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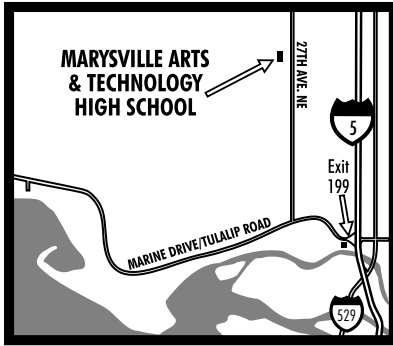
## QUICK WEB REFERENCE

[Admissions Info and Application Process](http://EverettCC.edu/Admissions) [EverettCC.edu/Admissions](http://EverettCC.edu/Admissions)  
[Advising](http://EverettCC.edu/Advising) [EverettCC.edu/Advising](http://EverettCC.edu/Advising)  
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[Curriculum Guides](http://EverettCC.edu/Cguides) [EverettCC.edu/Cguides](http://EverettCC.edu/Cguides)  
[Deadlines](http://EverettCC.edu/Deadlines) [EverettCC.edu/Deadlines](http://EverettCC.edu/Deadlines)  
[Departments and Offices Directory](http://EverettCC.edu/Directory) [EverettCC.edu/Directory](http://EverettCC.edu/Directory)  
[East County/Monroe](http://EverettCC.edu/EastCounty) [EverettCC.edu/EastCounty](http://EverettCC.edu/EastCounty)  
[eLearning](http://EverettCC.edu/eLearning) [EverettCC.edu/eLearning](http://EverettCC.edu/eLearning)  
[EvCC Tours](http://EverettCC.edu/Tour) [EverettCC.edu/Tour](http://EverettCC.edu/Tour)  
[External Credit/Transfer Credit Policies](http://EverettCC.edu/TransferCredit) [EverettCC.edu/TransferCredit](http://EverettCC.edu/TransferCredit)

[Financial Aid](http://EverettCC.edu/FA) [EverettCC.edu/FA](http://EverettCC.edu/FA)  
[Forms](http://EverettCC.edu/StudentForms) [EverettCC.edu/StudentForms](http://EverettCC.edu/StudentForms)  
[Learning Communities](http://EverettCC.edu/LC) [EverettCC.edu/LC](http://EverettCC.edu/LC)  
[Pathways](http://EverettCC.edu/Pathways) [EverettCC.edu/Pathways](http://EverettCC.edu/Pathways)  
[Registration](http://EverettCC.edu/Register) [EverettCC.edu/Register](http://EverettCC.edu/Register)  
[Running Start](http://EverettCC.edu/RunningStart) [EverettCC.edu/RunningStart](http://EverettCC.edu/RunningStart)  
[Student Portal](http://EverettCC.edu/MyEvCC) [EverettCC.edu/MyEvCC](http://EverettCC.edu/MyEvCC)  
[Teens in College](http://EverettCC.edu/TeensInCollege) [EverettCC.edu/TeensInCollege](http://EverettCC.edu/TeensInCollege)  
[Testing](http://EverettCC.edu/Testing) [EverettCC.edu/Testing](http://EverettCC.edu/Testing)  
[Tuition](http://EverettCC.edu/Tuition) [EverettCC.edu/Tuition](http://EverettCC.edu/Tuition)  
[University Transfer Information Center](http://EverettCC.edu/Transfer) [EverettCC.edu/Transfer](http://EverettCC.edu/Transfer)  
[Veterans' Office](http://EverettCC.edu/VA) [EverettCC.edu/VA](http://EverettCC.edu/VA)

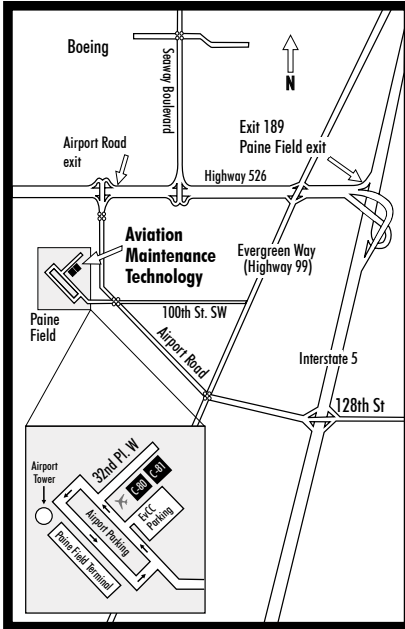
Photography: Derek Walker

## Everett Community College offers various college courses at locations in Snohomish County.



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

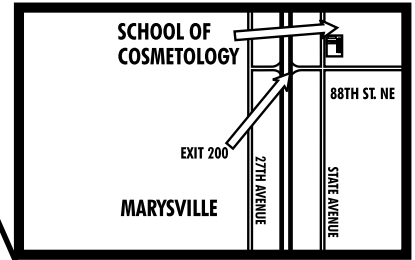
**2** **TULALIP COLLEGE CENTER**  
7707 36th Ave NW, Bldgs C and D  
Tulalip, WA 98270  
360-716-4886



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

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

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

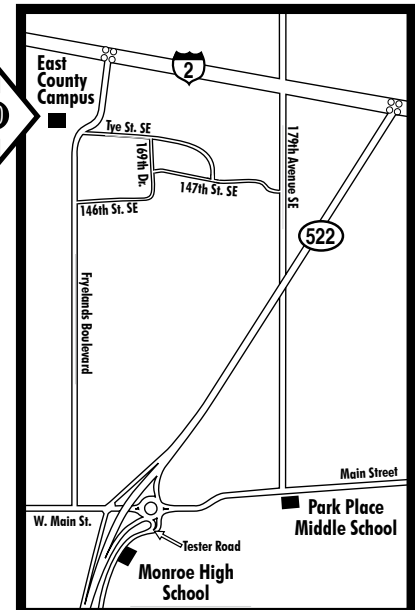


**6** **SCHOOL OF COSMETOLOGY**  
9315 G State Avenue, Marysville, WA 98270  
425-259-8283

**7** **ADVANCED MANUFACTURING TRAINING EDUCATION CENTER (AMTEC)**  
909 N Broadway, Everett, WA 98201  
425-388-9110

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

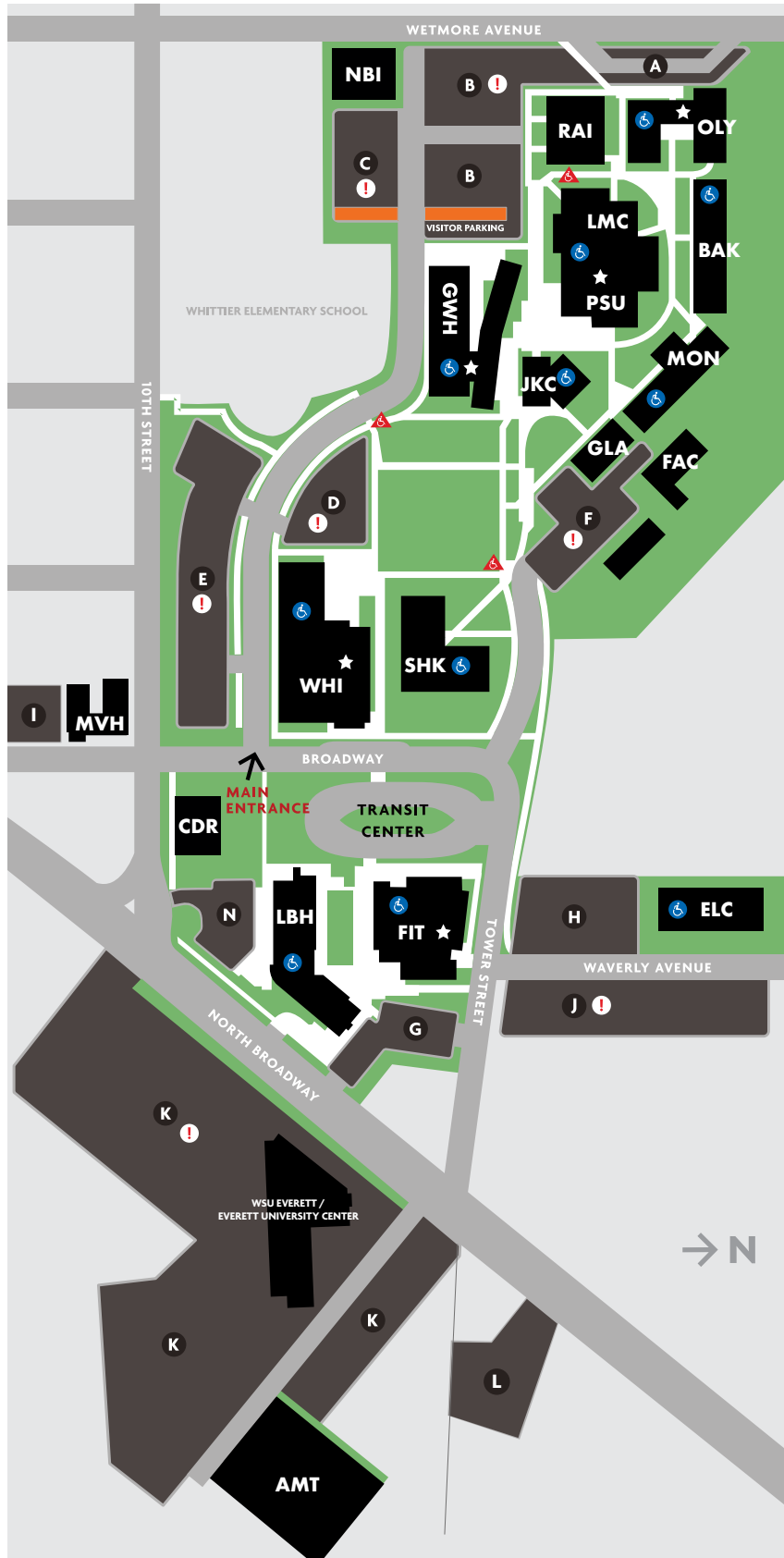
**9** **GLACIER PEAK HIGH SCHOOL**  
7410 144th Pl SE  
Snohomish, WA 98296  
360-563-7500



**10** **EAST COUNTY CAMPUS  
MONROE HIGH SCHOOL  
PARK PLACE MIDDLE SCHOOL**  
East County Campus: 14090 Fryelands Blvd. SE, Monroe, WA 98272  
Monroe High School: 17001 Tester Road, Monroe, WA 98272  
Park Place Middle School: 1408 W. Main St., Monroe, WA 98272  
425-259-8732

# Everett Community College Everett Campus

2000 Tower Street, Everett, WA 98201-1390 EverettCC.edu Switchboard/Information: 425-388-9100



## Quick Find

ADMISSION / REGISTRATION	PSU
BOOKSTORE	LMC
CASHIER	PSU
FINANCIAL AID	PSU
HUMAN RESOURCES	OLY
LIBRARY	LMC
PRESIDENT'S OFFICE	OLY
COMMUNITY HEALTH CENTER	LBH
TESTING CENTER	GLA

## Buildings

AMT	ADVANCED MANUFACTURING TRAINING & EDUCATION CENTER (AMTEC)
BAK	BAKER HALL
CDR	STUDENT HOUSING CEDAR HALL
ELC	EARLY LEARNING CENTER
FAC	FACILITIES/MAINTENANCE
FIT	WALT PRICE STUDENT FITNESS CENTER
GLA	GLACIER HALL
GWH	GRAY WOLF HALL
JKC	HENRY M. JACKSON CONFERENCE CENTER
LBH	LIBERTY HALL
LMC	LIBRARY
MON	MONTE CRISTO HALL
NBI	NIPPON BUSINESS INSTITUTE JAPANESE CULTURAL CENTER
OLY	OLYMPUS HALL
PSU	PARKS STUDENT UNION
RAI	RAINIER HALL
SHK	SHUKSAN HALL
MVH	STUDENT HOUSING MOUNTAIN VIEW HALL
WHI	WHITEHORSE HALL

## Parking\*

PERMIT PARKING  
- PARKING LOTS A-N

VISITOR PARKING  
- LOCATED IN LOTS B & C

\* PARKING ON CAMPUS IS BY EVCC PERMIT ONLY.  
DAILY PERMITS ARE AVAILABLE AT THE CASHIERS OFFICE OR AT DESIGNATED PAY & PARK STATIONS.

GENDER-NEUTRAL RESTROOMS

ADA RESTROOMS AVAILABLE INSIDE

NOT AN ADA ACCESSIBLE AREA

EMERGENCY ASSEMBLY AREA

FOR CAMPUS SAFETY CALL:  
**425-388-9990**

IMPORTANT DATES TO REMEMBER	Summer 2020	Fall 2020	Winter 2021	Spring 2021
Class Schedule due online	May 15	June 2	Oct. 30	Feb. 12
Deadline for applying to graduate at the end of this quarter	April 3	July 30	Oct. 30	Jan. 29
Begin Center for Disability Services & Veterans Office approved early registration	May 21	June 4	Nov. 7	Feb. 16
Current students may register on or after their Registration Access Date and Time	May 26-29	June 8-11	Nov. 9-13	Feb. 16-19
Application Deadline for new students to be able to complete "Getting Started" steps and be ready to register on open registration	May 18	June 1	Nov. 3	Feb. 16
<b>Begin open registration for this term.</b>	June 4, 7 am	June 15, 7 am	Nov. 17, 7 am	March 2, 7 am
<b>Payment deadlines - See below.</b>				
Registration processing closed, this day only	N/A	Aug. 19	N/A	N/A
Regular registration re-opens for all	N/A	Aug. 20	N/A	N/A
Last day to add classes without instructor permission.	June 30, 5:30 pm	Sept. 18, 4:30 pm	Dec. 31, 4:30 pm	April 2, 4:30 pm
<b>Official first day of the Quarter</b>	July 1	Sept. 21	Jan. 4	April 5
100% refund deadline. Self-support and non-standard classes have a different deadline. See Class Schedule.	July 8, 6 pm	Sept. 25, 4:30 pm	Jan. 8, 4:30 pm	April 9, 4:30 pm
Last day to register, or add, or drop a class with no record	July 15, 6 pm	Oct. 9, 4:30 pm	Jan. 15, 4:30 pm	April 16, 4:30 pm
50% refund deadline (20th calendar day) Self-support & non-standard classes may not have a 50% refund, or a different deadline. See Class Schedule.	July 22, 6 pm	Oct. 9, 4:30 pm	Jan. 22, 4:30 pm	April 23, 4:30 pm
Deadline to make change to residency for current quarter (30th calendar day)	July 30	Oct. 20	Feb. 3	May 5
Tuition Payment Plan deadline (35th day of the quarter)	Aug. 4	Oct. 26	Feb. 8	May 10
Last day to drop with a W or change to audit (8th week) Summer (6th week)	Aug. 6, 5:30 pm	Nov. 13, 4:30 pm	Feb. 26, 4:30 pm	May 28, 4:30 pm
Classes end	Aug. 25	Dec. 4	March 15	June 11
Final examinations	Last day of class	Dec. 7-10	March 16-19	June 14-17
Grades posted to transcript	Sept. 2	Dec. 16	March 24	June 23
Holidays (College closed)	July 4, Sept. 7	Nov. 11, 26-27 Dec. 25	Jan. 1, 18, Feb. 15	May 31
No Day or Evening Classes - Campus open	N/A	Nov. 21	N/A	N/A
Commencement	N/A	N/A	N/A	June 18

	Summer 2020	Fall 2020	Winter 2021	Spring 2021
<b>Deadline to pay tuition</b>	5 business days from the date of registration or on the last working day before the start of the quarter, whichever comes first. Once the quarter starts, tuition is due at the time of registration.	August 18, 5:30pm for all registration up to August 18. For all registration after August 20, standard deadlines apply.	5 business days from the date of registration or on the last working day before the start of the quarter, whichever comes first. Once the quarter starts, tuition is due at the time of registration.	5 business days from the date of registration or on the last working day before the start of the quarter, whichever comes first. Once the quarter starts, tuition is due at the time of registration.

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## Accreditation

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation, and the U.S. Department of Education. For further information, contact the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98052, phone 425-558-4224. First accredited in 1948, EvCC's accreditation was reaffirmed on the basis of a year seven evaluation report in 2017.

The Registered Nursing program is accredited by the Accreditation Commission for Education in Nursing, (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone: 404-975-5000, [acenursing.org](http://acenursing.org)

The Everett Community College Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL, 33756, phone: 727-210-2350.

The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.

EvCC's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), PO Box 578, Chapel Hill, NC 27514, phone: 919-593-5205.

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## Vision

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

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## Mission

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

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## Core Themes

### Student Success

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

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

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

### Community Connections and Partnerships

We listen and respond to community needs.

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

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

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

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

### Cultural Pluralism and Global Readiness

We develop cultural competencies in faculty, staff and students.

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

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

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

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

### **Innovation and Leadership**

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

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

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

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

### **Resource Stewardship**

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

We invest in our employees.

We invest in physical facilities to enhance the learning environment.

