Research

#### **PSYCH 112, 2 Credits**

Principles and techniques for conducting and evaluating research. Experiments will be discussed and demonstrated. Students will Design and conduct experiments and surveys. Psychology tests on topics such as personality, stress, anger, creativity and love will be presented in class. S/U grade option.

### Special Topics

#### **PSYCH 155, 5 Credits**

Lecture/seminar approach to current issues in psychology. Topics include psychotherapy, intelligence, statistics, moral issues, gender roles and relationships. Prerequisite: PSYCH 100 or instructor's permission.

### Abnormal Psychology

#### **PSYCH 205, 5 Credits**

Understanding the nature, cause, and treatments of behavioral disorders. Understanding abnormal behavior by acquainting the student with theories, research, and case studies relating to

maladaptive and disordered behavior. Prerequisite: PSYCH 100 or instructor's permission.

### Human Sexuality

#### **PSYCH 208, 5 Credits**

A survey course of biological, psychological and social determinants of human sexuality and sexual behavior. Topics include sexual development, sexual health, reproduction, development of gender orientation, adult sexual bonding, sexual abuse and assault.

### Child Psychology

#### **PSYCH 214, 5 Credits**

Physiological and psychological development of the child from infancy through adolescence. Prerequisite: PSYCH 100 or instructor's permission.

### Special Topics

#### **PSYCH 255, 5 Credits**

Lecture/seminar approach to current issues in Psychology. Topics include psychotherapy, intelligence, statistics, moral issues, gender roles, and relationships. Prerequisites: PSYCH 100 or instructor's permission.

### Social Psychology

#### **PSYCH 290, 5 Credits**

The interrelationship between the individual and the social environment, attitudes, social class, roles and stereotypes, language, social behavior of animals, group dynamics, social control, deviance, small groups.

## Retail Marketing

(425) 640-1604

<http://business.edcc.edu>

### Retail Career Strategies

#### **RMKTG 131, 1 Credit**

A hands-on course that will develop career planning skills by analyzing personal values, interests, and experiences that will help identify short and long range career direction. S/U grade option.

### Special Topics

#### **RMKTG 155, 5 Credits**

Classes, workshops, or seminars of current interest in retail. S/U grade option.



**Retail Analysis****RMKTG 205, 5 Credits**

Retail businesses need to have employees who understand the big picture and can use merchandising math data to provide information for effective decision making. Explore retail merchandising math concepts, their relationships, and the information they provide.

**Special Topics****RMKTG 255, 5 Credits**

Classes, workshops, or seminars of current interest in retail. S/U grade option.

## Social and Human Services

(425) 640-1658

<http://shs.edcc.edu>

**Orientation to Human Services****SHS 100, 1 Credit**

Examines the growing and changing career opportunities in human services and the related educational options within the Social and Human Services Department. Includes reviews of registration, certification and Washington Administration Codes (WAC) for practice in different fields. S/U grade only.

**Introduction to Human Services****SHS 103, 5 Credits**

For students considering a career in Human Services who want to know about the variety of human service institutions, agencies and programs available and career paths within the field. Content includes history, purpose, trends, issues and models of service. S/U grade option. Prerequisite: completion of ENGL 100 with a 2.0 or higher or placement in ENGL 105.

**Time and Stress Management****SHS 107, 2 Credits**

Addresses personal and organizational stress in human services settings and offers techniques for reducing and preventing stress, decreasing burnout, and increasing job satisfaction. Time management techniques also addressed. S/U grade option.

**Introduction to Human Relations-CD****SHS 109, 4 Credits**

Introduces knowledge and skills of interpersonal relations for human service workers. Includes active listening, communications, forming supportive relationships, intentional information seeking, teamwork, and referrals. Includes role plays, exercises, and self-assessments. S/U grade option.

**Social Issues Forum****SHS 111, 1 Credit**

Seminar offered once per quarter with special focus on topics of current interest in the human services field. Presenters include outside human services professionals as well as Edmonds faculty. S/U grade option.

**Child and Family Welfare****SHS 112, 3 Credits**

Investigates the issues, attitudes, and possible solutions of how we, as a society and individually, can most effectively protect children and families against hardships, and at the same time enable them to live rewarding lives. S/U grade option.

**Ethics for SHS/CD Professionals****SHS 113, 2 Credits**

Identifies common ethical dilemmas encountered by human service providers; introduces student to the foundations, purpose, and content of ethical codes and process of ethical decision making. S/U grade option.

**Interviewing and Counseling****SHS 114, 5 Credits**

Identifies the values, knowledge, and competencies necessary to engage and sustain a helping relationship and identify and clarify consumer concerns and desires. Effective use of interpersonal communication skills is stressed through participation in class exercises and role play simulations. S/U grade option.

