

CAPTURING THE FUTURE



2004-2006

Edmonds Community College



ENROLLMENT SERVICES

Lynnwood Hall, First Floor

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

What Program's Right for You?

Decisions, decisions...we provide information to help you choose the degree, certificate or classes that best meet your goals. We offer advising for new students, call (425) 640-1458. Use computers at the Advising Resource Center to research career and educational programs, as well as apply and register for classes online.

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.

Math and English Placement

Determine if, and when, you need to take the Accuplacer Assessment. If you are seeking a degree or a certificate – or if you are taking math or English classes – you must take the Accuplacer to assess your writing, reading and math skills. Test from 9 a.m.-6 p.m., Monday-Thursday, and 9 a.m.-3 p.m. Fridays in Enrollment Services. No appointment necessary.

Advising and Campus Orientation

Before you meet with an adviser, get a program requirement sheet online or from Enrollment Services. Advisers will help you plan your education and select the classes you need for a degree or certificate. Campus information is also available online.

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.

Pay Tuition

You can pay tuition online or on the first floor of Lynnwood Hall using credit card, check or cash.

Purchase 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, Go to Class, Go to Class...

PAYING FOR COLLEGE

See page 27 for more information.

Find out about the options available to help you pay for college at <http://finaid.edcc.edu> or call (425) 640-1457 or stop by Student Financial Services, first floor, Lynnwood Hall. You may also apply for a scholarship from the Edmonds Community College Foundation, go to: <http://foundation.edcc.edu>.



Journalism students **Janie Golden** and **Kyle Acohido** and college president **Jack Oharah** (left to right) look over a copy of *The Review*, the college's award-winning student newspaper. After earning her two-year transfer degree, Golden will study political science at the University of Washington. Acohido plans to go on to Washington State University to study broadcasting. Oharah will continue to work to make sure the college has the resources and community support it needs to provide students quality opportunities for learning.

Capturing the Future: Message from the President

Congratulations on thinking ahead. As you learn more about Edmonds Community College, you will see that this college is a step ahead of the rest. Our mix of traditional and highly innovative programs and classes means you have an opportunity here to build a great future for yourself through education.

Our people – faculty and staff who are highly educated experts in their fields – are here because they are committed to teaching and supporting student learning and success. The people at Edmonds Community College care about you, your families and your future. And then there are our students.

At Edmonds Community College you will take classes on campus and online with students who are working hard to capture a brighter future for themselves and for our community. They are studying hundreds of subjects and honing their intellectual and work-related skills from basic English to managing complex computer networks to critical thinking of all kinds. They are preparing to take their next steps in universities and in productive jobs.

Enjoy your introduction to Edmonds Community College and to the best place to capture a bright future.

Official Approval

Edmonds Community College is accredited by the Northwest Association of Schools and Colleges and governed by the Washington State Board of Community and Technical Colleges.

A
**Smart
Investment**
WASHINGTON COMMUNITY
& TECHNICAL COLLEGES

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More than 11,000 students take courses for credit toward a certificate or degree at Edmonds Community College. Over 43 percent of these students plan to transfer to a four-year college or university; over 31 percent work toward career program degrees; about 3 percent are undecided; and other take courses for enrichment,

for workplace skills, and for GED, basic skills, and family education. More than 62 percent of students in credit courses are part-time students who combine college with work and with family.

The student body includes students from 45 other countries, but nearly 90 percent of students live within eight miles of the campus.

Our campus is a lively place with students from a broad range of backgrounds, races, religions and points of view. Over half of the students are women and the average age is about 29. But students in a class might range from 16- to 18-year-old Running Start students to people who are returning to school for a career change or to update job skills.

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Take a first step to a four-year degree by earning a transfer degree and pay less. Students at Edmonds pay about half the full-time resident tuition of a four-year school – a savings of thousands of dollars.

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Our training programs could be your first step to a great job, whether you seek a career in business, technology or social and human services. 85 percent of our graduates find jobs in related fields.

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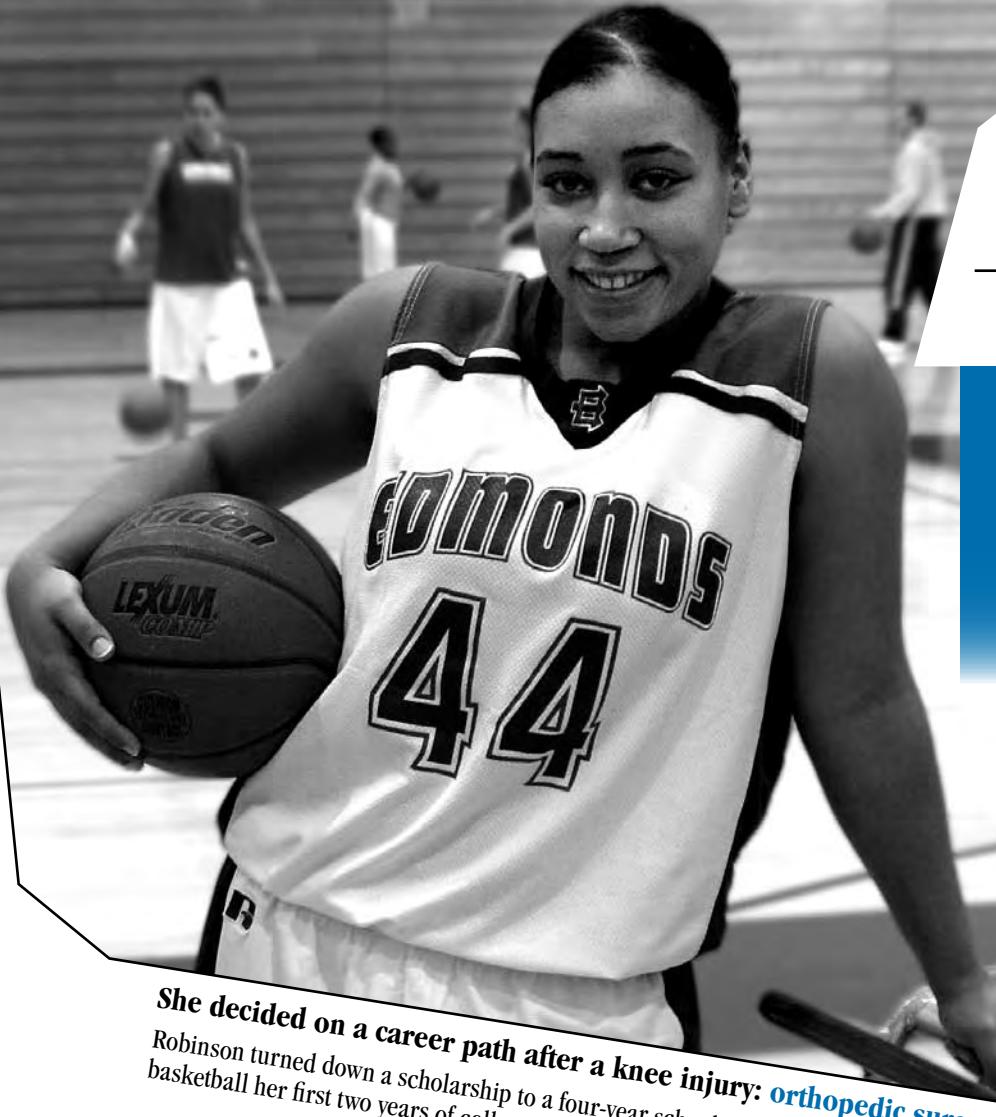
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“I’m preparing for pre-med school.”

Felicia Robinson
Associate of Science Degree

Robinson's in good academic shape because of Edmonds Community College's smaller class sizes, personal instruction and rigorous curriculum: "The classes here are definitely challenging." But why did she really come to Edmonds CC? "The opportunity to play basketball."

She decided on a career path after a knee injury: orthopedic surgeon.
Robinson turned down a scholarship to a four-year school, so that she could play basketball her first two years of college. Next she'll transfer to Seattle University.

IS THIS WHAT YOU'RE LOOKING FOR?

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players, coaches and team schedules
<http://athletics.edcc.edu>

INSIDE CHAPTER 1...

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 also 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 American Sign Language to learning Spanish to how to dance the salsa. Also included in this chapter are the principles that guide college staff 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 (College-Wide Abilities)

Edmonds Community College faculty teach students critical thinking, written and oral communication, quantitative skills and group interaction. Emphasizing 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 certificates of 45 credits or more – 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. College-wide abilities include:

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.

Official Approval

Accredited by the Northwest Association of Schools and College 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.

ABOUT OUR COLLEGE

A LEADER IN ONLINE LEARNING

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

Each year more than 7,000 people earn college credit or complete a degree or certificate online at Edmonds Community College. Our program, in its tenth year, offers over 225 online classes and partnerships with Washington State University and the University of Washington to complete a Bachelor of Arts or Science degree online. See page 9.

Students can earn the following degrees or certificates completely online at Edmonds Community College:

- 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 and Health Services)
 - Computer Game Development

Other Flexible Learning Options

Students may complete degrees and certificates by combining evening, Saturday and online classes. Students can use these non-traditional schedules to earn an Associate of Arts degree as well as degrees and/or certificates in the following programs:

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

BACHELOR'S DEGREES WITH GREAT PARTNERS

<http://transferdegrees.edcc.edu>

Completing a transfer program at Edmonds Community College gives students a tremendous advantage as they step toward a bachelor's degree. Some four-year schools, such as the University of Washington, now only accept community college students who have completed a two-year transfer degree. Edmonds Community College offers students several opportunities to move into a bachelor's degree program.

Students with a variety of goals may begin their college careers in liberal arts 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. 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 Web site for the most up-to-date requirements.

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

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

A HIGHER EDUCATION PARTNERSHIP ON OUR CAMPUS

<http://cwu.edcc.edu>

Edmonds Community College and Central Washington University have worked together since 1975 to meet the higher education needs of our community. The two colleges give students the flexibility to attend their first two years of classes at Edmonds Community College and then complete a four-year degree from Central Washington University. Lynnwood in Snoqualmie Hall, a shared facility on the Edmonds campus.



On Campus: Central Washington University-Lynnwood

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

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.

- Bachelor of Arts Degrees
 - Public Relations (proposed for fall 2005)
- Bachelor of Science Degrees
 - Accounting
 - Business Administration
 - Engineering Technology
 - Exercise Science (proposed for fall 2005)
 - General Studies: Social Sciences
 - Law and Justice
- Bachelor of Arts and Science Degrees
 - Food Service Management (proposed for fall 2005)
 - Industrial Technology (proposed for fall 2004)
 - Information Technology (proposed for fall 2004)
 - Safety and Health Management (proposed for fall 2004)
- Bachelor of Education Degree
 - Elementary Education (proposed for fall 2004)
- Certificate Programs
 - Supply Chain Management
 - Teaching Certificate (Mathematics Endorsement)

Online: Washington State University

<http://wsudegree.edcc.edu>

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

- Bachelor of Arts Degree
 - Business Administration
 - General Business
 - Management Information Systems
 - Family Support Studies/ Human Development
 - Social Sciences

Online and On Campus: University of Washington

<http://uwdegree.edcc.edu>

Students can take online or on campus classes in the day or evening at Edmonds and then online or in the evening from 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

Special Agreements

Articulation agreements guarantee that a four-year institution will accept all the credits earned in the Associate of Science degree or the Associate of Arts degree as credit toward a bachelor's degree. Edmonds Community College also has special agreements to ensure that the credits earned for an Associate of Arts degree (Option 1) will be accepted for a particular major as follows:

- Central Washington University
 - Accounting
 - Business Administration,
 - Business Education
 - Early Childhood/Elementary Education
 - Retail Marketing
- Seattle Pacific University
 - Business Management
 - School of Education
 - Travel/Tourism
- University of Washington
 - Business Administration
- Washington State University
 - Business Administration
 - Human Development/Family Support
- Western Washington University
 - Accounting
 - Business Administration
 - Interdisciplinary Child Development
 - Interdisciplinary Human Services

Upside Down Degrees

Usually students complete general requirements first and then go on to specialize, but Edmonds Community College has agreements with some four-year schools that let students flip the process. Students who earn Associate of Technical Arts degrees can complete a bachelor's program by combining credit earned in career training classes with credit earned in liberal arts classes.

The following colleges offer upside down degree options to our students:

- Seattle Pacific University
 - Professional Studies degree-30 credit minor
 - Organizational Behavior
 - Electrical Engineering
 - Computer Science
- The Evergreen State College
 - Accounting
 - Computer Information Systems
 - Fashion/Retail
 - Horticulture
 - Paralegal
 - Social and Human Services
 - Supervision/ Management
 - Travel/Tourism
- Whitworth College
 - Bachelor of Liberal Studies-minimum of 45 semester credit
 - Program Management
 - Social Services
 - Humanities

In addition, many private four-year colleges offer bachelor's completion programs in specific fields.

CAMPUS SECURITY

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

The Campus Security Office ensures safety on campus by working with Lynnwood police and other 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. Call or go online for campus crime statistics.

ABOUT OUR COLLEGE

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 at Edmonds Community College, see Chapter 2, Programs of Study.

Students can earn Associate of Technical Arts degrees or Certificates in the following areas:

Accounting
Business Information Technology
Business Management
Certified Nursing Assistant
Chemistry Lab Technician
Clinical Lab Assistant
Computer Information Systems
Computer Science
Computers, Electronics and Networks
Construction Industry Training
Construction Management
Culinary Arts
Early Childhood Education
EKG Technician
Entrepreneurship/Small Business
Family Life Education
Family Support Studies
Fire Officer
Health Information Technology
Horticulture
Materials Science Technology
Paralegal
Patient Care Technician
Pharmacy Technician
Phlebotomy Technician
Project Management
Social and Human Services
Travel/Tourism
Visual Communications/Multimedia

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 community partnerships concerned with children's education and development.

Childcare

Day and evening childcare for infants through school age. Children get a great start while parents get the education they need.

Early Childhood Education and Family Support Studies

A training facility for current and future professionals that models best practices for supporting children and families. See Chapter 2, Programs of Study, for more on educational choices offered at Edmonds.

Family Life/Parent Education

Classes are offered for parents, their infants and toddlers and cooperative preschools are also available.

Head Start/Early Head Start

Provides child development, early childhood education, and parent self-sufficiency services to low-income eligible families with children birth to five years of age. The four and five year olds may enroll in either a part-day/part-year preschool program or in a full-day/full-year program that works with local licensed child care centers. Parents with infants and toddlers participate in a year round home-based program.

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

College in the High School (425) 640-1360

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>
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 for the program, students take the college's assessment tests to demonstrate that they are academically prepared for college-level work. They must also attend an orientation.

Tech Prep

<http://techprep.edcc.edu>
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 while taking the Tech Prep class, pay the program fee and earn a B or better grade.

CONTINUING EDUCATION

BUSINESS AND TECHNOLOGY CENTER

www.btc.edcc.edu
btc@edcc.edu • (425) 640-1840

The Business and Technology 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 through the Business and Technology Center.

Alcohol and Chemical Dependency

Education workshops and short courses for people working in the field of alcohol and chemical dependency.

American Sign Language

Students learn grammar, conversational vocabulary, and deaf culture in beginning, intermediate, and advanced courses. Instruction includes activities to develop facial and body expression as well as visual and receptive skills.

Business and Professional Development

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

Computer Workshops

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

Creative Retirement Institute

www.cri.edcc.edu

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, and selection of instructors and administration of the organization.

Customized Training

Our staff will assist you in identifying the educational needs of your employees and develop training programs that are just right for your organization. Everyone from line supervisors to executives will benefit from our professional trainers who have practical experience and understand the critical needs of business. Onsite training available.

Early Childhood Education

Workshops offered on topics related to working with children from birth through age 8.

Educational Assistant/Paraprofessional Training

Designed to meet the needs of people employed in secondary schools. Students receive college credit toward a certificate or degree in this field.

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 you will also get certified in the use of an AED

(automated external defibrillator). 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.

Fundamentals of Care Giving

Covers basic concepts and skills to provide care in a client's home, an adult family home, congregate care facility or assisted living facility. The course was designed by the Aging and Adult Service Administration and meets the state's licensing requirements.

HIV/AIDS for Health Care Professionals

Course addresses topics such as etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment, and psychosocial issues of consumers. Note: Course meets requirements for rehabilitation, gerontology and horticultural therapy students, and many health care related professions.

Information Technology Training

To help students meet their personal and professional needs, training is offered in several locations, including training towards specialty certifications. The classes teach students basic or advanced computer skills or may be set up to help train employees in an organization. Programs focus on teaching students high-demand, marketable, computer-based skills.

The classes are known for exceptional instruction, customer service and competitive pricing. Free monthly informational seminars give potential students an overview of the available courses.

Lifelong Learning/Personal Enrichment Classes

<http://lifelonglearning.edcc.edu>

The classes link college and community resources to provide quality enrichment courses to people of all ages. Students enrich their lives in non-credit classes

such as art, finance, fitness, foreign languages, golf, music, nutrition and writing and outdoor activities. Classes are offered at various times to accommodate busy schedules with new ones developed on an on-going basis. Many classes are held in local school district facilities.

There is also a variety of learning opportunities for senior citizens. Classes vary each quarter but may include topics such as writing, gardening, and current issues.

Nutritional Therapist Program

A ten-month training program, courses are offered fall, winter and spring. It was designed to prepare students for jobs as a nutritional therapist in a clinical environment. Students learn skills to assess nutritional status and offer dietary counsel. Co-sponsored by the Nutritional Therapy Association of Olympia.

Personal Trainer

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. Go to www.witseducation.com for more information.

Small Business Development Center

The Small Business Development Center operates in association with the federal Small Business Administration. Services include business development workshops, e-commerce assessments, innovation evaluations and free business counseling.

U.S. Citizen 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.

ABOUT OUR COLLEGE

Write for You

Published writers and authors share their skills and experience with students in classes and workshops. Students who complete 45 hours of classes receive a letter of completion. Classes vary each quarter.

DIVERSITY STUDIES DEPARTMENT

<http://diversity.edcc.edu>

(425) 640-1140

This academic department offers courses on topics such as gender, race, ethnicity, sexuality, age, social class, global relations, and disabilities. Diversity Studies courses may fulfill requirements and electives for transfer degrees or count toward professional/technical degrees or certificates. Courses in this department also satisfy the five-credit cultural diversity (CD) requirement for Associate of Arts or Associate of Science degrees.

EDMONDS CONFERENCE CENTER

www.edcc.edu/center • (425) 640-1808

The Edmonds Conference Center, owned and operated by Edmonds Community College, offers a refreshingly different setting for business meetings, conferences, retreats, banquets, weddings, and other special events. Located in downtown Edmonds, the Center features a two-story atrium lobby and meeting spaces that have an abundance of natural light. Staff provide event coordination assistance including room setup, catering, lodging and transportation.

INTERNATIONAL STUDENTS

<http://international.edcc.edu>

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 either

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 federal Bureau of 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 the Office of Student Life.

Students may choose to live in the college dormitory and share a fully furnished, four-bedroom apartment with other students. In addition, our homestay program gives students the opportunity to create lifelong friendships, practice English, and learn the cultures and traditions of the United States by living with a local family. The college carefully selects families for the program. For more information on housing, see Chapter 4, Student Success.

MATERIALS AND PROCESS DEVELOPMENT CENTER

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

(425) 640-1840

The Materials and Process Development Center is a joint effort between Edmonds Community College and Everett Community College.

Working in collaboration with industry, the Center is a focal point for customized training and services to companies and individuals wishing to increase their design and manufacturing competence in composite materials. Industries expected

to benefit from this training include aerospace, medical, consumer products and marine equipment.

OUTREACH PROGRAM: WE'RE HERE TO HELP!

(425) 640-1354 • outreach@edcc.edu

The High School and Community-Based Outreach program helps future students learn about the college's high quality and wide-ranging educational opportunities. This student recruitment program serves the needs of our diverse community, providing people access to the college's programs and services.

WORKFORCE DEVELOPMENT CENTER

<http://workforce.edcc.edu>

The Workforce Development Center is a joint venture with community agencies and regional employers. The Center helps qualified students become self-sufficient through short-term training programs. Training meets the needs of local business, industry and labor for a skilled workforce.

Business Outreach and Job Development

(425) 640-1694

Provides assistance to dislocated workers and low-income adults who seek job and retraining opportunities. Funded through grants, including the federal Workforce Investment Act. Students and staff work together to design and complete training plans that help them reach their academic goals and re-enter the workforce. Staff link employers with qualified graduates seeking jobs.

“I’m getting the knowledge, degree and help I need for a new job in finance.”

Mario Prieto

Associate of Technical Arts Degree

After a layoff Prieto determined that jobs in his field now required a degree, although he worked for 18 years in finance without one. He chose Edmonds Community College because of its accounting program, high quality instruction and worker retraining and internship programs. When he first came to the United States from Uruguay he took English as a Second Language classes at the college.



**His future job: administration, finance or payroll
Her future job: researcher for the Discovery channel**

Prieto's pictured here with his daughter, Melanie. She earned her associate's degree at Edmonds Community College and now studies comparative religion at the University of Washington.

IS THIS WHAT YOU'RE LOOKING FOR?

Accounting...page 9, 16, 47

Associate Degrees (for transferring to four-year colleges)...page 8, 14-15

Career Training Degrees and Certificates...page 9-10, 16-23

English as a Second Language...page 22, 80, 94

Internships...page 23, 31

Worker Retraining ...page 29, 31

MORE ON THE WEB

the classes you need to graduate
<http://requirements.edcc.edu>

INSIDE CHAPTER 2...

your educational choices

Edmonds Community College offers many opportunities to help you design the 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 pre-college and basic skills classes to help improve reading, writing and math skills.



ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

<http://transferdegrees.edcc.edu>
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 (60 semester credits) to a four-year college or university. The degrees also satisfy some or all general requirements for a bachelor's degree. Some colleges may have additional or less restrictive requirements.

JOB FACTS AND TRENDS

Education and Salary by 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.

Source: U.S. Bureau of Labor Statistics
www.bls.gov/oco

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

Consists of 90-quarter credits in general requirements, distribution requirements, and electives as outlined on the program requirement sheet, see box on page 16. Students who plan to transfer in business administration, accounting, or early childhood education 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 for this degree 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 distributed over the areas of humanities, natural sciences, mathematics, and social sciences with a minimum of 15 credits in each area.

Electives

22 credits

Associate of Arts Degree: Option II

Designed for students who have decided on a specific college and program of study for their 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 and the box on page 16 for the program requirement sheet.

Associate of Science Degree

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 (60 semester credits). See the box on page 16 for information on the program requirement sheet. 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, Environmental Science, Geology, and 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 distributed in humanities and social sciences classes 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 needed for the degree.

ASSOCIATE IN APPLIED SCIENCE-T DEGREE

This is a professional/technical degree with a core of general education courses that are commonly accepted for transfer to a four-year institution. The Associate in Applied Science-T 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. See box on page 16.

General Requirements

- Communication Skills
5 credits
- Computation/Quantitative Skills
5 credits
- Human relations
One or more courses that meet the ten 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:

- Materials Science Technology
Gives the skills necessary for graduates to enter the industry as an entry-level engineering/manufacturing technician or transfer to select four-year engineering technology programs.

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.

CAREER TRAINING PROGRAMS

<http://careers.edcc.edu>
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 degree by completing specific program requirements, or they may earn a certificate of study 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 program requirements meet today's job requirements in the real world. Advisory committee members and faculty members work together to link education and employment to help students succeed.

Tips for Transfer Students

If you are planning to transfer to a four-year university or college, it is important – and wise – to be a step ahead and choose a major as early as possible. Follow the tips below for a seamless transfer to the four-year college of your choice. See Chapter 4, under advising, for more information on transferring to a bachelor's degree program.

- > 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.

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 requirements set by the Northwest Association of Schools and Colleges, including the college-wide abilities mentioned on page 7. General requirements include a recognizable body of instruction in the areas of communication, computation, and human relations.

Students should work with their 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>
internships@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. 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 pursuing any course of study. Program requirement sheets are available online, from advisers, faculty members, college departments and from the information table in Lynnwood Hall, first floor. For other degree or certificate requirements, see Chapter 5, the section on academic policies.

ACCOUNTING

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

There is unlimited career potential in both the public and private sectors for individuals with accounting knowledge, combined with computer 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, saving money and gaining individual instruction. This degree is also offered completely online. Students can then complete the program online from Washington State University. See Chapter 1, the section on online degrees.

Associate of Technical Arts Degree

- Accounting (90 credits)
Prepares students for jobs in the accounting field, such as executive assistants, program managers or ones that require working with budgets and financial information. Courses include technology, management communication and accounting.

Certificate

- Accounting Certificate (63 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>
[\(425\) 640-1017](mailto:alliedhealth@edcc.edu)

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

Experienced health care professionals will guide you 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.

Associate of Technical Arts Degree

- Business Specialization in Credit Management (91 credits)
For students with minimal or no work experience.

Certificate Programs

The following certificates train students for entry-level positions in Allied Health:

- 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 (36 credits)
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.

JOB FACTS AND TRENDS

Train at Edmonds Community College for the Fastest Growing Jobs by 2012

Computer and information systems managers
 Computer software engineers
 Computer support specialists * **
 Database administrators
 Desktop publishers
 Electrical, electronic and industrial engineering techs * **
 Food preparation and serving workers
 General and operations business managers
 Home health aides
 Network and computer systems administrators
 Network systems and data communication analysts
 Medical assistants
 Medical records and health information technicians * **
 Medical and clinical laboratory technicians * **
 Mental health and substance abuse social workers
 Office clerks
 Paralegals and legal assistants **
 Pharmacy technicians
 Personal and home care aids
 Social and human service assistants
 Substance abuse social workers

* Among the top ten jobs in Washington State with most openings requiring an associate's degree.

** Among the top ten jobs in Snohomish County with most openings requiring an associate's degree.

Source: U.S. Bureau of Labor Statistics
www.bls.gov/oco

(425) 640-1840.

BUSINESS INFORMATION TECHNOLOGY

<http://bstec.edcc.edu>
business@edcc.edu • (425) 640-1504

Demand for well-trained office workers continues to be high. Employers look for employees who have a variety of skills such as: keyboarding/typing, communication, computation, computer proficiency, human relations, problem solving, and organization and management. Curriculum is revised, new courses are developed, and the latest equipment is acquired to meet the changing needs of employers.

Associate of Technical Arts Degrees

- Accounting (90 credits)
 For students who seek jobs as an accounting clerk, a payroll clerk, or to advance their office skills.
- Accounting Specialization (91 credits)
 For students with little or no work experience, who are interested in entry-level accounting careers.
- Business Information Technology Specialization (92 credits)
 For students interested in business with an office administration emphasis in the fields of software support or financial administration.
- Graphic Design Specialization (90 credits)
 For students interested in a career with an emphasis in technology and graphic design.
- Health Information Technology (90 credits)
 Develops the skills of health care managers to work in physician offices and clinics, medical group practices, dental offices and clinics, managed care companies, insurance companies, hospitals, and other health care providers.
- Legal Office Specialist (90 credits)
 For students interested in working in the legal profession.
- Office Supervision and Management (90 credits)
 Advanced office technology, administration, business, and management courses for students who have prior office work experience and want to move into a supervisory,

managerial, or executive assistant position.

- Office Technology (95 credits)
 A flexible program for both beginning and returning students. Two specialty options offered: software or financial administrative assistant.

Certificate Programs

- Accounting (63 credits)
 Basic courses for those interested in accounting.
- Advanced Office Skills (35 credits)
 For students who want to update office technology knowledge and skills to return to the workplace or a job change.
- Basic Office Skills (35 credits)
 An accelerated program for those who seek entry-level employment in general office work.
- Health Information Technology (73 credits)
 Study in medical office technology, medical billing, and medical transcription designed for the person seeking employment in the medical field.
- Office Technology (55 credits)
 For students who are beginning or updating their office skills.

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 • (425) 640-1637

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

Students can customize 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)

This degree develops the critical, foundation skills of business management and new skills required by the dynamic, technology-driven environment.

- E-Business (91 credits)

Combining courses in business, technology, and e-business, this degree prepares managers to improve customer relations, use information and decision-making tools, and maximize bottom-line performance through technology.

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)
- Marketing and Sales (35 credits)
- Supervision (35 credits)

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

- Business Management Specialization (35 credits)
- Entrepreneurship and Small Business Management (45 credits)
- Project Management (38 credits)

CHEMISTRY LABORATORY TECHNICIAN

<http://chem.edcc.edu>
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 in these laboratories.

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 • (425) 640-1902

The Computer Information Systems programs include two-year degrees and one-year certificates. Curriculum emphasizes a systems approach to problem solving and evolves with the changing needs of business and technology. Students examine technical challenges within the context of the work environment. They learn the importance of being good communicators, team players as well as the skills needed to respond to the complexities of evolving hardware and software.