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

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

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### **Core Values**

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

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

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

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

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

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

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### **Learning Outcomes**

Student Core Learning Outcomes for certificates and degrees

#### **Analytical Thinking**

Students will apply quantitative and/or qualitative reasoning skills to solve problems, evaluate claims and support conclusions.

#### **Effective Communication**

Students will individually and/or collaboratively communicate across multiple expressive modes, applying relevant learned knowledge and demonstrating information literacy and research skills.

#### **Equity and Social Justice**

Students will evaluate the influence of power and privilege, identify shared and unshared meaning, and/or analyze the sources of their perspectives in advancement of equity and social justice.

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### **About Everett Community College**

Founded in 1941, Everett Community College educates more than 19,000 students every year. Students come to EvCC to affordably start their four-year degrees, earn certificates, train for a new job, experience hands-on training in professional and technical programs, learn English, develop basic skills, finish high school, train for a promotion, or to learn for fun. The college offers associate degrees in

Arts and Sciences, Business, General Studies, Science, Fine Arts, and Technical Arts. Certificates of completion are awarded in more than 20 technical and career fields.

Students can also come to EvCC to finish high school, earn a GED, learn to speak English and learn basic reading, writing, and math skills. EvCC faculty and staff work closely with business and industry experts, community leaders, and other educational institutions to provide students with relevant, challenging experiences inside and outside of the classroom.

EvCC is one of 34 community and technical colleges governed by the Washington State Board of Community and Technical Colleges. The college is administered by a five-member board of trustees appointed by Washington state's governor. Current trustees are Bob Bolerjack, Dr. Betty Cobbs (chair), Mike Deller, Jerry Martin, and Toraya Miller (vice chair). EvCC is led by President Dr. Daria Willis.

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## Locations

EvCC's main campus is located at 2000 Tower Street in north Everett. EvCC also offers classes at its East County Campus in Monroe, Aviation Maintenance Technology at Paine Field, Corporate & Continuing Education Center in south Everett, School of Cosmetology in Marysville, Weston High School in Arlington and at several other locations in north and east Snohomish County. Coursework is offered cooperatively at the Tulalip College Center.

The quarterly online class schedule lists all courses and their locations. For maps and directions, visit [EverettCC.edu/Maps](http://EverettCC.edu/Maps)

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## East County Campus

EvCC's East County Campus in Monroe offers complete college degrees and certificates, a full range of college courses, basic skills, and corporate training for students and employers. All student services, such as student advising, placement testing, cashiering, financial aid,

Running Start, and enrollment and registration assistance are also offered at the East County Campus. Visit the East County Campus website at [EverettCC.edu/EastCounty](http://EverettCC.edu/EastCounty).

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## Ocean Research College Academy

The Ocean Research College Academy (ORCA) at Everett Community College is an interdisciplinary, full-time Running Start program that embeds undergraduate research in general education courses.

This cohort-based learning community blends the Associate of Arts and Sciences degree requirements with high school graduation coursework. A research laboratory and fully outfitted research vessel facilitate student-driven research in the local estuary.

Located at the Everett waterfront, ORCA students collect data on the State of Possession Sound, monitoring water quality and the abundance and distribution of marine life. The nature of science and the search for relevant evidence to support and communicate ideas is infused in all disciplines at ORCA, including English, math, history, and other subjects. For more information visit [EverettCC.edu/ORCA](http://EverettCC.edu/ORCA) or email [orca@everettcc.edu](mailto:orca@everettcc.edu)

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## Everett University Center

Students can earn a bachelor's or master's degree on Everett Community College's campus at the Everett University Center. Led by Washington State University, the Everett University Center offers bachelor's and master's degree programs from five universities. Learn more about the programs offered at: [EverettUC.org](http://EverettUC.org) or call 425-405-1600.

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## University Transfer Programs

Students planning to transfer to another college or university after attending Everett Community College have many options and enjoy the benefits of a long tradition of successful transfer relations between EvCC and universities in Washington state. The



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

- **The Associate of Arts and Sciences - Direct Transfer Agreement Degree (DTA)** satisfies the lower division general education requirements of most universities in Washington and several in Oregon, and students enter with junior standing. Students who identify their university major can usually complete most prerequisites or lower division requirements for that major at EvCC within the guidelines of the DTA degree. In fact, for a number of majors it is critically important to complete the lower-division preparatory requirements at EvCC.
- While the DTA degree meets the needs of many students planning to continue their studies in the Arts and Sciences at a university, the Associate in Science degree offers an opportunity for students in engineering, biological and physical sciences to focus on prerequisites for their major as well as some of their general education requirements. Most colleges and universities in Washington state accept the Associate of Science under a statewide transfer agreement.
- **The Associate in Business - Direct Transfer** degree provides students who intend to major in business administration or accounting a smooth transfer to several designated universities in Washington.
- **The Associate in Nursing - Direct Transfer** degree prepares students for licensure as a registered nurse, as well as for transfer to a university for entry into a Bachelor of Science in Nursing completion degree.

- **The Associate in Pre-Nursing - Direct Transfer** degree provides students who intend to enter into a basic RN bachelor's degree program a smooth transfer to several designated universities in Washington.
- Alternatively, transfer students in other selected majors may find that our Associate in Arts and Sciences - Option I, and Associate in Applied Science - Transfer offer additional options for tailoring their EvCC coursework for successful transfer.

## Professional and Technical Programs

Everett Community College offers many professional-technical programs in high-demand occupations. Short-term training, certificates and Associate in Technical Arts (ATA) degrees provide many options for students seeking to sharpen skills and enter or advance within their careers.

In order to prepare students for employment, all professional-technical areas of study provide courses with content and skills specific to that occupation. In addition, our programs provide students with technology, human relations and communication skills as they relate to the workplace.

The college relies upon advisory committees, made up of representatives from management and labor in the occupational fields associated with each degree, to help develop and maintain innovative courses by incorporating current skills standards and competencies necessary for successful employment. Liaisons with business and industry in researching employment and training needs are also provided.

Rapidly advancing technologies create the possibility that workers will retrain several times during their lifetime. The college collaborates with the Washington State Department of Social and Health Services, Washington State Employment Security Department, Division of Vocational

Rehabilitation, Workforce Snohomish, and many community-based organizations in providing training, retraining, and job-skill upgrades. The college works with labor to provide several areas of specific training for apprentices.

Although the primary goal of professional-technical education is to prepare students for immediate employment, students may be able to transfer some of their professional technical course work to a university for further education toward a bachelor's degree.

Many of the professional-technical programs offered at EvCC have transfer agreements with other colleges and universities.

Several of Washington state's community and technical colleges are offering a four-year program, the Baccalaureate of Applied Science (BAS). These four-year baccalaureate degrees are specifically designed to allow students to earn a bachelor's degree with a specific program of study in a professional/technical vocation.

EvCC has articulated agreements with many of the four-year universities throughout the state and colleges that offer BAS degrees. Completion of an ATA pathway of study may be matriculated to one of these institutions.

Other professional-technical programs have stackable certificates. Stacking different certificates from the same discipline, students may be able to earn a two-year degree with transferability such as the AAS-T degree.

Additionally, many professional-technical courses are articulated with K-12 programs through the CTE Dual Credit program, formerly known as Tech Prep. Students should check with a program advisor for credit eligibility requirements.

Curriculum guides in all professional-technical areas are available to assist students in planning programs. Refer to the courses section of this catalog for information about

programs in your interest area, call Enrollment Services for additional information, or view the curriculum guides on the web at [EverettCC.edu/CGuides](http://EverettCC.edu/CGuides).

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## **Transitional Studies**

Everett Community College offers courses for adults who wish to improve their basic skills, upgrade job employment skills, or prepare for college-level courses. Classes are offered in the day and evening, both on- and off-campus. Students can take classes to finish high school, take classes to prepare to take the GED, learn to speak English, and learn basic reading, writing, and math skills.

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## **Corporate & Continuing Education Center**

EvCC's Corporate & Continuing Education Center (CCEC) meets business and industry training needs by developing and delivering high-quality customized training, professional development, small business acceleration, and personal interest courses and programs throughout Snohomish County and the Puget Sound region.

CCEC conducts open-enrollment, non-credit classes that begin every week and are offered online or during the day, evening and weekend in Arlington, Everett, Bothell and Kirkland. Customized training can be delivered on-site or at any of the CCEC training locations across the region.

CCEC is headquartered in Everett at 2333 Seaway Boulevard. The Everett location features 16 training rooms and computer labs, ample parking, and conference rooms. Rooms are available for rent to organizations for training and events. Visit [EverettCC.edu/CCEC](http://EverettCC.edu/CCEC) for a complete list of training programs and services.

Courses and certificate programs that are offered in Bothell and Kirkland are part of a partnership between EvCC, Lake Washington Institute of Technology and Cascadia College. Visit [EverettCC.edu/Eastside](http://EverettCC.edu/Eastside) for more

information about Eastside training programs and services.

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## Senior Opportunities

Everett Community College offers a variety of educational and personal enrichment opportunities for seniors age 60 and older in a selection of credit and non-credit classes.

The quarterly class schedule of Corporate & Continuing Education Center courses features a number of reasonably priced offerings in computer skills, fitness, writing, world languages, arts and crafts, dance, travel and much more. Many regular college credit classes are available to seniors for audit (non-credit) enrollment on a space-available basis for reduced tuition. See the college's quarterly online class schedule for information about utilizing the Senior Citizen tuition reduction program or contact Enrollment Services.

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## eLearning

The eLearning Department supports EvCC's online, hybrid and web-enhanced courses as well as the college's learning management system (Canvas) student success technology (Starfish), and other educational technologies.

Online courses replace all face-to-face time with online instruction. All or nearly all course activities and interactions between students and instructors are performed online (with the exception of some classes requiring on-campus or proctored exams).

Hybrid courses replace a portion of face-to-face time with online instruction. The remaining portion of the course takes place on campus.

Web-enhanced classes meet regularly in person on campus but require the use of online resources or tools, such as Canvas, to complete some or all coursework. These classes are fully accredited and equivalent to on-campus classes in terms of credit earned and acceptability for transfer.

Students should have strong organizational, reading, and writing skills to

do well in online, hybrid, and web-enhanced courses, as well as reliable access to the internet.

It is possible to earn the Associate in Arts and Sciences – DTA (the direct transfer degree) or the Associate in General Studies degree online. Courses that apply to these degrees are available each quarter; check the quarterly class schedule for more information. EvCC also offers an online certificate program in Medical Coding.

For general information about eLearning opportunities, call 425-388-9027 or 1-866-575-9027, send an email to [elearning@everettcc.edu](mailto:elearning@everettcc.edu) or visit our website at [EverettCC.edu/eLearning](http://EverettCC.edu/eLearning).

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## High School Partnerships

Everett Community College participates in a wide variety of relationships with local high schools, and offers several programs aimed at building the achievement of young students.

EvCC's Diversity & Equity Center and Outreach & High School Programs departments offer events throughout the year for students in elementary, middle, and high school that engage students in college and career planning, such as Trojan Day and the Students of Color Career Conference.

Enrollment in college courses is provided through dual credit programs as Running Start, CTE Dual Credit, College in the High School, and Youth Re-Engagement (U3), all of which help students complete their high school graduation requirements.

Admission processes for these programs differ from regular college admission and are described in the next section of this catalog.

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## International Opportunities

### Nippon Business Institute and Japanese Cultural Center

The Nippon Business Institute and Japanese Cultural Center (NBI) is a cultural resource center that consists of a

traditional tea room and a Japanese garden (Nishiyama Japanese Garden).

NBI provides the foundation for achieving awareness and skills in culture, history, and communication to our campus and global community. The primary mission of the NBI is to bridge Japanese and American cultures.

NBI conducts workshops and seminars on Japanese language, culture, history, business relations, cooking, and art (calligraphy, flower arrangement, tea ceremony/lessons etc.) It also provides customized consulting and training services to the community wanting to improve their Japan –U.S. relationships.

Annually, NBI hosts cultural exchange programs providing Japanese students with valuable experiences in our community; and American students the resources/opportunities to study in Japan. The Nishiyama Japanese garden is open to the community. Contact the NBI at [nbi@everettcc.edu](mailto:nbi@everettcc.edu), 425-388-9195, or go to [EverettCC.edu/NBI](http://EverettCC.edu/NBI).

### **Northwest Language Center and World Languages**

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

The NLC offers: international study-abroad and exchange programs, customized on-site Spanish language instruction to meet the needs of local businesses, government agencies and educational institutions, general on-campus conversational workshops in many languages, travel workshops, translation services, interpretation referral services, and educational and entertaining cultural events. Contact the NLC at 425-388-9499, or go to [EverettCC.edu/NLC](http://EverettCC.edu/NLC).

### **Study Abroad**

Enrichment, growth, and meaningful learning can be experienced in travel and study abroad. Opportunities for study in Indonesia, Dominican Republic, Italy, Spain, Japan, and Ecuador are available through EvCC. Visit the study abroad web page at [EverettCC.edu/StudyAbroad](http://EverettCC.edu/StudyAbroad) for more information.

### **International Student Programs**

Everett Community College enjoys several partnerships with overseas schools and colleges, and has agreements that enable students from those institutions to complete an associate degree at EvCC.

Any student age 16 or older who has successfully completed a secondary school program in another country or is interested in high school completion at EvCC is encouraged to apply for admission.

EvCC offers an Academic English Language program for international students, as well as specialized advising services, orientation, homestay referrals, international student club, and university transfer assistance. See International Student Admission in the International Education section for more information or visit [EverettCC.edu/International](http://EverettCC.edu/International).

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### **The Arts at EvCC**

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

Students pursuing the Associate in Fine Arts degree select one area of concentration and also complete coursework in at least three related disciplines. The programs emphasize proficiency in the use of tools, techniques and processes, critical thinking, and the ability to communicate verbally and in writing. Students who earn a degree complete the program with a portfolio of

work for consideration by transfer institutions, evaluation by potential employers, or for their own personal use.

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

## Learning Communities

Learning Communities are created through co-registration (block scheduling) that links two or more existing courses. Students take the courses together and have an opportunity for deeper understanding and integration of the subjects and materials being studied. The communities are usually structured around a theme, allowing students to think critically and to look at issues from multiple perspectives. The format provides greater interaction between students and between students and teachers, and supports students by creating social networks.

Some learning communities are organized around an academic major or program at the college, such as the Ocean Research College Academy (ORCA). Other Learning Communities are organized around a specific interest, such as nonviolence, the stress of social problems, or cultural awareness. Still other Learning Communities link a skill-focused course (e.g., English Composition) with a content-focused class (e.g., Geology).

Some of the advantages of taking a Learning Community are:

- Since more than one course is shared with the same classmates, the result is a friendly, supportive learning environment in which friendships are easily made.
- Learning Communities increase opportunities to learn more effectively. Assignments are coordinated between the courses, which helps students to manage their time and earn better grades.
- Instructors often focus on a central theme or question. This helps make class discussions and

assignments more interesting and stimulating.

- Students learn how to build connections between ideas and disciplines. This not only supports the linked courses, but benefits future study, work, and life situations also.
- Options to learn about and gain skills for the work world are offered through the Service Learning component of some learning communities.

Learning Communities are linked classes, and students seeking to drop one class and not the other must receive written instructor permission to remain in the class. For descriptions of Learning Communities offered each quarter, see the college's online class schedule.

## ADMISSION

### Getting Started

The Enrollment Services office provides primary entry services to prospective students. Enrollment Services coordinates application, admission, assessment/testing, and registration processes. You can also discover more about Everett Community College on our website at [EverettCC.edu](http://EverettCC.edu). Email inquiries may be sent to [admissions@everettcc.edu](mailto:admissions@everettcc.edu).

### Eligibility to Attend

To attend Everett Community College through regular admission and registration, a student must be a high school graduate, have earned a GED, or be at least 18 years of age by the first day of the intended start quarter.

Special admission requirements for students still in high school or under the age of 18 are described below.

Persons who wish to attend EvCC while still in high school may be considered for enrollment through Running Start, CTE Dual Credit, College in the High School, or Youth Re-Engagement and Special Admission for

Underage Students. See those sections on the next page for more information about those options. All options require some advance planning and application.

Students age 16 and over who meet the provisions of “Title III- Adult Education Program” may enroll in certain adult basic education classes for the purposes of improving basic skills or completing their high school diploma or GED or participating in English Language Acquisition classes.

Note: Special admission requirements for international students. Please refer to International Student Admissions for more information.

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

To gain admission and continue enrollment, a student must be competent to benefit from the curricular offerings of the college as described by the EvCC’s Satisfactory Progress, Low Scholarship and Academic Probation policies, and by demonstrating conduct that is not disruptive to the learning environment but is consistent with the purpose of the institution.

### **Getting Started Process Summary**

The Getting Started checklist is available on EvCC’s website at [EverettCC.edu/GetStarted](http://EverettCC.edu/GetStarted), and in handout form to assist students in navigating college processes.