**Group Process and Dynamics****SHS 115, 4 Credits**

Identifies the role and purpose of groups in human services, the stages of group and member development, typical member behaviors at various stages;

leadership challenges and qualities; knowledge and skills necessary for effective group co-facilitation. S/U grade option.

**Introduction to Behavioral Therapy****SHS 116, 3 Credits**

Introduces principles of social learning theory including methods of behavioral analysis and change. Focus is on identifying behavioral variables, measurable treatment goals, reinforcements, behavioral management and generalization. Student will complete a self-change project. S/U grade option.

**Crisis Intervention****SHS 117, 2 Credits**

Introduces the theory and practice of crisis intervention. Includes the nature and natural history of a crisis, types of crises, common reactions of people in crisis, outcome patterns, stages and goals of crisis intervention, and skills and knowledge needed to assist people to resolve a crisis constructively. S/U grade option.

**Vocational Consulting-CD****SHS 119, 3 Credits**

Introduces the field of employment services. Includes hands-on skill development in employment assessment, career exploration and development, job coaching, labor market trend analysis, occupational information tools, employer concerns and job search and development techniques. S/U grade option.

**Case Management and Community Resources****SHS 121, 3 Credits**

Defines the role of the case manager, functions they perform, history, challenges of the job, and knowledge and skills necessary to be effective including how to make referrals and function as an advocate and community resource specialist. S/U grade option.

**Mental Health Services:****An Overview****SHS 131, 3 Credits**

Surveys the components and development of the mental health system from a case management perspective. The system's mission and goals, operational policies and principles, the impact of managed care, and role and challenges of the case manager are stressed. S/U grade option.

**Horticultural Therapy****SHS 135, 3 Credits**

Overview of horticultural therapy: its origin, development, and use today. Integrates theory and practice from both horticulture and social services rehabilitation to provide a unique, creative means of therapy for diverse populations. S/U grade option.

**Introduction to Rehabilitation****SHS 140, 4 Credits**

Reviews developments in rehabilitation: principles of the rehabilitation process, current theories, techniques and their applications in various settings. Emphasizes consumer strengths, client choice, and person centered goal setting, planning and implementation of services. S/U grade option.

**Survey of Disabling Conditions****SHS 145, 4 Credits**

Identifies major disabilities and their medical aspects; explores how disabilities affect developmental processes and psychosocial challenges; describes functional implications on career and family. Basic medical terminology addressed. S/U grade option.

**Activities Therapy****SHS 151, 3 Credits**

Defines the activities therapist's role, theory underlying activity therapy, supports the development of group and problem-solving skills; creative approaches to structuring activities that use readily available resources to support change to improve client functioning. S/U grade option.

**Exploration in Human Services****SHS 157, 1-5 Credits**

Students earn credit for faculty approved volunteer or work experience, career planning, research, or off-campus workshops and seminars. Students

must schedule an appointment with the instructor to define the activity, learning goals and benefits within the first week after registering or they may be dropped from the course. S/U grade option.

**Exploration in Human Services****SHS 158, 1-5 Credits**

Students earn credit for faculty approved volunteer or work experience, career planning, research, or off-campus workshops and seminars. Students must schedule an appointment with the instructor to define the activity, learning goals and benefits within the first week after registering or they may be dropped from the course. S/U grade option.

**Exploration in Human Services****SHS 159, 1-5 Credits**

Students earn credit for faculty approved volunteer or work experience, career planning, research, or off-campus workshops and seminars. Students must schedule an appointment with the instructor to define the activity, learning goals and benefits within the first week after registering or they may be dropped from the course. S/U grade option.

**Exploration in Human Services****SHS 160, 1-5 Credits**

Students earn credit for faculty approved volunteer or work experience, career planning, research, or off-campus workshops and seminars. Students must schedule an appointment with the instructor to define the activity, learning goals and benefits within the first week after registering or they may be dropped from the course. S/U grade option.

**Aging in America****SHS 161, 4 Credits**

Introduces the field of Social Gerontology. Includes information about aging, related social, economic and health consequences and the associated social service roles for those working with the aged. S/U grade option.

**Aging and Health****SHS 162, 3 Credits**

Reviews current theories of the aging process, normal changes accompanying aging, and common chronic health problems of older people. Emphasizing helping older people maintain good health and assisting physically impaired

to function at their optimal level. S/U grade option. Prerequisite: SHS 161 or instructor's permission.

**Mental Health Aspects of Aging****SHS 163, 3 Credits**

Examines psychological processes in the later years, with special emphasis on addressing psychological problems and supporting mental well-being among older members of the community and their families. S/U grade option.

**Family in Later Life****SHS 164, 3 Credits**

Explores family patterns in later life, including older couples, widowhood, parent-child relations, and other family ties. Uses experiential and didactic methods to teach skills for working with families of older people. S/U grade option.