Depending on their area of specialization, graduates may work as PC Support Specialists, Help Desk Technicians, Network and Database Administrators, Programmers, Web Developers and Software Testers, among others.

Associate of Technical Arts Degrees

- Computer Information Systems (90 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.
- Web Development (90 credits)
Develop the skills needed for jobs in emerging technologies and on the Internet.
- Database Information Technologies (90 credits)

For students with a background in information technology who seek advanced knowledge and job opportunities as business data specialists, enterprise analysts, database and Web developers or Java and Oracle programmers.

Certificate Programs

- Web Application Developer (44 credits)
For those interested in developing for the Internet or enhancing current skills.

- Microcomputer Application/Support Specialist (30 credits)
For students interested in gaining working knowledge of personal computers, software and hardware.

JOB FACTS AND TRENDS

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.

Source: U.S. Bureau of Labor Statistics
<http://www.bls.gov/emp/emptab7.htm>

COMPUTER SCIENCE

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

Gain the skills needed to create excellent computer programs and earn the wages of a valued computer programmer. Computer Science courses teach both theoretical programming concepts and practical programming skills, along with the methods of programming development required by software companies.

Associate of Science Degree

For students who plan to continue their studies at a four-year college or university. Transfer program includes basic, intermediate and advanced computer programming classes and database and operating system courses. For more details, see the Associate of Science degree section in this chapter.

Certificate Programs

The following certificates offer short-term training in specialty fields:

- Computer Game Development (30-45 credits)
- UNIX/C++ Programming (35 credits)
- Windows/C++ Programming (35 credits)

COMPUTERS, ELECTRONICS AND NETWORKS

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

Computers, Electronics and Networks programs train students to install, maintain and repair electronic, computer, 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, marketing, technical support, computer installation, maintenance and repair, network installation, maintenance and administration, test engineering and electronics manufacturing.

Associate of Technical Arts Degrees

- Computer and Electronics Technology (98 credits)
 Trains students in electronic circuit analysis, functional testing, and troubleshooting of complex linear, digital and microprocessor-based circuits taken from real world applications.
- Network Technology (95 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.

Certificate Programs

- Computer Service Technology (65 credits)
 Students learn basic electronic circuit analysis, installing, maintaining and troubleshooting computers and peripheral devices, and network systems.
- Basic Electronics (26-43 credits)
 Leads to the second year of the Computer and Electronics Technology degree.
- Network Technology (24 credits)
 Advanced training in network installation, configuration, administration, and troubleshooting.

CONSTRUCTION MANAGEMENT

<http://const.edcc.edu>
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 although construction trends are seasonal and dependent on economic fluctuations, 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 Certificate (45 credits)
 For students interested in entry-level jobs.

- Construction Management Certificate (45 credits)

For students interested in moving from trade jobs into supervision and estimating.

CULINARY ARTS

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

Employers, large and small, are actively recruiting career oriented, trained employees in the fast-growing field of culinary arts. Opportunities exist in many diverse areas including hotels, restaurants, retail and wholesale services, catering, food design 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 dining room. Students also have the opportunity to cater and prepare food for college and community events and in the campus restaurants. Curriculum is designed for entry-level students with no previous work experience or formal training, as well as for industry professionals seeking new skills.

Associate of Technical Arts Degree

- Culinary Arts (90 credits)

Certificate Programs

- Professional Food Server (15 credits)
- Advanced Commercial Cooking (40 credits)
- Basic Commercial Cooking (32 credits)

EARLY CHILDHOOD EDUCATION

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

The Early Childhood Education program supports the development of teachers of young children, ages birth through eight 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

PROGRAMS OF STUDY

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 as either a part-time or a 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. Work with an adviser to learn about the specific and recommended transfer requirements for a particular School of Education.

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.

JOB FACTS AND TRENDS

Employment and Salaries

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

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

E-BUSINESS

see Business Management

FAMILY LIFE/ PARENT EDUCATION

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

The Family Life Education Department offers parent education 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. They apply child development skills in hands-on experiences and discuss child and parent development, parent and child interaction and family life education issues. Many classes are offered at cooperative preschools in the community, including at the college's Center for Families.

The cooperative preschools offer:

- Parent-infant classes
- Parent-toddler classes (1 to 3 years old)
- Parent-preschool cooperative (2 to 5 years old)
- Classes for parents with children enrolled in Head Start centers
- Classes for licensed childcare providers

FAMILY SUPPORT STUDIES

<http://fss.edcc.edu>
fss@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.

Degree Programs

- Associate of Arts Degree (93 credits)
Degree transfers only to Washington State University for students seeking a bachelor's degree in Human Development. All courses for this degree are available online.

- Associate of Applied Science-T Degree (90 credits)
Degree transfers to selected four-year colleges.

Certificate Programs

Short-term training for those seeking jobs in family support

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

Short-term training for those working in family support

- Family Development Credential (14 credits)

FASHION

see Business Management

FIRE OFFICER

<http://fod.edcc.edu>
fod@edcc.edu • (425) 267-0155

The Washington State Fire Service Education Association helped develop this degree. Most students are professional or volunteer firefighters who seek career advancement. The program provides training and education to ensure fire officers have the technical skills necessary to meet the needs of today's fire service leaders.

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

Associate of Arts Degree

- Fire Officer (90 credits)

Certificate Program

- Fire Officer (38 credits)
IFSAC testing will be offered.

HORTICULTURE

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

A horticulture career offers creative and technical challenges that provide lasting professional and personal rewards. Job placement rates remain consistently high.

Associate of Technical Arts Degrees

- Business Specialization/
Horticulture (90 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 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.

- **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.

- **Nursery/Greenhouse (96 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 (42 credits)**
A combination of technical knowledge and hands-on skills prepare students to begin or enhance a career in horticulture.
- **Nursery Growers (42.5 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 nonprofessional 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.

INTERNATIONAL BUSINESS

<http://inbus.edcc.edu> • (425) 640-1604

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 and to help them accomplish their goals.

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.

JOB FACTS AND TRENDS

More Education, Higher Earnings

\$47,000: average earnings with a bachelor's degree

\$36,400: average earnings with a two-year degree

\$29,200: average earnings with only a high school diploma or GED

\$22,400: average earnings of high school dropouts

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

PARALEGAL

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

The paralegal profession is among the fastest-growing occupations nationally. 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 • (425) 640-1658

The Social and Human Services programs 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 (92 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.
- Business Specialization/Social and Human Services (90 credits)
For students with minimal or no work experience.
- Gerontology (90 credits)
Designed for those new to the field of human services who are interested in gaining the skills and knowledge to work effectively with a growing and diverse aging population.
- Human Services (90 credits)
A flexible program for students interested in this field, but not ready to specialize.
- Rehabilitation Specialist (90 credits)
Prepares students for entry-level jobs in various facilities and agencies, dealing with people who have physical, developmental, and psychological disabilities.

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 (45 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 (44 credits)
Designed for students with prior college work who wish to satisfy state certification requirements to work as a chemical dependency professional.
- Case Management (33 credits)
Provides foundation knowledge and skills to work in a variety of human service settings.
- Gerontology (43 credits)
Supplements training for those working in the field of aging.
- 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.

TRAVEL AND TOURISM

<http://travl.edcc.edu>
travel@edcc.edu • (425) 640-1208

The Washington State Department of Labor forecasts the travel and tourism industry to be one of the top 20 growth fields through 2008. Not only does the industry offer excellent career potential, it also allows opportunities for travel and experiencing new cultures. Graduates are in demand throughout the industry and the ever-expanding use of the Internet is creating exciting opportunities for students to create their own jobs and career paths within the industry. Companies hiring graduates include travel agencies, airlines, hotels, tour companies, and cruise agencies and cruise lines.

The program provides students with the job skills necessary for successful employment in the travel industry. Students may choose from the following options:

- Associate of Technical Arts Degree
Travel and Tourism (90 credits)
For students with little or no work experience and/or some post-high school education.
- Business Travel Specialization (97 credits)
For students with little or no work experience who are interested in a career in business with a travel emphasis.

Certificate Programs

- Travel and Tourism (44 credits)
For students who are changing careers or have some post-high school education.
- Express Certificate (31 credits)
For students interested in short-term training for a career in travel. Applicable for current travel agents and destination experts who want to update their skills.

VISUAL COMMUNICATIONS AND MULTIMEDIA

<http://visco.edcc.edu>
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 (103 credits)
Students specialize in web development, game animation, video production, multimedia authoring, graphic design or digital audio.

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 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 • (425) 640-1593

Classes help students improve reading, writing, and math skills at their own pace to meet their academic and job goals. Students learn to participate confidently in the family, the workplace and the community. Students may take classes to help them prepare for the GED tests for high school equivalency. English as a Second Language (ESL) classes, for immigrants and refugees, focus on the use of English in everyday life and on the job.

Adult High School<http://ahs.edcc.edu>

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 a 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 • (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 • (425) 640-1593

Classes focus on career exploration, college success strategies, and personal and professional development. Students maximize opportunities for success in career, personal and academic areas of their lives by exploring personality, interpersonal communication and psychological theories. Classes meet requirements for a general studies degree and as electives for career programs. See General Studies Degree in this chapter for more information.

Edmonds Career Access Program**(EdCAP) Ages 16 to 21**<http://edcap.edcc.edu>

devediv@edcc.edu • (425) 640-1593

The EdCAP program provides opportunities for students, ages 16 to 21, to earn a high school diploma and/or a GED and get training in one of the college's career programs. It includes career planning, development and internships. Eligible students receive assistance with tuition, books, and transportation.

Family Literacy Program<http://famlit.edcc.edu>

familyliteracyprogram@edcc.edu

(425) 640-1521

Free classes with childcare and transportation assistance provided for income eligible parents. Learn about basic skills, family life skills, career opportunities, job search strategies, resumé and cover letter preparation, and gain work experience. Monthly activities include the entire family.

General Education Development (GED)<http://ged.edcc.edu>

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. A GED opens doors to jobs, better jobs, and to more advanced education. Classes support the individual skills, needs, and learning styles of each student. Students set their own pace and take practice tests in class. Many GED students also take Adult Basic Education classes to speed and deepen their learning.

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.

INDIVIDUALIZED CERTIFICATE PROGRAM<http://icp.edcc.edu>

yourprogram@edcc.edu

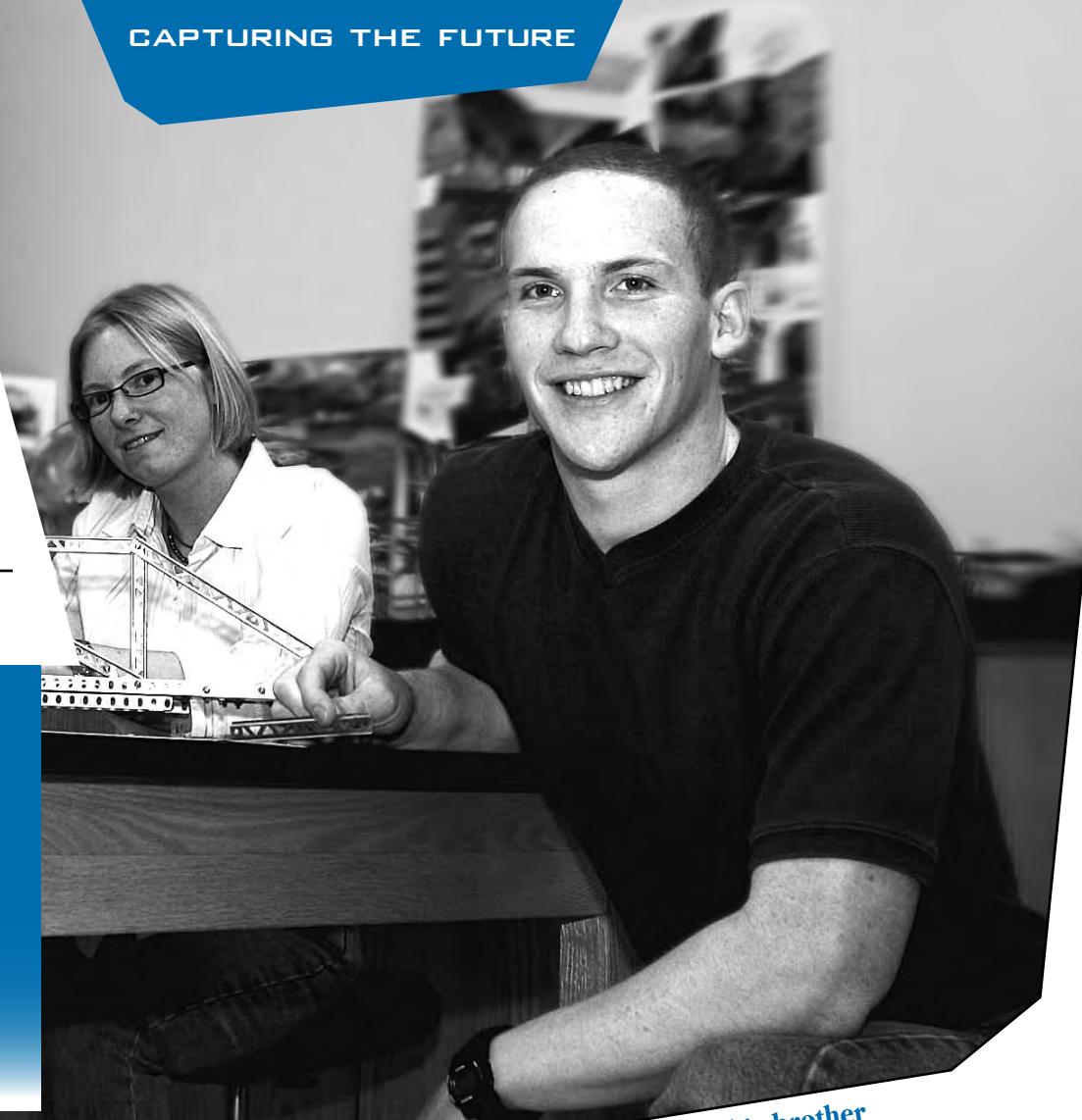
(425) 640-1256

Students pursue a custom-designed, work-based learning program not offered elsewhere. A program adviser, located in the Career Action Center, works with students on an individual course of study and determines if a student meets eligibility requirements.

**“I’ve built
a firm
foundation
here to
get there.”**

Adam Taylor
Associate of Science Degree

Wrestling took priority when Taylor went to Snohomish High School. Science and math? Not so much. But at Edmonds Community College he's earning As while studying engineering. "I take on school now like I did sports then. It's your job. You have to be diligent." He plans to earn his bachelor's at the University of Washington, and go on to graduate school.



Future job: co-owner structural engineering firm with his brother
Taylor spent some time building houses before finding the perfect fit – engineering at Edmonds Community College with the help of instructor Jill Davishahl (left).

IS THIS WHAT YOU'RE LOOKING FOR?

Advising Resource Center...page 31

Associate Degrees (for transferring to four-year colleges)...page 8, 14-15

Engineering...page 77-78

Learning Support Services (tutoring)...page 32

Materials Science Technology...page 15, 99

Mathematics...page 99-101

MORE ON THE WEB

requirements for associate degrees
<http://transferdegrees.edcc.edu>

INSIDE CHAPTER 3...

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 • (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 specialized programs for high school students. Some students follow specialized enrollment procedures based upon their program of choice. Students may apply throughout the year, although the college recommends they 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 helps 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 minimal 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.

Orientation and Advising

<http://orientation.edcc.edu>

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

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 also 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://es.edcc.edu>.

during enrollment and advising.

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 registration has begun for the upcoming quarter.

Adding or Dropping Classes

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 the Enrollment Services Office 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 programs such as 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:

- Laboratory fees for special materials, supplies or equipment.
- Counseling fees for testing and measurement services.
- GED fees.
- 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 minimal 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 below). 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 week:

- 100 percent refund before the class begins.
- 50 percent refund during the first 20 percent of the class meeting time, providing it does not exceed 20 calendar days.

There is no refund for community education, seminars, or other self-

supporting classes unless the student withdraws two or more working days before the class begins.

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 the Enrollment Services Office 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 • (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.

Application Deadlines

The earlier a student applies for financial aid, the better. Funds are limited and awarded to eligible students, based in part, on the date Student Financial Services has received all required documents.

May 1: Priority Consideration (for the next academic year)

April 15: Summer Quarter

Aug. 15: Secondary Consideration

Students who return applications after August 15 will not receive financial aid in time to pay fall quarter tuition. In this case, students should plan to pay their own tuition and fees. They will be reimbursed if they later become eligible for financial aid.

Winter or Spring Quarters

Students starting classes during the winter or spring quarters should complete their files as early as possible, but 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 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. Many scholarship programs 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.

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.

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/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, 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. Funds are not awarded to students taking ABE, ESL, GED, Family Life Education Cooperative Preschool classes, or classes

from the college's Center for Lifelong Learning or from the Business and Technology Center.

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 advisor 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 only 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.

VETERANS' PROGRAMS

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 application 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 or comply with the following requirements to remain eligible for veterans' benefits:

- Complete the Veteran Quarterly Information forms (available from Enrollment Services).
- Provide official transcripts to the Enrollment Services Office 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 ceases to maintain satisfactory progress toward completion of his or her training objective.

Persian Gulf Waiver

Veterans of the Persian Gulf War may be eligible for a reduction in tuition if they were residents of Washington State on August 1, 1990 and served in a combat zone in the calendar year of 1991 or served on active duty in the Persian Gulf. They must provide the college's Enrollment Service Office with a copy of their DD214.

Vietnam Waiver

Veterans who served in the Southeast Asia Theater of Operations, between August 5, 1964 and May 7, 1975, may qualify for a reduction in tuition. Students who qualify must be a resident of Washington State at the time of enrollment. They must also provide the Enrollment Services office with

a copy of their DD214.

WORKFIRST PROGRAMS

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

Through WorkFirst Programs, qualified low-income parents receive assistance in reaching career goals through short-term vocational training programs. Students learn technical skills and career management techniques and get help to find jobs. Customized job skills training programs last 10 to 22 weeks and prepare students for entry-level jobs in medical offices, commercial bakeries, and property maintenance companies.

WorkFirst Financial Aid pays for tuition, books and fees for classes (including those at the Business Technology Center). Students must be receiving TANF (Temporary Assistance for Needy Families) or be an income-eligible, working parent. Visit the Career Action Center to see if you qualify. See page 31.

WORKER RETRAINING

www.edcc.edu/retrain
workerretraining@edcc.edu
(425) 640-1433

The Worker Retraining program provides tuition and textbook assistance, priority registration, career counseling and job search support to anyone who is collecting Washington State unemployment or has exhausted the state's unemployment benefits or is facing lay off. Displaced homemakers and self-employed individuals are eligible. An onsite representative from the state's Employment Security office is available to address questions related to training and unemployment insurance. Visit the Career Action Center 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 page 31.

See page 31.

FOUNDATION SCHOLARSHIPS

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

The Edmonds Community College Foundation provides scholarships for full- and part-time students, primarily those with financial need. International students are welcome to apply. Some scholarships are for specific areas of study or for individuals with specific backgrounds or needs.

Visit the above Web site for details and an application.

With the help of individuals, organizations and corporations, the Foundation also supports college programs, facilities, faculty and staff, as well as advocating for the college and its mission. Individuals interested in supporting the Foundation's mission may contact the office for further details.

“Whatever I do, I’m going to succeed.”

Elicia Nygren
Associate of Arts Degree

Nygren’s interested in music, business and sign language as she prepares to transfer to a four-year university. Edmonds Community College is “a good training ground.” She says the college has everything she needs: a variety of classes, excellent instructors and students who want to learn.



Future job: nightclub singer, sign language interpreter
Nygren loved this music instructor's encouragement: "It's hard, but if you have a heart you can do this, you already have a beat inside of you."

IS THIS WHAT YOU'RE LOOKING FOR?

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Soundsation, Student Jazz Group...page 33

MORE ON THE WEB

your choices to stay in tune
<http://music.edcc.edu>

INSIDE CHAPTER 4...

student success

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 helping students. 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 culture events, intercollegiate athletics, outdoor recreation trips, student publications and a variety of special interest and academic clubs.



ADVISING

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

Advising helps students meet their educational goals. It's a key component to any student's success. 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.

The college urges students to seek the assistance of an adviser each quarter.

Advising Resource Center

Register online or research career and 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 aid in transferring to four-year universities.

CAREER ACTION CENTER

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

The Career Action Center provides services and resources to help students and graduates achieve their career goals. These include internships and job postings, Worker Retraining and WorkFirst intake and support, and job search assistance. The college also offers classes that help students choose a career, conduct an effective job search and manage a career change. For internships, see Chapter 2, for Worker Retraining and WorkFirst programs see Chapter 3, and see Chapter 6, Course Descriptions, for careers, college and life success and job development classes.

Jobs/Internships

Part-time and full-time jobs and internships are listed on the Center's eRecruiting Web site.

Job Search Support

Students may use computers, telephone, and a fax machine at the Center to explore careers or find a job. The Center also has reference materials on career exploration, job search techniques, internships, and the labor market. Vocational biographies describing various careers are also available. Staff will critique students' resumés and cover letters and help them practice for interviews.

YOUR RECORDS, 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.

STUDENT LIFE AND SERVICES

CHILDCARE

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

The Center for Families offers childcare services for infants and children up to age 11 to students and staff.

Childcare hours coincide with the college's class schedule. Evening childcare is also available. Register early. Space fills quickly. Cost is available online.

COLLEGE BOOKSTORE

<http://collegestore.edcc.edu>
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 for free, short-term counseling (three to five sessions), as well as extensive information about community resources.

Academic Concerns 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, their career options, and help them 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 or relationships or culture shock. The center refers students to community health resources for long-term counseling or therapy if needed.

EQUITY AND DIVERSITY CENTER

<http://edc.edcc.edu>
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. Services include mentoring, working with student ethnic and other clubs, and a library devoted to women's, multicultural, and diversity topics. Some scholarships and emergency funds are available at the center.

Recruiting and retaining students from under-represented groups is part of Edmonds Community College's mission of responding to the dynamic needs of our diverse community.

HOUSING

<http://housing.edcc.edu>
housing@edcc.edu • (425) 640-1080

Experience living in a community of students and residential life at Somerset Village. Each unit has four bedrooms and two bathrooms, a full kitchen and shared-common area. Somerset Village is across the street from campus.

The Housing Office provides lists of rooms for rent, names of students seeking roommates, and information on apartments located near campus. Students are responsible for all aspects of rental agreements. A Homestay program for international students is also available.

LEARNING SUPPORT CENTER

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

Students may get tutoring in writing, math, and other subjects – on campus and online.

The Bridge

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

Tutorial Center

Free tutorial help is offered in most subjects from accounting to zoology to math and foreign languages. 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-to-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

www.edcc.edu/library
Circulation: (425) 640-1529
Reference: (425) 640-1472

Dedicated and knowledgeable staff members at the library, located on the third and fourth floors of Lynnwood Hall, help students succeed. At the circulation desk, students may check out books, reserve course materials, ask questions about library records or request resources from other libraries.

Reference desk staff helps students find information and use the library's wide range of print and electronic resources.

Reference librarians offer workshops on basic and course-specific research skills.

Materials are available in print and electronic format, including books, magazines, newspapers, videotapes, DVDs, audiotapes, CDs, sound recordings and maps. The library 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 several databases of full-text magazine and newspaper articles.

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 tape decks, CD, DVD and videocassette machines.
- Group study rooms.
- A computer-equipped classroom.

MUSIC AND THEATER

<http://music.edcc.edu>

<http://theatre.edcc.edu> • (425) 640-1650

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

The college's Theatre Department offers students several opportunities to perform in productions throughout the year. Auditions for campus plays are open to all students.

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

MY EDMONDSCC

<http://portal.edcc.edu>

Get to the information you need on the Web quickly via the portal, including:

- Class schedule and registration

information.

- Financial aid status.
- Classroom and campus announcements.
- Calendars.
- Local weather and headlines.
- Hotmail and Yahoo mail.

SERVICES FOR STUDENTS WITH DISABILITIES

www.edcc.edu/ssd • ssdmail@edcc.edu
(425) 640-1320 • (425) 774-8669 (TTY)

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

The college's Services for Students with Disabilities staff help students – on an individual basis – successfully reach their educational goals.

Services include academic advising, campus orientation, alternative testing, interpreters for the deaf, scribes, readers, priority registration, taped books, note-takers, assistance with and referrals to outside agencies and other campus departments.

A computer lab with adaptive equipment staffed by skilled professionals is available at the center.

Low curbs, flat terrain, elevators and automatic doors make Edmonds Community College one of the most accessible colleges in the state for students with disabilities. Reserved parking is available with Washington State disabled parking permits.

STUDY ABROAD

<http://studyabroad.edcc.edu>
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, or Alajuela, Costa Rica. Each program includes tours and a chance to travel to neighboring countries. Financial aid is available for qualified students. Opportunities for faculty to teach abroad are also available.

ART GALLERY

<http://gallery.edcc.edu>

Located in Lynnwood Hall on the third floor of the library, 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, Course Descriptions, for a listing of all the art classes.



THE OFFICE OF STUDENT LIFE AND DEVELOPMENT

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 • (425) 640-1415

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

- 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 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 for free. Information and sign-up sheets for intramural sports and other recreational activities are at the Office of Student Life.

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 and organizations including the Association for Information Professionals, Gay and Lesbian Alliance, Fantasy Gamers Club, Phi Theta Kappa, and other various ethnic and special interest clubs.

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.

PLACES TO MEET AND EAT

<http://foodservices.edcc.edu>

Triton Union Building, the heart of student life on campus, includes the Office of Student Life and Development and most student programs. It's also where you'll find a student lounge, a game room, the student government office and the Equity and Diversity Center. Here are some places to eat:

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



The series brings a number of dynamic, nationally known 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.

Student Leadership Programs

Students selected for the Triton Leadership Team help plan, organize and stage public events, including the lecture series, campus entertainment, activities, clubs, trips, cultural enrichment programs, and dances. The leadership program is a great way to get involved, create lasting friendships, and enhance the

academic experience. Students are interviewed spring quarter to work the following academic year. They receive comprehensive leadership training to prepare them to manage a college event or service program. Contact the Office of Student Life for more information.

Additional leadership opportunities are available through various clubs and volunteer positions.

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. Elections are held each spring quarter.

Student Publications

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

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 local bus routes, bike racks and lockers at campus facilities, designated carpool parking spaces, computerized services for rideshare, and a college 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. Permits may be obtained each quarter from the EdPass Office 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 located in front of Alderwood and Brier Halls.

EdPass: More Than a Bus Pass

edpass@edcc.edu • (425) 640-1143

It's an identification card unique to Edmonds Community College that provides students with a special 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.
- Cash checks 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 Department restaurant), Heavenly Cappuccino and computer lab services.

New students obtain their cards at the EdPass Office beginning the last week 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.

Motor Pool

(425) 640-1164

The college has a fleet of passenger and cargo vans that are available to college classes, clubs, athletic teams, and other college departments for a minimum charge. The motor pool manager must approve all drivers. Drivers are also available.

Parking

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

Shuttle Service

(425) 640-1164

The college provides a free shuttle to and from an off-site parking area and the campus. It is located on 64th Avenue West,

between 196th and 200th streets. Map and shuttle schedules are available from the Office of Student Life and on the Web.

Transportation Coordinator

The college offers the services of a transportation coordinator to students and employees to answer questions about bus routes, rideshare services, carpooling, bike lockers or other transportation services that might help students commute to campus.

WIRELESS ACCESS FREE ON CAMPUS

<http://acl.edcc.edu>

With a laptop outfitted with a wireless card, students can surf the Web for free from the most commonly used study areas on the campus. Wireless service areas include the cafeteria, library and lounges in Snohomish, Alderwood, Lynnwood, Mountlake Terrace and Snoqualmie halls and the Triton Union and Beresford buildings.

“My education here benefits my grandkids.”

Kal Maples

Associate of Technical Arts Degree

Maples sold his freight delivery company after an injury made the heavy lifting impossible. After completing a General Education Diploma (GED) and a two-year degree, he's now ready to run his own business again, this time in networking. “The best part about Edmonds Community College is how willing everyone is to help others succeed.” His three adult children and two grandchildren will attend his graduation.



Future job: business owner

Maples (left) with instructor Mustafa Rashid who is helping him reach his goal.

IS THIS WHAT YOU'RE LOOKING FOR?

Career Training Degrees and Certificates...page 9-10, 16-23

Computers, Electronics and Networks...page 18, 68-69

Computer Information Systems...page 18-19, 61-63

Computer Science...page 19, 64-68

Faculty...page 120-124

General Education Diploma (GED)...page 23, 47, 87

MORE ON THE WEB

a way to find a career

<http://careers.edcc.edu>

INSIDE CHAPTER 5...

things you need to know

Critical information for you to know includes 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 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 responsible for informing class instructors when it is impossible to attend class by 3 p.m. on the third class meeting of the quarter. Failure to do so may result in the instructor dropping the student from the class. This policy applies only to classes that meet daily or Monday through Thursday and classes that begin after the first week of the quarter. For classes that meet once a week, if the student is unable to attend he/she must notify the department prior to the second class meeting. Otherwise, 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.