#### **1. Explore our Educational Pathways**

Find the right one for you!  
[EverettCC.edu/Pathways](http://EverettCC.edu/Pathways)

#### **2. Apply Online for Admission**

Your acceptance email or letter will include your Student ID number and PIN.  
[EverettCC.edu/Admissions](http://EverettCC.edu/Admissions)

#### **3. Find Ways to Pay for College**

Learn about your funding options.  
[EverettCC.edu/WaysToPay](http://EverettCC.edu/WaysToPay)

#### **4. Complete Orientation**

New students must complete orientation

before registering for classes.  
[EverettCC.edu/Orientation](http://EverettCC.edu/Orientation)

#### **5. Establish Placement for Classes**

Most students need math and English placement before registering for classes. Visit [Everettcc.edu/placement](http://Everettcc.edu/placement) for a list of placement options.

#### **6. Complete Entry Advising & Select a Pathway**

Students are required to complete entry advising before selecting first quarter classes. Advising is available at both EvCC’s Everett and East County campuses. See hours and contact information:  
[EverettCC.edu/Advising](http://EverettCC.edu/Advising)

#### **7. Register & Pay for Classes**

Register and pay in person or online at [EverettCC.edu/MyEvCC](http://EverettCC.edu/MyEvCC). See payment deadlines at [EverettCC.edu/Deadlines](http://EverettCC.edu/Deadlines)

## **Admission and Getting Started Details**

### **Applying for Admission**

**New Students:** Applications from new students are accepted any time, though we recommend applying at least three months in advance of the quarter you’d like to start in order to complete the “Getting Started” steps and be ready to register at the start of open registration. For more information, visit [EverettCC.edu/GetStarted](http://EverettCC.edu/GetStarted).

New students who apply for one quarter and then change plans to attend a different quarter do not need to complete a new application.

### **Students Returning after an Absence:**

Students who maintain continuous enrollment do not need to re-apply for admission each term; instead they receive early registration access times to register for each upcoming term. Students who have been absent more than two quarters and wish to return may register during Open Registration. Students may update their contact information through the MyEvCC student portal.

Admission to the EvCC does not guarantee admission to a particular program or

course. Students should consult the catalog or curriculum guide for specific admission requirements for major fields or programs of study. Curriculum guides are available at [EverettCC.edu/CGuides](http://EverettCC.edu/CGuides).

### **Admission Procedures for Transfer Students**

New Transfer students should follow and complete the Getting Started at [EverettCC.edu/GetStarted](http://EverettCC.edu/GetStarted).

Request that official transcripts from other colleges attended be mailed to the Enrollment Services office at Everett Community College. It is your responsibility to contact other institutions and request that transcripts be forwarded to the Enrollment Services office. It is also a good idea to request an additional unofficial copy for your personal records. Your transcripts are used for advising purposes.

If you have college credits that you would like applied toward your EvCC degree program, we will evaluate your transcripts upon your written request. A Credit Evaluation Request form is available at [EverettCC.edu/StudentForms](http://EverettCC.edu/StudentForms). See also the section below on Transfer Credit Policies.

EvCC does not count previous grades or credits in determining registration priority.

Admissible students are sent information about placement, orientation, advising, and registration. See below.

### **Placement**

New students who wish to register more than seven credits or who are planning to enroll in classes with Math and/or English prerequisites, must obtain English and Math placement prior to registering for classes. Placement requirements assist students and advisors in selecting the right courses for student success. The following programs are exempt from placement requirements: Welding (certificate), Fire Science 100, Medical Transcription, and Medical Coding.

### **Placement via Testing**

EvCC offers the Accuplacer test for students unable to obtain placement via

other methods. (See Placement via Other Methods). Testing costs \$33.70 and test results are valid for two years and English test results are valid for five years.

Students are allowed two retakes for a reduced fee of \$11.24 within two years of their initial test. Testing is available at regularly scheduled times through the Testing Center, which are posted at [EverettCC.edu/Testing](http://EverettCC.edu/Testing), or call 425-388-9288.

Required fees must be paid prior to testing at the Cashiers Office and the receipt and photo ID must be presented before entering the testing room. The receipt is non-refundable and non-replaceable if lost.

### **Placement via Other Methods**

Students may submit a placement form (along with transcripts and/or test scores) available at [EverettCC.edu/StudentForms](http://EverettCC.edu/StudentForms) to request a free evaluation to determine the Accuplacer placement test is needed. Placement may be determined if students provide any or a combination of support documents demonstrating the following:

- Completed intermediate algebra or higher, and/or English composition courses at another regionally accredited college
- Accuplacer, or Asset placement test scores from another college, provided the math scores are no more than 2 years old and the English scores are no more than 5 years old
- Graduated from a Washington State high school with a 2.5 GPA within the past five years for English placement and/or completed an approved high school math course within the past two years with grades of C+ or higher in each semester of that course for math placement
- Completed the Smarter Balanced Test (SBAC) with or score of 3 or 4 within the past two years, while in high school for English placement and in addition to those test scores

for Math placement earned a B or higher grade in each semester of an Algebra II course or higher on a Washington State high school transcript

- Completed the Math GED exam within the last two years with a score of 165 or higher
- Completed certain approved AP tests with a score of 3 or higher for Math and 4 or higher for English
- Completed the SAT/PSAT within the past two years with scores of 480 or higher score in Reading and Writing and/or a 520 or higher in Math
- Completed the ACT within the past two years with a 19 or higher score in Reading and 7 or higher score in Writing and/or a 22 or higher score in Math

Placement in a course via testing or other methods does not imply waiver of any course prerequisites. All students must meet all course prerequisites, which may be stated in terms of eligibility for or successful completion of specific courses. Course prerequisites are noted with the course description in the Courses section of this Catalog or at [EverettCC.edu/Classes](http://EverettCC.edu/Classes).

### **Placement Reciprocity**

At all Washington community and technical colleges, system policy states that, a student who qualifies for entry into a Math or English class, either through course completion or local skills assessment, will be considered to have equivalent placements in those disciplines at every community and technical college in the state even if the course titles may not be exact equivalents. Placement reciprocity is embedded in the placement process here at EvCC.

### **Mandatory Orientation and Advising**

As part of the entry and registration process, orientation and advising are available to newly admitted students.

Orientation is mandatory for all new students and some students who have

participated in off-campus college-level courses while still in high school. Students may complete orientation online at their own pace or attend an in person session in a computer lab on campus.

Entry Advising is mandatory for all new students. Advisors aid students in planning their class schedules, selecting a pathway, and identifying goals and success strategies. Degree-seeking students are recommended to meet with their faculty advisors at least once each quarter. Visit [EverettCC.edu/Advising](http://EverettCC.edu/Advising) for information about entry advising and for a list of majors and programs that are exempt from the entry advising requirement.

All students are required to complete Mandatory Educational Plan advising with a faculty advisor prior to registering for their third quarter of classes. Mandatory advising is satisfied when students complete a degree plan with their advisor.

### **College Success Course**

New degree-seeking students are required to take the college success course. Most students take COLL 101 College Success. During entry advising, students will be advised into the appropriate college success course for their goals.

### **International Student Admission**

Everett Community College welcomes qualified international students. The International Admissions Team will answer questions about the application process and provide services during enrollment. Applications are accepted for all quarters. To apply as an International Student, email the following to [intadm@everettcc.edu](mailto:intadm@everettcc.edu):

1. Submit an International Student Application (available at [EverettCC.edu/International](http://EverettCC.edu/International)). Aviation, Avionics, Cosmetology and Welding majors have additional admission requirements.
2. Submit official transcript(s) of courses and grades from secondary school (high school) and from college or university, if attended. Students who have not graduated from high school will generally



attend the High School Completion program.

3. Submit a current (within the last six months) financial statement certifying the ability to pay for the costs of education and accommodation in the United States for at least one academic year (nine months).

4. Submit \$40 non-refundable application fee. This may be paid via U.S. check, money order, or credit card.

5. Submit TOEFL results, if taken. EvCC does not require the TOEFL, however, students who have taken TOEFL, IELTS or completed ELS program, level 109 may be able to use their scores for class placement.

6. Submit a copy of the student's passport photo page

7. If you are an international student currently attending college in the United States, you must also submit a Transfer In Verification Form (available at [EverettCC.edu/International](http://EverettCC.edu/International)), a copy of the visa page of your passport, and a copy of all previously issued I-20s.

EvCC is authorized under federal law to enroll non-immigrant students. Inquiries should be addressed to: Everett Community College, International Education Office, 2000 Tower Street, Everett, WA 98201-1390, U.S.A. Send email to [intadm@everettcc.edu](mailto:intadm@everettcc.edu). Our website has additional information for international students, including local information, homestay and student housing options, student activities, and more. Go to [EverettCC.edu/International](http://EverettCC.edu/International).

## Dual Credit Programs and Underage Admissions

EvCC has a variety of options for students currently in high school, or in some cases no longer in high school, to participate in college courses.

### Running Start

The Running Start program provides tuition-free, college-level courses for high

school juniors and seniors to take at one of our EvCC campuses or online.

Credits earned through EvCC may be used to meet both high school and college requirements. While attending college classes, services and activities, except financial aid and athletics, are available.

To qualify for Running Start, a student must:

- be under 21 years of age;
- be enrolled as a junior or senior in a Washington state public high school;
- have earned less than enough credits for a high school diploma as of the beginning of the year; and
- submit placement documentation for English and Math to Outreach & High School Programs in Enrollment Services.

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

## College in the High School

College in the High School (CHS) is a cooperative program between local school districts and the college.

EvCC's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships, [nacep.org](http://nacep.org).

The CHS program allows high school students the opportunity to earn EvCC college credit while simultaneously earning their high school credit for approved advanced high school courses. The courses are taught by qualifying high school teachers who work closely with EvCC faculty mentors to ensure that the work that the students perform in the high school course is equivalent to the EvCC course.

The courses are transferable to most universities and are often related to Advanced Placement offerings in the high school. Students pay a flat fee and receive college credit and grades upon successful completion. This program is coordinated

by the Corporate & Continuing Education Center. Questions about the College in the High School program may be directed to 425-267-0153, or go to [EverettCC.edu/CHS](http://EverettCC.edu/CHS).

### **CTE Dual Credit**

High school students can earn college credit for completing high school courses taught in their high school through EvCC's CTE Dual Credit program.

High school students register in select vocational and technical courses which meet performance standards and are eligible for college credit. CTE Dual Credit courses prepare students for post-secondary education and gives them a foundation for entering a globally diverse workforce. For more information students are encouraged to speak to their teachers or their counselor.

Students may also email [cte@everettcc.edu](mailto:cte@everettcc.edu). A full description of this program is available at [EverettCC.edu/CTEdualcredit](http://EverettCC.edu/CTEdualcredit)

### **Youth Re-Engagement (U3)**

The Youth Re-Engagement Program was created to provide educational opportunities with a strong connection to career development for youth age 16-21 who have dropped out of high school.

Youth Re-Engagement pays all tuition, fees, and textbook costs, making EVCC attendance FREE for the student. Students have the option of pursuing a high school diploma, an Associate's degree, a short-term certificate, or any combination thereof. Admission to the Youth Re-Engagement program requires that prospective students:

- do not have a high school diploma (a GED is OK)
- are between the ages of 16-21 (must be under 21 by Aug. 31 of current year to enroll)
- have been out of school at least 60 days
- are a Washington state resident

- have a reading level of at least 8th grade or higher on a standardized test that U3 staff administers

For more information or to sign up for an information meeting call 425-259-8738.

### **Special Admission for Underage Students**

During Fall, Winter and Spring quarters, students who are under the age of 18, and who have not completed high school or a GED, and who are not in the Running Start program, may enroll upon approval from the Outreach & High School Programs office for special admission. Application for special admission must be submitted at least two weeks prior to the quarter. Contact the Outreach & High School Programs office at 425-388-9040.

### **SummerSmart**

Summer quarter offers many opportunities for students under the age of 18 who have not yet earned their high school diploma or GED. Enrollment in classes for either personal interest or to meet high school requirements is allowed following placement. Go to [EverettCC.edu/SummerSmart](http://EverettCC.edu/SummerSmart)

## **TRANSFER CREDIT POLICIES**

Everett Community College recognizes academic credits earned at other regionally accredited post-secondary institutions. Equivalencies are assessed based on academic level and core learning outcomes. Courses that do not have a clear match to our catalog courses are assigned a non-catalog course number (777), to allow credit to be awarded within a specific academic discipline. Other sources of education, such as nationally accredited institutions, prior learning experiences, or tests may be considered; as described in one of the five options below.

Credentials Evaluations are processed for students who have previously attended or are currently registered for classes at Everett Community College.

To request for a Credentials evaluation, a student needs to submit a Transfer Credit Evaluation Request form (at [EverettCC.edu/StudentForms](http://EverettCC.edu/StudentForms)), along with sealed, official transcripts. Credentials evaluation takes about 4-6 weeks, so early action is recommended. Contact Enrollment Services for more information.

Transcripts submitted to EvCC will not be released to either the student or another entity.

### **General Transfer Credit Practices**

An official credit evaluation is completed based on official transcripts and records; an official transcript is one that is produced and sealed by the originating institution and delivered or mailed unopened to the Enrollment Services office.

At this time, EvCC only accepts electronic transcript submission through the sending school's 3rd party transcript delivery services, e.g. National Student Clearinghouse, Parchment services, or from within the Washington state community and technical college system.

Because completion of at least 30 EvCC credits are required for eligibility for an associate degree, a maximum of 60 quarter credits may be applied as transfer credit toward a degree. A maximum of two-thirds of the credits required for a certificate may be applied as transfer credit.

Only those credits that meet certificate or degree requirements may be applied.

Semester credits earned at another college or university are converted to quarter credits on a basis of 1.5 quarter credits for each semester credit. For example, 3 semester credits = 4.5 quarter credits.

EvCC does not grant credit for religion or theology courses that are sectarian in nature.

Credit for life or work experience, or advanced standing, given by another institution is not transferable to EvCC.

Transfer credit will not be awarded for duplicate coursework.

For certain programs, some credits may be non-applicable due to their age.

Generally, only lower-division (100 and 200-level) coursework (or equivalent) will be considered. Exceptions may be granted on a case by case basis.

Awarded transfer credits from transcript evaluation will only be shown in the student's Degree Planner, not on the EvCC transcript.

Awarded transfer credits do not count towards the student's EvCC GPA.

### **Articulation and Reciprocity**

EvCC subscribes to the statewide policy on inter-college transfer and articulation among Washington public and private colleges and universities endorsed by the public and private colleges and universities of Washington and the State Board for Community and Technical Colleges and adopted by the Washington Student Achievement Council. This policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes. For more detailed information, contact Enrollment Services.

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science - Transfer (AS-T) degree. Students who completed an individual course that met distribution degree requirement(s) or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements.

If courses do not transfer as expected, contact the credit evaluator in Enrollment Services about the reciprocity review. The

policies and procedures can be found on our website, [EverettCC.edu/TransferCredit](http://EverettCC.edu/TransferCredit), or in the Enrollment Services office.

## Transfer Credit Options

### 1. Credit from Regionally–Accredited Colleges and Universities

Credit from regionally-accredited colleges and universities may be applied toward any of our certificates and degrees, meeting either Distribution Area requirements or electives, at the discretion of the credential evaluator and/or program advisor.

### 2. Nationally–Accredited Post–Secondary Institutions

Transcripts from schools which are not regionally accredited, but are accredited by national agencies, such as the Accrediting Commission of Career Schools and Colleges of Technology, Distance Education and Training Council, and the Association for Biblical Higher Education, may be reviewed and considered for credits.

A maximum of 60 credits for courses completed at nationally-accredited post-secondary schools may be applied toward EvCC’s non-transfer degree/certificates (Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science – Option 1).

For university transfer programs (DTA): Credit is applicable only to the “B” list electives (15 credits maximum). Be aware that some other colleges and universities may not accept these credits.

### 3. International Colleges and Universities

Credit from non-U.S. colleges and universities, recognized within their educational systems, may be applied toward any of our certificates and degrees, meeting either requirements or electives, at the discretion of the credential evaluator and/or program advisor.

An initial evaluation is required to be completed by an outside evaluation

agency that is a member of NACES. They will require an official copy of your transcript, and their report will need to be submitted to EvCC. Please also submit an official transcript, as well as a copy of the catalog or course descriptions to EvCC.

The Enrollment Services office can provide more details about this process and how to contact one of these agencies. More information is available at [EverettCC.edu/TransferCredit](http://EverettCC.edu/TransferCredit).

### 4. Credit by Testing

#### AP, CLEP, IB, and CI (Advanced Placement Examinations, College Level Exam Program, International Baccalaureate Examinations, and Cambridge International Examination)

EvCC will grant credits for AP, CLEP, IB and CI based on the Level (if applicable) of the examinations and scores received. A maximum of 60 AP, CI and IB credits may be applied toward our degrees, meeting Distribution Area requirements or electives, at the discretion of the credential evaluator and/or program advisor.