**Death, Dying, and Bereavement****SHS 165, 3 Credits**

Examines physiological, psychological, and social perspectives on the dying and bereavement process. Addresses institutional responses and the role of providers in dealing with the needs of clients and families during the dying process and through bereavement.

**HIV/AIDS Training for Health Professionals****SHS 170, 1 Credit**

Addresses etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment, and psychosocial issues of consumers. Course meets requirements for rehabilitation, gerontology, and horticultural therapy students and many health care related professions. S/U grade option.

**Legal Issues in Human Services****SHS 181, 2 Credits**

Addresses legal issues in the field of Human Services and rehabilitation, and the impact of legislation addressing discrimination. S/U grade option.

**Human Growth and Development****SHS 185, 5 Credits**

Addresses the multidimensional process of human development from conception

to death. Addresses growth, development and change from conception through death from biophysical, psychological, and social perspectives. S/U grade option. Prerequisite: placement in ENGL 105 or completion of ENGL 100 with a 2.0 or higher.

### Youth and Adolescence Development

#### SHS 186, 5 Credits

Addresses youth and adolescent growth development in terms of social-emotional, physical and cognitive perspectives. Includes theoretical content, observation, and practical application. S/U grade option.

### Screening and Referral for Alcohol and Other Drugs

#### SHS 201, 2 Credits

Provides information on behavioral indicators of chemical dependency, related problems and their impacts on others. Also addresses motivation for change, community resources and how to make referrals and support participation in counseling and self-help groups. S/U grade option.

### Screening and Referral for Mental Health Issues

#### SHS 202, 2 Credits

Provides information on behavioral indicators of mental illness and disorders, related problems and their impacts on others. Also addresses motivation for change, community resources and how to make referrals and support participation in counseling and self-help groups. S/U grade option.

### Screening and Referral for Disabling Conditions

#### SHS 203, 2 Credits

Provides information on behavioral indicators of disabling conditions, related problems and their impacts on others. Also addresses motivation for change, community resources and how to make referrals and support participation in counseling and self-help groups. S/U grade option.

### Pre-Practicum Seminar

#### SHS 210, 1 Credit

Reviews the goals of the practicum courses: requirements and tasks required to insure success including

understanding challenges and responsibilities, self assessment, goal setting, site selection, preparing for an interview, making use of supervision and documentation of learning. S/U grade option. Prerequisite: students should complete this course one quarter before they plan to begin a practicum. Consultation with faculty adviser prior to registration is recommended.

### Beginning Field Practicum

#### SHS 211, 4 Credits

Students observe and learn from working professionals and apply knowledge, theory and skills from classroom to supervised work with clients in human service settings. S/U grade option. Prerequisite: ENGL 100, SHS 210 and minimum 20 additional credits in human service courses with 2.5 or higher g.p.a. or instructor's permission. Entry code required.

### Advanced Field Practicum

#### SHS 212, 4 Credits

Advanced students observe and learn from working professionals and apply knowledge, theory and skills from classroom to supervised work with clients in human service setting. S/U grade option. Prerequisite: SHS 211 with minimum grade of 2.0 or instructor's permission. Obtain required entry code from instructor.

### Advanced Field Practicum

#### SHS 213, 4 Credits

Advanced students observe and learn from working professionals and apply knowledge, theory and skills from classroom to supervised work with clients in human service setting. S/U grade option. Prerequisite: SHS 211 with minimum grade of 2.0 or instructor's permission. Obtain required entry code from instructor.

### Advanced Counseling Methods (Brief Therapies)

#### SHS 216, 4 Credits

Evaluates the role of theory in the practice of counseling and the assumptions, key concepts, and methods of various therapeutic traditions. Various methods will be practiced and evaluated. Students will identify and describe the theoretical concepts and methods they

believe will be most useful in their work with clients. S/U grade option.

### Family Therapy

#### SHS 217, 4 Credits

Introduces various models of family counseling and therapy including key concepts, techniques and processes with an emphasis on one's own "family of origin" and family disease issues. S/U grade option. Prerequisite: SHS 114 or instructor's permission.

### Management of Adult Mental Illness

#### SHS 218, 4 Credits

An overview of the nature, management and treatment of commonly encountered psychiatric disorders in adults. Disorders will be examined in terms of identifying symptoms, etiological theories, current treatment, management strategies and techniques. S/U grade option. Prerequisite: SHS 121. PSYCH 205 is recommended.

### Working with Diverse Populations

#### SHS 219, 3 Credits

Addresses the issues that interfere with effective cross-cultural interactions and provides a frame of reference and skills for effective work with clients ethnically or culturally different from oneself. S/U grade option.

### Case Management: Gerontology

#### SHS 235, 3 Credits

Focuses on the case manager's role and function in the delivery of human services to older adults. Includes exposure to realistic practice situations, specialized intake and treatment procedures. S/U grade option.