Students pursuing an Associate of Arts or an Associate of Science degree must take at least one five-credit course with a CD designation as indicated in the course descriptions chapter or the college's quarterly class schedule. Other programs specify the cultural diversity requirement on their program requirement sheets. 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

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. See the box on page 16.

The following may also satisfy some graduation requirements:

- Advanced Placement Credits.
 - See the chart on page 43.
- Prior Learning Credits.
 - No more than 25 percent of credits earned can be prior learning credits for the Associate in Applied Science-T degree, the Associate of General Studies degree, Associate of Technical Arts degree or Certificates. Residency requirements must also be satisfied.
 - Career training programs may have additional limitations regarding the number of credits allowed for prior learning.
 - No prior learning credits are awarded for the Associate of Arts degree or the Associate of Science degree.
- Satisfactory or Pass Credits.
 - For the Associate of Arts degree and the Associate of Science degree, students can earn up to 10 credits for electives only, plus an additional three credits for health and physical education requirements.
 - For the Associate in Applied Science-T degree and the Associate of General Studies degree, students can earn up to 30 credits, plus an additional three credits for health and physical education requirements.
 - For the Associate of Technical Arts degree, students can earn up to one-half of required credits.
 - For Certificates, individual departments determine how many credits are accepted.
 - For the High School diploma, advisors must approve what courses qualify as 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 requirements are available online or from Enrollment Services. Requirement information cannot be more than six

years old.

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.

Satisfactory Academic Progress

The Satisfactory Academic Progress policy applies to degree- or certificate-seeking students who are enrolled in six or more credits. Grades of W, V, I and U will count as attempted credits. Students who do not maintain Satisfactory Academic Progress may be placed on academic warning or restriction status.

Academic Warning Status

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

- Earn less than a 2.0 cumulative g.p.a. for any quarter of enrollment.
- Complete less than 75 percent of attempted credits for any quarter of enrollment.

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

subsequent quarters of enrollment.

Academic Restriction Status

Students on a warning status, but who again fall below a 2.0 cumulative g.p.a., or who 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, INTEN, veterans, student athletes, adult high school completion and EdCAP) need to meet the academic standards and completion requirements of the individual programs.

Degree Completion Requirements

In addition to g.p.a./credit completion requirements, the college is required to monitor student progress towards the timely completion of degrees and certificates. To ensure the timely completion of degrees or certificates, the college will:

- Encourage students to meet with an advisor to develop an education plan when they have completed 85 percent of the credits required for their program of study.
- Place students on academic restriction status and require them to submit a plan for completion of their degree or certificate when they have completed 125 percent of the credits required for their program of study. They will not be able to register for upcoming quarters until they have submitted a plan approved by a review committee.
- Suspend students if they do not follow their approved completion plan.

Students have the right to appeal review process decisions.

Waivers

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

requirement are specified as follows.

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

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.

English Placement

Students are eligible to waive assessment for English placement to enroll in English 105 with the following scores:

ACT-English composite score of 24 or more, SAT-verbal score of 540 or more, or CEEB-advanced placement score of three or more.

GENERAL POLICIES

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

Alcohol and Drug Policy

Edmonds Community College is committed to a healthful and safe learning environment. Students whose behavior, judgment or functioning is impaired by alcohol or drugs may not attend classes or engage in college activities. They will be subject to investigation, which may result in probation or termination. The college provides referrals, but does not offer treatment for drug and alcohol-related problems. For information, contact the Counseling Center; 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 college's Title IX Compliance Officer, vice president of human resources.

Final Exams

<http://calendar.edcc.edu>

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.

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. This includes campus buildings, campus grounds, or in 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.

Sexual Harassment

As a place of work and study for staff, faculty and students, 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 college's human resources office.

Smoking on Campus

Edmonds Community College prohibits smoking on campus, except for designated outdoor areas. The areas are: east of the center campus courtyard; northwest of Mountlake Terrace; between Meadowdale and Mountlake Terrace; the covered walkway east of Alderwood; northeast of Mountlake Terrace; between Mountlake Terrace and Woodway and east of Brier Hall. Smoking is prohibited in the college's parking lots. The policy responds to the health and campus cleanliness concerns of nonsmoking students, staff, and community members, as well as addresses the rights of smokers. Noncompliance may result in disciplinary action.

Sex Offender Policy

Edmonds Community College will provide timely and appropriate notification of the presence of a convicted sexual offender to increase the safety and welfare of students and staff. Students and staff 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 staff 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:

- The level of risk posed by the offender to the community.
- The locations where the offender resides, expects to reside, or is regularly found.
- The needs of the affected community members for information to enhance

POLICIES, REQUIREMENTS AND RECORDS

their individual and collective safety.

To view online sex offender databases, visit:

- King County Sheriff (<http://www.metrokc.gov/sheriff>)
- Snohomish County Sheriff (<http://www.co.snohomish.wa.us/sheriff/rso/education.htm>)

State Support

http://policies.edcc.edu_general

Washington State supports 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 above Web site for the most current estimated amount of support 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 functions, is prohibited on college property; provided, however, that this regulation shall not apply to law enforcement personnel required by their office to carry such weapons or devices.

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.

Grade Points

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 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 - Students earning credit through the course challenge process will receive this grade on their transcript.

H - Students earning credit in a course through an articulation agreement between the college and another school receive an H grade on the transcript for the number of credits awarded.

I - An incomplete is 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 deadlines and quality standards for the work that needs to be completed. Students must complete the work by the deadline set by the instructor. This deadline is not to exceed one year. If the contract is not satisfactorily completed by the deadline established by the instructor, the I grade remains on the student transcript.

K - Students earning credit through the experiential learning process receive this grade on their transcript.

L - This grade signifies credits for advanced placement courses.

N - Students receive this grade for auditing

a class, but earn no credit. Students who choose to receive the audit grade 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 shall be 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)

U - Unsatisfactory - 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.

V - Students receive this as a final grade if an instructor initiates a class withdrawal, often in consultation with the student, but also if a student enrolls

in a class, but never attends or stops attending class. This process begins

before the end of the quarter. A faculty member is under no obligation to agree to grant an instructor-initiated withdrawal.

- W -A student may request to receive a withdrawal, but must formally withdraw 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.

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.

Other Grading Information

- The student's transcript records all courses and grades.
- 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.
- Grades are not assigned in community education classes.
- Courses numbered below 100 are not included in college-level credit or grade point calculations.
- Students who merit grades of W, V or U in one third or more of their courses or earn a grade point average of 1.75 or less are encouraged, and may be required, to consult an advisor.

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.

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.

STUDENT RECORDS

<http://policies.edcc.edu>

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

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the 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 records are not maintained by the college

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. 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 when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college 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.

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.

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 other

colleges, businesses, and to students. 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 AND RESPONSIBILITIES

Education is a big investment. As a consumer, students should carefully evaluate all their education or training options. They should also know their rights and responsibilities as students.

Student Complaints

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 complaint process are available at the Office of Student Life and Development or from the vice president of student services.

Student Rights

The Associated Students of Edmonds Community College have prepared a document outlining student rights and responsibilities. Copies are available from the Office of Student Life or from the vice president of student services.

The college must provide students with information about the following:

- Accrediting organizations and the procedures by which a student may receive a copy for review of the accreditation.
- Amount of financial aid, and when it will be received.
- Crime Statistics.
- Criteria used to select financial aid recipients.
- Debt management and 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.
- Job descriptions for Work Study jobs, 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.

Student Responsibilities

Students should take responsibility for successfully meeting their educational goals.

Tips for all students

- Research and review all information about a college before enrolling.
- Read carefully and ask questions before signing any forms that require signatures. Keep copies.

Tips for financial aid students

- Accurately complete applications and meet deadlines for financial aid. Errors may delay financial aid and misrepresenting information may be grounds for denial and subject a student to prosecution.
- Provide all additional documentation,

verification, corrections and/or new information requested by either the financial aid office or the agency to which an application was submitted.

- Notify the lender of a loan about any changes in name, address or school status.
- Notify the Financial Aid office and Enrollment Services about changes in names, address, and finances, including additional scholarships or other new resources.

TRANSFERRING AND EARNING CREDITS

Credits may be transferred and earned in a number of ways. Currently enrolled or previously enrolled students who wish to transfer credits earned from other colleges must submit official transcripts to Enrollment Services and request evaluation of their transcripts. Request evaluations at least one quarter before you want the credits transferred. If your educational goals change, then your transcripts require reevaluation.

Some programs may not accept courses that were not recently completed. Students should contact the department for more information.

Letter grades 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 other grading symbol used by another college, indicating that no credit

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. Most departments award credit and/or placement for scores of three or higher. Credits earned for advanced placement will be identified with a grade of L. 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.

CREDIT FOR	EXAM	SCORE
Math		
AB examination	AP 5 AP 4 or AP 3	Math 151, 152 (10 credits) Math 151 (5 credits)
BC examination	AP 5 or AP 4 AP 3	Math 151, 152 (10 credits) Math 151 (5 credits)
Statistics	AP 5, AP 4, AP 3	Math 240 (5 credits)
Art		
Art History	AP 5 AP 4	Art 126, 127 (10 credits) Art 126 or 127 (5 credits)
English		
Language and Comp or Comp and Lit exam	AP 5, 4, 3	Engl 105 (5 credits)
German, French, Spanish		
Language	AP 5	101, 102, 103 (15 credits)
Language	AP 4	101, 102 (10 credits)
Language	AP 3	101 (5 credits)
History		
American	AP 5, 4	Hist 244 OR 245 (5 credits)
European	AP 5, 4	Hist 106 (5 credits)
Political Science		
American Government	AP 5, 4	Pol Sci 104 (5 credits)
Comparative Government	AP 5, 4	Pol Sci 115 (5 credits)
Psychology		
Psychology	AP 5, 4	Psych 100 (5 credits)

was earned, will not be transferred. Any grade of D- (0.7) or above may transfer.

Certificates and Degrees

Associate of Arts Degree, Associate of Science Degree and the Associate in Applied Science-T Degree

Credits transfer to Edmonds Community College as follows:

- Degree credits already earned.
- Credits from colleges that have received accreditation by regional associations of schools and colleges.
- Up to 15 credits as general electives from colleges approved by national institutional accrediting associations recognized by the AACRAO board of directors.
- The appropriate dean reviews credit earned at foreign colleges and universities on an individual basis.
- Career-related courses taken at another college may be accepted as elective credits toward the Associate of Arts degree or the Associate of Science degree (up to 15 credits), if they are earned at participating schools, except those excluded by the Intercollegiate Relations Commission.

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.

Course Challenge Credit

Most departments offer students the option to challenge courses for credit. 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.

If a challenge is successful and the student earns at least 10 credits with at least a 2.0 at Edmonds Community College, the transcript will reflect a grade of G. Grades of S or courses under the 100 level do not count as part of the minimum credit.

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 advisor.

Credits by Exam

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 of 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

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.

Other Accepted Credits

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

Prior Learning Credits

<http://priorlearning.edcc.edu>

cll@edcc.edu • (425) 640-1360

If students demonstrate what they have learned, usually 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 or Associate of Science 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 advisor. See page 38.

Satisfactory or Pass Credits

Credits are accepted as follows:

- Associate of Arts Degree
Associate of Science Degree
10 credits (electives only).
- Associate of General Studies Degree
30 credits.
- Associate of Technical Arts Degree
Maximum of one-half of the required credits.
- Certificates
As determined by the department head.
- Diploma
No limit.

Special Project Credits

CATALOG POLICY

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. Visit our Web site for the most up-to-date information about Edmonds Community College.

“I want to be a writer for Saturday Night Live.”

Kristen Moya • Associate of Arts Degree

Moya chose Edmonds Community College for conventional reasons (“Closer. Cheaper.”) with adventurous results. She’s acting, singing, making friends with international students and getting ready for big dreams from a doctorate in history to SNL.



Future job: writer, actor, professor

Moya's on stage with fellow theater devotees Guillaume Pigé (center), an international student from France, and Julian Estrada, a first-generation college student, president of a student club and recipient of an Edmonds Community College Foundation scholarship.

IS THIS WHAT YOU'RE LOOKING FOR?

Associate Degrees (for transferring to four-year colleges)...page 8, 14-15

English...page 78-79

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International Students...page 12

Student Clubs • Latin American Student Association...page 34

Theatre Arts...page 33, 116

MORE ON THE WEB

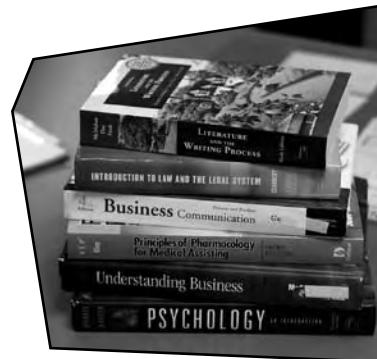
what's happening at the college

<http://artsandculture.edcc.edu>

INSIDE CHAPTER 6...

course descriptions from accounting to writing

The classes offered at Edmonds Community College are listed from page 47 to 118. The college may add classes for new programs or to update current programs. See <http://courses.edcc.edu> for the most up-to-date course listing or the quarterly class schedule.



ACCOUNTING

(425) 640-1450 • <http://acct.edcc.edu>

Accounting Fundamentals

ACCT 101, 5 credits

Includes journalizing, posting, financial statements and an introduction to payroll. Computerized general ledger software used. Transfer limited. Prerequisite: Minimum placement into EAP 113, EAP 121 or BRDGE 093.

Financial Accounting I

ACCT 201, 5 credits

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

Financial Accounting II

ACCT 202, 5 credits

Examines a number of complex accounting topics involving assets, liabilities, and equity accounts. Includes study of bonds, stocks, and statement of cash flows. Prerequisite: Grade of 2.0 or higher in ACCT 201.

Managerial Accounting

ACCT 203, 5 credits

Focuses on fundamental concepts for internal planning and control applicable to all types of organizations. Covers areas

of job and process costing, budgeting, standard costing and analysis of cost behavior patterns. Prerequisite: Grade of 2.0 or higher in ACCT 201.

Individual Income

Tax Preparation

ACCT 214, 5 credits

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

PC Accounting Applications

ACCT 216, 3 credits

Prepares students to interact with computerized accounting systems. Introduces major concepts of computerized accounting including trial balance maintenance and financial statement generation. Prerequisite: Minimum 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.

ADULT BASIC EDUCATION

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

Job Prep for Disabled

ABE 001, 5 credits

Developmentally disabled adults develop and maintain academic, survival, and/or job preparation skills. Advising through Services for Students with Disabilities, 425-640-1320.

Basic Reading Level I

ABE 010, 5 credits

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

Basic Writing Level I

ABE 011, 5 credits

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

Basic Math Level I

ABE 012, 5 credits

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

**Reading Level II****ABE 020, 5 credits**

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

Writing Level II**ABE 021, 5 credits**

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

Math Level II**ABE 022, 5 credits**

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

Reading/Writing Level II**ABE 023, 5 credits**

Students develop reading skills for comprehension of basic materials while practicing basic writing skills. Preparation for entry into Reading/Writing Level III. Prerequisite: Placement in Level II or instructor's permission.

Reading Level III**BE 030, 5 credits**

Students develop reading skills and strategies for effective comprehension, including vocabulary building, previewing and scanning, and regular independent reading. Preparation for ABE 040, a pre-GED reading class.

Writing Level III**ABE 031, 5 credits**

Students develop writing skills, including compound sentences and simple paragraphs for personal and work-related purposes. Preparation for ABE 041, a pre-GED writing class.

Math Level III**ABE 032, 5 credits**

Students develop basic math skills including decimals and fractions. Preparation for ABE 042, a pre-GED level math class.

Reading/Writing Level III**ABE 033, 5 credits**

Students develop reading skills for comprehension of materials while 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, 5 credits**

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

Writing Level IV/Pre-GED**ABE 041, 5 credits**

Develops writing skills, including organizing a cohesive multi-paragraph composition. Preparation for GED, high school completion, or developmental English classes.

Math Level IV/Pre GED**ABE 042, 5 credits**

Develops math skills including percents, ratios and proportions. Preparation for GED, high school completion, or developmental English classes.

Reading/Writing Level IV**ABE 043, 5 credits**

Develops reading skills for comprehension of increasingly difficult materials while practicing writing. Preparation for GED, high school completion or developmental English classes.

Computer Basics**CMLIT 060, 2 credits**

An adult basic education class for students enrolled in ABE/GED/ Family Literacy. Emphasis on skill development in word processing, electronic mail, and spreadsheet application.

Computer Basics II**CMLIT 062, 2 credits**

An adult basic education class for students enrolled in ABE/GED/ Family Literacy that provides a continuation of CMLIT 060. Skill development and advanced activities in word processing, electronic mail, and spreadsheet application.

ALCOHOL AND CHEMICAL DEPENDENCY**(425) 640-1605 • <http://shs.edcc.edu/acd>****Ethics for Addictions Professionals****ACD 113, 2 credits**

Identifies common ethical dilemmas encountered by chemical dependency counselors and introduces the foundations, purpose and content of ethical codes and approaches to ethical decision making. S/U grade option.

Group Counseling for Chemical Dependency Professionals**ACD 115, 3 credits**

For professionals working with substance abuse/addicted clientele. Based on the stages of change/motivational and other interviewing models and addresses pre-contemplation, contemplation, preparation, action, maintenance and relapse management stages. S/U grade option. Prerequisites: ACD 140, SHS 115.

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, use patterns; social responses to use, abuse and addiction; theories of causation and treatment implications as well as the disease and family illness concepts. S/U grade option.

Special Topics**ACD 155, 5 credits**

Specialized courses/seminars on current issues in ACD. Each class has its own course outline and syllabus as appropriate.

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, i.e., Motivational Interviewing, RT, RET, and relevant CD group treatment approaches, both 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) 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 also included. S/U grade option. Prerequisites: ACD 140, 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 12 step and other support groups and establishing recovery and relapse management plans. S/U grade option. Prerequisites: ACD 140, 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. Prerequisites: ACD 140, SHS 114. Recommended: SHS 217.

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. Prerequisites: ACD 244, SHS 121 or instructor's permission.

Chemical Dependency and the Law**ACD 248, 2 credits**

Provides a basic understanding of the relationship between the criminal justice system, state regulations and laws, and chemical dependency treatment programs. Prerequisite: ACD 140 or equivalent. S/U grade option.

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. Prerequisites: ACD 140 and 244 or instructor's permission. S/U grade option.

Advanced Special Topics**ACD 255, 5 credits**

Specialized courses/seminars on current issues in ACD. Each course has 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 A/DIS instructor. Includes video taping component. Prerequisite: Must meet CDC requirements and/or have completed ACD 140 and 242. 100% attendance is required to pass this course. S/U grade option.

ALLIED HEALTH EDUCATION

(425) 640-1017 • <http://ahe.edcc.edu>

The Human Body: Structure and Function**AHE 110, 5 credits**

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.

Electrocardiography Technician**AHE 114, 4 credits**

Learn fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. Prerequisites: AHE 110, AHE 116, BSTEC 129, BSTEC 135, HIV/AIDS and CPR course.



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

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

EKG Clinical Externship **AHE 119, 1 credit**

Practical experience in the functional role of the EKG technician. Students will be supervised by the instructor and by staff at a variety of facilities. Prerequisite: Completion of, or concurrent enrollment in, AHE 114.

Advanced Nurse Assisting Skills **AHE 130, 4.5 credits**

Learn fundamentals in microorganism/microbial control, asepsis and sterile techniques, specimen collection, wound care, and point of care testing. On-campus lab sessions prepare students to function on a nursing team. Includes 48 hours of clinical internship. Prerequisite: AHE 162 or current CNA licensure in Washington State.

Phlebotomy Technician **AHE 141, 5 credits**

Learn anatomy and physiology of the blood/circulatory system, medical/lab terms, lab procedures, and proper specimen handling. On-campus lab sessions prepare students to perform standard and difficult draws and capillary punctures. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135A, HIV/AIDS, CPR.

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

An overview of the clinical laboratory, including 2003 HIP AA regulations, OSHA standards, quality assurance practices, terminology, organizational structure, and information systems. Includes

laboratory exercises. Prerequisite: AHE 141 (concurrent enrollment) or equivalent work experience.

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

Requires participation in a controlled laboratory environment. Process and distribute specimens. Apply skills in phlebotomy, data entry, and patient information retrieval via electronic resources. Prerequisite: AHE 144.

Special Topics **AHE 155, 5 credits**

Workshops focus on current issues in the health care field. Topics vary each quarter. S/U grade option.

Certified Nursing Assistant-Basic Patient Care **AHE 162, 8 credits**

Introduction to the functional/legal role of nursing assistants on the health care team. On-campus lab sessions and clinical experience in local health care facilities provides training in all client care aspects necessary to obtain Washington State nursing assistant certification. Includes 90 hours of clinical internship. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135, HIV/AIDS, CPR

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

Covers 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 medication distribution. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135.

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. Ethics are examined for the medical professional. Case studies demonstrate points of law. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135.

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 symbols and abbreviations used in pharmacy. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135.

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

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. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135

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

Covers common drug classes related to body functions and common drug regimens for major pathologies, categorization of drugs as OTC and overview of herbal medicine. Prerequisite: AHE 173.

Pharmaceutical Calculations **AHE 175, 3 credits**

Reviews basic arithmetic and algebra related to the needs of a pharmacy. Emphasizes dosage calculation, IV solution preparation, solution strength, dilution and conversion. Students must pass a proficiency test in this course. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135, and placement into MATH 060.

Prescription Processing **AHE 176, 5 credits**

Covers receiving and processing of medication orders, assisting in obtaining additional information from patient or health care providers, updating records and processing a prescription. Learn to use current computer software where applicable. Prerequisites: AHE 116, AHE 110, BSTEC 129, BSTEC 135.

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 and topical products. Includes conversion of specific legend drugs to OTC status. Prerequisite: Completion of 25 Pharmacy Technician credits with a 2.5 grade point average.

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: Completion of 25 Pharmacy Technician Program credits with at least a 2.5 grade point average.

Pharmacy Clinical**AHE 191, 1-5 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: Completion of 25 Pharmacy Technician credits with at least a 2.5 grade point average.

AMERICAN SIGN LANGUAGE(425) 640-1560 • www.edcc.edu/ll**American Sign Language I****ASL 101, 5 credits**

Focus on ASL constructions and use beginning grammar, vocabulary and conversational skills. 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 with 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 and 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 to fundamental questions. Who are we? Where did we come from? Where do we go from here?

Human Prehistory-CD**ANTHR 105, 5 credits**

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**

Examine human origins, diversity, and sexuality from the perspective of physical anthropology. Topics include the creation versus evolution debate, theory of evolution, genetics, primate anatomy, fossil record, bio-cultural adaptation, and human physical and sexual variation. Prerequisite: Placement into ENGL 100 and MATH 090.

Cultural Anthropology-CD**ANTHR 120, 5 credits**

An 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**

Examine the diversity of American religious experiences from historical and cultural perspectives. Devotes attention to 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**

Study special topics in anthropology.

Individual Project in Anthropology**ANTHR 198, 1-5 credits**

Consult with a faculty member to select, design and complete a project in the field of intermediate to advanced anthropology. 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**

Study special topics in Anthropology.

Field Methods in Archaeology**ANTHR 270, 15 credits**

Intensive 8-week course teaches archaeological field methods through lectures, excavation, and laboratory analysis of cultural materials. Immersion in local culture and history enables students to contribute to public education and gain traditional cultural knowledge. Prerequisites: Placement into ENGL 100 and instructor's permission.

Laboratory Methods in Archaeology**ANTHR 271, 2 credits**

Hands on work with archaeological materials in a laboratory and proper techniques of artifact preparation, identification, documentation, and data collection. Analytic techniques applied to current research questions.

Individual Project in Anthropology**ANTHR 298, 1-5 credits**

Consult with a faculty member to select, design and complete a project in the field of intermediate to advanced anthropology. 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 a Math Placement 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.

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**

Explore the elements and principles of design as defined by relationship and context with a focus on two-dimensional problem solving. Compositional studies 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. Investigate three-dimensional fundamentals through a variety of materials, formally and conceptually.

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 a wide variety of methods and approaches, from traditional to technological, to promote visual expression. Discussion and critiques leading toward better understanding the creative process. Prerequisite: ART 111 or instructor's permission.

Survey of Visual Art**ART 120, 5 credits**

Explore visual arts and architecture, including function and design as represented in different time periods, cultures, and traditions.

History of Western Art I**ART 126, 5 credits**

From prehistory through the fall of the Roman Empire and Early Christian period, this course 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**

A survey of the visual arts and architecture from the Medieval period to the end of the Baroque/Rococo period in Europe. 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**

Examines topics ranging from a culture's archaeology and architecture to its fine arts and crafts.

Painting-CD**ART 150, 5 credits**

Introduction to techniques in painting using acrylics. Explore color theory, mixing colors, and application of elements of design. Discuss influences and contributions of various artists and cultures to painting.

Painting-CD**ART 151, 5 credits**

Investigation of painting tools and materials, styles and techniques. Discuss and review organization of painting content, selection of subjects, social aspects and individual concepts. 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. Research clay methods, design elements and 3-D composition and explore influences and contributions of various artists and cultures.

Pottery-CD**ART 171, 5 credits**

Continuation of ART 170 focusing on experimentation and designs in clay. Introduction to the potters' wheel with an emphasis on exploration of 3-D elements

and principles of functional form. Discuss influences and contributions of various artists and cultures. 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. Discuss influences and contributions of various artists and cultures 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. Discuss influences and contributions of various artists and cultures. 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 using 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 and a variety of other media for modeling and construction, staining, glazing, and firing of student projects. Projects explore elements of design and 3-D composition. Influences and contributions of various cultures explored.

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 art.

Special Projects**ART 199, 5 credits**

Credit available with approval from the Humanities and Social Sciences division.

Introduction to Graphic Design**ART 225, 5 credits**

Graphic design, its history, imaging and the elements and principles of design in visual communication. An introduction to graphic production tools and processes in graphic presentations. The graphic 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. Explore electronic multimedia applications for graphic designers. Prerequisite: ART 225 or portfolio presentation/evaluation.

Special Topics**ART 255, 5 credits**

Topics and seminars of current 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 area instruction 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 art.

Special Projects**ART 299, 5 credits**

Credit available with approval. For information contact the Humanities and Social Sciences division.

ASTRONOMY**(425) 640-1679****Solar System****ASTRO 100, 5 credits**

Study solar system stellar types, processes and evolution, galactic structures and cosmology; light and optics; telescopes; history and development of astronomy. Six hours of lecture and laboratory weekly. Concurrent enrollment in the lecture and lab is required. Night observing sessions are a required part of the lab. S/U grade option. Prerequisites: 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. Prerequisites: MATH 090, ASTRO 100 or PHYS 100 all with a grade of 2.0 or higher.

Special Projects**ASTRO 199 and 299, 5 credits each**

Individual projects in astronomy.

BIOLOGY**(425) 640-1679 • <http://biology.edcc.edu>****Introduction to Biology****BIOL 100, 5 credits**

For non-science majors, includes an introduction to major biological principles and scientific processes. Emphasis on the application of modern biological knowledge in society in a way that is informative and exciting. Prerequisites: Placement in MATH 090 and ENGL 105.

Human Biology**BIOL 101, 5 credits**

For non-science majors. Emphasizes 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. Prerequisites: Placement in 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 on these systems. Field trips to local ecosystems, Northwest Trek, on three Saturdays. Prerequisites: Placement in ENGL 105 and MATH 090.

Marine Biology**BIOL 106, 5 credits**

Explore marine biology and learn to recognize common Northwest marine life, the ecology of the different marine ecosystems, and the human impact on these systems. Field trips to local beaches and a marine lab. Two Saturday trips. Prerequisites: Placement in ENGL 105 and Math 090.

The Biology of Behavior**BIOL 130, 5 credits**

For the non-science major. Explore physiological and evolutionary explanations of the behavior of animals including humans. Labs often deal with real animals. Prerequisites: Placement in ENGL 105 and MATH 090.

The Biology of Human Disease**BIOL 150, 5 credits**

For the non-science major. Explore human diseases and disorders and the defense systems of the human body. Topics include infectious and emerging diseases, cancer, allergies, cardiovascular disease and "super bugs". Prerequisites: Placement in ENGL 105 and MATH 090.

Principles of Biology**BIOL 201, 5.5 credits**

For life science majors, nursing and pre-professional students. Introduction to molecular and cellular biology with emphasis on cellular structure and function, energetics, genetics and evolution. Four hours lecture and a three-hour lab weekly. Prerequisites: ENGL 100, MATH 090 and CHEM 101 or 131 or equivalent, each with a grade of 2.0 or higher. If you have satisfied the prerequisites, students can obtain an entry code (required for registration) from the Biology department.

