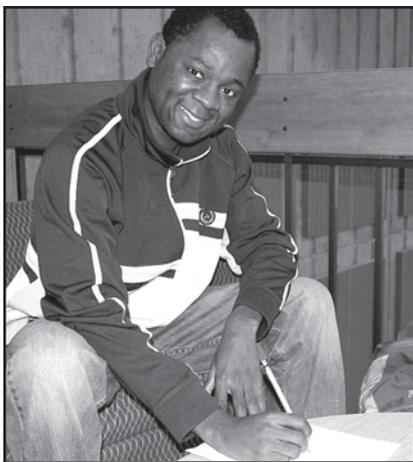




Edmonds Community College 2008-2010





Looking for a high-quality college? Start here.

We want you to be our student!

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

Go to Enrollment Services

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

Step 1: Apply for admission

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

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

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

Step 3: Meet with an adviser, attend orientation

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

Step 4: Register for classes

Register online or in person at Enrollment Services. You will need your student identification number, and your PIN. Classes are listed online and in the quarterly class schedule, <http://schedule.edcc.edu>.

Step 5: Pay tuition

You can pay tuition online at <http://tuition.edcc.edu> or on the first floor of Lynnwood Hall using credit card, check or cash. You can also sign up for our tuition payment plan online or in the Cashier's Office. Pay your tuition in three installments.

Step 6: Purchase your books, get your EdPass

Buy your books online or from the bookstore in Brier Hall, get your EdPass card to ride local buses for free and check out books from our library.

Go to class, listen and ask questions!

Find the Program That's Right for You

Each year 10,500 students take courses for credit toward a certificate or degree at Edmonds Community College. More than 50 percent seek transfer degrees for bachelor's programs, 29 percent seek degrees that lead directly to jobs, and others take continuing education classes for personal enrichment and workplace skills. **See Chapter 2** for information to help you choose the degree, certificate or classes that best meet your goals.

Get Money for College

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

Welcome!

People come to Edmonds Community College at various times in their lives seeking a variety of educational opportunities.

But they all have this in common – motivation. They are ready to pursue their educational goals to achieve a brighter future for themselves and their families.

You value your education and we're here to provide quality learning and service opportunities and support as you achieve your goals, focus your ambition and **pursue your passion in life.** We want to ignite the fire within you that you will carry to your next school or career.

We look forward to your contribution to our community of learners, and working together to make a difference in the future.

When you set foot on campus, please know this is your college. **You are in the right place.** Seek out the resources you need and have a great experience!



“I’ve enjoyed the opportunity to work one-on-one with teachers.”

Kacie McCarty
Running Start, Associate of Science
LEAF school (Learn-n-serve
Environmental Anthropology Field)
service-learning opportunities

Table of Contents: Explore

Why Edmonds Community College?

Page 5-10

Students and Community: At the Heart of All We Do

- Mission, Philosophy, Vision, Learning Focus and Accreditation

A Leader in Online Learning

Bachelor's Degrees, Start at Edmonds CC

Career Training

- Listing of professional-technical programs

Center for Families

College Credit for High School Students

Continuing Education

International Students

Opportunities for Better Skills, Better Jobs

- I-BEST and Opportunity Grants

Service-learning

Opportunities for the Business Community

Programs of Study

Page 12-25

General Education Requirements

Associate of Arts Degree

Associate of Science Degree

Associate in Applied Science-T Degree

Associate of General Studies Degree

Associate of Technical Arts Degrees and Certificates

Career Training and Pre-College Programs

- Accounting
- Adult Basic Education
- Adult Basic Education/English as a Second Language
- Adult High School/GED
- Allied Health Education
- Bridge: Improving Reading, Writing and Study Skills
- Business Information Technology
- Business Management
- Career, College and Life Success
- Chemistry Laboratory Technician
- Computer Information Systems
- Computer Science
- Computers, Electronics and Networks
- Construction Industry Training
- Construction Management
- Coordinated Studies
- Counseling Psychology
- Culinary Arts
- Early Childhood Education
- E-Business
- EdCAP (ages 16-21)
- Education
- Engineering
- Family Life/Parent Education
- Family Support Studies
- Fashion
- Fire Officer
- GED: General Education Development
- Honors Program
- Horticulture
- Hospitality and Tourism
- International Business
- Internships
- Nursing
- Occupational Safety and Health Technician
- Paralegal
- Project Management
- Social and Human Services
- Visual Communications and Multimedia

Distribution Requirements List

Degrees and Certificates

Your Options at Edmonds CC

Getting Started

Page 27-31

Enrollment Services

Testing Center

Orientation and Advising

Tuition and Fees

Student Financial Services

Veterans' Programs

WorkFirst Program

Food Stamp Employment and Training Program (FSET)

Work Study

Worker Retraining

Foundation Scholarships

Student Life and Services

Page 33-37

Academic Advising

Career Action Center

Campus Security

Childcare

College Bookstore

Counseling and Resource Center

Diversity Affairs

Housing for Students

Learning Support (tutoring)

Library and Learning Commons

Music and Theatre Arts

Services for Students with Disabilities

Study Abroad

Student Life and Development

Transportation Services

TRiO Student Support Services

Wireless Campus

Policies, Requirements and Records

Page 39-46

Academic Requirements

Student Grades

Ways to Earn Credit

General Policies

Student Records

Student Rights, Freedoms and Responsibilities

Catalog Policy

Course Descriptions

Page 48-123

Accounting through Writing Skills

Common Course Numbering

We're Here for You

Page 125-129

Board of Trustees and Full-time Faculty and Administrators

Index / Glossary

Page 131-136

Another Way To Find Information



“ I’m learning valuable skills for my future. The broad range of classes offered gave me more options. ”

Hing Potter
Associate of Arts

More than meets the eye: International Community

Hing chose Edmonds CC because it was close to his home and the University of Washington where he plans to study international relations. He’s found an international community at Edmonds CC – 788 students from 50 countries. Hing meets many of them as a resident assistant for student housing. A new residence hall opens on campus Fall 2009.

<http://housing.edcc.edu>



Chapter 1...

Why Edmonds Community College?

Opportunities to Capture Your Future

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

Students and Community: At the Heart of All We Do

<http://about.edcc.edu>

Our Mission

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

Philosophy

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

Vision

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

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

A Consistent Learning Focus

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

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

Critical Thinking

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

Group Interaction

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

Quantitative Skills

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

Written and Oral Communication

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

Accreditation

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



A Leader in Online Learning

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

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

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

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

Washington State University

<http://wsudegree.edcc.edu>

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

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

University of Washington

<http://uwdegree.edcc.edu>

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

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

Bachelor's Degrees Start at Edmonds CC

<http://transferdegrees.edcc.edu>

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

Students with a variety of goals may begin their college careers right here on our campus. The college offers the Associate of Arts and Associate of Science degrees, which correspond to the first two years of study at a four-year college or university, and an Associate in Pre-nursing degree which articulates with four-year nursing programs, and Associate in Elementary Education which prepares students to enter the College of Education at universities.

The college also offers an Associate in Applied Science-T degree, a professional-technical degree with a core of general education courses that are commonly

accepted for transfer to a four-year institution.

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

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

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

Central Washington University-Lynnwood

<http://cwu.edcc.edu> • (425) 640-1574

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

- Bachelor of Arts Degrees
 - Education
 - Elementary Education
 - Mathematics: Teaching Secondary
 - Law and Justice
- Bachelor of Science Degrees
 - Accounting
 - Business Administration
 - General Science: Teaching Social Services
 - Interdisciplinary Studies
 - Safety and Health Management
- Bachelor of Applied Science Degree
 - Food Service Management
 - Information Technology and Administrative Management
 - Safety and Health Management
- Master of Arts Degree
 - Professional Accountancy
- Certificate Programs
 - Supply Chain Management
 - Teaching Secondary Mathematics

Other Flexible Learning Options

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

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

Special Transfer Agreements

<http://transfer.edcc.edu>

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

Career Programs

<http://careers.edcc.edu>

Edmonds Community College leads our state in meeting the changing needs of the workforce. Students may choose from degree or certificate programs that prepare them for a variety of careers.

The programs help students increase existing job skills or train for a new career. For more information on your educational choices, see Chapter 2, Programs of Study.

Choose degrees or certificates from these departments:

- Allied Health
- Business
- Business Management
- Business Information Technology
- Computer Information Systems
- Computer Science
- Computers, Electronics and Networks
- Construction Industry Training
- Construction Management
- Culinary Arts
- Early Childhood Education
- Family Support Studies
- Fire Officer
- Horticulture
- Hospitality and Tourism
- International Business
- Materials Science Technology
- Occupational Safety and Health
- Paralegal
- Social and Human Services
- Visual Communications/Multimedia

See page 24-25 for a list of all degrees and certificates.

Center for Families

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

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

Childcare for Students

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

Head Start and Early Head Start

Low-income families with children birth to 5 years of age may qualify for this

federally- funded program that provides child development, early learning and parent self-sufficiency services. The Center for Families also houses a Snohomish County Head Start preschool program to provide these services. Three- and four-year-olds may enroll in either a part-day/part-year preschool or a full-day/full-year preschool that works with local licensed childcare centers. Families living in Everett with infants and toddlers may enroll in a year-round home-based program. For enrollment information, call (425) 712-9000 or (425) 259-3934. See Chapter 5 for the non-discrimination policy.

College Credit for High School Students

College in the High School

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

Running Start

<http://runningstart.edcc.edu>
(425) 640-1761

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

Tech Prep

<http://techprep.edcc.edu>
(425) 640-1398

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

Programs of Study

This program provides academic, technical and job preparation leading to today's high skill and in demand careers. Programs of study link high school and college education programs, and connect students with support services that assist them in developing and reaching personal, academic and career goals.

Continuing Education

Edmonds Community College offers diverse opportunities to individuals and businesses to take non-credit or credit classes for personal enrichment or specialized training. Students can take classes from the ArtsNow program or via the Business and Training Center.

ArtsNow

www.edcc.edu/artsnow
(425) 640-1243

Headquartered at the college's conference center in downtown Edmonds, the program offers classes to help artists develop creative and entrepreneurial skills as well as community classes that encourage artistic expression and cultural understanding. Non-credit classes, offered both on and off campus, include the visual, performing, literary, language and media arts taught by experienced instructors.

Business and Training Center

www.the-btc.com • (425) 640-1840

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

Business and Professional Development

Workshops range from small business finance to leadership and supervision.

Computer Workshops

One- and two-day workshops and online classes offered on a variety of software

programs help students learn new skills or update current ones. Topics include computer basics, databases, desktop publishing, financial programs, Internet, presentations, spreadsheets, tech support, web design and word processing.

Customized Training

Staff members assist employers identifying educational needs of employees and develop appropriate training services. Everyone from line supervisors to executives benefit from experienced, professional trainers who understand business. Onsite training available.

Federal Aviation Administration

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

Flagging

This popular seminar trains flaggers for the construction and utilities industries. Students receive a flagging certificate valid for three years in Washington, Oregon and Idaho.

Information Technology Certification and Specialization Training

Certification training offered in CATIA, Network+, Cisco Certifications, Linux+, QoS and Voice Over IP. Programs focus on teaching students in-demand, marketable skills. These courses do have continuing education credits attached. Taught by experienced instructors with in-depth, hands-on knowledge in the field.

Lifelong Learning/Personal Enrichment Classes

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

such as finance, fitness, golf, health, and nutrition.

Online Courses

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

Personal Trainer

www.witseducation.com

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

U.S. Citizenship Program

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

Creative Retirement Institute

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

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

International Students Make Our Campus More Diverse

<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 academic

programs or the Intensive English as a Second Language program.

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

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

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

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

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

Opportunities for Better Skills, Better Jobs

The college offers programs for GED, Adult Basic Education, Adult High School Completion or English as a Second Language students to pursue training to move into in-demand jobs in the community.

I-BEST

www.edcc.edu/ibest • (425)640-1593
I-BEST, Integrated Basic Education and Skills Training, assists students to improve their employability while they gain English, math and study skills. One and two quarter certificate programs prepare students for jobs as certified nursing assistants, phlebotomists, EKG technicians, solderers and braziers, assemblers, construction workers, medical billers and medical records

assistants. I-BEST advisers provide one-on-one support and assist students to find scholarships and financial aid.

I-BEST career programs available in:

- Allied Health Education
- Business Information Technology (Medical Billers, Medical Records Assistants)
- Computers, Electronics, and Networks
- Construction Industry Training

Opportunity Grant

www.edcc.edu/opportunity
(425) 640-1921

Academic and financial support provided by the Opportunity Grant Program for GED, Adult Basic Education, Adult High School Completion or English as a Second Language students interested in training for employment in three high wage, high demand industries – health care, computer electronics and construction. Students must meet minimum eligibility requirements to be accepted into the program.

Service-learning

www.edcc.edu/servicelearning
(425) 640-1866

The Center for Service-Learning provides support for service-learning courses and events at the college and in the community. Service-learning enriches the educational experience by combining meaningful community service with instruction and reflection. Students engage in and help strengthen their community while earning college credit and gaining real world experience. They also have opportunities to earn AmeriCorps scholarships. Edmonds Community College students provide nearly 30,000 hours of service to 57 organizations per year in the college's nationally recognized service-learning program.

New Residence Hall • Opens Fall 2009

www.edcc.edu/housing



Construction begins spring 2008 on a new four-story Residence Hall with room for 180 students just north of the college's main entrance.

New residence hall features:

- 37 four-bedroom units
- Nine two-bedroom units
- Nine studio units
- Common space on each floor
- Community room with kitchen

Creating Opportunities for the Business Community

Business Outreach and Development

(425) 640-1694

Team members help businesses, corporations and agencies thrive through expert consulting, workforce skill development, and recruitment services. The team tailors services to meet business needs for interns, market-ready candidates qualified for work now, or the development of customized training for incumbent workers.

Materials and Process Development Center

www.the-mpdc.com • (425) 267-5731

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

Small Business Development Center

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

The Edmonds Community College Small Business Development Center (SBDC) is a partnership of Edmonds Community College, Washington State University and the U.S. Small Business Administration. The SBDC provides professional, no fee, confidential business advising to existing businesses and access to business research, resources and training.

SBDC advisors are certified by the Washington Small Business Development Center and have significant experience as

business owners and managers as well as graduate level education. They help improve profitability and growth with assistance in buying, selling or launching a business, developing a business plan, choosing and utilizing new technology, improving marketing and analyzing financial statements.

The Edmonds Community College SBDC is committed to the success of the Snohomish County business community and continues to prove this value by helping business owners achieve an average annual sales increase of 15 percent as well as receiving various state awards such as the WSBDC "Million Dollar Club Award" for helping business owners achieve over \$8 million in capital formation over the past six years and the 2002 Washington State Department

of Trade and Economic Development Innovation Award for "best practices."

Look online for our current list of small business workshops Training covers business planning, financial business basics and strategic marketing.

Business Counseling

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

Edmonds Conference Center

www.edmondsconferencecenter.com • (425) 640-1808



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



“ I found the best career for me and took the opportunity to continue my education. ”

Mary Grace Baldoz
High School Completion,
Nursing-LPN Certificate
Edmonds CC Foundation scholarship,
Opportunity Grant recipient

More than meets the eye: Opportunity and Resources

At first Mary Grace, a working mom, couldn't see herself having time for classes. After earning her high school diploma and taking career exploration classes, she's now working toward a career in nursing with help from a state grant and college scholarship. "I want to be an example to my family and kids," she says.

www.edcc.edu/support



Chapter 2...

Programs of Study

Your Educational Choices

Edmonds Community College offers many opportunities to help you find a path that best fits your educational goals. Do you want to start your bachelor's degree at Edmonds CC? Or maybe you're more interested in short-term training for in-demand jobs. Our programs are outlined in this chapter. The college also offers programs to complete a high school diploma or earn a GED.

Degrees

- Associate of Arts
- Associate of Science
- Associate of Applied Science-T
- Associate of Technical Arts
- Associate of General Studies

Certificates

Certificates are awarded to students who complete specific requirements within a professional-technical program and are offered in a number of interest areas.

See the degrees and certificates chart at the end of this chapter. Go online for the most up-to-date listing of programs available at Edmonds Community College: <http://requirements.edcc.edu>.

Diplomas

- High School Diploma
- GED

General Education Requirements

The general education components of the Associate of Arts and Associate of Science degrees meet the requirements of the Northwest Association of Schools and Colleges (NASC) and are based on Associate Degree Guidelines developed by the Intercollege Relations Commission and the Washington State Board for

Community and Technical Colleges. The general education requirements for Associate of Technical Arts degrees and certificates of 45 credits or more also meet the NASC requirements that provide professional/technical knowledge and skills to a changing society and to match employer expectations in the workplace.

Associate of Arts Degree (90 credits)

<http://transferdegrees.edcc.edu> • (425) 640-1459

The Associate of Arts degree is designed to provide students with a broad background during their first and second year of study. Our degree follows guidelines set by the state's Intercollege Relations Commission. These guidelines satisfy the lower-division general education program of baccalaureate institutions within Washington state. Our associate degree curriculum is designed to give students a general education that transfers to four-year universities for bachelor's degrees. Our Associate of Arts degree focuses on helping students learn the skills they need to succeed in completing a bachelor's degree, including:

- Developing college-level academic skills, such as literacy, quantitative and critical thinking, composition and the acquisition of information.
- Learning fundamental methodological issues, including modes of inquiry basic to philosophical, scientific,

mathematical, social, historical and literary studies.

- Learning fundamental and traditional areas of knowledge in humanities, arts, natural and physical sciences, mathematics and the social sciences.
- Integrating knowledge drawn from diverse areas of study.
- Gaining a general intellectual framework for understanding, rather than focusing on specialized studies.

Our transfer agreements ensure that a student who completes an Associate of Arts degree will have satisfied most lower-division general education or core requirements at various baccalaureate institutions. The transfer student who has earned a degree covered by the above-guidelines will generally have junior-level standing (90 quarter credits or 60 semester credits) at the receiving institution. Students who transfer within these agreements must also meet requirements in the four-year universities major, minor or professional programs.

A minimum of 65-quarter hours of general education courses must be distributed as follows:

Communication Skills (10 credits)

ENGL 105, ENGL 205

Quantitative/Symbolic Reasoning Skills (5 credits)

Choose from: MATH 117, MATH 131, MATH 132, MATH 140, MATH 150, MATH 151, MATH 240, CMPSC 115, CMPSC 142, CHEM 131, PHYS 201, SOCIO 200, PHIL 200

Intermediate Algebra Proficiency

All students must be proficient in intermediate algebra. Proficiency may be satisfied by completion of high school mathematics through second year algebra, by course challenge, or by completion of MATH 90 or MATH 95 or a mathematics course for which MATH 90 or MATH 95 is a prerequisite.

Distribution Requirements (50 credits)

Within the distribution requirements, integrative, synthesizing courses and programs, including interdisciplinary courses and linked sequences of courses, are recommended, especially when degree requirements are two disciplines per area. See page 23.

- Humanities (15-20 credits)
- Social Sciences (15-20 credits)
- Natural Sciences (15-20 credits)

In addition to the above general education requirements, all students must complete a course satisfying the cultural diversity requirement as identified in the quarterly class schedule, complete three credits of Health/PE, and complete electives for at least 90 credits.

Associate of Science Degree (90 credits)

<http://transferdegrees.edcc.edu> • (425) 640-1459

The Associate of Science degrees (Tracks 1 and 2) are designed to prepare science and engineering majors for transfer to a four-year school with standing as a junior. All of our Associate of Science degrees adhere to guidelines developed under the guidance of the Washington State Board of Community and Technical Colleges. Most coursework is in specified mathematics, science, and engineering, but includes the general education

requirements outlined below. Edmonds Community College offers Associate of Science degrees with areas of emphasis in Biology, Chemistry, Environmental Science, Geology and Earth Science, Physics, Computer Science, General Pre-Engineering, and the Pre-Engineering areas of Bioengineering: Chemical, Computer, Electrical, Mechanical, Civil, Industrial, and Materials Science.

Communication Skills (minimum 10 credits)

ENGL 105, ENGL 205 or ENGR 231

Mathematics (10 credits)

MATH 151, MATH 152

Humanities and Social Sciences (minimum 15 credits)

Minimum 5 credits in Humanities; and minimum 5 credits in Social Sciences, and an additional 5 credits in either Humanities or Social Sciences. See page 23.

Associate in Applied Science-T Degrees (90 credits)

<http://transferdegrees.edcc.edu> • (425) 640-1459

The Associate in Applied Science-Transfer degree is built upon the technical courses required for job preparation, but also includes a college-level general education component, common in structure for all such degrees. The general education courses for the degree are drawn from the same distribution requirements list as those taken by students completing the Associate of Arts or the Associate of Science degrees. The Associate in Applied Science-T degree prepares graduates for jobs requiring two-years training or for transfer to four-year schools with specific bachelor's programs that accept this degree.

Each degree is awarded upon completion of the general education requirements and technical electives as outlined on each program requirement sheet.

The general education component of the Associate in Applied Science-T degree is

comprised of not fewer than 25 credits in courses generally accepted as transfer credits. These 25 credits must include the following:

Communication Skills (minimum 5 credits)

ENGL 105, ENGR 231, SPCH 120

Computation/Quantitative Skills (minimum 5 credits)

MATH 117, MATH 131, MATH 132, MATH 240

Distribution Requirements (minimum 15 credits)

See page 23.

- Humanities (minimum 5 credits)
- Social Sciences (minimum 5 credits)
- Natural Sciences (minimum 5 credits)

See requirements on Associate in Applied Science-T program requirement sheets for specific course listings. In addition to the general education requirements, students must also complete a cultural diversity course as identified in the quarterly class schedule.

Associate of General Studies Degree

<http://programs.edcc.edu/ags> • (425) 640-1459

The Associate of General Studies degree grants students academic recognition for an individually designed program of 90 credits of course work. This course work is designed for students not planning to transfer to a four-year school. The general education requirements are described below.

Communication Skills (10 credits)

BSTEC 107, BSTEC 110, EAP 121, ENGL 105, SPCH 100, SPCH 105, SPCH 109, SPCH 115, SPCH 120, SPCH 201, SPCH 220

Quantitative Skills (5 credits)

MATH 60 or above, BUS 130, CMPSC 115, PHIL 120, SOCIO 200

Distribution Requirements (15 credits)

See page 23.

- Humanities (5 credits)
- Social Sciences (5 credits)
- Natural Sciences (5 credits)

In addition to the above general education requirements, all students must complete a course satisfying the cultural diversity requirement as identified in the quarterly class schedule and complete three credits of Health/PE.

Associate of Technical Arts Degrees and Certificates

<http://careers.edcc.edu> •
(425) 640-1459

Associate of Technical Arts degrees require at least 90 credits and Technical Arts certificates require at least 45 credits. These credentials provide professional and technical training and have the following general education requirements.

Communication

Choose from: ENGL 100, ENGL 105, ENGL 205; BSTEM 107, BSTEM 110, BSTEM 245; ENGR 231; SPCH 100, SPCH 115, SPCH 120; COMM 101

Computation

Choose from: BUS 130; ACCT 101; PHIL 120; MATH 117, MATH 131, MATH 140, MATH 240; CIS 114; CEN 150, CEN 166, ECE 120

Human Relations

Choose from: SHS 114, 115, 109; BSTEM 108, BSTEM 240, BSTEM 260; MGMT 100, MGMT 211; CIS 162; ECE 238, 243; PSYCH 100, SOCIO 110; COMM 101; SPCH 100, SPCH 109, SPCH 115; Copsy 101; WOMEN 200; FSS 195, 210, 215; all ANTHR courses.

See general education requirements on Associate of Technical Arts degree and certificate requirement sheets for specific course listings.

In addition to the above general education requirements, all students must complete a course satisfying

the cultural diversity requirement as identified in the quarterly class schedule.

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

Accounting

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

Exceptional is the best word to describe the career potential for today's accounting students. Our programs incorporate courses that teach communication, problem-solving skills, computer applications and accounting expertise. All courses necessary to complete a certificate or two-year degree are offered in the traditional mode as well as online.

Associate of Arts Degrees

- Business Administration (Minimum 90 credits)
Students completing this degree may transfer as a junior in business administration to most four-year colleges and universities. Also available online for transfer to Washington State University.
- Accounting Transfer (90 credits)
Students completing the Associate of Arts degree in accounting/business administration may transfer as a junior to a four-year college or university. Available online.

Associate of Technical Arts Degrees

- Accounting (90 credits)
Prepares students for jobs in accounting, such as executive assistants, managers or jobs that require working with budgets and financial information. Along with accounting, courses include technology, management and communication.
- Business-Credit Management Specialization (91 credits)
Designed for those currently employed in credit management or interested in working in that field. Courses offered through the National Association of Credit Management may be applied to an Associate of Technical Arts degree. This degree prepares graduates for entry-level positions in the credit industry. This is not the Associate of Arts degree, which

prepares students for transfer to four-year colleges and universities.

Certificate Program

- Accounting for Small Businesses (30 credits)
Designed for students with little or no work experience. The certificate provides students with an introduction to basic accounting skills, and business technology used by small businesses. The program is intended to give students the necessary skills in bookkeeping, taxes, financial software, and communication for employment with small businesses. Courses from this certificate may apply to the Accounting Clerk certificate and Accounting Associate of Technical Arts degree.

Adult Basic Education (ABE)

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

Adult Basic Education classes prepare students for GED preparation, I-BEST, or other college classes and programs through instruction in reading, writing and math. Departmental orientation and advising are required for placement. Pathways to Independence and Employment, a three-quarter program for students with intellectual and developmental disabilities, allows students to practice and improve their independence, social networking, and employment skills. Departmental advising is required for placement. Students receive a certificate of participation upon completion.

Adult Basic Education English as a Second Language (ESL)

www.edcc.edu/abeesl • (425) 640-1478

The Adult Basic Education ESL program provides ESL classes to non-native English speaking immigrants and citizens. Students learn listening, speaking, reading and writing skills. Day and evening classes are provided at six levels—beginning literacy through advanced. College prep, vocational ESL with Allied Health, and career and community exploration classes are also offered.

Adult High School

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

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

Allied Health Education

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

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

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

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

Certificate Programs

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

- **Clinical Laboratory Assistant (25 credits)**
The Clinical Laboratory Assistant Program is designed to prepare students for

entry-level positions in clinical laboratory settings such as medical centers, outpatient laboratory facilities and research laboratories.

- **Health Unit Coordinator Certificate (29 credits)**
Health Unit Coordinators work in hospitals, clinics, assisting nursing staff with non-clinical clerical tasks. They perform a variety of services for patients, visitors and hospital management. They are an important link between departments, health-provider staff, patients and visitors. Unit coordinators must have excellent written and verbal communication skills.
- **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 who perform diagnostic tests to assess a patient's heart rhythm and rate.
 - **Nurse Assistant Certificate (8 credits)**
A member of a patient care team who takes vital signs, assists patients with personal hygiene, changes linens and controls infection.
 - **Phlebotomy Technician (9 credits)**
A health care professional who collects blood for clinical laboratory testing.
- **Pharmacy Technician (39 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.

Bridge: Improving Reading, Writing and Study Skills

<http://brdge.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.

Business Information Technology

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

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

Associate of Technical Arts Degrees

- **Legal Office Specialist (90 credits)**
Prepares students for entry-level jobs in legal settings, such as clerks, claims assistants, case assistants, office coordinators or word processors. Students can combine this degree with the paralegal program to acquire the technical skills needed by legal administrative assistants.
- **Medical Information Technology (90 credits)**
Prepares students for employment as a coder/technician or manager/supervisor in a hospital, ambulatory health care facility, skilled nursing facility, government health agency, law and insurance firms, pharmaceutical companies, or with medical product vendors.
- **Office Supervision and Management (90 credits)**
Offers advanced office technology, administration, business and management courses for students with office experience who and seek advancement opportunities.
- **Office Technology (92 credits)**
Offers basic to advanced courses for students beginning their training or updating their skills. Specialty options include software applications and financial administrative assistant.

Certificate Programs

- **Accounting (40 credits)**
Designed for students with little or no work experience. Provides students with introductory courses in business technology, communication and basic accounting skills. Prepares students for entry-level positions such as payroll assistants, accounts payable/receivable clerks, and entry-level bookkeeping/general office responsibilities.

- **Advanced Office Skills (35 credits)**
Designed for the person who already has office skills and recent office experience and now wants to update office technology knowledge to return to the workplace.
- **Basic Office Skills (35 credits)**
Preparation for entry-level employment in general office support positions.
- **Medical Information Technology (39-44 credits)**
Preparation for entry-level medical office support employment as an administrative assistant, billing specialist, office clerk or transcriptionist.
- **Office Technology (52 credits)**
Preparation for employment as an office assistant, administrative assistant or secretary in a variety of industries.

Skills Center

Individualized courses with variable credits, allowing students to work at a comfortable pace.

Business Management

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

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

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

Associate of Technical Arts Degrees

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

Certificate Programs

Business Management certificates lead directly to the Business Management degree. Certificates intended as short-

term training for entry-level positions in business and management:

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

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

- **Entrepreneurship and Small Business Management (45 credits)**
- **Project Management (38 credits)**
See http://mgmt.edcc.edu/project_mgmt for more information.

See also International Business.

Career, College and Life Success

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

Classes focus on orientation to college, success strategies, career exploration, and decision-making. Students examine interests, skills, personality strengths, decision-making styles, and the practical application of theory to life. Courses serve as electives for many certificates and degrees.

Chemistry Laboratory Technician

<http://chem.edcc.edu> • (425) 640-1641

Nicknamed ChemCore, this 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. Updated course content reflects the technological changes and advances occurring in commercial laboratories, giving graduates the knowledge and skills necessary to succeed.

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

They also have the option of earning the Associate of Science degree, which transfers to four-year universities.

Computer Information Systems

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

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

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

Associate of Technical Arts Degrees

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

Certificate Programs

- **Business Systems Analyst (40 credits)**
Trains analysts to identify system requirements and find information systems related business solutions.
- **Desktop Support Specialist (30 credits)**
Provides a working knowledge of personal computers, software and hardware.
- **Digital Forensics (20 credits)**
Trains computer forensics examiners to perform a complete forensic analysis of computing devices and systems.
- **Network Security Specialist (40 credits)**
Leads to an advanced-level certificate for working with secure networks.
- **Web Application Developer (44 credits)**
Provides the skills for developing Web sites and enhancing current skills.

Certificates of Completion

Short-term training offered in the areas below:

- Application Specialist
- Technical Support
- Operating Systems
- Cisco Networking
- Intermediate Cisco
- Database
- Web Development
- Information Security
- Security Implementation
- Host System Security
- Computer Forensics
- Database Theory
- Database Management
- Database Programming
- Requirements Analysis
- Systems Development
- Systems Architecture

Computer Science

<http://cs.edcc.edu> • (425) 640-1902

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

Associate of Science Degree

This degree is designed for students who plan to pursue a bachelor's degree.

Courses include basic, intermediate and advanced computer programming, graphics, database and operating systems. For more details, see the Associate of Science degree section earlier in this chapter.

Certificate Programs

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

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

Certificates of Completion

Short-term training offered in:

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

Computers, Electronics and Networks

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

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

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

Job opportunities include working in computer service technology, robotics, technical equipment servicing, computer or network installation, maintenance

or administration, test engineering and electronics manufacturing.

Associate of Technical Arts Degrees

- **Network Technology (101 credits)**
Teaches students about the interaction between the software and the electronics of computer network systems and learn the skills needed to work on these systems.
- **Robotics and Electronics Technology (99 credits)**
Trains students in electronic circuit analysis, functional testing and troubleshooting of complex linear, digital, robotic and microprocessor-based circuits taken from real-world applications.

Certificate Programs

- **Basic Electronics (34 credits)**
Preparation for the second year of the Robotics and Electronics Technology degree.
- **Network Installation and Computer Support (64 credits)**
Students learn installation, maintenance and troubleshooting of computers and peripheral devices. Includes courses in A+, Net+, Server+ and Wireless Networking.
- **Network Technology (25 credits)**
Advanced training in Microsoft network installation, configuration, administration and troubleshooting.

Certificates of Completion

Short-term training offered in:

- Wireless Technology

Construction Industry Training

<http://cit.edcc.edu> • (425) 640-1908

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

Certificate Program

- Construction Industry Training (23 credits)

Certificates of Completion

Short-term training offered in:

- Construction Industry Training Quick Start (7 credits)
- Construction Industry Training Work Ready (11 credits)

Construction Management

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

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

Designed for those presently employed or with 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 (96 credits)
For students who are pursuing careers as construction superintendents, construction managers, estimators or as building inspectors. An excellent career choice for those who own or plan to start a construction company.

Certificate Programs

All credits earned also apply to the Construction Management degree.

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

- Construction Management (47 credits)
For students interested in moving from trade jobs into supervision and estimating.

Coordinated Studies

www.edcc.edu/coordinatedstudies

Coordinated Studies courses integrate different subjects and explore stimulating connections often missing from the courses alone. Offered in many credit combinations that fulfill a variety of requirements. Combining courses develops knowledge and skills in one discipline that can be used to facilitate learning in another subject.

Counseling Psychology

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

Classes focus on applying theories and techniques from the counseling psychology field to promoting successful personal and interpersonal growth, enhancing self-esteem, creating healthy love and work relationships, and increasing life satisfaction.

Culinary Arts

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

All employers are actively recruiting career-oriented, trained employees in the creative field of culinary arts. Opportunities exist in settings such as hotels, restaurants, bakeries, retail and wholesale services, catering, food design and assisted living centers.

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

Associate of Technical Arts Degree

- Culinary Arts (109 credits)

Certificate Programs

- Advanced Commercial Cooking (38 credits)
- Basic Commercial (38 credits)
- Baking and Pastry (41 credits pending for 2008)
- Basic Catering (44 credits)
- Basic Commercial Cooking (41 credits)

Early Childhood Education

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

The Early Childhood Education program supports the development of teachers of young children, from 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 theoretical learning with a high level of skill development and practical application for beginning and experienced educators.

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

Associate of Technical Arts Degree

- Early Childhood Education (90 credits)
Provides foundational knowledge and skills to work with children and parents as a teacher in a variety of early childhood settings.

Associate of Applied Science-T Degree

- Early Childhood Education (90 credits)
Transfers to selected four-year colleges towards a bachelor's degree in Human Development or Education.

Certificate Program

- Early Childhood Education (57 credits)
Provides students with the skills, knowledge and abilities to work with young children in entry-level positions or enhance a career in early childhood education.

Students planning to earn an Associate of Arts degree before transferring to a four-year college to earn a teaching

credential can take 15-18 credits in the Early Childhood Education program at Edmonds Community College. Regular contact with an adviser and the intended school of education regarding transfer requirements is recommended.

Institute for Early Childhood Career Development

The Institute offers short courses for teachers to upgrade job skills or earn credit toward a certificate or degree in early childhood education. Interest areas include: infant and toddlers, preschoolers, school-age children, administration and diversity.

E-Business

See Business Management.

EdCAP: Edmonds Career Access Program

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

EdCAP is a high school diploma program with an emphasis on earning a professional-technical certificate or degree while completing high school requirements. Eligible students, ages 16-21, receive free tuition, books and a bus pass. A supportive environment for successful learning is created through individual advising, case management, small classes and access to other campus resources.

Education

<http://ece.edcc.edu> • (425) 640-1615

Associate in Elementary Education Degree

This 90-credit degree completes the prerequisites for students to transfer to a College of Education at many public and private universities in Washington State for a bachelor's degree.

The program includes Introduction to Education (EDUC 101) and Educational Experiences in Elementary and Secondary Schools (EDUC 195) with a minimum of 30 hours of K-8 classroom experience.

Engineering

<http://enr.edcc.edu> • (425) 640-1862

Engineering professions requiring a four-year degree are among the highest-paying jobs in Washington state according to the Office of Labor Market and Economic Analysis. The Engineering department offers a variety of degree options to help students pave the way to an exciting career in engineering. The Engineering transfer program prepares students to transfer to a four-year institution to complete a bachelor's of science in a variety of engineering disciplines. The Aerospace Manufacturing and Materials Science Technology program provides students with the skills they need to be successful in the aerospace, composites, medical and advanced manufacturing industries. Through hands-on classes, students learn how materials are designed, manufactured, and tested. Our laboratory provides students with leading-edge equipment as they prepare for employment in high technology jobs.

Associate of Applied Science-T Degrees

- **Aerospace Manufacturing (91 credits)**
See <http://aerospace.edcc.edu>
The Associate of Applied Science-T degree in Aerospace Manufacturing provides students with the entry-level skills needed to be successful in the aerospace industry and other areas of advanced manufacturing. Students may also choose to pursue a bachelor's of science degree in industrial engineering or technical management. Courses introduce students to materials science (composites, metals, and polymers), project management, safety management, lean manufacturing, engineering design and engineering manufacturing.
- **Materials Science Technology (90 credits)**
<http://mtech.edcc.edu> • 425-640-1145
The Associate of Applied Science-T degree in Materials Science Technology provides education and real-world experiences in leading-edge labs that prepare students to enter many advanced manufacturing industries. Students may choose to pursue a bachelor's of science degree in industrial engineering or technical management. Our courses focus on new materials being developed for the aerospace, medical and electronics industry. Courses include

Polymer Technology, Applied Static, Strength of Materials, and Composite Design & Manufacturing. Courses emphasize team building, attention to detail, and the role of composites in the global economy.

Certificate of Completion

Short-term training offered in:

- **Materials Science Technology (15 credits)**
This program prepares students with knowledge and skills to enter materials and composites industries such as aerospace, military/commercial aircraft, biotech, maritime and transportation, prosthetics and sporting goods. Courses include Introduction to Materials Science, Introduction to Composites, and Polymer Technology.

Family Life/Parent Education

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

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

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

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

Other classes are offered for:

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

Family Support Studies

www.edcc.edu/familysupport • (425) 640-1665

Programs are designed for students interested in working with families. Courses explore best practices and principles that strengthen families and programs that serve them. Students learn to connect families to community resources and help parents become advocates for their dependents. Our graduates have found jobs in health, education and other human service agencies.

Associate of Arts Degree

- Family Support Studies (96 credits)
Transfers only to Washington State University for students seeking the bachelor's of arts degree in human development. All courses are available online.

Associate of Applied Science-T Degree

- Family Support Studies (93 credits)
Transfers to selected four-year colleges, such as Antioch, The Evergreen State College and the University of Phoenix.

Certificate Programs

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

Fashion

See Business Management.

Fire Officer

<http://fod.edcc.edu> • (425) 640-1840

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

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

Associate of Technical Arts Degree

- Fire Officer (90 credits)

Certificate Program

- Fire Officer (38 credits)

GED: General Education Development

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

Earn the equivalent of a high school diploma by preparing to pass the GED – a series of five tests developed by the American Council on Education. Classes support the skills necessary to pass the GED and prepare to transition into other college programs. Departmental orientation and advising are required for placement.

Honors Program

www.edcc.edu/honors • (425) 640-1560

Get the most out of your Edmonds Community College experience with an emphasis on small classes and a core curriculum of innovative and exciting courses designed to help put you in charge of your education.

Horticulture

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

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

Associate of Technical Arts Degrees

The first year of study for all Horticulture Associate of Technical Arts degrees provide a strong foundation in this field, including woody plant identification, soils, pruning, plant diseases and hands-on landscaping skills.

- Business Specialization/Horticulture (90 credits)
For office oriented positions needing a basic core of horticulture skills.
- Landscape Design (96 credits)
Develops skills in drawing and drafting,

spatial and planting design as well as design and construction of landscape features. Prepares for work in a landscape design firm or begin their own business.

- Landscape Management and Installation (95 credits)
Students can concentrate on either management or installation. Many classes – irrigation, turf and business practices, for example – apply to both areas of study. Graduates join established landscape firms, begin their own businesses or work in the public sector.
- Nursery/Greenhouse (96.5 credits)
Provides training and preparation for careers in plant propagation, nursery and greenhouse operation, production and management.

Certificate Programs

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

- Ornamental Horticulture (43 credits)
A combination of technical knowledge and hands-on skills prepare students to begin or enhance a career in horticulture.
- Nursery Growers (40.5 credits)
Provides training and skills 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 amateur enthusiasts. A certificate in Therapeutic Horticulture is also offered. See Social and Human Services, page 22. Students should work with advisers from both departments.

Hospitality and Tourism

www.edcc.edu/hosp • (425) 640-1208

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

Make the world your office as a travel consultant, tour guide, hotel staff member, cruise line staff member, or reservation and ticket agent. Or work as an event planner organizing conventions, conferences, weddings or

other vital business and private events. This program covers all aspects of the hospitality industry from using the Internet as a research and sales tool to providing high-quality customer service.

Associate of Technical Arts Degrees

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

Associate of Arts Degree

- **Hospitality Business Management (108 credits)**
For students interested in transferring to Washington State University for a bachelor's degree in Hospitality Business Management.

Certificate Programs

- **Hospitality and Tourism (44 credits)**
For students who are changing careers or have some post-high school education.
- **Express Certificate (32 credits)**
For students who seek short-term training for a career in the hospitality industry. Must have education beyond high school.
- **Event Planning (43 credits)**
Increases student qualifications to enter or advance in the meeting and event planning industries.
- **Lodging Management (44 credits)**
For students interested in a career in the hotel and lodging industry.

International Business

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

Whether students are interested in international relations and business, import and export operations or international finance, these programs train students for a career in international business. Students receive an excellent business education while gaining foreign language skills and knowledge about the world. Each

program allows some adjustment to embody the diverse education and work experience students bring to the college.

Associate of Technical Arts Degree

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

Certificate Program

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

See also Business Management.

Internships

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

Many professional-technical 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. In the past students received internships at Walt Disney World, Mercy Housing, U.S. Senate, KVI radio and Swedish Medical Center.

Nursing

www.edcc.edu/lpn • (425) 640-1017

This Lake Washington Technical College program with satellite classes at Edmonds Community College prepares students for employment as Practical Nurses in hospitals, clinics, long-term care facilities, home healthcare agencies, schools and ambulatory care facilities. The Washington State Nursing Commission approves the program, and graduates are eligible to become Licensed Practical Nurses (NCLEX-PN).

Admission is by application only. Requirements for acceptance include completion of the application form for admission to the nursing program, an essay, a minimum grade point average of 2.75 in the prerequisite courses, HOBET test results of 50 or higher, two professional recommendations, and a criminal background check.

Associate in Pre-Nursing Degree

This 90-credit Pre-Nursing degree is designed for transfer to Bachelor of Science in Nursing programs at specific colleges and universities.

Occupational Safety and Health Technician

www.edcc.edu/osh • (425) 640-1712

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

Associate in Applied Science-T Degree

- **Occupational Safety and Health Technician (99-102 credits)**
Transfers to Central Washington University's bachelor's degree in Safety and Health Management.

Certificate Program

- **Construction Safety (54-57 credits)**
For students seeking work in the construction industry.

Paralegal

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

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

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

Associate of Technical Arts Degree

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

Certificate Programs

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

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

Project Management

See Business Management.

Social and Human Services

<http://shs.edcc.edu> • (425) 640-1658

This high quality program benefits students seeking a career in human services as well as those already employed in the profession. The need for human service workers continues to grow. Career opportunities include working as activity directors and assistants, alcohol and chemical dependency counselors and case managers, therapeutic horticultural technicians, senior services coordinators or case managers.

Associate of Technical Arts Degrees

- **Activities Director (90 credits)**
Trains students for positions that develop and plan activities for the elderly or disabled in a variety of facilities.
- **Alcohol and Chemical Dependency (90 credits)**
Training for a career in the field of addictions. Provides the foundation knowledge and skills expected of entry-level alcohol and drug abuse counselors and satisfies the academic requirements for the Chemical Dependency Profession (CDP) credential issued by the Washington State Department of Health.
- **Human Services (90 credits)**
A broad-based degree that provides the skills and knowledge necessary to effectively provide services to a diverse range of clients. Students may take elective course work specific to their interests or specialize in any of the Human Services certificate areas noted below.

Certificate Programs

The following short-term certificates are designed for entry-level workers professionals in the field, and professionals who are considering a career in human services.

- **Activities Assistant (44 credits)**
Provides students with the knowledge and skills to work with the elderly or disabled in entry-level positions under the direction of an activities or recreation director.
- **Alcoholism and Chemical Dependency Counseling (44 credits)**
Prepares students with prior college work to be alcohol and substance abuse counselors and satisfies the academic requirements for certification by the state Department of Health for the Chemical Dependency Profession.
- **Case Management (42 credits)**
Provides foundation knowledge and skills that prepare the student to assess, identify, locate, access, coordinate and monitor the delivery of multiple services to a diverse population of clients while providing support and monitoring the quality of services delivered.
- **Senior Services Specialist (44 credits)**
Provides foundation knowledge and skills for students with some generalist human service or health education backgrounds who wish to assist seniors and their families coping with the development and other challenges of aging in the U.S.
- **Therapeutic Horticulture (44 credits)**
Prepares students to evaluate client needs and functional capacity and assist in the design and implementation of horticultural and nature activities that improve or restore clients' sense of physical, mental, social and physical well being.
- **Vocational Rehabilitation Technician (43 credits)**
Provides specialized knowledge and skills in person centered vocational rehabilitation services. Incorporates expertise and training in employment assessment, career exploration and development, labor market survey, labor market trend analysis, occupational information, employer concerns and job search techniques. Prepares students for positions in vocational consulting and job development fields.

Visual Communications and Multimedia

<http://visco.edcc.edu> • (425) 640-1744

Visual communications is the art of conveying a message to a larger audience with a combination of text, photos, drawings, illustrations and video. Graphic designers are responsible for bringing text, photos, drawings, illustrations and video together to create a cohesive, concise and understandable message using media such as newspapers, magazines, the Internet and television.

The Visual Communications program prepares students to become graphic designers. Students learn to create everything from simple designs to complex layouts for print and web. Careers in visual communications include work in advertising, animation, newspapers, magazines, the Internet, video and television. Using the latest computer graphic applications and computers, students learn to make creative images that effectively communicate a visual message in a broad range of fields.