### Medications and Treatment Management

#### SHS 242, 2 Credits

Reviews specific medications commonly used in the management of mental disorders, their primary therapeutic and unwanted side effects, abuse potential, impact on the consumer and the role of the non-medical worker in medication management. S/U grade option.



### Assessment and Evaluation: Mental Health

#### SHS 244, 2 Credits

Introduces and offers practice in the use of assessment processes and tools useful to case managers to assess the presence and severity of psychiatric symptoms, a person's functional capacity and needs. Prerequisite: SHS 114.

### Mental Health and the Family

#### SHS 246, 2 Credits

Focuses on how a family experiences mental illness in a member and how a case manager can promote and support the family in evolving and sustaining functional therapeutic interactions. S/U grade option.

### Special Topics

#### SHS 255, 3 Credits

Specialized courses/seminars on current issues in the SHS field. Each class will have its own course outline or syllabus as appropriate.

### Managing Difficult Behaviors

#### SHS 260, 3 Credits

Provides a framework for understanding the principal causes of angry, reluctant, fearful, and uncooperative behaviors in clients, and provides specific methods for addressing and alleviating such behavior. S/U grade option.

### Art/Music/Movement Therapies

#### SHS 261, 2 Credits

Provides an overview of the practice of several widely accepted non-verbal creative therapies and their application in institutional settings with clients ranging broadly in age. S/U grade option.

### Special Projects

#### SHS 299, 1-5 Credits

Credit available with approval. Contact department faculty. S/U grade option.

## Social Science

(425) 640-1560

<http://hss.edcc.edu>

### Special Topics

#### SOCSC 155, 5 Credits

Topics of current interest in Social Science.

### Individual Project in Social Science

#### SOCSC 198, 1-5 Credits

Selection, design and completion of student-selected project at beginning level of sociology. Student consults with faculty member in all aspects of the projects.

### Special Topics

#### SOCSC 255, 5 Credits

Topics of current issues in Social Science.

### Individual Project in Social Science

#### SOCSC 298, 1-5 Credits

Selection, design and completion of student-selected project at intermediate or advanced level of sociology. Student consults with faculty member in all aspects of the projects.

## Sociology

(425) 640-1560

<http://socio.edcc.edu>

### Introduction to Sociology-CD

#### SOCIO 110, 5 Credits

The study of how interwoven social forces such as economy, polity, family, religion, media, technology, and education shape human interaction, society, and our constructions of reality. Focus on multicultural U.S. in global context. Prerequisite: eligibility for ENGL 100.

### The Sociology of Gender-CD

#### SOCIO 115, 5 Credits

The study of how gender shapes the experiences of men and women in our social institutions, such as the family, work, media, and education. Consideration of how gendered experiences differ by race, ethnicity, and social class. Focus on the U.S. in global context. Prerequisite: eligibility for ENGL 100.

### Introduction to Global Studies-CD

#### SOCIO 118, 5 Credits

The origins of, and solutions to, global and national problems. Topics include terrorism, technology, poverty, and the environment. Focus on cultural diversity and U.S. society in global context. Prerequisite: placement in ENGL 105.

### Race and Ethnic Relations-CD

#### SOCIO 125, 5 Credits

The study of past and present relations between race and ethnic groups in North America and the effects of immigration on these relations. Focus on causes, forms, and consequences of race and ethnic inequality as well as on resistance strategies. Prerequisite: eligibility for ENGL 100.

### Sociology of the Environment-CD

#### SOCIO 130, 5 Credits

The origins of, and solutions to, environmental problems. Topics include the relationship between humanity and nature from different cultural perspectives (e.g., Native American), animal rights, consumer behavior, and population trends. Prerequisite: placement in ENGL 105.

### Social Research Using Statistics

#### SOCIO 200, 5 Credits

Introduction to research methods and statistics used in the social sciences. Examines the challenges involved in studying human behavior and in analyzing and interpreting social science data. Designed to help students become informed consumers of scientific research. Prerequisite: Completion of MATH 090 with a grade of 2.0 or higher. Eligibility for ENGL 100.

### Sociology of Social Problems-CD

#### SOCIO 210, 5 Credits

Origins of, and solutions to, problems in society. Topics may include work, family, healthcare, education, media, and inequality. Focus on cultural diversity and U.S. society in global context. Prerequisite: placement in ENGL 105.

### Sociology of the Family-CD

#### SOCIO 214, 5 Credits

How families respond to, and are shaped by, religion, work, education, and social policies. Topics include love, marriage, sexual orientation, parenting, divorce, and children. Focus on cultural diversity and U.S. society in global context. Prerequisite: placement in ENGL 105.