#### Advanced Placement Examinations (AP)

Official Score reports are required. For Score Reports, please visit [collegeboard.org](http://collegeboard.org)

Examination	Score	EvCC Equivalency	Quarter Credits
Art–Art History	3, 4, or 5	ART& 100	5
Art–Studio Drawing	3	Elective (A)	5
Art–Studio Drawing	4, or 5	ART 115	5
Art–2D Design	3, 4 or 5	Hum Distribution	5
Art–3D Design	3, 4 or 5	Hum Distribution	5
Biology	3, 4 or 5	BIOL& 100	5
Calculus AB	3, 4, or 5	MATH& 151	5
Calculus BC	3, 4, or 5	MATH& 151 and 152	10
Chemistry	3, 4	CHEM& 121/1615/	5.5
Chemistry	5	CHEM& 161 and 162	11
Chinese Lang & Culture	3, 4	CHIN& 121	5
Chinese Lang & Culture	5	CHIN& 121 and 122	10

Computer Science A	3	Elective	5	Latin Virgil	4	Hum Distribution	5
Computer Science A	4 or 5	CS& 141	5	Latin Virgil	5	Hum Distribution	10
Computer Science AB3, 4, or 5		Elective	5	Music – Listening & Lit	3, 4, or 5	MUSC& 105	5
Comp Science Principles	3, 4, or 5	CS 110	5	Music – Theory	3, 4, or 5	MUSC& 141	5
Economics (Macro)	3, 4, or 5	ECON& 202	5	Physics 1	3	PHYS 777	5
Economics (Micro)	3, 4, or 5	ECON& 201	5	Physics 1	4 or 5	PHYS& 114	5
English – Lang & Comp	3	Elective	5	Physics 2	3	PHYS 777	5
English Lang & Comp	4, 5	ENGL& 101	5	Physics 2	4 or 5	PHYS& 115	5
English – Lit & Comp	3, 4, or 5	Humanities	5	Physics B	3, 4 or 5	PHYS 777	5
Environmental Science	3	ENVS& 100	5	Physics C (Mech)	3	PHYS 777	5
Environmental Science	4, 5	ENVS& 101	5	Physics C (Mech)	4 or 5	PHYS& 241 and 231	5
French – Language	3	FRCH& 121	5	Physics C (E&M)	3	PHYS 777	5
French – Language	4	FRCH& 121 and 122	10	Physics C (E&M)	4 or 5	PHYS& 243 (no lab credit)	4
French – Language	5	FRCH& 121, 122, 123	15	Psychology	3	Elective (A)	5
French – Literature	3	FRCH& 121	5	Psychology	4 or 5	PSYC& 100	5
French – Literature	4	FRCH& 121 and 122	10	Spanish – Language	3	SPAN& 121	5
French – Literature	5	FRCH& 121,122, 123	15	Spanish – Language	4	SPAN& 121 and 122	10
Geography – Human	3, 4, or 5	GEOG 777S	5	Spanish – Language	5	SPAN& 121, 122, 123	15
German – Language	3	GERM& 121	5	Spanish – Lit & Culture	3	SPAN& 121	5
German – Language	4	GERM& 121 and 122	10	Spanish – Lit & Culture	4	SPAN& 121 and 122	10
German – Language	5	GERM& 121, 122, and 123	15	Spanish – Lit & Culture	5	SPAN& 121, 122, and 123	15
Government & Pol US	3	Elective	5	Statistics	3, 4 or 5	MATH& 146	5
Government & Pol US	4, 5	POLS& 202	5				
Government – Comparative	3	Elective	5				
Government – Comparative	4, 5	POLS& 101	5				
History – American (US)	3	HIST& 146	5				
History – American (US)	4 or 5	HIST& 146 and 147	10				
History – European	3	HIST 111	5				
History – European	4 or 5	HIST 111 and 112	10				
History – World	3	HIST 103D	5				
History – World	4 or 5	HIST 103D	5				
Italian – Lang	3 or 4	ITAL& 121	5				
Italian – Lang	5	ITAL& 121 and 122	10				
Japanese – Lang	3 or 4	JAPN& 121	5				
Japanese – Lang	5	JAPN&121 and 122	10				
Latin Literature	3, 4 or 5	Hum Distribution	5				
Latin Lit/Culture	3,4, or 5	Hum Distribution	5				
Latin Virgil	3	Elective (A)	5				

### College Level Exam Program (CLEP)

Official Score Reports are required. For official reports, please visit [collegeboard.org](http://collegeboard.org)

<b>CLEP Examination</b>	<b>Min.Score</b>	<b>EvCC Equivalency</b>	<b>Quarter Credits</b>
Financial Accounting	50	ACCT& 201	5
Financial Accounting	65	ACCT& 201 and 202	10
Principles of Management (Needs culminating project)	50	BUS 200	5
Principles of Marketing (Needs culminating project)	50	BUS 150	5
American Literature	50	ENGL 240	5
Analyzing & Interpreting Lit. (Must write and submit the optional essay)	50	ENGL& 111	5
English Literature (Must write and submit the optional essay)	50	ENGL 229	5
College Composition Modular	50	ENGL& 101*	5
History: US I	50	HIST& 146	5
History: US II	50	HIST& 148	5
History: Western Civilization I	50	HIST 111	5
History: Western Civilization II	50	HIST 112 5	
Humanities	50	HUM& 101	5
Information Systems and Computer Applications	50	IT 101	5
French	51	FRCH&123	5
French	63	FRCH& 123 and 223	10
German	51	GERM& 123	5
German	65	GERM& 123 and 223	10
Spanish	51	SPAN& 123	5
Spanish	67	SPAN& 123 and 223	10
College Mathematics	50	MATH& 107	5
College Algebra	50	MATH 138	5
Precalculus	50	MATH& 141	5
Calculus	50	MATH& 151	5

American Government	50	POLS& 202	5
Introductory Psychology	50	PSYC& 100	5
Human Growth and Development	50	PSYC& 200	5

\*Students must submit the written portion of the exam to be graded for consideration for credit for ENG&101.

Please note that some other colleges and universities may not accept these credits. For transfer degrees, credits awarded for CLEP generally can only be applied as B List (Restricted) Electives, maximum 15 credits.

### **International Baccalaureate**

**Official IB Score reports are required.**

<b>IB SL/HL Exam</b>	<b>Score</b>	<b>EvCC Equivalency</b>	<b>Credits</b>
African History	4	ELECT (A)	5
African History	5 or above	HIST 777D	5
American History	4	Elective (A)	5
American History	5 or above	HIST& 146 or 147 or 148	5
Language A	4	Elective (A)	5
Arabic A,	5 or above	World Language	5
Chinese A,			
French A,			
Japanese A,			
Russian A,			
Spanish A			
Language B	4	Elective (A)	5
Arabic A,	5 or 6	World Language	5
Chinese A,	7	World Language	10
French A,			
Japanese A,			
Russian A,			
Spanish A			

Art/Design	4	Elective (A)	5
	5 or above	Humanities distribution	5
Biology	4	Elective (A)	5
Biology	5 or above	BIOL& 100	5
Business & Management	4 or above	Elective (A)	5
Chemistry	4	Elective (A)	5
	5	CHEM& 121 or 161	5
	6 or 7	CHEM& 121 or 161, or 162	5
Computer Science	4 or above	Elective (A)	5
Design Tech	4	Elective (A)	5
	5 or above	ENGR& 104	5
East/Southeast	4	Elective (A)	5
Asia & Oceania	5 or above	HIST 777D	5
History			
Economics	4	Elective (A)	5
	5	ECON& 201	5
	6 or 7	ECON& 201 and 202	10
English A	4	Elective (A)	5
Literature	5 or above	ENGL& 111	5
English A	4	Elective (A)	5
Language & Literature	5 or above	ENGL& 101	5
European	4	Elective (A)	5
History	5 or above	HIST 111 or 112	5
Geography	4	Elective (A)	5
	5 or above	GEOG 777S	5
Global Politics	4 or above	Elective (A)	5
Information	4 or above	Elective (A)	5
Technology			
Mathematics	4	Elective (A)	5
	5 or 6	MATH& 142	5
	7	MATH& 151	5
Further Mathematics	4	Elective (A)	5



	5 or above	MATH& 151	5
Music	4	Elective (A)	5
	5 or above	MUSC& 105	5
Philosophy	4	Elective (A)	5
	5 or above	PHIL& 101	5
Physics	4	Elective (A)	5
	5 or above	PHYS& 114, 115, and 116	15
Psychology	4	Elective (A)	5
	5 or above	PSYC& 100	5
Social & Cultural	4	Elective (A)	5
Anthropology	5 or above	ANTH& 206D	5
Sports, Exercise & Hlth Science	4 or above	Elective (A)	5
Theatre	4	Elective (A)	5
	5 or above	DRMA& 101	5
Visual Arts	4	Elective (A)	5
	5 or above	ART& 100	5

### CI – Cambridge International Examination

Official Cambridge International Examination results are required.

A – level exam with a passing grade or above will be awarded Electives (A List) credits.

### 5. Extra-Institutional Learning

#### Military Training

EvCC uses recommendations made by the American Council on Education as a guide when evaluating military training and education records. Request your Joint Services Transcript at: <https://jst.doded.mil>

Upon your request, they will send a copy to us.

For the U.S. Air Force, please go to Community College of the Air Force

(CCAF).  
<https://www.airuniversity.af.edu/Barnes/CCAF/>

A maximum of 60 credits for military training and education may be applied toward EvCC's Associate in Technical Arts, Associate in Fine Arts and Associate in Arts and Science – Option I as meeting requirements. A maximum of 60 ungraded credits may be applied toward the Associate in General Studies. For the associate degrees designated as university transfer, military credit, with the exception of limited Physical Education credit, is generally applicable only as "B" list electives.

Per VA regulations, students using VA education benefits must submit official military transcripts and all previous college transcripts for transfer credit

evaluation. VA does not pay for repeated credits.

### **Approved Certificates and Training Programs – Fee: \$33.70**

EvCC has reviewed certain professional programs which are recognized regionally or nationally. These include:

Para-professional Education Experience, A&P licenses, APICS, Fire Fighting certificates, Department of Justice Training certificates, Washington State Criminal Justice Commission, Emergency Management Training (EMT) certificates, Microsoft certificates, and CompTIA A+ certificates.

Clear criteria have been established for assigning credits for these programs, therefore further review/assessment is unnecessary. There is a non-refundable \$33.70 fee to transcribe these credits, per student, per program of study.

For university transfer degrees (DTA): Generally, credits are applicable only as “B” list electives (15 credits maximum). Exceptions may be granted on a case by case basis.

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

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

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

Note: Other certificates or professional training experiences that occur through company training programs or professional institutes may be reviewed for credit through the Prior Experiential Learning (Portfolio Review) process.

### **Course Challenge – Fee: \$254.21**

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

### **Prior Experiential Learning (Portfolio Review)**

Fees: \$112.36 base fee + \$28.09 for each credit you wish to pursue, whether awarded or not. (example: 5-credits = \$252.81 fee) This fee is non-refundable, whether credits are awarded or not.

Through a portfolio review, a student may be able to receive college credit for knowledge you have gained outside an accredited higher education institution.

This can include, but is not limited to, previous experiences in management, manufacturing, apprenticeships, as an employee, a business owner, an information technology or computer specialist, a skilled volunteer or hobbyist. These skills may be comparable or equivalent to credit courses offered at Everett Community College.

To have this training/learning reviewed, a student must submit any official and/or original training records/certificates, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation, and achievement. Since training programs do not generally yield a transcript that contains all of this material, students need to gather and submit as much information as possible.

EvCC’s evaluation process relies on information that proves the prior learning is comparable to college-level programs. An assigned faculty member will complete an assessment of the portfolio to determine whether the training/experience is comparable to college-level programs. Credit is also contingent upon whether the training is

able to meet current industry standards. The non-refundable fee is payable before the assessment begins.

### **How credits apply:**

For university transfer degrees (DTA): Generally, credits are applicable only as "B" list electives (15 credits maximum). Exceptions may be granted on a case-by-case basis.

For all other non-transfer programs (Associate in Technical Arts, Associate in General Studies, Associate in Fine Arts and Associate in Arts and Science – Option I): A maximum of 22.5 credits may be applied.

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

To start the portfolio review process, contact Wendy Wong in Enrollment Services at 425-388-9015 or [wwong@everettcc.edu](mailto:wwong@everettcc.edu).

## **REGISTRATION**

A student becomes officially enrolled in a class by registering for it. The registration process includes selection of classes, submission of a completed class registration form or completion of our online registration process, and payment or billing of tuition and fees. All previous fines and debts to the college must be paid before a new registration may be accepted. Detailed registration procedures are described in the quarterly online class schedule.

Registration times for newly admitted and currently enrolled students are assigned prior to each registration period; the assigned times are based on cumulative credit hours earned at Everett Community College.

Students who have not attended EvCC within the past two quarters do not need to re-apply and can register during open registration.

For some classes, the permission of the instructor is required before registering. Once the quarter begins, instructor permission is required to register in any class.

Students receiving services through the Center for Disability Services may be eligible for priority registration. Students must contact the Center for Disability Services at 425-388-9272 at least six weeks prior to the beginning of the quarter in which enrollment is desired. Students who are unable to meet the six-week deadline may enroll in the same manner as other students; however, necessary aids may not be available.

Students receiving services through the Veterans' Resource Center may be eligible for priority registration. The Veterans' Resource Center staff determines eligibility.

### **Waitlists**

When a class reaches its enrollment capacity, a waitlist may be established. As spaces become available in the class, the student may be moved from the waitlist into the class; standard tuition deadlines apply if this results in an additional tuition charge.

Students are responsible for monitoring their waitlist status through the MyEvCC student portal. Waitlists move students into classes until close of business on the last business day before the start of the quarter. At close of business on the last business day before the quarter begins, waitlists are frozen and all movement into classes is through instructor permission.

Students who do not move from the waitlist into the class prior to the start of class must attend the first class meeting in order to guarantee consideration for moving from the waitlist into the class. For online classes, students can email the instructor for consideration to move from the waitlist into the class.

All instructor permission must be submitted within 2 business to the

Enrollment Services office in order to be enrolled in the class from the waitlist.

### **Full-time Status**

For financial aid recipients, veterans, insurance, and all other enrollment verification purposes, full-time status is defined as enrollment in a minimum of 12 quarter-hour credits in a given term.

Part-time status is enrollment in 11 credits or less per term. Half-time status enrollment is 6 to 11 credits.

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

### **First Week Enrollment and Withdrawal Policy**

During the first week of the quarter, it is important that students attend all classes for which they are registered. In those courses that have an established waitlist, a student who does not attend by the beginning of the second class meeting in the quarter, and who has not made prior arrangements with the course instructor, may be dropped from the course immediately at the beginning of the second class meeting at the discretion of the instructor.

For online classes, a student who does not log on to the class by the end of the second day of the quarter, and who has not made prior arrangements with the course instructor, may be dropped from the course at the discretion of the instructor.

If a student does not notify the instructor or the division office of their absence, that student may be withdrawn from class. The college does not always, however, withdraw the student for non-attendance.

A student who is not withdrawn by the college or does not officially withdraw themselves may be issued a failing grade by the course instructor, based on non-attendance.

Note: Students withdrawn by the college during the first week under this policy will receive a refund of tuition and fees, if due. Students who are not withdrawn by the instructor, or who do not withdraw themselves, are not eligible for a refund. See the tuition and refund policy in the next section. Students are responsible for ascertaining their class registration status.

### **Changes of Schedule (Add/Drop)**

Schedule changes can be made by completing an add/drop form, available at the Enrollment Services office.

Before the end of the last calendar day before the quarter begins, adds for most classes also may be accomplished through our online registration system.

Before the end of the fifth day of the term (or fourth day during Summer quarter) drops for most classes also may be accomplished through our online registration system.

Otherwise, all withdrawals must be done in person.

When a student withdraws from a class, the date the Enrollment Services office receives the completed add/drop form or the date of the electronic transaction is the official date of the withdrawal. All transactions must be completed by the time Enrollment Services closes on the deadline date. Office hours are available at [EverettCC.edu/Enrollment](http://EverettCC.edu/Enrollment)

Students are advised to consult the calendar and course description in the quarterly online class schedule for the last day to add or drop a class during the quarter. Most classes fall under the regular schedule of deadlines, but some self-support classes and some classes with unusual start and end times may have different deadlines. The college's refund policy applies only to students who withdraw officially. See Tuition and Fees Refund Policy in this section.

Simply failing to attend a class does not constitute a drop or withdrawal. Students who wish to avoid a failing grade, or who

wish to qualify for a refund, must submit a Change of Schedule (add/drop) transaction by the stated deadline.

Students with questions about the procedure of dropping a class should contact the Enrollment Services office in person or by phone and speak directly with a registration staff member in order to clarify their status and drop deadlines.