Associate of Technical Arts Degrees

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

Distribution Requirements List

A. Humanities

American Sign Language 101, 102, 103

Art 111, 112, 113, 120, 126, 127, 128, 129, 155, 225, 255

Communications 101

Diversity Studies 120, 157, 215, 257

English 112, 115, 125, 140, 141, 142, 151, 152, 155, 160, 161, 162, 165, 170, 171, 185, 244, 245, 246, 255, 265, 275, 276

French 101, 102, 103, 201, 202, 203, 210

German 101, 102, 103, 220

Humanities 101, 105, 106, 108, 109, 111, 120, 155, 201, 202, 210, 220, 230, 235, 255

Japanese 101, 102, 103

Journalism 125, 126, 135, 225

Music 101, 102, 103, 105, 107, 120, 126, 181, 182, 183, 281, 282, 283

Philosophy 100

Spanish 101, 102, 103, 201, 202, 203, 230

Speech 100, 105, 109, 115, 120, 201, 209, 220

Theatre 100

Performance/Skills Courses

Art 101, 102, 103, 150, 151, 152, 153, 170, 171, 172, 173, 175, 176, 177, 180, 181, 226

Music 133, 134, 135, 143, 144, 145, 147, 148, 149, 160, 161, 162, 170, 185, 186, 187, 243, 244, 245, 247, 248, 249, 260, 261, 262, 270, 285, 286, 287

Photography 101, 102, 103

Theatre 151, 152, 153, 251, 252, 253

B. Natural Sciences and Mathematics

Natural Science Courses

Anthropology 110

Astronomy 100, 110

Biology 100, 101, 105, 106, 150, 201, 202, 203, 230, 231, 250

Chemistry 100, 101, 102, 131, 132, 133, 231, 232, 233

Environmental Science 100, 105

Geology 100

Nutrition 200

Physics 100, 101, 102, 103, 201, 202, 203

Other Courses

Computer Science 115, 142, 143, 144, 151, 152, 153, 225

Mathematics 117, 121, 122, 123, 131, 132, 140, 150, 151, 152, 153, 240, 251, 271, 272

Philosophy 120

C. Social Sciences

Anthropology 100, 101, 102, 103, 105, 110, 120, 130, 140, 155, 210, 255, 271

Business 100

Diversity Studies 100, 117, 118, 119, 125, 130, 140, 150, 156, 200, 210, 256

Economics 120, 130, 140, 150, 155, 201, 202, 255

Geography 100, 140, 150, 207

History 104, 105, 106, 111, 112, 115, 117, 118, 119, 155, 204, 215, 230, 243, 244, 245, 246, 248, 255

International Studies 200, 201, 202

Philosophy 100, 110, 120, 155, 255, 267, 298

Political Science 100, 101, 104, 105, 110, 115, 155, 200, 210, 224, 255

Psychology 100, 155, 205, 206, 208, 214, 255, 290

Social Science 155, 255

Sociology 110, 115, 118, 125, 130, 150, 200, 210, 214

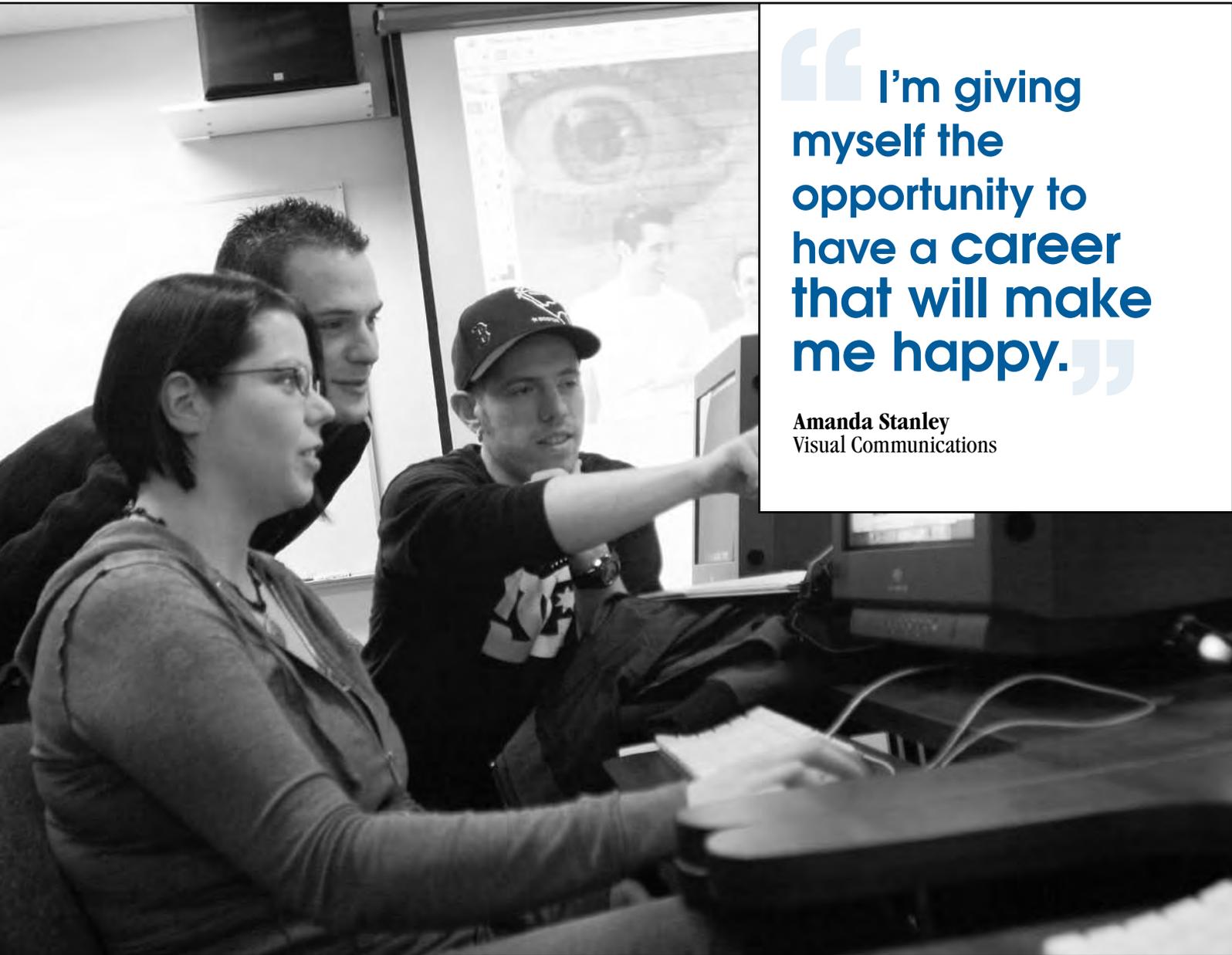
Women's Studies 200

Edmonds Community College Degrees and Certificates

Program	Degrees				Cert. One year
	AA	AS	AAS-T	ATA	
Associate of Arts	X				
Business Administration	X				
Digital Music	X				
Early Childhood Education	X				
Elementary Education	X				
Hospitality (Business)	X				
Human Development	X				
Pre-Nursing	X				
Associate of General Studies					
Associate of Science		X			
Bioengineering and Chemical Pre-Engineering		X			
Biology, Chemistry, Environmental Science, Geology & Earth Science		X			
Computer Engineering and Electrical Pre-Engineering		X			
General Engineering, Computer Science, Physics & Atmospheric Sciences		X			
Mechanical, Civil, Aeronautical, Material Science, Pre-Engineering		X			
Associate of Applied Science - Transfer			X		
Aerospace Manufacturing			X		
Early Childhood Education			X		
Family Support Studies			X		
Materials Science Technology			X		
Occupational Safety & Health Technician			X		
Allied Health					
Clinical Lab Assistant					X
Health Unit Coordinator					X
Patient Care Technician					X
Pharmacy Technician					X
Practical Nurse					X
Business					X
Bilingual Business					X
Credit Management				X	
International Business				X	
Horticulture Business				X	
Hospitality & Tourism Business				X	
Business Information Technology					
Accounting				X	X
Legal Office Specialist				X	
Medical Information Technology				X	X
Medical Office Clerk					X
Medical Transcription					X
Office Skills (Basic & Advanced)					X
Office Supervision & Management				X	
Office Technology				X	X
Business Management				X	X
E-Business				X	
Entrepreneurship & Small Business Management					X
Fashion Merchandising/Retail					X
Marketing & Sales					X
Project Management					X
Supervision					X
Chemical Lab Technician				X	

Edmonds Community College Degrees and Certificates

Program	Degrees				Cert. One year
	AA	AS	AAS-T	ATA	
Computer Information Systems				X	
Business Systems Analyst					X
Database Information Technologies				X	
Desktop Support Specialist					X
Digital Forensics					X
Information Security				X	
Network Security Specialist					X
Web Application Developer				X	X
Computer Science					
Computer Game Development					X
Linux Security Specialist					X
UNIX/C++ Specialist					X
Windows/C++ Specialist					X
Computers/Electronics/Networks					
Basic Electronics					X
Computer Network Installation & Support					X
Network Technology				X	X
Robotics and Electronics Technology				X	
Construction Industry Training					X
Construction Management				X	X
Building Inspection					X
Civil Inspection					X
Culinary Arts				X	
Basic Catering					X
Commercial Cooking (Basic & Advanced)					X
Early Childhood Education	X		X	X	X
Family Support Studies			X		X
Fire Officer				X	X
Horticulture					X
Landscape Design				X	
Landscape Management & Installation				X	
Nursery/Greenhouse Specialization				X	
Nursery Growers					X
Restoration				X	
Hospitality & Tourism	X			X	X
Entrepreneurship and Management				X	
Event Planning					X
Lodging Management					X
Travel Express					X
Occupational Safety & Health Construction Safety			X		X
Paralegal				X	X
Medical Paralegal					X
Social and Human Services					
Activities Assistant					X
Activities Director				X	
Alcohol/Chemical Dependency Counseling				X	X
Case Management					X
Human Services				X	
Senior Services Specialist					X
Therapeutic Horticulture					X
Vocational Rehabilitation Technician					X
Visual Communications				X	



“ I’m giving myself the opportunity to have a career that will make me happy.”

Amanda Stanley
Visual Communications

More than meets the eye: Nourishing Creativity, Lifelong Learning

Amanda earned her high school diploma and went to work, but friends and family encouraged her to pursue further education so that she could enter a creative career. Now she’s gaining skills to become a graphic designer and working on the college’s art and literary publication. “Even after I get my degree, I plan to continue taking art classes at Edmonds CC,” she says.

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



Chapter 3...

Getting Started

The First Steps to Get to Your Goals

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

Enrollment Services

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

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

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

Admission

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

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

Assessment

Students' reading, writing and math skills are assessed to make sure they are

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

Exemptions are given to:

- Students who provide transcripts or grade reports that show the completion of college-level English composition and/or math courses with a grade point average of 2.0 or higher.
- Students who submit recent ACCUPLACER scores from another college.
- Students who enroll for professional or personal enrichment classes, which do not have math or English prerequisite requirements, and do not pursue a degree or certificate.
- Students in the English as a Second Language program must take the Levels of English Placement (LOEP) test and complete an essay exam. The college's ACCUPLACER math test is used to place non-native English speakers in math classes.
 - Instructors make the final determination as to whether or not a student is required to take ACCUPLACER. Take a copy of your transcript with you on the first day of class in case there are questions regarding your exemption from ACCUPLACER.

Things to Know

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

Testing Center

Mountlake Terrace Hall 152
www.edcc.edu/testing
testingcenter@edcc.edu •
 (425) 640-1546

The Testing Center offers testing in a safe, secure and quiet setting. Currently, there are several different assessments

offered in the center: ACCUPLACER/Level of English Proficiency placement tests, makeup/online, GED, correspondence, chemistry placement, Health Occupations Entrance Examination, and the Institutional TOEFL.

Orientation and Advising

www.edcc.edu/orientation

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

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

Registration

Students may register online or in person at Lynnwood Hall. New students may register online after they have completed admission and assessment and after registration begins for the upcoming quarter. Some students in special or restricted programs are required to register in person.

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 Enrollment Services within the deadlines, and pay any tuition and/or fees associated with the newly added courses.

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

Tuition and Fees

<http://tuition.edcc.edu>

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

In addition to tuition, students pay:

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

If applicable, students may pay:

- Course fees for special materials, supplies or equipment.
- Counseling fees for testing and measurement services.
- GED tuition fee.
- Fees for special projects and prior learning credits, based upon the number of credits agreed upon by the student and the faculty sponsor and charged at the resident tuition rate. Students who receive fewer credits than originally agreed upon receive a refund. A non-refundable processing fee is also assessed, equal to the resident tuition rate for three credits.

- The cost of a cap and gown, if a student participates in the commencement ceremony.
- A fee for each official transcript.
- A program completion fee.
- Fines and penalties for parking violations, loss or misuse of college property, fees for checks returned for non-sufficient funds or other miscellaneous items.
- 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 Adding or Dropping Classes). The refund is determined by the date the form is received at the Enrollment Services office.

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

- 100 percent refund for withdrawal during the first five calendar days of the quarter.
- 50 percent refund for withdrawal during the first 20 calendar days of the quarter.
- No refunds after the first 20 calendar days of the quarter.
- 100 percent refund for canceled classes. Refunds are not automatic, follow the same refund procedure listed above.
- 100 percent refund to students who withdraw from all classes due to catastrophic illness or who are called into the U.S. military service. The college does require documentation and a withdrawal grade of W will appear on the transcript.

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

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

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

Residency Requirements

The following students pay resident tuition:

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

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

Ways to Pay Tuition

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

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

Student Financial Services

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

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

Financial Aid Deadlines Matter

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

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

August 15: Secondary consideration. After this date students may have to pay for their own tuition and books for the fall quarter. They will be reimbursed for the amount of aid they are eligible for, if approved.

Winter or Spring Quarters

Students starting classes during the winter or spring quarters should complete their files as early as possible, and no later than three 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 need of \$3,000 or less are unlikely to receive any gift aid.

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

Financial Aid Programs

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

- Institutional Grants
- Pell Grants
- Stafford Loans
- Supplemental Educational Opportunity Grants (SEOG)
- 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. Foundation scholarships are also available online at <http://foundation.edcc.edu>. Many scholarships require students to apply for financial aid.

Eligibility Requirements

- U.S. citizenship or be an eligible non-citizen.
- A high school diploma or GED certificate or qualification under "Ability to Benefit."
- 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. Students who have a GED and wish to pursue a high school diploma while also working on a college degree or certificate program, will only be funded for courses numbered 100 or higher

Enrollment Requirements

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

Return of Funds and Repayment Policy

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

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

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

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

Financial Aid Satisfactory Academic Progress

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

When determining initial financial aid eligibility, Financial Aid Satisfactory Academic Progress is applied to all previous quarters attempted at Edmonds Community College, regardless of whether or not financial aid was received.

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

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

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

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

Maximum Funding Limit

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

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

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

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

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

Veterans' Programs

www.edcc.edu/veterans
info@edcc.edu • (425) 640-1502

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

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

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

Academic Standards

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

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

Veteran's Waiver

Edmonds Community College waives a portion of tuition for all eligible veterans who served in active duty under either Title 10 or Title 32 of the U.S. Code. The Veteran's office determines eligibility, but at a minimum the student must be a Washington state resident and provide a copy of their DD214 showing their service and honorable discharge record. Dependents of veterans who are 100 percent disabled receive a 100 percent waiver of tuition and most fees associated with enrollment.

WorkFirst Program

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

Qualified low-income parents receive assistance in reaching career goals through short-term vocational training programs. Students learn technical skills, career management techniques and receive job search assistance plus certificates of completion. Customized skills training lasts up to 22 weeks and prepares students for entry-level jobs in health care occupations, medical office technology, office skills technology, business management skills, construction industry, computers, electronics and more!

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

Food Stamp Employment and Training Program (FSET)

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

Food stamp-eligible students receive assistance with childcare, books and some emergency support services while attending Edmonds Community College. Tuition assistance is available for students ineligible for federal financial aid. Students receive additional job search and placement assistance while completing their program. FSET students do not have to be a parent to qualify. Visit the Workforce Development Center, located in the Maltby Building, to see if you qualify.

Work Study

As part of their financial aid award, students may be eligible for Work Study at Edmonds Community College. The college also offers other part-time employment opportunities for students enrolled for a minimum of six credits

each quarter. The Career Action Center posts on and off campus jobs. See Chapter 4.

Worker Retraining

www.edcc.edu/retraining

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

Foundation Scholarships

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

The Edmonds Community College Foundation provides scholarships for tuition, books and fees only for both full-time and part-time students. International students are welcome to apply if they are currently residing in the United States. Scholarships are also available for specific areas of study or for individuals with specific backgrounds or needs.

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

Visit the Foundation's Web site for scholarship information and to apply online. Scholarships are awarded in the spring of each year and must be used during the next academic year starting summer or fall quarters.

“I was at the point in my career where I needed the degree.”

Jeannette Roden

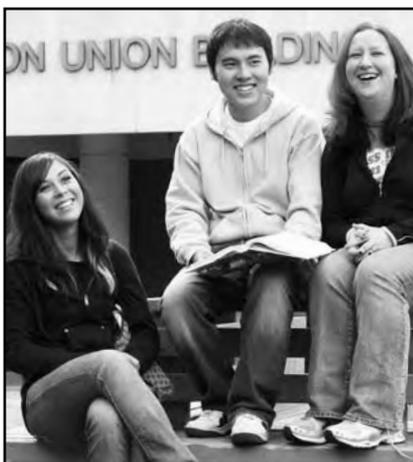
Database Information Technologies,
Business Analyst and Project Management
Washington Award for Vocational
Excellence (WAVE) scholarship recipient



More than meets the eye: Bachelor's Degree Opportunities

Jeannette has 10 years of experience in information technology, but there's always more to learn in the field. The college's flexible class schedule – day, evening and online – fits into her work schedule. She's working toward a bachelor's degree in information technology, a program offered on campus at Central Washington University-Lynnwood.

www.edcc.edu/cwu



Chapter 4...

Student Life and Services

Helping You Succeed

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

Academic Advising: Key to Student Success

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

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

Advisers also help students with course prerequisites, transfer requirements and other essential information.

Advising Resource Center

Register online or research educational programs using computers at the center on the first floor of Lynnwood Hall. Also find print materials and Internet resources such as university course-equivalency guides and applications for transfer to four-year universities.

Students, seek the assistance of an adviser each quarter!

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

Career Action Center

Mountlake Terrace Hall 130
<http://careeractioncenter.edcc.edu>
careeractioncenter@edcc.edu
 (425) 640-1256

It is our mission to create connections between employers and students by providing opportunities for recruitment, career information, job search, internship education and access to retraining programs.

<http://edcc.eRecruiting.com>

Create an account and search online for part-time and full-time jobs and internships on this site. Some positions are exclusively for Edmonds Community College students and graduates.

Your Records, Your Responsibility, Your Future

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

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

Career Resource Room (Computer Lab)

Computers, telephones and a fax machine are available for career exploration and job search needs. Our resource room also houses reference materials on career exploration, job search, internships and the labor market. We also have Vocational Biographies, which provide descriptions of numerous careers.

Job Search Assistance

We provide help with resume, interviewing skills, and general job readiness through workshops, drop-in appointments, and one-on-one meetings.

Internships

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

Worker Retraining

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

TRIAD II Grant

This three year Department of Labor Grant provides tuition and books to students gaining or advancing their knowledge of Advanced Manufacturing. Students can seek training for Materials Science, Aerospace Manufacturing, Composite Technician, and Project Management.

Seniors Program (SCSEP)

The program places seniors who have incomes of \$12,250 or less (\$16,500 for double-income homes) directly into part-time jobs in non-profit, government or educational institutions in South Snohomish County. Participants may spend up to two years in the job gaining skills and experience. The jobs typically pay \$8 to \$16 an hour.

Campus Security

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

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

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

Childcare

www.edcc.edu/childcare
childcare@edcc.edu • (425) 640-1662

The Center for Families offers childcare licensed by the Department of Early Learning. Services include early learning experiences and preschool for children aged 3 months to 5 years. Early registration is recommended. Spaces fill quickly. Part- and full-day options are offered. Hours and rates are available online.

College Bookstore

<http://collegestore.edcc.edu>
bookstore@edcc.edu • (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, crisis intervention, and short-term counseling with professional counselors at no cost (three to five sessions), as well as extensive information about community resources.

College Success Counseling

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

Career Counseling

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

Personal Counseling

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

Diversity Affairs

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

Provides campus-wide leadership, strategic direction and vision in developing and implementing programs to support equity and diversity. It creates a culture inclusive of race, color, national origin, sex, disability, sexual orientation and age in its programs and activities for students, staff, faculty and the surrounding community.

Equity and Diversity Center

The center provides advocacy services for students of all ethnic backgrounds, culture, gender and sexual orientation. The center offers programs on diversity awareness and gender issues that increase understanding and appreciation of equity and diversity. Recruiting and retaining students from underrepresented groups is part of Edmonds Community College's mission of responding to the dynamic needs of our diverse community.

Housing For Students

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

Residence Hall

The Residence Hall at Somerset Village offers furnished four-bedroom apartments with kitchen, bath and community space close to campus in a student-focused environment. Apply online.

NEW! Residence Hall to Open Fall 2009

The new hall will house 180 students just north of the college's main entrance. The building will feature studio, 2 bedroom, and 4 bedroom apartments; study space on each floor; a large community room; and laundry facilities. Tours available Spring 2009. Call (425) 640-1946.

Homestay Family Program

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

Learning Support Center

Mukilteo Hall 113 • <http://lsc.edcc.edu>
tutoring@edcc.edu • (425) 640-1089

Students may get help with writing, math and many other subjects.

Tutorial Center

Free tutorial help is offered daily in math and most subjects from accounting to zoology. Most tutoring is scheduled by subject area. Drop-in students can also join regularly scheduled small study groups. Get free tutoring online at www.etutoring.org.

Writing Center

Students receive one-on-one help and feedback on writing assignments from brainstorming to final drafting. Help from a student tutor is available on a

first-come, first-served basis. Students may also register for WRITE 095 and 101.

Library and Learning Commons

Lynnwood Hall, third and fourth floors

www.edcc.edu/library

Circulation: (425) 640-1529

Reference: (425) 640-1472

Dedicated and knowledgeable library faculty and staff members help students succeed. At the circulation desk, students can check-out books, periodicals, media and course reserve materials or learn about their library records.

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

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

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

The library and the Learning Commons also offers:

- Internet access for academic research.
- 115 computers as well as data jack and wireless access to campus network.
- Individual study carrels and large, well-lit study tables.
- Comfortable couches and armchairs.
- Media carrels equipped with audiocassette, CD, DVD and videocassette players.
- Group study rooms.
- Fourth floor quiet zone with silent study rooms.
- Computer-equipped classroom.

Art Gallery: Lynnwood Hall, Third Floor

<http://gallery.edcc.edu>



The gallery features shows throughout the year, including a student exhibit. Many art classes are offered, ranging from drawing to jewelry and metal design to sculpture.

See Chapter 6 for a listing of art and visual communications courses.

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

Music and Theatre Arts

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

Student ensembles have numerous performance opportunities throughout the academic year. Symphonic Choir, Jazz Band, Jazz Choir, Jazz Workshop and Soundsation, a select audition-only jazz choir, also take part in retreats and tours.

Facilities include state-of-the-art digital recording gear and microphones and a recording studio with a ProTools HD digital audio recording system where students can record their own projects.

Theatre Arts offers students several opportunities to perform in productions throughout the year. Auditions for campus productions are open to all students. Performances are held on campus in a 200-seat black box theater or on stage at Edmonds Center for the Arts.

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

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 services to all students with documented physical,

sensory, psychological and learning disabilities.

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

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

Study Abroad

<http://studyabroad.edcc.edu>
studyabroad@edcc.edu
 (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 England, Italy, Costa Rica, Spain, New Zealand and Australia. Each program includes coursework, housing and cultural activities. Financial

aid is available for qualified students. Opportunities for faculty to teach abroad are also available.

Student Life and Development

www.edcc.edu/stulife • (425) 640-1581

Student-sponsored programs and services 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 intramural and intercollegiate sports each quarter.

- Men's athletic teams include soccer, basketball and baseball.
- Women's athletic teams include volleyball, soccer, basketball and fast pitch softball.

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

Clubs

Joining or starting a club is a simple, wonderful way to meet other students with similar interests. Student Programs sponsors a wide variety of clubs that encourage community service or support students' special interests. Any student may charter a club.

Lecture Series

www.edcc.edu/lectures

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

The series brings some of the nation's best and most dynamic personalities to campus. Speakers include activists, authors, academic experts, entertainers

Campus Places to Meet and Eat

<http://foodservices.edcc.edu>

A new student union, college bookstore and cafeteria opens Summer 2008. The two-story student center features a game and video room, lounge with gas fireplace and a small stage for performances on the first floor. The second floor has conference rooms, group study rooms, club office space, a publications office (for the college's literary journal and student newspaper), a center for leadership and service-learning and office space for the Associated Students of Edmonds Community College Executive Board and student leadership team.

- **Mulligan's** Triton Union Building – breakfast, pastries, grilled hamburgers and sandwiches.
- **College Café** Woodway Hall – a full-service lunch restaurant with new entrées each week prepared and served by Culinary Arts students.
- **Heavenly Cappuccino** Mountlake Terrace Hall – the campus espresso stand.

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.

Online Communities

Students may connect to campus life and participate online at www.myspace.com/edcc_osl or at <http://edmondsccl.ning.com>, a college social network.

Student Leadership Programs

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

Student Government

Student Government serves as the official voice of the student body. They legislate, promote and regulate student activities and affairs. They also manage student fees, collected from tuition, that subsidize more than 60 student services and activities. Officers are selected each spring quarter.

Student Publications

Publications include the Student Handbook; quarterly activity calendars; *The Triton Review*; an award-winning student newspaper, and *Between the Lines*, an award-winning art and literary magazine.

Transportation Services

<http://campus.edcc.edu>

Edmonds Community College offers transportation options for students and employees. These include the EdPass

for use on Community Transit local bus routes, bike racks and bike lockers at campus facilities and designated carpool parking spaces.

Carpool Permits

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

Community Transit

More than 300 buses a day serve the campus transit center in front of Alderwood and Brier Halls. A free bus sticker good for unlimited rides on Community Transit buses in Snohomish County and a 30 percent discount on Community Transit buses to King County is available through the Cashier's Office to all enrolled students.

EdPass

edpass@edcc.edu • (425) 640-1143

The EdPass is an identification card unique to Edmonds Community College that provides students with a passport to the college and the community. A validated EdPass card serves as an ID for purchases at the college bookstore and allows students to:

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

Cards are available to new students from the EdPass office beginning each finals week, provided two school days have passed since tuition was paid. Current students may update their EdPass cards at the Cashier's office after paying tuition. The EdPass office provides information about where the EdPass can be used,

how to create a FLEX account and how to obtain validation and bus pass stickers each quarter. Student assessment fees fund the EdPass bus program.

Parking

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

TRiO Student Support Services

Mountlake Terrace Hall 120

www.edcc.edu/trio

trio@edcc.edu • (425) 640-1753

TRiO provides comprehensive individualized services to help students achieve their academic, career and life goals. Services include academic advising, career and personal counseling, financial aid information, transfer assistance, college visits and study skills and tutoring. A staff member works one-on-one with each student to design a program for a successful college experience. TRiO helps low-income, first-generation college students or students with disabilities. Apply online or at the TRiO office.

Wireless Campus

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

Access the college Web site and the Internet for class work in Blackboard and other Web resources from the most commonly used study areas on campus. Wireless service covers most of campus, including the cafeteria, library and lounges.

My EdmondsCC

<http://portal.edcc.edu>

Get to your college information – class schedule and registration, financial aid status and classroom announcements – on the Web quickly.



“My siblings all graduated from Edmonds CC. It’s close to home and affordable.”

Jesse Nofziger
Associate of Science
Jazz musician, engineering internship



More than meets the eye: Math and Music, Science and Art

Here Jesse is in the materials science lab with engineering instructor Jill Davishal. Not pictured are his siblings – all Edmonds Community College alumni – a civil engineer, a pilot and a computer scientist. Jesse is preparing to transfer for a bachelor’s in engineering, interning at the Port of Everett and playing sax for the college’s award-winning jazz band.

www.edcc.edu/students



Chapter 5...

Policies, Requirements and Records

Things You Need to Know

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

Academic Requirements

<http://policies.edcc.edu>

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

Academic Calendar

<http://calendar.edcc.edu>

Find it online or in the quarterly class schedules.

Attendance Policy

Students are responsible for withdrawing from classes and should complete an official drop form through Enrollment Services. Instructors have the option of dropping students from classes for non-attendance under these conditions.

On Campus and Hybrid Classes

- For classes that meet three, four or five times per week:
 - Students who fail to attend or contact the instructor by the end of the third scheduled class period may be dropped from class.

- For classes that meet twice weekly:
 - Students who fail to attend or contact the instructor by the end of the second scheduled class may be dropped.
- For classes that meet once weekly (with the exception of Saturday only classes):
 - Students who fail to attend or contact the instructor by 10 a.m. of the fifth instructional day of the quarter, the instructor may be dropped.

Online Classes

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

Cultural Diversity Requirement

All students earning degrees and certificates of 45 credits or more must meet a cultural diversity (CD) requirement. CD classes appear in the class listings section of the quarterly schedule.

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

- Knowledge of culture and its influence on individuals and groups in our society.
- Awareness of attitudes and values regarding life in a multicultural society.
- Skills to recognize, analyze and evaluate multicultural perspectives and issues.

Graduation Requirements (425) 640-1517

Enrolled students 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 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 resident or transfer courses, if being used to satisfy degree requirements for the Associate of Arts degree, Associate of Science degree or the Associate in Applied Science-T degree.
 - In all courses meeting requirements for the Associate of General Studies degree, Associate of Technical Arts degree, certificates or the high school diploma.

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

Advanced placement credits, transfer credits and credits granted satisfactory or pass may satisfy some graduation requirements.

Program Requirements

<http://requirements.edcc.edu>

At the time of graduation or during any previous year of attendance, all general college requirements, as stated in the college catalog, and the requirements specified on the appropriate Program Requirement Sheet must be satisfied. Program requirement sheets are available online or from Enrollment Services. Program requirement sheets are valid for six years.

Course Substitutions/Waivers

A course waiver requirement does not change credit requirements for a degree, certificate or high school diploma. These administrators can make a course substitution for a program requirement:

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

Resident Credit Requirement

To meet the residency 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 in residence. Only college-level courses numbered 100 or above meet the resident credit requirement – except as approved by the appropriate dean.

Credits earned through prior learning, articulation agreements, and advanced placements do not satisfy resident credit requirements.

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

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

Reciprocity Agreement

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

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

Satisfactory Academic Progress

<http://policies.edcc.edu>

Satisfactory Academic Progress (SAP) is defined as achieving a minimum cumulative 2.0 grade point average (GPA) for each quarter of enrollment. The college also monitors the completion of courses students attempt each quarter.

Students who do not meet SAP policy standards will be placed on concern, restriction or suspension status:

Academic Concern

Students not maintaining a minimum 2.0 quarterly GPA are first placed

on Academic Concern. They will be contacted and encouraged to take advantage of available campus resources to improve their academic standing.

Academic Restriction

Students on Academic Concern, who again fall below a minimum 2.0 quarterly GPA, will be placed on Academic Restriction and not permitted to register until they have submitted an Academic Success Plan. The plan must be approved by a review committee.

Academic Suspension

Students on Academic Restriction, who again fall below a minimum 2.0 quarterly GPA, will be placed on Academic Suspension. Students on Academic Suspension will not be allowed to register for one year, but may appeal their suspension by meeting with a review committee to develop an academic success plan, and by providing a letter of explanation and documentation where appropriate, regarding the circumstances under which they were not able to meet the minimum 2.0 quarterly GPA requirement.

Students participating in special enrollment programs such as financial aid, Running Start, and International students, will need to meet the academic standards and completion requirements of those programs. Students should also be aware that some other campus programs have additional academic progress standards that must be maintained as a requirement of participation.

The SAP policy is currently under review. Please check our Web site for updated policy information.

Early Alert

(425) 640-1319

Throughout the quarter, instructors may notify Student Services about students who are not maintaining satisfactory academic progress or attending classes regularly. Resources and services may be provided to help these students successfully complete courses. If academic difficulties persist, students may be contacted more than once.

Transferring Credits from Other Colleges

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

- Submit official transcripts to Enrollment Services.
- Complete a form requesting evaluation of transcripts prior to submitting graduation applications (forms available from Enrollment Services and online at http://www.edcc.edu/credentials/Evaluation_Request_form.pdf).

Some course work may not be accepted, and students who change their educational goals must have their transcripts re-evaluated. Contact individual departments for more information.

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

Credits transfer to Edmonds Community College if:

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

Earned Semester Credits

For students transferring from institutions using semester credits, waivers are authorized for one-quarter credit in the written skills area and a maximum of half-quarter credit in quantitative skills and in each of the distribution areas.

Student Grades

<http://info.edcc.edu>

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

Student transcripts record all courses and grades.

Grade Point Average

The grade point average is a weighted average of the grades received by students, calculated by dividing the number of grade points earned by the number of credit hours attempted. For example:

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

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

Grading

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

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

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

G-Credits earned through the course challenge process.

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

I - The incomplete is given at the discretion of the instructor only when the student has done satisfactory work but could not, for some unavoidable reason, complete some part of the coursework or take the final examination. The student and instructor prepare and sign an "Incomplete Grade Contract" (located in division offices) specifying the work to be completed. The contract will include the date by which all work must be submitted and the grade that will be submitted if the work is not completed. Incompletes given prior to Fall Quarter of 1990 will be assigned letter grades.

K-Credit earned through the experiential learning process.

L- Credits awarded for advanced placement courses.

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

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

U-Unsatisfactory.

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

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

*- Assigned when grades are not submitted by the instructor in time to be processed. When the grades are processed, the earned grade will be recorded.

- 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 an 0.0 grade point value. Grades of I, W, V, N and U do not carry credit or grade point value. The grades of S, G, H, L and * carry credit, but the credit is not included in the calculation of the grade point average.

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

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

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

Advanced Placement Credits

Advanced placement credit is usually granted for scores of three or higher. Credits earned for advanced placement will be identified with an 'I' grade. Credits awarded by another institution for advanced placements are not automatically accepted. Students must provide test scores and have them evaluated by Edmonds Community College. For subject areas not listed below, see the department head.

EXAM	SCORE	CREDIT FOR
Art		
Art History	AP 5	Art 126, 127 (10 credits)
Art History	AP 4	Art 126 or 127 (5 credits)
Chemistry		
	AP 5	Chem 131, 132, 133 (18 credits)
	AP 4	Chem 131, 132 (12 credits)
Computer Science		
A examination	AP 4, 5	CMPSC 151, 152 (10 credits)
AB examination	AP 5	CMPSC 151, 152 (10 credits)
	AP 3, 4	CMPSC 151 (5 credits)
English		
Language and Comp Or Comp and Lit exam	AP 5, 4	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)
Math		
AB examination	AP 5	Math 151, 152 (10 credits)
	AP 4, 3	Math 151 (5 credits)
BC examination	AP 5, 4	Math 151, 152 (10 credits)
	AP 3	Math 151 (5 credits)
Statistics	AP 5, 4, 3	Math 240 (5 credits)
Physics B		
Physics B	AP 5, 4	Physics 101, 102
Physics C (Mechanics)		
Physics C (Mechanics)	AP 5, 4	Physics 201
Physics C (Elec & Mag)		
Physics C (Elec & Mag)	AP 5, 4	Physics 203
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)

Honor Roll

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

Repeating a Course

A grade of 2.0 or better may be repeated with instructor permission. Students may repeat any course for which a grade of 1.9 or less has been earned. The last grade received will be used in computing a student's cumulative grade point average at Edmonds Community College if the grade carries a GPA value. Credit will be given only once, though previous courses and grades will remain on the transcript. A course repeat card (available at the Registration Office) should be submitted at the time of registration. A grade which carries no GPA value may not be used to replace a grade with a GPA value.

Ways to Earn Credit

Course Challenge Credit

Most departments grant credit for prior learning or life experiences via course challenge. 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 for challenging a course.

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

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

- Associate of Arts Degree
Associate of Science Degree
Associate in Applied Science-T Degree
As determined by the department head.

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

CLEP/DANTES

To receive credits by exams, the following rules apply:

- Only currently enrolled students receive these credits. No credits are awarded for an examination if the student has already earned credit in a duplicate course.
- College Level Exam Program (CLEP) and Defense Activity for Non-Traditional Educational Support (DANTES) exams will be evaluated by guidelines set by the American Council on Education (ACE). Examination performances are graded as pass or fail and are not computed into the student's grade point average. Since some two- and four-year colleges and universities do not accept CLEP credit, students should contact the college to which they are transferring for more information.
- No credits from the CLEP General Examination are applied to the Associate of Arts Degree, the Associate of Science Degree or the Associate in Applied Science-T Degree.
- Credits earned in the Freshman English Subject Examination are accepted at the discretion of individual academic divisions. Students should contact the appropriate dean before taking the examination.
- Subject to approval by the chief academic officer, up to 30 credits from the CLEP exam may be applied to any area of the Associate of General Studies Degree.
- Certain areas of the CLEP exam may be used as elective credit to fulfill requirements for the Associate of Technical Arts Degree, including five credits of English Composition, Mathematics, Humanities and Social Science.

Non-Accredited Schools/ Correspondence Courses

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

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

The college may also accept credits from correspondence courses as determined by departments.

Prior Learning Assessment

<http://priorlearning.edcc.edu>

If students demonstrate what they have learned through life and work experiences, it may be assessed for college credit. Students who have received training through military or apprenticeship programs should request an evaluation of transcripts to determine possible credit.

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

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

Satisfactory or Pass Credits

Credits are accepted as follows:

- Associate of Arts Degree
Earn 10 credits maximum for electives only, plus an additional three credits for health and physical education requirements.
- Associate of Science Degree
Earn three credits maximum for health and physical education requirements only.
- Associate in Applied Science-T Degree
Earn 30 credits maximum, plus an additional three credits for health and physical education requirements.
- Associate of General Studies Degree
Earn 30 credits maximum, plus an additional three credits for health and physical education requirements.
- Associate of Technical Arts Degree
Earn up to one-half of the required credits.
- Certificates
Credits to be determined by the department head.
- High School Diploma
Advisers must approve what courses qualify as satisfactory or pass credits.

Special Project Credits

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

Variable Credit Course

Students should consult with advisers before registering for variable credit courses. The credits completed may be less than, or equal to, the number of credits for which the student registered. The appropriate department determines how variable credit earned through multiple enrollments is transcribed and how it is applied to graduation requirements. Regardless of the number of credits attempted, the student will receive credit only for the work completed during the quarter for which registration occurred. Refunds and incomplete grades are not given.

Hate Free Zone

The Board of Trustees approved a resolution to:

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

General Policies

<http://policies.edcc.edu>
(425) 640-1134

Alcohol and Drugs

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

Equal Opportunity

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

disabled veteran status, or the presence of any disability.

Edmonds Community College is also committed to equal opportunity for male and female athletes. Direct any questions about gender equality with respect to athletic teams to the Title IX compliance officer, the vice president for human resources, (425) 640-1134.

Final Exams

www.edcc.edu/exams

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

Head Start at Center for Families

Snohomish County Head Start and EHS do not discriminate on the basis of race, color, national origin, gender, religion, disability, age, political beliefs, sexual orientation and marital or family status in admission, treatment, or participation in its programs, services and activities, or in employment or volunteer opportunities. For further information about this policy or if you need assistance due to sensory impairment, contact Section 504 Coordinator (425) 712-9000, extension 4516 or TDD/State Relay.

Limitation of Liability

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

Minor Children on Campus

The college recognizes that minor children often accompany adults during visits to campus. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college,

no employee, student or visitor may leave a child unattended anywhere on campus grounds, including buildings and vehicles in the college parking lots. Nor shall a child be left with a college employee, unless that child is enrolled in an authorized college program. Children are not permitted in classrooms except in emergency situations with permission of a faculty member.

Pets on Campus

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

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

Sexual Harassment

As a place of work and study for students, faculty and staff, the college will not tolerate sexual harassment, intimidation or exploitation in any form. Anyone subjected to acts of discrimination or harassment is encouraged to contact the Human Resources Office at (425) 640-1134.

Smoking on Campus

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

Sex Offender Notification

Edmonds Community College will provide timely and appropriate notification of the presence of a convicted sex offender to increase the safety and welfare of students and employees. Students and employees will receive notification in a manner that maintains safety without creating excessive anxiety. Furthermore, pursuant to RCW 4.24.550, the college is authorized to notify the employees and students when notice is

received that a registered sex offender may be expected on or near the college campus, including off-site buildings.

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

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

To view databases, visit:

- King County Sheriff
(<http://www.metrokc.gov/sheriff>)
- Snohomish County Sheriff
([http://www1.co.snohomish.wa.us/Departments/Sheriff/Services/Sex Offender](http://www1.co.snohomish.wa.us/Departments/Sheriff/Services/Sex%20Offender))

State Support

www.edcc.edu/statesupport

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

Weapons Prohibited

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

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

Student Records

<http://policies.edcc.edu>

Family Educational Rights and Privacy Act (FERPA)

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

Inspect and Review

Students have the right to inspect and review their education records within 45 days of the day the college receives a request for access. Students should submit to the Senior Associate Dean of the Enrollment Services Office a written request that identifies 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 and the name of the college official responsible for the record(s).

Amending Records

Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.

Consenting to Disclosures

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

- Exception: disclosure to school officials with legitimate educational interests, i.e. to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and

health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

Filing Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. See page 45.

Send complaints to:

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

Record Access

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

Record Retention

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

Transcripts

<http://info.edcc.edu>

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

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

Student Rights, Freedoms and Responsibilities

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

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

Consumer Information

The college must provide students with information about:

- Accrediting organizations and how to review the college's accreditation.
- Financial aid award amounts and the date the award will be received.
- Crime statistics.

- Criteria used to select financial aid recipients.
- Loan counseling.
- Financial assistance requirements for attending a study abroad program that is approved for credit by the college.
- Financial assistance, including federal, state, local, private and institutional financial aid programs.
- Graduation rates of student athletes and full-time, first-time students seeking degrees or certificates.
- How to get a financial aid package reconsidered.
- How the school determines satisfactory progress.
- Instructional programs, including laboratory and other facilities and faculty.
- Work Study job descriptions, including hours, rate of pay and payment dates.
- Procedures and deadlines for submitting financial aid applications.
- Refund policies.
- Special facilities and services for the disabled.
- Transfer rates to four-year colleges or universities.
- Tuition, fees, books, supplies and living expenses.

Catalog Policy

www.edcc.edu/catalog

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 revisions may occur after publication. Changes in state and federal funding may also alter college policies. Visit our Web site for the most up-to-date information about Edmonds Community College.



“ Evening
and online
classes made
obtaining my
degree
possible. ”

Paris Loutsis
Early Childhood Education
TRiO Student Support Services

More than meets the eye: Center for Families

Paris is in an Early Childhood Education class with instructor Connie Schatz preparing to do her practicum in a childcare center. A single mom, Paris knows the importance of nearby quality childcare. The Center for Families serves 355 families annually, offers on-campus childcare and is a resource for Early Childhood Education and Family Support Studies students.

www.edcc.edu/families



Chapter 6...

Course Descriptions

From accounting to writing

The classes offered at Edmonds Community College are listed from page 48 to 120. The college may add classes for new programs or to update current programs. See <http://courses.edcc.edu> or the quarterly class schedule publication for the most up-to-date course numbers, listings and descriptions.

Dual Listed Course

A dual listed course is one of two courses that have the same title and content, but use different department abbreviations. One or the other may be taken for credit, not both. The student must make the choice at the time of registration. Example: DIVST 120 Survey of Visual Art-CD or ART 120 Survey of Visual Art-CD.

Accounting

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

Accounting Fundamentals

ACCT 101, 5 Credits
Beginning accounting fundamentals including journalizing, posting, financial statements and an introduction to payroll. Computerized accounting software used. Transfer limited. Prerequisite: EAP 121 or BRDGE 093 placement.

Special Topics

ACCT 155, 5 Credits
Classes, workshops or seminars of current interest in Accounting.

Financial Accounting I

ACCT 201, 5 Credits
Theory of asset, liability, and stockholders' equity accounts; construction of financial statements. Prerequisite: ACCT 101, high school bookkeeping or instructor permission and placement in EAP 121 or BRDGE 093.

Financial Accounting II

ACCT 202, 5 Credits
Examine a number of complex accounting topics involving assets, liabilities, and equity accounts. Includes study of bonds, financial statement and analysis, stocks, and statement of cash flows. Prerequisite: ACCT 201 with grade of 2.0 and EAP 121 or BRDGE 091 placement.

Managerial Accounting

ACCT 203, 5 Credits
Conceptual understanding of managerial and cost accounting concepts applicable to all forms of businesses. Topics include cost systems, cost behavior, CVP analysis, budgeting and control, and developing information for decision-making. Prerequisite: ACCT 201 with grade of 2.0.

Individual Income Tax Preparation

ACCT 214, 5 Credits
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 EAP 121 or BRDGE 093 placement.

Federal Income Tax Preparation

ACCT 215, 5 Credits
Interview and assist clients with preparation of individual federal tax returns. Prepare tax returns for the public. A Volunteer Income Tax

Assistance (VITA) comprehensive exam included in cost of course. S/U grade only. Prerequisite: Recommend ACCT 214 or equivalent or instructor permission. Concurrent enrollment in BUS 291 required if using course to satisfy internship requirement.

PC Accounting Applications

ACCT 216, 5 Credits
Prepares students to interact with computerized accounting systems. Major concepts of computerized accounting will be introduced including trial balance maintenance and financial statement generation. Prerequisite: EAP 121 or BRDGE 093 placement and ACCT 101 or instructor permission.

Business and Payroll

Tax Accounting
ACCT 254, 5 Credits
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 permission.

Special Topics

ACCT 255, 5 Credits
Classes, workshops or seminars of current interest in accounting.

Adult Basic Education/ Pre-GED

(425) 640-1593

<http://abe.edcc.edu>

Basic Social and Life Skills

ABE 002, 5 Credits

Designed for students with developmental disabilities to develop and maintain basic academic, social, and life skills. Advising required.

Community and Resource Exploration

ABE 003, 5 Credits

Designed for students with developmental disabilities to maintain and apply basic academic, social, and life skills in learning about community opportunities and resources. Advising required.

Community and Resource Networking

ABE 004, 5 Credits

Designed for students with developmental disabilities to utilize basic academic, social, and life skills to become oriented with and utilize community opportunities and resources. Advising required.

Basic Job Skills

ABE 007, 10 Credits

Develop basic job and literacy skills in reading, writing, and math in theme-based instruction focused on employment and independence. Advising required.

Job Preparation and Exploration

ABE 008, 10 Credits

Identify and pursue transitional goals, while maintaining basic literacy skills in reading, writing, and math in theme-based instruction focused on employment and independence. Advising required.

Job Skill Applications

ABE 009, 10 Credits

Utilize job and literacy skills in reading, writing, and math in theme-based instruction focused on employment and independence. Advising required.

Basic Reading Level I

ABE 010, 1-10 Credits

Develop basic literacy skills, read simple material on familiar subjects,

and comprehend simple and compound sentences containing familiar vocabulary.

Basic Writing Level I

ABE 011, 1-10 Credits

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

Basic Math Level I

ABE 012, 1-10 Credits

Develop basic number sense and begin to use math to solve problems.

Reading Level II

ABE 020, 1-10 Credits

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

Writing Level II

ABE 021, 1-10 Credits

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

Math Level II

ABE 022, 1-10 Credits

Continue to develop number sense and problem solving skills including place value and whole number operations.

Reading/Writing Level II

ABE 023, 1-10 Credits

Begin to develop reading skills for effective comprehension of basic materials while concurrently practicing basic writing skills. Preparation for entry into reading/writing Level III. Prerequisite: Level II placement or instructor permission.

Basic Skills Reading

ABE 030, 1-10 Credits

Develop reading skills and strategies for effective comprehension, including vocabulary building, previewing and scanning, and regular independent reading. Preparation for GED class or Bridge 087, 088, or Bridge 090. Prerequisite: CASAS Reading score of 201, completion of ESL 030, or permission of instructor or ABE adviser.

Basic Skills Writing

ABE 031, 1-10 Credits

Develop writing skills, including compound sentences and simple

paragraphs for personal and work related purposes. Preparation for GED class. Prerequisite: Instructor or ABE adviser permission.

Basic Skills Math

ABE 032, 1-10 Credits

Develop basic math skills including whole numbers and fractions that will prepare them to enter GED class. Prerequisite: Instructor or ABE adviser permission.

Reading/Writing Level III

ABE 033, 1-10 Credits

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

Reading Level IV/Pre-GED

ABE 040, 1-10 Credits

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

Writing Level IV/Pre-GED

ABE 041, 1-10 Credits

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

Math Level IV/Pre GED

ABE 042, 1-10 Credits

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

Reading/Writing Level IV

ABE 043, 1-10 Credits

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

Adult Basic Education**ABE 051, 1-10 Credits**

Improve basic skills in reading, writing and math for lifelong learning, prepare for GED or other college classes through lectures, small group activities, and independent work. An introduction to campus resources will support setting educational and career goals.

PACT Parents and Children Together Time**ABE 061, 1-10 Credits**

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

Families Learning Together**ABE 062, 1-10 Credits**

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

Basic Skills Lab I**ABE 070, 1-5 Credits**

Increase reading, writing, and math skills while increasing computer literacy.

Basic Skills Lab II**ABE 071, 1-5 Credits**

Continue to develop reading, writing, and math skills through technology.

ABE for CEN and CIT**ABE 080, 5 Credits**

Develop reading, writing, and math skills specifically for Computer Electronics Networking and Construction Industry Trades. Advising required.