General Zoology**BIOL 202, 6 credits**

Second in three-quarter biology series (201, 202, 203). Examines the patterns and mechanisms of evolution, animal (invertebrate and vertebrate) diversity, development, anatomy, and physiology. For life-science majors and pre-professional



students. Prerequisites: BIOL 201, ENGL 105, and CHEM 101 or 131 or equivalent 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 the structure, anatomy, physiology, reproduction, development and evolutionary trends of land plants. Prerequisites: BIOL 201, ENGL 105 and CHEM 101 or 131 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. A course for life-science majors, nursing, alternative health care and pre-professional students. Prerequisites: BIOL 201, ENGL 105, MATH 90, and CHEM 101 or 131 or equivalent 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. A course for life-science majors, nursing, alternative health care and pre-professional students. Prerequisite: BIOL 230, ENGL 105, MATH 90, and CHEM 101 or 131 or equivalent with grade of 2.0 or higher.

General Microbiology

BIOL 250, 5 credits

An introduction to microorganisms. Topics include microbial cell structure, function, metabolism and genetics, roles in human disease, and immunity. A course for life-science majors, nursing and pre-professional students. Prerequisite: BIOL 201, ENGL 105, MATH 90, and CHEM 101 or 131 or equivalent with grade of 2.0 or higher.

BRIDGE

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

Reading/Vocabulary and Speed Reading

BRDGE 087, 5 credits

College preparatory coursework in reading, spelling, and vocabulary. Select from 3 possible credit options (5, 3, or 2) and 3 start dates. S/U grade option. Prerequisite: ACCUPLACER reading score of 56 or higher.

Reading/Vocabulary and Speed Reading

BRDGE 088, 5 credits

College preparatory coursework in reading, spelling, and vocabulary. Select from three possible credit options (5, 3, or 2) and three start dates. S/U grade option. Prerequisite: ACCUPLACER reading score of 56 or higher.

Reading Improvement

BRDGE 090, 5 credits

For students who are not yet reading at the college level. Improve reading comprehension for educational needs, or 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

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, 5 credits

College level course work in reading comprehension, speed-reading, vocabulary spelling. Select from three possible credit options (5, 3, 2) and three start dates. S/U grade option. Prerequisite: ACCUPLACER reading score of 82 or higher.

Reading/Vocabulary and Speed Reading

BRDGE 108, 5 credits

College level course work in reading comprehension, speed-reading, vocabulary, or spelling. Select from 3 three possible credit options (5, 3, 2) and three start dates. S/U grade option. Prerequisite: ACCUPLACER reading score of 82 or higher.

Study Skills for College

BRDGE 110, 5 credits

For capable readers who wish to study more efficiently, remember what they read and take effective notes. S/U grade option. Prerequisite: ACCUPLACER reading score of 74 or higher.

Managing Study and Time

BRDGE 111, 2 credits

Introduces strategies for understanding and capitalizing on learning styles, managing the college environment, accessing college information systems and creating schedules to achieve academic goals. S/U grade option. Prerequisite: ACCUPLACER reading score of at least 74.

Managing College Exams

BRDGE 112, 1 credit

An intensive course that 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 74.

College Reading and Note Taking

BRDGE 113, 2 credits

An intensive course that 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 of at least 74.

**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**

The modification of existing college-level BRDGE classes for combination with specific disciplines. Each class has its own outline and syllabus. S/U grade option.

Special Topics**BRDGE 255, 5 credits**

The modification of existing college-level BRDGE classes for combination with specific disciplines. Each class has its own outline and syllabus. S/U grade option.

BUSINESS**(425) 640-1604****<http://business.edcc.edu>****Introduction to Business****BUS 100, 5 credits**

Business history, concepts, principles, and operations. Examines the relationship between business, government and society. Provides a foundation for all future study in business and management.

Business Mathematics**BUS 130, 5 credits**

Instruction and review of basic math to prepare students for other 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 advisor'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.

The following courses, BUS 162-167, are offered through the National Association of Credit Management (NACM) in partnership with Edmonds Community College. To register, call NACM at (206) 728-6333.

Business Credit Principles**BUS 162, 3 credits**

Introduction to credit, the credit cycle, the C's of credit, obtaining and analyzing credit information to arrive at the credit decision. 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.

Credit Management Law**BUS 163, 3 credits**

Introduce contracts and the legal forms of business; the Uniform Commercial Code, Articles 2, 3, 5, 7 and 9; review Anti-Trust 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.

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 addressed from a credit management and investor point of view. Prerequisites: BUS 162, 163 or instructor's permission.

Financial Statement Analysis I for Credit Mgmt**BUS 165, 3 credits**

Includes income statement, statement of equity, and balance sheet; introduction to ratios and industry comparisons, credit risk formulas and forecasting. Final course in the Certified Business Associate

certificate program. Prerequisite: BUS 164 or college accounting.

Advanced Credit Management**BUS 166, 3 credits**

The coordination of the technical skills used on the legal, financial, management level incorporating elements of planning, organizing, staffing, leading and controlling. The first in a series of ACAP courses leading to the CBF certification. Prerequisite: Certified Business Associate Certification or instructor's permission.

Financial Analysis for Credit Management II**BUS 167, 3 credits**

A realistic and organized approach to financial reporting with emphasis on the analysis and interpretation of the end result - financial statements. Uses the statements of actual companies in problems, cases, and complete analysis. S/U grade option. Prerequisite: BUS 165, Certified Business Associate certificate 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 related to success in internship and career transition. Internet access required. S/U grade only. Prerequisite: Concurrent enrollment in BUS 291 or instructor's permission.



Business Internship

BUS 291, 1-12 credits

Workplace experience. Develop learning objectives that relate to academic program and career goals. S/U grade only. Prerequisites: Secured internship; concurrent enrollment in BUS 290; completion of minimum of 15 credits related to area of study; GPA of 2.5 and completion of a career management course like BSTEC 294, CCLS 111 or JOBDV 110. Internship orientation recommended. Registration by entry code (obtain from faculty coordinator with proof of internship).

BUSINESS INFORMATION TECHNOLOGY

(425) 640-1504 • <http://bstec.edcc.edu>

Computer Keyboarding

BSTEC 100, 4 credits

Introduction to the computer keyboard and focuses on developing speed and keyboard compositions. Introduces email, 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. Prerequisites: BSTEC 102, 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 helpful Windows terminology, features, and commands for using Windows-based applications. S/U grade option. Prerequisite: BSTEC 130 or CIS 100.

Medical Billing

BSTEC 106, 5 credits

Analyze billing and insurance forms and apply up-to-date rules and regulations. Prerequisites: BSTEC 104, 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.

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 100, 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. Prerequisites: Keyboarding, BSTEC 107, and ACCUPLACER writing score of 80.

Medical Document Processing

BSTEC 112, 1-3 credits

Medical typing techniques and skills necessary for a medical typist/transcriptionist in a medical office, hospital, or an extended care facility. Prerequisites: BSTEC 102, 104, and 109.

Medical Transcription

BSTEC 113, 1-8 credits

Transcription techniques for medical reports in medical offices, clinics, and hospitals. Prerequisites: BSTEC 102, 104, 112, and 141, or their equivalents; and keyboarding speed of 45 words per minute.

Medical Law and Ethics

BSTEC 115, 3 credits

Subjects include early historic 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

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

Preparation for positions as ambulatory care coders, billers, patient account representatives, and other support positions in medical offices. Ability to code and bill accurately and ethically to optimize reimbursement. S/U grade option. Prerequisite: BSTEC 104 or instructor's permission.

Ten-Key Applications

BSTEC 120, 4 credits

Introduction to the computer ten-key keypad, the desktop calculator, and basic business math concepts. S/U grade option. Prerequisite: Minimum English placement into EAP 100 or BRDGE 093.

**Ten-Key Skill Building****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 e-mail. Keyboarding speed of 15-20 words per minute recommended. S/U grade option. Prerequisite: If English is not your first language, placement into BRDGE 093 or 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**

A study of basic medical terminology: prefixes, suffixes, word roots, combining word forms, special endings, plural forms, abbreviations, and symbols. Emphasis 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**

Transcription of letters, memos, and reports. S/U grade option. Prerequisites:

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 Word documents. Previous computer experience with Windows recommended. S/U grade option.

Quick Course Excel**BSTEC 143, 1 credit**

An overview of basic spreadsheet features using Microsoft Excel. Introduction to commands, formats, and printing spreadsheets. Previous computer experience with Windows recommended. S/U grade option.

Quick Course Access**BSTEC 144, 1 credit**

An overview of basic database management functions using Microsoft Access. Introduction to commands, formats, and printing databases. Previous computer experience with Windows recommended. S/U grade option.

Web Features**BSTEC 145, 2 credits**

A hands-on introduction to HTML and the Web features of 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 commonly used in the legal field in Washington State. Prerequisite: BSTEC 102, 109, and LEGAL 205, or their equivalents.

Proofreading and Editing**BSTEC 170, 3 credits**

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: BSTEC 107.

Filing Rules**BSTEC 175, 3 credits**

Learn the basic rules of filing, indexing, and alphabetizing. 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 designed for students' individual programs in business information technology. S/U grade only. Prerequisite: Instructor's permission.

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: BSTEC 100 or instructor's permission. Keyboarding speed of 25 words per



minute recommended. Minimum English placement into EAP 100 or BRDGE 093.

Intro to Medical Records

BSTEC 206, 5 credits

Introduces the use of medical records in a hospital or clinical setting. Locate, analyze, abstract and index administrative and clinical data and describe licensing/accreditation requirements for hospital records. Prerequisite: BSTEC 104 or instructor's permission.

Desktop Publishing

BSTEC 209, 4 credits

Fundamentals of desktop publishing using Microsoft Publisher. Prior keyboarding and word processing recommended. S/U grade option. 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. Prerequisite: BSTEC 109, previous computer experience with Windows recommended. Must have Outlook 2002. S/U grade option.

PowerPoint Projects

BSTEC 211, 4 credits

The essentials of presentation graphics using Microsoft PowerPoint. S/U grade option. Prerequisite: BSTEC 130 or CIS 100.

Advanced Word Processing

Applications

BSTEC 213, 3 credits

Advanced word processing functions of Microsoft Word. S/U grade option. Prerequisite: BSTEC 109 or equivalent.

Advanced Medical Coding

BSTEC 218, 5 credits

Prepares the student for certification as a Certified Procedural Coder (CPC) or Certified Coding Specialist (CCS-P) using the CPT-4/HCPCS coding system. Assign and sequence codes using ICD-9-CM manuals. Prerequisite: BSTEC 104, 118, or instructor's permission.

Database (Access)

BSTEC 222, 5 credits

Basic database functions using Microsoft Access. S/U grade option. Prerequisite: BSTEC 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: BSTEC 222 or instructor's permission.

Spreadsheet (Excel)

BSTEC 224, 5 credits

Basic spreadsheet functions using Microsoft Excel. S/U grade option. Prerequisite: BSTEC 130 or CIS 100 or equivalent.

Spreadsheet Excel Expert

BSTEC 225, 3 credits

Advanced spreadsheet functions of Microsoft Excel. S/U grade option. Prerequisites: BSTEC 224 or equivalent, and BUS 130 or ACCT 101.

Internet Applications

BSTEC 226, 4 credits

Learn the fundamentals of using Internet Explorer or Netscape Navigator. Master basic Internet skills: email, online information gathering, effective browser techniques, and downloading programs and files. S/U grade option. Prerequisite: Minimum English placement into EAP 100. BSTEC 100 or instructor's permission. Windows experience recommended.

FrontPage Basics

BSTEC 227, 4 credits

Basic Web page building features using FrontPage. Create and enhance Web pages and Web sites, apply graphical themes to Web pages, and organize Web files and folders. S/U grade option. Prerequisite: BSTEC 130 or CIS 100 or equivalent. BSTEC 109 recommended.

Administrative Procedures

BSTEC 240, 5 credits

Role of the administrative professional in today's business includes time management, telephone and email communications, travel arrangements, processing mail, and meeting and conference planning. Prerequisite: BSTEC 130 or BSTEC 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: BSTEC 130 or CIS 100, BSTEC 109, 224 or equivalent.

Business Report Writing

BSTEC 245, 3 credits

Emphasis on analytical business report preparation and group oral business presentation. Prerequisite: BSTEC 110 or instructor's permission.

Special Topics

BSTEC 255, 1-5 credits

Seminars and classes of current interest in business information technology. S/U grade option.

Leadership/Mgt Skills-CD

BSTEC 260, 5 credits

Introduction to office and employee management includes leadership and communication skills necessary to work in a diverse office environment and participate in a global economy. Prerequisite: BSTEC 107, 110, or instructor's permission.

Prior Work Experience/Portfolio

BSTEC 290, 1-15 credits

Students may receive up to 15 credits for demonstrated college-level learning from work experience in the field.

**Career Management****BSTEC 294, 3 credits**

Assess employment skills, develop a resume and letters of application, videotape employment interviews learn job search strategies, and develop a portfolio. Should be taken within last two 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.

CAREER, COLLEGE AND LIFE SUCCESS

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

Steps to Success**CCLS 100, 2 credits**

Learn how to succeed as a college student. Discover how skills from the workplace, homemaking, or past schooling apply to succeeding in college. Find out what classes involve and instructors expect. Explore learning styles and see what help is available.

Career Transitions**CCLS 105, 2 credits**

Explore the impact and opportunities of career, job and life changes. Use personality and interest inventories, along with examination of values, skills, employer expectations, non-traditional careers, and job trends to discover your 'best-fit' career options.

Express Career Planning**CCLS 106, 1 credit**

Short-term class uses personality and interest inventories to help generate career possibilities for you to research and consider. Develop an action plan for the next step on your path to career satisfaction.

U.S. Education and Culture**CCLS 109, 1 credit**

Introduces American culture, education system, and U.S. immigration rules and regulations to international students. S/U grade option. Prerequisite: F-1 visas or instructor's permission.

Career and Life Planning**CCLS 111, 3 credits**

Use critical thinking skills and group interaction 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) 640-1641 • <http://chem.edcc.edu>

The Chemistry Around Us**CHEM 100, 5 credits**

An introductory chemistry course for liberal arts students who may have no previous chemistry knowledge. Principles of chemistry discussed in the context of topics that may vary by quarter. Contact the Chemistry department for the specific topic. Prerequisite: Placement into both ENGL 105 and MATH 090.

Introduction to Chemistry**CHEM 101, 5 credits**

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 bio-molecules, and biochemical processes. Not recommended for students continuing with chemistry beyond 102. Prerequisites: CHEM 101, placement into ENGL 105.

Preparation for College Chemistry**CHEM 110, 5 credits**

Prepares students who have not had high school chemistry for the CHEM 131 sequence. Emphasis on quantitative reasoning and problem-solving techniques. Prerequisites: 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. Prerequisites: MATH 131 with a grade of 2.0 or higher, concurrent enrollment, placement in ENGL 105. If you have not completed CHEM 110 with a grade of 2.0 or higher, you must take and pass the CHEM 131 placement exam. Call the college's Testing Center at (425) 640-1546. If you pass the exam and satisfy the other prerequisites, you can register for this class (obtain an entry code from the Chemistry department).

General Chemistry**CHEM 132, 6 credits**

Continuation of CHEM 131. Molecular bonding and structure, liquids and solids, equilibrium, principles of thermodynamics and kinetics. Laboratory emphasizes quantitative techniques. Prerequisites: CHEM 131, 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, chemistry of metals and nonmetals, nuclear chemistry. Laboratory emphasizes quantitative techniques. Prerequisite: CHEM 132, with a grade of 2.0 or higher or equivalent.



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. Prerequisites: CHEM 133 or equivalent with grade of 2.0 or higher, 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 higher.

Organic Chemistry CHEM 233, 6.5 credits

Continuation of CHEM 232. Properties and reactions of carboxylic acids and their derivatives, amines, and bio-molecules. 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 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, including 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 independent 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.

security, privacy and ethics. Prerequisite: CIS 100 or BSTEC 130 with at least a 3.0 grade point average or equivalent experience.

Math and Problem Solving CIS 114, 5 credits

Builds problem-solving skills needed by computer students. Skills covered include logical reasoning, problem analysis and computation. Prepares students for the first course in programming. Prerequisite: Placement into MATH 080.

IT Prior Learning Assessment CIS 116, 1-5 credits

Course helps students identify prior life learning by documenting their own learning experiences. Evaluate how experience translates to specific technical skills and create a portfolio that is assessed by appropriate department faculty to determine placement into CIS degree and certificate programs. Prerequisite: Placement into ENGL 100.

COMMUNICATIONS

(425) 640-1478

Intercultural Communications-CD COMM 101, 5 credits

Examine how culture influences interaction patterns and determines perceptions, attitudes, values, and behavior. Prerequisite: Placement in ENGL 100.

COMPUTER INFORMATION SYSTEMS

(425) 640-1902 • <http://cis.edcc.edu>

Introduction to Business Computing CIS 100, 5 credits

Emphasis on business computing concepts and software. Gain entry-level proficiency in word-processing, spreadsheets, database, HTML and OS. Addresses how computers are used in business, how they communicate, and what components make up a computer. Receive credit for either CIS 100 or BSTEC 130. Prerequisite: English placement into EAP 113/121 or BRDGE 091 or higher.

Intermediate Business Computing CIS 102, 5 credits

Extends the concepts and software learned in CIS 100. Attain intermediate expertise in word-processing, spreadsheets, and database software. Concepts include trends/careers in Information Systems, database/IS management, IS development,

Network Workstation CIS 125, 5 credits

Windows 2000/XP with emphasis on command line functions. Topics include installation and Win 2000/XP features, OS navigation, active directory, administrator tools, the Management Console and Internet Information Server (IIS). Prerequisite: CIS 100 or BSTEC 130 with a minimum grade have 2.5 or equivalent experience.

Special Topics CIS 155, 5 credits

New topics and technologies in computer information systems. Topics vary, but may include operating systems, networks, application development, and Web development.



PC Hardware Support

CIS 161, 5 credits

An introductory course in computer hardware. Install, upgrade, maintain and troubleshoot hardware components. Learn to identify error messages and symptoms of hardware failures and take the appropriate action. Prerequisite: CIS 125 or CMPSC 120 with a minimum grade of 2.5 or equivalent.

PC Software Support

CIS 162, 5 credits

Advanced topics in software and support. Develop problem-solving skills used in supporting the desktop user. Work in teams to create and manage a help desk. Emphasis on trouble-shooting, problem solving and customer support. Prerequisites: CIS 125 or CMPSC 120 and CIS 161, with minimum grades have 2.5 or equivalent experience.

Intermediate PC Support

CIS 163, 5 credits

Repair and build computer systems and peripherals in a simulated shop environment. Includes system evaluation, classification, software installation, configuration and peer-to-peer networking. Preparation in A+ certification is included. Prerequisite: CIS 161 with a grade of 3.0 or higher, CIS 162 or concurrent enrollment, or equivalent experience.

Cisco Networking I-IV a series of courses that prepare students for the Cisco Certified Network Associate Exam.

Cisco Networking I

CIS 171, 5 credits

Topics include functions of each layer of the ISO/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

Topics include beginning router configurations, routed and routing protocols, and introduction to LAN

switching. Prerequisite: CIS 171 with a minimum grade of 2.5 or equivalent experience.

Cisco Networking III

CIS 173, 5 credits

Topics include advanced router configurations, network management and advanced network design. Emphasis on network design projects. Prerequisite: CIS 172 with a minimum grade of 2.5.

Cisco Networking IV

CIS 174, 4.5 credits

Topics include WAN protocols, WAN router and switch configurations including ISDN and Frame Relay, network management and advanced network design. 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 Internet works, managing IP traffic and access, configuring queuing, VLSM's OSPF, Enhanced IGRP and BGP. The first course for CCNP certification. Prerequisite: CIS 174 with a minimum grade of 3.0 or equivalent experience.

Special Projects

CIS 199, 5 credits

Credit for a design project available with approval. Contact the Computer Information Systems Department.

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

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.

Comparative Modeling

CIS 232, 5 credits

Advanced course in business modeling methods that provides students with an understanding of various tools and techniques used by analysts. Topics include UML, CASE tools, conceptual design, and physical implementation. Enterprise Systems Analysis introduced. Prerequisite: CIS 251 with a minimum grade of 3.0 or higher.

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. Analyze a case study project, write requirements and prepare a systems design specification document. Prerequisite: Completion of at least 45 credits toward an Associate of Technical Arts degree and at least one writing requirement.

Systems Design and Development

CIS 234, 5 credits

Hands-on experience in systems design and implementation using a prototype approach. Design and test a case study using application development software. Write user manuals. Prerequisites: CIS 233, 253 with minimum grades of 2.5.

Web Development I

CIS 241, 5 credits

Internet and intranet Web site development-using HTML, approached from a source code perspective. Covers tags, forms, linked objects, CSS, frames, tables, and introduction to the use of scripting. Build multi-page Web sites. Prerequisites: CIS 100, CMPSC 115 with a minimum grade of 3.0 or equivalent.



Web Development II

CIS 242, 5 credits

Continuation of concepts and practice introduced in CIS 241. Topics include embedding, inline 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. Build interactive websites. Covers database interactivity and new topics as technologies change. Prerequisite: CIS 242 with a minimum grade of 3.0 or equivalent.

Web Application Development

ColdFusion I

CIS 246, 5 credits

An introduction to ColdFusion markup language. Topics include database connectivity, building queries, variables, validation, reuse of code, and building CFM forms that allow interaction between Web pages and data. Prerequisite: CIS 241 with a grade of 3.0 or equivalent.

Web Application Development

ColdFusion II

CIS 247, 5 credits

Perform client-side and server-side validation, authenticate users and secure access to pages, custom tags, user defined functions, building data drill-down interfaces and persisting variables. Prerequisite: CIS 246 with a minimum grade of 3.0 or equivalent.

Web Application Development

ColdFusion III

CIS 248, 5 credits

Creating/manipulating complex data in queries, arrays and structures; encapsulating logic/database access in reusable CF components; building structured exception handling within an application and exchanging data across the Web using WDDX, XML, and Web services. Prerequisite: CIS 247 with a minimum grade of 3.0 or equivalent.

Database Theory and Design

CIS 250, 5 credits

Recognize data as a business resource. Discuss database models from both a programmer's and a user's viewpoint. Examine roles of database designers and administrators. Prerequisite: Twenty credits towards a Computer Information Systems degree or certificate or CIS 116, with a grade of at least 2.5 or equivalent.

Structured Query Language (SQL)

CIS 251, 5 credits

Covers topics in Structure Query Language (SQL) including statements such as select, update, insert, delete and 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.

Application Development Tools

CIS 253, 5 credits

An introduction to application development using MS-Access. Includes development of tables, forms, queries, reports, macros, and menus needed to support the application. A prerequisite for CIS 234. Prerequisite: CIS 250 and CMPSC 115 or concurrent enrollment with minimum grades of 3.0 or equivalent.

Special Topics

CIS 255, 5 credits

Presents new topics and technologies in computer information systems. Topics vary, but may include operating systems, networks, application development, and Web development.

Data Warehousing Fund

CIS 256, 5 credits

Introduction to data warehousing concepts for business and IT professionals. Covers design, development and use of data warehouses for business decisions. Addresses terminology, architectural and management considerations related to data warehouse projects. 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. Prerequisites: CIS 100, CIS 114 with minimum grades of 3.0 or equivalent.

DB Procedures/Functions

CIS 265, 5 credits

Learn to create functions using procedural programming languages, store functions, and call functions. Includes creating, using, modifying stored procedures and functions within a RDBMS. Learn control structures of a database programming language. Prerequisite: CIS 251 with a minimum grade of 3.0.

Oracle Forms Developer

CIS 267, 5 credits

Topics include development and deployment of applications using Oracle9i Forms. Learn how to customize forms, control data, and create event-related triggers. Hands-on course includes testing and debugging applications in the forms environment. Prerequisite: CIS 265 with a minimum grade of 3.0 or concurrent enrollment in CIS 267 or equivalent.

Oracle Reports Developer

CIS 268, 5 credits

Design and build a variety of standard, custom Web and paper reports using Oracle9i Reports Developer. Learn to retrieve data, display and publish data and complex reports, embed graphical charts, and use Oracle Reports Services to deploy their reports. Prerequisite: CIS 267 with a minimum grade of 3.0 or equivalent.

LAN Administration

CIS 270, 5 credits

Covers hardware and software requirements for Local Area Networks in business. Plan for and implement a Linux server and, several applications. LAN admin tasks covered include permissions, security, operation, management, maintenance and troubleshooting. Prerequisites: CIS 125, CIS 171 with minimum grades of 2.5 or equivalent experience.



Computer Forensics

CIS 272, 5 credits

Examine methods used to properly conduct computer forensics investigations. Topics include boot processes, disk structures, forensics tools, and data acquisition. Maps to the IACIS certification. Prerequisite: CIS 125 or CIS 116 or equivalent experience.

Intro to Network Security

CIS 274, 5 credits

Topics include communication, infrastructure, and operational and organizational security, underlying principles used to secure networks, security technologies, intrusion detection, authentication, and cryptography basics. Maps to Security+ exam. Prerequisites: CIS 171, 200, with minimum grades of 2.5 or equivalent experience.

Host System Security

CIS 275, 5 credits

In-depth coverage of the following Win 2K security features: Active Directory, Kerberos 5, smartcards, IPSec and PKI. Learn how to plug security holes, authenticate users, defend against attacks and add security practices into administrative tasks. Prerequisite: CIS 274 or concurrent enrollment and CIS 270 or CEN 264, each with a grade of at least 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 tools and techniques such as Snort, Sonic Wall, and Cisco Works, nmap, XProbe and dsniff. 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, intrusion detection, packet filtering, setting up a VPN, and Proxy servers. Maps

to CheckPoint CCSA Certification. Prerequisite: CIS 277 or concurrent enrollment, with a minimum grade of 2.5 or equivalent experience.

Designing Network Security

CIS 279, 5 credits

Analyze various networks and business needs, design and defend appropriate corporate security policies and design secure networks. Prerequisites: CIS 173, CIS 278, with minimum grades of 2.5 or equivalent experience.

Career and Internship Planning

CIS 280, 1 credit

Description of the various jobs available to graduates and the development of job search skills, such as resume, cover letter writing, and interviewing techniques. Apply for internships. Prerequisite: 45 credits toward a Computer Information Systems degree.

Professional Portfolio

CIS 281, 1 credit

Students nearing completion of their Computer Information Systems degree, prepare a finished portfolio for employers displaying samples of their work. Prerequisite: 45 credits toward a Computer Information Systems degree.

CIS Internship

CIS 291, 1-10 credits

Students working toward the Computer Information Systems degree, in the second year of their course work, receive on-the-job training with information systems. Registration by special entry code only (obtain code from the Computer Information Systems department). One credit for each 30 hours.

Database Technology Projects

CIS 298, 5 credits

Required course for the Database Information Technologies degree. Students complete a database project from proposal through design, development and implementation as approved by the instructor. Applies all aspects of the Database Information Technologies

degree. Prerequisite: CIS 267 with a minimum grade of 3.0 or equivalent experience.

Special Projects

CIS 299, 5 credits

Credit for special projects are available with approval from the Computer Information Systems department.

COMPUTER SCIENCE

(425) 640-1902 • <http://cs.edcc.edu>

Computing Concepts

CMPSC 101, 5 credits

A broad beginning-level survey of computer science. 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 grade of at least 2.5 or instructor's permission.

Introduction to Programming

CMPSC 115, 5 credits

Course uses VB.NET. No previous programming experience expected. Topics include designing, creating and debugging interactive, event-driven programs with a graphical user interface and developing problem-solving skills. Prerequisite: MATH 090 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

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, 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 120 or CMPSC 120 with a grade of 2.5 or higher or instructor's permission.

Introduction to Linux/Unix

CMPSC 132, 5 credits

Covers Linux and Unix command line operations, including Linux installation and set-up, basic shell commands and variables within the context of general operating system functions and principles. Compares Unix with Windows command line. Prerequisite: Computer experience highly recommended.

Linux and Unix 2

CMPSC 133, 5 credits

Second of a two-quarter survey of Linux and Unix operations. Topics include system commands and command line utilities for end-users and potential system administrators. Prerequisite: CMPSC 132 with a 2.5 or higher grade point average 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 grade of 2.5 or higher 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 grade of 2.5 or higher 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 grade of 2.5 or higher or instructor's permission.

C and C++ Review

CMPSC 145, 5 credits

A review of the C and C++ languages and an introduction to Windows programming using C and C++. Includes a brief introduction to graphics and game programming in C and C++ using the Microsoft DirectX libraries. Prerequisite: Previous programming experience required 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 grade of 2.5 or higher 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 grade of 2.5 or higher 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 grade of 2.5 or higher or instructor's permission.