## TUITION, FEES AND RESIDENCY

### Estimated Quarterly Tuition and Fees –2020 – 2021

All rates are subject to change. Current rates may be found on EvCC's website at [EverettCC.edu/Tuition](http://EverettCC.edu/Tuition). Tuition and fees are paid at the time of registration or by the deadline stated for that registration period. Students who are receiving financial aid from the college, or who have a third party paying their tuition and fees, must contact the Cashiers Office directly to assure the accuracy of their student account.

Credits	Resident	Non-Resident Tuition Reduction	Non-Resident
1-10	112.75 per credit	168.53 per credit	290.99 per credit
11	1,183.27	1,743.49	2,972.95
12	1,239.04	1,801.68	3,036.00
13	1,294.81	1,859.87	3,099.05
14	1,350.58	1,918.06	3,162.10
15	1,406.35	1,976.25	3,225.15
16	1,462.12	2,034.44	3,288.20
17	1,517.89	2,092.63	3,351.25
18	1,573.66	2,150.82	3,414.30
19	1,675.08	2,296.80	3,693.96
20	1,776.50	2,442.78	3,973.62

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

Tuition for enrollment in Transitional Studies and English Language Acquisition is \$25 per quarter.

### Special Fees

Most students in college-credit courses will be charged:

1. A technology fee of \$3.50 per credit, up to a maximum of \$35 per quarter,
2. A Campus Enhancement fee of \$5 per credit, up to a maximum of \$50 per quarter, and
3. A Green fee of \$.50 per credit, up to a maximum of \$7.50 per quarter.

Some courses also have special fees for equipment, lab, services, etc.; these fees are listed in the quarterly online class schedule with the course.

The college may charge fees for services such as parking or insurance, etc. Some courses, for which the college does not receive state financial support, charge a class fee, which is added to the total amount of tuition and fees due regardless of the tuition charged for other courses.

### Tuition Reduction Programs

State employees and designated educators in the K-12 system may register on a reduced tuition basis beginning the first day of the quarter. Registration prior to the first day of the quarter disqualifies a person from this special tuition reduction. Payment is required for lab fees, special fees, books and other supplies. Tuition reduction is not allowed for Writing Lab, Community Service, Corporate & Continuing Education, self-support classes, special projects, and other courses for which the college has special expenses.

EvCC also offers reduced tuition for seniors (age 60+) who wish to audit classes (for no credit) and for other persons in special categories such as veterans, dependents of deceased or disabled veterans, refugees and students in our high school completion program. The Enrollment Services office

can provide more detailed information on the qualifications for tuition reduction.

Tuition reduction is available for eligible veterans, and for the spouses and children of disabled and deceased veterans. Eligibility is determined through the EvCC Veterans' Resource Center in Baker Hall, room 203/204.

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

## Residency

The college determines applicants' residency at the time they apply for admission. Non-resident students pay a higher tuition rate than resident students do. For tuition purposes, students eligible for resident tuition rates are defined as follows:

- Residency status conferred at Shoreline, Edmonds, or Cascadia community colleges or at Lake Washington Institute of Technology will be honored at Everett Community College within the last quarter.
- Financially independent students who have been domiciled in the state of Washington for at least the past twelve months, and who are not in the state primarily for educational purposes, and who are not claimed as a dependent for tax purposes by a parent or guardian outside of Washington, or receiving funds from another agency which requires residence in another state.
- Dependents of parents or legal guardians who are domiciled residents of the state of Washington.
- Active military personnel stationed in Washington state and their spouses and dependents. Active duty military personnel will be asked to submit qualifying identification in order to qualify for the special resident rate.
- Active members of the Washington National Guard and their spouses or dependents who live in Washington. Active duty military personnel will be asked to submit qualifying identification in order to qualify for the special resident rate.
- Honorably discharged veterans, who have served at least 90 days and have a home of record outside Washington state and who did not discharge from a Washington state military installation if they move to Washington state, possess a current Certificate of Eligibility for federal veteran education benefits, and enroll in a Washington state higher education institution within three years of discharge.
- Members of selected regional tribes.
- Persons who resided in Washington state for three full years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school or who completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma, and continuously resided in Washington since earning the high school diploma or its equivalent. Contact Enrollment Services to determine eligibility for this resident tuition status.

All other students are considered to be non-residents for tuition-paying purposes. Some visa and immigration statuses are eligible for residency. Qualifying non-resident students may apply for residency once they make Washington their permanent residence for at least 12 months. Please contact the residency coordinator in Enrollment Services for a

complete list of eligible visa and immigration statuses.

U.S. citizens and permanent residents living in Washington who are not yet eligible for residency in Washington state may be eligible for a partial tuition reduction. Contact Enrollment Services for more information.

Any current non-resident student who wishes to be reclassified as a resident student must complete a Residency Questionnaire for determination of eligibility. Applications for reclassification in the current quarter must be submitted to the Enrollment Services office before the 30th calendar day of the quarter.

If the college discovers an error in the student's residency status during the quarter, the Registrar will determine whether or not additional tuition and fees are due.

### **Tuition Payment**

By registering, students assume responsibility for payment.

Non-attendance does not constitute a reason to avoid payment. Students must pay their tuition and fees by the stated deadline as announced in the class schedule. The college reserves the right to bill the student for unpaid tuition and fees incurred by registration and/or to cancel registration of unpaid students.

Returned checks, cancelled credit cards, employer refusal to pay, ineligibility for financial aid and other reasons for non-payment may result in disenrollment, a direct bill to the student, and/or referral to a collection agency.

Registration in Corporate & Continuing Education and other self-support programs requires immediate payment.

Students who intend to have their tuition paid through financial aid or other third party, such as an employer, must arrange for the timely completion of those processes to meet the payment deadline.

When in doubt about payment status, contact the Cashiers Office at 425-388-9225.

Tuition may be paid in person at the Cashiers Office or mailed to the Cashiers Office. Credit card payment can also be made online. Go to

[EverettCC.edu/CreditCardPay](http://EverettCC.edu/CreditCardPay), read the policy, and click on the credit card icon.

EvCC offers a tuition payment plan, which enables students to pay half their tuition and fees by the established deadline, and the remainder by the 35th calendar day of the quarter. Contact the Cashiers Office for more information and eligibility requirements.

### **Tuition and Fees Refund Policy**

Tuition and fees refer to full general tuition, operating fees, service and activities fees, technology fees, class fees and lab fees. Some fees are not refundable.

A refund of tuition and fees is made only when a student officially withdraws from a class or from the college, and is based upon the refund policy. Date and time of receipt of the add/drop form in the Enrollment Services office or of an electronic transaction using our online registration system establishes the rate at which refunds will be made.

The refund schedule varies depending on the type of class. Refund dates are published in each quarterly class schedule. Refunds can take up to five weeks to process. Refunds for under \$10 will only be processed with a written request from the student.

### **State-supported classes that begin during the first week of the term**

If the college is open on Fridays, the 100% refund deadline is 4:30 p.m. on the 5th class day of the term. For example, if Fall Quarter begins on Monday, then the deadline for 100% refund is Friday. Classes that begin on Saturday of the first week of the term are given until Monday at 6:30 p.m. During Summer quarter, the 100% refund deadline

is at the close of business on the 4th business day of the term.

50% refund deadline is 4:30 p.m. on the 20th calendar day of the term, or the closest working day to the 20th calendar day. For example, if Fall Quarter begins on Monday, September 22, then the deadline for 50% refund is 4:30 p.m. on Friday, October 10.

To receive a full or partial refund after paying, or to avoid being billed for the full or partial amount of tuition, you must submit an official withdrawal by these dates.

### **State-supported classes that begin before or after the first week of the term**

Deadlines are prorated, depending on the length of the course. Please call 425-388-9076 to determine the prorated deadline. In general, it is wise to withdraw before the first day if your plans have changed.

### **Self-support classes**

Self-support classes are usually distinguished by a comprehensive class fee that is different from state regulated tuition. For some self-support classes, cancellations need to be made at least 4 working days prior to the first class in order to receive a refund. For some classes, the specific refund deadline is listed in the printed class schedule.

### **Refund Process**

Students should allow 30 days for a refund to be processed. For students receiving federal financial aid, the tuition refund will be calculated in accordance with state and/or federal law. These formulas are published in the Financial Aid office's policies/procedures manual. Affected students will be notified of the calculation used at the time a tuition refund is applied to their accounts.

Petitions for exceptions to the refund policy must be submitted to the Enrollment Services office prior to the end of the quarter in which tuition and fees were paid.

Students who wish to be considered for a refund beyond regular deadlines must withdraw from the courses, and submit this petition with supporting information.

Petitions are only considered from students who submit documentation of a call to active military duty due to national emergency, or a severe and unexpected illness which began during the term and precludes any and all activity.

### **Fines and Debts**

The college may block registration and/or withhold other services until all outstanding fines and debts to the college are resolved.

## **STUDENT RECORDS**

### **Student Identification Numbers**

EvCC assigns a nine-digit number as the primary student identification number (SID). To comply with the Taxpayer Relief Act of 1997, EvCC must also obtain your correct social security number (SSN) to file returns with the Internal Revenue Service (IRS) and to furnish an annual statement to you that contains information about tuition and fees that may qualify for Hope Scholarship or Lifetime Learning tax credit.

The Privacy Act of 1974, section 6109 of the Internal Revenue Code, requires that you give your correct SSN to agencies, which must file information returns to the IRS. For more information, please refer to Internal Revenue Code Section 6050S. EvCC also uses your SSN to support verification of your enrollment, degree(s) and transcripts, administer financial aid, collect student debt, and conduct research.

When conducting studies or using agencies to support records transactions, EvCC will only use your SSN in a manner that does not permit personal identification of you by other than authorized representatives.

By providing your SSN you are consenting to the uses described above. However, you are not required to consent to the use of your SSN for research; if you choose not to



do so you will not be denied access to EvCC. You may revoke your consent at any time by writing to the Enrollment Services office.

### **MyEvCC Online Services**

Students in good standing may gain access to their own records through the college's website, via the MyEvCC student portal. As of July 2019, access requires a student's campus username and password. Student's can reset their password online at [EverettCC.edu/MyEvCC](http://EverettCC.edu/MyEvCC).

MyEvCC services include the ability to view the current class schedule and unofficial transcript. Students can also register, add and drop, plan their class schedule, inquire about waitlist status, and change their PIN and address. MyEvCC is accessible 24 hours a day, with some functions through the state closed in the late evening and early morning hours.

### **Transcripts**

An official transcript is a copy of the student's academic record bearing the college seal, the signature of the Registrar, and mailed directly to the receiving party from Everett Community College. Upon request a sealed copy of an official transcript may be given to the student.

EvCC transcripts may be ordered online through the National Student Clearinghouse. The Clearinghouse provides online ordering 24/7 with processing in 5-7 business days. In addition to the convenience of credit card payment, this service provides email notifications as orders are received and processed by Enrollment Services.

EvCC encourages students to use the online ordering system. The cost for transcripts from the National Student Clearinghouse is \$5.62 per transcript + \$2.50 processing fee to NSC per address. An additional fee of \$22.47 per address will be charged for second business day processing. The limit is ten transcripts per day. Go to the National Student

Clearinghouse website  
[nationalstudentclearinghouse.org](http://nationalstudentclearinghouse.org).

Persons needing same-day service may come into Enrollment Services to obtain official transcripts. The requestor is responsible for delivering the official transcript(s) to the institution(s) or agency requiring the transcript. Enrollment Services will not mail transcripts requested over the counter. Transcript will be stamped as "Issued to student". The fee for over-the-counter transcripts is \$5.62 per transcript + a \$33.71 processing fee. The limit is five transcripts per day.

To request a transcript by mail, include the name under which you attended, birthday, Student ID number, the approximate dates you attended EvCC, the address where you want the transcript sent, your current phone number and your signature.

Transcript requests received by mail will be charged the same fees as over-the-counter requests.

Payments may be made by check or money order and must accompany your request. No credit card orders will be processed. Requests without the appropriate fees will be returned. Transcripts will be sent directly to the student, agency, or institution.

EvCC will not accept transcript requests by fax, email, or by telephone.

An unofficial transcript is an unsigned and unsealed copy of the student's record and is used primarily for advising purposes. Unofficial transcripts may be obtained online through MyEvCC. Go to [EverettCC.edu/MyEvCC](http://EverettCC.edu/MyEvCC) and click on Unofficial Transcript. You must know your Student ID number and your Personal Identification Number (PIN).

### **Confidentiality of Student Records**

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

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Enrollment Services office written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's text-based education records that the student believes inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Students should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Please note: separate policies apply for requests for a grade change.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, collection agent, verification agency, web portal company, etc.); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

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

Upon request, the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, and to military recruitment services pursuant to the Solomon Amendment.

The college is also required to provide information to the federal government regarding students who may be eligible for the Hope Scholarship and Lifetime Learning tax credit programs. The college does not disclose education records to family members without student written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of this college to comply with the requirements of FERPA.

Everett Community College is authorized under FERPA to release only directory information, which includes the student's names, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, quarters of attendance, degrees and awards received, enrollment status (full-time or part-time), date of birth, and the most recent previous educational agency or institution attended by the student.

This information may be released by the college at any time unless the college has

received prior written notice from the student, filed in the Enrollment Services office, requesting non-release of information. All other information may be released only upon the written consent of the student unless described in section (3), above

### **Emergency Messages**

The college will attempt to deliver a message to a student during a class in case of a medical emergency. Given the size of the college, limited staff, and the nature of student schedules, requests for the college to deliver other messages to students cannot be accommodated.

Requests to deliver an emergency message to a student should be made to the Security Office, 425-388-9998.

### **Student Identification Card**

A student ID card is available at no cost for currently registered EvCC students at the Welcome Center located on the main floor of the Parks Student Union.

You must pick up your card in person, including students taking classes online, at Aviation Maintenance, or Cosmetology. East County students can obtain their student id card at the East County Campus.

There is a charge for replacement ID cards.

Your student ID card may be used in a variety of ways:

- Official student photo identification
- Library card to check out books
- Access to EvCC's Walt Price Student Fitness Center

## **THE STUDENT SERVICES DIVISION**

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

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

## **ADVISING**

Everett Community College advisors work with you so you get the most out of your education, including efficiently using your time and money. Students are expected to meet with an advisor and to use printed and online resources.

Advising is mandatory for all new students. Steps to academic success include: 1) Meet with an advisor prior to first quarter registration, 2) Select a pathway 3) Enroll in a College Success class (COLL 101) your first quarter unless this requirement was waived or a substitution made during Entry Advising, 4) If you are undecided about your program of study/degree, attend a career workshop to help you decide, 5) Establish a relationship with your faculty advisor and continue to get advising.

For more information about advising go to [EverettCC.edu/Advising](http://EverettCC.edu/Advising).

Academic, transfer, and career advising is available to all students. Advisors are available in Rainier Hall, Room 108 for entry advising, interpreting placement test scores, and assistance with first-quarter registration. All faculty serve as program advisors.

Information sessions and workshops offered throughout the year can help students learn about program requirements and options; dates and times are listed on EvCC's website at [EverettCC.edu](http://EverettCC.edu).

Curriculum guides are available at [EverettCC.edu/CGuides](http://EverettCC.edu/CGuides) for each of the college's programs and help students chart their progress. Pathway Information is available at [EverettCC.edu/Pathways](http://EverettCC.edu/Pathways)

## **COUNSELING & STUDENT SUCCESS**

Counseling & Student Success (CSS) assists students in developing and achieving their educational, career, personal, and student success goals.

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

### **Advising:**

Counselors advise transfer students planning to major in Human Services, as well as providing general transfer advising and advising for students undecided about their pathway or major..

### **Educational Counseling:**

Services include short-term educational counseling, academic advising, career and educational success workshops, Human

Development courses, assistance with overcoming educational obstacles, choosing a program of study, setting educational goals, and/or transferring to another college or university.

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

### **Career Counseling:**

Career counseling is available to current students on an individual or group basis.

Individual sessions, workshops and Human Development courses all help students understand the career-planning process, interpret assessment results, research careers, learn decision making, set goals and develop job search skills.

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

### **Assessment:**

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

### **Personal/Student Success Counseling:**

Counselors provide short-term counseling, workshops, and Human Development courses to promote student success.

Personal counseling may address themes of personal development, school/life balance, stress management, decision-making, loss and grief, conflict management, interpersonal communication skills, etc.

### **Urgent Counseling:**

Counselors offer short-term intervention for students suffering from acute distress and/or experiencing immediate barriers to success in school. CSS counselors are licensed mental health counselors.

**Campus & Community Referral:**

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

**Consultation & Outreach:**

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

**WELCOME CENTER**

The campus Welcome Center, located on the main floor of the Parks Student Union, provides general information on how to navigate the campus and helps to make referrals and connections for students and visitors with appropriate campus departments.

The Center also provides student ID cards, a space for students to visit or study, as well as computers for registration and other student needs.

**STUDENT FINANCIAL SERVICES/ FINANCIAL AID**

The Financial Aid office helps eligible degree- and certificate-seeking students obtain funding to meet their educational expenses at Everett Community College. We want you to succeed.