Introduction to College**ABE 095, 3 Credits**

Basic skills students complete program assessment and learn about college systems and services.

Alcohol and Chemical Dependency Counseling**(425) 640-1658****<http://shs.edcc.edu/acd>****Law & Ethics****ACD 113, 3 Credits**

Introduces the NAADAC Ethics Code, the process of ethical decision making and key federal laws, RCWs and WACs governing the practice of CDPs.

Survey of Alcohol and Chemical Dependency**ACD 140, 4 Credits**

Introduces the use, misuse and addiction to all psychoactive drugs. Covers history, theories and current practices/treatment; and nature of successful addiction recovery. S/U grade option.

HIV/AIDS & Air/Blood Borne Pathogens**ACD 170, 2 Credits**

Etiology/epidemiology of HIV/AIDS; air/blood borne pathogens; transmission, infection control, clinical manifestations, psychosocial issues; testing, counseling treatment. Meets professional requirements for alcohol/substance abuse counseling. S/U grade option.

Group Counseling for Chemical Dependency Professionals**ACD 215, 3 Credits**

Address the role and efficacy of group therapy in substance abuse treatment including the states of group development, principles of group dynamics, models of group counseling and "best practices" in group work with substance abusing clients. Active participation is expected. Prerequisite: SHS 115 and ACD 140.

Pharmacology & Physiology of Alcohol & Drugs**ACD 242, 4 Credits**

Identifies pharmacological, physiological effects of psychoactive substances; how effects are produced; treatment methods for chronic conditions and drug interactions. Prerequisite: ACD 140 or concurrent enrollment or instructor 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. Prerequisite: ACD 140 and SHS 114 or instructor permission.

Alcohol/Chemical Dependency Counseling**ACD 245, 3 Credits**

Covers principles & skills in counseling individuals and families recovering from chemical dependency or addiction. Includes development stages & tasks of recovery, use of 12 step and other support groups, establishing recovery and relapse management plans. S/U grade option. Prerequisite: ACD 140 and SHS 114 or instructor permission.

Chemical Dependency and the Family**ACD 246, 3 Credits**

Dynamics of family systems; impact of addiction on roles, child rearing, trust and marital issues; parenting; includes developmental stages; tasks of recovery and treatment. S/U grade option. Prerequisite: ACD 140 and SHS 114. SHS 217 recommended.

Case Management**ACD 247, 2 Credits**

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

Relapse Prevention**ACD 249, 2 Credits**

Identifies stages and process of recovery, strengths and vulnerabilities, and the concept of relapse as a process; prevention planning and strategies for assessing recovery plans. Prerequisite: ACD 140 and 244 or instructor permission. S/U grade option.

Youth Assess/Treatment of Substance Use Disorder

ACD 251, 3 Credits

Identifies the dynamics and treatment needs of adolescent clients; includes life developmental tasks, physical/social dynamics; and reintegration after addiction has appeared. Assessment criteria and instruments; motivation and treatment approaches. Prerequisite: ACD 140 and 245 or instructor permission. SHS 186 highly recommended.

Advanced Special Topics

ACD 255, 5 Credits

Specialized course/seminars on current issues in Alcohol and Chemical Dependency. Each course will have its own outline and syllabus.

A/DIS for Trainers

ACD 260, 3 Credits

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

Allied Health Education

(425) 640-1017

<http://ahe.edcc.edu>

The Human Body: Structure and Function

AHE 110, 5 Credits

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

Electrocardiography Technician

AHE 114, 4 Credits

Fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. Prerequisite: AHE 110, 116, BSTEC 104, 129, HIV/AIDS and CPR all with a grade of 2.0 or equivalent. Permit code required.

CPR for Allied Health Care Professionals

AHE 115, 1 Credit

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

Introduction to Health Care

AHE 116, 4 Credits

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

Electrocardiography Technician Externship

AHE 119, 1 Credit

Practical experience in the functional role of the EKG technician at a variety of facilities. Prerequisite: Completion of, or concurrent enrollment in, AHE 114. Permit code required.

Introduction to Health Unit Coordinator/Management

AHE 121, 5 Credits

History of the health unit coordinating profession, including National Association of Health Unit Coordinators (NAHUC) and certification process. Introduction to management techniques, confidentiality issues and communication skills in a hospital setting. Prerequisite: AHE 110, 115, 116 or HLTH 105, BSTC 104 and 129 or 130 or CIS 100, SHS 170. Completion of or concurrent enrollment in AHE 162, 164 or valid NA-C license in WA state. See adviser. Permit code required.

Health Unit Coordinator Procedures I

AHE 122, 7 Credits

First of a two-course series on responsibilities of health unit coordinator, including medical terminology, requisitions/forms, transcribing orders, patient admission/discharge, preoperative/postoperative procedures. Application of HUC skills/

procedures in lab setting. Prerequisite: AHE 121. Permit code required.

Health Unit Coordinator Procedures II

AHE 123, 4 Credits

Second of a two-course series on responsibilities of a health unit coordinator, including file management, requisitions/forms, transcribing orders, incident reports/emergencies, and review of procedures. Application of skills and procedures in the laboratory setting. Prerequisite: AHE 122. Permit code required.

Health Unit Coordinator Externship

AHE 124, 5 Credits

Practical experience in the functional role of the health unit coordinator at a variety of facilities. Prerequisite: AHE 121, 122 and concurrent enrollment in AHE 123. Permit code required.

Advanced Nurse Assisting Skills

AHE 130, 3 Credits

Fundamentals in microorganism/microbial control, asepsis and sterile techniques, specimen collection, wound care, and point of care testing. Prerequisite: AHE 162 and 164 or current Certified Nursing Assistant licensure in Washington State. Permit code required.

Advanced Nurse Assisting Skills Externship

AHE 131, 1.5 Credits

Practical experience in all client care skills and the functional role of the nursing assistant in the workplace. Students will be supervised by instructor and staff at acute care and long-term care sites. Prerequisite: AHE 130 or concurrent enrollment. Permit code required.

Phlebotomy Technician

AHE 141, 5 Credits

Anatomy and physiology of the blood/circulatory system, medical/lab terms, lab policies/procedures, and proper specimen handling. On-campus lab sessions prepare students to perform standard venipunctures and skin punctures. Prerequisite: AHE 110, 116, BSTEC 104, 129, HIV/AIDS and CPR all with a grade of 2.0. Permit code required.

Phlebotomy Technician Clinical Externship

AHE 143, 4 Credits

Practical experience in the role of the Phlebotomy Technician. Students will be supervised at clinical sites. Prerequisite: AHE 141. Permit code required.

Clinical Lab Assistant I

AHE 144, 5 Credits

Overview of the clinical laboratory, including HIPAA regulations, OSHA standards, quality assurance practices, laboratory terminology, laboratory organizational structure, and applying a general understanding of the functions of a clinical laboratory information system. Prerequisite: AHE 110, 116, BSTEC 104, 129, HIV/AIDS and CPR all with a grade of 2.0.

Clinical Lab Assistant II

AHE 145, 5 Credits

Participate in a controlled laboratory environment. Perform processing and distribution of specimens. Apply obtained phlebotomy skills, data entry, and patient information retrieval via Internet and other electronic resources. Prerequisite: AHE 144.

Clinical Lab Assistant III

AHE 146, 5 Credits

Participate in controlled laboratory environment. Perform processing of specimens, bedside, point-of-care, and moderately complex testing. Apply obtained phlebotomy skills, specimen processing, data entry, patient information retrieval via internet/other electronic devices. Prerequisite: AHE 145

Clinical Lab Assistant Externship

AHE 147, 1 Credit

Practical experience in the role of Clinical Laboratory Assistant. Students will be supervised at clinical sites. Prerequisite: AHE 146

Special Topics

AHE 155, 5 Credits

Workshops with special focus on topics of current interest in the health care field. Topics vary. S/U grade option.

Certified Nursing Assistant Basic Patient Care

AHE 162, 6 Credits

Introduction to the functional/legal role of nursing assistants on the healthcare team. On-campus lab sessions will provide training in all client care aspects necessary to obtain Washington State nursing assistant certification. Prerequisite: AHE 110, 116, BSTEC 104, 129, HIV/AIDS, and CPR all with a grade of 2.0. Permit code required.

Certified Nursing Assistant Clinical Externship

AHE 164, 1-2 Credits

Practical experience in all client care skills and the functional role of the nursing assistant in the workplace. Students will be supervised by instructor and staff at acute care and long-term care sites. Prerequisite: AHE 162 or concurrent enrollment. Permit code required.

Orientation to Pharmacy Practice

AHE 170, 2 Credits

Covers common activities and responsibilities of a pharmacy technician and current trends in practice including development of pharmaceutical care, the economic and government pressures on pharmacy, and increasing automation of the medication distributing function. Prerequisite: AHE 110, 116 and BSTEC 104, 129 all with a grade of 2.0.

Pharmacy Law and Ethics

AHE 171, 2 Credits

Discusses legal, moral and ethical issues, legal system, specific law relating to pharmacy and commonly encountered ethical situations in pharmacy. Ethics are examined for the medical professional. Case studies will be used to demonstrate points of law. Prerequisite: AHE 110, 116 and BSTEC 104, 129 all with a grade of 2.0.

Pharmacy Terminology

AHE 172, 3 Credits

Emphasizes specific medical terminology related to pharmacy, including routes of administrations, dosage forms, chemical compounds in terms of elemental symbols and molecular formulas, and specific symbols and abbreviations used in pharmacy. Prerequisite: AHE 110, 116 and BSTEC 104, 129 all with a grade of 2.0.

Applied Pharmacology I

AHE 173, 5 Credits

Covers descriptions and classification of drugs, drug action and drug uses. Reviews terminology associated with medication ordering, dosing and administration safety. Identifies issues with "sound alike" drugs and effective use of drug references. Prerequisite: AHE 110, 116 and BSTEC 104, 129 all with a grade of 2.0.

Applied Pharmacology II

AHE 174, 5 Credits

Continuation of Applied Pharmacology I. Prerequisite: AHE 173 with a grade of 2.5.

Pharmaceutical Calculations

AHE 175, 3 Credits

Reviews of basic arithmetic and algebra related to the needs of a pharmacy. Emphasizes dosage calculation, solution strength, dilution and conversion. Prerequisite: AHE 170-173 all with a grade of 2.5, and MATH 080 placement.

Prescription Processing

AHE 176, 5 Credits

Covers receiving and processing of medication orders, assisting in obtaining additional information from patient or healthcare providers, updating records and processing a prescription. Learn to utilize current computer software where applicable. Prerequisite: AHE 170-173, AHE 175 with a grade of 2.5 or concurrent enrollment.

Over the Counter Drugs

AHE 177, 2 Credits

Covers medications available to patients without prescription, including herbal medications and supplements, cold/flu prescriptions, gastrointestinal preparations, topical products. Includes conversion of specific legend drugs to OTC status. Prerequisite: AHE 170-176 all with a grade of 2.5.

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: Prerequisite: AHE 170-176 all with a grade of 2.5.

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

Provides experience in the role of a pharmacy technician while working with pharmacists and certified pharmacy technicians. Gain practical experience in the discipline of pharmacy, enhance skills and integrate knowledge.

Prerequisite: Prerequisite: AHE 170-176 all with a grade of 2.5. Completion or concurrent enrollment in AHE 178. Permit code required.

American Sign Language**(425) 640-1650****www.edcc.edu/asl****American Sign Language I****ASL 101, 5 Credits**

Beginning grammar, vocabulary and conversational skills. Focus on ASL constructions and use. Introduction to the history, culture, and current issues of the deaf community.

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

Continuation of ASL 101. Expands on the grammar, vocabulary and functional uses of ASL. Continuing focus on Deaf culture and community values. Prerequisite asL 101 or instructor permission.

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

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

Anthropology**(425) 640-1560****http://anthr.edcc.edu****Survey of Anthropology-CD****ANTHR 100, 5 Credits**

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

Where did we come from? Where do we go from here?

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

Help tribes, governments and non-profits make fishing, farming and forestry more sustainable while studying relationships between people and ecosystems. Carpool to and from field sites.

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

Continuation of ANTHR 101. Help tribes, governments and non-profits make fishing, farming and forestry more sustainable while studying relationships between people and ecosystems. Carpool to and from field sites. Prerequisite: ANTHR 101.

Human Ecology III**ANTHR 103, 5 Credits**

Continuation of ANTHR 102. Help tribes, governments and non-profits make fishing, farming and forestry more sustainable while studying relationships between people and ecosystems. Carpool to and from field sites. Prerequisite: ANTHR 102.

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 evolution, genetics, primate anatomy, fossil record, biocultural adaptation, and human physical and sexual variation. Prerequisite: ENGL 105 and MATH 090 placement.

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**

Diversity of American religious experiences from historical and cultural perspectives, including the interaction between globalization, immigration, ethnicity, and culture in American Indian, Western, and Eastern traditions. Prerequisite: ENGL 100 placement. (Dual listed as DIVST 130)

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. Prerequisite: ENGL 100 placement. (Dual listed as DIVST 140)

Special Topics**ANTHR 155, 5 Credits**

Study special topics in anthropology.

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

Selection, design and completion of project in the field of intermediate to advanced anthropology. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: instructor permission.

North American Indians-CD**ANTHR 210, 5 Credits**

Native North American culture from arrival on the continent to present. Traditional societies, under colonization, and as contemporary societies. Examination of current laws, policies, and conflicts including land and fishing claims, sovereignty, and religious rites. (Dual listed as DIVST 210)

Special Topics**ANTHR 255, 5 Credits**

Study special topics in anthropology.

Laboratory Methods in Archaeology

ANTHR 271, 2 Credits

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

Individual Project in Anthropology

ANTHR 298, 1-5 Credits

Selection, design and completion of project in the field of intermediate to advanced anthropology. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: instructor permission.

Art

(425) 640-1560

<http://art.edcc.edu>

Drawing I

ART 101, 5 Credits

Drawing as an act of seeing, selections and translating onto a two-dimensional surface. Seeing, representing, and interpreting the world using both traditional and experimental materials.

Drawing II

ART 102, 5 Credits

Applies skills learned in Drawing I with continued focus on observational drawing development. Conceptual ideas will be explored using both traditional and experimental methods and media. Prerequisite: ART 101 or instructor permission.

Drawing III

ART 103, 5 Credits

Continuation of Drawing I and II. Introduction of color value. Advanced exploration of experimental media and techniques with an emphasis on presentation. Prerequisite: ART 102 or instructor permission.

Two-Dimensional Design-CD

ART 111, 5 Credits

Introductory course focusing on the exploration of the elements and principles of design used in two-dimensional problemsolving. Exercises begin with

interpretation and translation, progressing to abstraction, and conclude with a series of variations on visual theme.

Three-Dimensional Design-CD

ART 112, 5 Credits

Continuation of ART 111 focusing on three-dimensional design fundamentals with an emphasis on visual and critical thinking. Through a variety of materials, three-dimensional fundamentals are investigated formally and conceptually. Prerequisite: ART 111 or instructor permission.

Alternative Approaches to Design-CD

ART 113, 5 Credits

Presentation of creative processes to discover and translate ideas, feelings, and concerns into images or objects. Use of a variety of methods and approaches, from traditional to technological, to promote visual expression. Prerequisite: ART 111 or instructor permission.

Survey of Visual Art-CD

ART 120, 5 Credits

A survey of the visual arts and architecture, focusing on artistic elements, design and function in different eras, cultures, and traditions. (Dual listed as DIVST 120)

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 emphasis on Western Civilization.

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.

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.

Art of a Specific Culture

ART 129, 5 Credits

Introduction to the art of a specific culture; examination of topics ranging from that culture's archaeology and architecture to its fine arts and crafts.

Painting-CD

ART 150, 5 Credits

Introduction to techniques in painting using acrylics. Color theory, mixing colors, and application of elements of design are explored. Influences and contributions of various artists and cultures to painting will be discussed.

Painting-CD

ART 151, 5 Credits

Investigation of painting tools and materials, styles and techniques. Organization of painting content, selection of subjects, social aspects and individual concepts will be discussed and reviewed. Demonstration and studio work time to develop skills. Prerequisite: ART 150 or instructor 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.

Pottery-CD

ART 170, 5 Credits

Focus on hand building form. Materials and techniques of clay and glaze. An exploration and research in clay methods, design elements and 3-D composition and the 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 and the

influences and contributions of various artists and cultures. Prerequisite: ART 111 or 170 or instructor 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, kiln firing and the influences and contributions of various artists and cultures. Prerequisite: ART 111 or 171 or instructor permission.

Pottery-CD

ART 173, 5 Credits

A continuation of ART 171 and 172 with a focus on problem setting and solving. Provides further experience with glaze composition and application, and kiln firing. Influences and contributions of various artists and cultures will be discussed. Prerequisite: ART 172 or instructor permission.

Jewelry and Metal Design

ART 175, 5 Credits

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 crafting of fine art jewelry.

Jewelry and Metal Design

ART 176, 5 Credits

Continuation of ART 175 with an emphasis on casting of nonferrous metal utilizing various processes and techniques. Prerequisite: ART 175 or instructor 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 permission.

Sculpture

ART 180, 5 Credits

Studio course. Creating sculptures through exploring and applying principles of three-dimensional design. A

variety of media incorporated, including some or all of the following: clay, casting, wood and stone.

Ceramic Sculpture-CD

ART 181, 5 Credits

Three-dimensional expression using clay for modeling and construction. Includes staining, glazing, and firing of student projects. Projects explore elements of design and 3-D composition. Influences and contribution of various cultures explored.

Instructional Assistant in Art

ART 188, 1-5 Credits

For students with experience or skills in art activity who wish to assist instruction. Prerequisite: Permission of 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.

Introduction to Graphic Design

ART 225, 5 Credits

Graphic design, its history, imaging and the elements and principles of digital design in visual communication. An introduction to computer graphic design production tools and processes in visual illustration.

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. Prerequisite: ART 225 or instructor permission.

Special Topics

ART 255, 5 Credits

Topics and seminars of interest in art.

Instructional Assistant in Art

ART 288, 1-5 Credits

Special teaching projects for advanced students with experience or skills in art area instruction who wish to assist instruction. Prerequisite: Permission of 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.

Astronomy

(425) 640-1679

Solar System

ASTRO 100, 5 Credits

A study of the solar system; 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. Prerequisite: MATH 090 with a grade of 2.0 and ENGL 105 placement.

Stars and Galaxies

ASTRO 110, 5 Credits

Second course in astronomy focusing on stars, galaxies, and the universe. Looks at stellar configurations, stellar evolution from nebulae to black holes, galactic structure, evolution and cosmology. S/U grade option. Prerequisite: MATH 090, ASTRO 100 or PHYS 100 all with a grade of 2.0.

Special Projects

ASTRO 199, 5 Credits

Individual projects in astronomy.

Special Projects

ASTRO 299, 5 Credits

Individual projects in astronomy.

Biology

(425) 640-1679

<http://biology.edcc.edu>

Introduction to Biology

BIOL 100, 5 Credits

Introductory class for non-science majors which includes an introduction to major biological principles and scientific processes. Modern biological knowledge is presented in an informative way. Prerequisite: MATH 090 and ENGL 105 placement.

Human Biology**BIOL 101, 5 Credits**

Introductory course for non-science majors. Emphasis on how the human body functions, how infectious disease and genetic disorders interfere with human health, and how humans interact with global environmental systems. Prerequisite: ENGL 105 and MATH 090 placement.

Ecosystem Ecology of Western Washington**BIOL 105, 5 Credits**

Explore the ecology of our terrestrial ecosystems and our impact on them, learn to recognize common land animals and plants and how they live. For non-science majors. Field trips to local ecosystems. Prerequisite: ENGL 105 and MATH 090 placement.

Marine Biology**BIOL 106, 5 Credits**

Explore marine biology, learn to recognize common Northwest beach life, how they live, the ecology of different marine ecosystems, and our impact on these systems. Field trips to local beaches and a marine lab and research boat. Two Saturday field trips. Prerequisite: ENGL 105 and MATH 090 placement.

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

Introductory course for the non-science major. Explore human diseases and disorders and the defense systems of the human body. Topics include infections and emerging disease, cancer, allergies, cardiovascular disease, "super bugs," and more. Prerequisite: ENGL 105 and MATH 090 placement.

Special Topics**BIOL 155, 5 Credits**

Topics and seminars of current interest in biology.

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

Introduction to molecular and cellular biology with emphasis on cellular structure and function, energetics, genetics, and evolution. Four hours lecture, and one 3-hour lab weekly. A course for life science majors, nursing and pre-professional students. Prerequisite: ENGL 100, MATH 090, and

CHEM 101 or 131 or equivalent, each with grade of 2.0. Enrollment in BIOL 155 recommended.

General Zoology**BIOL 202, 6 Credits**

Second in three-quarter college biology series (201-203). An introduction to the patterns and mechanisms of evolution, and animal (invertebrate and vertebrate) diversity, development, anatomy, and physiology. For life-science majors and pre-professional students. Prerequisite: BIOL 201, ENGL 105, and CHEM 101 or 131 or equivalent each with grade of 2.0.

General Botany**BIOL 203, 6 Credits**

Final quarter in college biology series (201-203). An introduction to ecology and the biology of plants, algae, prokaryotes, protists, and fungi with emphasis on structure, anatomy, physiology, reproduction, development and evolutionary trends of land plants. Prerequisite: BIOL 201, ENGL 105 and CHEM 101 or 131 each with a grade of 2.0.

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. Prerequisite: BIOL 201, ENGL 105, MATH 090 and CHEM 101 or 131 or equivalent each with grade of 2.0.

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 090 and CHEM 101 or 131 or equivalent each with a grade of 2.0.

General Microbiology**BIOL 250, 6 Credits**

An introduction to microorganisms for science, nursing, and pre-professional

students. Topics include microbial cell structure, function, metabolism and genetics, roles in human disease and immunity. Four hours lecture and four hours lab weekly. Prerequisite: BIOL 201, ENGL 105, MATH 90 and CHEM 101 or 131 or equivalent each with a grade of 2.0.

Special Topics**BIOL 255, 5 Credits**

Topics and seminars of current interest in biology.

Bridge: Reading, Writing and Study Skills

(425) 640-1593

<http://brdge.edcc.edu>

Reading/Vocabulary and Speed Reading**BRDGE 087, 1-5 Credits**

College preparatory coursework in reading, spelling, and vocabulary. Prerequisite: ACCUPLACER reading score of 56.

Reading/Vocabulary and Speed Reading**BRDGE 088, 1-5 Credits**

College preparatory coursework in reading, spelling, and vocabulary. Prerequisite: ACCUPLACER reading score of 56.

Reading Improvement**BRDGE 090, 5 Credits**

For students who are not yet reading on the college level. The aim is to improve reading comprehension for educational needs or to retake the reading test to qualify for college English classes. S/U grade option. Prerequisite: ACCUPLACER reading score of 70-79. ESL students need to have EAP 100 with a grade of 2.0.

Essay Writing/Grammar Review**BRDGE 093, 5 Credits**

Course focuses on grammar and development of the full length essay. S/U grade option. Prerequisite: ACCUPLACER reading score of 79 or higher. ESL students need to have EAP 121 with a grade of 2.5.

Reading/Vocabulary and Speed Reading

BRDGE 107, 1-5 Credits

College level reading comprehension, speed reading, vocabulary or spelling. Prerequisite: ACCUPLACER reading score of 82.

Reading/Vocabulary and Speed Reading

BRDGE 108, 1-5 Credits

College level course work in reading comprehension, speed reading, vocabulary, or spelling. Prerequisite: ACCUPLACER reading score of 82.

College Study Skills

BRDGE 110, 5 Credits

Maximize study time by learning how to efficiently read texts, note take, prepare for exams, and use Blackboard. S/U grade option.

Managing Study and Time

BRDGE 111, 5 Credits

Introduction to strategies for learning styles, managing the college environment, accessing college information systems and creating schedules which facilitate achievement of academic goals. S/U grade option. Prerequisite: ACCUPLACER reading score of 82.

College Reading and Annotation

BRDGE 112, 5 Credits

Intensive course offers an analytic approach to processing information from lecture, film or print by recognizing common academic thought patterns and applying them to notetaking and annotating text. S/U grade option. Prerequisite: ACCUPLACER reading score of 82.

Managing College Exams

BRDGE 113, 5 Credits

Intensive course uses an analytic approach to assist students in developing an effective tool kit of test-taking strategies for essay, objective, open-book, and take-home assessments. S/U grade option. Prerequisite: ACCUPLACER reading score of 82.

Critical Reading-CD

BRDGE 115, 5 Credits

Comprehension skills for college level reading, focusing on 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 80 or higher. ESL students need to have completed EAP 121 with a grade of 2.5.

Special Topics

BRDGE 155, 5 Credits

Allows the modification of existing college-level BRDGE classes for combination with specific disciplines. Each modified class will have its own course outline and syllabus. S/U grade option.

Special Topics

BRDGE 255, 5 Credits

Allows the modification of existing college-level BRDGE classes for combination with specific disciplines. Each modified class will have its own course outline and syllabus. S/U grade option.

Business Information Technology

(425) 640-1242

<http://bstec.edcc.edu>

Computer Keyboarding

BSTEC 100, 4 Credits

Introduction to the computer keyboard. Speed and accuracy development; keyboard compositions and introduction to e-mail; formatting letters, reports, and memos. S/U grade option. Prerequisite: If English is not your first language, EAP 100 placement 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, and knowledge of Microsoft Word.

Document Processing II

BSTEC 103, 1-4 Credits

Application of word processing to format letters, reports, memos and other business documents. Prerequisite: BSTEC 102 and 109 or equivalent, and knowledge of Microsoft Word.

Medical Terminology

BSTEC 104, 3 Credits

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: BRDGE 093 or EAP 100.

Windows Fundamentals

BSTEC 105, 1-3 Credits

Learn Windows terminology, features, and commands for using Windows-based applications. S/U grade option. Prerequisite: BSTEC 130 or CIS 100, EAP 100 placement.

Medical Billing

BSTEC 106, 5 Credits

Collect, analyze, and apply patient billing information to insurance billing forms within current governmental guidelines. Prerequisite: BSTEC 104.

Business English

BSTEC 107, 5 Credits

Review parts of speech, sentence structure, subject/verb agreement, punctuation, capitalization, number usage, and language usage in professional business writing. Prerequisite: BRDGE 093 or EAP 100 placement.

Business Presentations

BSTEC 108, 5 Credits

Techniques used in businesses to convey information to professional and non-professional audiences. A module on the creation and use of PowerPoint slides is included. Prerequisite: English placement score of 37 and an Accuplacer Reading score of 78. BSTEC 100 recommended.

Word Processing (Word)

BSTEC 109, 5 Credits

Word processing functions and applications using Microsoft Word. S/U grade option. Keyboarding speed of 30 wpm. Prerequisite: BSTEC 130 or CIS 100 or equivalent.

Business Communications-CD**BSTEC 110, 5 Credits**

Create and edit business memos, letters, reports, and oral presentations using business style and strategy. Group interaction, and diversity are emphasized, as well as written and oral communication. Prerequisite: BSTEC 107 and ACCUPLACER writing score of 80. Keyboarding recommended.

Medical Document Processing**BSTEC 112, 1-3 Credits**

Medical document processing techniques and skills necessary for a medical document processor/transcriptionist in a medical office, hospital, or an extended care facility. Prerequisite: BSTEC 104 and 109. Concurrent enrollment or prior completion of anatomy and physiology recommended.

Medical Transcription**BSTEC 113, 1-7 Credits**

Introductory course, utilizing the SUM Beginning Medical Transcription Program, is designed to provide specialized training in medical transcription techniques. Prerequisite: BSTEC 112 and a keyboarding speed of 45 wpm.

Medical Law and Ethics**BSTEC 115, 3 Credits**

Introduction to legal, moral, and ethical issues in health care professions. Prerequisite: EAP 100 or BRDGE 093.

Advanced Terminology and Anatomy**BSTEC 116, 3 Credits**

Continuation of BSTEC 104. Advanced medical terminology, includes prefixes, suffixes, roots, and terms related to body systems and biological conditions, with anatomy and physiology focus. Prerequisite: BSTEC 104 or instructor permission.

Medical Coding**BSTEC 118, 5 Credits**

Introduction to CPT, ICD-9-CM and Level II HCPC's coding systems. Medical topics related to Medicare fraud and abuse, as it relates to coding and payment collection in any medical setting. HIPAA issues related to privacy, security and transaction code sets will be introduced. Prerequisite: BSTEC 104 or instructor permission.

Ten-Key Applications**BSTEC 120, 4 Credits**

Ten-key speed and accuracy and basic math concepts. S/U grade option. Prerequisite: EAP 100 or BRDGE 093 placement.

Ten-Key Skill Building**BSTEC 127, 3 Credits**

Improve speed and accuracy using the computer ten-key pad. Previous ten-key and basic business math experience required. S/U grade option. Prerequisite: BSTEC 120 or equivalent.

PC Basics**BSTEC 129, 3 Credits**

For the computer beginner. Basic word processing, spreadsheet, and computer concepts. Keyboarding speed of 15-20 wpm recommended. No previous computer experience required. S/U grade option. Prerequisite: If English is not your first language, EAP 100 placement is required.

Computer Fundamentals**BSTEC 130, 5 Credits**

Introduction to computer concepts, applications, XHTML and the Internet using Windows and Microsoft Office including Word, Access, Excel, PowerPoint. Credit granted for either BSTEC 130 or CIS 100, but not for both. S/U grade option. Prerequisite: BSTEC 100 or equivalent and EAP 121 or BRDGE 093 placement.

Quick Course Word**BSTEC 142, 1 Credit**

Basic word processing features using Microsoft Word 2007. Introduction to commands, formats, printing Word documents. Previous computer experience in the Windows environment recommended. S/U grade option.

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

Basic spreadsheet features using Microsoft Excel 2007. Introduction to commands, formats, and printing spreadsheets. Previous computer experience in the Windows environment is recommended. SU grade option.

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

Basic database features using Microsoft Access 2007. Introduction to commands,

formats, and printing databases. Previous computer experience in the Windows environment recommended. S/U grade option.

Web Features**BSTEC 145, 2 Credits**

Introduction to HTML and the Web features of the Microsoft Office 2007 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: EAP 100 or BRDGE 093 placement.

Special Topics**BSTEC 155, 1-5 Credits**

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

Legal Terminology**BSTEC 161, 3 Credits**

Introduction to legal words, definitions, synonyms, pronunciation, and usage.

Legal Document Processing**BSTEC 162, 1-3 Credits**

Production of documents used in the legal field. Final application requires students to convert legal documents to Washington State specifications. Prerequisite: BSTEC 109 and LEGAL 205 or equivalent.

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

Designed to improve proofreading and editing skills. Find and correct mistakes, clarify ideas, and apply the rules of grammar, punctuation, spelling, and word usage. S/U grade option. Prerequisite: BSTEC 107.

Filing Rules**BSTEC 175, 3 Credits**

Basic rules of filing, indexing, and alphabetizing. The tutorial complies with the filing rules of the Association of Records Managers and Administrators

(ARMA). Prerequisite: EAP 100 or BRDGE 093 placement.

Special Topics

BSTEC 198, 1-8 Credits

Special courses and topics may be designed for students' individual programs in Business Information Technology. S/U grade only. Prerequisite: instructor permission.

Special Projects

BSTEC 199, 1-5 Credits

Individual projects related to Business Information Technology. Prerequisite: instructor permission. S/U grade option.

Keyboard Skill Building

BSTEC 200, 3 Credits

Intensive accuracy and speed building to improve keyboarding skill. S/U grade option. Prerequisite: BSTE 100 or instructor permission. EAP 100 or BRDGE 093 placement. Keyboarding speed of 25 wpm recommended.

Introduction to Medical Records

BSTEC 206, 5 Credits

Introduction to the use of medical records in a hospital or clinical setting. Students will learn to locate, analyze, abstract and index administrative and clinical data and describe licensing/accreditation requirements for hospital records.

Microsoft Outlook

BSTEC 210, 4 Credits

A comprehensive study of basic and advanced email and task management functions using Microsoft Outlook for Windows. S/U grade option. Prerequisite: EAP 100 placement. BSTE 109 or previous computer experience in the Windows environment recommended. Must have Outlook 2007.

PowerPoint Projects

BSTEC 211, 1-4 Credits

Introduction to essentials of presentation graphics using Microsoft PowerPoint. S/U grade option. Prerequisite: BSTE 130 or CIS 100.

Advanced Word/Publisher

BSTEC 213, 5 Credits

Comprehensive study of the advanced functions of Microsoft Word 2007 and an introduction to Microsoft Office Publisher.

Advanced Medical Coding

BSTEC 218, 5 Credits

Advanced study of coding and clinical record requirements. Emphasis is on practicing code assignments for a variety of medical services and ensuring accurate assignment of CPT, ICD-9-CM and Level II (HCPCS) codes. Prerequisite: BSTE 104 and 118.

Database (Access)

BSTEC 222, 5 Credits

Basic database functions using Microsoft Access 2007. S/U grade option. Prerequisite: BSTE 130 or CIS 100 or equivalent.

Advanced Access

BSTEC 223, 3 Credits

Advanced database functions of Microsoft Access 2007. Create a database, work with subforms, integrate data, and use macros. S/U grade option. Prerequisite: BSTE 222 or instructor permission.

Spreadsheet (Excel)

BSTEC 224, 5 Credits

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

Spreadsheet Excel Expert

BSTEC 225, 3 Credits

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

Internet Systems Applications

BSTEC 226, 4 Credits

Fundamentals of the WWW using Internet Explorer, FireFox or Netscape Navigator. Proficiency in Internet Skills: on-line research, effective browser techniques, and downloading programs and files. S/U grade option. Prerequisite: EAP 100 placement. Previous Windows experience recommended.

Dental Office Management

BSTEC 233, 5 Credits

Front office skills: Covers practice-management strategies, interpersonal skills, managing clinical records, dental billing, terminology and dental HIPAA/ OSHA/WISHA regulations; appropriate for employment and current dental office staff. Prerequisite: EAP 121 or BRDGE 090 placement.

Administrative Procedures

BSTEC 240, 5 Credits

Role of the administrative professional in today's business. Topics include time management, records management, telephone and e-mail communications, travel arrangements, and meeting and conference planning. Prerequisite: BSTE 130 or BSTE 102, 109, and CIS 100.

Advanced Microsoft Office Projects

BSTEC 243, 4 Credits

Advanced course for students familiar with Microsoft Office programs. Create and integrate Word, Excel, Access and Power Point documents to build a professional portfolio. S/U grade option. Prerequisite: EAP 100 placement, BSTE 109 and 224 or equivalent.

Advanced Business Communications

BSTEC 245, 5 Credits

Introduction to written methods of technical communication used in all sectors of the business community. Covers writing policies, procedures, report proposals, and process descriptions. Prerequisite: BSTE 110 and 130 or CIS 100. Accuplacer writing score of 82 and reading score of 78. BSTE 100 is strongly recommended.

Special Topics

BSTEC 255, 1-5 Credits

Seminars and classes of current interest in Business Information Technology. S/U grade option.

Leadership/Management Skills-CD

BSTEC 260, 5 Credits

Introduction to office and employee management. Topics include leadership and communication skills that are necessary to work in a diverse office environment and participate in a global economy. Prerequisite: BSTE 110 or instructor permission.

Career Management

BSTEC 294, 3 Credits

Assess employment skills, develop a resume and letters of application, videotape employment interviews, and job search strategies. Includes development of a portfolio. Should be taken prior to BUS 290 and within last 2 quarters of the program. Prerequisite: BRDGE 093 placement, EAP 121.

Special Projects

BSTEC 299, 1-5 Credits

Individual projects in Business Information Technology and related topics with the instructor.

Business Management

(425) 640-1604

<http://business.edcc.edu>

Introduction to Business

BUS 100, 5 Credits

An introduction to business history, concepts, principles, and operations. Examines the relationship between business, government and society. Information from this class provides a foundation for all future study in business and management.

Business Mathematics

BUS 130, 5 Credits

Instruction and review of basic math functions to prepare students for business classes. Ratio-proportion, percents, estimating, basic algebra, trade/cash discounts, promissory notes, credit terms, and other consumer related activities. Transfer limited. Prerequisite: MATH 040 or equivalent with a grade of 2.0, or appropriate score on Math Placement Test, or adviser recommendation. EAP 121 or BRDGE 093 placement.

Special Topics

BUS 155, 5 Credits

Seminars of current interest in business. S/U grade option.

Business Credit Principles

BUS 162, 3 Credits

Introduction to credit, the credit cycle, 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 permission. Offered in partnership with the National Association of Credit Management. To register, call (206) 728-6333.

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 permission. Offered in partnership with the National Association of Credit Management. To register, call (206) 728-6333.

Financial Accounting for Credit Managers

BUS 164, 3 Credits

A basic financial accounting course covering the fundamentals of accounting including journalizing, posting, financial statements, adjustments, and cash funds and flow. Financial recordings will be addressed from a credit management and investor point of view. Prerequisite: BUS 162 and 163 or instructor permission. Offered in partnership with the National Association of Credit Management. To register, call (206) 728-6333.

Financial Statement Analysis I for Credit Management

BUS 165, 3 Credits

Introduction to financial statement analysis for credit management including income statement, statement of equity, and balance sheet; introduction to ratios and industry comparisons, credit risk formulas and forecasting. Final course in the Certified Business Associate certificate program. Prerequisite: BUS 164 or college accounting. Offered in partnership with the National Association of Credit Management. To register, call (206) 728-6333.

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. This is the first in a series of ACAP courses leading to the CBF certification. Prerequisite: Certified Business Associate Certification or instructor permission. Offered in partnership with the National Association of Credit Management. To register, call (206) 728-6333.

Financial Analysis for Credit Management II

BUS 167, 3 Credits

A realistic and organized approach to financial reporting with particular emphasis on analysis and interpretation of the end result of financial reporting-financial statements. Statements of actual companies are used extensively in problems, cases, and complete analysis. Prerequisite: BUS 165, Certified Business Associate designation or instructor 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, 1 Credit

Develop critical job skills and competencies related to success in internship and career transition. Internet access required. S/U grade only. Prerequisite: Concurrent enrollment in BUS 291. To register, get entry code from faculty coordinator.

Business Internship

BUS 291, 1-12 Credits

Workplace experience. Develop learning objectives that relate to academic program and career goals. S/U grade only. Prerequisite: Secured internship, concurrent enrollment in BUS 290,

completion of minimum of 15 credits related to area of study and GPA of 2.5. Internship orientation recommended. To register, get entry code from faculty coordinator with proof of internship.

Human Relations in Organizations-CD

MGMT 100, 5 Credits

Successful organizations maximize human potential to meet organizational 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 students to fundamental business principles, basic internet technology, and e-commerce strategy and planning.

Retail Management

MGMT 106, 5 Credits

Examine the critical role retail business plays in our economy. Learn the functions of a retail business, the terminology used and gain an understanding of the various jobs and their requirements within the industry. Emphasis is on practical application of retail concepts.

Event Planning

MGMT 107, 5 Credits

Overview of event planning including types of meetings and events, site location and suitability, logistics of the planning process, market and sales research, and careers in the event planning industry.

Customer Relations Management

MGMT 122, 2 Credits

Customer service is essential to business success. Learn the basics of customer needs and retention and skills in problem-solving, communication, and critical thinking that enhance career opportunities and organizational success. S/U grade option.

Principles of Marketing

MGMT 130, 5 Credits

This class covers the fundamental skills marketers need to be successful in this rapidly changing, competitive environment. Students learn to analyze marketing opportunities, develop strategy and create an integrated marketing mix.

Introduction to Sales

MGMT 131, 5 Credits

Basic sales with emphasis on understanding selling and sales trends in a competitive and diverse business environment. Develop personal desire, capabilities and potential for success in sales and gain valuable skills for personal and professional excellence.

Time Management Seminar

MGMT 132, 5 Credits

Time management is a valued skill for personal and professional success. Course focuses on individualizing the process to help students acquire the time management skills that employers require. S/U grade option.

Leadership

MGMT 134, 2 Credits

Students begin the process of strengthening personal leadership skills through self-assessment. Students will also gain understanding and experience in decision making, problem solving, communication, and goal setting. S/U grade option.

Special Topics

MGMT 155, 5 Credits

Topics related to current business management trends. S/U grade option.

Microsoft Project 2003

MGMT 165, 3 Credits

Covers project organizing, scheduling, managing and reporting using Microsoft Project. Generate Gantt/PERT charts, resource sheets and calendars; manage resources, tasks, and budgeting; customize and print reports for use in project management.

Special Projects

MGMT 199, 1-5 Credits

Individual projects in business management or related topics. Prerequisite: instructor permission. S/U grade option.

Supervision

MGMT 211, 5 Credits

Course focuses on developing supervisory skills: communicating effectively, employee selection, performance evaluation and coaching for performance and productivity, leading, motivating, and working with groups and teams.

Principles of Management

MGMT 214, 5 Credits

Learn managerial skills with emphasis on: planning, situation analysis and decision-making, organizational structure, change management, staffing, leading employees and teams, and controlling operations. Students apply management skills through case studies and projects.

Business Information

Management

MGMT 215, 5 Credits

Business success relies on evaluating information that is accurate and timely. This course will analyze how businesses use information technology and the issues, strategies, concepts and terminology that employees must be familiar with to manage information.

Human Resource Management

MGMT 220, 5 Credits

Focuses on human resource management trends, strategies and practices for staffing, recruiting, staff training and development, performance appraisal, benefits and compensation and employee and labor relations. Valuable for current or future managers and supervisors.

International Market Operations

MGMT 221, 5 Credits

Focuses on the extra complications associated with marketing activities that cross international borders, or involve adjustment to new economic, political, competitive and cultural environments. Emphasis on the mechanics of import/export procedures. Prerequisite: MGMT 130 recommended.

Facilitation Skills

MGMT 234, 3 Credits

Learn and apply facilitation methods used to design and manage meetings, encouraging input, consensus, commitment, and team goal setting and achievement.

Effective Teams**MGMT 235, 3 Credits**

This workshop will give you tools to develop a team, to manage a team and to be an effective team member. You will also learn to identify and remove barriers to effective teams. S/U grade option.

E-Marketing**MGMT 240, 5 Credits**

Course explores web-based applications and services are used to identify and target customers, and develop and execute marketing campaigns. E-Marketing integrates fundamental marketing principles with internet technology to build profitable customer relationships.

Special Topics**MGMT 255, 5 Credits**

Topics related to current business management trends. S/U grade option.

Small Business Management**MGMT 260, 5 Credits**

This course is designed to give students who are interested in entrepreneurship the exposure to a wide range of subjects essential to the formation, operation and success of a small business. Business planning and plan implementation are emphasized.

Project Management I:**Project Scope/Requirements****MGMT 270, 5 Credits**

Learn the basics of working in a project team. Create plans that identify project scope, constraints, stakeholders and risks, then explore customer needs and requirements. Includes an introduction to scheduling. Team and communication skills strongly emphasized.

Project Management II:**Scheduling/Controlling Projects****MGMT 271, 5 Credits**

Focuses on tools to plan, monitor and control project schedules, manage resources, budgets and specifications. Develop projects using PM tools including WBS, Gantt charts and Network Diagrams. Project risk will also be addressed. MGMT 270 recommended.

Business Strategies**MGMT 275, 5 Credits**

Class draws from core management courses and is a program capstone.

Introduction to inter-relationships among marketing, management, production and finance, in a global environment. Development of competencies in teamwork, communication and critical thinking. Twenty credits of business and management courses recommended.

Finance-Money Management**MGMT 280, 5 Credits**

Apply financial skills to managing money at school, home and work, covering financial terms and concepts like debt, ROI, budgeting, and forecasting using financial statements.

Special Projects**MGMT 299, 5 Credits**

Individual projects related to business management. Prerequisite: instructor permission. S/U grade only.

Career, College and Life Success

(425) 640-1593

<http://ccls.edcc.edu>

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

Students receive an orientation to success strategies and campus resources. Discussion of learning styles, instructors' expectations, time management and an introduction to Blackboard.

Career Transitions**CCLS 105, 2 Credits**

Explore career and life changes. Use personality and interest inventories and assignments to examine values, skills, employer expectations, and job trends. Discover your best-fit career options.

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

Short-term class uses personality and interest inventories and assignments to help generate career possibilities to research and consider. Develop an action plan for a career path.

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

Use critical thinking skills, group interaction and assignments to explore and analyze values, skills, interests, and goals. Examine job trends and best fit careers. Includes interest and

personality inventories to guide research and analysis.

Overcoming Math Anxiety**CCLS 116, 2 Credits**

Increase confidence and skills in mathematics; confront math anxiety and learn coping strategies and skills to facilitate academic and personal success. Prerequisite: Concurrent enrollment in a mathematics course.

Chemistry

(425) 640-1679

<http://chem.edcc.edu>

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

Introduces chemistry to liberal arts students who may have no previous chemistry knowledge. Various principles of chemistry will be discussed in the context of topics. Contact the Chemistry Department for the specific topic. Prerequisite: ENGL 105 and MATH 090 placement.

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

A general introduction course emphasizes chemistry in the health and life sciences. Intended for students in allied health fields, such as nursing and dental hygiene. Prerequisite: MATH 090 and ENGL 105 placement.

Introduction to Organic Chemistry**CHEM 102, 5 Credits**

Structure, properties and reactions of organic and biomolecules, and biochemical processes. Not recommended for students continuing with chemistry beyond 102. Prerequisite: CHEM 101 and ENGL 105 placement.

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

A preparation for the CHEM 131 sequence for students who have not had high school chemistry. Emphasis on quantitative reasoning and problem solving techniques. Prerequisite: MATH 090 with a grade of 2.0.

General Chemistry**CHEM 131, 6 Credits**

For science and engineering majors who plan to take a year or more of chemistry. Measurement, stoichiometry, atomic structure, periodicity. Laboratory emphasizes quantitative techniques. Prerequisite: MATH 131 with a grade of 2.0, or concurrent enrollment; ENGL 105 placement; Get an entry code from the department (students must have completed CHEM 110 with a grade of 2.0 or pass the CHEM 131 placement exam given in the Testing Center (see page XXX).

General Chemistry**CHEM 132, 6 Credits**

Continuation of CHEM 131. Molecular bonding and structure, liquids and solids, equilibrium, and principles of thermodynamics. Laboratory emphasizes quantitative techniques. Prerequisite: CHEM 131 and MATH 131 with grades of 2.0 or equivalent.

General Chemistry**CHEM 133, 6 Credits**

Continuation of CHEM 132. Principles of oxidation-reduction, acids and bases, kinetics, thermodynamics, and nuclear chemistry. Laboratory emphasizes quantitative techniques. Prerequisite: CHEM 132, with a grade of 2.0 or equivalent.

Individual Project in Chemistry**CHEM 198, 1-5 Credits**

Study of student-selected project or approved experience in the field of Chemistry. S/U grade option. Prerequisite: Instructor permission. Course may be repeated for a maximum of 10 credits.

Special Projects**CHEM 199, 1-5 Credits**

Individual projects in chemistry.

Organic Chemistry**CHEM 231, 6 Credits**

Structure, nomenclature, reactions and properties of hydrocarbons, and alkyl halides. Reaction mechanisms and stereochemistry. Laboratory includes introduction of organic laboratory technique and instrumental analysis. Prerequisite: CHEM 133 or equivalent with

grade of 2.0 and ENGL 105 or equivalent, with a grade of 2.0.

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.

Organic Chemistry**CHEM 233, 6.5 Credits**

Continuation of CHEM 232. Properties and reactions of carboxylic acids and their derivatives, amines, and biomolecules. Laboratory emphasizes synthesis and biochemical techniques. Prerequisite: CHEM 232 with a grade of 2.0 or equivalent.

Chemical Instrumentation I**CHEM 241, 2.5 Credit**

Introduction to instrumental methods typical of working laboratories, including balances, recorders, conductivity, pH, electrode systems, spectrophotometry, atomic absorption, and computer interfaces. Emphasis is on abilities that transfer to unfamiliar instruments. Prerequisite: CHEM 132 with a grade of 2.0. May be taken independent of CHEM 242.