## Spanish

(425) 640-1560

<http://forln.edcc.edu>

### Basic Spanish Grammar Lab

**SPAN 100, 2 Credits**

An English grammar course for students taking SPAN 101. Basic grammar and comparative analysis of Spanish and English. Concurrent enrollment in SPAN 101 is required.

### Elementary Spanish

**SPAN 101, 5 Credits**

Introduction to spoken Spanish. Elementary conversation, pronunciation, reading, composition and culture. See SPAN 100 above.

### Elementary Spanish

**SPAN 102, 5 Credits**

Continuation of 101. Conversation, composition, reading of graded texts. Prerequisite: SPAN 101 or instructor's permission.

### Elementary Spanish

**SPAN 103, 5 Credits**

Continuation of 102. Conversation, composition, and reading of graded texts. Prerequisite: SPAN 102 or instructor's permission.

### Intermediate Spanish

**SPAN 201, 5 Credits**

Intensive practice in speaking, reading, writing, and aspects of language and culture. Prerequisite: SPAN 103 or instructor's permission.

### Intermediate Spanish

**SPAN 202, 5 Credits**

Continuation of SPAN 201. Review of Spanish grammar, intensive practice in speaking, reading and writing. Oral practice based on selected readings in civilization, culture and literature. Prerequisite: SPAN 201 or instructor's permission.

### Intermediate Spanish

**SPAN 203, 5 Credits**

Continuation of SPAN 202. Review of Spanish grammar, intensive practice in speaking, reading and writing. Oral practice based on selected readings in civilization, culture and literature. Prerequisite: SPAN 202 or instructor's permission.

## Introduction to Latin American Cultures-CD

**SPAN 230, 5 Credits**

Surveys the history, culture, arts, music, film, and dance of Spanish-speaking countries in Central and Latin America and in the Caribbean. Prerequisite: ENGL 100 with a grade of 2.0 or higher or placement in ENGL 105.

## Speech Communication

(425) 640-1560

<http://spch.edcc.edu>

### Fundamentals of Speech Communication

**SPCH 100, 5 Credits**

Overview of the field of communication with an emphasis on the interpersonal approach, small group communication and public speaking. Prerequisite: placement in ENGL 100.

### Performance Studies

**SPCH 105, 5 Credits**

Examines cultural and social influences in contemporary literature. Students will integrate oral performance, literary analysis, and communication theory. Prerequisite: placement in ENGL 100.

### Group Decision-Making

**SPCH 109, 5 Credits**

In-depth focus on small group process. Emphasis will be placed on theory and practice of leadership skills, role-taking, verbal and non-verbal communication, norms, roles, decision making and conflict resolution. Prerequisite: placement in ENGL 100.

### Interpersonal Communication

**SPCH 115, 5 Credits**

Designed to enhance personal and work relationships. Special attention is paid to self-concept, listening, verbal and non-verbal communication, conflict management, and assertive techniques. Prerequisite: placement in ENGL 100.

### Public Speaking

**SPCH 120, 5 Credits**

Emphasis on the organization and delivery of effective speeches. Some areas of concentration: persuasive, informative, demonstration and impromptu speeches.

Prerequisite: ENGL 100 with a 2.0 or higher or placement in ENGL 105.

### Online Interpersonal Communications

**SPCH 201, 5 Credits**

Principles of interpersonal online communication. Prerequisite: completion of ENGL 100 with a 2.0 or placement in ENGL 105.

### Online Group Decision Making

**SPCH 209, 5 Credits**

Study of online small group decision making processes. Focus on member roles, norms of interaction, and leadership in groups that work online. Prerequisite: completion of ENGL 100 with a 2.0 or placement in ENGL 105.

### Advanced Public Speaking

**SPCH 220, 5 Credits**

Organization and delivery of effective persuasive speeches. Areas of concentration include: bases of persuasion, audience analysis, language, research, and refinement of delivery skills. Prerequisite: completion of SPCH 120 with a minimum grade of 2.5 AND completion of ENGL 100 with a minimum grade of 2.0, OR placement in ENGL 105.

## Theatre Arts

(425) 640-1560

<http://theatre.edcc.edu>

### Introduction to Theatre

**THEATRE 100, 5 Credits**

Theatre studied with an emphasis on theatrical performance. Examines the role of the audience, the actors and the director, the playwright and dramatic structure, theatrical genres, and the role of theatre designers.

### Beginning Acting

**THEATRE 153, 5 Credits**

Development of acting skills through use of voice and body to create character. Activities include improvisation and individual and ensemble performance.

**Intermediate Acting****THTRE 154, 5 Credits**

A continuation of THTRE 153. Theory and practice of character and scene development through improvisation and scene work. Emphasis on character interaction and scene building. An introduction to play Performance and the rehearsal process. S/U grade option. Prerequisite: THTRE 153 or instructor's permission.