**Application Process**

The Financial Aid Office provides financial assistance to individuals who have completed the financial aid process and are eligible for aid as determined by the Free Application for Federal Student Aid (FAFSA) or Washington Application for

State Financial Aid (WAFSA). For more information regarding eligibility requirements visit [EverettCC.edu/FA](http://EverettCC.edu/FA)

Processing an application and receiving an offer of aid can take approximately 8 to 12 weeks. It is important to apply well in advance of the anticipated start date.

To be considered for maximum funding, students need to submit their FAFSA and complete required EvCC paperwork by the priority deadlines for the following academic year, which starts in Summer. (Applications are reviewed every quarter on a funds-available basis.) Please visit [EverettCC.edu/ImportantDates](http://EverettCC.edu/ImportantDates)

Assistance in completing the process is available in the Financial Aid office.

**Types of Financial Aid Available**

EvCC participates in the following federal and state financial aid programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Direct Loans, Washington State Need Grant, College Bound, Passport to College Promise Scholarship, Washington State Work Study, EvCC Grant, EvCC Child Care Grant, and Tuition Waiver.

Note: Tuition waivers do not pay for lab fees, technology fees, parking fees, or class fees charged for self-support classes.

Financial aid programs can be divided into three broad categories: grants, work, and loans.

Grants require no repayment.

Work study is part-time employment on/off campus with an hourly pay rate.

Loans are repaid, with interest, usually after a student ceases to be enrolled at least half time (6 credits).

Aid recipients usually receive a combination of aid types. Aid awarded focuses on direct educational expenses: tuition, books, supplies, and transportation. Indirect costs such as room/board and childcare are also considered.

### **Tuition Hold Process**

Financial Aid office holds are typically given if a student meets the priority filing deadline for each quarter with other eligibility requirements. For more details, please contact the Financial Aid office.

### **Academic Progress**

Financial aid recipients are expected to maintain satisfactory academic progress.

Grades are monitored on a quarterly and annual basis, and the student must complete all of their classes with a minimum number of credits with a 2.0 cumulative grade point average to be in good standing. Students who complete less than half of their attempted classes will lose their aid. All previously attempted college credits are also evaluated, regardless of whether the student received financial aid.

Students may be allowed to attempt 150 percent of college level credits that are required for their degree. A maximum of 45 credits will be allowed for required preparatory coursework.

Certificates that apply toward an EvCC associate degree will be excluded from the maximum programs of study allowed. For example, if a student pursues a Business Technology ATA degree and earns Office Support and Administrative Support certificates as a result of their progress in earning this degree, he or she may then pursue a Cosmetology certificate since it is unrelated to the Business Tech degree.

Please refer to [EverettCC.edu/FA](http://EverettCC.edu/FA) for complete Satisfactory Academic Progress policies.

### **Return of Title IV Funds**

Financial aid recipients who drop out of school or complete zero credits may be required to repay all or a portion of federal aid received.

If you have specific questions about this federal requirement, contact the Financial Aid office to review the policy. Future aid will be terminated and students must

appeal for reinstatement. State aid follows a similar repayment process.

### **Scholarships**

A variety of scholarships are made possible by the college, through community organizations, and by donations from individuals.

Eligibility requirements vary. Some are based on financial need, some on academic merit, and others may depend on your program of study.

EvCC Foundation scholarship applications are available every March for the following academic year. Information about regional and national scholarships is posted on the financial aid website throughout the year as they become available at [EverettCC.edu/FA](http://EverettCC.edu/FA).

The Financial Aid office is located on the top floor of the Parks Student Union; phone 425-388-9280. The website is [EverettCC.edu/FA](http://EverettCC.edu/FA).

## **VETERANS' RESOURCE CENTER**

The Veterans' Resource Center serves as a liaison between EvCC and the U.S. Department of Veterans Affairs.

Everett Community College has been approved by the VA as meeting the Principles of Excellence. A representative is available to assist veterans and activate all veterans' educational benefits.

A determination of eligibility by the VA and receipt of first month's benefits can take four to six weeks, so students should apply well in advance of their anticipated start date if they are planning to use their benefits to pay for initial costs (e.g. tuition and books).

In order to maintain benefits, veteran students must keep the veterans' advisor apprised of enrollment plans each quarter and are required to follow VA regulations pertaining to standards of conduct and academic progress.

Information packets, applications, and assistance for all veterans' programs are available from the EvCC Veterans' Resource Center staff. The Veterans' Resource Center staff are located in Baker Hall Room 203, phone 425-388-9277.

Note: Many of EvCC's programs of study are jointly approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) and the Workforce Training Coordinating Board for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC.

Veteran tuition waivers are available to those who qualify. Waivers range from 25 percent to 100 percent. For more information, contact the Veterans' Resource Center at 425-388-9277 or visit the office during regular business hours. The website is [EverettCC.edu/VA](http://EverettCC.edu/VA)

Everett Community College complies with the the Veterans Benefits and Transition Act, section PL 115-407:

1. In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

2. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>

## **WORKFORCE FUNDING**

The EvCC Workforce Funding office was created for students to learn what funding sources might be available to them. A full list of services is available on-line on the college website [EverettCC.edu/Workforce](http://EverettCC.edu/Workforce)

### **WorkFirst**

WorkFirst is Washington state's welfare reform program that helps people in low-income families find jobs, keep their jobs, find better jobs, and become self-sufficient.

To qualify for free training through the WorkFirst program, students must be receiving Temporary Assistance to Needy Families (TANF) and be referred by a DSHS case manager to a specific eligible program. Students should start the process by talking to their DSHS case manager, who will then refer the student to the EvCC WorkFirst staff.

### **Basic Food Employment and Training Program**

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

Nutrition Assistance Program) benefits through DSHS.

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

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

### **Worker Retraining**

Everett Community College works in partnership with the Employment Security Department to provide job training for people who are dislocated workers or laid-off. Worker Retraining is a “jump-start” funding source providing assistance with tuition, fees, and potentially books.

Students must be in an approved program of study, which includes GED, High School Completion, ESL or vocational certificate programs or select Associates in Technical Art degrees.

### **Employment Security**

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

### **Trade Act**

The Trade Adjustment Assistance (TAA) program was created to provide benefits and support to workers who became unemployed due to the impact of international trade.

The TAA program seeks to provide U.S. workers who are adversely affected by trade with the opportunity to obtain the skills, resources, and support they need to become reemployed. An adverse effect includes a job loss or threat of job loss.

For information about this program, contact Workforce Funding at 425-259-8755.

### **Service Learning**

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

### **Opportunity Grant Program**

The Opportunity Grant program serves low-income students pursuing a college certificate in high-wage, high-demand careers such as accounting, bookkeeping, advanced manufacturing, fire science, core-nursing, medical assisting or phlebotomy.

Students receive funds for tuition/mandatory fees and up to \$1,000 for books, tools and supplies per year. Services include academic, career and financial aid advising, counseling, college success skills, and tutoring referrals.

For more information, call 425-259-8925.

## **NON-WORK STUDY EMPLOYMENT OPPORTUNITIES**

### **Job Center**

The Workforce Funding office offers free assistance to students in locating non-Work Study employment opportunities. These services are available to current and former students, alumni and the community.

Job openings are received daily for both the public and private sector and for local, state and national employers. These jobs are posted in our customized job database.

For more information about the Job Center, visit [EverettCC.edu/JC](http://EverettCC.edu/JC). EvCC also



co-sponsors job fairs. Visit the Job Fair web site at [snocojobfair.com](http://snocojobfair.com) for more information.

### **Internships**

Workforce Funding acts as a clearinghouse for internships for students whether they are required, optional, or exploratory for a certificate or degree. For more information, call 425-388-9278.

## **DIVERSITY & EQUITY CENTER**

The Diversity & Equity Center engages the campus and community around issues of social justice, equity, and inclusion.

The center's programs and services are designed to recruit, retain, develop, and graduate underserved populations through culturally relevant programs and services.

The Diversity & Equity Center is located on the third floor of Parks Student Union Building in room 310. Call 425-388-9306 or email [Diversity@everettcc.edu](mailto:Diversity@everettcc.edu).

### **Student Retention and Support Services**

- Getting started information, entry services, and assistance for new, returning and prospective students
- Mid-Quarter Academic Assessments
- Lesbian, Gay, Bisexual, Transgender, Queer/Questioning & Allied (LGBTQIA+) programs and services
- Student leadership and development through workshops, conferences, and campus/community programs
- Referrals to resources on campus and with community partners
- Student ethnic/gender/LGBTQIA+ clubs
- Tutoring

- Computers available for homework and research
- Service Learning and Volunteer opportunities

### **Outreach Activities and Programs**

- Elementary, Middle, and High School Visits
- Community Events/College Presentations
- College/Career Fairs
- Workshops and conferences

### **Faculty/Staff Support and Resources**

- Class presentations, information and resources on topics related to Diversity and/or Equity
- Collaboration with Instruction to provide faculty resources and training to enhance diversity in instruction, curriculum and pedagogy
- Trainings, programs, and outreach activities aimed at improving the academic success of students of color and developing diversity allies
- Lectures and events

### **Student Leadership Development**

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

- 1st Nations Club
- Asian/Pacific Islanders Student Union (APSU)
- Black Student Union (BSU)
- International Club
- Iwi Pono Student Society (Hawaiian Club)
- Latinx Student Union (LSU)
- Movimiento Estudiantil Chicano de Atzlan (M.E.Ch.A.)

- Supporting Parents with Low Income for College Education (S.P.L.I.C.E.)
- Triangle Alliance (LGBTQIA+ club)

### **Pride Center**

The Pride Center is a place where students can ask questions, seek support and resources, and feel safe to be who they are.

The Pride Center is located in the Parks Student Union, Room 221-B. For more information, contact [pridecenter@everettcc.edu](mailto:pridecenter@everettcc.edu)

## **CENTER FOR DISABILITY SERVICES**

The Center for Disability Services (CDS) assists students with documented disabilities to establish and receive academic accommodations while attending Everett Community College. Services available through the center include campus advocacy, testing accommodations, note-takers, lecture capture, Sign Language interpreters, books in alternative formats, equipment loan, information and referral.

Prospective students are invited to contact the CDS office prior to the beginning of the quarter to find out about the documentation requirements and to arrange for an intake appointment. Students who require accommodations such as books in alternative format or sign language interpreters need to contact the center at least six weeks prior to enrollment to arrange for such accommodations.

Please contact CDS if you have any questions. The center's office is located in the Parks Student Union Room 335 (off the Financial aid Lobby) or staff may be reached at 425-388-9272 voice or 425-388-9438 TTY. You may also email [cds@everettcc.edu](mailto:cds@everettcc.edu).

## **MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM**

The Mathematics, Engineering, Science Achievement (MESA) Program at EvCC provides resources and extra support to students who want to transfer to four-year colleges or universities in pursuit of Science, Technology, Engineering, or Math (STEM) based degrees.

EvCC's MESA program is part of a nationally recognized academic support program that looks beyond traditional student populations to meet current, future, and global workforce demands in Science, Technology, Engineering, and Mathematics (STEM) fields.

Specifically, the goal of MESA is to increase the number of historically underrepresented (African American, Native American, Latino/Hispanic, or Pacific Islander/Hawaiian) community college students who are prepared to transfer to 4-year colleges or universities in pursuit of STEM related degrees, and ultimately careers. Undocumented students are welcome to apply.

### **Eligibility**

- Are the first person in your family to go to college
- Are a historically underrepresented minority in STEM
- Do not have a bachelor's degree
- Intend to transfer to a four-year school to earn a STEM degree
- Are eligible for financial aid as determined by the FAFSA or WAFSA, work study, or are at or below the federal poverty level.

### **MESA Student Support Service**

Students who participate in MESA receive one-on-one and group support to help them reach their goals:

- Tutoring
- Academic advising
- Transfer planning
- Academic excellence workshops
- Industry field trips to local companies
- Dedicated study space

## TRIO STUDENT SUPPORT SERVICES

The TRiO Student Support Services program (TRiO-SSS) works with low-income, first generation students, and students with disabilities to promote their goal-achievement and success at Everett Community College and beyond.

Specifically, TRiO-SSS provides ongoing one-on-one advising, personal counseling, tutoring, study-skills information, computer access, and assistance transferring to four-year colleges and universities.

### Eligibility

The TRiO Student Support Services program is federally-funded to serve students who are income eligible, students whose parents have not earned a 4-year degree, or students with disabilities.

Students must be U.S. citizens or Permanent Residents, have academic need and who would benefit from receiving program services, and have the goal of graduating and transferring to obtain a bachelor's degree.

### TRiO-SSS Services

**Advising** – Choosing classes, programs or degrees matching your interests and skills; meeting requirements for and maintaining financial aid; eligibility for scholarship

opportunities, and program, graduation or college transfer requirements.

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

**Tutoring** – Free one-on-one tutoring in many college classes, provided by professionally trained peer tutors knowledgeable in course content and familiar with learning strategies.

**Cultural and Educational Activities** – Activities to build community, learn about resources, and learn through exposure to events and activities to gain understanding of experiences outside our own.

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

**Computer Resources** – Our students have access to a quiet study area featuring three computers, each with Internet access and printing.

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

TRiO is located in Monte Cristo Hall, room 210, and more information is available at [EverettCC.edu/TRIO](http://EverettCC.edu/TRIO) or by calling 425-388-9365.

## FOSTER CARE SCHOLARSHIPS AND SERVICES

EvCC Connect helps former foster youth achieve their educational goals. Dedicated staff in TRiO, the Diversity & Equity Center, and Financial Aid can help you get started at college and will connect you with resources to help you succeed.

Funds are available for qualifying students. Contact Allison Werling for more information: [awerling@everettcc.edu](mailto:awerling@everettcc.edu) or 425-388-9948.

## STUDENT HOUSING

Everett Community College has two residence halls for students: Mountain View Hall and Cedar Hall. Both buildings are open to all students, including new and returning students.

Mountain View Hall and Cedar Hall are less than a five-minute walk to classes, the library, computer labs, the college's fitness center and bus line. Students can also participate in exclusive activities for on-campus residents and some student services, such as tutoring, are offered at residence halls.

All units are fully furnished and rent includes all utilities and wireless internet. Mountain View Hall and Cedar Hall are open year round, including during breaks and holidays.

Students can choose to have their own private room and private bathroom in the 120-room Mountain View Hall or live in a studio, three-, or four-bedroom apartment in the 132-bed Cedar Hall.

The buildings also feature laundry space, bike storage, an indoor community room, and shared outdoor space in a gated ground floor courtyard.

Live-in staff includes student Resident Assistants and two full-time Assistant Directors. EvCC Campus Safety & Security officers are also available to assist

students when needed. For more information, visit [EverettCC.edu/Housing](http://EverettCC.edu/Housing) or email [housing@everettcc.edu](mailto:housing@everettcc.edu).

## LIBRARY-MEDIA AND LEARNING SERVICES

### Library-Media Center

EvCC's Library-Media Center provides information and services to support student research and learning.

Resources include more than 65,000 books, 6,500 media items, 180,000 electronic books (eBooks), online access to approximately 35,000 full-text periodicals, and 85 periodicals in print format. Over 100 computer workstations provide access to the Internet and electronic resources. Participation in a regional interlibrary loan network further expands resources for students.

Faculty librarians assist students by helping them to locate information, complete class assignments, and to develop research skills. In addition to individual assistance from the reference desk, librarians teach instructional sessions, non-credit workshops, and credit courses. Reference services are also provided 24/7 online with Ask-A-Librarian.

There are individual study carrels, casual lounge areas, and media listening/viewing stations throughout the Library-Media Center. Students may reserve study rooms for group projects and discussion.

Wireless internet connectivity is available in the library and laptop computers may be checked out for in-library use. Students may rent netbook computers and graphing calculators for a full quarter of use. eBook Nook readers are also available to check out. Photocopiers, black and white and color printing, scanning, and adaptive equipment for students with disabilities are available for use.

Call 425-388-9353 for library hours and to renew materials. Call 425-388-9354 for reference assistance or email

library@everettcc.edu. Visit EverettCC.edu/Library to connect to the library catalog, use remotely-accessible databases, and for other information about library services and resources.

### **Transitional Studies Learning Support Services**

The Transitional Studies Division provides comprehensive learning support services to the college community that enhance academic performance and success.

Services include the Tutoring Center, the BRIDGES Center, and The Bridge Learning Lab, as well as counseling and advising services.

Support is available for students who need assistance with class assignments, to learn study skills, improve their reading and writing, or obtain basic computer literacy skills. At any time during the quarter, students can drop in, make appointments, or be referred by an instructor or advisor.

New students whose placement test results indicate a need to start in pre-college level reading, writing, or math are encouraged to make full use of these learning support services. Friendly, supportive, and knowledgeable faculty and staff provide advising, special workshops, classes, and tutoring - all with the purpose of helping students reach their individual education goals.

Students may come during any of the open hours, including evening hours, to receive services or make appointments. Transitional Studies learning support services are located on the first floor of Rainier Hall.