Assembly Language Programming

CMPSC 155, 5 credits

An introductory assembly language class using 80x86 assembly language. Covers general principles of architecture, addressing, and assembly language. Prerequisite: Two quarters of a structured programming language.

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: A programming course with a grade of 2.5 or higher 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 grade of 2.5 or higher 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 C++ game application using the DirectX 2D graphics and animation library. Prerequisite: CMPSC 162 with a grade of 2.5 or higher or instructor's permission. CMPSC 173 recommended.

**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.

Introduction to Fortran**Programming****CMPSC 171, 5 credits**

Computer programming using structured FORTRAN Language. Applications emphasize algorithms used in the solution of scientific and engineering problems. Prerequisite: MATH 131 or equivalent. MATH 151 recommended.

Game Mathematics II**CMPSC 172, 5 credits**

Second of a two-part sequence. Covers 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 grade of at least 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 grade of 2.5 or higher or instructor's permission. Concurrent enrollment in CMPSC 143 recommended.

Introduction to PC DOS**CMPSC 180, 5 credits**

Covers the fundamentals of DOS, including its directory and file system, commands, batch files, and file system internals. Prerequisite: CMPSC 115 or instructor's permission.

2D Game Development Project**CMPSC 185, 5 credits**

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 commercial animation software, producing a final short animation sequence. Working familiarity with computers 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 from the Mathematics and Science division.

Intermediate Visual Basic.NET**CMPSC 215, 5 credits**

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 grade of 2.5 or higher 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 grade of at least 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 grade of 2.5 or higher.

Introduction to the UNIX**Operating System****CMPSC 232, 5 credits**

For the user. Includes an overview of the UNIX operating system in the context of general operating system functions and principles; the UNIX file system, Bourne and bash shells, and common tools and commands. Prerequisite: CMPSC 115 with a grade of 2.5 or higher or instructor's permission.

Intermediate UNIX**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. Prerequisites: CMPSC 115, CMPSC 133 or CMPSC 232 with a grade of 2.5 or higher 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, and Perl's relationship to other languages. Prerequisite: CMPSC 232 or equivalent.

Win Programming with C++**CMPSC 242, 5 credits**

The fundamentals of Windows software development using the C++ programming language. Emphasis on using the Microsoft Foundation Class libraries for applications development. Prerequisite:



CMPSC 142 with a grade of 2.5 or higher or instructor's permission.

Telecommunications and Computer Networks

CMPSC 245, 5 credits

A study of how data is transmitted and received - from PCs to LANs to the Internet. Learn about servers and clients and study the packets required for data communication. Work with OSI, IPX, TCP/IP, FTP, PPP, and WWW. Students should be able to use email and Web browser software. Prerequisite: CIS 100 or any CMPSC class with a grade of 2.5 or higher or instructor's permission.

Special Topics

CMPSC 255, 5 credits

Current topics of interest to students in computer science. Topics vary. Prerequisite: four computing related courses.

Intro to 3D Graphics Programming

CMPSC 262, 5 credits

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 grade of 2.5 or higher or instructor's permission.

Game Programming Seminar

CMPSC 270, 1-5 credits

An on-campus support course for students taking online game programming classes. Involves focused study of a variety of game programming topics, based on the student's needs, under the guidance of an instructor. Concurrent enrollment in another game programming class recommended.

3D Game Programming I with Direct3D

CMPSC 271, 5 credits

First of a two-course sequence.

Introduction to 3D game programming using the latest version of the Microsoft DirectX 3D API. Topics include Direct3D setup, 3D geometry, the transformation

pipeline, and lighting, shading, and texturing a 3D game world. Prerequisites: CMPSC 170, CMPSC 145 each with a grade of at least 2.5 or equivalent experience.

3D Game Programming II with Direct 3D

CMPSC 272, 5 credits

Second of a two-course sequence covering 3D game programming using the latest version of the Microsoft DirectX 3D API. Topics include fog and special effects, light mapping, spatial data structures, collision detection and character animation. Prerequisite: CMPSC 271 with a grade of at least 2.5 or equivalent experience.

3D Game Programming I with OpenGL

CMPSC 273, 5 credits

First of a two-course sequence. Introduction to 3D game programming using the latest version of the OpenGL API. Course covers 3D geometry, the transformation pipeline and lighting, shading, and texturing a 3D game world. Prerequisite: CMPSC 170 and CMPSC 145 each with a grade of at least 2.5 or equivalent experience.

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 grade of at least 2.5 or equivalent experience.

DirectInput Game Programming

CMPSC 277, 5 credits

Program input devices such as mouse, keyboard, joystick, force feedback steering wheels, and other input devices used in computer games with the Microsoft DirectInput API. Prerequisite: CMPSC 145 with a grade of at least 2.5 or equivalent experience.

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 API's, 3D geometry, shading and texturing, and game pad input. Prerequisite: CMPSC 142 or CMPSC 145 or equivalent experience.

Understanding Path Finding Algorithms

CMPSC 283, 5 credits

Description and implementation of basic pathfinding algorithms used to steer AI driven characters in a game environment. Topics include traditional path finding methodology, Dijkstra's algorithm, and a techniques. Prerequisite: CMPSC 145 with a grade of at least 2.5 or equivalent experience.

3D Game Development Project

CMPSC 285, 5 credits

Apply concepts, techniques and tools to design and create a 3D game. Prerequisites: CMPSC 185 with a grade of 2.5 or higher, concurrent enrollment in CMPSC 262 or instructor's permission.

Network Game Programming

CMPSC 287, 5 credits

Uses the latest version of the Microsoft DirectPlay API. Topics include matchmaking, sessions, lobbies, peer-to-peer, and client/server implementations. Prerequisite: CMPSC 145 with a grade of at least 2.5 or equivalent experience.

RealTime 3D Terrain Rendering

CMPSC 289, 5 credits

Topics include terminology, Rottger and ROAM algorithms, data structures, texture mapping, and lighting. Prerequisites: CMPSC 170, CMPSC 145 each with a grade of at least 2.5 or equivalent experience. CMPSC 273 recommended.



Introduction to Software Testing and Quality Assurance

CMPSC 290, 5 credits

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 grade of 2.5 or higher or instructor's permission.

Software System Design Project

CMPSC 298, 5 credits

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 Mathematics and Science division.

COMPUTERS, ELECTRONICS AND NETWORKS

(425) 640-1679 • <http://cen.edcc.edu>

Soldering and Cabling

CEN 111, 5 credits

Basic soldering/desoldering of through hole components and surface mount components. Covers cable building, making all types of network cable terminations.

Applied Math for Electronics

CEN 150, 3 credits

Use algebra and trigonometry to solve problems in electronics circuit analysis. Develop a logical approach to using mathematics to solve typical electronics problems. Prerequisite: High school algebra or equivalent or instructor's permission.

DC Circuits

CEN 151, 10 credits

Covers components used in DC circuits i.e. resistors, capacitors, diodes; introduction to digital. Build test, and troubleshoot 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 Circuits

CEN 162, 10 credits

Includes components covered in DC quarter, RC circuits, inductors, filters, diodes, power supplies, transistors, and operational amplifiers. Emphasis 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 Circuits

CEN 163, 10 credits

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 Basics

CEN 168, 5 credits

Introduction to the theory and practice of networks and the OSI reference model, the IEEE 802 reference model, the TCP/IP protocol suite, and Ethernet. Gain practice working with IP networks, routers and the Windows 2000 Server network operating system. Also covers basic concepts of wide area networking

Special Projects

CEN 199, 5 credits

Credit available with approval from the Mathematics and Science division.

Electronics For A+

CEN 210, 10 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, 10 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. Extensive hands-on training. Prerequisite: CEN 210 or instructor's permission.

Server +

CEN 216, 5 credits

Works toward preparation for the Server + Certification Exam. Topics include server installation, configuration and upgrade, proactive maintenance, troubleshooting, and disaster recovery. Prerequisites: CEN 210, CEN 211 or CIS 161 or A+ Certification.

Advanced Digital Circuits

CEN 251, 7 credits

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

Analyzing and systematic testing and troubleshooting of linear circuits designed with operational amplifiers as comparators, buffers, amplifiers, filters, regulators, drivers, integrators, and instrumentation amplifiers. Includes 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 semi-conductor, 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. Prerequisites: CEN 158, CEN251 or training in digital and basic microprocessor systems.

Special Topics

CEN 255, 5 credits

Topics and seminars of current interest in Computers, Electronics, and Networks.

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. Prerequisites: CIS 120, 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, web proxy, email, Internet printing, network security and remote access. Using systematic testing and troubleshooting techniques, practice finding network faults. Prerequisite: CEN 265 or instructor's 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, Wireless LAN Implementation and Management, Wireless LAN Security, and Wireless LAN Standards. Prerequisite: CEN 264, CIS 121 or CEN 168 with a grade of 2.0 or higher or instructor's permission.

Wireless Network Security

CEN 281, 5 credits

Materials and hands-on experience useful for the Certified Wireless Security Professional (CWSP) exam. Includes Wireless LAN Intrusion, Security Policies, and Security 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 one of these areas: computers, electronics, or networking, may earn one college credit for each 30 hours. Prerequisite: Concurrent enrollment in CEN 292. Registration permitted first seven weeks of the quarter. Variable credit range shown. Departmental advising required.

Internship Seminar

CEN 292, 1 credit

Discuss working as an intern in the computer, electronics, or networking fields. Subjects include supervision, job attitude, and building on the experience. Prerequisite: Concurrent enrollment in CEN 291. Registration permitted the first seven weeks of the quarter.

Special Projects

CEN 299, 5 credits

Credit available with approval from the Mathematics and Science division.

CONSTRUCTION INDUSTRY TRAINING

(425) 640-1604 • <http://cit.edcc.edu>

Core Construction Skills I

CIT 103, 5 credits

Combines lecture based instruction with field trips to construction sites, videos of construction operations and safety, guest speakers from the trades and beginning hands-on construction experiences. Learn core construction skills such as blueprint reading, trenching, and excavation, and hazardous material safety. S/U grade only.

Core Construction Skills II

CIT 104, 3 credits

Introduction to construction-related skills common to the construction industry. Participants identify construction materials, apply industry terminology, and identify and safely operate hand and power tools related to the construction trades. Emphasis on the building trades involved in the assembly of a structural frame. S/U grade only.

Structural Trades Equipment

CIT 105, 4 credits

Emphasizes building trades involved in the skeletal aspect of a structure such as ironworker, rough and form carpenter, laborer, brick and cement mason, and pile driver. Work with tools and methods specific to each trade and develop skills and knowledge needed to enter an apprenticeship or entry-level position. S/U grade only.

**Electrical and Mechanical Trades**
CIT 106, 4 credits

Emphasis on the building trades involved in the interior of a structure, including electrical, plumbing, welding, and sheet metal work. Includes basic electrical theory how to use Ohm's Law and build simple circuits, basic plumbing applications, welding set-up and breakdown, and how to work with sheet metal. S/U grade only.

Mechanics and Heavy Equipment
CIT 107, 3 credits

Introduces 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.

Heavy Construction
CIT 108, 3 credits

Emphasis on heavy commercial construction. Engage in teamwork and work with tools and materials specific to laboring, carpentry, electrical, plumbing and iron working. Develop skills and knowledge necessary to enter an apprenticeship in construction. S/U grade only.

Special Topics
CIT 155, 5 credits

Instruction on different topics related to the construction industry trade. Prerequisite: Depends on the course.

CONSTRUCTION MANAGEMENT

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

Computers in Construction
CONST 100, 4 credits

Practical introduction to computers and their use in construction. Acquaints students with major components of computer hardware systems. Use computers for common construction applications.

Architectural Blueprint Reading I
CONST 141, 4 credits

An introduction to reading and interpreting architectural drawings, including 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 are discussed. Prerequisites: 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

Explore the relationship between design criteria, material selection, and methods of construction. Focus on the properties of common materials and associated construction techniques.

Structural Concrete I
CONST 177, 4 credits

An introduction to concrete technology. Learn how concrete is manufactured, delivered, and handled at the construction site. Covers inspection and testing methods. 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 on mechanical codes pertaining

to installation and inspection practices. Prerequisites: Placement in BRDGE 091 and MATH 060.

Plumbing Codes
CONST 181, 3 credits

Review current Uniform Plumbing Code to prepare for the IAPMO Plumbing Inspector Certification examination. Emphasis on codes related to installing and inspecting residential and commercial plumbing systems. Prerequisites: Placement in BRDGE 091 and MATH 060.

Basic Estimating
CONST 200, 4 credits

A detailed introduction to the world of construction estimating and bidding, including basic concepts, procedures, and terminology and quantity take-off and pricing techniques. Also includes 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

An advanced estimating course to further develop the methods and procedures of estimating for application in commercial construction. Emphasis on pricing through the utilization of bid forms, 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: CONST 200, concurrent enrollment, or instructor/department head'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 to prevent accidents. Focus 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. Stresses effective integration of safety into management systems. 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. Covers communication systems, contract documents, record keeping, dispute resolution, quality assurance, and schedule management. Prerequisites: CONST 200, 250 or instructor/department head's permission.

Advanced Computers for Construction

CONST 266, 4 credits

Focus on industry standard construction exercises using computers to generate project costs. Presentation of advanced spreadsheet design, word-processing, databases, and Timberline Precision Estimating software. Prerequisites: CONST 100, 200. Recommended: Adequate keyboarding (20-30 words per minute).

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, placement in MATH 090 or instructor's permission.

Building Codes I

CONST 280, 3 credits

Introduction to the International Building Code. Students become familiar with content, format, and use of the building code with regards to administration, fire life safety requirements, definition, occupancy classification, type of construction, and general 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. 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.

Co-op Work Seminar

CONST 292, 1 credit

A career-related class designed to assist students in developing employment objectives and exploring career options. Prerequisites: Concurrent enrollment in CONST 293 and department head's permission. Registration by special entry code only; obtain code from Construction Management department advisor.

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. Registration by special entry code only; obtain code from Construction Management department advisor.

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. Departmental head approval required.

COUNSELING PSYCHOLOGY

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

Personality and Communication

COPSY 101, 3 credits

Find out how personality differences impact communication in work and personal relationships. Develop knowledge and techniques for increased understanding and improved speaking and listening skills. Use personality inventory and group interaction practice new skills.

Special Topics

COPSY 155, 5 credits

Current issues in counseling psychology. Topics include career and personal development, interpersonal relationships, problem solving, and self-esteem.

**Special Topics****COPSY 255, 5 credits**

Current issues in counseling psychology. Topics include but are not limited to: career and personal development, interpersonal relationships, problem solving, and self-esteem.

CULINARY ARTS

(425) 640-1329 • <http://clart.edcc.edu>

Culinary Arts Orientation**CLART 100, 2 credits**

Introduction to culinary arts program and industry with exposure to safety, sanitation, culinary terminology, P.O.S., service skills, discipline math formulas, and an overview of the hospitality industry with emphasis on career planning. Prerequisite: Registration by entry code only. Obtain code from faculty advisor. Placement into MATH 060 or BUS 130 and BRDGE 093 or instructor's permission.

Classical Menu Theory**CLART 101, 5 credits**

A study of classical and contemporary cuisine theory with regards to contemporary menu understanding and development. Emphasis on professional terminology and methods used by successful culinarians.

Procurement**CLART 103, 2 credits**

Provides student with standards, grading, principles, and procedures for purchasing food, beverages, supplies, and equipment used in the food service industry. Covers USDA grades of meats, poultry, fish, fruit, and vegetables. Field trips are an integral part of this course. Be prepared to arrive and depart from sites on your own.

Cost Analysis**CLART 111, 2 credits**

Provides experience in cashiering and money handling in a restaurant as well as introduction to 'Squirrel' P.O.S. system, with data entry consisting of; menu, recipe, personnel and product tracking both food and labor costs. Prerequisite: CLART 100.

Food Purchasing**CLART 112, 2 credits**

Provides experience in purchasing food and related supplies. The functions of the market, expected agents, purchasing systems and controls, supplier selection and relations, surveying of prices from different purveyors. Prerequisite: CLART 110.

Food Preparation I**CLART 121, 2 credits**

Introduces basic cooking methods and production techniques. Emphasis on vegetable and starch preparations, hand tool skills and food product identity. Use discipline math functions. Prerequisite: CLART 100.

Food Preparation II**CLART 122, 2 credits**

Basic production cooking skills and methods for meats, fish, poultry, and vegetarian items. Introduction to portioning, recipe writing, and in-advance cooking methods. Prerequisite: CLART 121.

Pantry Preparation I**CLART 131, 2 credits**

Basic salad preparation and dressings and variations. Stresses garnishing, product identification, and hand tool use. Prerequisite: CLART 100.

Pantry II**CLART 132, 2 credits**

Advances the student to the level of Garde Manager, cold food, hot appetizer production, as well as initial supervisory skills with students. Planning of individual appetizers with chef interaction. Prerequisites: CLART 101, 131.

Food Server I**CLART 141, 2 credits**

Provides the basic knowledge of restaurant service in a fine dining atmosphere. Covers service sequence, technique, tray service, bussing, side work, room set-up, and guest relations.

Food Server II**CLART 142, 2 credits**

The second of three service courses designed to provide an intermediate knowledge of service and sales techniques to carry out the full responsibility of a professional food server in a commercial restaurant. Prerequisite: CLART 141.

Food Server III**CLART 143, 2 credits**

Provides advanced knowledge of service and sales to work as a Section Lead. Introduces tableside cookery and production. Prerequisite: CLART 142.

Sauté Production I**CLART 151, 2 credits**

Primary sauté 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 of current issues in Culinary Arts.

Sauce Preparation I**CLART 161, 2 credits**

Provides basic knowledge and skills for soups, stocks, and base sauce production. Prerequisites: CLART 100, 101.

Sauce Preparation II**CLART 162, 2 credits**

Production of base and small sauces. Advanced use of herbs, spices, wines, and liquors in complex sauces. Stresses 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 and experience in commercial hot/cold sandwich cookery. Teaches different kinds of sandwich



preparation. Emphasizes speed and accuracy of preparation. Prerequisite: CLART 101.

Individual Project in Culinary Arts

CLART 198, 1-5 credits

Study of student-selected project or approved experiences in culinary arts. Prerequisite: Instructor's permission.

Procurement

CLART 203, 2 credits

A study of the standards, principles, and procedures for purchasing food, beverages, supplies, and equipment in the hospitality industry.

Personnel Management

CLART 204, 5 credits

An in-depth study of personnel management principles and theories applied to the hospitality industry. Stresses the selection process, training, motivational theory, behavior modification, group leadership and job employment skills development

Restaurant Operations

CLART 205, 5 credits

An in-depth study of the functions and operations of a food service business. Covers feasibility, cost containment techniques, and marketing/promotion as well as corporate structure and functions. 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 for today's food service industry needs including procedures for kitchen inspection and WACCP. A.C.F. certification approved. Students earn serve safe certificate from the Education Foundation of the National Restaurant Association.

Control Systems

CLART 213, 2 credits

Provides first hand experience in consideration for the proper tracking and analysis of costs with a focus on the resulting financial statement report of profit and loss and budgeting. Computer control using basic files within the Squirrel P.O.S. system. Prerequisite: CLART 111.

Supervision

CLART 214, 2 credits

Provides experience in operations of an entire restaurant. Covers motivation, delegation, personnel considerations and the appraisal of students in other management modules, as well as marketing and analysis of business trends. Prerequisite: CLART 204.

Food Preparation Lead

CLART 224, 2 credits

Emphasizes classical cuisine methods. Covers advanced hand skills, complex compound entrees and specialty menu items. Stresses organizational, management, and purchasing skills. Prerequisite: CLART 123.

Sauté Production II

CLART 252, 2 credits

Intermediate sauté skills using meat, poultry, seafood, egg, 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.

Sauté Production Lead

CLART 253, 2 credits

Development of advanced sauté station's organizational skills with emphasis on en place, plate diagrams, garnishing, supervision, and purchasing. Prerequisite: CLART 252.

Special Topics

CLART 255, 5 credits

Seminars of current interest in culinary arts.

Bread Production

CLART 260, 2 credits

Quick breads, yeast breads, specialty breads, understanding of ingredient functions and characteristics. Selection of proper equipment, correct scaling. Stresses baking and finishing of products.

Pastry and Dessert Preparation

CLART 261, 2 credits

Introduction to basic and advanced mixing methods, chocolate work, piping methods and batter preparation, correct squaring, baking and finishing of products stressed. 'Plate up' and storage of 'full service' desserts implemented.

Maitre d'

CLART 291, 2 credits

Provides experience as a dining room manager. Stresses guest relations, leadership, decoration/room design and marketing 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. Develop entree and/or main courses. Prerequisites: CLART 224, 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. Refines supervisory skills with operational responsibility of entire kitchen. Prerequisite: CLART 293.

**Work Experience Seminar****CLART 295, 1 credit**

For students enrolled in Supervised Work Experience. Development of proper attitudes and behaviors necessary in food service. S/U grade only. Prerequisites: Instructor's permission, concurrent enrollment in CLART 296.

Supervised Work Experience**CLART 296, 1-9 credits**

Students currently working in the culinary arts earn college credit for their work experience. Credits earned depend upon the number of hours worked. S/U grade only. Prerequisite: Concurrent enrollment in CLART 295.

Individual Project in Culinary Arts**CLART 298, 1-5 credits**

Study of student-selected project or approved experiences in culinary arts. Prerequisite: Instructor's permission.

DANCE

(425) 640-1560

Beginning Ballet**DANCE 108, 2 credits**

Study the fundamental technique of ballet to develop body awareness, rhythm, flexibility and strength. Includes dance history and terminology. S/U grade option.

Intermediate Ballet**DANCE 109, 2 credits**

Continuation of beginning ballet. S/U grade option. Prerequisite: DANCE 108 or instructor's permission.

DIVERSITY STUDIES

(425) 640-1104

<http://diversity.edcc.edu>

Race and Ethnic Relations-CD**DIVST 125, 5 credits**

Study of the historical development of race and ethnic relations and inequality in North America from a sociological perspective. Focuses on the circumstances under which inequality between race

and ethnic groups arises; the forms; structures, and consequences of this inequality; the survival and resistance strategies of minority groups; and the causes and dynamics of change in minority/majority relations. Prerequisite: Eligibility for ENGL 100.

American Religious Diversity-CD**DIVST 130, 5 credits**

Students examine the diversity of American religious experiences from historical and cultural perspectives. Attention is devoted to the interaction between globalization, immigration, ethnicity, and culture in American Indian, Christian, Jewish, Mormon, Muslim, Baha'i, Hindu and Buddhist traditions. 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 Diversity Studies Department criteria. Required verification of attendance and completion of specific projects. (425) 640-1579.

Diversity Event Production**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.

Special Topics in Social Science-CD**DIVST 256, 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 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) 640-1712 • <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. 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 Ed

ECE 110, 4 credits

Examines the foundations of 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 current issues regarding the benefits of early childhood education and assists in the professional growth of individuals interested in a professional career as an early childhood educator. S/U grade option.

Health and Safety for Young Children

ECE 117, 3 credits

A holistic approach to health, safety and nutrition in early childhood programs for young children. Supports children's need for exploration while promoting a healthy and safe environment. Explores nutrition, cooking activities, field trip safety, and fostering physical and emotional health in children.

Workshop in Early Childhood Education

ECE 134, 2 credits

Consists of three full-day seminars with a focus on topics of current interest in the early childhood. Instructors are recognized early childhood professionals with a high level of expertise and experience. S/U grade option.

Special Topics

ECE 140, 5 credits

A series of in-service training seminars for child care providers who are currently employed in an early childhood setting. Course content and design vary each quarter. Each seminar has a topic-specific short course description.

Movement, Drama, and Music Experiences for Teaching

ECE 143, 2 credits

Provides a conceptual and experiential base for the use of movement, drama, and music in the education of young children. Focuses on skill development, along with the rationale and importance of using these areas in a curriculum S/U grade option.

Sign Language I

ECE 147, 2 credits

Introductory course in manual communication. Helpful to students working with individuals who are deaf or hard of hearing, special need persons, and children in special education. Students learn manual communication to construct words and phrases. S/U grade option.

Sign Language II

ECE 148, 2 credits

An intermediate course in manual communication. Increase proficiency of manual communication techniques, sign symbol vocabulary and continue to develop fluency in expressive and receptive skills. Prerequisite: ECE 147 or instructor's permission. S/U grade option.

Child Abuse Recognition and Prevention for Education

ECE 150, 3 credits

Provides introductory knowledge and skills to recognize the signs of child abuse and neglect. Emphasis on recognition of potentially high-risk families and intervention techniques for use in an educational setting. S/U grade option.

Special Topics

ECE 155, 5 credits

An introductory level seminar for early childhood education personnel. Each seminar has a topic specific short course description. S/U grade option.

Technology and Early Childhood Education

ECE 170, 3 credits

Provides interactive computer activities to learn about the role of computers in the education of young children. Designed to introduce students to computers and to teach appropriate uses. No previous computer experience required. S/U grade option.

**Early Childhood Practicum****ECE 208, 209 and 210, 5 credits each**

Students carry out activities in an early childhood setting and use scheduled conferences and required seminars to evaluate current performance and to set goals for future performance. S/U grade option. Registration by entry code only; obtain code from department advisor. Orientation seminar is scheduled the first week of the quarter.

Foundations of Curriculum Development**ECE 216, 4 credits**

Obtain the theoretical and practical ability to develop appropriate curriculum for children ages 2 to 8 years. Learn to plan a comprehensive, interactive program that meets individual and group needs, interests, abilities and development.

Observing, Recording and Assessment**ECE 217, 3 credits**

Learn the skills needed for observation of children, documentation, and interpretation to develop curriculum, long-term projects and parent communication in early childhood programs. S/U grade option.

Techniques in Positive Guidance**ECE 218, 3 credits**

Gain knowledge and skills in positive guidance techniques that support the growth and development of young children. Presents effective communication strategies that encourage children's self-control and successful behaviors. S/U grade option.

Infant and Toddler Education**ECE 233, 3 credits**

An introduction to the care and education of infants and toddlers. Gain knowledge about developmental needs, appropriate environments and skills in creating experiences that support growth in physical, cognitive, language, social and emotional development. S/U grade option.

Working with Children with Special Needs**ECE 234, 2 credits**

An introduction to working with the young child with handicapping conditions. Focuses on functional methods for use by educators to assist in the provision of an 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 and implement activities and experiences that allow children to express their creative thoughts, ideas, and feelings. Focuses on understanding the creative process in both a child's and a teacher's development. S/U grade option.

Concept Development**ECE 237, 3 credits**

Provides early childhood education students with the skills to plan and implement activities and experiences that foster young children's development of mental concepts and thinking skills. Explore and experience teaching strategies for supporting intellectual growth. S/U grade option.

Fostering Social Competency-CD**ECE 238, 4 credits**

Provides both a theoretical and practical level of knowledge in the development of positive self-concept and social skills within the cultural context of the child and family. An anti-biased approach addresses diversity, represented in educational practices. S/U grade option.

Language, Literacy and Literature-CD**ECE 239, 4 credits**

Provides knowledge and practice of how young children in a culturally diverse society 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. S/U grade option.

Strategies and Techniques for Teaching Young Children**ECE 241, 3 credits**

An advanced class in the strategies and techniques of teaching. Provides a wide range of experiences that to increase teaching skills in the areas of inquiry, cognitive development, play, communication, creativity, guidance, and environmental planning. S/U grade option. Prerequisites: 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. Develop skills to support families and enhance parent involvement in early childhood programs. S/U grade option.

Special Topics**ECE 255, 5 credits**

An advanced level seminar for early childhood education personnel. Each seminar has a topic specific short course description. S/U grade option.

Administration and Management in Early Childhood Education**ECE 280, 4 credits**

For individuals who are in, or are preparing to assume, leadership roles in program coordination and management of early childhood programs. Develop skills and strategies in leadership, communication, teamwork and program policies. 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: Student must meet with instructor prior to registering for this course. S/U grade option.

**ECONOMICS**(424) 640-1560 • <http://econ.edcc.edu>**General Economics****ECON 120, 5 credits**

A survey of economic principles applied to a wide range of social problems. Considers domestic markets, government intervention, inflation, and the global economy.

American Economic History-CD**ECON 130, 5 credits**

Examines the American economy through the historical perspective of over four centuries. Emphasizes capitalist development and cultural diversity. 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. Contrasts central planning with market outcomes and other alternatives.

Prerequisites: Placement in ENGL 100 and MATH 060.

Global Economic**Development-CD****ECON 150, 5 credits**

Studies the structure and functioning of the world's less developed economies through a historical context and the contemporary balance of power. Uses a diversity of readings and case studies to illustrate sources of inequality and discontent, which have led to instability and conflict in the global economy.

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. Prerequisites: 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. Prerequisites: MATH 90 with at least a 2.0 and placement in ENGL 105.