**Theatre Production****THTRE 178, 1-5 Credits**

Students earn credit for involvement in all aspects of theatrical production: acting, sets, lights, costumes, stage management, box office, assistant directing.

**Instructional Assistant in Drama Production****THTRE 188, 1-5 Credits**

Course designed for students who wish to earn credit for assisting the director in drama productions. A contract will be created by the student and the director that specifies the student's role and responsibilities. Prerequisite: instructor permission.

**Individual Project in Drama****THTRE 198, 1-5 Credits**

Student-selected project or approved experiences in Drama under supervision of Drama instructor. A contract will be created by the student and the instructor that specifies the terms of the project or experiences. S/U grade option.

**Advanced Acting****THTRE 253, 5 Credits**

Theory and practice of advanced acting techniques through improvisation and scene work. Introduction to acting styles. Character and scene development from rehearsal process to public performances. Elements of play productions explored and employed. S/U grade option. Prerequisite: DRAMA 153, 154 or instructor's permission.

**Visual Communications**

(425) 640-1744

<http://visco.edcc.edu>**Introduction to Systems****VISCO 110, 2 Credits**

Introduction to the Macintosh computer system and an overview of multimedia applications. Registration by special entry code only. Obtain from department adviser.

**Internet Introduction****VISCO 115, 4 Credits**

Introduction to the Internet, its history, organization and uses, exposure to HTML and the underlying code structure. Page structure, page design and tools for building and maintaining web pages.

**Digital Imaging****VISCO 120, 4 Credits**

Introduction to digital image manipulation software (PhotoShop) as a means of electronic image making. The use of digital input devices including: flatbed scanners, negative scanners, and digital cameras, will also be covered. Prerequisite: VISCO 110 and 115, or department signature.

**Digital Video and Audio****VISCO 125, 4 Credits**

Introduction to the use of software and hardware to create and integrate sound, music, video and digital images into multimedia and Internet projects. Prerequisite: VISCO 120 and 135, or department signature.

**Interface Design for Game Development & Multimedia****VISCO 130, 4 Credits**

Introduction to effective screen creation for communication presentations, emphasizing consistency, balance, composition, and visual communication. Emphasis is on the interface design process using Macromedia and Adobe software. Prerequisite: VISCO 115 and 135, or department signature.

**Internet Web Site Design****VISCO 135, 4 Credits**

In-depth course for Internet page design and production with exposure to HTML, the underlying codes structure. Exploration of the tools for building, editing and maintaining pages. Uses of

plug-ins for graphics, audio, animation, and Quick Time movies. Prerequisite: VISCO 110 and 115, or department signature.

**Interactive Design and Authoring****VISCO 140, 4 Credits**

Design and development of interactive communication products for a variety of applications using computer software and hardware systems. Project ideation, planning, development, production, testing and marketing using various media. Prerequisite: VISCO 130 or department signature.

**3D Imaging****VISCO 145, 4 Credits**

The use of computer software to create static and animated three-dimensional computer models. Prerequisite: VISCO 230 and 245, or departmental signature.

**Video Production I****VISCO 210, 4 Credits**

Introduction to the video making process. Will include preproduction, production, and postproduction.

**Video Production II****VISCO 215, 4 Credits**

Advanced video creation. Will require students to produce a variety of video projects. Prerequisite: VISCO 210.

**Video Production III****VISCO 220, 4 Credits**

Advanced video creation that will include motion graphics, visual effects and DVD production. Prerequisite: VISCO 215.

**Instructional Design****VISCO 225, 4 Credits**

Students learn to use an authoring package (Director) to create multimedia projects, incorporating text, graphics, video, animation and interactivity. Topics stressed include building a user interface, writing code using variables and functions. Prerequisite: VISCO 140.

**Authoring for the Web****VISCO 230, 4 Credits**

Concentrates on the creation of multimedia presentations for the Internet using Macromedia Shockwave and Flash. Prerequisite: VISCO 130 and 140, or department signature.



**Typography and Type Design****VISCO 240, 4 Credits**

A studio course in type history, type use, design, nomenclature and the tolls of the typographer in contemporary graphic design and advertising. Focuses on electronic type setting and its application to the publication and graphic design industry. Prerequisite: VISCO 110 and ART 225, or department signature.

**Introduction to Illustration****VISCO 245, 4 Credits**

Covers illustration, its history and elements and principles of design as related to illustration. Introduction to techniques and processes in illustration, primarily using computer aided illustration and production. Studio projects and contemporary applications. Prerequisite: VISCO 110 and ART 101 or department signature.

**Design Portfolio****VISCO 250, 2 Credits**

Development of appropriate materials to be incorporated into a visual communications portfolio. Prerequisite: VISCO 230 and 245 or department signature.