### **Tutoring**

The Tutoring Center provides a supportive environment in which students may ask questions, find answers and network with other students. It is staffed by professional and peer tutors.

Tutorial services are free to all enrolled students at EvCC. Students may access

services only in the courses they are currently enrolled in at EvCC for credit.

Academic support is provided in several formats: drop-in tutoring for one-on-one help, tutor-facilitated study group sessions, eTutoring through the Northwest eTutoring Consortium and Supplemental Instruction for specific courses.

Computers are available for students to use in a variety of ways. They can work on online homework, type papers, perform online research, use instructional software or access different websites for additional exercises in math and science courses. Handouts for several subjects are available that provide students with explanations and practice.

### **Writing Center**

The Writing Center, located in Gray Wolf Hall room 150, provides support for student writers for all types of writing projects in any subject. Students also use the Writing Center for personal writing, resume, and scholarship application essays.

Writing Center assistants work collaboratively with writers offering feedback and providing ideas and methods for editing and revising in order to provide writers with transferable skills that will help them on future writing projects.

The Writing Center offers free drop-in and online tutoring. Instructional software is available for composing, editing, grammar, and punctuation basics. The Writing Center provides additional resources like dictionaries, grammar handbooks, textbooks, handouts, and writing exercises.

### **Math Learning Center**

The Math Learning Center, located in Rainier Hall rooms 349 and 351, offers courses in Basic Math with Applications, Elementary Algebra, Plane Geometry, and Trigonometry. Utilizing self-paced instruction, a computer lab, and personalized assistance, staff and faculty assist students in improving their essential skills in math.

## The BRIDGES Center

The BRIDGES Center provides free language skills training, information, support and advocacy services to students learning English while pursuing healthcare, advanced manufacturing or aerospace careers.

The center works closely with other resources on campus and in the community to provide students with the tools they need to succeed in the various campus programs and to enter the workforce as skilled, culturally competent employees.

## STUDENT LIFE

### What is the meaning of LIFE?

Leadership, Inclusion, Fun and Engagement!

### Mission

Student leadership development, student engagement, and inclusive activities are the main focus of the office of Student LIFE.

Student LIFE serves the Associated Students and the campus community by providing programs and services that support educational, cultural, social and personal growth, in order to create a positive learning environment that enhances the total student educational experience.

### Get Connected

Student LIFE hosts and plans a wide range of events and activities for EvCC students to participate in.

Stop by Student LIFE in the Parks Student Union, Room 209; meet a Student Ambassador, learn about clubs, pick up a calendar of events and get connected on campus. Check out our weekly Student 411 email and follow us on Facebook, Instagram, Snapchat, and Twitter – @EvCCLIFE!

### Student Government

Students are encouraged to become involved with and have a voice in the governance and leadership at EvCC. Through participation in student government, students have the opportunity to express their views on issues affecting students at EvCC and on statewide legislative topics.

The Executive Council and the Student Senate provide students with learning experiences that will assist them in developing and strengthening leadership skills, while representing and assisting their fellow EvCC students.

### Trojan Activities Board

The Trojan Activities Board, otherwise known as TAB, is the event programming team for Student LIFE and is comprised of 5 event coordinators and one student manager.

As a team of student leaders, TAB strives to further the cultural, educational, social, entertainment and recreational needs of the EvCC student body by providing events and activities on and off campus.

As event programmers, TAB intends to provide program planning skills, leadership experience and interpersonal development to participating students.

### Student Ambassador Program

The Student Ambassador program is a leadership opportunity for students who are dedicated to serving and representing Everett Community College.

Student Ambassadors provide campus tours, serve as an EvCC representative, and perform duties at various EvCC campus and community events.

Student Ambassadors also serve in two areas within Student LIFE, the Office of Student LIFE, and the Welcome Center, where they act as a first point of contact to Student LIFE visitors, both by phone and in person.

### Student Clubs/Organizations

Student clubs/organizations offer opportunities to meet new friends, explore special interests, support co-curricular studies, and make contributions to campus life.

Students are free to organize and join associations to promote their special interests.

A few of the more than 30 currently active clubs/organizations on campus include: Black Student Union (BSU), Community Kitchen Club; Drama Club; International Club; Nihongo Club; First Nations Club; Student Nurses Organization (SNO); Phi Theta Kappa (PTK); Pre-Med Club; STEM Club; Iwi Pono; Society of Women Engineers (SWE); Sumi-e Club and Students for Environmental Action (SEA).

More information on joining or starting a club can be found at [www.everettcc.edu/clubs](http://www.everettcc.edu/clubs) or the Student LIFE office, Parks 209.

### **Become a Student Leader**

Student LIFE hires 50+ EvCC students each year!

As a Student Leader you will develop a wide range of transferable skills that will benefit you! Employers, colleges and universities are looking for more than just good grades; they want community involvement and service!

Student leaders will gain leadership skills that will help build your resume, university and scholarship applications.

You will earn letters of recommendations, get connected to and serve your campus, and help students and the community learn more about Everett Community College. Learn more at [www.everettcc.edu/leadership](http://www.everettcc.edu/leadership).

### **Associated Student Body Documents**

There are several documents that guide the organization and functioning of the Associated Student Body (ASB) such as the

ASB Constitution and by-laws, S&A Fees Financial Code & Budget, E-Tech Financial Code & Budget, and the Trojan Activities Board by-laws.

Copies of these documents can be obtained at [www.everettcc.edu/life](http://www.everettcc.edu/life) and the Student LIFE office located in the Parks Student Union, room 209.

### **Co-Curricular and College-Related Programs**

Student LIFE provides opportunities to further enhance and expand upon the learning that occurs in the classroom, with activities and programs outside of the classroom. Student activity fees help to support the costs of these activities and programs.

The Associated Students, through the S&A Fees budget, provides funding to support a variety of programs at EvCC such as the Diversity & Equity Center, the Early Learning Center, Tutoring Center, The Clipper (student newspaper), Vibrations (student art magazine), and the Russell Day Gallery. These fees also fully support Athletics and Intramural sports at EvCC.

Student LIFE also plans the annual commencement ceremony.

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

### **Intercollegiate Athletics & Intramural Activities**

A program of intercollegiate athletics is sponsored by the Associated Students. It includes men's and women's soccer, women's volleyball and men's and women's cross-country in the fall, men's and women's basketball in the fall and winter, women's softball and men's baseball in the fall, winter and spring, and men's and women's track and field during

the spring. Call 425-388-9328 for current information.

The college is a member of the Northwest Athletic Conference (NWAC), which includes the majority of the community colleges in Washington, Oregon, Idaho and British Columbia.

The intramural activities program offers students opportunities in basketball, volleyball, and open weight room.

### **Student Rights and Responsibilities Handbook**

The Everett Community College Student Rights and Responsibilities Handbook contains information about student rights and responsibilities.

The handbook provides a detailed description of rights and responsibilities as they pertain to the students, the college, and the community, as well as the Student Code of Conduct, procedures for disciplinary actions, procedures to ensure student rights and due process, and the jurisdiction of college personnel.

The handbook is available online at [EverettCC.edu/StudentHandbook](http://EverettCC.edu/StudentHandbook)

## **CO-CURRICULAR AND COLLEGE-RELATED PROGRAMS**

### **The Clipper**

This student-produced, award-winning news organization publishes news about college and campus activities. Journalism students and others who are interested participate in writing, editing, and publishing the newspaper and articles online. Credit may be earned by enrolling in Journalism 170.

For further information, contact Clipper advisor Andrew Wahl at 425-388-9501. Visit the website at [EverettClipper.com](http://EverettClipper.com) or email [clipper@everettcc.edu](mailto:clipper@everettcc.edu).

### **Vibrations**

Vibrations is a student-produced creative arts magazine, published annually. All students are invited to participate by submitting manuscripts, photographs, and artwork. Credit may be earned by enrolling in GRAPH 252. For more information, email [vibrations@everettcc.edu](mailto:vibrations@everettcc.edu).

### **Russell Day Gallery**

Russell Day, a faculty member from 1948 to 1974, established the visual arts program at the college and was dedicated to bringing works of varied artists, media, and movements to the students of Everett Community College. In recognition of this influence, the gallery was re-named for him in 2008.

The gallery has a specific interest in displaying the work of artists from underrepresented groups, alumni of EvCC, and providing exhibits that are not generally accessible to the public through other regional galleries.

For more information, email [gallery@everettcc.edu](mailto:gallery@everettcc.edu), call 425-388-9036, or visit the website at [EverettCC.edu/Gallery](http://EverettCC.edu/Gallery).

### **Early Learning Center**

The Early Learning Center provides preschool and childcare for children ages 1 to 5 in a warm, safe, positive environment that is designed to encourage the important developmental growth and learning.

A free preschool and family support program, ECEAP (Early Childhood Education and Assistance Program) is available to income-eligible families. All families have opportunities to participate in the care and education of their child by volunteering in the classroom and participating in parent education classes. Visit the Early Learning Center located on campus at 820 Waverly Ave.

For further information, contact the Center at 425-388-9121 or visit the website at [EverettCC.edu/ELC](http://EverettCC.edu/ELC).

### **Bookstore**



Everett Community College's Bookstore, operated by Barnes & Noble, is located in the Parks Student Union.

The bookstore provides an outlet for all required books and supplies. Art, office, and school supplies are also available. The general book department provides recommended readings as well as books for enjoyment and special interests. The store also carries greeting cards, gifts, snacks, backpacks, clothing, logo items, and alumni keepsakes.

For textbook returns, a full refund will be given if textbooks are returned during the first week of classes with original receipt. With proof of a schedule change and original receipt, a full refund will be given during the first 30 days of classes. Refund policies vary for electronic and other materials. See the bookstore website [Everettcc.edu/Bookstore](http://Everettcc.edu/Bookstore) for details about returns and refunds. Buyback is offered during the final exam period each quarter.

For more information, including bookstore hours, call 425-388-9413 or visit [EverettCC.edu/Bookstore](http://EverettCC.edu/Bookstore)

### **Food Services**

Food service is available at The Parks Café in the Parks Student Union. Visit the Café website for more information and the menu at [EverettCC.edu/Cafe](http://EverettCC.edu/Cafe)

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

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

This office manages the college safety, security, parking management, emergency preparedness, community health, and alternative transportation concerns. For individuals possessing a current parking permit and parked on campus, Security can provide motorist assistance for flat tires, locked keys in cars, and battery failures.

In an emergency dial 911; if the situation allows, also call the Security Office's 24-hour emergency number 425-388-9998.

All parking on EvCC's main campus requires a permit. Quarterly staff and student parking permits may be purchased online via the EvCC Security webpage. Hourly visitor parking permits and all-day parking permits are available at the pay parking machines located in Parking Lot B and K. Visitors can also pay for parking at the Cashiers Office.

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

## **ALL COLLEGE POLICIES**

A full list of college policies is available at [EverettCC.edu/policies](http://EverettCC.edu/policies)

### **Drug-Free Campus Policy**

In an effort to provide a safe and healthy educational/work environment, all students/employees must report to class/work in a condition fit to perform their learning/duties, unimpaired due to the use of alcohol or drugs.

The unlawful use, possession, delivery, dispensation, distribution, manufacture, or sale of drugs on college property, in state vehicles, or on official business is prohibited. Any employee or student found in violation of this policy will be subject to formal disciplinary action, which could include completion of an appropriate rehabilitation program up to and/or including dismissal/expulsion.

### **Tobacco Use Policy**

EvCC is a tobacco-free campus. Smoking, chewing, and electronic cigarettes are

prohibited on college property including in any vehicle parked on college property. Smoking is a violation of the Student Conduct Code and subject to fines and/or disciplinary action.

### **Children on Campus**

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

### **Pets on Campus**

The safety and security of students, employees, visitors and the general public are a prime concern and responsibility of the college. For health, sanitation and safety reasons, no person shall be permitted to bring into or leave any dog, cat or any other animal or pet in any college building, nor is it permitted to leave any such pet or animal unattended on any college-controlled property.

This policy does not apply to guide dogs or other trained service animals, as defined by law and consistent with the Americans with Disabilities Act, providing assistance to persons with disabilities requiring these services. This policy does not apply to animals brought to campus for a specific course assignment, K-9 officers, and animals maintained by the college for educational purposes.

### **Prohibition on Plagiarism**

Success as a student and learner requires academic honesty. A chief aspect of academic honesty is the avoidance of plagiarism. Plagiarism, as defined by Brenda Spatt (1983), is “the unacknowledged use of another person’s work, in the form of original ideas, strategies, and research as well as another person’s writing, in the form of sentences, phrases and innovative terminology.” Students suspected of plagiarism are subject to the college’s Student Code of Conduct and disciplinary processes.

How can you avoid plagiarism? When writing a paper, use your own words. When using another person’s words, use quotation marks and give credit to the original source. If you are using another person’s ideas, give that person credit. Do not use pre-written papers available from the web or other term paper services. Plagiarism affects everyone. If another student is doing it, it undermines your own work and the value of your degree. If you are doing it, you are not doing the hard work from which you learn the best. Talk to your instructors about how to avoid plagiarism.

### **Notice to Students**

The college reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes are effective upon the date specified and may apply not only to prospective students, but also to those who are currently enrolled. Changes are posted online. The college reserves the right to withdraw or change courses at any time.

Falsification of information on any admission, financial aid, or other materials submitted to the college may result in denial of admission or immediate dismissal from the college. Students are expected to be familiar with all college policies and rules and will be held responsible for observing such provisions.

### **Student Right to Know Disclosure**

Federal “Student Right to Know” (SRTK) legislation requires colleges to disclose information about student completion, graduation and transfer rates over a three year period. Graduation data of degree-seeking, full-time undergraduate students and retention rate information for EvCC students is available at the IPEDS Data Center ([nced.ed.gov/ipeds](http://nced.ed.gov/ipeds))

It is important to understand the background of this information. As a community college, EvCC enrolls large numbers of students who may be part-time, or not seeking a certificate or

degree, or who have transferred from another college, or who enroll at times other than Fall quarter. Furthermore, the calculation of completion and graduation rates does not consider the high numbers of students who take longer than three years to reach their goal due to part-time enrollment, or who temporarily stop-out in order to meet employment or family needs, or who are only taking a few courses to improve job skills. Thus, the statistics above should be evaluated only as a snapshot of what happens to a limited category of students, based on limited data.

The Right to Know Campus Safety Report is published annually by October 1. The information is provided in compliance with requirements set forth under the Student Right to Know Campus Security Act of 1990 (Title II – Public Law 101-542 Nov. 1990).

Upon request, this information will be provided to any applicant for enrollment or employment. Copies are available in the Security office, Student LIFE office, and from the Executive Vice President of Instruction and Student Services.

### **Notification of Title IV Student Complaint Process**

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A).

Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9.

The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia,

WA 98504-2495, ballinder@sbctc.edu, 360-704-4315 or visit sbctc.edu.

### **Title IX & Discrimination**

Everett Community College is committed to creating a welcoming campus community where all people have access to our educational programs, activities, residence halls, and employment. We understand that for our campus to be welcoming and safe, it must be free from all forms of discrimination.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.

The Title IX Coordinator is charged with the responsibility of ensuring our campus compliance with federal, state, and campus Title IX and non-discrimination regulations. This includes the development, implementation, and monitoring of meaningful efforts to comply with regulations, to prevent discrimination, and to stop, remediate, and prevent the recurrence of any reported discrimination.

The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271.

### **State Support of Higher Education Students**

The average cost to educate a resident full-time community or technical college student for the 2019-20 academic year is \$9,565. Students pay an average of \$3,269 in tuition toward this cost. The remaining \$6,296 is an “opportunity pathway” provided by the State and is funded by

state taxes and other sources. The amounts shown are averages for a full-time, resident student. The actual tuition a student pays will vary due to credit load, residency status and other factors.

## GENERAL

### Academic Calendar

The academic year at Everett Community College is divided into three quarters of approximately 11 weeks each and a summer session of eight weeks.

Key dates for each term are listed on page 6 of the catalog. Important dates for each quarter (such as registration dates, refund deadlines, etc.) are available on EvCC's website. Go to EverettCC.edu and click on events.

### Attendance

Attendance policies vary from course to course. Students are responsible for meeting the stated requirements of the courses in which they are enrolled.

Attendance during the first several sessions of the class is necessary in order to avoid administrative withdrawal for non-attendance. See the First Week Enrollment and Withdrawal Policy on page 14.

### Prerequisites and Corequisites

A prerequisite is a course which must be taken before a student is allowed to enroll in another course, or the achievement of a minimum skills assessment score that indicates readiness for the course material.

For example: MATH 096 is a prerequisite for MATH& 141, listed as PR in quarterly class schedule. Unless otherwise stated with the course description, a minimum grade of C (2.0) must be earned for the course to qualify as meeting a prerequisite.

Most prerequisites state that a student must be eligible for a specific course (ex. Eligibility for ENGL& 101). Eligibility is

determined through looking at courses completed and, if applicable, test scores such as AP, high school and college transcripts, and other methods.