Chemical Instrumentation II**CHEM 242, 2.5 Credit**

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; concurrent enrollment in CHEM 232. CHEM 241 not required.

ChemCore Internship**CHEM 291, 1-5 Credits**

On-the-job experience in a commercial chemistry laboratory for students working toward the ChemCore degree. S/U grade only. Prerequisite: CHEM 133 and instructor permission.

Individual Project in Chemistry**CHEM 298, 1-5 Credits**

Student-selected project or approved experiences in the field of Chemistry. S/U grade option. Prerequisite: Instructor permission. Course may be repeated for a maximum of 10 credits.

Communications

(425) 640-1478

Intercultural Communication-CD**COMM 101, 5 Credits**

Examines communication processes related to the values, behaviors and beliefs that constitute "culture." Strives to discover the "cultural self" that shapes interaction among individuals and group members. Prerequisite: ENGL 100 placement.

Computers, Electronics and Networks

(425) 640-1679

<http://cen.edcc.edu>

Introduction to Electronics**CEN 105, 7 Credits**

An introduction to current, voltage, resistance and power, electronic schematics, components and test equipment. Includes lectures, demonstrations, and hands-on training. Explore potential technical careers.

Soldering and Cabling**CEN 111, 5 Credits**

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

Network Cabling-UTP**and Fiber Optic****CEN 112, 3 Credits**

Making Fiber Optic, UTP and coaxial cable terminations. Includes building codes, installation procedures and basic cable testing.

Technology Careers Exploration**CEN 114, 0.5 Credits**

An exploration of the various careers and training available in computers, networks, electronics and robotics.

Applied Math for Electronics**CEN 150, 3 Credits**

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

DC Electronics**CEN 151, 7 Credits**

Basics of DC circuits covers components used in DC circuits i.e. resistors, capacitors, diodes; introduction to digital. Building, testing, and troubleshooting with basic test equipment; basic circuit analysis using component theory and algebra. Meets ETAG core requirements. Prerequisite: High school algebra or instructor permission.

Special Topics**CEN 155, 5 Credits**

Topics of current interest in computers, electronics, and networks.

AC and Linear Electronics**CEN 162, 7 Credits**

Basics of AC & linear circuits. Includes components covered in DC quarter, RC circuits, inductors, filters, diodes, power supplies, transistors, & operational amplifiers. Testing & troubleshooting circuits where voltage changes over time. Practice using DMM & oscilloscope. Prerequisite: CEN 151 or instructor permission.

Digital and Microprocessor Electronics**CEN 163, 7 Credits**

Introduction to digital & microprocessor circuits. Covers operation of basic logic gates, flip-flops, decoders, multiplexers, counters, & microprocessor circuits. Lectures & hands-on exercises to learn how to analyze, test, & troubleshoot digital & 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 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 permission.

Introduction to Robotics**CEN 176, 5 Credits**

Introduction to microcontrollers, robotics and automation through hands on training using a small scale robot. Build, test, program and troubleshoot robots. Utilizes electronic principles and test equipment. Prerequisite: Concurrent enrollment in CEN 151, CEN 251, or CEN 210, or instructor permission.

Robotics 2**CEN 177, 5 Credits**

Uses projects and hands-on exercises, to program a small scale robot to perform basic navigation under program control, with various sensor inputs, using feedback and control techniques, and using programmed artificial intelligence. Prerequisite: Concurrent enrollment in CEN 162 or CEN 253 or instructor permission.

Robotics 3**CEN 178, 5 Credits**

Continuation of programming of the microcontroller and selection of robotic parts and sensors. Emphasis on testing, troubleshooting and debugging advanced navigational programs. Prerequisite: CEN 177 with a grade of 2.0, or instructor permission.

Special Projects**CEN 199, 5 Credits**

Credit available with approval. Call (425) 640-1679.

Electronics For A+**CEN 210, 5 Credits**

Training to be Computer Service Technicians. Covers basic electronics, PC hardware, preventative maintenance,

and some hardware troubleshooting. Extensive hands-on training included.

Server +**CEN 216, 5 Credits**

Preparation for the Server+ Certification Exam. Topics include server installation, configuration and upgrade, proactive maintenance, troubleshooting, and disaster recovery. Prerequisite: CEN 210 or CIS 161 or A+ Certification.

Advanced Digital Circuits**CEN 251, 7 Credits**

Advanced training in digital electronics. Covers analyzing, functional testing, and systematic troubleshooting of digital circuits designed with logic gates, flip-flops, one shots, counters, dividers, decoders, shift registers, memory circuits, adders, latches, and buffers. Prerequisite: CEN 157 or training in basic digital circuits.

Advanced Computer Circuits**CEN 252, 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. Prerequisite: CEN 158 and 251 or training in digital and basic microprocessor systems.

Advanced Linear Circuits**CEN 253, 7 Credits**

Analyzing and systematic testing of linear circuits designed with operational amplifiers as comparators, buffers, amplifiers, filters, regulators, drivers, integrators, and instrumentation amplifiers. D/A, A/D converters, timers, and transistor circuits included.

Special Topics**CEN 255, 5 Credits**

Current topics in computers, electronics, and networks.

Server Administration**CEN 264, 5 Credits**

Introduction to installing, managing and maintaining a network operating system (Windows 2003). Includes configuration and management of groups, permissions, IP addresses, DNS, shared resources and maintenance of server hardware. Maps

to the Microsoft curriculum 70-290. Prerequisite: CIS 125 or instructor permission.

Network Administration

CEN 265, 5 Credits

Continuation of CEN 264. Focuses on the implementation, management and maintenance of Microsoft Windows 2003 Server. Topics include configuring DHCP, DNS, network Security, VPNs, routing and remote access and managing updates. Maps to the Microsoft curriculum 70-291. Prerequisite: CEN 264 or instructor permission.

Active Directory Administration

CEN 266, 5 Credits

Continuation of CEN 265-managing and maintaining Windows 2003 Server. Topics include active directory administration and the global catalog, the role of the FSMO, security planning, implementing group policies, and disaster recovery. Prerequisite: CEN 265 or instructor permission.

Exchange Server

CEN 267, 5 Credits

Configure and administer the current version of Exchange Server. Topics include installing and configuring Exchange Server; creating address lists, public folders and virtual servers; implementing SMTP and security, including Exchange database backup and restore. Prerequisite: CEN 264 or instructor permission.

ISA Server

CEN 268, 5 Credits

Introduction to implementation and maintenance of an ISA server. Topics include Firewall policies, Internet web caching, configuring systems in a complex router environment, setting up point to point VPNs and securing remote client connections. Prerequisite: CEN 264 or instructor permission.

Biomedical Transducers

CEN 270, 5 Credits

Introduction to medical devices through hands on training using transducers, microcontrollers and calibration equipment.

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.

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 permission.

Internship

CEN 291, 1-6 Credits

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.

Internship Seminar

CEN 292, 1 Credit

Discussions about 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.

Special Projects

CEN 299, 5 Credits

Credit available with approval. Call (425) 640-1679.

Computer Information Systems

(425) 640-1902

<http://cis.edcc.edu>

Introduction to Business Computing

CIS 100, 5 Credits

Introduction to business computing concepts and applications using Windows and MS Office. Includes introduction to HTML, hardware components, info processing cycle in business, how networks work, etc. Credit granted for either CIS 100 or BSTE 130, but not

both. Prerequisite: EAP 121 placement or BRDGE 93 or equivalent.

Intermediate Business Computing

CIS 102, 5 Credits

Extends the concepts and software learned in CIS 100. Intermediate expertise of word-processing, spreadsheets, and database software is attained. Concepts include trends/careers in Information Systems, database/IS management, IS development, security, privacy and ethics. Prerequisite: CIS 100 or BSTE 130 with a grade of 2.5 or equivalent experience.

Math and Problem Solving

CIS 114, 5 Credits

Builds problem solving skills needed by computer students. Skills covered: logical reasoning, problem analysis and computation. This course prepares students for the first course in programming. Prerequisite: MATH 080 placement.

IT Prior Learning Assessment

CIS 116, 1-5 Credits

Creation of an "exit portfolio" for their Associate of Technical Arts graduation requirement or an "entrance portfolio" for placement into upper level CIS programs. To register, get entry code from instructor.

Network Workstation

CIS 125, 5 Credits

Windows XP with emphasis on command line functions. Topics include: Installation and Windows XP features, OS navigation, and administrative tools. Prerequisite: CIS 100 or BSTE 130 with a grade of 2.5 or equivalent.

Special Topics

CIS 155, 5 Credits

New topics and technologies in computer information systems are presented. Topics will change from quarter to quarter, but sample topics might include: operating systems, networks, application development, and web development.

A+ Hardware Support I**CIS 161, 5 Credits**

Introduction to computer hardware. Install, upgrade, maintain and troubleshoot hardware components. Learn to identify and resolve error messages and symptoms of hardware failures. Prerequisite: CIS 125 with a grade of 2.5 or equivalent.

PC Software Support**CIS 162, 5 Credits**

Advanced topics in software support. Development of problem-solving skills used in supporting the desktop user. Work in teams to create and manage a help desk. Emphasis on troubleshooting, problem-solving, and customer support. Prerequisite: CIS 125 with a grade of 2.5 or equivalent.

A+ Hardware Support II**CIS 163, 5 Credits**

Repair/build computer systems and peripherals in a simulated shop environment. Topics include: system evaluation, classification, software installation, configuration and peer-to-peer networking. Preparation in A+ certification is included. Prerequisite: CIS 161 with a grade of 2.5 or equivalent.

Cisco Networking I**CIS 171, 5 Credits**

First in a series of four prep courses for the Cisco Certified Network Associate Exam. Topics include functions of each layer of the OSI reference model, classes of IP addresses and subnetting, network design, topologies and protocols. Prerequisite: CIS 125 with a grade of 2.5 or equivalent.

Cisco Networking II**CIS 172, 5 Credits**

Second in a series of four prep courses for the Cisco Certified Network Associate Exam. Topics include beginning router configurations, routed and routing protocols, TCP/IP and ACLs. Prerequisite: CIS 171 with a minimum grade of 2.5 or equivalent.

Cisco Networking III**CIS 173, 5 Credits**

Third in a series of four prep courses for the Cisco Certified Network Associate Exam. Topics include advanced router configurations, switch configuration,

VLANs, OSPF and EIGRP. Emphasis is on network design projects. Prerequisite: CIS 172 with a grade of 2.5.

Cisco Networking IV**CIS 174, 5 Credits**

Fourth in a series of four prep courses for the Cisco Certified Network Associate Exam. Topics include: WAN protocols, WAN router and switch configurations including ISDN and Frame Relay, and introduction to network administration. Prerequisite: CIS 173 with a 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 prep course for CCNP certification. Prerequisite: CIS 174 with a grade of 3.0 or equivalent.

Cisco Networking VI**CIS 176, 5 Credits**

Learn to setup, diagnose and troubleshoot complex network WAN configurations. Topics include modems and asynchronous dialup, PPP, ISN, Frame relay, WAN backup, IP NAT addressing, and Dialer profiles. Second of a four-course series on CCNP. Prerequisite: CIS 174 with a grade of 3.0 or equivalent.

Individual Project**CIS 198, 1-5 Credits**

Independent projects supervised by an instructor. Prerequisite: Instructor permission.

Special Projects**CIS 199, 5 Credits**

Credit for an approved design project is available. Call (425) 640-1902.

Introduction to Information Security**CIS 200, 5 Credits**

Includes managerial and technical aspects of Information Security and its role in business, including legal and ethical issues, risk management, security technologies, physical security and security maintenance. Prerequisite: CIS 100 or BSTE 130 with a grade of 2.5 or equivalent.

Digital Forensics and the Law**CIS 201, 5 Credits**

Covers legal issues relevant to information security and digital forensics professionals. Topics: Electronic discovery, expert testimony, electronic surveillance, evidence retention, preservation and spoliation, privacy issues, Sarbanes Oxley & other legislation. Prerequisite: CIS 125 with a grade of 2.8 or equivalent.

Enterprise Architecture**CIS 220, 5 Credits**

Introduces enterprise systems architectures from various perspectives; covers conceptual frameworks and considerations for managing enterprise application integration projects, relationships between components of systems, and research of emerging technologies. Prerequisite: CIS 116 or CIS 125 with a grade of 2.5.

Web Server Technology and Security**CIS 225, 5 Credits**

Technology of Web servers; client/server architecture of a Web server, create and document server specifications including business considerations, build a Web server, implement security plans, create disaster support plans, attack patterns and security issues of the Internet. Prerequisite: CIS 125 with a grade of 2.5 or equivalent.

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. Includes a case study project. Prerequisite: Completion of 45 credits toward an Associate of Technical Arts degree or CIS 116 and completion of one writing requirement or equivalent.

Systems Design and Development**CIS 234, 5 Credits**

Provides hands-on experience in systems design and implementation using a prototype approach. The case study is designed and tested using application development software. User manuals are written. Prerequisite: CIS 233 and 253 with a grade of 2.5 or equivalent.

Comparative Modeling**CIS 235, 5 Credits**

Advanced course in business modeling methods which will provide students an understanding of various tools and techniques used by analysts. Topics include UML, CASE tools, conceptual design, and physical implementation. Enterprise Systems Analysis will be introduced. Prerequisite: CIS 250 and 233 with a grade of 2.5 or equivalent.

Web Development I**CIS 241, 5 Credits**

Internet and intranet Web site development using XHTML approached from a source code perspective. Covers tags, forms, linked objects, CSS, frames, tables, and introduction to the use of scripting. Students build multi-page Web sites. Prerequisite: CIS 100 and CMPSC 115 or concurrent enrollment with a grade of 2.5 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 grade of 3.0.

Web Development III**CIS 243, 5 Credits**

Continuation of CIS 242. Students build interactive websites. Covers database interactivity and new topics as technologies change. Prerequisite: CIS 242 with a grade of 3.0 or equivalent.

Web Development IV**CIS 244, 5 Credits**

Content/information management for the World Wide Web. Topics include: researching, developing, controlling access to and organizing content, and creating meta data information for websites. Prerequisite: CIS 234, CIS 243, MGMT 270, all with a grade of 2.5 or equivalent.

Database Theory and Design**CIS 250, 5 Credits**

Designed to recognize data as a business resource. Database models are discussed from both a programmer's and a user's viewpoint. Roles of database designer

and administrator will be examined.

Prerequisite: Twenty credits towards an Associate of Technical Arts degree or certificate or CIS 116, 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, create. Emphasis on the ability to extract, update and maintain databases using SQL. Prerequisite: CIS 250 with a grade of 2.5 or equivalent.

Database Implementation and Administration**CIS 252, 5 Credits**

Overview of database management systems, implementation and administration of databases, logical and physical schemas, data security, database architectures and the roles of database administrators. Prerequisite: CIS 251 with a grade of 2.5 or instructor permission.

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. This course is a prerequisite for CIS 234. Prerequisite: CIS 250 and CMPSC 115 or concurrent enrollment, with a grade of 3.0 or equivalent.

Special Topics**CIS 255, 5 Credits**

New topics and technologies in computer information systems are presented. Topics will change from quarter to quarter, but sample topics might 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 grade of 3.0 or equivalent.

Introduction to XML**CIS 260, 5 Credits**

Topics include how XML is used in Web sites and data storage applications, XSL, incorporating style with XSL and CSS, Namespaces, DTDs and Schemas. Prerequisite: CIS 100 and CIS 114 with a grade of 3.0 or equivalent.

DB Procedures/Functions**CIS 265, 5 Credits**

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

LAN Administration**CIS 270, 5 Credits**

Covers hardware and software requirements for Local Area Networks in business. Students plan for and implement a Windows 2003 Server and several applications. LAN admin tasks covered include permissions, security, operation, management, maintenance and troubleshooting. Prerequisite: CIS 125 and CIS 171 with a grade of 2.5 or equivalent.

Linux +**CIS 271, 5 Credits**

Provides hands on training in installation, configuration, operation, management, basic networking security and troubleshooting in the Linux operating system. Maps to and provides prep in CompTIA's Linux + Certification Exam. Prerequisite: CMPS 132 with a grade of 2.5 or equivalent.

Digital Forensics I**CIS 272, 5 Credits**

Covers: Basic procedures and methodologies for digital forensics that must be mastered. Acquisition, identification and analysis of evidence, documentation strategies, FAT file system, manual and automated analysis tools, working as an expert witness. Maps to the CSEA certification. Prerequisite: CIS 116 or CIS 125 or equivalent.

Digital Forensics II**CIS 273, 5 Credits**

Covers advanced topics. NTFS, registry, event logs, internet history, and creating analysis reports. Students will be introduced to processes for conducting testing and verification. Each student will process multiple cases from start to finish. Maps to the CSFA certificate. Prerequisite: CIS 272 with a GPA of at least 2.5 or equivalent experience.

Introduction to Network Security**CIS 274, 5 Credits**

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

Host System Security I**CIS 275, 5 Credits**

In-depth coverage of the following Windows 2000 security features: Active Directory, Kerberos 5, smartcards, IPSec and PKI. Students will learn how to plug security holes, authenticate users, defend against attacks and add security practices into administrative tasks. Prerequisite: CEN 264 and CIS 274 or concurrent enrollment, each with a grade of 2.5 or equivalent.

Host System Security II**CIS 276, 5 Credits**

Covers Linux Host security including extended attributes and Access Control Lists, limiting access to services and preventing DOS attacks, secure authentication, auditing servers, detecting hacking and recovery. Prerequisite: CIS 271 with a grade of 2.5 or equivalent.

Security Implementation I**CIS 277, 5 Credits**

Topics include: analyzing network traffic and vulnerability of various protocols, responding to attacks on FTP, HTTP, DNS, HTTPS and SSH. Advanced attack detection using network and host based intrusion detection systems. Prerequisite: CIS 274 with a grade of 2.5 or equivalent experience.

Security Implementation II**CIS 278, 5 Credits**

Topics include: planning, configuring and implementing firewalls, proxy servers and Web filtering. The use of log consolidation tools will also be covered. Prerequisite: CIS 277 or concurrent enrollment, with a grade of 2.5 or equivalent.

Designing Network Security**CIS 279, 5 Credits**

Projects include: Analyzing various networks and business needs and designing and defending appropriate corporate security policies, designing secure networks. Prerequisite: Twenty credits in Networking or IT Security topics, with a grade of 2.5 or equivalent.

Career Planning**CIS 280, 1 Credit**

Description of the various jobs available to CIS graduates and the development of job hunting skills are covered in this course. Resume, cover letter writing, and interviewing techniques are also covered. Internship applications are made in this course. Prerequisite: 45 credits toward a CIS Associate of Technical Arts degree.

Virtual Private Networks**CIS 282, 5 Credits**

Covers: Enable encrypted transfer of data across a public network, study VPN Theory and types, implement VPN technologies, IPSec, PPTP, AAA, and perform cost evaluations and analysis. Prerequisite: CIS 277 with a grade of 2.5 or equivalent.

Linux Server Security**CIS 283, 5 Credits**

Focuses on securing network services such as Apache, BIND, ProFTP, and securing mail, NTP and DHCP servers. Students will learn to protect networks/data with IPSec, OpenSSL, OpenSSH and GPG Encryption. Prerequisite: CIS 276 with a grade of 2.5 or equivalent.

CIS Internship**CIS 291, 1-10 Credits**

Students working toward the CIS degree, who are in the second year of their course work, receive on-the-job training in information systems. One credit for each 30 hours worked. Prerequisite: CIS 280 concurrent enrollment.

Digital Forensics III**CIS 293, 5 Credits**

Detecting/documenting root kits, the Trojan horse theory, & other advanced topics. Creation of hash sets of hacker tools and illicit programs to be made available to digital forensic professionals throughout the world. Topics may vary based on current trends. Prerequisite: CIS 273 with a grade of 2.5, or instructor permission.

Database Technology Projects**CIS 298, 1-5 Credits**

Students propose and complete an independent supervised study related to data management or a real life project. Critical thinking and organization skills are applied to solve a systems related problem. Prerequisite: instructor permission.

Special Projects**CIS 299, 5 Credits**

Credit is available with approval. Call (425) 640-1902.

Computer Science

(425) 640-1902

<http://cs.edcc.edu>

Computing Concepts**CMPSC 101, 5 Credits**

A broad beginning-level survey of computer science concepts. Topics include history of computing, computer hardware, operating systems, programming logic, Internet, data management, overview of programming languages, and social context and ethics of computing. Prerequisite: MATH 90 or CIS 114 with a grade of 2.5 or instructor permission.

Introduction to**Computer Animation****CMPSC 102, 5 Credits**

Introduces some basic techniques and tools of computer animation and sound production. Students develop their own unique computer character sprites, and create a short interactive computer animation with accompanying sound and music.

Introduction to Programming**CMPSC 115, 5 Credits**

An introductory course in programming using VB.NET. No previous programming experience is expected. Topics include

designing, creating and debugging interactive, event-driven programs with a graphical user interface and developing problem-solving skills. Prerequisite: MATH 90 or CIS 114 with a grade of 2.0 or instructor permission.

Introduction to Windows Operating System

CMPS 120, 5 Credits

An introductory course covering current Windows Operating Systems. Includes command line, customization, disk and file management and optimization, system configuration and trouble shooting. Prerequisite: CIS 100 or BSTEM 130 with a grade of 2.0, or equivalent, or instructor permission.

Intermediate Windows Operating System

CMPS 121, 5 Credits

An intermediate course covering the Windows Operating System. Topics include intermediate and advanced features of the Windows Operating System, with special attention given to the Registry. S/U grade option. Prerequisite: CIS 125 or CMPS 120 with a grade of 2.5 or higher or instructor permission.

Linux/UNIX I

CMPS 132, 5 Credits

First of a two-quarter survey of Linux/UNIX operations. Topics include general operating system functions/principles, Bourne/bash shells, basic commands for common system operations, Linux installation/setup. Some computer experience highly recommended.

Linux and UNIX II

CMPS 133, 5 Credits

Second of a two-quarter survey of Linux/UNIX operations. Topics include general operating system functions/principles, advanced commands, introduction to regular expressions and scripting. Prerequisite: CMPS 132 with a grade of 2.5 or instructor permission.

C/C++ Computer Programming I

CMPS 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. CMPS 115 with a grade of 2.5 or instructor permission.

C/C++ Programming II

CMPS 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 and algorithms for sorts and searches. Prerequisite: CMPS 142 with a grade of 2.5 or instructor permission.

C++ Programming III

CMPS 144, 5 Credits

Advanced C++ programming. Topics include data structures such as list, stacks, queues and binary trees; the use of single and multiple inheritance, polymorphism, the Standard Template Library and object oriented design techniques. Prerequisite: CMPS 143 with a grade of 2.5 or instructor permission.

C and C++ Review I

CMPS 145, 5 Credits

Part I of a two-quarter sequence. A review of the fundamental concepts of the C and C++ languages. Topics include program flow constructs, functions, references and pointers, operator overloading, file I/O, classes, and object oriented design. Prerequisite: Previous programming experience in C, C++ or Java or department permission.

C and C++ Review II

CMPS 146, 5 Credits

Part II of a two-quarter sequence. Basic characteristics of C/C++ and the use of C++ for Windows graphics and game programming. Advanced features of C++ such as Template Library, exception handling, bit operations, and the use of C++ to implement 2D graphics techniques. Prerequisite: CMPS 145 or instructor permission.

Java Programming I

CMPS 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:

CMPS 115 or equivalent with a grade of 2.5 or instructor permission.

Java Programming II

CMPS 152, 5 Credits

Intermediate Java programming. Topics include algorithm development, searching/sorting, complexity/efficiency, recursion, user interface design, class relationships including composition and inheritance and an introduction to abstract data types. Prerequisite: CMPS 151 or equivalent with a grade of 2.5 or instructor permission.

Java Programming III

CMPS 153, 5 Credits

Advanced Java programming. Topics include data structures such as lists, stacks, queues and binary trees, inheritance and interfaces, using standard collection classes and algorithms and Generics. Prerequisite: CMPS 152 or equivalent with a grade of 2.5 or instructor permission.

Introduction to Computer Game Development

CMPS 161, 5 Credits

Fundamentals of computer game programming, including a survey of computer game categories and platforms, major game components, an overview of the game development process, and an introduction to game graphics programming using the Windows API. S/U grade option. Prerequisite: One programming course with a grade of 2.5 or instructor permission.

Graphics and Game Programming I

CMPS 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: CMPS 161 with a grade of 2.5 or instructor permission.

Graphics and Game Programming II

CMPSC 163, 5 Credits

Fundamental concepts used in 2D graphics and animation, as well as the techniques and tools needed to create a game application using the DirectX 2D graphics and animation library. Prerequisite: CMPSC 162 with a grade of 2.5 or instructor permission.

Game Mathematics I

CMPSC 170, 5 Credits

First of a two-course sequence. Introduction to the mathematical principles used to represent 2D and 3D space in game programming. Topics include sets, functions, polynomials, trigonometry, analytic geometry, and their application to computer game graphics and physics. Prerequisite: College algebra or department permission.

Game Mathematics II

CMPSC 172, 5 Credits

Second of a two-part sequence covering the mathematical principles used to represent 2D and 3D space in games. Topics include vectors, linear transformations, quaternions, analytic geometry, and their application to computer game programming. Prerequisite: CMPSC 170 with a grade of 2.5 or department permission.

Windows Programming Using C++ / SDK

CMPSC 173, 5 Credits

The development of Windows application programs using C and C++ with an emphasis on creating Windows based graphics and animation frameworks. Prerequisite: CMPSC 142 with a grade of 2.5 or instructor permission. Concurrent enrollment in CMPSC 143 recommended.

2D Game Development Project

CMPSC 185, 5 Credits

Course covers techniques and tools used to create non-graphic game components such as joystick I/O, sound, video, networking, and artificial intelligence. Students integrate these components into a 2D game project. Prerequisite: CMPSC 161 or instructor permission.

3D Graphics Animation

CMPSC 194, 5 Credits

General principles of representing and animating 3D objects, and application to 3D computer animation. Students model, texture, animate, and render objects using Maya, a commercial animation software package, producing a final short animation sequence. A 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. Call (425) 640-1679.

Game Physics

CMPSC 210, 5 Credits

Application of the laws of physics to the creation of computer games with physics-based realism. Prerequisite: MATH 132, CMPSC 143, and College Level Physics, each with a grade of 2.5 or equivalent.

Intermediate Visual Basic.NET

CMPSC 215, 5 Credits

Course introduces intermediate topics of visual program design and implementation using Visual Basic.NET. Topics include arrays, object-oriented programming, files and streams, error handling and debugging, SQL, database programming with ADO.NET, and multimedia. Prerequisite: CMPSC 115 with a grade of 2.5 or instructor 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 2.5 or instructor permission.

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.

Introduction to C#

CMPSC 225, 5 Credits

Introduces the C# programming language. Addresses the basic principles of object oriented programming using C#, and the development of Windows and Web programming applications. Prerequisite: CMPSC 115 or equivalent with a grade of 2.5 or instructor permission.

UNIX Shell Programming

CMPSC 233, 5 Credits

An intermediate course that extends previous experience with the Bourne/bash shells to program scripts used to automate system administrative tasks. Topics include environment/user defined variables, branches, loops, menus, user interaction, and functions. Prerequisite: CMPSC 132 or instructor permission.

Advanced UNIX: Perl

CMPSC 234, 5 Credits

An introduction to the Perl language and its use in UNIX operating system scripting. Topics include scalar, array/hash variables, control structures, formats, regular expressions, file and process input/output, subroutines, Perl's relationship to other languages. Prerequisite: CMPSC 132 or instructor permission.

Telecommunications and Computer Networks

CMPSC 245, 5 Credits

A foundational, hands-on course working with network operating systems and local area networks. Designed to demystify personal computers as well as foster improved efficiency. Topics include: how data is transmitted and received, servers, clients, and packet communication. Familiarity with personal computers recommended.

Special Topics

CMPSC 255, 5 Credits

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

Introduction to 3D Graphics Programming

CMPSC 262, 5 Credits

Introduction to the fundamental concepts of 3D graphics and animation,

including an investigation of the 3D rendering pipeline and the use of the Microsoft Direct 3D library to implement a working 3D application. Prerequisite: CMPSC 185 with a grade of 2.5 or higher or instructor permission.

Game Programming Seminar

CMPSC 270, 1-5 Credits

An on-campus support course for students taking online game programming courses. This course will involve focused study of a variety of game programming topics, based on the student's needs. Concurrent enrollment in another game programming class recommended.

3D Game Programming I Directx

CMPSC 271, 5 Credits

First of a three-course sequence.

Introduction to 3D game programming using the latest version of the Microsoft 3D API. Topics include a review of 3D mathematics, transformation pipeline, initializing Direct 3D, vertex and index buffers, and single and multi-texture effects. Prerequisite: CMPSC 143 or 145 or permission. CMPSC 161 highly recommended.

3D Game Programming II

Directx

CMPSC 272, 5 Credits

Second of a three-course sequence covering 3D game programming using the latest version of the Microsoft 3D API. Topics include camera management systems, texture compression, advanced texturing and alpha blending, loading GILES levels, and advanced 3D rendering techniques. Prerequisite: CMPSC 271 with a grade of 2.5 or permission.

3D Game Dev III Directx

CMPSC 273, 5 Credits

Third of a three-course sequence covering 3D game programming using the latest version of the Microsoft 3D API. Topics include D3DX meshes, progressive meshes, hierarchies, and frame based and mesh hierarchy based animation. Prerequisite: CMPSC 272 with a grade of 2.5 or permission.

3D Game Dev IV Directx

CMPSC 274, 5 Credits

Course covers 3D game programming using the latest version of the DirectX API. Topics include particle systems,

shadows, reflections, curved surface representations, collision detection and spatial partitioning. Prerequisite: CMPSC 273 with a grade of 2.5 or equivalent.

3D Programming with OpenGL

CMPSC 275, 5 Credits

Introduction to 3D game programming using the latest version of the OpenGL API. Course topics include 3D geometry, the transformation and lighting pipeline, and texturing and shading a 3D game world. Prerequisite: CMPSC 143 or 145 or permission. CMPSC 271 recommended.

Sony PS2 Linux Programming

CMPSC 280, 5 Credits

Introduction to Playstation2 game programming using the Linux Kit for Playstation2. Topics include Linux installation and configuration, game development tools and techniques, graphics API's, 3D geometry, shading and texturing, and game pad input. Prerequisite: CMPSC 142 or CMPSC 145 or equivalent.

Artificial Intelligence for Game Developers

CMPSC 283, 5 Credits

Data structures and algorithms used in computer game AI. Includes a discussion of the two most general aspects of game AI including pathfinding and decision making. Pathfinding topics include grid traversal and search algorithms, pathfinding with A*, and waypoint networks. Decision making topics include finite state machines, scripting, and squad level AI. Prerequisite: CMPSC 143 or 145 or permission. CMPSC 161 and 271 highly recommended.

3D Game Development Project

CMPSC 285, 5 Credits

Application of basic 3D game concepts, techniques, and tools to the design and creation of a 3D game. Prerequisite: CMPSC 161 or instructor permission.

RealTime 3D Terrain Rendering

CMPSC 289, 5 Credits

Introduction to the concepts of 3D landscape rendering. Topics include terminology, Rottger and ROAM algorithms, data structures, texture mapping, and lighting. Prerequisite: CMPSC 275.

Introduction to Software Testing and Quality Assurance

CMPSC 290, 5 Credits

Covers the fundamental concepts and techniques of software testing and quality assurance. Topics include goals of testing and quality assurance, classification of bugs, testing categories and techniques, test design, metrics and complexity. Prerequisite: CMPSC 115 with a grade of 2.5 or higher or instructor permission.

Game Testing

CMPSC 293, 5 Credits

Commercial tools and techniques used for testing games, including testing using console company "technical checklist". For students wishing to embark on careers in game testing or expand existing testing skills to meet the specialized requirements of the game industry. CMPSC 290 recommended or instructor permission.

Special Projects

CMPSC 299, 5 Credits

Special study to be arranged by student and supervising instructor. S/U option. Credit available with approval. Call (425) 640-1679.

Construction Industry Training

(425) 640-1604

<http://cit.edcc.edu>

Core Construction Skills I

CIT 103, 4 Credits

Overview of the construction industry, its organization and employment opportunities. Hands-on experience with blueprint reading, measuring, layout, hand and power tools. Start OSHA 10-Hour Safety Certificate. Optional field trips to construction sites. Prerequisite: MATH 040 and BRDGE 090 or EAP 098. Concurrent enrollment in CIT 104. Recommend physical fitness.

Core Construction Skills II

CIT 104, 3 Credits

Basic foundation layout techniques as well as setting up typical concrete forms for a residential footings and foundation. Construction vocabulary and introduction to materials, fasteners and supplies. Finish OSHA 10-Hour Safety Certificate training. Prerequisite: concurrent enrollment in CIT 103.

Structural Trades

CIT 105, 4 Credits

Basics of residential framing, layout techniques, structural functions and practical aspects of the residential building skeleton. Layout stairs and rafters. Use power tools to frame floors, walls, windows and door openings. Prerequisite: CIT 103 and 104 or OSHA 10 hour safety card and instructor permission.

Electrical and Mechanical Trades

CIT 106, 3 Credits

Emphasis on electrical and plumbing trades. Introduction to basic electrical theory, Ohm's Law, building simple circuits and basic plumbing applications. Prerequisite: CIT 103-104 or OSHA 10 hour safety card and instructor permission.

Finishes

CIT 109, 7 Credits

Methods used in the finishing stages of residential construction including insulation, drywall, painting, finish carpentry, tiling, flooring and siding. Prerequisite: CIT 103-106 or OSHA 10 hour safety card and instructor permission.

Flagging

CIT 120, 0.5 Credits

Hands-on seminar preparing for employment as a flagger in the construction and utilities industries. Flaggers control traffic through and around work sites. Three-year certification. Must be 18 years of age to register.

Special Topics

CIT 155, 5 Credits

Course will provide instruction on topics related to construction industry trades.

CIT Work Experience

CIT 198, 1-5 Credits

Work related course that allows students to explore career opportunities, design a personal career plan, develop professional resources and gain practical work experience in the construction industry. Prerequisite: CIT 103-104 and either 105, 106 or 109.

Construction Management

(425) 640-1026

<http://const.edcc.edu>

Computers in Construction

CONST 100, 4 Credits

Practical introduction to computers and how they can be used in construction. Acquaints students with major components of computer hardware systems. Opportunities to use computers for common construction applications.

Architectural Blueprint Reading I

CONST 141, 4 Credits

An introduction to reading and interpreting architectural drawings. Layout, terminology, graphic standards and drafting fundamentals. Emphasis on how to locate information and cross reference with details, schedules, and specifications for clarification.

Introduction to Surveying

CONST 145, 4 Credits

Math, procedures, concepts relevant to construction layout using measuring tape, eye-level and transit. Calculate angles and distances, determine elevations and construction features. Legal descriptions, easements, covenants and conditions discussed. Prerequisite: MATH 080 and BSTEC 107 placement or instructor permission.

Special Topics

CONST 155, 5 Credits

Seminars on current issues in construction.

Materials and Methods

CONST 160, 3 Credits

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

Structural Concrete I

CONST 177, 4 Credits

Introduction to concrete technology. How concrete is manufactured, delivered, and handled at the construction site; 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 is on mechanical codes pertaining to installation and inspection practices. Prerequisite: BRDGE 091 and MATH 060 placement.

Plumbing Codes

CONST 181, 3 Credits

Reviews current Uniform Plumbing Code to prepare students for the IAPMO Plumbing Inspector Certification examination. Emphasis on codes related to installing and inspecting residential and commercial plumbing systems. Prerequisite: BRDGE 091 and MATH 060 placement.

Electrical Codes I

CONST 182, 3 Credits

National Electrical Code for non-electricians. Basic circuits and Ohm's law applied using jobsite examples. Residential, commercial and industrial electrical systems compared. Students design a structure with conduit system and wire sizing conforming to code requirements. Prerequisite: BUS 130 or MATH 080 placement or instructor permission.

Civil Construction

CONST 185, 4 Credits

Introduction to civil construction methods, materials, and inspections. Roads, storm drainage, water, and sewer systems are covered. WSDOT/APWA standard specifications and plans are studied. Conflict resolution is explored using negotiations case studies. Prerequisite: BUS 130 or MATH 080 placement or instructor permission.

Basic Estimating

CONST 200, 4 Credits

A detailed introduction to the world of construction estimating and bidding. Basic concepts, procedures, and terminology. Quantity take-off and pricing techniques. Scope of work issues and costs associated with the major components of a construction project. Prerequisite: CONST 141 or department permission.

Commercial Estimating**CONST 201, 4 Credits**

This advanced estimating course further develops the methods and procedures of estimating for application in commercial construction. Emphasis is placed on pricing through the utilization of bid forms, which are completed in connection with the estimate. Prerequisite: CONST 200 or instructor 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: ENGL 100 placement or instructor permission.

Project Planning and Scheduling**CONST 230, 4 Credits**

Planning and scheduling of a construction project utilizing the critical path method (CPM). Develop and manipulate a computerized schedule for a construction project using MS Project application software. Prerequisite: CONST 200 or concurrent enrollment or instructor 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 permission.

Safety and Accident Prevention**CONST 250, 3 Credits**

WISHA/OSHA regulations for the construction industry and how accidents can be prevented. Focus on enhancing hazard recognition skills and knowledge of safe work practices. Develop work rules, communicate expectations, and make job-site safety inspections.

Safety Plan Administration**CONST 251, 3 Credits**

Emphasis on job site safety and potential liability for general contractors. Management systems, procedures, and

documentation that address WISHA requirements and provide a safe working environment. Effective integration of safety into management systems is stressed. Prerequisite: CONST 250 or instructor permission.

Project Management**CONST 260, 3 Credits**

Management concepts and techniques relevant to construction project organization, supervision, and inspection. Communication systems, contract documents, record keeping, dispute resolution, quality assurance, and schedule management are covered. Prerequisite: CONST 200 and 250 or instructor permission.

Advanced Computers for Construction**CONST 266, 4 Credits**

Focus on industry standard construction exercises utilizing computers to generate project costs. Advanced spreadsheet design, word-processing, databases, and Timberline Precision Estimating software is presented. Prerequisite: CONST 100 and 200. Recommended: Adequate keyboarding (20-30 wpm).

Structural Design I**CONST 270, 4 Credits**

Beginning structural requirements for frame construction including review of engineering algebra, dead and live loads of buildings, forces and stresses, moments and reactions, types of beams, kinds of loads, shear and bending moments and engineering notations. Prerequisite: MATH 080 or MATH 090 placement and CONST 145 or instructor permission.

Building Codes I**CONST 280, 3 Credits**

Introduction to the International Building Code and applicable parts of the IRC. Covers content, format, and application of building code. Definitions, administration, general requirements, occupancy classification, types of construction, fire and safety requirements.

Building Codes II, Interpretation**CONST 281, 3 Credits**

An in-depth study of the relationships between occupancy classification, types of construction, location on property, exiting

requirements, and fire resistive standards. Interpretation of the International Building Code and applicable parts of the IRC. Prerequisite: CONST 280.

Building Codes III, Inspection**CONST 282, 3 Credits**

A study of building inspection including masonry, concrete, wood, steel construction, glazing, excavation, grading, special inspection of residential and commercial building. Application of the International Building Code and applicable parts of the IRC. Prerequisite: CONST 280.

Co-op Work Seminar**CONST 292, 1 Credit**

A career-related class designed to assist students in developing their employment objectives, and exploring career options. Prerequisite: Concurrent enrollment in CONST 293 and department head's permission.

Co-op Work Experience**CONST 293, 1-5 Credits**

Complete a career-related work assignment in the community, coordinated by the college and the employer, to provide on-the-job training and learning experiences. Prerequisite: Concurrent enrollment in CONST 292 and department head's permission.

Special Projects**CONST 299, 1-5 Credits**

Individual projects in construction oriented study to give exposure to practical construction problems and everyday operations in areas of particular interest to the student. Requires department approval.

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. Uses personality inventory and group interaction for practicing new skills.

Special Topics**COPSY 155, 5 Credits**

Explore issues from counseling psychology related to personal, interpersonal, and professional growth. Topics might include self-actualization, assertiveness, self-esteem, work relationships, life satisfaction, and love.

Special Topics**COPSY 255, 5 Credits**

Explore issues from counseling psychology related to personal, interpersonal, and professional growth. Topics might include self-actualization, assertiveness, self-esteem, work relationships life satisfaction, and love.

Culinary Arts

(425) 640-1644

<http://clart.edcc.edu>

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

Introduction to the culinary and hospitality industry. Includes safety, sanitation, knife cuts, commercial equipment, ratios/weights/ measures, service skills, and world issues. Prerequisite: to register, get entry code from faculty adviser. MATH 060 or BUS 130 and BRIDGE 093 or EAP 100 placement.

Principles of Cooking**CLART 101, 5 Credits**

Introduction to fundamentals of professional cooking including food service history, contemporary menu understanding and development, professional terminology, cooking methods and ingredient identification.

Procurement**CLART 103, 2 Credits**

Standards, USDA grading, principles, and procedures for purchasing food, beverages, supplies, and equipment used in the food service industry.

Introduction to Catering**CLART 105, 2 Credits**

An introduction to processes of on-site and off-site caterings. Emphasis on developing culinary knowledge, planning skills, business skills and event design. Prerequisite: BRDGE 093 placement or EAP 100 or instructor permission.

Cost Analysis**CLART 111, 3 Credits**

Provides experience in the cashiering and money handling in a restaurant operation. Including introduction to the P.O.S. system with data entry consisting of menu and personnel. Tracking food costs. Prerequisite: CLART 100.

Purchasing/R & S**CLART 112, 3 Credits**

Provides experience with purchasing, ordering, supplier selection, receiving, storing, inventory issuing of products, correct product handling and product security. Prerequisite: CLART 100.

Quantity Cooking Lab I**CLART 121, 2 Credits**

Production skills for quantity food preparation, cafeteria style meals including mise en place, vegetable and starch preparation, pizza production, safety and sanitation. Prerequisite: CLART 100.

Food Preparation**CLART 122, 3 Credits**

Intermediate production cooking skills and methods for meats, fish, poultry, and vegetarian items. Emphasis on portioning, recipe writing, and advance cooking methods. Prerequisite: CLART 100.

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

Introduces students to basic knife skills, salad preparation, basic dressing and variations. Presentation, product identification and hand tool use are stressed. Prerequisite: CLART 100.

Pantry II**CLART 132, 3 Credits**

Advances the student to the level of Garde Manager, cold food, hot appetizer production with an emphasis on smoking and charcuterie. Prerequisite: CLART 100.

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

Provides the basic knowledge of restaurant service in a full service dining atmosphere, server sequence, tray service, bussing, side work and order taking in a cafeteria style setting are covered. S/U grade option.

Food Server II**CLART 142, 3 Credits**

Second of three service courses designed to provide students with an intermediate knowledge of service and sales techniques. To carry out the full responsibility of a professional food server in a commercial restaurant. Prerequisite: CLART 100.

Food Server III**CLART 143, 3 Credits**

Provides the student with an advanced knowledge of service and sales. Introduction to tableside service and working as a Section Lead. Prerequisite: CLART 100.

Quantity Cooking Lab II**CLART 151, 3 Credits**

Primary saute skills to produce dishes using meat, poultry, egg, vegetarian and seafood in fine dining applications. Proper portioning techniques and beginning skills in plate diagramming. Prerequisite: CLART 100.

Special Topics**CLART 155, 5 Credits**

Specialized courses/seminars in Culinary Arts. Prerequisite: Instructor permission.

Stocks, Soups & Sauces I**CLART 161, 3 Credits**

Provides student with basic knowledge and skills for soups, stocks, and base sauce production. Prerequisite: CLART 100.

Stocks, Soups & Sauce II**CLART 162, 3 Credits**

Production of classic and modern sauces. Advanced use of herbs, spices, wines, and liquors in complex sauces. Includes skills in inventory control and production planning, as well as initial supervisory skills. Prerequisite: CLART 100.

Hot and Cold Sandwich**Preparation****CLART 181, 2 Credits**

Introduction to quantity cooking in a cafeteria style setting in hot/cold sandwich cookery, salad prep, portioning and vegetable cutting. Some line work will be introduced. Prerequisite: CLART 100.

Individual Project in Culinary Arts

CLART 198, 1-5 Credits

Study of student-selected project or approved experiences in Culinary Arts. Prerequisite: Instructor permission.

Restaurant Operations

CLART 205, 5 Credits

Study of the functions and operations of a hospitality business. Feasibility, cost containment techniques, and marketing/promotion as well as corporate structures and functions are covered.

Food Service Nutrition

CLART 206, 3 Credits

Detailed contemporary knowledge of nutrition for today's food service industry needs including menu and recipe analysis.

Food Service Sanitation

CLART 207, 2 Credits

Detailed contemporary knowledge of sanitation as related to the food service industry needs of today, including procedures for kitchen inspection and HACCP.

Introduction to Hospitality Beverages

CLART 212, 2 Credits

Introduction to Federal and State issues and regulations related to the serving of a variety of beverages available in the hospitality industry; including coffee, tea, wine, beer and spirits. Prerequisite: CLART 100.

Supervision

CLART 214, 2 Credits

Focuses on professionalism and leadership skills in all areas of the food service operations on campus. Includes supervising and introduction to motivation techniques, handling difficulties, and controlling restaurant operations. Prerequisite: CLART 204.

Food Preparation Lead

CLART 224, 3 Credits

Advanced production cooking skills and methods for meats, fish, poultry and vegetarian items. Emphasis on classical cuisine methods, organizational and management skills. Prerequisite: CLART 100.

Saute Production

CLART 252, 3 Credits

Intermediate saute skills using meat, poultry, seafood, and vegetarian dishes of contemporary cuisine. Emphasis on speed with fine dining presentation. Advanced pan sauce development using wines, liquors, herbs, and spices. Prerequisite: CLART 100.

Saute Production Lead

CLART 253, 3 Credits

Development of advanced saute station's organizational skills with emphasis on mise en place, plate diagrams, garnishing and supervision. Prerequisite: CLART 100.

Special Topics

CLART 255, 5 Credits

Seminars of current interest in Culinary Arts. Prerequisite: Instructor permission.

Bread Production

CLART 260, 3 Credits

Covers quick breads, yeast breads, understanding of ingredient functions and characteristics. Selection of proper equipment, correct scaling, baking and finishing of products stressed. Prerequisite: CLART 100.

Pastry and Dessert Preparation

CLART 261, 3 Credits

Introduction to basic mixing methods, piping methods and batter preparation, baking and finishing of products. Plateup and storage of full service desserts implemented. Prerequisite: CLART 100.

Maitre d'

CLART 291, 2 Credits

Provides the student with experience functioning as a dining room manager. Guest relations, leadership and decoration/room design will be discussed. Prerequisite: CLART 100.

Sous Chef I

CLART 292, 2 Credits

Emphasis on supervision, training, administration, and communications in culinary arts operations involving starch, vegetable, and salad production. Menu development will be covered. Prerequisite: CLART 224 and 253.

Sous Chef II

CLART 293, 2 Credits

Emphasis on supervision, administration, and communications in culinary arts operations involved with classical cuisine preparations of entrees, main courses, sauces, and soups as well as starches, vegetables, and salads. Prerequisite: CLART 292.

Sous Chef III

CLART 294, 2 Credits

Emphasis on supervision, administration and communications in culinary arts operations. Refining supervisory skills with operational responsibility of entire kitchen operation, including menu implementation. Prerequisite: CLART 293.

Work Experience Seminar

CLART 295, 1 Credit

Develop critical job skills and competencies related to success in internship and career transition. Internet access required. S/U grade only. Prerequisite: instructor permission and concurrent enrollment in CLART 296.

Supervised Work Experience

CLART 296, 1-4 Credits

Experience in occupational settings in the hospitality fields. Credits earned depend upon 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 permission.

Dance

(425) 640-1560

Salsa Dance Styles

DANCE 130, 2 Credits

Introduction to the techniques, styles and culture of salsa dancing, including mambo and merengue.