EDUCATION

(425) 640-1712

Introduction to Education**EDUC 101, 5 credits**

Involves students in the real issues of schooling and education and provides a clear view of the skills and knowledge they need to be successful professionals. Organized around issues central to teaching and learning in the K-12 education system.

Special Topics**EDUC 155, 5 credits**

A variety of introductory seminars for pre-service and in-service teachers. Each seminar has topic-specific course descriptions. S/U grade option.

ENGINEERING(425) 640-1679 • <http://engr.edcc.edu>**Engineering Orientation****ENGR 100, 3 credits**

An overview of engineering and technology careers, various engineering disciplines, and engineering transfer schools. S/U grade option. Prerequisite: ENGL 100 or concurrent enrollment.

**3-Dimensional Visualization/
Computer Aid Design****ENGR 101, 5 credits**

Methods of depicting three-dimensional objects and communicating design information. Emphasis on using parametric solid modeling software as a design tool. Use freehand sketching to develop visualization skills and as an instrument for design conceptualization and communication. Prerequisite: Placement into MATH 090.

Introduction to Computer**Aided Drafting****ENGR 104, 5 credits**

A practical course in the use of the computer aided design and drafting software. Topics include basic commands, editing procedures, assembly models, exploded views, and detail drawings. Prerequisites: Placement into MATH 090, basic computer skills. ENGR 101 strongly recommended.

Innovation in Design**ENGR 108, 5 credits**

Introduction to the engineering profession and its design process by building group skills, understanding the effects of different learning styles, producing strategies for innovation, and fostering creativity in problem solving. Includes design projects, journal keeping, professionalism and ethical issues, and oral presentations. Prerequisites: Placement into ENGL 105 and MATH 090.

Fundamentals of Problem Solving**ENGR 110, 2 credits**

Introduction to modern techniques in the solution of engineering problems. Prerequisite: Placement into MATH 132 or instructor's permission.

Special Topics**ENGR 155, 5 credits**

Study of special topics in engineering.

Fundamentals of Material Science**ENGR 170, 5 credits**

Explores elementary principles underlying the structure and properties of materials. Mechanical, electrical, and physical properties of organic and inorganic materials are related to atomic, molecular, and crystalline structure. Prerequisite: Placement into CHEM 132 or instructor's permission.

**Engineering Statics****ENGR 210, 5 credits**

Newton's laws of motion applied to structures at rest and with no acceleration. Covers vectors, forces, moments, equilibrium, 3D structures, trusses, frames, machines, friction, and moment of inertia. Prerequisites: ENGR 110, MATH 151 (concurrent enrollment with instructor permission).

Introduction to Electrical Engineering**ENGR 215, 5 credits**

Basic circuit and systems concepts. Resistors, sources, capacitors, inductors, and operational amplifiers. Solution of first- and second-order linear differential equations associated with basic circuit forms. Prerequisite: Eligibility for PHYS 203.

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. Prerequisites: ENGR 210 and placement into MATH 152.

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. Prerequisites: ENGR 210, placement into PHYS 202, and MATH 153.

Introduction to Technical Writing**ENGR 231, 5 credits**

Principles of organizing, developing, and expressing technical information and ideas in 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 engineering.

ENGLISH**(425) 640-1560 • <http://engl.edcc.edu>****Introduction to College Writing****ENGL 100, 5 credits**

Includes expository writing and 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 permission 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 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**

Explore ways writers portray human experience in short stories, poems and plays. Gain a deeper understanding and appreciation of literary works through discussions, lectures and creative responses. Prerequisite: Placement in ENGL 100 or instructor's permission.

Introduction to Current Authors**ENGL 125, 5 credits**

Discuss, explore and interpret 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**

An 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**

Explore several forms of creative non-fiction, including memoir and literary journalism. Read contemporary writers in the field and explore the genre through writing projects. Workshop format. Prerequisite: Placement in ENGL 105.

Creative Writing: Non-Fiction II**ENGL 142, 5 credits**

Explore several forms of creative non-fiction, including memoir and literary journalism. Read contemporary writers in the field and explore the genre through writing projects. Workshop format. Prerequisite: ENGL 141 or instructor's permission.

Creative Writing: Poetry I and II**ENGL 151 and 152, 5 credits each**

An introduction to writing poetry, both formal and free verse. Read and critique the work of contemporary poets to become familiar with the genre and write poems. Workshop format. Prerequisite: ENGL 100 with a 2.0 or higher or placement in ENGL 105.

Special Topics**ENGL 155, 5 credits**

Topics and seminars of current interest in English. Prerequisite: Instructor's permission. Contact the English department for more information.



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 and II

ENGL 161 and 162, 5 credits each

An introduction to writing fiction, with an emphasis on the short story. Read and critique the work of contemporary fiction writers and write short stories. Workshop format. Prerequisite: Placement in ENGL 105.

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

Explore literary themes relating to sports. Focus 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

Consult with a faculty member to select, design and complete an English project S/U grade option. Prerequisite: Instructor's permission.

Special Projects

ENGL 199, 1-5 credits

Contact the English department for more information. 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 with a grade of 2.0 or higher or an equivalent certified by Edmonds Community College.

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 for more information.

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 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 English chair for information. Prerequisite: ENGL 105, 115 or 125 or instructor's permission.

Individual Project in English

ENGL 298, 1-5 credits

Consult with a faculty member to select, design and complete an English project. S/U grade option. Prerequisite: Instructor's permission.

Special Projects

ENGL 299, 1-5 credits

Contact the English department for more information. Prerequisite: Permission of the instructor and project approval of the division dean.

**ENGLISH AS A
SECOND LANGUAGE**(425) 640-1478 • <http://abe esl.edcc.edu>**English as a Second Language****Level 1****ESL 005, 13 credits**

A beginning class for students who are not literate in English. 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**

A beginning level class requiring some literacy in English. 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**

A high-beginning level class that assumes literacy in English. Learn to understand, read, write and speak about familiar topics and current life. S/U grade only.

English as a Second Language**Level 3B****ESL 020, 8 credits**

A low-intermediate level class. 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**

An intermediate level class. 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**

A low-advanced level class. Learn increasingly sophisticated language to

interact and negotiate independently in real life situations. S/U grade only.

English as a Second Language**Level 6****ESL 035, 8 credits**

An advanced level class. Learn effective and analytical language skills to succeed in academic, vocational and community settings. S/U grade only.

ESL Level 6**ESL 036, 8 credits**

A high-intermediate class. Work on listening, speaking, reading and writing and explore roles as workers, members of family, and members of community. S/U grade only.

ESL Skills Lab**ESL 043, 2.5 credits**

A multi-level language skills lab reinforcing reading, writing, listening and speaking skills learned in literacy, beginning and low intermediate level ABE ESL classes. S/U grade only.

ESL Language Lab**ESL 044, 2.5 credits**

A multi-level language lab using computers and multimedia to facilitate English language acquisition and computer literacy. Materials reinforce reading, writing, listening, and speaking skills. S/U grade only.

**ENGLISH FOR
ACADEMIC
PURPOSES**(425) 640-1478 • <http://eap.edcc.edu>**Pronunciation****EAP 094, 2 credits**

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 speakers who need to further skills in writing and reading for college classes. Reading is at a pre-college level. Grammar, topics of high interest and vocabulary expansion enhance a student's 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 success. Students must show their permits or placement test results to their instructor the first day of class.

Read/Write for College English II**EAP 099, 5 credits**

Useful for non-native speakers who need to further skills in reading and writing for college classes. Reading is at a college level. Grammar, topics of high interest and vocabulary expansion enhance a student's success. 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 the first day of class.

**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 the first day of class.

College Editing

EAP 113, 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 the first day of class.

Composition for College-CD

EAP 121, 5 credits

For non-native English speakers planning to take college English or classes requiring extensive writing: the focus is on essay form and organization, advanced grammar and collaborative learning. Students must show their permits or placement test results to their instructor the first day of class.

ENVIRONMENTAL SCIENCE

(425) 640-1670 • <http://envsc.edcc.edu>

Environmental Science

ENVSC 100, 5 credits

A combination of information from biology, chemistry, physics, and geology, which stresses a scientific approach towards understanding the nature and scope of current environmental issues. Prerequisites: Placement into MATH 090 and ENGL 105.

Special Topics

ENVSC 155, 1-5 credits

Topics of interest to students majoring in math, science, or engineering: study groups, course and career planning, working well with faculty.

Special Projects

ENVSC 199, 5 credits

Special Projects

ENVSC 299, 5 credits

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. Includes parent discussion, observation, and activities with the babies. Discuss child development and family life.

Parenting Education/Parents and Toddler

FLED 011, 2 credits

Parents and toddlers attend class together once a week. Includes parent discussion, observation, and activities with the toddlers. Discuss 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. Includes parent discussion, observation, and activities with the children. Discuss 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. Includes parent discussion, observation, and activities with the children. Discuss 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. Includes parent discussion, observation, and activities with the children. Discuss child development and family life.

Parenting Education/Variation on Coop Model

FLED 015, 3 credits

Alternative approach parenting education classes affiliated with special organizations. Learning relates to child development, family life education, leadership skills, community resources, and adult participation in program. Curriculum individualized per group.

Parent-Infant Program

FLED 020, 2 credits

Parents and babies attend class together once a week. Includes parent discussion, observation, and activities with the babies. Discuss child development and family life.

Parenting Education/Parents and Toddler

FLED 021, 2 credits

Parents and toddlers attend class together once a week. Includes parent discussion, observations, and activities with the toddlers. Discuss 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. Includes parent discussion, observation, and activities with the children. Discuss 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 Coop Model**FLED 025, 3 credits**

Alternative approach parenting education classes affiliated with special organizations. Learning relates 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 their babies attend class together once a week. Includes parent discussion, observation, and activities with the babies. Discuss 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 Coop 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. Discuss 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 family life education. S/U grade option.



Selected Topics/Family Life

FLED 180, 3 credits

Specialized courses/seminars focusing on concerns related to family relationships and parenting. Variety of formats: lecture/discussion, workshops, seminars. Title, course content, and design vary depending upon 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 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 family life education. S/U grade option.

Special Topics

FLED 255, 5 credits

Classes and workshops with special focus on topics of current interest in family life education. S/U grade option.

Individual Project in Family Life Education

FLED 298, 1-5 credits

Study of student selected topics of approved experiences in family life education. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: Instructor's permission.

FAMILY LITERACY

(425) 640-1255 • <http://famlit.edcc.edu>

Family Literacy

ABE 061, 10 credits

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

Read/Write for Parents

ABE 062, 10 credits

Students develop basic skills while studying subjects that support family growth: employment skills, children's development, communication, and problem solving. Focus on reading and writing.

Special Issues

ABE 064, 1-10 credits

An individualized home-based program to help basic skills students develop family stabilization, employability skills, and receive ABE/GED instruction.

FAMILY SUPPORT STUDIES

(425) 640-1163 • <http://fss.edcc.edu>

Courses 100-109 (with the exception of 102) use family development curriculum developed by Cornell University.

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 of the family development model 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. S/U grade option.

Family Goal Setting

FSS 102, 1 credit

Explore building mutually respectful relationships with families to promote change through goal setting. Identify effective outreach strategies, assist building of families' strengths versus 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. Briefly explores alternative communications. S/U grade option.

Diversity

FSS 104, 1 credit

Explore and define the impact of culture and cultural competence in individual work with diverse families. S/U grade option.

Strength-Based Assessment

FSS 105, 1 credit

Explore, define and use, techniques and extensions of strengths-based assessment in individual work with families. Addresses issues of confidentiality and barriers to success. S/U grade option.

Home Visiting

FSS 106, 0.5 credits

Explore, define and use technique and extensions of home visits in individual work with families. Includes issues of safety and work with CPS and DV. S/U grade option.

Helping Families Access Specialized Services

FSS 107, 1 credit

Explore, define and use techniques and extensions of accessing specialized services in individual work with families. S/U grade option.

Facilitating Family Conferences

FSS 108, 1 credit

Explore, define and use techniques and extension of family conferences, support groups, and community meetings in work with families. Develop parent leadership. S/U grade option.

**Collaboration****FSS 109, 1 credit**

Explore, define and use, explore techniques and extension of collaboration in work with families and communities. S/U grade option.

Special Topics**FSS 155, 5 credit**

Workshops with special focus on topics of current interest in family support. Topics vary each quarter. S/U grade option.

Introduction to Family Support**FSS 175, 3 credits**

Emphasis on creating partnerships with families. Explore and apply concepts of empowerment to personal experiences and work environments and demonstrate family support knowledge and skills.

Parent Development**FSS 185, 3 credits**

Explore theory and practice of parent development and different approaches of delivering parenting information (i.e. home visiting, classes, support groups) that are culturally respectful of families. Includes parent leadership, group process, and curriculum development.

Building Partnerships**FSS 195, 3 credits**

Develop and practice collaboration skills, build partnerships in work with families or other service providers, funders, or community-based organizations to connect with families. Provide for families in their community, define communities and providers that best serve families.

Individual Project in Family Support**FSS 198, 1-5 credits**

Study of student selected topics of approved experiences in 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 and knowledge to work with families, community leadership, and develop parent leadership. Includes decision-making, conflict management, initiating change, and personal assessment strategies.

Family Systems**FSS 215, 3 credits**

Examine family development in context of the environment: developing person, family, neighborhood settings, and larger community systems and values. Apply ecological perspective of human development to family support practices. Use observation, case studies and goal setting.

Family Support Field Practicum**FSS 220, 1-5 credits**

Apply, refine and expand knowledge and skills learned in previous FSS courses. Demonstrate competencies in communication, cultural competence, promoting partnerships, working with families, building community, and helping families identify their own strengths and goals.

Special Topics**FSS 255, 5 credits**

Workshops with special focus on topics of current interest in family support. Topics 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 family support. Courses may be repeated for a maximum of 10 credits. S/U grade option.

FASHION DESIGN**(425) 640-1637****<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 on 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 clothing. An analysis of the concept of fashion change and a study of clothing as a form of non-verbal communication.

FASHION MERCHANDISING**(425) 640-1637****<http://business.edcc.edu>****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

Gives an understanding of how the manufacturing, wholesaling, and retailing industries interrelate. Covers specific areas of fashion including women's, men's, children's, accessories, and cosmetics. Focuses on career opportunities.

Special Topics

FASHM 155, 5 credits

Classes, workshops or seminars of current interest in fashion. S/U grade option.

Special Events Production

FASHM 165, 5 credits

Gives students the tools to create successful special events. Focuses on identifying effective special events, setting objectives, establishing budgets, developing strategy, implementation and evaluation.

Visual Merchandising I

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 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, wardrobe, 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 advisor. S/U grade only. Credit available from the business management department.

FIRE OFFICER DEGREE

(425) 640-1840 • <http://fod.edcc.edu>

See Chapter 2, Programs of Study, for more information

FRENCH

(425) 640-1560 • <http://forIn.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. Prerequisite: Concurrent enrollment in FRNCH 101

Elementary French

FRNCH 101, 5 credits

Introduction to spoken French. Elementary conversation, pronunciation, reading, composition and culture. See FRNCH 100 above.

Elementary French

FRNCH 102, 5 credits

Continuation of 101. Intermediate conversation, composition, reading and culture. Prerequisite: FRNCH 101 or instructor's permission.

Elementary French

FRNCH 103, 5 credits

Continuation of FRNCH 102. Advanced conversation, composition, reading, and culture. Prerequisite: FRNCH 102 or instructor's permission.

Individual Project in French

FRNCH 198, 1-5 credits

Study of student-selected project or approved experiences in intermediate to advanced French. S/U grade option. Prerequisite: Instructor's permission.

Intermediate French

FRNCH 201, 5 credits

A review of French grammar and expansion of writing and conversation. Includes readings and videos on language and culture. Prerequisite: FRNCH 103, 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

Surveys the history, culture, arts, and political climate of French-speaking cultures inside and outside of France, including Haiti, Quebec, Louisiana, North and South 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 experiences in intermediate to advanced French. S/U grade option. Prerequisite: Instructor's permission.

**GED CLASSES**(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**

Individual and group instruction Prepares students for the five GED tests. Emphasis 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**

A 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**

A 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**

A 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 possible superpower and the Persian Gulf's "black gold". Prerequisite: Placement into ENGL 100.

GEOLOGY

(425) 640-1679

Geology**GEOL 100, 5 credits**

The origin, composition and structure of the earth and the processes that generate landscapes. Prerequisites: Placement into MATH 090 and ENGL 105.

GERMAN(425) 640-1560 • <http://forln.edcc.edu>**Basic German Grammar Lab****GERM 100, 2 credits**

An English grammar course for students taking GERM 101. Basic grammar and comparative analysis of German and English. Prerequisite: Concurrent enrollment in GERM 101.

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**

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.

HEALTH

(425) 640-1655

Contemporary Health Issues**HLTH 100, 3 credits**

Contemporary topics relating to examination of self, beliefs and attitudes relevant to health and healthful living.

Emergency Response/CPR**HLTH 105, 4 credits**

The new 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.

Emergency Response/**Recertification****HLTH 205, 2 credits**

The new 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**

Research the dynamics of a changing health environment to improve awareness, appreciation and understanding of behavioral differences nurtured by a multicultural society. Prerequisite: ENGL 105.



HIGH SCHOOL COMPLETION, EDCAP, ADULT HIGH SCHOOL

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

Edmonds Career Access Program (EdCAP)

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 an integral part of the course. Counts toward high school science credit.

Issues In Human Biology

BIOL 050, 5 credits

Focuses on processes such as mobility, digestion, respiration, circulation, nervous system integration, and reproduction. Includes a review of basic chemistry to allow study of physiology.

Integrating Learning

BRDGE 055, 5 Credits

An introductory communications course to develop reading, writing, and critical thinking strategies for use in other adult high school classes. Counts toward high school English credit.

EDCAP Strategies for Success

EDCAP 095, 5 credits

An introductory course for Edmonds Career Access Program (EdCAP) students beginning their first quarter at the college. Develop a peer support system and explore and identify learning and educational goals.

EDCAP Strategies for Success II

EDCAP 096, 5 credits

Second quarter course in the EdCAP series. Provides an opportunity to further develop skills and relationships.

Global Science Issues

ENVSC 051, 5 credits

A lab science course that explores current global environmental issues. with an emphasis on problem solving, personal responsibility and action. Counts toward high school science credit.

Pacific NW 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.

U.S. History I

HIST 032, 5 credits

An examination of selected issues 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

An examination of selected issues 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

A study of United States 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

A study of topics affecting U.S. domestic policy including education, the environment, constitutional rights, crime, and the economy.

Modern United States History

HIST 041, 5 credits

An 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

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 from the Developmental Education division.

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 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 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 and Roman History****HIST 111, 5 credits**

An introduction with emphasis on social and cultural history. Prerequisite: ENGL 100 with a grade of 2.0 or higher.

History of Great Britain**HIST 115, 5 credits**

Taught as part of the Study Abroad quarter in London, this course focuses on political and cultural history and primary eras and events of British history, including important monarchs. Includes trips to museums, galleries, and historic sites.

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. Topics vary depending on 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 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 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 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 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 emphasis on the Cold War era. Includes key figures, events, writings, and doctrines and 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. Topics vary depending 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 history. Prerequisite: Instructor's permission.

**HORTICULTURE**(425) 640-1739 • <http://hort.edcc.edu>**Horticulture Plant Science****HORT 102, 4 credits**

Botany for gardeners. Learn how plants function, what are they made out of and why are they known by unusual names.

Horticulture Tools and Equipment**HORT 103, 2.5 credits**

Identification, selection and use of tools common to the industry. Basic functions of small engines including 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**

A series of hardy plant identification courses provides a review of the identification and cultural requirements of favorite plants Prerequisites: 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 fieldtrip 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 fieldtrip 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 fieldtrip sites on your own.

Soils and Plant Nutrition**HORT 109, 5 credits**

Discuss soils of Puget Sound 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. Prerequisites: 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 tenets of pest management, pesticide safety, and proper use of equipment. Includes alternative approaches. Lab includes mixing of non-pesticides. State license testing is required at an additional cost dependent upon type of test. Prerequisites: Placement into BRDGE 093 or higher, MATH 080 or higher.

Plant Insects**HORT 116, 5 credits**

Insect pests, predators and parasites of Pacific Northwest ornamentals, life cycles and damages and chemical and biological controls. Prerequisites: Placement into BRDGE 093 or higher, MATH 080 or higher, 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. Stresses field experience including ladder use. Students must supply their own by-pass 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.

Prerequisites: Placement into BRDGE 093 or higher, MATH 080 or higher, HORT 102, 109 and 110 or instructor's permission.
Recommended: HORT 106, 107, 108.

Landscape Appreciation**HORT 120, 2 credits**

This basic design course explores art principles and their application in 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. Learn how to recognize and care for the most popular species in addition to their use for interiorscaping. S/U grade option.

Creative Flower Arranging**HORT 141, 3 credits**

Introduces traditional, oriental and contemporary design using flowers, foliage and accessories. Design principles are used in student arrangements. S/U grade option.

Basic Plant Identification**HORT 160, 5 credits**

Learn to identify 250 of the most commonly used landscape plants. A primer on trees and shrubs for Northwest gardens serves as an introduction or review. Field trips illustrate mature sizing, settings and combinations. Field trips are integral. Be prepared to arrive and depart from 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. Stresses safe and efficient operation of equipment. S/U grade option.

Landscape Studies**HORT 171, 3 credits**

Introduction includes basic landscape installation and maintenance practices, woodworking tools, paving and transplanting. Stresses safe and efficient



operation of equipment. Further practice from goals in HORT 170. S/U grade option.

Landscape Studies

HORT 172, 3 credits

Introduction includes basic landscape installation and maintenance practices: shrub/tree planting, staking, turf aeration/thatching, mowing, edging and fertilizing. Stresses safe and efficient operation of equipment. 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 plan projects and develop objectives. S/U grade option. Registration by entry code only.

Horticultural Careers

HORT 192, 1 credit

Learn about careers in horticulture. Students 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

Explore the workings 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 horticulture. S/U grade option. Prerequisite: Instructor's permission.

Special Projects

HORT 199, 5 credits

Research problems in horticulture not specifically covered in other coursework. Credit available with approval.

Horticulture Taxonomy

HORT 201, 2 credits

A study of the classification and relationships within the major families and their characteristics and distribution. Ornamental plants include 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, provided their food, and outlived them to become coveted garden plants for people. S/U grade option.

Herbs

HORT 205, 1 credit

Survey of herbs, their culture and uses, selection of superior forms and considerations of ethnic heritage. Students make a potted herb garden to take home. S/U grade option.

Rhododendrons and Azaleas

HORT 206, 3 credits

A huge and fascinating genus of ornamental plants. Survey the most important species and hybrids for Northwest gardens including their identification and culture. Be prepared to arrive and depart from fieldtrip sites on your own.

Native Plants in the Landscape

HORT 207, 3 credits

Our coniferous forests and their botanical denizens are unique. Review the key plants of the major plant communities in Washington and their garden potential. Be prepared to arrive and depart from fieldtrip sites on your own.

Advanced Annuals, Bulbs, and Perennials

HORT 209, 5 credits

The diverse character of annuals, bulbs and perennials for gardeners of the Pacific Northwest. Cultural notes, including drought tolerance and landscape potential with an emphasis on nativity and plant family relationships. Prerequisites: 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. May include seed collection, pruning, soil prep, mulching, weeding, propagation, transplanting, design, and renovation of the borders at the Bellevue Botanical Garden. First class meets on campus henceforth at the Bellevue Botanical Garden. Be prepared to arrive and depart from the site on your own. Bring bypass 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 use 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.

Summer Flowering

Herbaceous Plants

HORT 212, 3.5 credits

Summer flowering annuals, bulbs and perennials for Northwest gardens. Learn to identify, appreciate and use 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, 3.5 credits

Fall flowering annuals, bulbs and perennials for Northwest gardens: learn to identify, appreciate and use fall's noteworthy stars as you visit the plants 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. Covers on-pathogenic problems and solutions. S/U grade option. Prerequisites: HORT 116, 118 or instructor's permission.

Hedges, Screens and Espaliers HORT 218, 1 credit

The selection of plants for hedges and special approaches. Covers pruning, renovation, site preparation and planting. S/U grade option.

Introduction to the Rose HORT 219, 2 credits

Includes all aspects of the rose: cultivation, uses in the landscape, hybridizing, different classifications of roses, and some of the historical background. S/U grade option.

Plants in the Landscape HORT 221, 3 credits

A review of outside woody plants and a look at how they can be used in the landscape keeping in mind their environmental tolerances and aesthetic qualities. Explores successful plant combinations with on-site visitations. S/U grade option. Prerequisites: 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 discussed include history, design,

construction and maintenance. S/U grade option.

Design Presentation HORT 224, 3 credits

Provides training in the creation of a professional 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. S/U grade option. Prerequisites: HORT 106, 107, and 108 or instructor's permission.

Introduction to Rock Plants HORT 226, 2 credits

Introduction to 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

Bold, calm, cute or zany. A close look at container gardens and the types of plants that make for effective displays. Considers soils, drainage, weight, fertilizers, exposure, and plant combinations. Practical experience in planning container combinations.

Plant Propagation HORT 229, 3 credits

Plant propagation lies close to the center of horticulture and can be a tremendously fulfilling practice. Join us for a 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 in the Pacific Northwest. A comprehensive

review of specific concepts and practices in plant propagation introduced in HORT 229. Prerequisite: HORT 229 or instructor approval, and placement into BRDGE 093 or higher. S/U grade option.

Grafting

HORT 232, 2 credits

Theory and practice of common grafts of ornamentals and fruit trees including veneer, whip and tongue, and cleft grafts. Try these techniques and keep an eye on the results in the plants you take home. S/U grade option.

Greenhouse Design and Management

HORT 235, 3 credits

Review of greenhouse structures and management including light and lighting, 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

Explore nursery organization and operations through classroom activities, nursery projects, and visits to commercial operations. Prerequisites: Placement into BRDGE 093 or higher, HORT 102, 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 a landscape. Want spring color in the winter? Learn the techniques of forcing bulbs. 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. Discusses International Society of Arboriculture (ISA) standards. S/U grade option.

**Growing Fruits and Nuts in Western Washington****HORT 247, 2.5 credits**

A comprehensive look at fruit and nut varieties, including vining and bush fruits, suitable for Western Washington. Emphasis on how to provide proper growing conditions, cope with pests, and integrate these 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. For the professional with emphasis on usable outdoor spaces. Prerequisites: Placement into BRDGE 093 or higher, HORT 120,224 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. Prerequisites: Placement into BRDGE 093 or higher, HORT 106, 107, 108, 224, 262 or instructor's permission.

History of Garden Design**HORT 266, 3 credits**

An overview of cultural expressions on the land from ancient to modern times. Emphasis on Western cultures but also covers Japanese and Chinese influences. Study the modern American garden and landscape in context to its origins and potentials. S/U grade option.

Landscaping for Wildlife**HORT 267, 3 credits**

How to design, install, and maintain landscapes that benefit both people and wildlife. Presents information on Puget Sound wildlife, wildlife plants, and wildlife enhancement features. S/U grade option.

Horticulture Business Practices**HORT 269, 3 credits**

Introduction to business practices essential to the operation of a successful landscape and nursery business. Basic record keeping, estimates, bidding, contracts, and 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. Become familiar with choosing appropriate wood products and fasteners. Practice skills by constructing simple carpentry projects. Prerequisite: Placement into MATH 080 or higher.

Landscape Construction Techniques-Concrete/Stone**HORT 276, 3.5 credits**

Construction of walls and walks in the landscape using concrete, bricks, stone, etc. Interpretation and estimation from blueprints and specifications. Prerequisite: Placement into MATH 080 or higher.

Landscape Construction Design**HORT 278, 4 credits**

Covers the preparation of landscape construction drawings including layout, grading and construction details. Learn and practice basic drafting conventions and techniques. This course parallels landscape construction classes, HORT 275 and 276. Prerequisites: HORT 174, placement into MATH 080 or higher.

Landscape Bidding and Estimating**HORT 279, 3 credits**

Bidding and estimating for the landscape professional including costing out time and materials, overhead and understanding gross profit and losses. Covers how to sell the job, write the contract, change orders and collect payments. S/U grade option.

Prerequisites: HORT 174 or departmental permission and placement into MATH 080 or higher.

Weed Identification and Management**HORT 280, 3 credits**

Identification of common winter and summer weeds 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**

Covers lawn installation, including soil and site preparation, sodding and seeding. Students practice techniques.

Lawn Maintenance**HORT 282, 1 credit**

Best 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.

Irrigation Design & Install**HORT 284, 5 credits**

Designing residential and small commercial irrigation systems; 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 advisor. S/U grade option. Prerequisite: Registration by entry code.

Greenhouse/Nursery Practicum I

HORT 296, 3 credits

The summary course for second year nursery/greenhouse students involving the production of crops. 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. 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 horticulture. 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.