**Women's Studies**

<http://schedule.edcc.edu>

**Introduction to Women's Studies-CD****WOMEN 200, 5 Credits**

Introduction to methods/concepts of interdisciplinary field of Women's Studies. Examines the historical/cultural constructions of gender, race, class, and sexuality. Includes women's histories/ identities, families/work, body politics/health, sexuality, violence, creativity, empowerment, and resistance. Prerequisite: Eligibility for ENGL 100.

**Writing Skills Lab**

(425) 640-1089

<http://lsc.edcc.edu>

**Writing Skills I****WRITE 095, 1-5 Credits**

College preparatory writing skills offered in an individualized, self-paced setting for students registered in college classes that have large writing loads.

Prerequisite: a permit card is required to register. S/U grade only.

**Writing Skills III****WRITE 101, 1-5 Credits**

Writing support for strategies and organization required in college-level courses. S/U grade only. Prerequisite: eligibility for or completion of ENGL 100 and a permit card.

**Build Effective Sentences****WRITE 104, 5 Credits**

Helps students learn to diagnose and edit their sentences for mechanics and structure to improve effectiveness and sophistication of their academic writing. Emphasis on sentence construction as a critical thinking decision. S/U grade option. Prerequisite: scores of 82 on Accuplacer Reading and 80 on Accuplacer Writing, or equivalent.

**Using Sources in Writing****WRITE 107, 2 Credits**

Assists students engaged in research writing to assess and analyze printed and electronic sources. Emphasis on applying the appropriate documentation for integrating sources into their own writing and avoiding plagiarism. Prerequisite: scores of 85 on Accuplacer Reading or 52 on Stanford, and 86 on Accuplacer Writing, or equivalent, or successful completion of ENGL 100.



Luke Stapley talks about computer gaming news on his podcast [www.gameaddicthotline.com](http://www.gameaddicthotline.com).

## On the Web: What Our Students Say

Find out who attends Edmonds Community College, what they are trying to accomplish and how the college is helping them achieve their goals. People come to the college for a variety of reasons at various times in their lives but they all have this in common – they're here to pursue their dreams. Read about their experiences.

Go to <http://profiles.edcc.edu>

“ The knowledge I’m receiving here will be used throughout my life.”

**Luke Stapley**  
Associate of Science Degree

**Why Edmonds CC?** It has a great computer science department.

**Best college experience** gaining new knowledge with great classmates

**Advice for new students** Go to the advisers. They will direct you to the classes you should take while you decide which career you want to pursue.

**Known on campus** as President of the Game Developers Club

**On my iPod** This Week in Tech, Podquiz, Major Nelson Xbox and Podcast 411

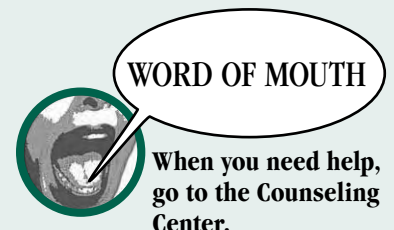
**What to eat on campus** cheese fries

**Favorite movie** Happy Gilmore

**Video games** Halo 2, River City Ransom, Final Fantasy 3

**Interests** Japanese TV, gaming, podcasting, chatting online with friends

**College Goal** bachelor's degree in science from Henry Cogswell College and game testing at Microsoft





## Chapter 7...

## We're Here for You

### Learn more about our college community

Talented, dedicated instructors teach the classes at Edmonds Community College and experienced administrators help develop and implement programs and policies that make Edmonds an innovative, high-quality institution. Listed are full-time instructors and many of the key people responsible for fulfilling the college's mission.

### Board of Trustees

<http://trustees.edcc.edu>

Kay Field  
Jack C. McRae  
Mauri Moore  
Alison W. Sing  
Richard "Dick" Van Hollebeke

### Full-Time Faculty and Administration

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Sharrethia Frizzle (left) on campus with friend Latu Wanjalatan, who is also a paralegal student.

“ Is Edmonds Community College preparing me for what I want to go on and do? Definitely.”

**Sharrethia M. Frizzle**  
Associate of Arts Degree, Paralegal

**Why Edmonds CC?** It's known for its outstanding paralegal program.

**Best college experience** Being involved with the Black Student Association.

**Favorite class** Salsa. I love my legal classes but dance is a nice break.

**Advice for new students** Study, work hard, manage your time, have fun and don't be afraid to ask for help.

**Place to study** Equity and Diversity Center

**Edmonds CC memory** Just laughin' and bein' with friends.

**Working at a law office in Lynnwood**

**On my iPod** Floetry

**What to eat on campus** strawberry cheesecake

**Dream job** Working at the Attorney General's Office or at one of the best law firms in New York City.

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**WORD OF MOUTH**

**Student programmers are in the know about what's happening on campus.**



## Chapter 8...

### Index

#### A tool to navigate the catalog

What's to say? It's the alphabetical index to the programs and services at Edmonds Community College. Go online for the most up-to-date information. Start at [www.edcc.edu](http://www.edcc.edu).