Swing Dance

DANCE 135, 2 Credits

Introduction to the techniques, multiple rhythms, styling, and culture of East Coast and West Coast Style Swing dancing.

Latin Dance Styles**DANCE 140, 2 Credits**

Introduction to the culture, multiple rhythms, techniques and styling of Cha Cha and Rumba Latin dancing.

Ballroom Dance**DANCE 145, 2 Credits**

Introduction to the culture, techniques and styling of Waltz and Foxtrot ballroom dancing.

Diversity Studies

(425) 640-1104

<http://divst.edcc.edu>

Introduction to Diversity Studies-CD**DIVST 100, 5 Credits**

Introduction to the issues, concepts, theories and research of diversity studies. Topics include race, class, gender, oppression/suppression, ethnicity, and privilege. Prerequisite: ENGL 100 placement.

African-American History to 1865-CD**DIVST 117, 5 Credits**

Examines the African-American historical experience from its West African origins through the end of the Civil War, emphasizing those individuals, groups, movements, events, issues, and ideas that shaped early African-American civilization. Prerequisite: ENGL 100 placement. (Dual listed as HIST 117)

African-American History from 1865-1945-CD**DIVST 118, 5 Credits**

Examines the African-American historical experience from the end of the Civil War through the present, emphasizing those individuals, groups, movements, events, issues, and ideas that shaped modern African-American civilization. Prerequisite: Prerequisite: ENGL 100 placement. (Dual listed as HIST 118)

African-American History from 1945-CD**DIVST 119, 5 Credits**

Examines the African-American historical experience from the end of World War II through the 1970's, emphasizing those individuals, groups, political and artistic movements,

events, issues, and ideas that shaped modern African-American civilization. Prerequisite: Prerequisite: ENGL 100 placement. (Dual listed as HIST 119)

Survey of Visual Art-CD**DIVST 120, 5 Credits**

A survey of the visual arts and architecture, focusing on artistic elements, design and function in different eras, cultures, and traditions. (Dual listed as ART 120)

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

The study of past and present relations between race and ethnic groups in North America and the effects of immigration on these relations. Focus on causes, forms, and consequences of race and ethnic inequality as well as on resistance strategies. Prerequisite: ENGL 100 placement. (Dual listed as SOCIO 125)

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

Diversity of American religious experiences from historical and cultural perspectives, including the interaction between globalization, immigration, ethnicity, and culture in American Indian, Western, and Eastern traditions. Prerequisite: ENGL 100 placement. (Dual listed as ANTHR 130)

Northwest Coast Cultures-CD**DIVST 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. Prerequisite: ENGL 100 placement. (Dual listed as ANTHR 140)

Special Topics in Social Science-CD**DIVST 156, 5 Credits**

Course deals with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science distribution requirement in Social Science.

Special Topics in Humanities-CD**DIVST 157, 5 Credits**

Course deals with diversity-related issues. Topics vary. Credits count toward

the Associate of Arts and the Associate of Science distribution requirement in Humanities.

Special Topics-General Electives-CD**DIVST 160, 5 Credits**

Workshop and course deal with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science general electives.

Special Topics-Professional Technical-CD**DIVST 161, 5 Credits**

Course deals with diversity-related issues in professional and technical areas.

Lectures and Events-CD**DIVST 165, 1-5 Credits**

Credit for attending college events (lectures, seminars, workshops, performances) that meet the diversity studies department criteria. Required verification of attendance and completion of specific projects. Advising needed. Call (425) 640-1579.

Diversity Event Production-CD**DIVST 166, 1-5 Credits**

Under supervision of a faculty adviser, students earn credit for involvement in planning and implementing college-sponsored arts and cultural events that promote and support diversity.

Diversity Dialogues-CD**DIVST 181, 2 Credits**

In depth discussion of selected diversity issues in seminar format.

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 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: ENGL 100 placement. (Dual listed as WOMEN 200)

North American Indians-CD

DIVST 210, 5 Credits

Native North American culture from arrival on the continent through today. Traditional societies, under colonization, and as contemporary societies. Examination of current laws, policies, and conflicts including land and fishing claims, sovereignty, and religious rights. (Dual listed as ANTHR 210)

Francophone Cultures-CD

DIVST 215, 5 Credits

Course will survey the history, culture, geography, and current political climate of selected French-speaking communities, including, but not limited to, Haiti, Quebec, Louisiana, North Africa, and West Africa. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement. (Dual listed as FRNCH 210)

Special Topics in Social Science-CD

DIVST 256, 5 Credits

Course deals with diversity-related issues. Topics vary. Credits count towards the Associate of Arts and the Associate of Science distribution requirement in social science.

Special Topics in Humanities-CD

DIVST 257, 5 Credits

Course deals with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and Associate of Science distribution requirement in Humanities.

Special Topics-General Electives-CD

DIVST 260, 5 Credits

Workshop and course deal with diversity-related issues. Topics vary. Credits count toward the Associate of Arts and the Associate of Science general electives.

Special Topics-Professional Technical-CD

DIVST 261, 5 Credits

Course deals with diversity-related issues in professional and technical areas.

Individual Project in Diversity Studies-CD

DIVST 298, 1-5 Credits

Selection, design, and completion of a project in the field of diversity studies. Student consults with faculty member in all aspects of the project. Prerequisite: Instructor permission.

Early Childhood Education

(425) 640-1612

<http://ece.edcc.edu>

S.T.A.R.S. Childcare Basics

ECE 102, 2 Credits

Provides the opportunity to deepen an understanding of specific areas related to health and safety, child development, guidance, and child abuse recognition. This course satisfies the basic 20-hour S.T.A.R.S. Washington State licensing training requirement. S/U grade option.

Applied Child Development

ECE 110, 5 Credits

Examines major child development theories that are the basis of professionally defined best practices at the early childhood (birth-8) level. Investigates key theories from an application and educational perspective for teachers of young children. S/U grade option.

Introduction to Early Childhood Education

ECE 115, 5 Credits

Examines the world of early childhood education through the eyes of a teacher, defines and assists the process of professional growth and investigates critical issues influencing the quality of early childhood education. S/U grade option.

Health and Safety

ECE 117, 2 Credits

Applies learning of health and safety to an early childhood program for young children within a developmental framework for the well-being of children. S/U grade option.

Workshop in Early Childhood Education

ECE 134, 2 Credits

Three full-day seminars during the quarter with a special focus on topics

of current interest in 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

Workshops for educators who are employed in an early childhood setting. Course content and design vary. S/U grade only.

Special Topics

ECE 155, 5 Credits

An introductory level workshop in early childhood education. Course content and design vary. S/U grade only.

Early Childhood Field Practicum

ECE 208-210, 5 Credits each

A field based course to further growth as an early childhood professional. A variety of learning experiences are carried out for the children and practicum students. Focus is on application of concepts from previous coursework. S/U grade option.

Curriculum Development and Observation

ECE 216, 5 Credits

Obtain theoretical and practical understanding of planning curriculum for young children. Students learn to create a program based on knowledge of children's development and interests that is guided by observation. S/U grade option.

Positive Guidance and Environmental Planning

ECE 218, 4 Credits

Gain knowledge and skills in positive guidance techniques that support the growth and development of young children. Students learn to encourage successful behaviors through effective teaching strategies and purposeful planning of the environment. S/U grade option.

Exceptional Children

ECE 234, 3 Credits

Introduction to working with the young child with differing abilities. Focuses on educational methods in providing an inclusionary environment which enriches the education of children with and without special needs. S/U grade option.

Creative Expression**ECE 236, 3 Credits**

Learn to plan experiences that allow children to express their creative ideas and feelings. Focuses on strategies and understanding of the creative process. S/U grade option.

Math and Science Experiences**ECE 237, 3 Credits**

Learn how young children develop foundational understanding of math and science through exploration of the physical and natural environment. Students learn strategies that encourage investigation and problem-solving through active experiences. S/U grade option.

Social-Emotional Learning -CD**ECE 238, 3 Credits**

Provides skills to plan a classroom program that fosters relationships, a sense of belonging, predictability, and is consistent with the defined principles of social-emotional learning for early learners. All content is explored within a cultural context. S/U grade option.

Language and Literacy-CD**ECE 239, 4 Credits**

Learn how young children develop language and literacy skills. Exploration of children's literature is the foundation of activities and curriculum that integrates language with beginning reading and writing concepts in a culturally diverse society. S/U grade option.

Education of Preschoolers**ECE 241, 3 Credits**

Explores professionally defined standards and Developmentally Appropriate Practices for the education of preschoolers. Students will examine teaching strategies, knowledge and planning that authentically support children's development. S/U grade option. Prerequisite: ECE 115, 208, 216 and 237, or instructor permission.

Parent-Teacher Partnerships**ECE 243, 3 Credits**

Gain knowledge of the importance of parent-teacher partnerships in the education of young children. Students will develop skills in building relationships, supporting families and enhancing parent involvement in early childhood programs. S/U grade option.

Working with Infants & Toddlers**ECE 248, 3 Credits**

Introduction to the care and education of infants and toddlers. Students will gain knowledge about development, appropriate environments and relationships that support healthy development in these foundational years. S/U grade option.

Activities for Infant & Toddlers**ECE 249, 3 Credits**

Explore teaching strategies and activities that support infant and toddler growth and development. Focus is placed on developing skills to plan an engaging and caring environment. S/U grade option.

Special Topics**ECE 255, 5 Credits**

An advanced workshop in early childhood education. Course content and design will vary each quarter. S/U grade option.

Leadership in Early Childhood Education**ECE 280, 4 Credits**

Explore leadership development in early childhood programs. Develop skills in collaboration, team-building, decision-making and advocacy for children and families. S/U grade option.

Individual Project in Early Childhood Education**ECE 298, 1-5 Credits**

Study of student-selected project or approved experiences in the field of early childhood education. Course may be repeated for a maximum of 10 credits. Prerequisite: instructor permission. S/U grade option.

Economics

(425) 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. Domestic markets, government intervention, inflation, and the global economy are all considered.

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

The American economy is examined through the historical perspective of over

four centuries. Capitalist development and cultural diversity are emphasized throughout the course. Topics include: growth, war, immigration, equity, public policy, business cycles, and globalization.

The World Economy-CD**ECON 140, 5 Credits**

A comparative study of economic decision-making, income distribution, functioning, and performance of the world's principal mixed, socialist, and emerging economies. Central planning is contrasted with market outcomes and other available alternatives. Prerequisite: ENGL 100 and MATH 060 placement.

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

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

Special Topics**ECON 155, 5 Credits**

Covers broad variety of special topics which extend beyond the customary reach of existing courses. Emphasis devoted to issues involving globalization, health care, agriculture, and political economy. Opportunities for further economics research may also be available. Prerequisite: ENGL 100 placement.

Microeconomic Principles**ECON 201, 5 Credits**

Study of optimization behavior by consumers, producers, and government in the global marketplace. Resource allocation, exchange, and income distribution are all related to personal incentives. Prerequisite: MATH 090 and ENGL 105 with a grade of 2.0.

Macroeconomic Principles**ECON 202, 5 Credits**

Study of the national economy in terms of aggregate spending, money supply, and foreign trade. Various theories are put forth to explain business cycles in the U.S. and world economy. Prerequisite: MATH 090 and ENGL 105 with a grade of 2.0.

Special Topics**ECON 255, 5 Credits**

Covers broad variety of special topics which extend beyond the reach of existing courses. Prerequisite: ENGL 100 placement.

Education

(425) 640-1615

Teaching: An Orientation**EDUC 100, 5 Credits**

Provides students opportunity to learn about and explore teaching as a career. Offers students a total teaching experience that includes: classroom based instruction; observations; and a field based placement with a mentor teacher. Based on the OSPI Teaching Academy Curriculum.

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

Involves students in the real issues of schooling, skills and knowledge that they will need to be successful professionals. Course is organized around elements that are central to teaching and learning in the K-12 education system.

Educational Experiences in Elementary & Secondary Schools**EDUC 195, 1-3 Credits**

Gain beginning experience, knowledge and skills working with students in educational settings in on-site, one-on-one and small group participation at an elementary or secondary school. Coursework will be done in consultation with college instructor and school personnel.

Engineering

(425) 640-1862

<http://enr.edcc.edu>

Engineering Orientation**ENGR 100, 3 Credits**

Designed to give students an overview of engineering and technology careers, various engineering disciplines, and engineering transfer schools. Prerequisite: ENGL 100.

3-Dimensional Visualization/Computer Aid Design**ENGR 101, 5 Credits**

Methods of depicting three-dimensional objects and communicating design information. Emphasis is on using parametric solid modeling software as a design tool and using freehand sketching to develop visualization skills. Prerequisite: MATH 090 placement.

Innovation in Design**ENGR 108, 5 Credits**

Course explores the role of creativity, teamwork, and communication in promoting innovative engineering design. Students develop their knowledge and skills in all three areas through a series of hands-on projects and reflective activities. Prerequisite: ENGL 105 and MATH 090 with a grade of 2.0.

Fundamentals of Problem Solving**ENGR 110, 5 Credits**

Introduction to modern techniques in the solution of engineering problems. Prerequisite: MATH 151 placement or instructor permission.

Special Topics**ENGR 155, 5 Credits**

Study of special topics in engineering.

Engineering Statics**ENGR 210, 5 Credits**

Newton's laws of motion applied to structures at rest and with no acceleration. Topics covered are vectors, forces, moments, equilibrium, 3D structures, trusses, frames, machines, friction, moment of inertia. Prerequisite: ENGR 110 or PHYS 201 with a grade of 2.0 and MATH 152 placement.

Introduction to Electrical Engineering**ENGR 215, 5 Credits**

Introduction to electrical engineering. Basic circuit and systems concepts. Resistors, sources, capacitors, inductors, and operational amplifiers. Solutions of first- and second-order linear differential equations associated with basic circuit forms. Prerequisite: MATH 152 and PHYS 202 with a grade of 2.0.

Introduction to Mechanics of Materials**ENGR 220, 5 Credits**

Introduction to the mechanics of solids, strain and deformation, and stress-strain relationships. Load-carrying capability of elements under tension, compression, torsion, bending, and shear forces. Prerequisite: ENGR 210 and MATH 152 with a grade of 2.0.

Engineering Dynamics**ENGR 230, 5 Credits**

Principles of dynamics, including Newton's Laws. Analysis of the equations of motion of particles and rigid bodies, kinematics, dynamics, impulse, momentum, work and energy. Prerequisite: ENGR 210 and MATH 152 with a grade of 2.0.

Introduction to Technical Writing**ENGR 231, 5 Credits**

Principles of organizing, developing, and expressing technical information and ideas into writing. Report forms, headings, style, tone, illustrations, word processing, and graphics. Prerequisite: ENGL 105 or equivalent with a grade of 2.0.

Special Topics**ENGR 255, 5 Credits**

Study of special topics in engineering.

English

(425) 640-1560

<http://enl.edcc.edu>

Introduction to College Writing**ENGL 100, 5 Credits**

Introduction to college-level expository writing, including various rhetorical modes of essay development. Emphasis on thesis development, essay organization, argumentation, critical reading and clarity of expression, with attention to incorporation of source material. Prerequisite: ACCUPLACER placement, essay placement, or permit from Bridge or EAP.

Analytic Writing**ENGL 105, 5 Credits**

Analysis of basic human issues as presented in literature. Emphasis on analytic reading, writing and discussion, and on development of argumentative essays based on textual analysis, with attention to style, audience and documentation. Prerequisite: ACCUPLACER placement, essay placement, or ENGL 100 with a grade of 2.0.

Vocabulary and Word Origins**ENGL 112, 5 Credits**

Language study stressing vocabulary development through investigation of word parts, particularly those from Latin and Greek, inspection of kinds and levels of meaning, and discussion of dictionary skills, appropriate usage, and spelling patterns.

The Literary Experience**ENGL 115, 5 Credits**

This class explores ways that writers portray human experience in their short stories, poems and plays. Through class discussions, lectures and creative responses, students will gain a deeper understanding and appreciation of literary works. Prerequisite: ENGL 100 placement or instructor permission.

Introduction to Current Authors**ENGL 125, 5 Credits**

Exploration and interpretation through discussion of works written during the past thirty years. Prerequisite: ENGL 100 placement or instructor 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 ENGL 105 placement.

Creative Writing: Non-Fiction**ENGL 141, 5 Credits**

Exploration of several forms of creative non-fiction, including memoir and literary journalism. Students will read contemporary writers in the field and explore the genre through their own writing projects. Workshop format. Prerequisite: ENGL 105 placement.

Creative Writing: Non-Fiction II**ENGL 142, 5 Credits**

Exploration of several forms of creative non-fiction, including memoir and literary journalism. Students will read contemporary writers in the field and explore the genre through their own writing projects. Workshop format. Prerequisite: ENGL 141 or instructor permission.

Creative Writing: Poetry I**ENGL 151, 5 Credits**

An introduction to writing poetry, both formal and free verse. Students will read and critique the work of contemporary poets to become familiar with the genre as well as write their own poems. Workshop format. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

Creative Writing: Poetry II**ENGL 152, 5 Credits**

An introduction to writing poetry, both formal and free verse. Students will read and critique the work of contemporary poets to become familiar with the genre as well as write their own poems. Workshop format. Prerequisite: ENGL 151 or instructor permission.

Special Topics**ENGL 155, 5 Credits**

Topics and seminars of current interest in English. Contact the English department for more information. Prerequisite: instructor permission.

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: ENGL 100 placement or instructor permission.

Creative Writing: Fiction I**ENGL 161, 5 Credits**

An introduction to writing fiction, with an emphasis on the short story. Students will read and critique the work of contemporary fiction writers as well as write their own short stories.

Workshop format. Prerequisite: ENGL 105 placement.

Creative Writing: Fiction II**ENGL 162, 5 Credits**

An introduction to writing fiction, with an emphasis on the short story. Students will read and critique the work of contemporary fiction writers as well as write their own short stories. Workshop format. Prerequisite: ENGL 161 or instructor permission.

Literature of the American West**ENGL 165, 5 Credits**

Explores myths and realities of the American West through writing by authors from diverse backgrounds. Prerequisite: ENGL 105 placement.

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: ENGL 100 placement or instructor 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: ENGL 105 placement.

Sports in Literature**ENGL 185, 5 Credits**

Exploration of literary themes relating to sports. Focus is on the individual's struggle against nature, role within society and capacity for self-knowledge as presented by classical and modern authors. Prerequisite: ENGL 100 placement or instructor permission.

Individual Project in English**ENGL 198, 1-5 Credits**

Selection, design and completion of project in the field of English. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: instructor permission.

Special Projects**ENGL 199, 1-5 Credits**

Contact the English department for more information. Prerequisite: instructor permission and approval of the project by 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: ENGL 105 or equivalent with a grade of 2.0.

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 permission.

American Literature: Evolving Nationhood**ENGL 245, 5 Credits**

Writings from the Civil War to World War I. Prerequisite: ENGL 105 or instructor 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 permission.

Special Topics**ENGL 255, 5 Credits**

Topics and seminars of current interest in English. Prerequisite: Instructor 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 permission.

Topics in Pre-Twentieth Century Literature: Seminar**ENGL 275, 5 Credits**

In-depth discussion of varying topics in literature prior to the twentieth

century, which may include studies of specific literary figures, schools, critical approaches or literary types. Consult English chair for information. Prerequisite: ENGL 105, 115, or 125 or instructor 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 permission.

Individual Project in English**ENGL 298, 1-5 Credits**

Selection, design and completion of project in the field of English. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: Instructor permission.

Special Projects**ENGL 299, 1-5 Credits**

Contact the English department for more information. Prerequisite: instructor permission and approval of the project by the division dean.

English as a Second Language

(425) 640-1478

<http://abeesl.edcc.edu>**English as a Second Language Level 1****ESL 010, 13 Credits**

A beginning ESL literacy class for students who are not yet literate in English. Students work on development of sound/sign correspondence, word and sentence level literacy, pronunciation, simple sentence structure and basic conversation skills. S/U grade only.

English as a Second Language Level 2**ESL 020, 13 Credits**

A low beginning level class requiring some literacy in English. Students learn to understand, pronounce, read and write common vocabulary in simple sentences that reflect real life situations. S/U grade only.

English as a Second Language Level 3**ESL 030, 13 Credits**

A high beginning level class that assumes literacy in English. Students learn to understand, read, write and speak about familiar topics and their current lives. S/U grade only.

English as a Second Language Level 4**ESL 040, 13 Credits**

A low intermediate level class. Students learn to understand, read, write and speak about past experiences and events. S/U grade only.

English as a Second Language Level 5**ESL 050, 13 Credits**

A high intermediate level class. Students increase reading, writing, listening and speaking skills in familiar subject areas. S/U grade only.

English as a Second Language Level 6**ESL 060, 13 Credits**

An advanced ESL class. Students learn more effective and analytical language skills that allow them to succeed in academic, vocational and community settings. S/U grade only.

English as a Second Language Level 6**ESL 066, 8 Credits**

An advanced ESL class in which students work on listening, speaking, reading and writing as well as on exploring their roles as workers, members of family, and members of community. S/U grade only.

English as a Second Language Skills Lab**ESL 073, 2.5 Credits**

A multi-level language skills lab designed to reinforce reading, writing, listening and speaking skills learned in literacy, beginning and low intermediate level ABE ESL classes. S/U grade only.

English as a Second Language Language Lab

ESL 075, 2.5 Credits

A multi-level language lab in which computers and multimedia are used to facilitate English language acquisition and computer literacy. The materials used reinforce reading, writing, listening, and speaking skills. S/U grade only.

English as a Second Language Introduction to College

ESL 095, 3 Credits

An orientation class for ABE ESL students who are interested in transitioning to college vocational and academic programs. Prerequisite: ESL 25 or above concurrent enrollment or instructor permission.

English for Academic Purposes

(425) 640-1478

<http://eap.edcc.edu>

Pronunciation

EAP 094, 2 Credits

Instruction to improve pronunciation by working with the recognition and production of English vowels and consonants, basic stress and intonation patterns and common reductions found in natural, relaxed speech.

Read/Write For College English I

EAP 097, 5 Credits

Useful for non-native English speakers who need to further language skills, especially in reading and writing. Reading is at a pre-college, Vocabulary expansion, practical writing tasks and a focus on grammar enhance student potential for success. Students may take EAP 97 and EAP 99 for 5 credits each instead of EAP 98 for 10 credits.

Interactions in English

EAP 098, 10 Credits

Useful for non-native speakers who need to further language skills, especially in reading and writing. Vocabulary expansion, practical writing tasks and a focus on grammar enhance student potential for success. Students must show their permits or placement test results to their instructor on the first day of class.

Read/Write for College English II

EAP 099, 5 Credits

For non-native English speakers who need communication skills and college success strategies to begin college courses with confidence. Students will be assessed on college-level reading, writing, grammar, and vocabulary. Students may take EAP 99 and EAP 101 for 5 credits each instead of EAP 100 for 10 credits.

Communication for College

EAP 100, 10 Credits

For non-native English speakers who need communication skills and college success strategies to begin college courses with confidence. Students will be assessed on college-level reading, writing, grammar, and vocabulary. Students must show their permits or placement test results to their instructor on the first day of class.

College Reading and Writing

EAP 101, 5 Credits

For non-native speakers of English in college courses who need stronger skills to succeed. Online EAP 101 includes reading, vocabulary, summary-writing, grammar and group discussion. Prerequisite: EAP 99 or permit.

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: EAP 100 placement. Students must show their permits or placement test results to their instructor on the first day of class.

Word Forms for College Success

EAP 106, 2 Credits

For non-native English speakers who need to improve their use of word forms in order to succeed in college level writing. Prerequisite: EAP 100.

Verbs for College Success

EAP 108, 3 Credits

For non-native English speakers who need to improve their use of verbs in writing in order to succeed in college level writing. Prerequisite: EAP 100.

Composition for College

EAP 121, 5 Credits

For non-native English speakers planning to take college English courses 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 on the first day of class.

College Editing

EAP 131, 5 Credits

Provides non-native speakers of English with class and individual work to improve sentence-level grammar within a paragraph. Students keep records of their errors, focus on their grammar needs and work on variety and accuracy of sentence structures. Students must show their permits or placement test results to their instructor on the first day of class.

Environmental Science

(425) 640-1679

<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. Prerequisite: MATH 090 and ENGL 105 placement.

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 with faculty.

Special Projects

ENVSC 199, 5 Credits

Individual projects in environmental science.

Special Projects

ENVSC 299, 5 Credits

Individual projects in environmental science.

Family Life Education

(425) 640-1665

<http://fled.edcc.edu>

Parenting Education/Parents and Infants

FLED 010, 2 Credits

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Topics will be chosen in the areas of child development and family life.

Parenting Education/Parents and Toddler

FLED 011, 2 Credits

Parents and toddlers attend class together once a week. Class includes parent discussion, observation, and activities with the toddlers. Discussions in child development and family life.

Parenting Education/Parents and Two Year Olds

FLED 012, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Three Year Olds

FLED 013, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Four Year Olds

FLED 014, 4 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. Discussions in child development and family life.

Parenting Education/Variation on Coop Model

FLED 015, 4 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 tailored to group needs.

Parent-Infant Program

FLED 020, 2 Credits

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Discussions in child development and family life.

Parenting Education/Parents and Toddler

FLED 021, 2 Credits

Parents and toddlers attend class together once a week. Class includes parent discussion, observations, and activities with the toddlers. Discussions in child development and family life.

Parenting Education/Parents and Two Year Olds

FLED 022, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Three Year Olds

FLED 023, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Four Year Olds

FLED 024, 4 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. Discussions in child development and family life.

Parenting Education/Variation on Co-op Model

FLED 025, 4 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 tailored to group needs.

Parenting Education/Parent-Infant Program

FLED 030, 2 Credits

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Discussions in 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. Discussions in child development and family life.

Parenting Education/Parents and Two Year Olds

FLED 032, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Three Year Olds

FLED 033, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Four Year Olds

FLED 034, 4 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. Discussions in child development and family life.

Parenting Education/Variation on Coop Model

FLED 035, 4 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 tailored to group needs.

Parenting Education/Parents and Infants

FLED 040, 2 Credits

Parents and babies attend class together once a week. Class includes parent discussion, observation, and activities with the babies. Discussions in 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. Discussions in child development and family life.

Parenting Education/Parents and Two Year Olds

FLED 042, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Three Year Olds

FLED 043, 4 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. Discussions in child development and family life.

Parenting Education/Parents and Four Year Olds

FLED 044, 4 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. Discussions in child development and family life.

Parenting Education

FLED 045, 4 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 tailored to group needs.

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 upon concerns related to family relationships and parenting. Variety of formats: lecture/discussion, workshops, seminars. Title, course content, and design vary depending upon specific focus. S/U grade option.

Individual Project in Family Life Education

FLED 198, 1-5 Credits

Study of student selected topics of approved experiences in the field of family life education. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: Instructor 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 the field of family life education. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: Instructor permission.

Family Support Studies

(425) 640-1163

www.edcc.edu/familysupport

Special Topics

FSS 155, 5 Credits

Workshops with special focus on topics of current interest in the family support field. Topics vary. S/U grade option.

Introduction to Family Support

FSS 175, 3 Credits

Introductory course to principle/practices of Family Support. Emphasis to create partnerships with families; explore and apply concepts of empowerment to personal experiences and work environments, demonstrate knowledge and skills in family support and field study. S/U grade option.

Parent Development: Working with Groups-CD

FSS 185, 3 Credits

Explore theory of parent development & different approaches to parenting information (home visiting, classes, support groups) that are culturally respectful of families. Includes parent leadership, group process and curriculum development and field study. S/U grade option.

Home Visiting Skills

FSS 186, 2 Credits

Enhance skills and techniques for effective home visiting in various settings and age groups. Includes building relationships, setting goals and documentation, safety and ethics, observation and personal skill assessment and field study. S/U grade option.

Building Partnerships

FSS 195, 3 Credits

Develop and practice collaboration skills to work with families, service providers, community organizations that connect with families. Identify services for families in their community; define communities/providers that best serve families. Field study. S/U grade option.

Individual Project in

Family Support

FSS 198, 1-5 Credits

Study of student selected topics of approved experiences in the field of

family support. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: instructor permission.

Leadership

FSS 210, 3 Credits

Study/practice leadership in diverse workplace/community settings. Develop skills to work with families and community leadership: develop parent leadership. Includes decision-making, conflict management, initiating change, and personal assessment and field study. S/U grade option.

Family Systems-CD

FSS 215, 3 Credits

Apply ecological perspective of human development of family support practices. Examine family development in context of their environments: family, neighborhood, community, systems and values. Use observation, case and field study, goal setting. S/U grade option.

Pre-Practicum Seminar

FSS 219, 1 Credit

Prepare for practicum in FSS 220. Includes tasks & activities for enrollment in FSS 220 the following quarter. Prerequisite: department approval, permit code.

Family Support Field Practicum

FSS 220, 1-5 Credits

Apply, refine and expand knowledge and skills learned in previous courses. Demonstrate competencies in communication, cultural competence, promoting partnerships, working with families, building community and helping families identify their own strengths and goals. Permit code required.

Special Topics

FSS 255, 5 Credits

Workshops with special focus on topics of current interest in the family support field. Topics vary. S/U grade option.

Advanced Individual Project in Family Support

FSS 298, 1-5 Credits

Advanced study of student selected topics of approved experiences in the field of family support. Courses may be repeated for a maximum of 10 credits. S/U grade option. Prerequisite: instructor permission.

Fashion Merchandising

(425) 640-1604

<http://business.edcc.edu>

Introduction to Fashion Design

FASHD 104, 5 Credits

Explore the field of apparel design and manufacturing. Learn about the apparel design industry and its relationship to other branches of the fashion industry. Emphasis will be on a macro view of the industry and a micro view of apparel construction and 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 analysis of the concept of fashion change and a study of clothing as a form of non-verbal communication.

Careers in Retail and Fashion

FASHM 100, 1 Credit

Discover all the exciting jobs in the retail and fashion fields, from merchandising to design, from retail buying to production, and manufacturing to sales. Learn the requirements to enter into the field of fashion and the skills to acquire a satisfying career.

Introduction to Fashion Merchandising

FASHM 105, 5 Credits

Course gives students an understanding of how the manufacturing, wholesaling, and retailing industries interrelate. Specific areas of fashion will be covered including women's, men's, children's, accessories, and cosmetics. Focus on career opportunities.

Special Topics

FASHM 155, 5 Credits

Classes, workshops or seminars of current interest in fashion. S/U grade option.

Visual Merchandising

FASHM 207, 5 Credits

Examine the creative field of visual merchandising and its importance to the retail and fashion industries. Develop skills in evaluation and implementation of visual merchandising concepts. Covers merchandising, design, terminology, and evaluation.

Professional Image

FASHM 220, 3 Credits

Gaining successful employment is often a matter of presenting and marketing yourself professionally. Develop a professional image by acquiring skills in business etiquette, personal/professional development, wardrobing, business situation analysis and self-development.

Special Topics

FASHM 255, 5 Credits

Classes, workshops or seminars of current interest in fashion. S/U grade option.

Special Projects

FASHM 299, 1-5 Credits

Individual projects in fashion merchandising and related topics. Prerequisite: instructor permission. S/U grade only.

French

(425) 640-1560

<http://forln.edcc.edu>

Basic French Grammar Lab

FRNCH 100, 2 Credits

An English grammar course for students taking FRNCH 101. Basic grammar and comparative analysis of French and English. Prerequisite: FRNCH 101 concurrent enrollment.

Elementary French

FRNCH 101, 5 Credits

Introduction to spoken French. Elementary conversation, pronunciation, reading and composition. Language practice on Blackboard. See FRNCH 100 above.

Elementary French

FRNCH 102, 5 Credits

Continuation of 101. Conversation, composition, reading of graded texts and culture. Language practice on Blackboard. Prerequisite: FRNCH 101 or instructor permission.

Elementary French**FRNCH 103, 5 Credits**

Continuation of 102. Advanced conversation, composition, reading of graded texts and culture. Language practice on Blackboard. Prerequisite: FRNCH 102 or instructor permission.

Individual Project in French**FRNCH 198, 1-5 Credits**

Study of student-selected project or approved work in the field of intermediate to advanced French study. S/U grade option. Prerequisite: instructor permission.

Intermediate French**FRNCH 201, 5 Credits**

A review of French grammar and expansion of writing and conversation. Readings and videos on language and culture included. Prerequisite: FRNCH 103 or equivalent or instructor permission.

Intermediate French**FRNCH 202, 5 Credits**

A continuation of 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 instructor permission.

Intermediate French**FRNCH 203, 5 Credits**

A continuation of 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 instructor permission.

Francophone Cultures-CD**FRNCH 210, 5 Credits**

Course will survey the history, culture, geography, and current political climate of selected French-speaking communities, including, but not limited to, Haiti, Quebec, Louisiana, North Africa and West Africa. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement. (Dual listed as DIVST 210)

Individual Project in French**FRNCH 298, 1-5 Credits**

Study of student-selected project or approved work in the field of intermediate to advanced French study. S/U grade option. Prerequisite: Instructor permission.

General Equivalency Degree (GED)

(425) 640-1593

<http://ged.edcc.edu>**GED Preparation****GED 009, 1-10 Credits**

Class prepares students for the official GED tests, college classes, and current or future work. Advising required.

Advanced GED Preparation**GED 010, 1-10 Credits**

A fast-paced GED preparation class that prepares students for the official GED tests, college classes, and current or future work. Advising required.

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: ENGL 100 placement.

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: ENGL 100 placement.

Introduction to Sustainable Development**GEOG 150, 5 Credits**

Introduction to issues in sustainability around the world within a geographic framework. This will involve examination of the development and spatial interactions of policy alternatives relating to the sustainability of resources, the environment, and society. Prerequisite: ENGL 100 placement.

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,

the Persian Gulf's "black gold" and other vitally important matters. Prerequisite: ENGL 100 placement.

Geology

(425) 640-1679

Geology**GEOL 100, 5 Credits**

An introduction to physical geology including the origin, composition and structure of the earth and the processes that generate landscapes. Prerequisite: MATH 090 and ENGL 105 placement.

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: GERM 101 concurrent enrollment.

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 permission.

Elementary German**GERM 103, 5 Credits**

Continuation of 102. Conversation, composition, reading, and culture. Prerequisite: GERM 102 or instructor 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 ENGL 105 placement.

Health

(425) 640-1655

Contemporary Health Issues

HLTH 100, 3 Credits

Research and exploration of social and personal health issues. Behavioral influence and individual decision presented in written argument and group discussion.

Emergency Response/CPR

HLTH 105, 4 Credits

The American Red Cross First Aid Emergency Care program with CPR and Emergency Response certification for the citizen and professional rescuer. Former First Aid training is not required. A fee is charged for Red Cross certification. S/U grade option.

Special Topics

HLTH 155, 5 Credits

Classes, workshops or seminars of current interest in health.

Emergency Response/Recertification

HLTH 205, 2 Credits

The American Red Cross Emergency Response review program with CPR and Emergency Response certification for the citizen and professional rescuer. Twenty hours of selected trauma experiences to be reviewed. A fee is charged for Red Cross certification. S/U grade option.

Health and Ethnic Diversity-CD

HLTH 250, 5 Credits

The dynamics of a changing health environment influencing social and personal adaptations will be researched to improve our awareness, appreciation and understanding of behavioral differences nurtured by ethnicity and a multicultural society. Prerequisite: ENGL 105.

Special Topics

HLTH 255, 5 Credits

Classes, workshops or seminars of current interest in health.

High School Completion

(425) 640-1593

<http://ahs.edcc.edu>

Solar System and Beyond

ASTRO 051, 5 Credits

An introduction to astronomy exploring the planets, moons, asteroids, Sun of our Solar System, and the stars, black holes, pulsars and other objects beyond it. Direct observation of the night sky will be integral part of the course. Counts toward high school science credit.

Issues In Human Biology

BIOL 050, 5 Credits

A study of current issues in human biology, focusing on several human life processes, such as mobility, digestion, respiration, circulation, nervous system integration, and reproduction. Dysfunction and disease are explored.

EDCAP Strategies for Success

EDCAP 095, 5 Credits

An introductory course for Edmonds Career Access Program (EdCAP) students beginning their first quarter. Students will develop a peer support system and explore and identify learning and educational goals. Prerequisite: orientation.

EDCAP Strategies for Success II

EDCAP 096, 5 Credits

Students will use the skills developed in EdCAP 095 to explore an area of career interest. Students will complete a project that includes a research report, interview preparation, interviews, and a class presentation. Prerequisite: EdCAP 095 with a grade of 2.0.

Global Science Issues

ENVSC 051, 5 Credits

High school science course exploring global environmental issues. Introduces Earth's systems that promote life and major issues facing our world, i.e., climate change, pollution, biodiversity, etc. Emphasis placed on problem solving, personal responsibility and action.

Pacific Northwest Science Issues

ENVSC 053, 5 Credits

High school science course that explores current environmental and ecological

issues in the Pacific Northwest with a focus on the interrelationships between humans, plants, and animals. An emphasis will be placed on problem solving, personal responsibility and action.

Health and Wellness

HLTH 050, 3 Credits

Importance of nutrition to individual healthy living, physical fitness, patterns of growth and development, disease prevention, and the impact of environmental factors on one's health.

Special Topics

HSC 055, 5 Credits

Students explore specialized topics in high school completion curricular areas, such as history, science, or math. Topics vary.

WASL Reading Prep

HSC 080, 2 Credits

Individualized and small group instruction that includes material review, preparation and practice for the WASL Reading test. Mandatory class for those placing below college-level reading, who have been advised into the course. Counts towards elective credit. Advising required.

WASL Writing Prep

HSC 081, 2 Credits

Individualized and small group instruction that includes material review, preparation and practice for the WASL Writing test. Mandatory class for those placing below college-level writing, who have been advised into the course. Counts towards elective credit. Advising required.

Culminating Project

HSC 099, 2 Credits

Last quarter HSC students are guided through the process of developing, preparing, completing and presenting the required culminating project. Advising required. Must have 2.0 GPA.

Civics In Action

HIST 030, 5 Credits

Participation in various activities that promote understanding of government at all levels. Emphasis will be on rights and responsibilities of citizenship. Counts toward Contemporary World Problems credit.

U.S. History I**HIST 032, 5 Credits**

An examination of selected issues and topics in U.S. History from pre-colonial times to the Civil War. Includes study of U.S. Constitution. Counts toward high school completion U.S. History credit.

U.S. History II**HIST 033, 5 Credits**

An examination of selected issues and topics in U.S. History from the Civil War to the Civil Rights era. High school completion class, counting towards U.S. History or Contemporary World Problems credit.

Contemporary World Issues I**HIST 034, 5 Credits**

A study of U.S. foreign policy issues and their impact on other countries. Topics covered may include: terrorism, U.S. military involvement, global trade agreements, U.S. defense policy and others. High school completion class, counting toward Contemporary World Problems credit.

U.S. Contemporary Issues II**HIST 035, 5 Credits**

A study of relevant topics affecting U.S. domestic policy issues may include education, the environment, healthcare, crime and the economy. Includes study of U.S. Constitution and federal government. Counts toward high school Contemporary World Problems credit.

U.S. in the Nuclear Age**HIST 041, 5 Credits**

An examination of historical, social, political and economic developments of the U.S. from 1945 to the present. Counts toward high school U.S. history credit or Contemporary World Problems credit.

History Through Culture**HIST 044, 5 Credits**

An exploration of key events or eras in U.S. history through the cultural expressions of the times. Examination of how popular culture, music, art, architecture, fashion, theater, film, literature and poetry expressed or informed events and experiences.

Current Issues in the Pacific Northwest**HIST 049, 5 Credits**

Exploration of current political, environmental, social and economic issues impacting the Pacific Northwest. Includes study of the Washington State Constitution. Counts toward Washington State History or Contemporary World Problems credit.

Arithmetic**MATH 040, 5 Credits**

Review of addition, subtraction, multiplication and division of whole numbers, fractions, decimals and integers; ratios and proportions; percentages; applications; order of operations; focus on problem solving and math success skills.

Introduction to Algebra**MATH 060, 5 Credits**

Class covers basic operations on signed numbers, solution of linear equations, exponents and fractions. Includes review of some properties and operations of arithmetic. Intended for students who have had little or no algebra. Prerequisite: Ability to do basic arithmetic, or appropriate score on Math Placement Test, or instructor permission.

History

(425) 640-1560

<http://hist.edcc.edu>

History of Western Civilization**HIST 104, 5 Credits**

Development of man from prehistoric days to the late Middle Ages. Cultural, political and economic aspects of the great civilizations that developed during this period. Prerequisite: ENGL 100 placement.

History of Western Civilization**HIST 105, 5 Credits**

Examines the history of Europe from the Middle Ages to the end of the Napoleonic Wars, including such topics as the Renaissance, the Reformation, the Scientific Revolution, the age of exploration, the Enlightenment, and the French Revolution. Prerequisite: ENGL 100 placement.

History of Western Civilization**HIST 106, 5 Credits**

Examines the history of Europe from the end of the Napoleonic Wars to the present, including topics as the Industrial Revolution, rise of ideologies such as socialism and fascism, origins and impact of the World Wars, and the move toward a European Union. Prerequisite: ENGL 100 placement.

Greek History**HIST 111, 5 Credits**

The history of Greece from the Bronze Age to 399 B.C. Emphasis on political, social, and cultural history. Prerequisite: ENGL 100 with a grade of 2.0.

Roman History**HIST 112, 5 Credits**

History of Rome from 800 B.C. to 138 A.D.; emphasis on political, social, and cultural history. Prerequisite: ENGL 105 placement.

History of Great Britain**HIST 115, 5 Credits**

Taught as part of the Study Abroad quarter in London, this course is a focus on political and cultural history and primary eras and events of British history, including important monarchs. 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: ENGL 100 placement. (Dual listed as DIVST 117)

African-American History, 1865-1945-CD**HIST 118, 5 Credits**

Examines the African-American historical experience from the end of the Civil War until the end of World War II, emphasizing individuals, groups, movements, events, issues, and ideas that shaped African-American civilization after the end of slavery. Prerequisite: ENGL 100 placement. (Dual listed as DIVST 118)

African-American History from 1945-CD

HIST 119, 5 Credits

Examines the African-American historical experience from the end of World War II through the 1970's, emphasizing those individuals, groups, political and artistic movements, events, issues, and ideas that shaped modern African-American civilization. Prerequisite: ENGL 100 placement. (Dual listed as DIVST 119)

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. Prerequisite: ENGL 100 placement.

Individual Project in History

HIST 198, 1-5 Credits

Study of approved student-selected topics in history. Prerequisite: instructor 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: ENGL 100 placement.

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: ENGL 100 placement.

U.S. History to 1828-CD

HIST 243, 5 Credits

Examines the history of the United States from pre-Columbian civilizations through the election of Andrew Jackson, with particular emphasis on the American Revolution, the framing of the

Constitution, the origins of sectionalism, and issues of race, class and gender. Prerequisite: ENGL 100 placement.

U.S. History, 1828-1914-CD

HIST 244, 5 Credits

History of the United States from Andrew Jackson to the start of World War I, with particular emphasis on the road to the Civil War, Reconstruction, the Second Industrial revolution, the development of American culture and society, and issues of race, class, and gender. Prerequisite: ENGL 100 placement.

U.S. 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: ENGL 100 placement.

Modern East Asian History-CD

HIST 246, 5 Credits

Examines the cultural, political, military, and economic history of East Asia from 1800 until the present, with particular emphasis on China, Japan, Korea, and Southeast Asia. Satisfies non-Western history requirement for Associate of Arts degree in Elementary Education. Prerequisite: ENGL 100 placement.

The United States in World Affairs: Since 1945

HIST 248, 5 Credits

Examines the history of American foreign relations, with particular emphasis on the Cold War era. Key figures, events, writings, and doctrines will be examined, along with the role of social, political, and economic forces in the making and implementation of American foreign policy. Prerequisite: ENGL 100 placement.

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. Prerequisite: ENGL 100 placement.

Individual Project in History

HIST 298, 1-5 Credits

Study of approved student-selected topics in history. Prerequisite: instructor permission.

Horticulture

(425) 640-1739

<http://hort.edcc.edu>

Horticulture Plant Science

HORT 102, 4 Credits

Botany for gardeners. How plant function, what they are made of and why they have unusual names.

Horticulture Tools and Equipment

HORT 103, 2.5 Credits

Identification, selection, maintenance and safe use of tools and equipment common to the landscape and nursery industries. Includes safety issues such as hearing, skin and eye protection, lifting-warm-up exercises, and fuel transportation.

Broadleaf Plant Identification

HORT 106, 5 Credits

Learn to recognize the principal broadleaf evergreens used in Northwest gardens along with their culture and use. Be prepared to arrive and depart from field trip sites on your own.

Conifer Plant Identification

HORT 107, 4 Credits

Learn to recognize the principal coniferous trees and shrubs used in Northwest gardens along with their culture and use. Be prepared to arrive and depart from field trip sites on your own.

Deciduous Plant Identification

HORT 108, 5 Credits

Learn to recognize the principal deciduous, flowering trees and shrubs used in Northwest gardens along with their culture and use. Be prepared to arrive and depart from field trip sites on your own.

Soils and Plant Nutrition

HORT 109, 5 Credits

Soils of Puget Sound including their chemical, physical and mechanical properties. Covers native soils, commercial mixes, soil testing, soil amendments and application rates. Prerequisite: BRDGE 093 or EAP 121 MATH 080 placement, HORT 102 and 174 or instructor permission.

Pest Management Principles and Chemical Safety

HORT 110, 3 Credits

Introduction to the basic tenets of pest management, pesticide safety, and proper use of equipment. State license testing is required at an additional cost dependent upon type of test.

Prerequisite: BRDGE 093 or EAP 121 and MATH 080 placement.

Plant Insects

HORT 116, 4 Credits

Insect pests, predators and parasites of Pacific Northwest ornamentals; life cycles and damages; chemical and biological controls. Prerequisite: BRDGE 093 placement and HORT 110 or instructor permission. HORT 106-108 recommended.

Pruning

HORT 117, 3.5 Credits

Principles of pruning including tools, techniques, timing and special treatment of Northwest ornamentals. Field experience is stressed, including ladder use. Students supply their own by-pass hand pruners, folding saw, and rain gear.

Plant Diseases

HORT 118, 5 Credits

Environmental problems, viruses, bacteria, fungi and nematodes: their life cycles and damages; cultural and chemical controls for landscape plants of the Northwest. Prerequisite: BRDGE 093 or EAP 121 placement, HORT 102 or instructor permission. HORT 106-110 recommended.

Landscape Appreciation

HORT 120, 2 Credits

Explores design elements and principles and their application in landscape design, maintenance, and other fields of horticulture.

Interior Plants

HORT 134, 3 Credits

Tropical plants for home, office, commercial use or the conservatory. Learn to identify and care for the most popular species according to industry standards and trends. S/U grade option.

Special Topics

HORT 155, 5 Credits

Classes, workshops or seminars of current interest in horticulture.

Woody Plants for Gardeners

HORT 160, 5 Credits

Learn 250 of the most commonly used woody landscape plants. This class is a primer on trees and shrubs for Northwest gardens. Be prepared to arrive and depart from field sites on your own.

Landscape Studies

HORT 170, 3 Credits

Introduces students to basic landscape installation and maintenance practices, balling and burlapping, lawn and bed maintenance; proper planting techniques. Safe and efficient operation of equipment is stressed. S/U grade option.

Landscape Studies

HORT 171, 3 Credits

Introduction to basic landscape installation and maintenance practices, woodworking tools, paving, transplanting, and more. Safe and efficient operation of equipment is stressed. Further practice from goals in HORT 170. S/U grade option.

Landscape Studies

HORT 172, 3 Credits

Introduction to basic landscape installation and maintenance practices: shrub/tree planting, staking, turf aeration/thatching, mowing, edging, fertilizing, and more. Safe and efficient operation of equipment is stressed. S/U grade option.