Culture on Film

HUM 107, 5 credits

Examine popular films as texts that reveal central values of the cultures that produce them. Produce a short film that applies some of the theories introduced in the course. Prerequisite: ENGL 100 or concurrent enrollment.

World Mythology

HUM 108, 5 credits

Study of the principal myths found in classical and diverse literature with some attention to 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. See 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 for more information.

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. Departmental advising is needed.

Events Production

HUM 161, 1-5 credits

Under supervision of a faculty advisor, 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: Instructor's permission.

Individual Project in Humanities

HUM 198, 1-5 credits

Consult with a faculty member to select, design and complete a humanities project. Prerequisite: Instructor's permission.

Special Projects

HUM 199, 5 credits

Contact the English department for more information. Prerequisite: Instructor's permission.



COURSE DESCRIPTIONS

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 culture with emphasis on aspects of contemporary life. Prerequisite: Placement in ENGL 100.

Francophone Cultures-CD

HUM 210, 5 credits

Surveys the history, culture, arts, and current political climate of French-speaking countries and cultures, including 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. Students self-publish their own work in chapbooks. 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 for more information.

Instructional Assistant

Humanities

HUM 288, 1-5 credits

Advanced special teaching projects in the humanities. Prerequisite: Instructor's permission.

Individual Project in Humanities

HUM 298, 1-5 credits

Consult with a faculty member to select, design and complete an advanced humanities 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

(425) 640-1719 • <http://inten.edcc.edu>

Reading 1-ESL

INTEN 010, 1-4 credits

An introduction to reading in English for students from non-English speaking countries. Students 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

Practice speaking skills for conversation, relating to daily activities, family and cultural background and social exchanges. Basic listening skills emphasized. S/U grade option. Prerequisite: Intensive ESL Placement Test.

Writing 1-ESL

INTEN 013, 1-4 credits

An introduction to writing in English. Students 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: INTEN 010 or Intensive ESL Placement Test.

Grammar 2-ESL

INTEN 021, 1-4 credits

Introduces count/non-count nouns, basic modals, negatives, question forms, comparisons, and articles. S/U grade option. Prerequisite: INTEN 011 or Intensive ESL Placement Exam.

Speaking and Listening 2-ESL

INTEN 022, 1-4 credits

Work on comprehension skills by listening to taped conversations, and fast, relaxed English. Introduces some American idioms. S/U grade option. Prerequisite: INTEN 012 or Intensive ESL Placement Exam.

Writing 2-ESL

INTEN 023, 1-4 credits

For student with basic writing skills in English as a second language. Work on paragraph structure through journals, letters, and basic paragraphs. Includes sentence mechanics. S/U grade option. Prerequisite: INTEN 013 or Intensive ESL Placement Exam.



Reading 3-ESL

INTEN 030, 1-4 credits

Read and discuss textbook passages and a simple novel. Stresses reading for main ideas and details. Emphasizes vocabulary and word forms. S/U grade option. Prerequisite: INTEN 020 or Intensive ESL Placement Exam.

Grammar 3-ESL

INTEN 031, 1-4 credits

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: INTEN 021 or Intensive ESL Placement Exam.

Speaking and Listening 3-ESL

INTEN 032, 1-4 credits

Listen 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. Includes journal writing. S/U grade option. Prerequisite: 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: INTEN 030 or Intensive ESL Placement Exam.

Grammar for Writing 4-ESL

INTEN 041, 1-4 credits

Reviews and expands verb tenses. Focuses on adjectives and adverb clauses, infinitives and gerunds, conjunctions, and parallelism. Emphasis on written usage. S/U grade option. Prerequisite: INTEN 031 or Intensive ESL Placement Exam.

Writing and Editing

INTEN 043, 1-4 credits

Learn to edit writing for correct English grammar, sentence structure, and expression. Additional focus on sentence types, articles, and prepositions. S/U grade option. Prerequisite: INTEN 033 or Intensive ESL Placement Exam.

Reading 5-ESL

INTEN 050, 1-4 credits

Stresses academic skills, critical thinking, and vocabulary expansion. Includes main ideas, making inferences, and distinguishing fact and opinion. S/U grade option. Prerequisite: INTEN 040 or Intensive ESL Placement Exam.

Grammar for Speaking-ESL

INTEN 051, 1-4 credits

Focuses on conditionals, noun clauses, gerunds, infinitives particles, and modals. Emphasis on spoken usage. S/U grade option. Prerequisite: INTEN 041 or Intensive ESL Placement Exam.

Writing 5-ESL

INTEN 053, 1-4 credits

Learn the organization and style for writing letters, summaries, reports and basic essays. S/U grade option. Prerequisite: INTEN 043 or Intensive ESL Placement Exam.

TOEFL Preparation

INTEN 055, 1-4 credits

Helps students with high intermediate to advanced English proficiency develop the skills required to be successful on the TOEFL. S/U grade option. Prerequisite: Placement in Level 4 or 5 Grammar 041/051.

Authentic Listening

INTEN 063, 1-4 credits

An advanced listening class. Improve listening skills with intensive practice. Course materials include radio, videos, and TOEFL listening practice. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Exam.

Advanced Speaking and Listening

INTEN 071, 1-4 credits

A general speaking and listening course. Improve speaking and listening skills through discussions, speeches, idioms practice and focused listening. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Test.

College Preparation

INTEN 072, 1-4 credits

Improve speaking and listening skills with an emphasis on skills for college success: listening and note taking, small group discussion, and oral presentation. Provides an introduction to the American community college system. S/U grade option. Prerequisite: 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 students' American English pronunciation. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Test.

Partners in Service

INTEN 074, 1-4 credits

Improve speaking and listening skills by volunteering for campus or community organizations. Opportunities to use English, reflect on speaking and listening improvement, and gain exposure to American culture. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Test.

English through Movies

INTEN 075, 1-4 credits

Watch movies to improve advanced listening/speaking skills. Activities include discussions, interviews, speeches, and vocabulary/idiom development. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Test.

**Action English****INTEN 081, 082, 083, 084****1-8 credits each**

An integrated approach to improving communication skills 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.

English through Computer**INTEN 085, 1-4 credits**

Improve English skills in a computer lab using ESL computer programs, Internet exercises, CD-ROMs, and cassette or videotapes. 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. Placement into level 5 or prerequisite of level 4 for INTEN students.

INTERNATIONAL BUSINESS**(425) 640-1478 • <http://inbus.edcc.edu>****International Business Environments-CD****INBUS 110, 5 credits**

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 cultural patterns of communication that so easily cause international difficulties. Study suggestions and techniques to improve potential for avoiding or mitigating such problems.

Export/Import Operations**INBUS 210, 5 credits**

Reviews the basic motivations for exporting and importing and introduces common practical handling options for international commerce and shipping. Examines the agencies that govern international shipments and their documentary requirements. S/U grade option. Prerequisite: INBUS 110 or instructor's permission.

International Internship**INBUS 291, 1-5 Credits**

Earn college credit while working in an organization to gain a broad range of knowledge, skills and experience to supplement coursework. Internship positions may be paid or unpaid. S/U grade only. Prerequisite: Concurrent enrollment in INBUS 298. Registration by entry code only; obtain code from department advisor.

Individual Project in International Business**INBUS 298, 1-5 credits**

Study of student-selected project or approved experiences in International Business. Prerequisite: Instructor's permission. Course may be repeated for a maximum of 10 credits. S/U grade option.

Special Projects**INBUS 299, 5 credits**

Credit available with approval. For information contact the International Business department.

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 the significance of culture in international and ethnic affairs. Uses a variety of perspectives and methodologies, including the Internet, to reveal how cultural values shape perspective and approach in an interdependent world.

JAPANESE**(425) 640-1560 • <http://forjn.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. Prerequisite: Concurrent enrollment in JAPAN 101.

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 requires the knowledge of 200 kanji. Prerequisite: JAPAN 102 or instructor's permission.

Individual Project in Japanese**JAPAN 198, 1-5 credits****JOB DEVELOPMENT SKILLS**

(425) 640-1283 • <http://jobdv.edcc.edu>

Resumes and Interviewing**JOBDV 110, 1 credit**

Create a resume and cover letter. Learn how to prepare for and conduct great job interviews. Prepare and practice answers to difficult interview questions.

S/U grade option.

College and Career Success**JOBDV 130, 1-10 credits**

Design an academic, personal, or career success plan. Individualized sessions 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, 116, 117**

1-2 credits each

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 Review* under instructor's supervision. Prerequisite: JOURN 125 or instructor's permission. Departmental advising is needed.

Introduction to Journalism I**JOURN 125, 5 credits**

Students comprise the writing staff of the campus newspaper, *The Review*. Covers fundamental journalism techniques, writing news and feature stories, editorials and reviews. Some introduction to layout and design. Prerequisite: Placement in ENGL 105.

Introduction to Journalism II**JOURN 126, 5 credits**

Continuation of JOURN 125. Students comprise the writing staff of the campus newspaper, *The Review*. Assignments include news and feature stories, editorials and reviews. Some introduction to layout and design. Prerequisite: JOURN 125.

Feature Writing**JOURN 135, 5 credits**

Students comprise the writing staff of *The Review*. Assignments vary, but focus on feature writing. Students 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 staff of the campus newspaper, *The Review*. Instruction includes elements of production, such as ethics, marketing, design and business operations. Prerequisite: ENGL 100 or instructor's permission.

KOREAN

(425) 640-1560 • <http://forln.edcc.edu>

Basic Korean Grammar Lab**KOREA 100, 2 credits**

Covers principles of English grammar and comparative study of English and Korean grammar. Concurrent enrollment in Korean 101 is required.

Elementary Korean**KOREA 101, 5 credits**

Introduction to modern Korean. Emphasis is on learning correct pronunciation and basic structures. Drill in oral use of the language. Concurrent enrollment in KOREA 100 is required.

Elementary Korean**KOREA 102, 5 credits**

Continuation of KOREA 101. Emphasis on correct pronunciation, basic grammatical structures, oral and written communication, and culture. Prerequisite: KOREA 100/101 with a minimum grade of 2.0 or instructor's permission.

Elementary Korean**KOREA 103, 5 credits**

Continuation of KOREA 102. Emphasis on correct pronunciation, basic grammatical structures, oral and written communication, and culture. Prerequisite: KOREA 102 with a minimum grade of 2.0 or instructor's permission.

LIBRARY RESEARCH

(425) 640-1529

Library Research**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.

MANAGEMENT

(425) 640-1637 • <http://mgmt.edcc.edu>

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.

**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 business principles the Internet, and their integration in e-commerce strategy and planning.

Principles of Marketing**MGMT 130, 5 credits**

Covers the 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**

Emphasizes 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, 3 credits**

Business requires employees to effectively manage time. Learn to select goals, effectively prioritize, manage stress, avoid time traps, and gain control of your life and time. S/U grade option.

Leadership**MGMT 134, 2 credits**

Begin to strengthening personal leadership skills through self-assessment. 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 business management trends. S/U grade option.

MS Project 2000**MGMT 165, 3 credits**

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 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 advisor. S/U grade option.

Principles of Management-CD**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. Apply management skills through case studies and projects.

Business Information Management**MGMT 215, 5 credits**

Business success relies on evaluating accurate and timely information. Analyze how businesses use information technology and the issues, strategies, concepts and terminology that employees must know to manage information.

Human Resource Management**MGMT 220, 5 credits**

Course focuses on human resource management trends, strategies and practices for staffing, recruitment, staff training and development, performance appraisal, benefits and compensation and employee and labor relations. Valuable for current or future managers and supervisors.

International Marketing**MGMT 221, 5 credits**

Reviews marketing concepts and explores the extra challenges of marketing across international borders. Suggests new

marketing objectives and strategies in response to unfamiliar economic, political, competitive and cultural environments.

Customer Relations Mgmt**MGMT 222, 2 credits**

Customer service is essential to business success. Learn about 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.

Effective Teams**MGMT 235, 3 credits**

A workshop that teaches tools to develop and manage a team and how to be an effective team member. Learn about identifying and removing barriers to effective teams. S/U grade option.

E-Marketing**MGMT 240, 5 credits**

Explores how web-based applications and services are used to identify and target customers, and develop and execute marketing campaigns. E-marketing integrates marketing principles with Internet technology to build profitable customer relationships.

Special Topics**MGMT 255, 5 credits**

Topics related to business management trends. S/U grade option.

Small Business Management**MGMT 260, 5 credits**

Gives students exposure to a wide range of subjects essential to the formation, operation and success of a small business. Business planning and implementation is an integral part of the class. BUS 100 recommended.

Project Management**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. Emphasizes team and communication skills.

Project Mgmt 2: Scheduling and Controlling Projects

MGMT 271, 5 credits

Builds on MGMT 270, with a focus 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. Addresses project risk.

E-Business Strategies

MGMT 275, 5 credits

Using e-commerce to meet business goals. Addresses supply chain management operations, legal, and marketing from a global perspective. Analyze web sites for effectiveness in reaching customers and supporting the company's marketing and business strategies.

Business Finance

MGMT 280, 5 credits

Securing appropriate financing and a firm financial base is critical to the success of all businesses. Provides students with a background in business finance, including money and capital markets, investments, and financial management.

Special Projects

MGMT 299, 5 credits

Individual projects in business management and related topics. By arrangement and permission of a business management department faculty advisor. S/U grade only.

MATERIALS SCIENCE TECHNOLOGY

(425) 640-1862 • <http://mtech.edcc.edu>

Introduction to Materials Science

MTECH 170, 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. Prerequisites: CHEM 101 or 110, MATH 090 with a grade of at least a 2.0, placement in ENGL 105.

Polymer Technology

MTECH 180, 5 credits

An overview of thermoset and thermoplastic polymers. Topics include chemical composition, physical properties, deformation, mechanical behavior, fabrication, processing and manufacturing of polymers. Prerequisites: MTECH 170, MATH 090, each with a grade of at least 2.0.

Introduction to Composites

MTECH 200, 5 credits

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 180 with a grade of at least a 2.0.

Applied Static

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. Prerequisites: MATH 131 with a grade of at least a 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 a 2.0.

Composites Manufacturing

MTECH 240, 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 cure processing of wet laminating techniques and pre-impregnated materials.

Prerequisite: MTECH 180 with a grade of at least a 2.0.

Composites Engineering Design

MTECH 250, 5 credits

Overview of structural design using composite materials including material and process selection, structural design, aesthetic qualities, assembly, and practical design information. A lab-based course focusing on product design. Prerequisite: MTECH 240 or concurrent enrollment.

Career Planning

MTECH 291, 2 credits

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

For students who need basic math skills for their occupations. Oriented toward workplace applications.

Introduction to Algebra

MATH 060, 5 credits

Operations on signed numbers, solution of linear equations, exponents and fractions. Includes a review of some properties and operations of arithmetic. 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: introduction to exponential and logarithmic functions. Prerequisite: MATH 091 with 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.

Introduction to 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 variables, 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 in mathematics.

Instructional Assistant in Mathematics

MATH 188, 1-5 credits

Special teaching projects in mathematics. S/U grade option. For information contact the Mathematics and Science division. Prerequisite: Permission of supervising instructor.

Special Projects in Mathematics

MATH 199, 5 credits

Credit available with approval. For information contact the Mathematics and Science division.

**Introduction to Statistics****MATH 240, 5 credits**

Introduction to statistical methods and applications; organization of data, sampling, testing hypotheses, confidence intervals, regression, correlation. 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 in mathematics.

Differential Equations**MATH 271, 5 credits**

First and second order differential equations and their applications, Taylor series, and series solutions of ordinary differential equations. Graphing calculator required. Prerequisite: MATH 153 or equivalent with a grade of 2.0 or higher, or concurrent enrollment.

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. For information contact the Mathematics and Science division. Prerequisite: permission of supervising instructor.

Special Projects in Mathematics**MATH 299, 5 credits**

For information contact the Mathematics and Science division.

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. Incorporates ear training and piano skills.

Music Fundamentals II**MUSIC 102, 5 credits**

A continuation of MUSIC 101. Individual goals to be set with instructor may include alto and tenor clefs, seventh chords, and chord inversions. Ear training and piano components. Prerequisite: MUSIC 101 or instructor's permission.

Music Fundamentals III**MUSIC 103, 5 credits**

A 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. 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 focus on vocal and instrumental styles, including martial music, ragtime, jazz, swing, rock, and punk.

Survey of Jazz History-CD**MUSIC 107, 5 credits**

An 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. Rehearsals and performances. Prerequisite: Audition, instructor's permission.

Vocal Jazz Solo Workshop**MUSIC 110, 2 credits**

Study and performance of jazz singing, 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, 112, 113, 2 credits each**

Beginning through intermediate concepts of Pop, Folk, and Rock Guitar styles. Learn improvisation on Rock and Blues patterns, basic chords, barre chords, and beginning tablature reading. Students must have a guitar, acoustic preferred.

Class Piano**MUSIC 114, 115, 116, 2 credits each**

Music reading and keyboard techniques from beginning through early intermediate levels.

Class Voice**MUSIC 117, 118, 119, 2 credits each**

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Required recital and optional performance.

World Survey of Music-CD**MUSIC 120, 5 credits**

Introduction to the music of many cultures from European classical, ethnic and world music. Lecture, reading, listening, video and live performance. Emphasis on identification of musical examples, composers, styles and concepts.



Survey of Digital Music

MUSIC 126, 5 credits

Study of synthesizers and the use of computers in music. All major forms of synthesis are demonstrated and explored. Covers the complete MIDI specification, 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. Prerequisites: 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.

Soundsation Vocal Jazz Choir

MUSIC 143, 144, 145, 2 credits each

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: Audition in the spring for the following year.

Symphonic Choir

MUSIC 147, 148, 149, 2 credits each

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 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.

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/vocal jazz music. Students placed into groups according to instrumentation and ability. Individuals may choose to focus on a specific area of interest. Prerequisite: Intermediate level of playing ability on performance instrument.

Piano Pedagogy

MUSIC 164, 165, 166, 2 credits each

Develops piano teaching skills, including use of method books and piano literature, along with techniques for developing note reading, rhythmic playing, pedaling, and harmonic analysis. Includes business policies and administrative procedures. 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 recommended. Prerequisite: Ability to read and write pitches and basic rhythms; 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

Adds the dominant seventh, diatonic seventh chords, and non-chord tones 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, 186, 187, 2 credits each

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.

Introduction to Audio

Engineering

MUSIC 190, 2 credits

Introduction to the terms, concepts, and equipment used to record sound in a home, collegiate or professional studio environment. No previous musical experience or knowledge of digital music necessary.

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's 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, 212, 213, 2 credits each

Intermediate through advanced concepts of music theory applied to guitar. Learn the circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor substitution. Students must have a guitar, acoustic preferred.

Class Piano

MUSIC 214, 215, 216, 2 credits each

Music reading and keyboard techniques at intermediate level.

Class Voice

MUSIC 217, 218, 219, 2 credits each

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.

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 127. 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. Analyze of film scores. Prerequisites: Completion of MUSIC 101, 102, or 103 with grade of 2.0 or higher or equivalent, and MUSIC 127 or 200, and concurrent enrollment in MUSIC 229.

Soundisation Vocal Jazz Choir

MUSIC 243, 244, 245, 2 credits each

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: Audition (held each spring for enrollment in the following academic year).

Symphonic Choir

MUSIC 247, 248, 269, 2 credits each

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.

Special Topics

MUSIC 255, 5 credits

Topics and seminars of current interest

in music.

Jazz Workshop

MUSIC 260, 2 credits

Small group rehearsal and performance of instrumental/vocal jazz music.

Students placed into groups according to instrumentation and 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 and 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 projects 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, 286, 287, 2 credits each

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.

Individual Project In Music

MUSIC 298, 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 299, 5 credits

Advanced individual project in music theory, history, arranging, composition, or literature. Prerequisite: Instructor's permission.

NUTRITION

(425) 640-1415

Human Nutrition

NUTR 200, 5 credits

Principles of nutritional science including chemical make up of foods, metabolism, digestion, and impact on human health. Explore relationships to food, food safety, and bioengineering. Meets requirements for pre-nursing and dental hygiene students. Prerequisites: BIOL 101 or 201 and placement into both ENGL 105 and MATH 090.

PARALEGAL

(425) 640-1658 • <http://legal.edcc.edu>

Introduction to Law and the Legal Process-CD
LEGAL 200, 5 credits

The nature of legal institutions and processes; the American and Washington State judicial systems, sources of law and federal and state court systems; legal

reasoning; ethics applicable to lawyers and paralegals.

Civil Procedure

LEGAL 205, 5 credits

Study of civil actions in state trial and appellate courts from commencement to final resolution and the role 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

History of administrative agencies, administrative law procedures, 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 civil litigation and trial preparation. Examines each step of the litigation process with emphasis on the role of a paralegal. Prerequisites: LEGAL 200, 205 or instructor's permission.

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. Covers defenses and computation of damages. Prerequisite: LEGAL 200 or instructor's permission.

Law Office Technology

LEGAL 228, 5 credits

Presents law office computer techniques, data retrieval systems and other technological advances in the legal field 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 interviews. Prerequisite: LEGAL 200 or instructor's permission.

Probate Practice and Procedures

LEGAL 235, 5 credits

Probate substantive and procedural law necessary to probate decedents' estates. Includes administration of estates passing by will and by interstate succession. Emphasis on paralegal skills. 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 principles of law that apply to each. Study of applicable state and federal tax laws. Emphasis on drafting documents. Prerequisite: LEGAL 200 or instructor's permission.

Contracts

LEGAL 240, 5 credits

Principles of the law of contracts: 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 on the paralegal skills required. 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 on the relationships between federal, state and local environmental regulations and requirements. Prerequisite: LEGAL 200 or instructor's permission.

Corporations 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, general 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 the 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

Examines common law, statutes and the resulting rights and remedies of the consumer on the federal, state and local level. Emphasis on analysis of the law and familiarity with terminology. 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, Workers' Compensation Act; applicable pension statutes and other remedies. Prerequisite: LEGAL 200 or instructor's permission.

Criminal Law and Techniques

LEGAL 275, 5 credits

Examination of our federal and state criminal justice systems including statutory and case law. Emphasis on 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 labor relations law in private, 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 the quarter begins. Class meets twice during the quarter. Students must attend both classes to receive credit. S/U grade only.

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 Seminar

LEGAL 296, 3 credits

Topics in specialized or rapidly changing areas of law. Enhances established program curriculum and provides continuing education to paralegals. S/U grade only.

Job Placement Seminar

LEGAL 297, 2 credits

Earn legal specialty credit by attending a job placement seminar that covers resumes and cover letters, interview and job search techniques and opportunities for employment. S/U grade only.

Special Projects

LEGAL 299, 5 credits

Individual projects in legal study give exposure to practical problems in areas of particular interest to the student. S/U grade only. 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

A philosophical consideration of environmental issues.

Individual Project in Philosophy

PHIL 198, 1-5 credits

Study of student-selected project or approved experiences in 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 from the Humanities and Social Science division.

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. Compare and contrast religious traditions as avenues in the perennial search for meaning. Prerequisite: Placement in ENGL 100 or higher.

Special study to be arranged by student and supervising instructor. S/U grade option. Credit available with approval from the Humanities and Social Science division.

PHOTOGRAPHY

(425) 640-1560 • <http://photo.edcc.edu>

Basic Photography

PHOTO 101, 5 credits

Lecture-lab course dealing with the small format camera. Covers camera handling and exposure, developing and printing black and white film.

Basic Photography

PHOTO 102, 5 credits

Intermediate black and white developing and printing with some 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) 640-1415 • <http://pe.edcc.edu>

Sports and Fitness Lab

PE 101, 102, 103, 104, 2 credits each

Skills and conditioning program for the individual or group. 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 choose and participate in sports and conditioning activities to improve skills, health and well-being. Personal goals and outcomes are reviewed with a portfolio of progression and accomplishments required for evaluation. S/U grade option. Individualized hours must be arranged with instructor.

Jogging/Cardio Fitness**PE 111, 112, 2 credits each**

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.

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. A fee is charged for facility use.

Bowling-Intermediate Co-ed**PE 115, 1 credit**

Individualized instruction in footwork, ball handling, techniques, body position and alignments. A fee is charged for facility use. Prerequisite: PE 114.

Bowling-Advanced Co-ed**PE 116, 1 credit**

Individualized instruction in footwork, ball handling, techniques, body position and alignments. A fee is charged for facility use. Prerequisite: PE 115.

Yoga-Basic Poses for Strength and Flexibility**PE 117, 1.5 credits**

A turn inward from the typical exercise class to where the focus is from the inside out. 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 class designed in a more traditional athletic mode making use of bench work and sports movements. Incorporates stretching, flexibility and various resistance exercise 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, 125, 2 credits each**

Exercise and weight training to improve strength, endurance, poise and confidence. 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.

Intermediate Golf Co-ed**PE 127, 1 credit**

Improvement of grip, swing, driving and approach shots.

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.

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. A safe class that incorporates both low impact and high impact aerobic movements in rhythmic, energetic dance.

Aerobics Hip-Hop**PE 130, 1.5 credits**

An energetic, creative aerobic exercise class with dance routine and body motion designed to be different. This active, fun program 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**

An advanced aerobics dance and exercise program with emphasis on instructional methodology, fitness dynamics, nutrition, anatomy and CPR course. Helps students to complete the national accredited ACE certification if desired. S/U grade option.

Body Sculpting and Stretching**PE 133, 1.5 credits**

Sculpt and improve ones self-image and energy level through a directed and guided beginning 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

Develop body conditioning and fitness through weight training. Strategies of independent fitness goals and nutrition guidelines. 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.

Volleyball Co-ed
PE 142, 1.5 credits

Concepts, strategy and skills for men and women. Drills, play, and selected team competition during court hours.

Men's Basketball
PE 144, 1 credit

On court play and competition. Passing, shot making, footwork, and team play emphasized.

Self-Defense for Women and Men
PE 145, 1 credit

Personal protection for men and women. Learn defensive escape strategies including kicking, blocking, punching, and throwing. Legal rights in the home, rape prevention, and litigation 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. Advance 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.

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.

Advanced Tennis Co-ed
PE 156, 1.5 credits

Continuation of intermediate tennis. Prerequisite: PE 155. Courts are off campus.

Men's Advanced Basketball Skills
PE 160, 3 credits

Principles, rules, techniques and strategies to prepare 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.

Racquetball
PE 167, 1 credit

Instruction in basic racquetball skills, rules of the game, safety, and game experience. A fee is charged for facility use.

Men's Baseball Skills
PE 170, 3 credits

Principles, rules, techniques and strategies to prepare for competition. 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. For information contact the division secretary in SNO 260 or call 640-1712.

Cross Training and Sport
PE 206, 2 credits

Students choose and participate in sports and conditioning activities to improve skills, health and well being. Personal goals and outcomes reviewed with portfolio of progression and accomplishments required for evaluation. S/U grade option. Individualized hours must be arranged with instructor.

Body Building for Men and Women
PE 235, 2 credits

For the serious bodybuilder. Advanced weight training techniques-forced reps, pyramiding, and negative reps with lectures on nutrition, anatomy and competition. Bodybuilding routines, posing and muscle development emphasized.

Men's Basketball
PE 244, 1 credit

Advanced strategies of team offense and defense. Develops individual's potential through practical skills and performance. Prerequisite: PE 144, or instructor's permission.

Nutrition/Life Fitness
PE 250, 3 credits

Covers fitness, basic anatomy, physiology of exercise and nutrition. Learn how to establish a personal fitness program for life. Prerequisite: Concurrent enrollment in PE fitness lab, 124 or 134 is advised.

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. For information contact the division secretary in SNO 260 or call 640-1712.

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. Four hours of lecture and two hours of lab weekly. 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. Four hours of lecture and two hours of lab weekly. 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. Four hours of lecture and two hours of lab weekly. 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. 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. Covers kinematics, dynamics, momentum and energy. Four hours of lecture and two hours of lab weekly. S/U grade option. Prerequisites: MATH 151, ENGL 100 with a grade of 2.0 or higher, or placement in ENGL 105.

Physics for Science and Engineering

PHYS 202, 5 credits

Topics covered include gravitation, waves, fluids, oscillations, and optics. Four hours of lecture and two hours of lab weekly. S/U grade option. Prerequisites: PHYS 201, MATH 152, and ENGL 100 with a grade of 2.0 or higher, or placement in ENGL 105.

Physics for Science and Engineering

PHYS 203, 5 credits

Topics covered include electromagnetism and modern physics. Four hours of lecture and two hours of lab weekly. S/U grade

option. Prerequisites: PHYS 202, MATH 153 and ENGL 100 with a grade of 2.0 or higher, or placement in ENGL 105.

Individual Project in Physics

PHYS 298, 1-5 credits

Study of student-selected project or approved experiences in physics. 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

Familiarizes students with some of the philosophical issues and ideas raised in the study of politics. Analyzes the work of different political theorists and philosophers. Placement in ENGL 105 recommended. Internet access required.