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Kristeene Smith outside Snoqualmie Hall, a shared building with Central Washington University.

“The classes are helping me achieve my goals. One day, I’d like to work in a pharmacy.”

**Kristeene Smith**  
Pharmacy Technician Certificate

**Why Edmonds CC?** It’s close to home.

**Why now?** I got laid off from my job and had to support my family.

**Best college experience** meeting my fellow students

**Advice for new students** get involved in campus activities, listen to the guest speakers

**Place to study** Beresford Building

**Edmonds CC memory** working in the president’s office

**Author** Sherman Alexie

**What to eat on campus** turkey bacon wraps

**Phrase** “Are you serious?”

**Interests** art, outdoors

**College goal** graduate, get a job and then go back to college to become a pharmacist

## On the Web: Ways to Get Help Paying for College

We believe you should have the opportunity to achieve your educational goals, regardless of financial circumstance. When applying for financial aid here you will be considered for a variety of federal, state and private programs. The Edmonds Community College Foundation also offers scholarships to our students. Remember, financial aid deadlines matter.

Go to <http://scholarships.edcc.edu>



**WORD OF MOUTH**

The Office of Student Life is a helpful place on campus.



# Edmonds Community College Campus

**1 Lynnwood Hall (LYN)**  
Enrollment Services, Advising  
Student Financial Services  
Library/Art Gallery  
Computer Labs

**2 Mountlake Terrace Hall (MLT)**  
Career Action Center  
Counseling and Resource Center  
Equity and Diversity Center  
Services for Students  
with Disabilities  
Testing Center  
TRiO Student Support Services  
Classrooms  
Science Labs

**3 Woodway Hall (WDY)**  
Classrooms  
Science Labs

**4 Brier Hall (BRI)**  
Bookstore  
College Cafe  
Triton Marketplace  
(Cafeteria)  
Science Labs

**5 Alderwood Hall (ALD)**  
Computer Labs

**6 Snohomish Hall (SNO)**  
Administration Offices  
Edmonds CC Foundation  
Classrooms  
Computer Labs

**7 Meadowdale Hall (MDL)**  
Campus Security  
Learning Support Services  
(tutoring, math  
and writing labs)  
Classrooms

**8 Mill Creek Hall (MIC)**  
Music Department  
Classrooms

**9 Snoqualmie Hall (SQL)**  
Central Washington University  
Classrooms

**10 Triton Union Building (TUB)**  
Mulligan's Cafe  
Running Start Office  
Student Life Office

**11 Duplex Buildings (DUN/DUS)**  
International Student  
Services

**12 Seaview Hall (SEA)**  
Gymnasium

**13 Batting Cage**

**14 Horticulture Buildings (HGH/HRT)**  
Greenhouse  
Classrooms

**15 Center for Families (CFF)**  
Childcare  
Cooperative Preschool  
Head Start Classroom  
Parent Education

**16 Relocatable Buildings (RLA/RLB/RLH)**  
Adult Basic Education/GED  
Adult High School, EdCAP  
Bridge classes  
Career, College & Life  
Success/COPSY  
Pre-apprenticeship  
Construction Program

**17 Facilities Office (NCD)**

**18 Central Receiving (NCE)**

**19 Clearview Building (CLA)**  
Business Office  
Human Resources

**20 Maltby Building (MAB)**  
Workforce Development  
Center

**21 Beresford Building (BER)**  
ABE/ESL Classes (English as  
a Second Language)  
Allied Health Care Lab  
Computers, Electronics  
and Networks Lab  
Distance Learning Office  
Classrooms

**22 Monroe Hall (MON)**  
Materials Science Lab

**23 Housing Office  
Student Residence Hall**  
(at Somerset Village)

**24 Bus Transit**

**LYNNWOOD HALL**  
New Students  
Start Here  
(Enrollment Services)

**Legend:**  
 Parking for people with disabilities  
 Designated smoking area  
 Emergency phone

Streets shown: 196th Street SW, 200th Street SW, 202nd Street SW, 68th Avenue W, 204th Street SW

<http://campus.edcc.edu>  
driving directions • construction projects

## Business and Training Center

Customized Training • Small Business Development

728 134th St SW, Bldg A, #128 • Everett, WA 98204  
(425) 640-1840 • [www.the-btc.com](http://www.the-btc.com)

See page 8.

## Edmonds Conference Center

ArtsNow • Creative Retirement Institute

201 4th Ave N • Edmonds, WA 98020  
(425) 640-1808 • [www.edcc.edu/center](http://www.edcc.edu/center)

See page 10.





Edmonds Community College  
[www.edcc.edu](http://www.edcc.edu)

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