Landscape Studies

HORT 173, 3 Credits

Introduction to basic landscape and maintenance practices: installation of plants and their maintenance, turf management, pest management approaches, small installation project. Safe and efficient operation of equipment stressed. S/U 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: MATH 080 placement.

Horticulture Internship

HORT 191, 1-5 Credits

Independent training experience at horticultural institutions, businesses, or

with professional mentors. Students are directly involved with development of planning of projects and their objectives. S/U grade option. Registration by entry code only.

Horticultural Careers

HORT 192, 1 Credit

Overview of horticultural careers, industry professionals present career information to familiarize students with career choices, requirements, benefits, and challenges. S/U grade option.

Introduction to the Nursery and Greenhouse

HORT 196, 3 Credits

Explore greenhouse/nursery operations and basic plant production requirements in a hands-on approach to learning at our college nursery facility. Field trips to commercial operations. S/U grade option.

Individual Project in Horticulture

HORT 198, 1-5 Credits

Independent study of a student-selected project or approved experience in the field of horticulture. S/U grade option. Prerequisite: Instructor permission.

Special Projects

HORT 199, 5 Credits

Requires research in areas not specifically covered in other course work. Credit available with approval. S/U grade option.

Horticulture Taxonomy

HORT 201, 2 Credits

A study of the classification and relationships within the major families and select taxa of ornamental plants including the use of keys and the rules of nomenclature. Prerequisite: HORT 102 or instructor 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

Herbs, their culture and uses, selection of superior forms and considerations of

ethnic heritage surveyed with hands-on project of 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; join us in a survey of the most important species and hybrids for Northwest gardens that will include their identification and culture. Be prepared to arrive and depart from field trip sites on your own. S/U grade option.

Native Plants in the Landscape

HORT 207, 3 Credits

Identify principal native plant communities of Western Washington through class work and field trips. Examine cultural requirements and garden attributes. S/U grade option.

Mixed Border Practicum

HORT 210, 2 Credits

Hands-on experience in the management and care of large, mixed herbaceous borders. Class may include seed collection, pruning, soil prep, mulching, weeding, propagation, transplanting, design, and renovation of the borders at Bellevue Botanical Garden.

Spring Flowering

Herbaceous Plants

HORT 211, 3.5 Credits

Spring flowering annuals, bulbs and perennials for Northwest gardens; learn to identify, appreciate and utilize this season's noteworthy stars as you visit them in a variety of settings. S/U grade option. Prerequisite: HORT 102. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

Summer Flowering

Herbaceous Plants

HORT 212, 3.5 Credits

Summer flowering annuals, bulbs and perennials for Northwest gardens; learn to identify, appreciate and utilize this season's noteworthy stars as you visit them in a variety of settings. S/U grade option. Prerequisite: HORT 102. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

Fall Flowering

Herbaceous Plants

HORT 213, 2.5 Credits

Fall flowering annuals, bulbs and perennials for Northwest gardens; learn to identify, appreciate and utilize this season's noteworthy stars as you visit them in a variety of settings. S/U grade option. Prerequisite: HORT 102. Field trips are an integral part of this class. Be prepared to arrive and depart from the sites on your own.

Hedges, Screens and Espaliers

HORT 218, 1 Credit

The selection of plant for hedges and special approaches (espalier, pleaching, etc.). Pruning, renovation, site preparation and planting are covered. A field trip is integral to this class. Be prepared to arrive and depart from the site on your own. S/U grade option.

Introduction to Roses

HORT 219, 2 Credits

Includes all aspects of the rose: cultivation, uses in the landscape, hybridizing, different classifications of roses, and some of their historical background. S/U grade option.

Plants in the Landscape

HORT 221, 3 Credits

Not only a review of outside woody plants but also a look at how they can be used in the landscape keeping in mind their environmental tolerances and aesthetic qualities. Successful plant combinations will be explored with on-site visitations. S/U grade option. Prerequisite: HORT 106-108 or instructor permission.

Japanese Garden Arts

HORT 223, 2 Credits

Exploration of Japanese gardens in reference to the American landscape. Topics include history, design, construction and maintenance. S/U grade option.

Design Presentation

HORT 224, 3 Credits

Provides background training in the creation of a professional appearing plot plan. Topics include scales, lettering, and layout for a legible plan. Learn basics of section/elevations and perspective sketching. S/U grade option.

Advanced Plant Identification

HORT 225, 5 Credits

Less common but available woody ornamentals are covered as well as their culture and landscape uses. Field trips are an integral part of this class. Be prepared to arrive and depart on your own. S/U grade option. Prerequisite: HORT 106-108 or instructor 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 alpenes in pots. S/U grade option.

Container Gardening

HORT 227, 2 Credits

Bold, calm, cute or zany. Take a close look at container gardens and the types of plants that make for effective displays. Soils, drainage, weight, fertilizers, exposure, and plant combinations are considered. Practical experience in planning container combinations.

Field Sketching

HORT 228, 3 Credits

Drawing techniques that will help develop ideas and facilitate designer/client communication. Includes field trips to area gardens for sketching practice.

Plant Propagation

HORT 229, 3 Credits

Hands-on introduction to seed collecting, treatment, germination; handling, preparation, treatment and rooting of cuttings; grafting tools and the preparation of grafts; and a fieldtrip to examine how micropropagation in tissue culture is accomplished. S/U grade option.

Micropropagation Laboratory

HORT 231, 1 Credit

A hands-on laboratory to prepare and produce plants using micropropagation. HORT 229 recommended.

Grafting

HORT 232, 1 Credit

Hands-on laboratory to prepare and graft several kinds of plants to take home. S/U grade option.

Seed Propagation Lab**HORT 233, 1 Credit**

Hands-on laboratory to gain additional experience propagating plants from seed with an in-depth examination of seed selection, the development of seed lines and seed germination requirements. HORT 229 recommended.

Hardwood Cuttings Lab**HORT 234, 1 Credit**

Hands-on laboratory with a special focus on the handling, preparation, treatment, and rooting of hardwood cuttings with an in-depth examination of the special attributes of hardwood cutting propagation. HORT 229 recommended.

Greenhouse Design and Management**HORT 235, 3 Credits**

A study of greenhouse structures and the management of the greenhouse environment including greenhouse light and lighting, air movement and temperature control along with irrigation and other production issues. Prerequisite: BRDGE 093 placement.

Wholesale Nursery Operations**HORT 236, 3 Credits**

Explore the principal facets of wholesale nursery operation and management including spatial organization, facilities, plant production systems, and marketing. Prerequisite: BRDGE 093 placement, HORT 102 and 196 or instructor permission.

Bulbs and Bulb Gardening**HORT 238, 2.5 Credits**

Explore the wondrous world of bulb gardening. Learn how to incorporate hardy bulbs like daffodils and galanthus into your landscape. 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**

Comprehensive look at fruit and nut varieties, including vining and bush fruits, suitable for growing in 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, 6Credits**

Residential landscape design based on a seven step process. This class is for the professional with emphasis on usable outdoor spaces. Prerequisite: BRDGE 93 placement, HORT 120 and 224 or instructor permission

Landscape Design II**HORT 263, 6Credits**

Continuation of planting design principles from HORT 262 applied to residential and small commercial landscapes. Design and preparation of planting plans and schedules. Professional presentation emphasized. Prerequisite: BRDGE 093 placement, HORT 106-108, 224, 262 or instructor permission.

CADD for Landscape**HORT 264, 3 Credits**

Introduction to computer-aided drafting using professional CADD software as a tool for landscape design. Navigate CADD to generate base and planting plans, import/export to AutoCAD, and utilize a labeling program that provides plant lists and bid packages. Prerequisite: BRDGE 093 and MATH 080 placement. Basic proficiency in navigating MS Windows 98/2000/XP. HORT 262 or equivalent.

History of Garden Design**HORT 266, 3 Credits**

An overview of cultural expressions on the land from ancient to modern times. Emphasis mainly on Western cultures but also on Japanese and Chinese influences. The modern American garden and landscape will be studied in context to its origins and potentials. S/U grade option.

Landscaping for Wildlife**HORT 267, 3 Credits**

How to design, install, and maintain landscapes that benefit both people and wildlife. Information on Puget Sound wildlife, wildlife plants, and wildlife enhancement features will be presented. S/U grade option.

Horticulture Business Practices**HORT 269, 3 Credits**

Introduction to business practices essential to the operation of a successful landscape or nursery business. Basic record keeping, planning, bidding, contracts, and responsibilities. Prerequisite: BRDGE 093 and MATH 080 placement. Knowledge of Word and Excel recommended.

Landscape Construction**Techniques-Wood****HORT 275, 3.5 Credits**

Introduces basic wood construction techniques and the use of basic hand and power tools. Students will become familiar with choosing appropriate wood products and fasteners as well as practice skills through the construction of some simple carpentry projects. Prerequisite: MATH 080 placement, HORT 103, 174.

Landscape Construction**Techniques-Concrete/Stone****HORT 276, 3.5 Credits**

Introduces basic concrete and masonry construction techniques. Appropriate material choices and site preparation included. Students practice skills through construction of simple projects. Prerequisite: MATH 080 placement, HORT 103, 174.

Landscape Lighting**HORT 277, 1 Credit**

Technical knowledge and skills to create more garden visibility, drama and exotic nighttime effects with lights. S/U grade. Prerequisite: MATH 080 placement or instructor permission.

Landscape Construction Design**HORT 278, 4 Credits**

Covers the preparation of landscape construction drawings including layout, grading and construction details. Basic drafting conventions and techniques are also taught and practiced. This course

parallels landscape construction classes, HORT 275 and 276. Prerequisite: HORT 174 and MATH 080 placement.

Landscape Bidding and Estimating

HORT 279, 3 Credits

Learn how to sell jobs, write contracts, cost out time, materials, and job overhead as well as profit and loss calculations, and managing change orders. S/U grade option. Prerequisite: HORT 174 or department permission; MATH 130 placement.

Weed Identification and Management

HORT 280, 3 Credits

Know your weeds and their weak points to better manage them in landscapes and nurseries; chemical and non-chemical programs. Prerequisite: HORT 110 or instructor permission and MATH 80 placement.

Lawn Establishment

HORT 281, 1 Credit

Class covers lawn installation, including soil and site preparation, sodding and seeding. Students will 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. Students will practice techniques.

Groundcovers

HORT 283, 1 Credit

Viable alternatives to turf as well as plantings beneath shrubs and trees; consideration given to difficult sites where turf is not an option. A field trip is integral to this class. Be prepared to arrive and depart on your own.

Irrigation Design

HORT 284, 5 Credits

Wise use of water from proper system design and installation through maintenance and management. Learn the most effective way to water a landscape including head spacing, hydraulics, installation and controller scheduling. Efficient water use stressed.

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 106-109, 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: MATH 080 placement.

Irrigation Auditing

HORT 288, 1 Credit

The newest phase of water management including how to audit existing and proposed landscapes. Includes both theory and demonstrations. Prerequisite: MATH 080 placement or instructor permission.

Final Project

HORT 295, 1 Credit

The second year project is oriented toward career goals using training and experience in a practical demonstration of competency. The project should be taken during the last two quarters of your program and arranged with your adviser. S/U grade option. Registration by entry code only.

Greenhouse/Nursery Practicum I

HORT 296, 3 Credits

The summary course for second year nursery/greenhouse students involving the production of crops. HORT 297 should follow. S/U grade option.

Greenhouse/Nursery Practicum II

HORT 297, 3 Credits

Continuation of HORT 296 focusing on the continued production and growth of greenhouse and/or nursery crops. S/U grade option. Prerequisite: HORT 296 or instructor 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 permission.

Hospitality and Tourism

(425) 640-1208

www.edcc.edu/hosp

Airline Computer Training

HSPTR 104, 5 Credits

Introduction to Apollo/Galileo a centralized commercial airline reservation system. Knowledge and skills are developed to enable a student to make a PNR, which includes selling, booking, and pricing of airline flights. Fifteen hours of lab work are required outside of class time.

Tour/Rail/Hotel

HSPTR 111, 3 Credits

Introduction to tours. Compare and contrast tour products, book and price tours, and match client needs to appropriate tour products. Effectively utilize resources including: brochures, videos, guide books, industry representatives, and the internet. Prerequisite: EAP 121 or BRDGE 093 placement.

Cruises

HSPTR 112, 4 Credits

An introduction to cruises. Emphasis on reading and analyzing brochures and pricing structures. Study of cruise lines, ships and deck plans, and itineraries worldwide. Prerequisite: EAP 121 or BRDGE 093 placement.

North American Geography

HSPTR 115, 5 Credits

Introduction to the prime tourist destinations in the United States and Canada. Course uses Destination Specialist (DS) texts and test from The Travel Institute. Students successfully completing the DS test will receive National Certification from the Travel Institute. Prerequisite: EAP 121 or BRDGE 093 placement.

Europe**HSPTR 116, 5 Credits**

Introduction to the prime tourist destinations in Western Europe. Course uses Destination Specialist (DS) texts from the Travel Institute. Students successfully completing the DS tests will receive National Certification from the Travel Institute. Prerequisite: EAP 121 or BRDGE 093 placement.

Caribbean/Mexico/Africa**HSPTR 117, 5 Credits**

Introduction to the prime tourist destinations in the Caribbean, Mexico and Africa. Course uses Destination Specialist (DS) texts and tests from The Travel Institute. Students successfully completing the DS tests will receive National Certification from the Travel Institute. Prerequisite: EAP 121 or BRDGE 093 placement.

East Asia/South Pacific**HSPTR 118, 5 Credits**

Introduction to the prime tourist destinations in Asia and the South Pacific. Course uses Destination Specialist (DS) texts and tests from The Travel Institute. Students successfully completing the DS tests will receive National Certification from the Travel Institute. Prerequisite: EAP 121 or BRDGE 093 placement.

Introduction to Hospitality**HSPTR 140, 5 Credits**

Understanding the structure and operations of the three key sectors in the industry (food and beverage, lodging, and travel), economic impact of the industry, and career options. Prerequisite: ENGL 105 or EAP 121 placement.

Special Topics**HSPTR 155, 5 Credits**

Classes, workshops or seminars of current interest in hospitality and tourism.

Introduction to Lodging**HSPTR 156, 5 Credits**

Introduction to management and operations in the lodging industry. Lodging terminology, role and responsibilities of the general manager, study of each hotel department, sales/marketing, discussion of chain operations, franchising, and management contracts. Prerequisite: EAP 121 or BRDGE 093 placement.

Hospitality/Restaurant Operations**HSPTR 157, 5 Credits**

Study of the functions and operations of a hospitality business. Feasibility, cost containment technique and marketing/promotion as well as corporate structures and functions are covered.

Lodging/Front Office**HSPTR 158, 5 Credits**

An in-depth study of the functions of the front office department including guest services and relations, data and revenue management, reservations and room assignment, guest charges, payments and check-out, and night audit. Prerequisite: BRDGE 093 or EAP 121 placement.

Individual Project in Travel**HSPTR 198, 1-5 Credits**

Selection, design and completion of project in travel. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: Instructor permission.

Advanced Airline Computer Lab**HSPTR 205, 5 Credits**

Review of basic Apollo entries along with advanced entries and new enhancements not covered in HSPTR 104. Includes cars, hotels, rail pricing modifiers, fill-in formats. Fifteen hours of lab work are required outside of class time. Prerequisite: HSPTR 104.

Airline Tariff/Ticketing**HSPTR 206, 5 Credits**

Domestic rules and regulations for tariff and ticketing in accordance with ARC-Airline Reporting Corporation. Prerequisite: HSPTR 104 and previous or concurrent enrollment in HSPTR 205.

International Tariff/Ticketing**HSPTR 207, 3 Credits**

International rules and regulations for tariff and ticketing in accordance with IATA-International Air Transport Association. Explanation of NUC, monetary conversion, mileage and routing fares. Prerequisite: HSPTR 104 and previous enrollment in HSPTR 205-206.

Event Coordination**HSPTR 250, 5 Credits**

Overview of event planning including types of meetings and events, site location and suitability, logistics of the planning process, market and sales research, and careers in the event planning industry.

Special Topics**HSPTR 255, 5 Credits**

Classes, workshops or seminars of current interest in hospitality and tourism.

Lodging Management**HSPTR 258, 5 Credits**

Expand on subjects covered in HSPTR 156. Emphasis will be placed on management roles in the operations of a lodging business including, human resources, finance, marketing/promotions, and customer service. Prerequisite: EAP 121 or ENGL 105 placement or instructor permission.

Travel Sales**HSPTR 260, 4 Credits**

Introduction to sales and customer service in the travel industry. Emphasis on communication skills, matching clients to appropriate travel products, special requirements of disabled travelers, and pricing and selling travel insurance. Prerequisite: BRDGE 093 or EAP 121 placement.

Event Planning/Best Practices**HSPTR 265, 5 Credits**

Major trends and successful business practices in Event Planning/Management; provides the knowledge and skills to be an effective and profitable event planner.

Virtual Event Planning**HSPTR 266, 5 Credits**

Students work in teams to create and implement a comprehensive virtual meeting or event. This hands-on approach allows students to apply their event planning skills before going into the workplace. Groups work in a competitive setting to present their final event.

Event Planning Practicum**HSPTR 270, 1-5 Credits**

Practical experience working in the event planning industry. Students will be required to complete a minimum of 90

hours of practical work experience and will submit a comprehensive portfolio.

Individual Project in Travel

HSPTR 298, 1-5 Credits

Selection, design and completion of project in the field of Travel. Student consults with faculty member in all aspects of the project. S/U grade option. Prerequisite: Instructor 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 characteristics called "American." Prerequisite: ENGL 105 placement.

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: ENGL 100 placement.

Film Genres

HUM 106, 5 Credits

Analysis, including psychological analysis, of the narrative patterns, conventions and traditions of film noir and other genres from the perspective of archetypal psychology.

World Mythology

HUM 108, 5 Credits

Study of the principal myths found in classical and diverse literature with some attention to the psychological analysis. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

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: ENGL 105 placement.

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: ENGL 100 placement.

Special Topics

HUM 155, 5 Credits

Topics and seminars of current interest in the humanities. Prerequisite: Instructor permission.

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. Advising required.

Events Production

HUM 161, 1-5 Credits

Under supervision of a faculty adviser, students earn credit for involvement in planning and implementing arts and cultural events sponsored by the college.

Instructional Assistant Humanities

HUM 188, 1-5 Credits

Special teaching projects in the humanities. Prerequisite: instructor permission.

Individual Project in Humanities

HUM 198, 1-5 Credits

Selection, design and completion of project in the field of humanities. Student consults with faculty member in all aspects of the project. Prerequisite: instructor permission.

Special Projects

HUM 199, 5 Credits

Contact the English Department for more information. Prerequisite: instructor permission.

American People

HUM 201, 5 Credits

Explores literary and popular expressions of American culture in the nineteenth and twentieth centuries. Prerequisite: ENGL 105 placement.

Studies in Culture-CD

HUM 202, 5 Credits

Study of a particular culture with emphasis on aspects of contemporary life. Prerequisite: ENGL 100 placement.

Francophone Cultures-CD

HUM 210, 5 Credits

Course will survey the history, culture, geography, and current political climate of selected French-speaking communities, including, but not limited to, Haiti, Quebec, Louisiana, North Africa, and West Africa. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

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 ENGL 105 placement.

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 ENGL 105 placement.

Publications

HUM 235, 5 Credits

Students form the editorial staff of the literary magazine and learn how to critique literary and visual arts. Includes an overview of editing, design, printing, and marketing. Prerequisite: ENGL 105 or instructor permission.

Special Topics

HUM 255, 5 Credits

Topics and seminars of current interest in humanities. Prerequisite: Instructor 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 permission.

Individual Project in Humanities

HUM 298, 1-5 Credits

Selection, design and completion of advanced project in the field of humanities. Student consults with faculty member in all aspects of the project. Prerequisite: instructor permission.

Special Projects

HUM 299, 5 Credits

Contact the English Department for more information. Prerequisite: instructor permission.

Intensive English as a Second Language (ESL)

(425) 640-1719

<http://inten.edcc.edu>

Reading 1-ESL

INTEN 010, 1-4 Credits

Provides an introduction to reading in English as a second language. Students will achieve a basic level of reading fluency. S/U grade option. Prerequisite: Intensive ESL Placement Test.

Grammar 1-ESL

INTEN 011, 1-4 Credits

Provides an introduction to basic English grammar. 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

Provides an introduction to basic speaking and listening in English. Students practice speaking skills for conversation, relating to daily activities, family and cultural background and social changes. Basic listening skills emphasized. S/U grade option. Prerequisite: Intensive ESL Placement Test.

Writing 1-ESL

INTEN 013, 1-4 Credits

Provides an introduction to writing in English as a second language. Students

will achieve a basic level of writing proficiency, using simple verb tenses and vocabulary; 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 Exam.

Grammar 2-ESL

INTEN 021, 1-4 Credits

Designed for students with knowledge of basic English grammar. Introduces count/non-count nouns, basic models, 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

Designed for students with some ability to speak English as a second language. Students work on listening comprehension skills by listening to taped conversations, and begin practice listening to fast, relaxed English. Some American idioms introduced. S/U grade option. Prerequisite: INTEN 012 or Intensive ESL Placement Exam.

Writing 2-ESL

INTEN 023, 1-4 Credits

Designed for students with basic writing skills in English as a second language. Students work on paragraph structure through journals, letters, and basic paragraphs. In addition to paragraph development, work on sentence mechanics is included. S/U grade option. Prerequisite: INTEN 013 or Intensive ESL Placement Exam.

Reading 3-ESL

INTEN 030, 1-4 Credits

Designed for intermediate ESL students. Students read and discuss textbook passages and a simplified novel. Reading for main ideas and details are discussed. Vocabulary expansion and word form study are also emphasized. S/U grade option. Prerequisite: INTEN 020 or Intensive ESL Placement Exam.

Grammar 3-ESL

INTEN 031, 1-4 Credits

Designed for intermediate ESL students. Brief review of parts of speech; present, past future tenses; focus on subject/verb agreement and count/non-count nouns; introduction to modals. S/U grade option. Prerequisite: INTEN 021 or Intensive ESL Placement Exam.

Speaking and Listening 3-ESL

INTEN 032, 1-4 Credits

Designed for intermediate ESL students. Focuses on listening to English using videos and audio materials. Practice involves small group discussions and pair work. S/U grade option. Prerequisite: INTEN 022 or Intensive ESL Placement Exam.

Writing 3-ESL

INTEN 033, 1-4 Credits

Designed for intermediate ESL students. Focus on paragraph structure, idea development, and coherence with additional work on sentence connectors. Also includes journal writing. S/U grade option. Prerequisite: INTEN 023 or Intensive ESL Placement Exam.

Reading 4-ESL

INTEN 040, 1-4 Credits

Designed for upper-intermediate ESL students. 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

Designed for upper-intermediate ESL students. Verb tenses are reviewed and expanded. Course focus is on adjective 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 4-ESL

INTEN 043, 1-4 Credits

Designed for upper-intermediate ESL students. Students learn to edit their writing for correct English grammar, sentence structure, and expression. Additional focus on sentence types, articles, and prepositions. S/U grade

option. Prerequisite: INTEN 033 or Intensive ESL Placement Exam.

Reading 5-ESL

INTEN 050, 1-4 Credits

Designed for advanced ESL students. Stresses academic skills, critical thinking, and vocabulary expansion. Course work includes main ideas, making inferences, and distinguishing fact and opinion. S/U grade option. Prerequisite: INTEN 040 or Intensive ESL Placement Exam.

Grammar for Speaking-ESL

INTEN 051, 1-4 Credits

Designed for advanced ESL students. Focuses on conditionals, noun clauses, gerunds, infinitive particles, and modals. Emphasis is on spoken usage. S/U grade option. Prerequisite: INTEN 041 or Intensive ESL Placement Exam.

Writing 5-ESL

INTEN 053, 1-4 Credits

For advanced ESL students. Students review paragraph structure and learn the organization and style for basic essays, formal and informal letters, and short answer items. Additional focus on editing for correct English grammar, sentence structure & expression. S/U grade option. Prerequisite: INTEN 043 or Intensive ESL Placement Exam.

Advanced Speaking and Listening

INTEN 071, 1-4 Credits

A general speaking and listening course for advanced ESL students. Students improve their speaking and listening skills through discussions, speeches, idioms practice and focused listening work. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Test.

College Preparation

INTEN 072, 1-4 Credits

For advanced ESL students. Students improve speaking and listening skills with an emphasis on skills for college success: listening and notetaking, small group discussion, 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 ESL 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

Advanced ESL students improve their speaking/listening skills by volunteering for campus or community organizations. Students get opportunities to use English, to reflect on their speaking/listening improvement, and to gain exposure to American culture. S/U grade option. Prerequisite: INTEN 032 or Intensive ESL Placement Test.

International Studies

(425) 640-1478

<http://instd.edcc.edu>

The Origins of the Modern Global System

INSTD 200, 5 Credits

What are the historical processes that have created a world economy with integrated systems of production and trade that now encompass the entire globe? How is it that this economically integrated world has become so divided and fragmented along ethnic, national, political, and cultural lines? The course examines these questions from a world historical perspective by focusing on selected times, places, and events.

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: ENGL 100 placement.

Cultural Interactions-CD

INSTD 202, 5 Credits

Explores how cultures evolve from "primitive" origins to modern behaviors,

values and beliefs that shape our perceptions of the world. Examines how culture defines social units (class, religion, ethnicity etc.) and how it affects the interactions of these subgroupings.

Japanese

(425) 640-1560

<http://forln.edcc.edu>

Basic Japanese Grammar Lab

JAPAN 100, 2 Credits

Basic English grammar and comparative analysis of Japanese and English for students studying JAPAN 101. Concurrent enrollment in JAPAN 101 is required.

Elementary Japanese

JAPAN 101, 5 Credits

Pronunciation, grammar, elementary reading, writing, and conversation. Includes hiragana, katakana and 25 basic kanji Japanese reading and writing. See JAPAN 100 above.

Japanese

JAPAN 102, 5 Credits

Continuation of JAPAN 101. Pronunciation, conversation, grammar, elementary reading and writing. Review hiragana, katakana, and 55 kanji. Prerequisite: JAPAN 101 or instructor permission.

Japanese

JAPAN 103, 5 Credits

Continuation of JAPAN 102. Conversation, grammar, reading, and writing. Review all hiragana, katakana, and an additional 120 kanji. Completion of the course will require the knowledge of 200 kanji. Prerequisite: JAPAN 102 or instructor permission.

Individual Project in Japanese

JAPAN 198, 1-5 Credits

Individual project in Japanese.

Job Development Skills

(425) 640-1604

<http://jobdv.edcc.edu>

Resumes and Interviewing

JOB DV 110, 1 Credit

Students create a resume and cover letter. Also covers how to prepare for and conduct great job interviews. Class includes preparing and practicing answers to difficult interview questions. S/U grade only.

College and Career Success**JOB DV 130, 1-4 Credits**

Design your own academic, personal, or career success plan. Individualized conference sessions help identify resources needed to successfully implement your plan. Flexible class times with group interaction. S/U grade only. Advising required.

Special Topics**JOB DV 155, 5 Credits**

Topics related to current job development trends. S/U grade option.

Individual Project in**Job Development****JOB DV 198, 1-5 Credits**

Special courses and topics may be designed for students' individual programs in job development.

Special Topics**JOB DV 255, 5 Credits**

Topics related to current job development trends. S/U grade option.

Individual Project in**Job Development****JOB DV 298, 1-5 Credits**

Special courses and topics may be designed for students' individual programs in job development.

Journalism

(425) 640-1560

<http://journ.edcc.edu>

College Newspaper**JOURN 115, 1-2 Credits**

Individualized course for improvement in writing and reporting skills such as pitching stories, interviewing, news and feature writing and editing. Work with editorial staff of *The Triton Review* under instructor's supervision. Prerequisite: JOURN 125 or instructor permission. Department advising needed.

College Newspaper**JOURN 116, 1-2 Credits**

Individualized course for improvement in writing and reporting skills such as pitching stories, interviewing, news and feature writing and editing. Working with the editorial staff of *The Triton Review* under instructor's supervision. Prerequisite: JOURN 115 or instructor

permission. Department advising needed.

College Newspaper**JOURN 117, 1-2 Credits**

Individualized courses for improvement in writing and reporting skills such as pitching stories, interviewing, news and feature writing, and editing. Work with editorial staff of *The Triton Review* under instructor's supervision. Prerequisite: JOURN 116 or instructor permission. Department advising needed.

Introduction to Journalism I**JOURN 125, 5 Credits**

Students will comprise the writing staff of the campus newspaper, *The Triton Review*. Covers fundamental journalism techniques, writing news and feature stories, editorials and reviews. Some introduction to layout and design. Prerequisite: ENGL 105 placement.

Introduction to Journalism II**JOURN 126, 5 Credits**

Continuation of JOURN 125. Students will comprise the writing staff of the campus newspaper, *The Triton Review*. Article assignments will include news and feature stories, editorials and reviews. Some introduction to layout and design. Prerequisite: JOURN 125.

Feature Writing**JOURN 135, 5 Credits**

Students will comprise the writing staff of *The Triton Review*. Article assignments will vary, but will focus on feature writing. Students will evaluate elements of layout and design, as well as research submission possibilities. Prerequisite: ENGL 105 placement.

Newspaper Production**JOURN 225, 5 Credits**

Students comprise the operations staff of the campus newspaper, *The Triton Review*. Instruction will include elements of production, such as ethics, marketing, design and business operations. Prerequisite: ENGL 100 or instructor permission.

Library Research

(425) 640-1472

Library Research Skills**LIBR 101, 3 Credits**

An in-depth review of various hardbound and electronic information sources including a look at the impact of technology on information and the global community. S/U grade option.

Materials Science Technology

(425) 640-1862

<http://mtech.edcc.edu>

Problem Solving for MST**MST 100, 2 Credits**

Review and practice introductory techniques used to solve problems related to materials science technology. Prerequisite: MATH 080 and ENGL 100 with a grade of 2.0.

Introduction to Composites and Materials**MST 159, 1 Credit**

Introduction to a variety of common materials used in fiber/matrix composites, their safety considerations and general properties which can be achieved with different manufacturing and orientation procedures.

Fiber Reinforced Composites: Manufacturing**MST 169, 2 Credit**

Explores a variety of methods used to fabricate and manufacture fiber reinforced composites. Also addresses the advantages & disadvantages of different processes, safety and tooling considerations. Prerequisite: MST 159.

Introduction to Materials Science**MST 175, 5 Credits**

Mechanical, chemical and thermal properties of engineering materials including metals, alloys, ceramics, polymers and composites. Includes materials microstructure, atomic bonding, atomic arrangement, crystal structure, co-existing phases, interfaces, defects and impurities. Prerequisite: CHEM 101 or 110, MATH 090 with a grade of 2.0.

Polymer Technology**MST 180, 5 Credits**

Course provides an overview of thermoset and thermoplastic polymers. Topics include: Chemical composition, physical properties, deformation, mechanical behavior, fabrication, processing and manufacturing of polymers. Prerequisite: MST 175 and MATH 090 with a grade of 2.0.

Fiber Reinforced Composites: Repair**MST 189, 1.5 Credit**

Students will gain an understanding of inspection, documentation and composite repair. The Techniques covered will include surface, potted, taper sanded, and bolted methods. Prerequisite: MST 169.

Introduction To Composites**MST 200, 5 Credits**

General overview of composite materials and fabrication procedures. Covers composite constituents, material forms, mold design and development, ASTM standards, fabrication processes, composite applications, bonding, fastening, laminating, and finishing techniques. Prerequisite: MST 175 and MATH 090 with a grade of 2.0.

Applied Statics**MST 210, 5 Credits**

Study of forces acting on structures at rest: free-body diagrams, trusses, friction and related material, which may include hydrostatic pressures and loads, cables and arches. Prerequisite: MATH 131 with a grade 2.0, PHYS 101 or concurrent enrollment.

Applied Strengths of Materials**MST 220, 6 Credits**

Study of forces acting on structures at rest; free body diagrams, trusses, friction. Analysis of tension, compression, shear, deformation, and stress acting on members. Prerequisite: MATH 131 and PHYS 101 with a grade of 2.0.

Composites Engineering Design**MST 250, 5 Credits**

Overview of structural design utilizing composite materials including material and process selection, structural design, aesthetic qualities, assembly, and practical design information. This is a lab-based course focusing on product

design. Prerequisite: MST 200 or concurrent enrollment.

Composites Manufacturing**MST 260, 5 Credits**

Overview of processes involved in development and production of composite products. Includes tooling, fabrication, machining, assembly, quality assurance, repair, lay-up, vacuum bagging, and cureprocessing of wet laminating techniques and pre-impregnated materials. Prerequisite: MST 250 with a grade of 2.0.

Career Planning**MST 291, 2 Credits**

Designed to give students an overview of engineering technology careers. Includes field trips, resume building, interviewing skills, and job searching skills. Prerequisite: MST 175, ENGL 105 placement.

Mathematics

(425) 640-1679

<http://math.edcc.edu>**Arithmetic****MATH 040, 5 Credits**

Addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, operations with percentages, and measurement.

Industrial Mathematics**MATH 050, 5 Credits**

Taken by students who need basic math skills for their occupations. Oriented toward workplace applications.

Introduction to Algebra**MATH 060, 5 Credits**

Introduction to the concepts of algebra. Operations on signed numbers, solution of linear equations, exponents and fractions. Includes a review of some properties and operations of arithmetic. Intended for students who have had little or no algebra. Prerequisite: Ability to do basic arithmetic, or appropriate score on Math Placement Test.

Fundamentals of Algebra**MATH 080, 5 Credits**

Extends the material of MATH 060 and introduces rational expressions, radicals and systems of equations. Intended to prepare students who have some

background in algebra for MATH 090 in one quarter of study. Prerequisite: MATH 060 or equivalent with a grade of 2.0, or 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 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 appropriate score on math placement test.

Intermediate Algebra II**MATH 092, 5 Credits**

Covers approximately the last half of MATH 090: rational expressions and equations, exponential expressions, radical expressions and equations, complex numbers, quadratic equations. Prerequisite: MATH 091 with a grade of 2.0.

Mathematics in Society**MATH 117, 5 Credits**

A math course 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 095 or equivalent with a grade of 2.0, or appropriate score on math placement test.

Foundations of Elementary Mathematics

MATH 121, 5 Credits

Examination of problem-solving techniques and mathematics related to topics taught at the K-8 level. Topics include number theory, set theory, functions and the use of technology. Recommended for prospective and current elementary school teachers. Prerequisite: MATH 090 or 095 or equivalent with a grade of 2.0, or appropriate score on math placement test.

Foundations of Elementary Probability and Statistics

MATH 122, 5 Credits

Examination of problem-solving techniques and mathematics related to topics taught at the K-8 level. Topics include rational numbers, probability, statistics and the use of technology. Recommended for prospective and current elementary school teachers. Prerequisite: MATH 121 with a grade of 2.0.

Foundations of Elementary Geometry

MATH 123, 5 Credits

Examination of problem-solving techniques and mathematics related to topics taught at the K-8 level. Topics include measurement, geometry and the use of technology. Recommended for prospective and current elementary school teachers. Prerequisite: MATH 121 with a grade of 2.0.

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 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.

Business Precalculus

MATH 140, 5 Credits

Linear, quadratic, rational, exponential and logarithmic functions; solving equations; matrices and financial applications. Not intended for math or science majors. Graphing calculator required. Prerequisite: MATH 090 or equivalent with grade of 2.0, or appropriate score on math placement test.

Business Calculus

MATH 150, 5 Credits

Introduction to differential and integral calculus. For students in business or other programs requiring a brief course in calculus; not for math or science majors. Graphing calculator required. Prerequisite: MATH 131 or 140 or equivalent with a grade of 2.0.

Calculus I

MATH 151, 5 Credits

Limits, continuity, derivatives and 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 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 graded of 2.0.

Calculus III

MATH 153, 5 Credits

Infinite sequences and series, vectors and vector functions, functions of several variable, and partial derivatives. Graphing calculator required. Prerequisite: MATH 152 or equivalent with a grade of 2.0.

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. Prerequisite: instructor permission.

Special Projects in Mathematics

MATH 199, 5 Credits

Credit available with approval. Call (425) 640-1679.

Introduction to Statistics

MATH 240, 5 Credits

Introduction to statistical methods and applications; organization of data, sampling, testing hypotheses, confidence intervals, regression, correlations. Graphing calculator required. Prerequisite: MATH 090 or equivalent with a grade of 2.0, or appropriate score on math placement test.

Multivariate Calculus

MATH 251, 5 Credits

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.

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, Laplace transforms, and series solution of ordinary differential equations. Graphing calculator required. Prerequisite: MATH 153 or equivalent with a grade of 2.0, or concurrent enrollment in MATH 153.

Linear Algebra

MATH 272, 5 Credits

Matrices, systems of equations, vector spaces, linear transformations, and eigenvalues. Prerequisite: MATH 153 with a grade of 2.0.

Instructional Assistant in Mathematics

MATH 288, 1-5 Credits

Special teaching projects in mathematics. S/U grade option. Prerequisite: instructor permission.

Special Projects in Mathematics

MATH 299, 5 Credits

Credit available with approval.

Call (425) 640-1679.

Music

(425) 640-1650

<http://music.edcc.edu>

Music Fundamentals I

MUSIC 101, 5 Credits

Introduction to musical elements, including reading and writing notes and rhythms, major and minor scales and key signatures, intervals and triads. Ear training and piano skills are incorporated.

Music Fundamentals II

MUSIC 102, 5 Credits

A continuation of MUSIC 101.

Individualized piano and theory study includes triad inversions, diatonic triads, seventh chords, harmonization and transposition. Prerequisite: MUSIC 101 or instructor permission.

Music Fundamentals III

MUSIC 103, 5 Credits

A continuation of Music 101/102.

Individualized piano and theory study. Goals to be set with instructor may include playing modes, scales and arpeggios, sight-reading, reading chord symbols, chord progressions at the keyboard. Prerequisite: Music 102 or instructor permission.

Survey of American Popular Music

MUSIC 105, 5 Credits

Study of popular music in the United States from the 1600s to the present.

Lectures and recordings will focus on vocal and instrumental styles, including martial music, ragtime, jazz, swing, rock and punk. No prior knowledge of music is required.

Survey of Jazz History-CD

MUSIC 107, 5 Credits

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.

Class Guitar

MUSIC 111, 2 Credits

Beginning through intermediate concepts of Pop, Folk, Rock Guitar styles. Improvisation on Rock and Blues patterns, basic chords, barre chords, and beginning tablature reading will be learned. Students must have a guitar, acoustic preferred.

Class Guitar

MUSIC 112, 2 Credits

Beginning through intermediate concepts of pop, folk, and rock guitar styles. Improvisation on Rock and Blues patterns, basic chords, barre chords, and beginning tablature reading will be learned. Students must have a guitar, acoustic preferred.

Class Guitar

MUSIC 113, 2 Credits

Beginning through intermediate concepts of Pop, Folk, and Rock Guitar styles. Improvisation on Rock and Blues patterns, basic chords, barre chords, and beginning tablature reading will be learned. Students must have a guitar, acoustic preferred.

Class Piano

MUSIC 114, 2 Credits

Music reading keyboard techniques from beginning through early intermediate levels.

Class Piano

MUSIC 115, 2 Credits

Music reading and keyboard techniques from beginning through early intermediate levels.

Class Piano

MUSIC 116, 2 Credits

Music reading and keyboard techniques from beginning through early intermediate levels.

Class Voice

MUSIC 117, 2 Credits

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Recital and optional performance opportunities.

Class Voice

MUSIC 118, 2 Credits

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and

individualized instruction. Recital and optional performance opportunities.

Class Voice

MUSIC 119, 2 Credits

Study of beginning through intermediate concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Recital and optional performance opportunities.

Music for Listener-CD

MUSIC 120, 5 Credits

An introduction to the elements and vocabulary of music: an overview of the stylistic periods of western civilization from the Baroque period to the 21st century through the use of text, a variety of musical examples and live performances.

Survey of Digital Music

MUSIC 126, 5 Credits

Study of synthesizers and the use of computers in music. All major forms of synthesis area demonstrated and explored. The complete MIDI specification is covered, including networking aspects of hardware and software. No prior knowledge of music or electronics is required.

Digital Studio Level 1

MUSIC 127, 3 Credits

Skill development in creating music in various styles through hands-on use of studio equipment. Use of MIDI sequencing software and multi-timbral synthesizers. Prerequisite: MUSIC 126. Concurrent enrollment in MUSIC 200. See instructor for information on reserving studio times.

Digital Studio Level 2

MUSIC 128, 3 Credits

Continuation of MUSIC 127. Prerequisite: MUSIC 127 and MUSIC 200. See instructor for information on reserving studio times.

Digital Studio Level 3

MUSIC 129, 3 Credits

Continuation of MUSIC 128. Prerequisite: MUSIC 128. See instructor for information on reserving studio times.

Introduction to Movie Scores**MUSIC 130, 2 Credits**

Study of classic and contemporary film scores with focus on evolution of styles and analysis of technical structural and aesthetic considerations.

Film Scoring I**MUSIC 131, 2 Credits**

Overview of the processes and professional roles in creating dramatic music for motion pictures, television and video.

Jazz Band**MUSIC 133, 2 Credits**

Rehearsal and performance of jazz and swing band music. Development of concepts and skills including styles of various eras, articulation, tone, phrasing, ensemble precision, improvisation, and sight reading. Prerequisite: Ability to play a jazz band instrument at upper intermediate level and instructor permission.

Jazz Band**MUSIC 134, 2 Credits**

Rehearsal and performance of jazz and swing band music. Development of concepts and skills including styles of various eras, articulation, tone, phrasing, ensemble precision, improvisation, and sight reading. Prerequisite: Ability to play a jazz band instrument at upper intermediate level and instructor permission.

Jazz Band**MUSIC 135, 2 Credits**

Rehearsal and performance of jazz and swing band music. Development of concepts and skills including styles of various eras, articulation, tone, phrasing, ensemble precision, improvisation, and sight reading. Prerequisite: Ability to play a jazz band instrument at upper intermediate level and instructor permission.

Song Writing for Film**MUSIC 137, 2 Credits**

Practical study of melody, harmony, lyrics and form in songwriting. Overview of 20th and 21st century song styles. Introduction to writing songs for films. Prerequisite: Ability to read and notate music.

Soundsation Vocal Jazz Choir**MUSIC 143, 2 Credits**

Intensive study of jazz singing and playing, including differing styles, improvisation/interpretation, vocal technique and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: Audition in the spring for the following year.

Soundsation Vocal Jazz Choir**MUSIC 144, 2 Credits**

Intensive study of advanced jazz singing and playing, including differing style, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: Audition in the spring for the following year.

Soundsation Vocal Jazz Choir**MUSIC 145, 2 Credits**

Intensive study of advanced jazz singing and playing, including differing styles, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: Audition in the spring for the following year.

Symphonic Choir**MUSIC 147, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Retreat and quarterly concerts are required. Prerequisite: Prior choral singing experience or instructor permission.

Symphonic Choir**MUSIC 148, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: Prior choral singing experience or instructor permission.

Symphonic Choir**MUSIC 149, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts

are required. Prerequisite: Prior choral singing experience or instructor permission.

Applied Music**MUSIC 150, 1-2 Credits**

Private lessons in instrumental or vocal music. Open to any student at any skill level, beginning through advanced. Instructors assigned by or approved by music faculty. Cost of lessons not included in tuition fee.

Special Topics**MUSIC 155, 5 Credits**

Topics and seminars of current interest in music.

Jazz Workshop**MUSIC 160, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: Intermediate to advanced level of playing ability on performance instrument.

Jazz Workshop**MUSIC 161, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: Intermediate level of playing ability on performance instrument.

Jazz Workshop**MUSIC 162, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: Intermediate level of playing ability on performance instrument.

Jazz and Pop Harmony**MUSIC 170, 2 Credits**

Study of harmonic progressions and chord voicings in jazz and pop genres. Students analyze pop and jazz songs and develop harmonizations at the keyboard and/or guitar. Prerequisite: Ability to

play basic chords and scales on keyboard or guitar, or instructor permission.

Music Theory I

MUSIC 181, 5 Credits

Study of music theory beginning with scales, intervals, rhythm, and meter, triads, 7th chords, and principles of voice leading. Aural and keyboard skills include scales, intervals, and triads.

Concurrent enrollment in MUSIC 116 is highly recommended. Prerequisite: Ability to read and write pitches and basic rhythms; some familiarity with major scales.

Music Theory II

MUSIC 182, 5 Credits

Introduces 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 instructor permission.

Music Theory III

MUSIC 183, 5 Credits

The dominant seventh, diatonic seventh chords, and non-chord tones are added to part writing. Ear training includes inverted seventh chords, triads in four parts, and continued melodic and harmonic dictation. Study of secondary functions and modulation. Prerequisite: MUSIC 182 with a grade of 2.0 or instructor permission.

Jazz Choir

MUSIC 185, 2 Credits

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter and retreat required. Prerequisite: Previous singing experience or instructor permission.

Jazz Choir

MUSIC 186, 2 Credits

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 185 or instructor permission.

Jazz Choir

MUSIC 187, 2 Credits

Rehearsal and performances of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 186 or instructor permission.

Introduction to Audio Engineering

MUSIC 190, 2 Credits

Introduction to terms, concepts, and equipment used to record sound in a home, collegiate or professional studio environment. No previous music experience or knowledge of digital music necessary.

Blues/Rock Class Guitar

MUSIC 194, 2 Credits

Individualized study for the beginner in the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: Must have electric guitar, practice amplifier with headphone jack and headphones.

Blues/Rock Class Guitar

MUSIC 195, 2 Credits

Continuation of MUSIC 194. Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 194 or instructor permission. Must have electric guitar, practice amplifier with head phone jack and headphones.

Blues/Rock Class Guitar

MUSIC 196, 2 Credits

Continuation of MUSIC 195. Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 195 or instructor permission. Must have guitar, practice amplifier with headphone jack and headphones.

Individual Project in Music

MUSIC 198, 1-5 Credits

Study of student-selected topics of approved experiences in music.

S/U grade option. Prerequisite: instructor permission.

Special Projects in Music

MUSIC 199, 5 Credits

Individual project in music theory, history, arranging, composition, or literature. Prerequisite: instructor permission.

Digital Music Studio

MUSIC 200, 2 Credits

Analysis of real-time and step-time digital sequencing techniques and graphic editing of MIDI data. Training in drum programming, bass line creation, and song manipulation techniques such as quantization and transposition. Prerequisite: MUSIC 126. Concurrent enrollment in MUSIC 127.

Class Guitar

MUSIC 211, 2 Credits

Intermediate through advanced concepts of music theory applied to guitar. The circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor substitution will be learned. Students must have a guitar, acoustic preferred.

Class Guitar

MUSIC 212, 2 Credits

Intermediate through advanced concepts of music theory applied to guitar. The circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor substitution will be learned. Students must have a guitar, acoustic preferred.

Class Guitar

MUSIC 213, 2 Credits

Intermediate through advanced concepts of music theory applied to guitar. The circle of 5ths/4ths, diatonic chord progressions, chord construction, modes, relative, and parallel minor substitution will be learned. Students must have a guitar, acoustic preferred.

Class Piano

MUSIC 214, 2 Credits

Music reading and keyboard techniques at intermediate level.

Class Piano

MUSIC 215, 2 Credits

Music reading and keyboard techniques at intermediate level.

Class Piano**MUSIC 216, 2 Credits**

Music reading and keyboard techniques at intermediate level.

Class Voice**MUSIC 217, 2 Credits**

Study of intermediate through advanced concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Required recital and optional performance opportunities.

Class Voice**MUSIC 218, 2 Credits**

Study of intermediate through advanced concepts of techniques, including breath control, tone quality, diction, range, and stage deportment. Group and individualized instruction. Required recital and optional performance opportunities.

Class Voice**MUSIC 219, 2 Credits**

Study of intermediate through advanced concepts of technique, including breath control, tone quality, diction range, and stage deportment. Group and individual instruction. Required recital and optional performance opportunities.