American Government

POLSC 104, 5 credits

Introduces the structure and processes of American government and politics. Emphasis on the relationship between political culture, thought, institutions, and the debate over public policy. Placement in ENGL 105 recommended.

State and Local Government

POLSC 105, 5 credits

Explores the problems confronting state and local government with emphasis on state political forces, institutions and processes, and intergovernmental relations. Focus on the characteristics of and recent developments in Washington State politics. Placement in ENGL 105 recommended.

International Relations

POLSC 110, 5 Credits

Considers the history and current trends in global politics. Emphasis on the sources of conflict and cooperation, international law



and ethics, globalization, and international political economy. Placement in ENGL 105 recommended. Internet access required.

Comparative Government

POLSC 115, 5 credits

The 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 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: Placement in ENGL 105 recommended.

The European Union

POLSC 224, 5 credits

Familiarizes students with the origin, purpose, and future of the European Union. Attention 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 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. Acquaints students 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 of biological, psychological, and social determinants of human sexuality and sexual behavior. Topics include sexual development, sexual health, reproduction, and 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. Prerequisite: PSYCH 100 or instructor's permission.

Social Psychology

PSYCH 290, 5 credits

Focuses on the interrelationship between the individual and the social environment and on attitudes, social class, roles and stereotypes, language, social behavior of animals, group dynamics, social control, deviance and small groups.

RETAIL MARKETING

(425) 640-1637

<http://business.edcc.edu>

Retail Merchandising

RMKTG 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.

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.

SENIORS PROGRAM

(425) 640-1243

<http://lifelonglearning.edcc.edu>

Current Issues

SRS 024, 2 credits

If you enjoy reading about current issues and joining in lively discussions this is the class for you! Join fellow seniors in exploring contemporary issues in state, national, and international areas.

Expressive Development for Seniors

SRS 031, 2 credits

To meet the unique educational needs of older adults and promote well-being through the exercise of senses and talents. Demonstration and practice in expression through the arts to develop critical awareness; visual, tactile, and auditory senses; and skills in self-expression.

Communication Skills for Seniors

SRS 035, 2 credits

Develops communication skills through opportunities to expand expression in writing, languages, speech and reading.

Computer Workshop

SRS 047, 3 credits

Hands-on experience with a variety of computers and programs.

Human Relationships

SRS 075, 2 credits

Develop strengths to cope with life changes. Enjoy discussion of personal and family relationships, human growth, and life stages.

Special Topics for Seniors

SRS 098, 5 credits

Specialized classes focusing on concerns of senior citizens. Paced for older adults. Call for content and prerequisite for course.

Living Skills for Seniors

SRS 099, 1-4 credits

Individual learning for seniors in a variety of topics relevant to living skills by arrangement and permission of the instructor.

SOCIAL AND HUMAN SERVICES

(425) 640-1712 • <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 WAC (Washington Administration Code) for practice in the 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, communication, forming supportive relationships, intentional information seeking, teamwork, and referrals. Includes



role-playing, exercise, and self-assessment. S/U grade option.

Social Issues Forum

SHS 111, 1 credit

Seminar offered once per quarter on topics of current interest in human services. 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 and chemical dependency counselors; introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision making. S/U grade option.

Interviewing and Counseling

SHS 114, 4 credits

Identifies the values, knowledge, and competencies necessary to engage and sustain a helping relationship and identify and clarify consumer concerns and desires. Stresses effective use of interpersonal communication skills through class exercises and role-playing. 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. Students 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. Stresses the system's mission and goals, operational policies and principles, the impact of managed care, and role and challenges of

the case manager. S/U grade option.

Horticultural Therapy

SHS 135, 3 credits

An 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, 3 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.

Therapeutic Teaching

SHS 146, 3 credits

Focuses on designing a learning environment for people with special learning needs; knowledge and skill to program educational strategies and sequences to teach needed skills; learning principles and concepts, the teaching presentation, task analysis; reinforcement programming. S/U grade option. SHS 116 recommended.

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.

**Special Topics****SHS 155, 5 credits**

Specialized courses/seminars on current issues in social and human services. Each class has its own outline and syllabus. S/U grade option.

Exploration in Human Services**SHS 157, 158, 159 and 160,****1-5 credits each**

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.

Overview of Gerontology**SHS 161, 4 credits**

An overview of the field of human service focused upon the elderly. 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. Emphasizes helping older people maintain good health and assisting the 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 emphasis on addressing psychological problems and supporting mental well-being on individual, family, and community levels. 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 dying and bereavement. Addresses institutional responses and the role of providers in dealing with the needs of clients and families.

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 Rehabilitation**SHS 181, 2 credits**

Addresses legal and ethical issues in rehabilitation. Covers the impact of legislation addressing discrimination. S/U grade option.

Human Growth and Development**SHS 185, 5 credits**

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 in terms of social-emotional, physical and cognitive perspectives. Includes theoretical content, observation, and practical application. S/U grade option.

Human Growth and Development-Adult**SHS 187, 5 credits**

Useful for students of human development interested in the period from adolescence to late adulthood. Allows study of adult change and problem development. S/U grade option. Completion of SHS 180 or ENGL 100 is recommended.

Social Welfare System**SHS 195, 5 credits**

Traces the development of the social welfare system in the U.S. from its European roots to the present. Emphasis on government response to the needs of selected populations, particularly low-income groups. S/U grade option. Prerequisite: Placement in ENGL 100 or instructor's permission.

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. 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. 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. 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 ensure 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. Students should complete this course one quarter before beginning a practicum, preferably in the class or section taught by their primary faculty advisor.

Beginning Field Practicum SHS 211, 4 credits

Observe and learn from working professionals and apply knowledge, theory and skills from the classroom to supervised work with clients in human service settings. S/U grade option. Prerequisites: ENGL 100, SHS 210 and 20 additional credits in human service courses with 2.5 or higher GPA or instructor's permission. Entry code required.

Advanced Field Practicum SHS 212 and 213, 4 credits each

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. Practice and evaluate various methods. Students 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. Examines disorders 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 Ethnically and Culturally Diverse Pop 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 Their Management in the Treatment of Mental Disorders 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.

Residential and Milieu Services in Mental Health SHS 245, 2 credits

Reviews the structure and functions of the residential services component of the mental health system and what types of consumers each may accommodate. S/U grade option.

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

Covers topics of current interest in rehabilitation therapy. Each class has its own course outline or syllabus.

Managing Difficult Clients 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 from 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**

Student-selected project or experiences in social science.

Special Topics**SOCSC 255, 5 credits**

Topics of current issues in social science.

Individual Project in Social Science**SOCSC 298, 1-5 credits**

Student-selected project or approved experiences in social sciences.

SOCIOLOGY(425) 640-1588 • <http://socio.edcc.edu>**Introduction to Sociology-CD****SOCIO 110, 5 credits**

How social forces, such as education, economy, politics, family, and media, shape people's lives and how individuals, in turn, shape the societies in which they live. Focus on cultural diversity and U.S. society in global context. Prerequisite: Eligibility for ENGL 100.

The Sociology of Gender-CD**SOCIO 115, 5 credits**

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 differs 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 development of and solutions to global and national problems. Topics include terrorism, technology, poverty, and the environment. Focus on cultural diversity. Prerequisite: Placement in ENGL 105.

Race and Ethnic Relations-CD**SOCIO 125, 5 credits**

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**

Study of the development 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**

Study of the causes and consequences of, and solutions to, problems in society. Topics may include work, family, education, media, and crime. 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, family roles, 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. 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 SPCH 100, 5 credits

An 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 integrate oral performance, literary analysis, and communication theory. Prerequisite: Placement in ENGL 100.

Group Decision-Making SPCH 109, 5 credits

An in-depth focus on small group process. Emphasis on both the 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 and placement in ENGL 105.

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 Group Decision Making SPCH 209, 5 credits

Study of online small group decision-making processes. Focus on member roles, norms of interaction, and leadership. Prerequisite: Completion of ENGL 100 with a 2.0 or placement in ENGL 105.

THEATRE

(425) 640-1560 • <http://theatre.edcc.edu>

Introduction to Theatre DRAMA 100, 5 credits

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. Required attendance at one or more performances.

Beginning Acting DRAMA 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 DRAMA 154, 5 credits

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: DRAMA 153 or instructor's permission.

Theatre Production

DRAMA 178, 1-5 credits

Earn credit for involvement in all aspects of theatrical production: acting, sets, lights, costumes, stage management, box office, directing.

Instructional Assistant in Drama Production

DRAMA 188, 1-5 credits

For students who wish to earn credit for assisting the director in drama productions. The student and director create a contract that specifies the student's role and responsibilities. Prerequisite: Instructor permission.

Individual Project in Drama

DRAMA 198, 1-5 credits

Student-selected project or approved experiences in drama under supervision of drama instructor. The student and instructor create a contract that specifies the terms of the project. S/U grade option.

Advanced Acting

DRAMA 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.

TRAVEL/TOURISM

(425) 640-1208 • <http://travl.edcc.edu>

Airline Computer Training TRAVL 104, 5 credits

Introduction to Apollo, a centralized commercial airline reservation system. Develop the knowledge and skills to make a PNR, which includes selling, booking, and pricing of airline flights.

**Tour/Rail/Hotel****TRAVL 111, 5 credits**

An 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 US and Europe, and study of tour packages worldwide. Prerequisite: Minimum English placement into EAP 113 or BRDGE 093.

Cruises**TRAVL 112, 3 credits**

Emphasis on reading and analyzing brochures and pricing structures. Study of cruise lines, ships and deck plans, and itineraries worldwide. Prerequisite: Minimum English placement in EAP 113 or BRDGE 093.

TRAVL 115, 116, 117 and 118 use ICTA Destination Specialist text. Students have the opportunity to take two Destination Specialist tests and receive certification from ICTA.

North American Geography**TRAVL 115, 5 credits**

Introduction to the prime geographic tourist destinations in the mainland United States, Hawaii, and Canada. Prerequisite: Minimum placement into EAP 113 or BRDGE 093.

Western Europe Culture/Heritage**TRAVL 116, 5 credits**

Introduction to the prime geographic tourist destinations in Western and Eastern Europe. Prerequisite: Minimum placement into EAP 113 or BRDGE 093.

Caribbean/Africa Geography**TRAVL 117, 5 credits**

Introduction to the prime tourist destinations in the Caribbean and Latin America. Prerequisite: Minimum placement into EAP 113 or BRDGE 093.

East Asia/South Pacific**TRAVL 118, 5 credits**

Introduction to the prime tourist destinations in East Asia and the South Pacific. Prerequisite: Minimum placement into EAP 113 or BRDGE 093.

Individual Project in Travel**TRAVL 198, 1-5 credits**

Consult with a faculty member to select, design and complete a project in travel. S/U grade option. Prerequisite: Instructor's permission.

Advanced Airline Computer Lab**TRAVL 205, 4 credits**

A review of Apollo entries along with new enhancements not covered in TRAVL 104. Cars, hotels, pricing modifiers, fill-in formats, etc. Prerequisite: TRAVL 104.

Airline Tariff/Ticketing**TRAVL 206, 5 credits**

Covers domestic tariffs and ticketing using handwritten documents and airline computer. Prerequisite: TRAVL 104 and previous or concurrent enrollment in TRAVL 205.

International Tariff/Ticketing**TRAVL 207, 3 credits**

International tariffs and ticketing using handwritten documents and airline computer. Special fares for Canada and around the world. Explanation of NUC, monetary conversion, mileage and routings. Prerequisite: TRAVL 104 and previous enrollment in TRAVL 205/206.

Advanced Travel Research**TRAVL 210, 2 credits**

Study of search engines and evaluation of travel web sites. Utilization of effective Internet research methods and proper uses of business email. Prerequisite: BSTEC 100 or 200 with a 3.0 or above or word processing speed of 35 wpm and BSTEC 129 (recommended) or instructor permission.

Travel Sales**TRAVL 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.

Individual Project in Travel**TRAVL 298, 1-5 credits**

Consult with a faculty member to select, design and complete a project in travel. S/U grade option. Prerequisite: 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 advisor.

Internet Introduction**VISCO 115, 4 Credits**

The history, organization and uses of the Internet, exposure to HTML and the underlying code structure. Page structure, page design and tools for building and maintaining web pages. Web pages. Registration by special entry code only from department advisor.

Digital Imaging**VISCO 120, 4 credits**

Introduction to digital image manipulation software (PhotoShop) as a means of electronic image making. Covers the use of flatbed scanners, negative scanners, and digital cameras. Prerequisite: VISCO 110 and 115, or department advisor's 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 advisor's signature.

Interface Design for Game Development and Multimedia**VISCO 130, 4 credits**

Introduction to effective screen creation for communication presentations, emphasizing consistency, balance,



composition, and visual communication. Emphasis on the interface design process using Macromedia's Dreamweaver. Prerequisite: VISCO 140 and 240 or department advisor's 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. Prerequisites: VISCO 110, 115 or department advisor's signature.

Interactive Design and Authoring VISCO 140, 4 credits

Design and development of interactive communication products for a variety of applications using computer software (Director) and hardware systems. Project ideation, planning, development, production, testing and marketing using various media. Prerequisites: VISCO 125, 210 or department advisor's signature.

3D Imaging VISCO 145, 4 credits

The use of computer software to create static and animated three-dimensional computer models. Prerequisites: VISCO 230, 245 or department advisor's signature.

Video Production I VISCO 210, 4 credits

Introduction to the video making process: preproduction through postproduction.

Video Production II VISCO 215, 4 credits

Advanced video creation. Students produce a variety of video projects. Prerequisite: VISCO 210.

Video Production III VISCO 220, 4 credits

Advanced video creation that includes motion graphics, visual effects and DVD production. Prerequisite: VISCO 215.

Authoring for the Web

VISCO 230, 4 credits

Concentrates on the creation of multimedia presentations for the Internet using Macromedia Shockwave and Flash. Prerequisites: VISCO 130, 140 or department advisor's signature.

Typography and Type Design

VISCO 240, 4 credits

A studio course in type history, type use, design, nomenclature and the tools of the typographer in contemporary graphic design and advertising. An exploratory course in electronic type setting and its application to the publication and graphic design industry. Prerequisites: VISCO 125, 210 or department advisor's signature.

Introduction to Illustration

VISCO 245, 4 credits

Illustration, its history, and related elements and principles of design. Introduction to techniques and processes, primarily using computer aided illustration and production. Studio projects and contemporary applications. Prerequisites: VISCO 125, 210 or department advisor's signature.

Design Portfolio

VISCO 250, 2 credits

Development of materials for a visual communications portfolio. Prerequisites: VISCO 230, 245 or department advisor's signature.

WOMEN'S STUDIES

(425) 640-1650

Introduction to Women's Studies-CD

WOMEN 200, 5 credits

Introduction to methods/concepts of interdisciplinary field of Women's Studies. Examines 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

Writing skills assistance in an individualized, self-paced setting for students in college classes that have large writing loads. Prerequisite: A permit card S/U grade only.

Writing Skills III

WRITE 101, 1-5 credits

Strategies and organization for writing required in college-level courses. S/U grade only. Prerequisite: ENGL 101 (or eligibility) and a permit card.

Build Effective Sentences

WRITE 104, 5 credits

Learn to diagram and edit sentences for mechanics and structure to improve effectiveness and sophistication of academic writing. Emphasis on sentence construction. S/U grade option. Prerequisites: Minimum 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 access and analyze printed and electronic sources. Emphasis on documenting sources and avoiding plagiarism. Prerequisite: ENGL 100 or minimum scores of 85 on ACCUPLACER reading or 52 on Stanford, and 86 on ACCUPLACER writing or equivalent.

“We’re ensuring a better future for our daughter.”

Tran Nguyen and Truc Hoang
Associate of Arts Degree

Edmonds Community College had everything these educated professionals from Vietnam needed to make a new start – from English as a Second Language classes to bachelor's degrees on our campus from Central Washington University-Lynnwood.



Mom and Dad's future jobs: accountant, banker
Five-year-old Chou Chou's future job: anything she wants!
Best part of Edmonds Community College? "On-campus childcare."

IS THIS WHAT YOU'RE LOOKING FOR?

Accounting...page 9, 16

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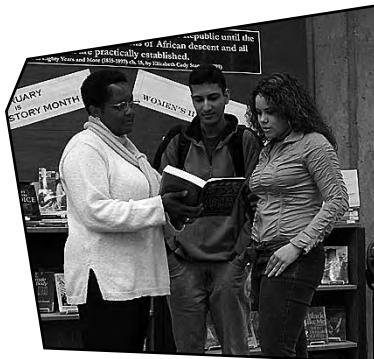
MORE ON THE WEB

a home for partnerships
<http://families.edcc.edu>

INSIDE CHAPTER 7...

the 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

Kay Field
Ronald Howell
Jack McRae
Mary Helen Roberts
Alison Sing

FACULTY AND ADMINISTRATION

David J. Adams
Instructor, Mathematics; B.S. 1988, Ohio University; M.S. 1990, Ohio University.

Paul Ancona
Instructor, Social and Human Services; B.S. 1960, City College of New York; M.S.W. 1971, University of Washington.

Roger W. Anderson Jr.
Associate Dean, Research and Planning; B.A. 1971, Pacific Lutheran University; M.Div. 1975, Lutheran School of Theology at Chicago; Ph.D. 1985, The Divinity School, The University of Chicago.

Elizabeth A. Angland
Instructor, Developmental Education; B.A. 1962 University of Washington; M.A. Education 1984, Central Washington University.

Kelley Ankiel-Miller
Instructor, Developmental Education; A.A. 1988, Everett Community College; B.A. 1990, Seattle Pacific University.

Charles T. Ardary

Instructor, Physics and Astronomy; B.A. 1972, U.C.L.A.; M.S. 1976, Oregon State University.

Rick Asher

Dean, Humanities and Social Science; B.A. 1975, Western Washington University; M.Mus. 1972, University of Oregon.

Patrick Averbeck

Instructor, Mathematics; B.S. 1990, San Diego State University; M.S. 1993, Oregon State University; Ph.D. 2000, Oregon State University.

Martha Baker

Instructor, Computer Information Services. A.T.A. 1998, Edmonds Community College.

Michelle M. Beauclair

Instructor, French; B.S.L.A. 1986, Georgetown University; M.A., 1989, University of Wisconsin-Madison; Ph.D., 1994, University of Wisconsin-Madison.

Kathleen Beem

Vice President of Human Resources and Employment Services; B.S. 1970, Oregon State University; M.S. 1977, University of Oregon.

Rae Ellen Berthelsen

Associate Dean, Financial Aid and Veterans Programs; B.A. 1998, University of Washington.

William J. Bettencourt

Instructor, International Business; B.A. 1976, San Francisco State University; M.I.M. 1980, American Graduate School of International Management.

Paul T. Bladek

Instructor, Computer Science; B.A./A.T.A. 1977, Gonzaga University; M.F.A. Painting 1980, University of Kentucky; M.S. Computer Graphics, 1990, Eastern Washington University.

Susanne Bohmer

Instructor, Sociology; B.A. 1983, University of Oregon; M.A. 1984, University of Oregon; Ph.D. 1992, University of Oregon.

Paulette Botley

Instructor, Mathematics: B.A. 1973, University of Washington.

David W. Breed, Jr.

Instructor, Developmental Education; B.A. 1991, San Diego State University; M.Ed. 1998, Western Washington University.

Alan C. Briggs

Instructor, Health, Physical Education; B.A. 1966, University of Washington; M.S. 1967, University of Washington.

Ted Briggs-Comstock

Instructor, Printing; B.A., 1968, University of Washington.

Walter F. Bubelis

Instructor, Horticulture; B.A. 1964, Wabash College; M.S. 1968, University of Washington.

Dale C. Burke

Librarian; B.A. 1974, Milton College; M.A. 1979, University of Wisconsin - Madison.

Michael L. Cain

Instructor, Developmental Education; B.A. 1967, University of Washington; M.A. 1979, University of Michigan; Microcomputer Applications/Support Specialist Certificate 1999, Edmonds Community College.

Nelida L. Caldito

Instructor, Developmental Education; B.A. 1967, University of the Philippines; M.A. 1979, University of San Agustin.

David E. Chalif

Dean, Math and Science Division; B.A. 1967, University of Colorado; M.A. 1968, University of Washington; M.S. 1971, University of Washington; Ph.C. 1971, University of Washington.

Thomas W. Chow

Instructor, Geography; B.A. 1976, University of Massachusetts; M.A. 1989, University of Washington.

Chandler Clifton

Instructor, Developmental Education; B.A. 1966, Louisiana Polytechnic Institute; M.Ed. 1991, Antioch University.

Dana F. Connolly

Executive Director of Head Start; B.S. 1972, University of Wisconsin-Stout.

David Cordell

Dean, International Education; B.A. 1970, University of Washington; M.I.A. 1977, The School for International Training.

Cathleen J. Costa

Instructor, Intensive English as a Second Language; B.A. 1975, University of California; M.A. 1990, University of California.

William E. Covington

Instructor, Paralegal Program; B.A. 1973, New York University; J.D. 1977, University of Michigan Law School.

Charles N. Cox

Instructor, English as a Second Language; B.A. 1969, Central Washington University; Certificate in T.E.S.L., 1971, University of Hawaii; M.A. 1994, City University.

Sandra A. Cross

Instructor, Speech; B.A. 1973, University of Washington; M.Ed. 1978, University of Washington; Ph.D. 1997, University of Washington.

Niko Culevski

Instructor, Computer Science; B.A. 1997, University of California-Los Angeles; M.S. 1981, University of Minnesota-Minneapolis/St. Paul.

Robin P. Datta

Instructor, Political Science; B.A. 1986, University of Wisconsin; M.A. 1988, University of Delaware; Ph.D. 1997, University of California.

Richard L. Davis

Instructor, Mathematics; B.A. 1981, Humboldt State University; M.A. 1985, University of Washington.

Jill C. Davishahl

Instructor, Engineering; B.S. 1997, Union College; M.S. 1999, University of Washington.

Gisela D. Dicklin

Instructor, Business Information Technology; M.S./B.S. Ed. 1990, Northern Illinois University.

Theodora Doromal-Fletcher

Instructor, Developmental Education; B.S. 1974, University of Santo Tomas; M.Ed. 1997, Western Washington University.

Jeffrey E. Eldridge

Instructor, Math; B.S. 1989, University of Washington.

Keith A. Evans

Instructor, Digital Music; B.A. 1984, Central Washington University.

Gail M. Ferguson

Instructor, Speech; B.A. 1981, University of Washington; M.S. 1985, Arizona State University.

Melissa Brown Filkowski

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“I’m going to do something I feel passionate about.”

Ed Delgado

Associate of Technical Arts Degree

After being laid off from his job in the aerospace industry, Delgado chose Edmonds Community College for its Social and Human Services program and excellent Services for Students with Disabilities. “It’s been a wonderful stepping stone to reaching my academic goals, including a master’s degree in human development.”



Future job: Rehabilitation specialist, helping people with disabilities become self-sufficient

Legally blind, he takes online classes at the college using assistive technology.

IS THIS WHAT YOU'RE LOOKING FOR?

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things you need to know

<http://students.edcc.edu>

INSIDE CHAPTER 8...

a tool to navigate the catalog

What's to say? It's the alphabetical index to the programs and services at Edmonds Community College.

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Future job: musician, business owner

A guitarist, she just had to try out the college's synthesizers. She's pictured here with student Adam Bacot, another digital music enthusiast.

"I'm figuring out what I want to do next."

Kari Switzer

Running Start, Digital Music

"It's definitely worth the time," she said of her commute from Whidbey Island to Edmonds Community College. "This is a good place to come to with an interest and explore all the different classes," she said. After graduation Washington State University's at the top of her list.

IS THIS WHAT YOU'RE LOOKING FOR?

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what our students say about the college



Lynnwood Hall: Start Here

When you first come to campus you'll definitely be looking for Lynnwood. The first floor is home to all the services you need to start your college career: including admissions, advising and financial aid. You'll find job and internship opportunities (2nd Floor) and a place to study and get help with assignments in the library (3rd Floor). Visit the art gallery to gain some perspective. See building #1 on the map.



Triton Union Building: Student Life

When you've been hitting the books hard, you've earned some social time – head for Triton Union, the hub of campus life. Pick up a bag of popcorn and relax in the student lounge or game room or head upstairs to Mulligan's Café. Your college education is what happens in your classes – and more. At the Office of Student Life, you can get involved in a variety of student activities and find out about all the events happening at the college. See building #10 on the map.



Beresford Building: Health & High-Tech Labs

When you're studying for an in-demand career, you'll want to learn using much of the same equipment you'll find in the workplace. That's why, in the Beresford Building, you'll find a health care lab and computer, electronics and networks equipment for students in those programs. Online students: Beresford is also the physical location of your Distance Learning Office. See

(1) Lynnwood Hall
Enrollment Services
Student Financial Services
Career Action Center
Library/Art Gallery
Computer Labs
Counseling Center

(2) Mountlake Terrace Hall
(under construction to winter 2005)

(3) Woodway Hall
Classrooms
Science Labs

(4) Brier Hall
Bookstore
College Cafe
Triton Marketplace
(Cafeteria)
Science Labs

(5) Alderwood Hall
Computer Labs

(6) Snohomish Hall
Administration Offices
Classrooms
Computer Labs

(7) Meadowdale Hall
Campus Security
Classrooms

(8) Mill Creek Hall
Music Department
Classrooms

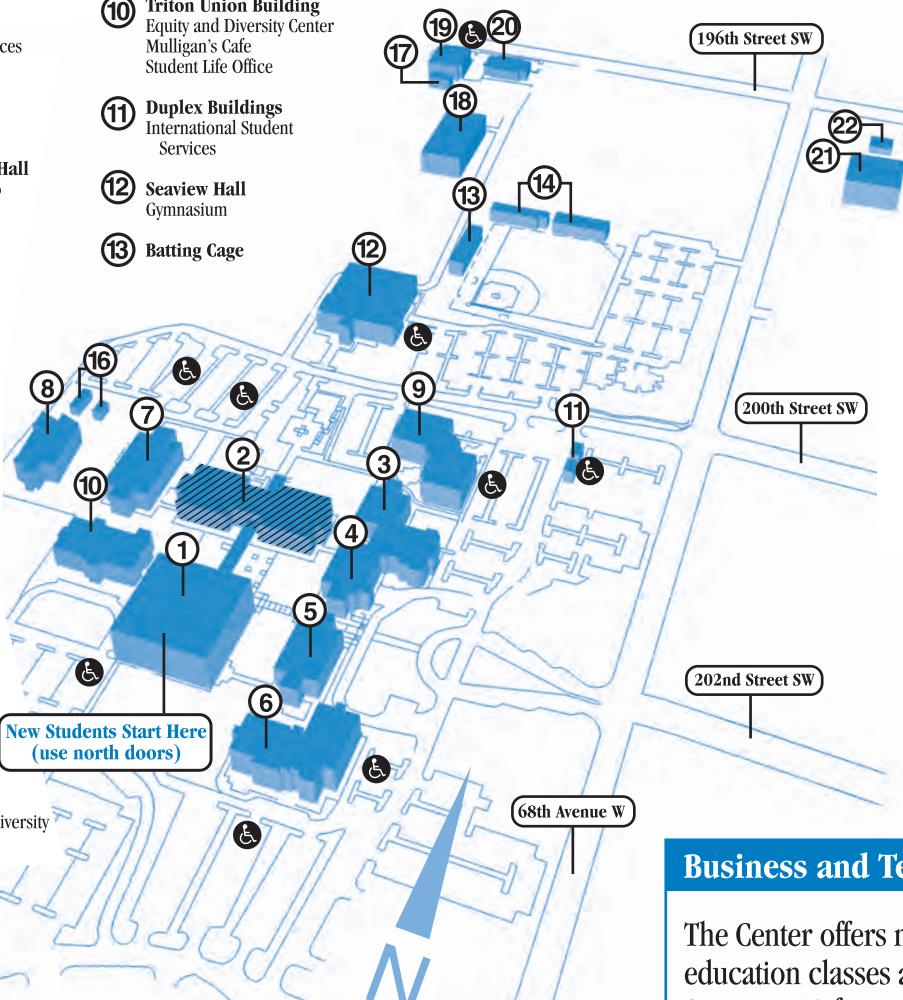
(9) Snoqualmie Hall
Central Washington University
Classrooms

(10) Triton Union Building
Equity and Diversity Center
Mulligan's Cafe
Student Life Office

(11) Duplex Buildings
International Student
Services

(12) Seaview Hall
Gymnasium

(13) Batting Cage



Parking for people with disabilities

For information on how to get to campus,
where to park, the shuttle service,
construction projects and department
re-locations go to <http://campus.edcc.edu>

GETTING TO THE COLLEGE



Business and Technology Center

The Center offers many continuing education classes and programs.
See page 10 for more information.

728 134th St SW Bldg A, #128
Everett, WA 98204
(425) 640-1840 • www.btc.edcc.edu





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