Digital Studio Level 4**MUSIC 227, 3 Credits**

Continuation of MUSIC 129. Prerequisite: MUSIC 129. See instructor for information on reserving studio times.

Digital Studio Level 5**MUSIC 228, 3 Credits**

Continuation of MUSIC 227. Prerequisite: MUSIC 227. See instructor for information on reserving studio times.

Digital Studio Level 6**MUSIC 229, 3 Credits**

Continuation of MUSIC 228. Prerequisite: MUSIC 228. Concurrent enrollment in MUSIC 230. See instructor for information on reserving studio times.

Digital Music for Media**MUSIC 230, 2 Credits**

Creating digitally-generated music to coordinate with numerical cues in film or video, using professional SMPTE-locked studio. Also, analysis of film scores. Prerequisite: Completion of MUSIC

101-103 with grade of 2.0 or or tested equivalent, and MUSIC 127 or 200, and concurrent enrollment in MUSIC 229.

Film Scoring 2**MUSIC 231, 2 Credits**

Sequential development of techniques of composition for film underscore: melody, harmony, rhythm, instrumentation, register, voicings. Prerequisite: MUSIC 130 and music theory entry exam.

Film Scoring 3**MUSIC 232, 2 Credits**

Continuation of MUSIC 231 with increased focus on orchestration and composing to film timings. Prerequisite: MUSIC 231.

Film Scoring 4**MUSIC 233, 2 Credits**

Continuation of MUSIC 232 with focus on composing and recording scores for student produce films, using live studio orchestra. Prerequisite: MUSIC 232.

Soundsation Vocal Jazz Choir**MUSIC 243, 2 Credits**

Intensive study of advanced jazz singing and playing, including different styles, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/tours each quarter. Prerequisite: Audition in the spring for the following year.

Soundsation Vocal Jazz Choir**MUSIC 244, 2 Credits**

Intensive study of advanced jazz singing and playing, including differing styles, improvisation/interpretation, vocal technique, and ensemble singing with microphones; numerous required performances/ tours each quarter. Prerequisite: Audition in the spring for the following year.

Soundsation Vocal Jazz Choir**MUSIC 245, 2 Credits**

Intensive study of advanced jazz singing and playing, including differing styles, improvisation/interpretation, vocal, technique, and ensemble singing with microphones; numerous required performances/tours each quarter. Prerequisite: Audition in the spring for the following year.

Symphonic Choir**MUSIC 247, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: Prior choral singing experience or instructor permission.

Symphonic Choir**MUSIC 248, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: Prior choral singing experience or instructor permission.

Applied Music**MUSIC 250, 1-2 Credits**

Private lessons in instrumental or vocal music. Open to any student at any skill level. Beginning through advanced. Instructors assigned by or approved by music faculty. Cost of lessons not included in tuition fee.

Symphonic Choir**MUSIC 249, 2 Credits**

Rehearsal and performance of choral music of a variety of eras and styles; study of vocal technique and choral musicianship skills. Quarterly concerts are required. Prerequisite: Prior choral singing experience or instructor permission.

Applied Music**MUSIC 255, 5 Credits**

Topics and seminars of current interest to music.

Jazz Workshop**MUSIC 260, 2 Credits**

Small group rehearsal an performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: Intermediate to advanced level of playing ability on performance instrument; MUSIC 160 or instructor permission.

Jazz Workshop**MUSIC 261, 2 Credits**

Small group rehearsal and performance of instrumental jazz music. Students

will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: Intermediate to advanced level of playing ability on performance instrument.

Jazz Workshop

MUSIC 262, 2 Credits

Small group rehearsal and performance of instrumental jazz music. Students will be placed into groups according to instrumentation and level of playing ability. Individuals may choose to focus on specific areas of interest. Prerequisite: Intermediate to advanced level of playing ability on performance instrument. MUSIC 160 or instructor permission.

Jazz and Pop Harmony

MUSIC 270, 2 Credits

Continuation of topics in MUSIC 170 at advancing levels of skill and understanding. Prerequisite: MUSIC 170 or instructor permission.

Music Theory IV

MUSIC 281, 5 Credits

Introduction of binary or ternary forms. Aural skills include compound intervals, advanced scales and seventh chords, melodic dictation with chromatic tones, and harmonic dictation with secondary functions. Prerequisite: MUSIC 183 with a grade of 2.0 or instructor 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 instructor permission.

Music Theory VI

MUSIC 283, 5 Credits

Tonal harmony in the late nineteenth century and an introduction to twentieth century practices. Continuation of form in music, with advanced project in composition and analysis. Aural skills include extended chords, and advanced melodic and harmonic dictation.

Prerequisite: MUSIC 282 with a grade of 2.0 or instructor permission.

Jazz Choir

MUSIC 285, 2 Credits

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 187 or instructor permission.

Jazz Choir

MUSIC 286, 2 Credits

Rehearsal and performance of Jazz Singing and Playing, including differing styles. Improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisites: MUSIC 285 or instructor permission.

Jazz Choir

MUSIC 287, 2 Credits

Rehearsal and performance of jazz singing and playing, including differing styles, improvisation, listening, vocal technique, and sight singing. Several performances per quarter are required. Prerequisite: MUSIC 286 or instructor permission.

Advanced Audio Engineering

MUSIC 290, 2 Credits

A continuation of Music 190. Advanced techniques of audio recording with an emphasis on studio and mixing techniques, hands-on experience with ProTools, and live music recording. Prerequisite: MUSIC 190.

Blues/Rock Class Guitar

MUSIC 294, 2 Credits

Continuation of MUSIC 196. Individualized study for the intermediate student in the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 196 or instructor permission. Must have electric guitar, practice amplifier with headphone jack and headphones.

Blues/Rock Class Guitar

MUSIC 295, 2 Credits

Continuation of MUSIC 294. Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/

chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 294 or instructor permission. Must have electric guitar, practice amplifier with headphone jack and headphones.

Blues/Rock Class Guitar

MUSIC 296, 2 Credits

Continuation of MUSIC 295. Individualized study of the use of an electric guitar to play Blues/Rock style music. Phrase construction, scale/chord choices, arpeggios, modes, string bending, and playing mechanics. Prerequisite: MUSIC 295 or instructor permission. Must have electric guitar, practice amplifier with headphone jack and headphones.

Individual Project In Music

MUSIC 298, 1-5 Credits

Study of student-selected topics of approved experiences in music. S/U grade option. Prerequisite: instructor permission.

Special Projects in Music

MUSIC 299, 5 Credits

Advanced individual project in music theory, history, arranging, composition, or literature. Prerequisite: instructor permission.

Nursing

(425) 640-1017

www.edcc.edu/lpn

Concepts of Altered States-Pathophysiology

NURS 110, 3 Credits

Introduction to the complexities of physiological response to complex health disturbances and the body's response at the cellular level. Prerequisite: Instructor permission. Permit code required.

Nursing Foundations

NURS 111, 4 Credits

Introduction to the fundamentals of nursing care with an emphasis on cultural awareness in patient care. Provides theoretical background and introduces the nursing process with an emphasis on the roles of the LPN and RN. Permit code required.

Nursing Foundations Practicum**NURS 112, 2 Credits**

Introduction of the analysis and observation of the nursing process, with emphasis on practice of communication techniques and basic nursing skills in a long-term care setting. Permit code required.

Health Assessment and Promotion I**NURS 113, 2 Credits**

Introduction to the concepts of health promotion throughout the life span as a basis for performing a total client assessment. Combined lecture and laboratory practice with a well adult. Permit code required.

Communication Processes in Nursing**NURS 116, 2 Credits**

Examination and identification of the principles of therapeutic communication and techniques for use with clients, families and co-workers, including patterns of communication, cultural influences on communication and common barriers to effective communication. Permit code required.

Skills Lab 1**NURS 117, 2 Credits**

First of a two-part course series introducing the process and rationale of basic nursing skills and procedures in supervised laboratory setting, emphasizing communication skills, legal documentation and teamwork to provide quality care. Permit code required.

Medical Surgical Nursing I**NURS 121, 4 Credits**

First of a two-course series examining the disease process and nurse's role in the care of patients with altered disease-related functioning, using a systems approach to analyze patient care and identify the nursing process in the client care plan. Prerequisite: NURS 110-113 and 116-117. Permit code required.

Skills Lab II**NURS 128, 2 Credits**

Second of a two-course series introducing process and rationale of intermediate nursing skills and procedures in a supervised lab setting. Emphasis on improved communication,

continued development of clear, written legal documentation/collaboration with a health care team. Prerequisite: NURS 110-113 and 116-117. Permit code required.

Gerontology Nursing**NURS 129, 2 Credits**

Concepts/processes of assessment, care and health promotion for geriatric clients. Explores the nurse role as change agent in geriatric care delivery, planning and age-related promotion strategies geared to assisting clients in recognizing/eliminating unhealthy behaviors. Prerequisite: NURS 121-122, 129. Permit code required.

Medical Surgical Nursing II**NURS 131, 4 Credits**

Second of a two-course series examining disease process from systems perspective/nurse's role in care of patients with altered disease- relating functioning. Analysis of nursing process to assist in developing client care plan and use of technology to support patient care plan. Prerequisite: NURS 121-122, 129. Permit code required.

Introduction to Pharmacology**NURS 134, 3 Credits**

A systems approach to pharmacological interventions by the nurse, with an emphasis on client information literacy, cultural awareness, and issues involving non-compliance with therapies. Prerequisite: NURS 110-113 and 116-117. Permit code required.

Mental Health Nursing I**NURS 137, 5 Credits**

Introduces concepts relating to emotional, mental, and behavioral disturbances and disorders of clients. Emphasizes concepts related to mental health and illness, and principles of psychosocial nursing through lecture and the clinical setting. Prerequisite: NURS 110-113 and 116. Permit code required.

Nutrition

(425) 640-1415

Human Nutrition**NUTR 200, 5 Credits**

Principles of nutritional science including chemical makeup of foods, metabolism, digestion, and nutrition's

impact on human health. Explore relationships to food, food safety, and bioengineering. Meets requirements for pre-nursing and dental hygiene students. Prerequisites: CHEM 101 and ENGL 105 and MATH 090 placement.

Occupational Safety and Health Technician

(425) 640-1712

<http://www.edcc.edu/osh>**Introduction to Occupational Safety and Health****OSH 100, 5 Credits**

Overview of occupational safety and health, including introduction to regulatory agencies, financial and human impact of occupational injuries/illnesses, and workers compensation. Covers basic safety terminology and how to access safety information and resources.

Safety Management**OSH 110, 5 Credits**

Concepts and measurements of reactive vs. proactive safety practices. Learn major hazards in workplace; how to collect, evaluate, respond to safety and health trend data; develop site-specific programs, policies, procedures; the basic concepts of emergency preparedness. Prerequisite: ENGL 100 placement.

Regulatory Environment**OSH 140, 3 Credits**

Introduction to regulatory bodies and overview of OSHA, WISHA, EPA, DOT, MSHA regulations. History and political evolution of the regulatory environment, how violations are penalized, and how a regulatory agency performs a formal inspection. Prerequisite: ENGL 100 placement.

Workers Compensation and Risk Management**OSH 150, 3 Credits**

Overview of risk manager role/current risk analysis methods. History/evolution of workers compensation system, ADA, FMLA, WA State Disability Act. Covers business insurance and claims process, transfer/assumption/assessment of risk, lines of insurance. Prerequisite: ENGL 100 placement.

Special Topics**OSH 155, 5 Credits**

Classes, workshops or seminars of current interest in occupational safety and health.

Incident Investigation**OSH 160, 3 Credits**

Covers methods and documentation required for incident investigation. Overview of supervisor role in incident investigation, methods of review, action and follow up to prevent recurrence. Includes overview of record-keeping system. Prerequisite: ENGL 100 placement.

Safety Training Techniques**OSH 170, 5 Credits**

Overview of learning styles and effective training methods. Advantages/disadvantages of different training medias and related costs. Opportunity to provide training to class members on safety topics using different training methodologies. Prerequisite: ENGL 100 placement.

Industrial Security**OSH 190, 3 Credits**

Overview of all-hazards approach to industrial security. Site-specific vulnerability assessment, development of Emergency Action Plan, loss prevention, industrial security, history of terrorism/terrorist threats, workplace violence and National Incident Management System (NIMS). Prerequisite: ENGL 100 placement.

Industrial Hygiene**OSH 220, 3 Credits**

Basics of industrial hygiene programs and relationship to company safety plan. Addresses chemical absorption into the body, physical/ airborne hazards; sampling techniques; how to identify/apply hazard control techniques; and using Material Safety Data Sheet (MSDS). Prerequisite: MATH 90, CHEM 101, BIOL 101, OSH 100.

Ergonomics**OSH 230, 3 Credits**

Overview of history and evolution of ergonomics in the workplace. Ergonomic risk factors, terminology, engineering solutions, applications of principles of body mechanics, and communication

of basic concepts and solutions.

Prerequisite: BIOL 101, OSH 100.

Handling Hazardous Materials**OSH 240, 4 Credits**

Overview of regulations on hazard recognition, protective equipment, biological/radiological toxicology, monitoring decontamination. Includes 40 hr OSHA required safety training/certification for workers/supervisors. Prerequisite: ENGL 100 placement.

Special Topics**OSH 255, 5 Credits**

Classes, workshops or seminars of current interest in occupational safety and health.

Paralegal

(425) 640-1658

<http://legal.edcc.edu>

Introduction to Law and the Legal Process-CD**LEGAL 200, 5 Credits**

The nature of legal institutions and processes; the American and Washington 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 procedure in civil actions in state trial and appellate courts from commencement to final resolution. Consideration is given to the integration of the skills of the paralegal at all levels of the process.

Legal Research**LEGAL 210, 5 Credits**

Introduction to traditional and computer-assisted legal research tools through library and drafting assignments designed to develop skills in effectively using legal resources and communicating the results of the research. Prerequisite: ENGL 100 or ENGL 105 placement or instructor permission.

Administrative Law**LEGAL 215, 5 Credits**

Study of administrative agencies, federal and state administrative law procedures, acts, constitutional limitations and judicial review.

Real Estate and Property Law**LEGAL 220, 5 Credits**

The law of real property; common types of real estate transactions and conveyances such as deeds, contracts, leases and deeds of trust; personal property law; the system of recording and search of public documents. Prerequisite: LEGAL 200 or instructor 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 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 permission.

Litigation Practice and Procedure**LEGAL 225, 5 Credits**

Study of the civil litigation process and trial preparation. Each step of the litigation process is examined and emphasis is placed on the integration of the skills necessary for a paralegal at each level of the process. Prerequisite: LEGAL 200 and 205. To register, get entry code from department adviser.

Torts: Personal Injuries and Liability**LEGAL 226, 5 Credits**

Study of the law of torts (civil wrongs and liabilities) with emphasis on causes of action for personal injury, negligence, intentional torts and professional malpractice. Defenses and computation of damages also covered. Prerequisite: LEGAL 200 or instructor permission.

Law Office Technology**LEGAL 228, 5 Credits**

Law office computer techniques, data retrieval systems and other technological advances in the legal field will be presented as well as a critical analysis of law office technology vis-a-vis traditional methods. Prerequisite: LEGAL 200 or instructor permission.

Law Office Procedures**LEGAL 229, 5 Credits**

Examination of the nature, organization and function of a law office. Operational techniques for paralegals as they apply to billing and collections, work flow systems, technology and personnel management. Prerequisite: LEGAL 200 or instructor permission.

Interviewing and Investigation Techniques**LEGAL 230, 5 Credits**

Practical clinic in methods of investigation; using investigative experts; obtaining public and private information; problems of interviewing clients and witnesses; procedures for obtaining statements and photographs. Students conduct practice interview. Prerequisite: LEGAL 200 or instructor permission.

Probate Practice and Procedures**LEGAL 235, 5 Credits**

Covers substantive and procedural law necessary to probate decedents' estates. Includes administration of estates passing by will and by interstate succession. Special emphasis is placed on the skills necessary for a paralegal to practice in this area. Prerequisite: LEGAL 200 or instructor permission.

Estate Planning**LEGAL 237, 5 Credits**

Study of estate planning tools including wills, trusts, durable powers 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 placed on drafting documents. Prerequisite: LEGAL 200 or instructor permission.

Contracts**LEGAL 240, 5 Credits**

Principles of the law of contract: nature of contracts, consideration, capacity, legality, performance and breach, sales,

agency, government regulation, and property.

Commercial Transactions**LEGAL 245, 5 Credits**

Study of the Uniform Commercial Code with emphasis on Articles 2, 2A, 3, 4, 4A, and 9. Prerequisite: LEGAL 240 or instructor permission.

Intellectual Property**LEGAL 247, 5 Credits**

Covers the legal principles and rules regarding the law of patents, trademarks, copyrights and trade secrets. Emphasis is placed on the skills required of paralegals who practice in this area. Prerequisite: LEGAL 200 or instructor 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 permission.

Environmental Law**LEGAL 254, 5 Credits**

History of environmental law with emphasis placed on the inter-relationships between federal, state and local environmental regulations and requirements. Prerequisite: LEGAL 200 or instructor permission.

Corporations, LLCs and Partnerships**LEGAL 260, 5 Credits**

Survey of the law, procedures and documents involved in the organization, operation and dissolution of business entities, with emphasis on corporations, limited liability companies, general limited liability, and limited partnerships. Prerequisite: LEGAL 200 or instructor permission.

Debtor-Creditor Law**LEGAL 263, 5 Credits**

Study of the federal Bankruptcy Act including procedural steps involved in bankruptcy proceedings and wage earner plans; collection of claims and creditors' rights including enforcement of judgments and pre- and post-judgment remedies. Prerequisite: LEGAL 200 or instructor permission.

Consumer Protection**LEGAL 265, 5 Credits**

Common law, statutes and the resulting rights and remedies of the consumer are examined on the federal, state and local level. Emphasis on analysis of the law and familiarity with terminology specific to consumer protection areas. Prerequisite: LEGAL 200 or instructor permission.

Employment Law**LEGAL 267, 5 Credits**

Covers state & federal law regarding pre-employment, employment, civil rights, employee/employer rights, labor & affirmative action issues; working conditions, wages, health & safety standards; employee liability; employment termination; unemployment & pension rights. Prerequisite: LEGAL 200 or instructor permission.

Compensation Law**LEGAL 270, 5 Credits**

History of employee protection; administrative, legislative and judicial status of state and federal law regarding safety; industrial insurance. Longshoremen and Harborworkers' Act, Worker's Compensation Act; applicable pension statutes and other remedies. Prerequisite: LEGAL 200 or instructor permission.

Criminal Law**LEGAL 275, 5 Credits**

Examination of our federal and state criminal justice systems including statutory and case law. Emphasis placed upon the constitutional rights of defendants guaranteed by federal and state constitutions. Prerequisite: LEGAL 200 or instructor 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 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 set up internship & pick up internship forms before quarter begins. Class meets twice during quarter; must attend both classes to receive credit. S/U grade only. Prerequisite: LEGAL 297 or instructor permission. To register, get entry code from instructor.

Advanced Legal Research

LEGAL 295, 5 Credits

Continuation of LEGAL 210, focus on developing advanced legal analysis and writing skills and computer technology skills using the Internet and WESTLAW. Prerequisite: LEGAL 210 or instructor permission.

Legal Seminars

LEGAL 296, 3 Credits

Topics in specialized or rapidly changing areas of the law. Offered to enhance established program curriculum as well as provide continuing legal education to paralegals. S/U grade only.

Job Placement Seminar

LEGAL 297, 1 Credit

Earn legal specialty credit by attending job placement seminar which covers resume and cover letter writing; interviewing techniques; internships and opportunities for employment in legal specialty practice areas. S/U grade only. Must attend both sessions to receive credit.

Special Projects

LEGAL 299, 1-5 Credits

Individual projects in legal study designed to give exposure to practical problems in areas of particular interest to the student. S/U grade only. Prerequisite: Permission of department head and project approval of the dean.

Philosophy

(425) 640-1560

<http://phil.edcc.edu>

Introduction to Philosophy

PHIL 100, 5 Credits

A critical study of the work of a few major philosophers, and the fundamental issues of philosophy; may include human nature, ethical theory, justice and political philosophy, the nature and extent of knowledge, and the nature of self and being.

Contemporary Moral Issues

PHIL 110, 5 Credits

A philosophical consideration of contemporary moral issues such as abortion, euthanasia, capital punishment, discrimination, war, and world hunger. Prerequisite: ENGL 100 or ENGL 105 placement.

Introduction to Logic

PHIL 120, 5 Credits

An introduction to the identification, construction, and analysis of argumentation. Attention to deductive and inductive styles focusing on elements of form, truth, validity, soundness, cogency and application to critical thinking, listening, and writing.

Special Topics

PHIL 155, 5 Credits

Topics and seminars of current interest in philosophy.

Individual Project in Philosophy

PHIL 198, 1-5 Credits

Study of student-selected project or approved experiences in philosophy. S/U grade option. Prerequisite: Instructor permission.

Special Projects

PHIL 199, 5 Credits

Special study to be arranged by student and supervising instructor. S/U grade option.

Special Topics

PHIL 255, 5 Credits

Topics and seminars of current interest in philosophy.

Comparison of Religions

PHIL 267, 5 Credits

Historical and philosophical study of the major religious traditions of the world. Presentations, readings, discussion and self-reflection. Students compare and contrast religious traditions as avenues in the perennial search for meaning. Prerequisite: ENGL 100 placement.

Individual Project in Philosophy

PHIL 298, 1-5 Credits

Study of student-selected project or approved experiences in philosophy. S/U grade option. Prerequisite: Instructor permission.

Special Projects

PHIL 299, 5 Credits

Special study to be arranged by student and supervising instructor. S/U grade option.

Photography

(425) 640-1560

<http://photo.edcc.edu>

Basic Black and White

Photography

PHOTO 101, 5 Credits

Lecture-lab course dealing with the traditional small format film camera. Camera handling, black and white film exposure, film developing and printing are covered.

Intermediate Black and

White Photography

PHOTO 102, 5 Credits

Intermediate black and white developing and printing with some basic darkroom experimentation. Includes introduction to digital photography. Prerequisite: PHOTO 101 or instructor permission.

Color and Digital Photography

PHOTO 103, 5 Credits

Introduction to traditional color and digital photography. Uses both 35 mm cameras and digital editing software.

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. Prerequisite: PHOTO 102 or instructor permission.

Physical Education

(425) 640-1655

<http://pe.edcc.edu>

Sports and Fitness Lab

PE 101, 2 Credits

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

Sports and Fitness Lab**PE 102, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

Sports and Fitness Lab**PE 103, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

Sports and Fitness Lab**PE 104, 2 Credits**

Skills and conditioning program for the individual or group. Basic fitness program with weight training and cardiovascular conditioning. Personalized to fit everyone's motivation. S/U grade option. Individualized hours may be arranged with the instructor.

Athletic Performance and Conditioning**PE 105, 3 Credits**

Athletic performance developed through combination of skill, strength, and balance. Understanding strategies for analyzing & improving athletic performance. Emphasis on sport specific conditioning. Attendance required for lecture, testing, training, and conditioning.

Cross-Training and Sport**PE 106, 2 Credits**

Students selectively choose and participate in sports & conditioning activities to improve skills, health and well-being. Required portfolio of personal goals & achievements will be presented for review. S/U grade option. Individualized hours arranged with instructor.

Baseball Conditioning**PE 107, 2 Credits**

The baseball candidate conditioning program will develop hitting, fielding, and throwing skills. Weight training and cardiovascular fitness will be

emphasized along with baseball strategy. Prerequisite: Baseball experience or instructor permission.

Women's Softball**PE 108, 2 Credits**

Fastpitch softball strategy and theory for the competitive athlete. Strategies toward development of hitting, throwing and pitching skills. Weight training and cardiovascular conditioning emphasized. Attendance required. Prerequisite: Fastpitch softball experience or instructor permission.

Jogging/Cardio Fitness**PE 111, 2 Credits**

Improvement of cardio respiratory efficiency, flexibility, muscle tone and weight control through walking and jogging. Individualized to meet everyone's need and ability with hours arranged independently. Individualized hours may be arranged with the instructor.

Jogging/Cardio Fitness**PE 112, 2 Credits**

Continuation of PE 111. Individualized hours may be arranged with the instructor.

Yoga-Basic Poses for Strength and Flexibility**PE 117, 1.5 Credits**

A centered, grounded technique to gain better balance, strength, flexibility and stability from one's core. Varied approaches 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**

Challenging fun aerobic exercise class designed to improve cardiovascular fitness & burning fat. Uses STEP exercise apparatus in variety of movements, including traditional athletic moves & dance style. Floorwork involves weight resistance training & toning. 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.

Fundamental Athletic Taping**PE 123, 1 Credit**

Taping/bracing for athletic performance & injury prevention through hands on training, practical application, and course instruction. Strategies for analyzing athletic injury will be explored. Special emphasis on sports specific taping/bracing of ankle, foot, wrist and hand.

Men's Body Conditioning**PE 124, 2 Credits**

Exercise and weight training to improve strength, endurance, poise and confidence. Individualized hours may be arranged with the instructor.

Men's Advanced Body Conditioning**PE 125, 2 Credits**

Continuation of PE 124. Individualized hours may be arranged with the instructor.

Beginning Golf Co-ed**PE 126, 1 Credit**

Stance, grip and swing; driving, putting and approach shots; rules and etiquette. Clubs are furnished for in class use.

Intermediate Golf Co-ed**PE 127, 1 Credit**

Improvement of grip, swing, driving and approach shots. Clubs furnished for in class use.

Advanced Golf Co-ed**PE 128, 1 Credit**

Improvement of swing, timing, approach shots, strategy, special lies, putting, concentration on the mental approach to the game. Prerequisite: PE 127. Clubs furnished for in class use.

Aerobic Dance/Exercise-Intermediate**PE 129, 1.5 Credits**

Aerobic dance offers a combination of stretching, aerobic conditioning and strengthening exercises while moving to music. Incorporates both low impact and high impact aerobic movements in a rhythmical, energetic dance.

Aerobics Hip-Hop**PE 130, 1.5 Credits**

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.

Aerobic Instructor Training

PE 132, 4 Credits

Advanced aerobics dance and exercise program with emphasis on instructional methodology, fitness dynamics, nutrition, anatomy and CPR course. Completion will assist students to successfully complete the national accredited ACE certification evaluation. S/U grade option.

Body Sculpting and Stretching

PE 133, 1.5 Credits

Sculpt and improve one's 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

Body conditioning and fitness developed through weight training. Strategies of independent fitness goals and nutrition guidelines. Designed for the beginner.

Advanced Women's Conditioning

PE 135, 2 Credits

Continuation of PE 134. Strategies in body conditioning using free barbell and dumbbell methods to improve tone, image, strength and endurance. Note: Individualized hours may be arranged with the instructor.

Women's Fastpitch Softball Conditioning

PE 136, 2 Credits

Fastpitch softball conditioning program for the competitive athlete. On-field experience in softball strategy, hitting and fielding. Daily attendance required in hitting and weight lifting. S/U grade option. Prerequisite: Fastpitch softball experience or instructor permission.

Volleyball Co-ed

PE 142, 1.5 Credits

Volleyball concepts, strategy and skills for men and women. Drills, play, and selected team competition during court hours.

Self Defense for Women and Men

PE 145, 1 Credit

Personal protection for men and women provides the individual with defensive escape strategies which include kicking, blocking, punching, and throwing when in harm's way. 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. The student advances toward the first-color belt. Uniform not required.

Advanced Karate Co-ed

PE 147, 1 Credit

Continuation of beginning karate. Prerequisite: PE 146.

Beginning Tennis Co-ed

PE 154, 1.5 Credits

Footwork, grip, forehand and backhand strokes and service. Singles and doubles strategy and competition. Racquets provided as needed. Courts are off campus. Requires transportation.

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. Requires transportation.

Advanced Tennis Co-ed

PE 156, 1.5 Credits

Continuation of intermediate tennis. Prerequisite: PE 155. Courts are off campus. Requires transportation.

Men's Basketball Skills

PE 160, 3 Credits

Principles, rules, techniques and strategies to prepare the student for competitive play. S/U grade option.

Women's 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 permission.

Men's Baseball Skills

PE 170, 3 Credits

Principles, rules, techniques and strategies to prepare for competition play. Prerequisite: Experience or instructor permission.

Special Projects

PE 199, 1-5 Credits

Individual projects in physical or health education to include research, coaching, officiating, individual and team sport participation, community service projects and work experience. S/U grade option.

Cross-Training and Sport

PE 206, 2 Credits

Students selectively choose and participate in sports & conditioning activities to improve skills, health and well-being. Required portfolio of personal goals & achievements will be presented for review. S/U grade option. Individualized hours arranged with instructor.

Baseball Conditioning-Advanced

PE 207, 2 Credits

Baseball conditioning and weight training for competitive athletes. On-field experience in baseball strategy, hitting, and fielding. Weight lifting and cardiovascular training emphasized. Daily attendance required. S/U grade option. Prerequisite: PE 107.

Women's Advanced Softball

PE 208, 2 Credits

Advanced strategies toward development of the competitive athlete. Strategies toward development in hitting, fielding, throwing, base running and pitching skills. Attendance required. Prerequisite: PE 108 or instructor permission.

Body Building for Men and Women

PE 235, 2 Credits

Designed for the serious bodybuilder. Advanced weight training techniques-forced reps, pyramiding, negative reps with lectures on nutrition, anatomy and competition. Bodybuilding routines, posing and muscle development emphasized.

Women's Advanced Fastpitch Conditioning

PE 236, 2 Credits

Advanced fastpitch softball conditioning program for the competitive athlete. On-field experience in softball strategy, hitting and fielding. Daily attendance required in hitting and weight lifting. S/U grade option. Prerequisite: PE 136.

Nutrition/Life Fitness

PE 250, 3 Credits

Covers various aspects of life fitness, basic anatomy, physiology of exercise and nutrition. Instruction in how to establish a personal fitness program for life. Concurrent enrollment in PE 124 or 134 recommended.

Special Topics

PE 255, 5 Credits

Classes, workshops or seminars of current interest in physical education.

Men's Advanced Basketball Skills

PE 260, 3 Credits

Advanced principles, rules, techniques and strategies. Fall quarter only. S/U grade option. Prerequisite: PE 160.

Women's Advanced Basketball

PE 261, 3 Credits

Advanced principles, rules, techniques and strategies of competitive women's basketball. Daily attendance required. S/U grade option. Prerequisite: Basketball experience or instructor permission.

Men's Advanced Baseball Skills

PE 270, 3 Credits

Advanced principles, rules, techniques and strategies to prepare for competition play. 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.

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 and ENGL 105 placement.

General Physics

PHYS 101, 5 Credits

Basic concepts in mechanics, such as dynamics, kinematics, energy, gravity and rotations. Prerequisite: MATH 131 with a grade of 2.0 and ENGL 105 placement.

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 and ENGL 105 placement.

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 and ENGL 105 placement.

Special Topics

PHYS 155, 1-5 Credits

Seminars of current interest in physics. Prerequisite: Previous course in physics or instructor permission.

Individual Project in Physics

PHYS 198, 1-5 Credits

Study of student-selected project or approved experiences in physics. Prerequisite: Course may be repeated for a maximum of 10 credits. S/U grade option.

Special Projects

PHYS 199, 1-5 Credits

Individual projects in physics.

Physics for Science and Engineering

PHYS 201, 5 Credits

Physics for people with an interest in becoming scientists or engineers. Covers kinematics, dynamics, momentum and energy. Four hours of lecture and two hours of lab weekly. S/U grade option. Prerequisite: MATH 151 and ENGL 105, each with a grade of 2.0.

Physics for Science and Engineering

PHYS 202, 5 Credits

Covers gravitation, waves, fluids, oscillations, and optics. Four hours of lecture and two hours of lab weekly. S/U grade option. Prerequisite: PHYS 201, MATH 152, and ENGL 105, each with a grade of 2.0.

Physics for Science and Engineering

PHYS 203, 5 Credits

Covers electromagnetism and modern physics. Four hours of lecture and two hours of lab weekly. S/U grade option. Prerequisite: PHYS 202, MATH 153 and ENGL 105, each with a grade of 2.0.

Individual Project in Physics

PHYS 298, 1-5 Credits

Study of student-selected project or approved experiences in the field of physics. Prerequisite: Course may be repeated for a maximum of 10 credits. S/U grade option.

Special Projects

PHYS 299, 5 Credits

Individual projects in physics.

Political Science

(425) 640-1560

<http://polsc.edcc.edu>

Introduction to Political Theory

POLSC 101, 5 Credits

Uses political philosophy to consider the issues raised in the political process. Topics of inquiry include: the sources of human conflict, equality, good government, the use of power, and justice. Prerequisite: ENGL 105 placement.

American Government**POLSC 104, 5 Credits**

This course provides a basic introduction to the structure and processes of American government and politics. Special emphasis is placed on the relationship between political culture, thought, institutions, and the debate over public policy. ENGL 105 placement recommended.

State and Local Government**POLSC 105, 5 Credits**

This course explores the basic problems confronting state and local government with emphasis on state political forces, institutions and processes, and intergovernmental relations. Focus on the characteristics of recent developments in Washington State politics. ENGL 105 placement recommended.

International Relations**POLSC 110, 5 Credits**

Considers the history and current trends in global politics. Emphasis is on the sources of conflict and cooperation, international law and ethics, globalization, and international political economy. ENGL 105 placement recommended.

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. ENGL 105 placement 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 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: ENGL 100 placement.

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: ENGL 105 with a grade of 2.0.

The European Union**POLSC 224, 5 Credits**

Designed to familiarize students with the origin, purpose, and future of the European Union. Attention will be on the process and politics of "enlargement" and the European Union's relationship with the United States. ENGL 105 placement 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 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 permission.

Abnormal Psychology**PSYCH 205, 5 Credits**

Understanding the nature, cause, and treatments of behavioral disorders. Understanding abnormal behavior by acquainting the student with theories, research, and case studies relating to maladaptive and disordered behavior. Prerequisite: PSYCH 100 or instructor permission.

Developmental Psychology**PSYCH 206, 5 Credits**

A broad overview of human development from conception to death. Topics include the study of the biological, psychological, and sociocultural development of the human organism throughout the lifespan. Prerequisite: PSYCH 100 with a 2.0 or instructor permission.

Human Sexuality**PSYCH 208, 5 Credits**

A survey course of biological, psychological and social determinants of human sexuality and sexual behavior. Topics include sexual development, sexual health, reproduction, development of gender orientation, adult sexual bonding, sexual abuse and assault.

Child Psychology**PSYCH 214, 5 Credits**

Physiological and psychological development of the child from infancy through adolescence. Prerequisite: PSYCH 100 or instructor permission.

Special Topics**PSYCH 255, 5 Credits**

Lecture/seminar approach to current issues in Psychology. Topics include psychotherapy, intelligence, statistics, moral issues, gender roles, and relationships. Prerequisites: PSYCH 100 or instructor permission.

Social Psychology**PSYCH 290, 5 Credits**

The interrelationship between the individual and the social environment, attitudes, social class, roles and stereotypes, language, social behavior of animals, group dynamics, social control, deviance, small groups.

Retail Marketing

(425) 640-1604

<http://business.edcc.edu>**Retail Career Strategies****RMKTG 131, 1 Credit**

A hands-on course that will develop career planning skills by analyzing personal values, interests, and experiences that will help identify short and long range career direction. S/U grade option.

Special Topics**RMKTG 155, 5 Credits**

Classes, workshops, or seminars of current interest in retail. S/U grade option.

Retail Analysis**RMKTG 205, 5 Credits**

Retail businesses need to have employees who understand the big picture and can use merchandising math data to

provide information for effective decision making. Explore retail merchandising math concepts, their relationships, and the information they provide.

Special Topics**RMKTG 255, 5 Credits**

Classes, workshops, or seminars of current interest in retail. S/U grade option.

Social and Human Services

(425) 640-1658

<http://shs.edcc.edu>**Orientation to Human Services****SHS 100, 1 Credit**

Explores career pathways/opportunities in human service fields related to ACD counseling, activities director, rehabilitation, gerontology and therapeutic horticulture. Reviews degree/certificate outcomes, transfer options, practicum requirements and Washington state regulations.

Introduction to Human Services**SHS 103, 5 Credits**

For students considering a Human Service career. Covers the history and importance of human services in society, the values these programs reflect; career paths; duties, knowledge and skills required for effective practice and the rewards and challenges. S/U grade option. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

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 including time management techniques. S/U grade option.

Social Issues Forum**SHS 111, 1 Credit**

Seminar offered once per quarter with special focus on topics of current interest in the human services field. Presenters include outside human services professionals as well as Edmonds CC 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 Professionals**SHS 113, 2 Credits**

Identifies common ethical dilemmas encountered by human service providers; introduces student to the foundations, purpose, and content of ethical codes and process of ethical decision making. S/U grade option.

Interviewing and Counseling**SHS 114, 5 Credits**

Identify values, knowledge, competencies necessary to engage & sustain helping relationships; identify/clarify consumer concerns/desires. Stresses effective use of interpersonal communication skills thru class participation exercises/role play simulations. S/U grade option.

Interpersonal and Groupwork**SHS 115, 4 Credits**

Identifies the role of groups in human services, the stages of group and member development, leadership qualities and challenges and decision-making and conflict resolution, including practice of skills for effective group co-facilitation. S/U grade option.

Cognitive and Behavioral Therapies**SHS 116, 3 Credits**

Introduces behavioral and cognitive-behavioral principles, including methods of behavioral change. Focus is on applying these principles, behavioral variables and creating measurable treatment goals. S/U grade option.

Crisis Intervention**SHS 117, 2 Credits**

Introduces theory and practice of crisis intervention. Includes the nature/natural history of crisis, types of crises, common reactions of people, outcome patterns, stages/goals of crisis intervention; methods to assist in resolving crisis constructively. S/U grade option.

Vocational Consulting-CD**SHS 119, 4 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 and functions of a case manager, history, challenges of the job, and knowledge and skills necessary to be effective including how to make referrals and act as an advocate and community resource specialist. S/U grade option.

Therapeutic Horticulture**SHS 135, 3 Credits**

Offers a practical approach to the use of horticultural activities as a therapeutic medium to promote wellness and enhance rehabilitation goals for people of all ages and skill levels; identifies additional career pathways and practice principles. S/U grade option.

Introduction to Rehabilitation**SHS 140, 4 Credits**

Reviews principles of the rehabilitation process, current theories, and models, techniques and their applications in various settings. Emphasizes consumer strengths, client choice, and person centered goal setting, planning and implementation of services. S/U grade option.

Survey of Disabling Conditions**SHS 145, 4 Credits**

Reviews major disabling conditions from multiple perspectives; explores how disabilities affect psychosocial development and the functional implications on career and family. Basic medical terminology addressed. S/U grade option.

Therapeutic Activities**SHS 151, 3 Credits**

Defines activities therapist's role and theory underlying activity therapy. Development of group and problem-solving skills; creative approach to structuring activities using readily

available resources supporting change to improve client functioning. S/U grade option.

Aging in America**SHS 161, 4 Credits**

Introduces the field of Social Gerontology. Includes information about aging, related social, economic and health consequences and the associated social service roles for those working with the aged. S/U grade option.

Aging and Health**SHS 162, 3 Credits**

Examines current theories of aging process, normal changes accompanying aging, and common chronic health problems of older people. Emphasis on helping older people maintain good health; assisting physically the impaired to function at their optimal level. S/U grade option. Prerequisite: SHS 161 or instructor permission.

Mental Health Aspects of Aging**SHS 163, 3 Credits**

Examines psychological processes in the later years, with special emphasis on addressing psychological problems and supporting mental well-being among older members of the community and their families. S/U grade option.

Family in Later Life**SHS 164, 3 Credits**

Explores family patterns in later life, including older couples, widowhood, parent-child relations, and other family ties. Uses experiential and didactic methods to teach skills for working with families of older people. S/U grade option.

Death, Dying, and Bereavement**SHS 165, 3 Credits**

Examines physiological, psychological, and social perspectives on the dying and bereavement process. Addresses institutional responses and the role of providers in dealing with the needs of clients and families during the dying process and through bereavement.

HIV/AIDS Training for Health Professionals**SHS 170, 1 Credit**

Causes, distribution, control of HIV/AIDS; transmission; clinical manifestations and treatment, psychosocial issues; testing and counseling. Meets requirements

for students in health care related professions including Human Services/ Rehabilitation. S/U grade option.

Legal Issues in Human Services**SHS 181, 2 Credits**

Addresses common legal issues encountered in Human Service and rehabilitation practice. S/U grade option.

Human Growth and Development**SHS 185, 5 Credits**

Addresses the multidimensional process of human development from conception to death. Addresses growth, development and change across the lifespan from biophysical, psychological, and social perspectives. S/U grade option. Prerequisite: ENGL 105 placement or ENGL 100 with a grade of 2.0.

Youth and Adolescence Development**SHS 186, 5 Credits**

Addresses youth and adolescent growth development in terms of social-emotional, physical and cognitive perspectives. Includes theoretical content, observation, and practical application. S/U grade option.

Screening and Referral for Alcohol and other Drugs**SHS 201, 2 Credits**

Provides information on behavioral indicators of substance abuse disorders, related problems and their impacts on others. Also addresses motivation for change, 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**

Addresses behavioral indicators of mental disorders, related problems and impacts on others. Includes assessing motivation for change, community resources, making referrals, supporting consumer participation in counseling and self-help groups when appropriate. S/U grade option.

Screening and Referral for Disabling Conditions

SHS 203, 2 Credits

Provides information on behavioral indicators of disabling conditions, related problems and their impacts on others. Also addresses motivation for change, community resources and how to make referrals and support participation in counseling and self-help groups. S/U grade option.

Pre-Practicum Seminar

SHS 210, 2 Credits

Reviews goals of practicum courses: requirements and tasks required to insure success, understanding challenges and responsibilities, self assessment, goal setting, site selection, preparing for interviews, use of supervision, documentation of learning. S/U grade option. Students should complete this course one quarter before they plan to begin a practicum. Consultation with faculty adviser prior to registration is recommended.

Beginning Field Practicum

SHS 211, 4 Credits

Students observe and learn from working professionals and apply knowledge, theory and skills from classroom to supervised work with clients in human service settings. S/U grade option. Prerequisite: ENGL 105, SHS 210 and 20 additional credits in human services courses with 2.5 GPA or instructor permission. Entry code required.

Advanced Field Practicum

SHS 212, 4 Credits

Advanced students observe and learn from working professionals and apply knowledge, theory and skills from classroom to supervised work with clients in human service setting. S/U grade option. Prerequisite: SHS 211 with a grade of 2.0 or instructor permission. Entry code required

Advanced Field Practicum

SHS 213, 4 Credits

Advanced students observe and learn from working professionals and apply knowledge, theory and skills from classroom to supervised work with clients in human service setting. S/U grade option. Prerequisite: SHS 211 with

a grade of 2.0 or instructor permission. Entry code required

Advanced Counseling Methods (Brief Therapies)

SHS 216, 4 Credits

Evaluates the role of theory and research in the practice of counseling and the assumptions, key concepts, and methods of various therapeutic traditions. Various methods will be practiced and evaluated. S/U grade option.

Family Focused Practice

SHS 217, 4 Credits

Introduces concepts and principles from various models of family counseling. Provides foundational knowledge and skills in family counseling techniques for those who will work in a variety of human services fields from a family social work perspective. S/U grade option. Prerequisite: SHS 114 or instructor permission.

Management of Adult Mental Illness

SHS 218, 4 Credits

An overview of the nature, management and treatment of commonly encountered psychiatric disorders in adults. Disorders will be examined in terms of identifying symptoms, current treatment protocols, management strategies. S/U grade option. SHS 121 and PSYCH 205 is recommended.

Working with Diverse Populations

SHS 219, 3 Credits

Identifies the issues and barriers to 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 scenarios, specialized intake and treatment procedures. S/U grade option.

Medications and Their Management in the Treatment

SHS 242, 2 Credits

Reviews specific medications commonly used in the management of mental disorders, their primary therapeutic and unwanted side effects, abuse potential, impact on the consumer and the role of the non-medical worker in medication management. S/U grade option.

Assessment and Evaluation: Mental Health

SHS 244, 2 Credits

Introduces and offers practice in the use of assessment processes and tools useful to case managers to assess the presence and severity of psychiatric symptoms, a person's functional capacity and needs. Prerequisite: SHS 114.

Mental Health and the Family

SHS 246, 2 Credits

Focuses on how a family experiences mental illness in a member and how Human Service workers can promote and support the family in evolving and sustaining functional therapeutic interactions. S/U grade option.

Special Topics

SHS 255, 3 Credits

Specialized courses/seminars on current issues in the SHS field. Each class will have its own course outline or syllabus as appropriate.

Managing Difficult Behaviors

SHS 260, 3 Credits

Provides a framework for understanding the principal causes of angry, reluctant, fearful, and uncooperative behaviors in clients, and provides specific methods of managing and addressing causes. 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 activities, therapeutic benefits and applications in Human Services and health care settings. S/U grade option.

Special Projects

SHS 299, 1-5 Credits

Credit available with approval. Contact the department. S/U grade option.

Social Science

(425) 640-1560
http://hss.edcc.edu

Special Topics

SOCSC 155, 5 Credits
Topics of current interest in social science.

Individual Project in Social Science

SOCSC 198, 1-5 Credits
Selection, design and completion of student-selected project at beginning level of social science. Student consults with faculty member in all aspects of the projects.

Special Topics

SOCSC 255, 5 Credits
Topics of current issues in social science.

Individual Project in Social Science

SOCSC 298, 1-5 Credits
Selection, design and completion of student-selected project at intermediate or advanced level of social science. Student consults with faculty member in all aspects of the projects.

Sociology

(425) 640-1560
http://socio.edcc.edu

Introduction to Sociology-CD

SOCIO 110, 5 Credits
The study of how interwoven social forces such as economy, polity, family, religion, media, technology, and education shape human interaction, society, and our constructions of reality. Focus on multicultural U.S. in global context. Prerequisite: ENGL 100 placement.

The Sociology of Gender-CD

SOCIO 115, 5 Credits
The study of how gender shapes the experiences of men and women in our social institutions, such as the family, work, media, and education. Consideration of how gendered experiences differ by race, ethnicity, and social class. Focus on the U.S. in global context. Prerequisite: ENGL 100 placement.

Introduction to Global Studies-CD

SOCIO 118, 5 Credits
The origins of, and solutions to, global and national problems. Topics include terrorism, technology, poverty, and the environment. Focus on cultural diversity and U.S. society in global context. Prerequisite: ENGL 105 placement.

Race and Ethnic Relations-CD

SOCIO 125, 5 Credits
The study of past and present relations between race and ethnic groups in North America and the effects of immigration on these relations. Focus on causes, forms, and consequences of race and ethnic inequality as well as on resistance strategies. Prerequisite: ENGL 100 placement. (Dual listed as DIVST 125)

Sociology of the Environment-CD

SOCIO 130, 5 Credits
The origins of, and solutions to, environmental problems. Topics include the relationship between humanity and nature from different cultural perspectives (e.g., Native American), animal rights, consumer behavior, and population trends. Prerequisite: ENGL 105 placement.

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: MATH 090 or MATH 095 with a grade of 2.0 and ENGL 100 placement.

Sociology of Social Problems-CD

SOCIO 210, 5 Credits
Origins of, and solutions to, problems in society. Topics may include work, family, healthcare, crime environment, media, and inequality. Focus on cultural diversity and U.S. society in global context. Prerequisite: ENGL 105 placement.

Sociology of the Family-CD

SOCIO 214, 5 Credits
How families respond to, and are shaped by, religion, work, education, and social policies. Topics include love, marriage,

sexual orientation, parenting, divorce, and children. Focus on cultural diversity and U.S. society in global context. Prerequisite: ENGL 105 placement.

Spanish

(425) 640-1560
http://forln.edcc.edu

Basic Spanish Grammar Lab

SPAN 100, 2 Credits
An English grammar course for students taking SPAN 101. Basic grammar and comparative analysis of Spanish and English. Concurrent enrollment in SPAN 101 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 permission.

Elementary Spanish

SPAN 103, 5 Credits
Continuation of 102. Conversation, composition, and reading of graded texts. Prerequisite: SPAN 102 or instructor permission.

Intermediate Spanish

SPAN 201, 5 Credits
Intensive practice in speaking, reading, writing, and aspects of language and culture. Prerequisite: SPAN 103 or instructor 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 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 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 ENGL 105 placement.

Speech Communication

(425) 640-1560

<http://spch.edcc.edu>

Fundamentals of Speech Communication**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: ENGL 100 placement.

Performance Studies**SPCH 105, 5 Credits**

Examines cultural and social influences in contemporary literature. Students will integrate oral performance, literary analysis, and communication theory. Prerequisite: ENGL 100 placement.

Group Decision-Making**SPCH 109, 5 Credits**

An in-depth focus on small group process. Emphasis will be placed on both the theory and practice of leadership skills, role-taking, verbal and non-verbal communication, norms, roles, decision making and conflict resolution. Prerequisite: ENGL 100 placement.

Interpersonal Communication**SPCH 115, 5 Credits**

Designed to enhance personal and work relationships. Special attention is paid to identity, listening, verbal and non-verbal communication and conflict

management concepts. Prerequisite: ENGL 100 placement.

Public Speaking**SPCH 120, 5 Credits**

Emphasis on the organization and delivery of effective speeches. Some areas of focus may include persuasive, informative, demonstration, and impromptu speaking. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

Online Interpersonal Communications**SPCH 201, 5 Credits**

Principles of interpersonal online communication. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

Online Group Process**SPCH 209, 5 Credits**

Study of online small group decision making processes. Focus on member roles, norms of interaction, and leadership in groups that work online. Prerequisite: ENGL 100 with a grade of 2.0 or ENGL 105 placement.

Advanced Public Speaking**SPCH 220, 5 Credits**

Organization and delivery of effective persuasive speeches. Areas of concentration include: bases of persuasion, audience analysis, language, research, and refinement of delivery skills. Prerequisite: SPCH 120 with a grade of 2.5 and ENGL 100 with a grade of 2.0 or ENGL 105 placement.

Theatre Arts

(425) 640-1560

<http://theatre.edcc.edu>

Introduction to Theatre**THTRE 100, 5 Credits**

Theatre studies, with an emphasis on theatrical collaboration. Examines the role of the audience, the actors and the director, the playwright and dramatic structure, theatrical genres, and the role of theatre designers.

Introduction to Technical Theatre**THTRE 110, 1-5 Credits**

Introduction to designing and creating basic set, lighting and sound for theatrical productions.

Voice and Diction for the Theatre**THTRE 147, 2 Credits**

Techniques of spoken vocal production (breathing, resonance, articulation, projection) for public speaking and theatrical performance.

Introduction to Acting/Improvisation**THTRE 150, 2 Credits**

Overview of, and introductory practical experience with, acting and theatrical improvisation, including vocal and physical expression.

Acting: Realism I**THTRE 151, 5 Credits**

Introduction to the concepts and skills of acting in plays of Realism. Development of actor's focus, concentration, expression, and effectiveness through guided preparation of scenes.

Acting: Style I**THTRE 152, 5 Credits**

Introduction to the concepts and skills of acting in Shakespeare, period style and broad comedy. Development of actor's focus, concentration, expression, and effectiveness through guided preparation of scenes.

Acting: 20th/21st Centuries I**THTRE 153, 5 Credits**

Introduction to the concepts and skills of acting in plays of the 20th and 21st centuries. Development of actor's focus, concentration, expression, and effectiveness through guided preparation of scenes.

Special Topics**THTRE 155, 5 Credits**

Topics and seminars of current interest in theatre.

Theatre Production**THTRE 178, 1-5 Credits**

Students earn credit for involvement in all aspects of theatrical production: acting, sets, lights, costumes, stage management, box office, assistant directing.

Instructional Assistant In Theatre Production**THTRE 188, 1-5 Credits**

Course designed for students who wish to earn credit for assisting the director in theatre productions. A contract will be created by the student and the director

that specifies the student's role and responsibilities. Prerequisite: instructor permission.

Individual Project in Theatre

THTRE 198, 1-5 Credits

Student-selected project or approved experiences in theatre under supervision of theatre instructor. A contract will be created by the student and the instructor that specifies the terms of the project or experiences. S/U grade option.

Acting: Realism II

THTRE 251, 5 Credits

Advanced study of the concepts and skills of acting in plays of Realism. Continued development of actor's focus, concentration, expression, and effectiveness through guided preparation of scenes. Prerequisite: THTRE 151, 152 or 153 or instructor permission.

Acting: Style II

THTRE 252, 5 Credits

Advanced study of the concepts and skills of acting in Shakespeare, period style and comedy. Continued development of actor's focus, concentration, expression, and effectiveness through guided preparation of scenes. Prerequisite: THTRE 151, 152 or 153 or instructor permission.

Acting: 20th/21st Centuries II

THTRE 253, 5 Credits

Advancing study of the concepts and skills of acting in plays of the 20th and 21st centuries. Continued development of actor's focus, concentration, expression, and effectiveness through guided preparation of scenes. Prerequisite: THTRE 151, 152 or 153 or instructor permission.

Special Topics

THTRE 255, 5 Credits

Topics and seminars of current interest in theatre.

Visual Communications

(425) 640-1744

<http://visco.edcc.edu>

Introduction to Apple Macintosh

VISCO 110, 2 Credits

Introduction to the Apple Macintosh computer system and an overview of multimedia applications.

Introduction to Internet Design

VISCO 115, 4 Credits

Introduction to the Internet, its history, organization and uses, exposure to HTML and the underlying code structure. Page structure, page design and tools for building and maintaining web pages.

Digital Imaging

VISCO 120, 4 Credits

Utilizes advanced digital image manipulation software as a means of image making. The use of digital input devices including: flatbed scanners, negative scanners, and digital cameras, will be covered. Prerequisite: ART 225 or instructor permission.

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 135 or instructor permission.

Interface Design for Multimedia

VISCO 130, 4 Credits

Introduction to graphic user interface design. Utilizing balance and composition for effective visual communications in multimedia. Prerequisite: VISCO 115 or instructor permission.

Internet Web Site Design

VISCO 135, 4 Credits

In-depth course for Internet page design and production with exposure to HTML, CSS and the underlying code structures. Exploration of the tools for building, editing and maintaining pages. Prerequisite: VISCO 115 or instructor permission.

Interactive Design for Web I

VISCO 140, 4 Credits

Design and development of interactive communication products for a variety of applications using computer software and hardware systems. Project ideation, planning, development, production, testing and marketing using various media. Prerequisite: VISCO 130 or instructor permission.

3D Imaging

VISCO 145, 4 Credits

The use of computer software to create static and animated three-dimensional

computer models. Prerequisite: VISCO 230 and 245 or department signature.

Video Production I

VISCO 210, 4 Credits

Introduction to the video making process. Will include preproduction, production, and postproduction.

Video Production II

VISCO 215, 4 Credits

Advanced video creation. Will require students to produce a variety of video projects. Prerequisite: VISCO 210.

Video Production III

VISCO 220, 4 Credits

Advanced video creation that will include motion graphics, visual effects and DVD production. Prerequisite: VISCO 215.

Instructional Design

VISCO 225, 4 Credits

Students learn to create multimedia projects, incorporating text, graphics, video, animation and interactivity. Topics stressed include building a user interface, writing code using variables and functions. Prerequisite: VISCO 140.

Authoring for the Web

VISCO 230, 4 Credits

Concentrates on the creation of multimedia presentations for the Internet. Prerequisite: VISCO 140 or instructor permission.

Typography and Type Design

VISCO 240, 4 Credits

A studio course in type history, type use, design, nomenclature and the tolls of the typographer in contemporary graphic design and advertising. An exploratory course in electronic typesetting and its application to the publication and graphic design industry. Prerequisite: VISCO 110 or instructor permission.

Introduction to Illustration

VISCO 245, 4 Credits

Illustration and its history. The elements and principles of design as related to illustration. Introduction to techniques and processes in illustration, primarily using computer aided illustration and production. Studio projects and contemporary applications. Prerequisite: ART 225 or instructor permission.

Design Portfolio

VISCO 250, 2 Credits

Development of appropriate materials to be incorporated into a visual communications portfolio. Prerequisite: VISCO 230 and 245 or department signature.

Women's Studies

<http://schedule.edcc.edu>

Introduction to Women's Studies-CD

WOMEN 200, 5 Credits

Introduction to methods/concepts of interdisciplinary field of women's studies. Examines the historical/cultural constructions of gender, race, class, and sexuality. Includes women's histories/ identities, families/work, body politics/health, sexuality, violence, creativity, empowerment, and resistance. Prerequisite: Eligibility for ENGL 100. (Dual listed as DIVST 200)

Writing Skills Lab

(425) 640-1089

<http://lsc.edcc.edu>

Writing Skills I

WRITE 095, 1-5 Credits

Provides students with college preparatory writing skills offered in an individualized, self-paced setting. For students registered in college classes that have large writing loads. S/U grade only. Permit card required.

Writing Skills III

WRITE 101, 1-5 Credits

Provides writing support for strategies and organization required in college-level courses. Individualized, self-paced class. S/U grade only. Prerequisite: ENGL 100 placement and a permit card.

Common Course Numbering

Colleges and universities may use different course numbers for equivalent classes. To assist students transferring credit between community colleges in Washington State, Edmonds Community College uses a common course numbering crosswalk developed by the Washington State Board of Community and Technical Colleges. Students may refer to www.edcc.edu/crosswalk. When transferring credit, see an adviser.

Edmonds CC DEPT	NUM	Edmonds CC COURSE TITLE	CREDIT	Common CourseID	Common Course Title
ACCT	201	FINANCIAL ACCOUNTING I	5	ACCT& 201	Prin of Accounting I
ACCT	202	FINANCIAL ACCOUNTING II	5	ACCT& 202	Prin of Accounting II
ACCT	203	MANAGERIAL ACCOUNTING	5	ACCT& 203	Prin of Accounting III
ANTHR	100	SURVEY OF ANTHRO-CD	5	ANTH& 101	Survey of Anthropology
ANTHR	105	HUMAN PREHISTORY-CD	5	ANTH& 104	World Prehistory
ANTHR	110	HUMAN ORIGINS-CD	5	ANTH& 105	Human Origins
ANTHR	120	CULTURAL ANTHROPOLOGY-CD	5	ANTH& 206	Cultural Anthropolgy
ANTHR	140	NW COAST CULTURES-CD	5	ANTH& 216	Northwest Coast Indians
ANTHR	210	NORTH AMERICAN INDIANS-CD	5	ANTH& 210	Indians of North America
ASL	101	AMER SIGN LANGUAGE I	5	ASL& 121	Am Sign Language I
ASL	102	AMER SIGN LANGUAGE II	5	ASL& 122	Am Sign Language II
ASL	103	AMER SIGN LANGUAGE III	5	ASL& 123	Am Sign Language III
BIOL	100	INTRODUCTION TO BIOLOGY	4	BIOL& 100	Survey of Biology
BIOL	100L	INTRO TO BIOLOGY LAB	1	BIOL& 100L	Survey of Biology Lab
BIOL	201	PRINCIPLES OF BIOLOGY	4	BIOL& 211	Majors Cellular (or Animal or Plant)
BIOL	201L	PRINCIPLES/BIOLOGY LAB	1.5	BIOL& 211L	Majors Cellular (or Animal or Plant) Lab
BIOL	202	GENERAL ZOOLOGY	4	BIOL& 212	Majors Animal (or Cellular or Plant)
BIOL	202L	GENERAL ZOOLOGY LAB	2	BIOL& 212L	Majors Animal (or Cellular or Plant) Lab
BIOL	203	GENERAL BOTANY	4	BIOL& 213	Majors Plant (or Cellular or Animal)
BIOL	203L	GENERAL BOTANY LAB	2	BIOL& 213L	Majors Plant (or Cellular or Animal) Lab
BIOL	230	HUMAN ANATOMY/PHYSIOLOGY	4	BIOL& 241	Human A & P 1
BIOL	230L	HUMAN ANATOMY/PHYS LAB	2	BIOL& 241L	Human A & P 1 Lab
BIOL	231	HUMAN ANATOMY/PHYSIOLOGY	4	BIOL& 242	Human A & P 2
BIOL	231L	HUMAN ANATOMY/PHYS LAB	2	BIOL& 242L	Human A & P 2 Lab
BIOL	250	GENERAL MICROBIOLOGY	4	BIOL& 260	Microbiology
BIOL	250L	GENERAL MICROBIOLOGY LAB	2	BIOL& 260L	Microbiology Lab
BUS	100	INTRO TO BUSINESS	5	BUS& 101	Intro to Business
BUS	240	BUSINESS LAW	5	BUS& 201	Business Law
CHEM	100	THE CHEMISTRY AROUND US	4	CHEM& 105	Chemical Concepts
CHEM	100L	CHEMISTRY AROUND US LAB	1	CHEM& 105L	Chemical Concepts Lab
CHEM	101	INTRO TO CHEMISTRY	4	CHEM& 121	Intro to Chemistry
CHEM	101L	INTRO TO CHEMISTRY LAB	1	CHEM& 121L	Intro to Chemistry Lab
CHEM	102	INTRO TO ORGANIC CHEM	4	CHEM& 131	Intro to Organic/Biochem
CHEM	102L	INTRO TO ORG CHEM LAB	1	CHEM& 131L	Intro to Organic/Biochem Lab
CHEM	110	PREP FOR COLLEGE CHEM	5	CHEM& 139	General Chemistry Prep
CHEM	131	GENERAL CHEMISTRY	4	CHEM& 141	General Chemistry I
CHEM	131L	GENERAL CHEMISTRY LAB	2	CHEM& 151	General Chem Lab I
CHEM	132	GENERAL CHEMISTRY	4	CHEM& 142	General Chemistry II
CHEM	132L	GENERAL CHEMISTRY LAB	2	CHEM& 152	General Chem Lab II

Edmonds CC DEPT	NUM	Edmonds CC COURSE TITLE	CREDIT	Common CourseID	Common Course Title
CHEM	133	GENERAL CHEMISTRY	4	CHEM& 143	General Chemistry III
CHEM	133L	GENERAL CHEMISTRY LAB	2	CHEM& 152	General Chem Lab III
CHEM	231	ORGANIC CHEMISTRY	4	CHEM& 241	Organic Chem I
CHEM	231L	ORGANIC CHEMISTRY LAB	2	CHEM& 251	Organic Chem Lab I
CHEM	232	ORGANIC CHEMISTRY	4	CHEM& 242	Organic Chem II
CHEM	232L	ORGANIC CHEMISTRY LAB	2.5	CHEM& 252	Organic Chem Lab II
CHEM	233	ORGANIC CHEMISTRY	4	CHEM& 243	Organic Chem III
CHEM	233L	ORGANIC CHEMISTRY LAB	2.5	CHEM& 253	Organic Chem Lab III
ECON	201	MICROECONOMIC PRINCIPLES	5	ECON& 201	Micro Economics
ECON	202	MACROECONOMIC PRINCIPLES	5	ECON& 202	Macro Economics
ENGL	105	ANALYTIC WRITING-CD	5	ENGL& 101	English Composition I
ENGL	115	THE LITERARY EXPERIENCE	5	ENGL& 111	Intro to Literature
ENGL	205				
ENGL	244	AMERICAN LITERATURE 1	5	ENGL& 244	American Literature I
ENGL	245	AMERICAN LITERATURE 2	5	ENGL& 245	American Literature II
ENGL	246	AMERICAN LITERATURE 3	5	ENGL& 246	American Literature III
ENGR	101	3-D VISUALIZATION & CAD	5	ENGR& 114	Engineering Graphics
ENGR	210	ENGINEERING STATICS	5	ENGR& 214	Statics
ENGR	215	INTRO TO ELECTRICAL ENGR	5	ENGR& 204	Electrical Circuits
ENGR	220	MECHANICS OF MATERIALS	5	ENGR& 225	Mechanics of Materials
ENGR	230	ENGINEERING DYNAMICS	5	ENGR& 215	Dynamics
FRNCH	101	ELEMENTARY FRENCH	5	FRCH& 121	French I
FRNCH	102	ELEMENTARY FRENCH	5	FRCH& 122	French II
FRNCH	103	ELEMENTARY FRENCH	5	FRCH& 123	French III
FRNCH	201	INTERMEDIATE FRENCH	5	FRCH& 221	French IV
FRNCH	202	INTERMEDIATE FRENCH	5	FRCH& 222	French V
FRNCH	203	INTEMEDIAE FRENCH	5	FRCH& 223	French VI
GERM	101	ELEMENTARY GERMAN	5	GERM& 121	German I
GERM	102	ELEMENTARY GERMAN	5	GERM& 122	German II
GERM	103	ELEMENTARY GERMAN	5	GERM& 123	German III
HIST	104	WESTERN CIVILIZATION I	5	HIST& 116	Western Civilization I
HIST	105	WESTERN CIVILIZATION II	5	HIST& 117	Western Civilization II
HIST	106	WESTERN CIVILIZATION III	5	HIST& 118	Western Civilization III
HIST	204	HIST OF WASH/PACIFIC NW	5	HIST& 214	Pacific NW History
HIST	243	U.S. HISTORY TO 1828-CD	5	HIST& 146	US History I
HIST	244	U.S. HISTORY, 1828-1914-CD	5	HIST& 147	US History II
HIST	245	U.S. HISTORY FROM 1914-CD	5	HIST& 148	US History III
JAPAN	101	JAPANESE	5	JAPN& 121	Japanese I
JAPAN	102	JAPANESE	5	JAPN& 122	Japanese II
JAPAN	103	JAPANESE	5	JAPN& 123	Japanese III
MATH	117	MATHEMATICS IN SOCIETY	5	MATH& 107	Math in Society
MATH	131	PRECALCULUS I	5	MATH& 141	Precalculus I
MATH	132	PRECALCULUS II	5	MATH& 142	Precalculus II
MATH	150	BUSINESS CALCULUS	5	MATH& 148	Business Calculus

Edmonds CC DEPT	NUM	Edmonds CC COURSE TITLE	CREDIT	Common CourseID	Common Course Title
MATH	151	CALCULUS I	5	MATH& 151	Calculus I
MATH	152	CALCULUS II	5	MATH& 152	Calculus II
MATH	153	CALCULUS III	5	MATH& 153	Calculus III
MATH	240	INTRO TO STATISTICS	5	MATH& 146	Introduction to Stats
MATH	251	MULTIVARIATE CALCULUS	5	MATH& 254	Calculus IV
MUSIC	120	MUSIC FOR LISTENER-CD	5	MUSC& 105	Music Appreciation
PHIL	100	INTRO TO PHILOSOPHY	5	PHIL& 101	Intro to Philosophy
PHIL	120	INTRODUCTION TO LOGIC	5	PHIL& 106	Intro to Logic
PHYS	100	PHYSICS IN EVERYDAY LIFE	4	PHYS& 100	Physics Non-Sci Majors
PHYS	100L	PHYSICS IN LIFE LAB	1	PHYS& 101	Phys Lab Non-Sci Majors
PHYS	101	GENERAL PHYSICS	4	PHYS& 121	General Physics I
PHYS	101L	GENERAL PHYSICS LAB	1	PHYS& 121L	General Physics Lab I
PHYS	102	GENERAL PHYSICS	4	PHYS& 122	General Physics II
PHYS	102L	GENERAL PHYSICS	1	PHYS& 122L	General Physics Lab II
PHYS	103	GENERAL PHYSICS	4	PHYS& 123	General Physics III
PHYS	103L	GENERAL PHYSICS LAB	1	PHYS& 123L	General Physics Lab III
PHYS	201			PHYS& 221	
PHYS	20L			PHYS& 221L	
PHYS	202			PHYS& 223	
PHYS	202L			PHYS& 223L	
PHYS	203			PHYS& 222	
PHYS	203L			PHYS& 222L	
POLSC	101	INTRO POLITICAL THEORY	5	POLS& 101	Intro to Political Science
POLSC	104	AMERICAN GOVERNMENT	5	POLS& 202	American Government
POLSC	110	INTERNATIONAL RELATIONS	5	POLS& 203	International Relations
POLSC	200	INTRODUCTION TO LAW	5	POLS& 200	Introduction to Law
PSYCH	100	GENERAL PSYCHOLOGY	5	PSYC& 100	General Psychology
PSYCH	214	CHILD PSYCHOLOGY	5	EDUC& 115	Child Development
PSYCH	205	ABNORMAL PSYCHOLOGY	5	PSYC& 220	Abnormal Psychology
SHS	185	HUMAN GROWTH/DEVELOPMENT	5	PSYC& 200	Lifespan Psychology
SOCIO	110	INTRO TO SOCIOLOGY-CD	5	SOC& 101	Intro to Sociology
SOCIO	210	SOCIAL PROBLEMS-CD	5	SOC& 201	Social Problems
SPAN	101	ELEMENTARY SPANISH	5	SPAN& 121	Spanish I
SPAN	102	ELEMENTARY SPANISH	5	SPAN& 122	Spanish II
SPAN	103	ELEMENTARY SPANISH	5	SPAN& 123	Spanish III
SPAN	201	INTERMEDIATE SPANISH	5	SPAN& 221	Spanish IV
SPAN	202	INTERMEDIATE SPANISH	5	SPAN& 222	Spanish V
SPAN	203	INTERMEDIATE SPANISH	5	SPAN& 223	Spanish VI
SPCH	100	FUNDAMENTALS OF SPEECH	5	CMST& 101	Introduction to Comm
SPCH	109	GROUP DECISION-MAKING	5	CMST& 230	Small Group Communicatn
SPCH	115	INTERPERSONAL COMMUNICA	5	CMST& 210	Interpersonal Communicatn
SPCH	120	PUBLIC SPEAKING	5	CMST& 220	Public Speaking
THTRE	100	INTRODUCTION TO THEATRE	5	DRMA& 101	Intro to Theater

“ I’ve met
great people
who I will work
with in the
future. ”

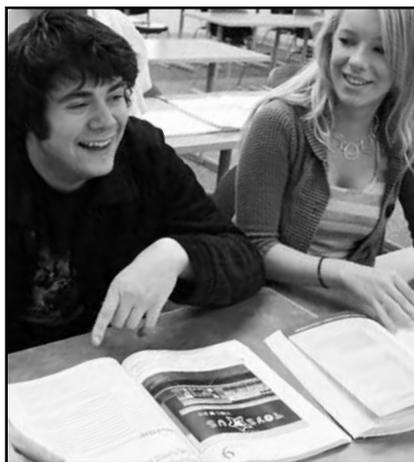
Dylan Keplinger
Culinary Arts



More than meets the eye: Internships and Careers

Outside of Culinary Arts class, Dylan works full time at a local restaurant. He's building his resume and gaining skills to establish himself as a cook. It's a full schedule of work and school but Dylan says he's "loving every minute of it." That's how it is when you're in school pursuing your dream. Dylan's is to open a restaurant.

www.edcc.edu/careeractioncenter



Chapter 7...

We're Here for You

Learn more about our college community

Talented, dedicated instructors teach the classes at Edmonds Community College and experienced administrators help develop and implement programs and policies that make Edmonds an innovative, high-quality institution. Listed are full-time instructors and many of the key people responsible for fulfilling the college's mission.

Board of Trustees

<http://trustees.edcc.edu>

Mauri Moore
Richard "Dick" Van Hollebeke
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“My goal is to earn a degree so I can be in the professional world. I want to work in fashion.”

Jaki Portolese
Associate of Arts

More than meets the eye: **Campus Life**

On campus, Jaki usually takes the pictures. She has a modern eye but likes vintage clothing and 40s swing music. Like many students, she juggles work, school and a social life. When she can't get to all the events on campus, she connects online talking about art and photography on the college's social site.

<http://edmondscscc.ning.com>



Chapter 8...

Index and Glossary

A tool to navigate the catalog

What's to say? It's the alphabetical index to the programs and services at Edmonds Community College. Go online for the most up-to-date information. Start at www.edcc.edu.

A

ABE-ESL	14, 81
Abilities, College-Wide	5
Academic Calendar	39
Academic Requirements	39
Accounting	14, 48
Accreditation.....	5
Activities Director, Assistant	22, 114
Adding Classes	28
Administrators,	
Faculty (full-time)	125
Admission	27
Adult Basic Education (ABE)	14, 49
Adult High School	15, 87
Advanced Placement Credits	42
Advising	28, 33
Alcohol and Chemical Dependency	
Counseling	22, 50
Alcohol and Drug Policy	44
Allied Health Education	15, 51
American Sign Language	53
Anthropology	53
Art	54
Art Gallery	35
ArtsNow	8
Assessment	27
Associate in Applied	
Science-T Degree... 13, 19, 20, 21, 40, 43	
Associate in Elementary Education	19
Associate in Pre-Nursing Degree	21
Associate of	
Arts Degree	12, 14, 20, 21, 40, 43
Associate of General	
Studies Degree	12, 13, 40, 43
Associate of	
Science Degree	12, 13, 17, 40, 43
Associate of Technical	
Arts Degree	14-22, 40, 43

Astronomy	55
Athletics	36
Attendance Policy	39

B

Bachelor's Degrees	6
Baking and Pastry	18
Bilingual Business	21
Biology	55
Board of Trustees	125
Bookstore	34
Bridge	15, 56
Building Inspection	18
Bus Pass for Students	37
Business	16, 60
Business and Professional	
Development	8
Business and Training Center	8
Business, Management	16, 60
Business, Online Degree	6
Business, Outreach	10
Business, Travel	21, 94
Business Information	
Technology	15, 57
Business Specializations	21-22
Business Systems Analyst	17, 66

C

C++ Programming	17, 69
Campus Map	Inside back cover
Career Action Center	33
Career Training Programs	
(professional-technical).....	7, 14-22
Career, College and	
Life Success	16, 62
Carpool Permits	37
Case Management	22, 50, 114, 116

Casework and	
Counseling	22, 50, 114, 116
Catalog Policy	46
Catering	18, 74
Center for Families	7, 34
Central Washington University	6
Certified Nursing Assistant	15, 51
Chemistry, ChemCore,	
Lab Tech	16, 62
Childcare	7, 34
Civil Construction	18
CLEP College Level Exam Program	43
Clinical Lab Assistant	15, 52
Clubs	36
College in the High School	8
College-Wide Abilities	5
Common Course	
Numbers Crosswalk	121-123
Communications	63
Community Transit	37
Complaints, Student	46
Computer Information Systems	16, 65
Computer Science	17, 68
Computer Workshops	8
Computers, Electronics and	
Networks	17, 63
Conference Center	10
Construction Industry Training	18, 71
Construction Management	18, 72
Construction Safety	21, 72, 106
Continuing Education	8
Cooking, Commercial	18, 74
Counseling and	
Resource Center	34
Counseling Psychology	73
Course Challenge Credit	43
Course Descriptions	48-120
Creative Retirement Institute	9
Credit for Prior Learning	43

Credit Management 14, 60
 Credits by Exam 43
 Credits from Non-accredited
 Schools 43
 Culinary Arts 18, 74
 Cultural Diversity 39
 Customized Training 8

D

Dance 75
 DANTE Defense Activity for
 Non-Traditional Education
 Support 43
 Database Information
 Technologies 17, 67
 Degree Completion
 Requirements 12-31, 39-40
 Degrees 6, 7, 12-25
 Degrees and Certificates 24-25
 Desktop Support Specialist 17, 65
 Digital Forensics 17, 67
 Digital Music 24, 101
 Disabilities, Services for
 Students with 36
 Distance Learning 6, 8
 Distribution Requirements List 23
 Diversity Studies 76
 Diversity Affairs 34
 Drama 36, 118
 Dropping Classes 28
 Drug and Alcohol Policy 44

E

Early Alert 40
 Early Childhood Education 18, 77
 Earned Semester Credits 41
 E-Business 16
 Economics 78
 EdCAP (Career Access Program) ... 19, 87
 Edmonds Conference Center 10
 EdPass 37
 Education, Elementary 19, 79
 EKG Technician 15, 51
 Electronics 17, 63
 Engineering
 (see also Materials Science) 19, 79
 English 79
 English as a Second Language 14, 81
 (international students see Intensive
 English as a Second Language)
 English for Academic Purposes 82
 Enrollment Services 27
 Entrepreneurship 16, 21
 Environmental Science 82
 Equal Opportunity 44
 Equity and Diversity Center 34
 Event Planning 21, 94

Express Certificate,
 Hospitality and Tourism 21, 93

F

Faculty and Administrators
 (full-time) 125
 Families, Center for 7, 34
 Family Educational Rights
 and Responsibilities (FERPA) 45
 Family Life Education 7, 19, 83
 Family Support Studies 7, 20, 84
 Fashion/Retail Merchandising 16, 85
 Fees 28
 Final Exams 44
 Financial Aid 29-31
 Fire Officer Degree 20
 Flagging 8
 Food Server, Professional 18, 74
 Food Services, Campus 36
 Foreign Languages
 (see individual languages)
 Forensics, Computer 17, 67
 Foundation Scholarships 31
 French 85

G

Game Development, Computer 17, 68
 General Education Development
 (GED) 20, 86
 General Education Requirements 40
 General Studies Degree, Associate 13
 Geography 86
 Geology 86
 German 86
 Gerontology 22, 116
 (see also Senior Services Specialist)
 Grades 41
 Graduation Requirements 39
 Graphic Design (Visual
 Communications) 22, 119

H

Head Start 7, 44
 Health 87
 Health, Allied Education 15, 51
 Health Unit Coordinator 15, 51
 High School Completion 15, 87
 Homestay 9, 35
 Honor Roll 43
 Honors Program 20
 Horticulture, Therapeutic 22, 115
 Horticulture 20, 89
 Hospitality and Tourism 20, 93
 Housing 35
 Human Services 22, 114
 Humanities 95

I

I-BEST 14
 Information Security 17, 65
 Information Technology Training 8
 Intensive English as a
 Second Language 96
 (for international students, see also
 page 9)
 International Business
 (see also Business Management) 21
 International Students 9
 International Studies 97
 Internship Programs 21, 34

J

Japanese 97
 Job Development Skills 8, 97
 Job Search Support 33
 Journalism 98

L

Landscape Design,
 Installation, Management 20, 89
 Learning Support Center 35
 Lecture, Series 36
 Legal Assistant (Paralegal) 21, 107
 Legal Office Specialist 15
 Liability 44
 Library 35
 Library Research 98
 Licensed Practical Nursing 21, 105
 Lifelong Learning 8
 Linux Security Specialist 17, 68
 Lodging, Hospitality
 and Tourism 20, 93

M

Management, Business 16, 60
 Maps inside back cover
 Marketing and Sales 16, 60
 Materials and Process
 Development Center 10
 Materials Science Technology 19, 98
 Mathematics 99
 Medical Information
 Technology 15-16, 57
 Medical Paralegal 22, 107
 Mental Health
 Case Manager 22, 50, 114
 Minor Children on
 Campus Policy 44
 Mission of the College 5
 Modern Languages
 (see individual languages)
 Music Program, Classes 36, 101
 My EdmondsCC, portal 37

N

Network Technology	17, 63
Nursery/Greenhouse, Growers	20, 89
Nursing, Associate in	
Pre-Nursing Degree	21
Nursing, Practical (LPN)	21, 105
Nurse Assistant	15, 51
Nutrition	106

O

Occupational Safety and	
Health Technician	21, 106
Office Supervision	
and Management	15
Office Technology, Skills	15, 57
Official Approval	
(Accreditation)	5
Online Learning	6
Opportunity Grant	29
Orientation	28
Ornamental Horticulture	20
Outreach Program	8

P

Paralegal	21, 107
Parent Education	7, 19, 83
Parking	37
Pass or Satisfactory Credits	44
Patient Care Technician	15, 51
Personal Trainer	9
Pharmacy Technician	15, 51
Philosophy	109
Philosophy of the College	5
Phlebotomy Technician	15, 51
Photography	109
Physical Education	109
Physics	112
Policies	39-46
Political Science	112
Portal (My EdmondsCC).....	37
Pre-Nursing Degree, Associate in.....	21
Prior Learning Credits	43
Professional-Technical	7, 14-22
Program Requirements,	
Sheets	40
Project Management	16, 60
Psychology	113

R

Reading Skills	15, 56
Reciprocity Agreement	40
Refunds	28
Registration	27
Rehabilitation Specialist	22

Repeating a Course	43
Requirement Sheets, Program	40
Requirements, Program	
Degree Completion	12-13, 39-40
Residence Hall	9, 35
Residency Requirements	29
Retail Marketing	114
Resident Credit Requirement	40
Responsibilities, Student	46
Rights, Student	46
Robotics	17, 63
Running Start	8

S

Satisfactory Academic	
Progress	30, 40
Satisfactory or Pass Credits	41
Scholarships	29-31
Science Degree,	
Associate of	6, 12-13, 17, 40
Security, Campus	34
Seniors, Classes for	9
Seniors Program, Job Development	34
Senior Services Specialist	22, 116
Service-Learning	XX
Services for Students	
with Disabilities	36
Sexual Harassment Policy	45
Sex Offender Policy	45
Small Business	
Development Center	10
Small Business	
Management, Entrepreneurship	16
Smoking on Campus	45
Social and Human Services	22, 114
Social Science	117
Sociology	117
Spanish	117
Special Projects, for Credits	44
Speech Communication	118
State Support Policy,	
tax payer support	45
Student Financial Services	29-30
Student Government	37
Student Jobs	31, 33
Student Leadership	37
Student Life	36
Student Publications	37
Student Records,	
Access, Privacy	45-46
Student Support Services, TRiO	37
Study Abroad	36
Study Skills	15, 56
Supervision	16, 61

T

Tech Prep.....	8
Technical Arts, Associate of	14-22
Theatre Arts.....	36, 118
Transcripts	46
Transfer (see also advising).....	40
Transfer Degrees	6, 12-13, 40
Transferring Credits	
to Edmonds	40, 41
Transportation Services	37
Travel (see Hospitality and Tourism)	
TRIAD II Grant	XX
TRiO Student Support Services	37
Tuition and Fees	28
Tutorial Center	35

U

University Transfer,	
Bachelor's Degrees	6-7, 12-13
University of Washington	6
UNIX/C++ Programming	17, 68
U.S. Citizen Program	9

V

Variable Credit Course	44
Veterans' Programs	30
Vision of the College	5
Visual Communications and	
Multimedia	22, 119
Vocational Rehabilitation	
Technician	22

W

Waivers	40
Washington State University	6
Weapons Policy	45
Web Application Developer	17, 67
Windows/C++ Programming	17, 69
Wireless Access	37
Withdrawing from Classes	28
Women's Studies.....	120
Work Study	31
Worker Retraining	31, 34
WorkFirst Program.....	31
Writing Center	35
Writing Skills Lab	120

Glossary

AA: The Associate of Arts Degree. It is designed to transfer to Washington state universities and fulfill the general education portion of a bachelor's degree.

ABE: Adult Basic Education

Academic Year: Refers to the September through June school year.

Accreditation: Certification that a school or a program meets standards set by an outside reviewing entity. Many forms of financial aid are available only to students enrolled at accredited institutions.

Accuplacer: An assessment of student skills in reading, writing, and math for placement into skill-level appropriate classes.

ACS Labs: Academic computer services labs in which students can use computers.

Add: Students can officially add a class to their schedule after initially registering for a given quarter (subject to deadlines).

Admission: Approval for a student to attend an educational institution or program. It usually follows a review of an application.

Adult High School: A program for adults 18 years and older, designed to help them complete requirements to earn a high school diploma.

Adviser: A member of the faculty or staff who assists students with scheduling and educational planning.

Articulation: A formal agreement between high schools and colleges or between community colleges and baccalaureate institutions designed to streamline the process of moving from one educational level to another.

AS: Associate of Science Degree. It is designed to transfer to Washington state universities and fulfill some of the general education requirements for science degrees, as well as the prerequisites for admission to specific majors.

Assessment: A method, such as an exam, of determining a student's ability level, often to find his/her best placement level or starting point in a series of courses in math, English, foreign languages or science.

Associate's Degree: A diploma earned after successfully completing a required program of study in a community or technical college. It usually requires 90 or more credits. Some associate's degrees enable students to transfer to baccalaureate colleges and universities; others prepare students to go right into the workforce in a professional/technical field.

ATA: The Associate of Technical Arts. It is a degree designed to provide career-specific job training.

Audit: Registering for a course and attending classes, with no obligation to complete homework or tests. No credit is earned.

Baccalaureate or Bachelor's Degree: A college degree that can be earned after completion of a four-year instructional program. A baccalaureate institution, sometimes called a "four-year" college, is a college or university that is entitled to grant a baccalaureate or bachelor's degree.

Basic Skills: A competency level, specifically in reading, writing, and math, which is required for successful college-level work.

Bb: Blackboard, the college's online and hybrid course software program.

Bridge: A department that specializes in helping students improve their reading, writing, and critical reading skills for success in college.

Campus: The buildings and land that a college uses for instruction, student services and related activities.

Catalog: A comprehensive resource listing college regulations, program and course descriptions, degree and graduation requirements, student services, transfer requirements and other essential information.

CD Requirement: Cultural diversity requirement.

Certificate: A document granted by a college indicating that a student has successfully completed specified courses and requirements (compare to degree, which usually requires more time and coursework).

Class: (1) A specific group of students meeting for instructional purposes. (2) Often means the same as course. (3) A group of students who start at a school together and expect to complete their studies at the same time (e.g. "he's in the class of 2007").

Class Item #: the four-digit number associated with each class.

Class Schedule: A publication that lists detailed course and section information (days, times, room numbers) for a specific quarter. It can also mean the specific courses an individual student is taking or plans to take for a given quarter.

COC: Certificate of Completion for a short-term program.

College-level Study: Courses numbered 100 or above. It is assumed that students have already mastered certain skills and abilities and have the level of commitment needed for post-secondary school work (compare to pre-college, developmental-level study).

Commencement: A ceremony at the end of an academic year when students formally receive their degrees or diplomas.

Continuous Enrollment: Classes that can be added after the tenth day of the quarter.

Counselor: A faculty member who has professional training in counseling and who assists students in student success, activities and personal matters.

Course: Often means the same as "class" – planned sequence of instruction in a particular topic.

Credit: A unit of measure for college work. Often, one credit hour represents one hour of classroom attendance each week.

Credit Load: The total credit value of the courses for which a student is currently enrolled.

Curriculum: An established sequence of information to be learned, skills to be acquired in a specific course or in a complete instructional program. Or, the courses offered by a department, division or college.

Degree: A rank conferred by a college or university and earned by a student who has successfully completed specified courses and requirements (compare to certificate).

Department: An organizational unit within the college or university, offering courses about closely related topics. For instance, the math department.

Developmental Level Study: Instruction that helps students improve their English and math abilities and prepares them for college-level study. Developmental level courses are numbered below 100.

Diploma: An official document issued by a college or university indicating that a student has earned a certain degree or certificate.

Direct Transfer Agreement (DTA): A transfer agreement that ensures that a student who completes an Associate in Arts degree (or designated direct transfer degree) at a public Washington state community college will have satisfied the lower-division general education (100 and 200 level coursework) requirements of most Washington State participating universities

Distance Learning: Instruction that is not time-or-place-specific, can include correspondence courses, televised or videotaped lectures, hybrid and online courses, etc.

Distribution Requirements: Course requirements included in an instructional program to make sure that the student is well-rounded and gains some perspective outside his or her specific focus or major.

Division: An organizational unit within the college or university consisting of two or more related departments.

Drop: To cancel the registration in a course after enrolling in it. Students can add and drop courses during a particular quarter, subject to deadlines. See also withdrawal.

EdCAP: Edmonds Career Access Program. A program for out-of-school youth between the ages of 16 and 21 to complete a high school diploma and begin work in a professional/technical area.

Elective: A course that is not required for a particular instructional program. Many programs require a certain number of elective credits.

Enrollment: The process of signing up and paying for courses. See also registration.

ESL: English as a Second Language. Usually refers to a developmental level instruction in English language skills for non-native English speakers.

Faculty: The instructors or teaching staff at a school. At Edmonds CC, librarians and counselors are also faculty.

FAFSA: Free Application for Federal Student Aid. The application required for students to be considered for federal student financial aid.

Financial Aid: Money available from various sources to help students pay for college expenses. This comes in the form of loans, grants, or scholarships from state, federal government or other organizations.

Full-time Credit Load: For enrollment verification, a minimum of 12 credits in a term is considered full-time.

GED: General Education Development. A certificate representing the equivalent of a high school diploma.

General Education Requirements: Courses typically taken as part of the Associate of Arts degree to fulfill the first 90 credits of a bachelor's degree.

GPA: Grade point average. Students can find their GPA at the bottom of their transcript. Both the cumulative GPA (all courses) and college level (courses over 100 level) are shown.

Grade: A formal indicator of a student's performance in a course, recorded on an official transcript.

Graduation: The formal completion of an instructional program or course of study.

Grant: A type of financial aid that does not have to be paid back after the student leaves school.

Hybrid: A class that is instructed by a combination of in-class and online methods.

Internship: A supervised short-term apprenticeship or temporary job in a real-world setting closely related to a student's field of study. The student may or may not be paid but earns college credit for the work experience.

Learning Outcomes: What students are expected to know and be able to do as a result of their experience at the college and as a result of completing their general education requirements.

Learning Support Center (LSC): A center that provides free academic coaching and assistance for students to ensure success in their classes, e.g., tutoring.

Loans: A type of financial aid that must be repaid to the government agency or lending institution when the student leaves school.

LOEP: an assessment of English language skills for non-native English language speakers.

Major: Specialization in one academic discipline or field of study.

Major Related Programs (MRP): Transfer associate degrees outlining the appropriate courses to prepare students to enter the major upon transfer to participating four-year institutions.

Math Center: A class students can take to work on a more individualized, structured manner to support math learning.

Non-instructional Day: A day when classes do not meet but college staff work.

Office Hours: Time instructors and departments set aside to meet with students.

Online: A class that meets and requires class work via the Internet.

Open Admission: The policy of some colleges to admit nearly all applicants, regardless of high school grades and admission test scores.

Orientation: Information sessions designed to help students learn their way around the college. Orientations are offered in person and on the college Web site.

Placement: The appropriate level to enter a series of courses based on the student's skills.

Placement Test: An assessment tool used to determine student skills.

Postsecondary: Educational programs for students past high school age; these include community and technical colleges, job training programs, and baccalaureate colleges and universities.

Practicum: A course that includes job-related activities and emphasizes the practical application of theory in a field of study.

Prerequisite: A course that must be completed or skills that must be demonstrated before a student may enroll in a more advanced course (e.g. math 80 must be taken before math 90).

Professional/Technical: A course or instructional program that emphasizes job training for a particular field of work: sometimes called occupational or vocational education.

Program: A very general term used in many ways in a college or university:
 (1) The courses that a student plans to take.
 (2) The courses required to complete a particular degree or certificate.
 (3) The courses that make up a department or the departments that make up a division.
 (4) Organized activities with a specific function.

Quarter: Edmonds CC organizes its academic year into three main periods: fall, winter and spring quarters, plus a shorter summer quarter.

Records: Information the college keeps regarding a student; it includes registration activity (enrollment, withdrawal, etc.), grades, payments, awards received, financial aid applications and awards, notes on disciplinary actions, as well as address, phone numbers and student identification number.

Refund: Tuition and fees that are paid back to a student who has withdrawn from a course, subject to deadlines.

Register/Registration: To sign up or enroll in a course or courses. Registration activity includes enrolling, adding, dropping/withdrawing, choosing pass/fail in place of decimal grades, making payments, etc.

Requirement: Minimum standards defined by the college; e.g., admission, graduation, prerequisite, distribution requirements, general education.

Resident: For purposes of calculating a student's tuition and fees, someone who has lived in the state for a specified length of time as demonstrated by specified types of evidence.

Scholarship: A type of financial aid grant. Organizations may give scholarships for academic achievement, financial need, or any other basis.

Section: A specific class with its own unique days, hours, location, and instructor.

Specified Elective: A choice of courses beyond what is required in the distribution requirements of the transfer degree.

SSD: Services for Students with Disabilities

Syllabus: An outline plan for a particular class, including textbook requirements, class meeting dates, reading assignments, examination dates, grading standards, etc.

Transcript: The official copy of a student's academic record showing courses completed grades and credits earned, and degrees earned.

Transfer: To move from one college to another and have the second institution recognize and accept some or all of the course work earned at the first.

TRiO: A program that supports first generation college, learning disabled and/or students on financial aid.

Tuition and Fees: Tuition is a student's basic payment toward the cost of instruction at a college or university. Most institutions also charge fees for laboratory equipments and materials, computer use, parking, and other miscellaneous costs.

Undergraduate: A student who has not yet earned a bachelor's degree

Withdrawal: The process of formally dropping a class or classes after the term has started.

Writing Center: Part of the Learning Support Center that assists students in writing papers.

Edmonds Community College Campus

1 Lynnwood Hall (LYN)
Enrollment Services, Advising
Student Financial Services
Library/Art Gallery
Computer Labs

2 Mountlake Terrace Hall (MLT)
Career Action Center
Counseling and Resource Center
Running Start Office
Science Labs
Services for Students with Disabilities
Testing Center
TRiO Student Support Services
Classrooms

3 Woodway Hall (WDY)
College Cafe
Science Labs
Classrooms

4 Briar Hall (BRI)
Bookstore
Student Center (fall 2008)
Triton Marketplace
(cafeteria)
Science Labs

5 Alderwood Hall (ALD)
Computer Labs

6 Snohomish Hall (SNH)
Administration Offices
Computer Labs
Classrooms

7 Meadowdale Hall (MDL)
Under Construction

8 Mill Creek Hall (MIC)
Digital Music Labs
Recording Studio
Classrooms

9 Snoqualmie Hall (SQL)
Central Washington University
Classrooms

10 Triton Union Building (TUB)
Equity and Diversity Center
Mulligan's Cafe
Student Life Office

11 Duplex Buildings (DUN/DUS)
International Student Services

12 Seaview Hall (SEA)
Gymnasium

13 Batting Cage

14 Horticulture Buildings (HGH/HRT)
Greenhouse
Classrooms

15 Center for Families (CFF)
Childcare
Cooperative Preschool
Head Start Classroom
Parent Education Classes

16 Relocatable Buildings (RLA/RLB/RLH)
Campus Security
Pre-apprenticeship
Construction Industry
Training

17 Facilities Office (NCD)

18 Central Receiving (NCE)

19 Clearview Building (CLA)
Business Office
Human Resources

20 Maltby Building (MAB)
Workforce Development
Center

21 Beresford Building (BER)
Allied Health Care Lab
Computers, Electronics
and Networks Lab
Classrooms

22 Monroe Hall (MON)
Materials Science Lab
Classrooms

23 Student Residence Hall
(at Somerset Village)

24 Mukilteo Hall (MUK)
ABE/ESL Classes (English as
a Second Language)
Adult High School, EdCAP, GED
Learning Support Center
(tutoring)
Math Lab
Theater
Classrooms

LYNNWOOD HALL
New Students
Start Here
(Enrollment Services)

Residence Hall
Construction area

196th Street SW
200th Street SW
202nd Street SW
68th Avenue W
204th Street SW

Additional Parking

Legend:
 Parking for people with disabilities
 Construction area

For information on how to get to campus, where to park, construction projects and department relocations go to <http://campus.edcc.edu>

Edmonds Conference Center
(425) 640-1808 • www.edmondsconferencecenter.com

ArtsNow
Creative Retirement Institute
201 4th Ave N
Edmonds, WA 98020

Business and Training Center
(425) 640-1840 • www.the-btc.com

Maltby Building (MAB)
see #20 on the map

Monroe Hall (MON)
see #22 on the map

**15620 Hwy 99, Suite 6B,
Lynnwood, WA - NEW location**



Edmonds Community College
www.edcc.edu

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Lynnwood, WA 98036
(425) 640-1459