A corequisite (CR) is a course that must be taken at the same time as another course. Students must abide by the course requirements for prerequisites and corequisites. Faculty may administratively withdraw students who do not meet the prerequisites and corequisites.

### Equivalent Courses

The Transitional Studies division offers some courses that are equivalent to courses in English and Math. Current equivalent courses are:

TS 076 = MATH 076

TS 086 = MATH 086

HSC 076 = MATH 076

HSC 086 = MATH 086

TS 097 = ENGL 097

HSC 098 = ENGL 098

TS 098 = ENGL 098

AEP 097 = ENGL 097

AEP 098 = ENGL 098

ESL 097 = ENGL 097

ESL 098 = ENGL 098

Students who complete a course that is equivalent to an English or Math and earn a C (2.0) or higher may take the next course in either department. For example, a student who completes TS 098 with a C (2.0) or higher is eligible to take ENGL& 101.

### Course Numbering

Everett Community College offers courses that serve a variety of populations with different purposes. Course numbers (such as MATH 076 or ENGL& 101) may indicate the level of the course.

**001-099:** Pre-college level skills development or enhancement courses;

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

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

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

(Approved, Instructional Council, March 2, 2006)

In Summer 2008, EvCC adopted common course numbering (CCN) in compliance with a statewide initiative of Washington's public community and technical colleges. The primary purpose of this process is to enable students to know that CCN-identified courses taken at one community college will be the same as those courses at another Washington community college.

All CCN courses are identified with an ampersand (&) in the course number, for example: ENGL& 101. The common course number, as distinguished by the ampersand, does not confer any special transferability to a university, nor does it guarantee that the same course number will be used by Washington's universities. To plan a smooth university transfer, see your advisor. A list of CCN courses is available at [EverettCC.edu/CCN](http://EverettCC.edu/CCN).

### Final Examinations

Most courses require a final examination. The college publishes an official final examination schedule each quarter. Students must take final examinations at the regularly scheduled time unless other arrangements are made with the instructor.

### Waiver of Regulations

A petition for waiver of a specific academic regulation should be initiated in the Enrollment Services office.

## CREDIT SYSTEM

Credits measure the amount of academic work required for the class. In general, a class that meets one hour per week and requires about two hours of outside assignments per week for one quarter will earn one credit. That is, one credit represents about three hours of effort per week. Laboratory and certain other courses vary from this pattern. The quarter hours of credit for each course are shown after the course titles in the Course Descriptions section of this catalog.

Students earn credit only for those courses in which they are officially registered for credit. In certain instances, credit cannot be earned in two courses of similar content. See individual course descriptions.

### Student Credit Load and Limitations

The total number of credits taken in any given quarter will vary depending on each student's goal. Students should note the following limitations:

- International students or students receiving financial aid, veterans' benefits, or other agency funding will usually have a minimum number of credit hours required per quarter. It is the student's responsibility to check with the appropriate advisor and know these requirements. Normally, 12 credits meet the requirement for full-time status. (During summer quarter, the Veterans' Resource Center establishes the minimum credits needed for full-time status for veterans receiving benefits.)
- Students wishing to take more than 20 credit hours per quarter need permission from a designated Enrollment Services staff member at the time of registration, except when a single course or a

prescribed program requires more than 20 credit hours in a given quarter.

The college reserves the right to deny registration by a single student in two sections of the same course in order to maximize the availability of seats for all prospective and current students.

### **Auditing a Course**

A student who desires to attend classes but does not wish to receive grades or credits may enroll as an auditor. Full tuition and fees are charged. Students who wish to change from audit to credit (or credit to audit) during a quarter must receive permission from the course instructor. Certain courses may not be available for audit. See individual course descriptions.

If a student who is enrolled for audit does not attend regularly and fails to withdraw officially, the instructor may issue a grade of V (unofficial withdrawal). Running Start students may audit a course only if they pay the tuition themselves, since school districts do not reimburse for non-credit enrollment.

### **Repeating a Course for Additional Credit**

Some courses can be repeated for additional credit up to the maximum specified. A separate grade is issued for each completion. See individual course descriptions or your advisor for such courses.

### **Repeating a Course to Change a Grade**

Courses may be repeated to improve the grade earned, but credit is applied only once. In no circumstance will any course be repeated more than twice in order to improve a grade; (this is defined as two repeats in addition to the original enrollment). Permission may be required to repeat a course, and/or requirements specific to an individual program of study may affect eligibility to repeat a course.

To repeat a course for the purpose of improving a grade, the student must

register for the course, complete a course repeat card at the time of registration or no later than one academic year after repeating the course, and pay all necessary fees. If the student is registering for a course that has a different number than the one being repeated, the signature of the instructor or the dean will be required in order to verify that it is the same course. This rule applies to enrollment in credit-bearing or Transitional Studies courses, including transferred-in courses. This rule does not apply to non-credit continuing education courses. The highest grade earned of the original or repeated courses will be used to calculate the student's cumulative grade point average.

Other colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.

### **Credit by Examination (Course Challenge)**

A student who is currently enrolled at Everett Community College may apply for credit by examination (course challenge). Course challenge examinations are sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in and successfully complete the course.

A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or abilities equivalent to course completers. During the quarter credit by examination is requested, a student must be regularly enrolled at the college for credit coursework other than the course to be challenged.

To start the process for a course challenge, a student should contact the instructor of the course to discuss the student's background and readiness to challenge the course successfully. This should be done prior to the beginning of the quarter. If the discussion is positive, written

approval must be gained from the instructor and division dean on the Application for Course Challenge form, available in Enrollment Services or a division office. Students must meet all eligibility criteria and pay the established non-refundable fee at the Cashiers Office prior to submitting the form to the Enrollment Services office. The form must be submitted to Enrollment Services before the tenth calendar day of the quarter.

Students must complete the requirements of the course challenge, which may be written, oral or skills tests, by the fiftieth (50th) day of the quarter, unless a brief extension is approved prior to that date by the Instructor.

In some cases, a student may be registered for a course that they decide to challenge instead. In that case, the student has paid regular tuition and fees for the course, which may be refunded only if the student withdraws by the published refund deadlines; the student must also withdraw in order to avoid earning a grade. The student must make a decision early in order to challenge a course.

Please consult with the Enrollment Services office about the process. Dual registration in the course and completion of a challenge for the same course results in cancellation of the credit and grade for the challenge, and the transcript will reflect only the registered course and the grade for that course.

Activity courses or courses taken previously at regionally accredited institutions may not be challenged.

Courses previously taken for audit at EvCC may not be challenged. An individual course may be challenged only once.

Traditional letter grades (A through F) will be issued on completion of the examination. Plus or minus grades may be utilized at instructor discretion in accordance with college procedures. Students not taking the examination will be issued an F or a V at the instructor's discretion.

## GRADING SYSTEM

Everett Community College uses a letter symbol grading system to assess academic achievement. For traditional grades (A through F) the grade point values are:

Grade	Point Value	Grade	Point Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
C+	2.3		

Interpretation of Grade Symbols

### **A (4.0) High Degree of Excellence of Achievement**

In relation to the standards set for the class, the student has done an exceptionally high level of work.

### **B (3.0) Better than Average Achievement**

In relation to the standards set for the class, the student has significantly exceeded the average.

### **C (2.0) Average Achievement**

In relation to the standards set for the class, the student accomplished an average level of work and met more than the minimum requirements.

### **D (1.0) Low Standard of Achievement**

In relation to the standards set for the class, the student did not do average work and met only the minimum requirements. Grade of D- does not meet the requirements for a degree or certificate.

### **F (0.0) Failure to Complete Minimum Requirements**

In relation to the standards set for the class, the student failed to achieve the minimum requirements.

### **+ and - Symbols**

The symbols + and - may be used with traditional letter grades A through D to differentiate levels of achievement within a grade range. The + is not used with the letter grade A or F.

### **Non-Traditional Grades**

The following non-traditional grades are also used when appropriate:

- N Audit**
- S Satisfactory**
- Y In-Progress**
- U Unsatisfactory**
- I Incomplete**
- V Instructor Withdrawal**
- VI Administrative Withdrawal**
- W Withdrawal**

Non-traditional grades (N,Y,I,W,S,U,V and VI) have no grade point value and, except for the S grade, no credit is awarded. Courses in which these grades are received are excluded from the grade point average calculation by Everett Community College.

Students receiving financial assistance should inquire at the Financial Aid office regarding the effect of receiving a non-traditional grade on eligibility for assistance.

Grades of I, S, U, V, W, and Y may be evaluated differently by other colleges and universities.

### **N Audit**

Means class attendance and participation without evaluation. Courses taken on this basis carry no credit and do not count toward graduation, and cost the same as credit-bearing classes.

Students can register for classes as an audit via online registration or in person at Enrollment Services. Once the quarter begins, written instructor permission is needed to change the class from grade eligible to audit. It is the student's responsibility to check their student schedule in the event a class is registered as an unintended audit.

### **Y In-Progress**

Indicates a course has not yet officially ended, and the student is still actively involved in finishing the required work. This grade is used in courses that have an official ending date scheduled after the end of the regular quarter.

The course requirements must be completed within one year of the date the Y is given; otherwise, it will revert to an F grade. An instructor may specify a completion date earlier than one year in the course syllabus.

### **I Incomplete**

Given when a student has satisfactorily completed most of the requirements for a course but, for an unavoidable reason, has been unable to complete a specific course requirement or take the final examination.

The grade is given only if previous arrangements have been made with the instructor to complete the course requirements. A written copy of these arrangements will be placed in the appropriate division dean's office. The course requirements must be completed within one year of the date the I grade is received. Incomplete grades not made up within one year will revert to an F grade on the student transcript, and no credit will be earned.

### **W Withdrawal**

Indicates that registration in a course has been officially canceled by the student. It is granted to all students who officially drop a class on or before the published deadline. Failure on the part of the student to withdraw officially from a class by the published deadline may result in an F grade if the student has not completed the



minimum course requirements. An excessive number of withdrawals may be cause for review of the student's academic record.

### **R Repeat**

The notation of "R" is made next to the grade of a course which has been repeated, if the student has submitted a course repeat card.

### **S Satisfactory**

Indicates C or higher level of achievement in a course taken on an S/U basis. The S grade has no grade point value and is not used in the calculation of grade point average, but credit is awarded for the course. Instructor's permission is required to take a course on a satisfactory/unsatisfactory basis.

### **U Unsatisfactory**

Indicates less than C level of achievement in a course taken on an S/U basis. The U grade has no grade point value and is not used in the calculation of grade point average. No credit is awarded for courses in which a U grade is received.

### **V Instructor Withdrawal**

Given at the option of the instructor at the end of the term when a student has stopped attending class and has failed to officially withdraw. This grade may not be given after a Y or an I has been given.

### **VI Administrative Withdrawal**

A grade of administrative withdrawal (VI) may be entered on the transcript when a student is withdrawn from class as the result of a policy or procedural infraction committed by the student.

### **D Low Standard of Achievement**

This grade is no longer used as of January 2014.

### **E Fail**

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

### **Final Grade Reports**

Final grades are available shortly after the end of each quarter. Students may see

their grades by viewing their Unofficial Transcript online.

Go to [EverettCC.edu/MyEvCC](http://EverettCC.edu/MyEvCC) and click Unofficial Transcript. You must know your Student Identification (SID) number and your Personal Identification Number (PIN). For more information about MyEvCC, see Student Records in the Enrollment Services section of this Catalog.

### **Grade Errors and Changes**

The deadline for requesting and submitting a grade change is the end of the quarter following the quarter in which the grade was given.

In the case of a conversion of an I or a Y to a final grade given by the instructor, the deadline to request a change to the final grade is the end of the quarter following the quarter in which that final grade was given. In the case of Spring class grades, the deadline is the end of the following Fall quarter.

In most circumstances, the student should direct their initial concern about a grade to the instructor. Questions also may be directed to the dean for the instructor's division.

### **Grade Appeals**

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

### **Grade Point Average (GPA)**

A grade point average (GPA) is a measure of the student's overall academic performance. It is based upon those courses in which the student has received letter grades A through F. Non-traditional grades are excluded from GPA calculations. Everett Community College computes three separate student GPAs.

1. The quarterly grade point average is calculated by dividing the total quarterly

number of grade points earned at EvCC by the total quarterly credit hours earned at EvCC. The quarterly GPA does not include credits transferred in from other institutions or EvCC credits earned during other quarters. The quarterly GPA is reported on the student's transcript each quarter.

2. The cumulative grade point average is calculated by dividing the total cumulative number of grade points earned in all quarters at EvCC by the cumulative total credit hours earned in all quarters at EvCC. All credits earned at EvCC are included in this grade point computation, whether or not they apply to the student's program of study. Credits transferred in from other institutions are not included in computation of this GPA. The cumulative EvCC grade point average is reported on the student's quarterly transcript.

3. The college level grade point average is calculated using only those courses numbered 100 or higher. The graduation grade point average is calculated by dividing the total cumulative number of grade points earned in all courses taken at EvCC by the total cumulative number of credit hours earned in those same courses, at the end of the last quarter of completion. The commencement grade point average is computed as of the end of the quarter prior to the last quarter.

### **Petition for Grade Exclusion**

A returning student may petition the Academic Appeals and Regulations Committee for a review of their academic record with the intent of excluding grades earned at Everett Community College from computation of EvCC cumulative grade point averages. This policy is designed for students who had difficulties (generally characterized by grades below C or 2.0) in their early term(s), left the college, returned later and demonstrated improved academic achievement.

In order to be eligible for grade exclusion, the student must meet the following criteria:

- At least one calendar year must have passed without the student's enrollment at EvCC.
- Grades to be excluded must have been awarded prior to the minimum year of absence.
- Only exclusion of all grades in the terms prior to absence will be considered; petition to exclude singular courses within a term or singular terms will not be considered.
- The student must demonstrate an ability to improve by completing at least 30 credits with a GPA of 2.5 or higher since returning to the college.

To initiate a petition for exclusion of grades, the student should contact Enrollment Services to obtain the appropriate form.

If the student's petition is approved, the grades to be excluded will still appear on the student's transcript but will not be used in calculating the grade point average.

This process cannot be used to circumvent either the EvCC repeat course policy or standards of academic progress; courses for which grades are excluded cannot be used to meet graduation requirements.

Students should be aware that other institutions might not honor such grade exclusions in computing grade point averages for admission or transfer.

## **ACADEMIC ACHIEVEMENT**

### **Honors Program**

EvCC's Honors program provides students who have successfully completed English 101 with a B or better and a 3.5 GPR with an opportunity to enrich their academic experiences.

This can be done with either taking honors sections of a wide variety of general

education courses, or by completing an Honors contract with a specific instructor to enhance traditional sections of classes.

The Honors program is designed to fit into a student's degree track and should not require students to complete additional credits. Graduates of the Honors program present their culminating projects at the annual Honors Forum during the final week of classes of Spring quarter and are recognized as Honors Scholars in the annual commencement ceremony program. For more information, visit [EverettCC.edu/Honors](http://EverettCC.edu/Honors).

### **Quarterly Honor Roll**

Students who achieve quarterly grade point averages of 3.60 and above in at least 10 EvCC traditionally graded credit hours are recognized at Everett Community College as follows:

- Students who earn a 4.0 grade point average are placed on the President's List.
- Students who earn a 3.60 to 3.99 grade point average are placed on the Vice President of Instruction's List.

### **Graduation with Distinction**

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

Presidents Distinction - 4.0

High Distinction - 3.60 to 3.99

Distinction - 3.20 to 3.59

### **Satisfactory Academic Progress**

Students must receive a minimum quarterly grade point average of 2.0 to maintain satisfactory academic progress. Students must also satisfy any additional grade point requirements specified in the curriculum guide for the degree being sought.

### **Low Scholarship and Academic Probation**

Students who fall below minimum scholarship standards will be notified by a letter sent to their last known address. Students whose quarterly grade point average falls below 2.0 in traditionally graded courses will be sent a First Warning and placed on low scholarship status.

Those who continue on low scholarship for a second consecutive quarter will be sent a Second Warning and placed on academic probation; continuation to the next term is subject to counselor approval.

A third consecutive quarter on low scholarship will result in a Third Warning; future registration will be cancelled if counselor approval to continue enrollment has not been received.

A fourth consecutive quarter with a grade point average below 2.0 results in academic dismissal from Everett Community College. Students may seek readmission after an absence of four quarters by obtaining approval to re-enroll from the Vice President of Student Services, or their designee.

Students are expected to make satisfactory progress toward completion of their educational program. An excessive number of I, V, W, and U grades received in courses attempted will be cause for review of the student's academic record and may result in academic probation or dismissal.

Pursuant to state and federal funding guidelines, students enrolled in Transitional Studies and English Language Acquisition classes must complete at least one educational functioning level in at least one academic subject area within three quarters. Lack of such progress may result in dismissal from the program by the Dean of Transitional Studies. Decisions of the dean may be appealed to the Vice President of Student Services.

Students dismissed for low scholarship may petition the Readmission Committee in writing for re-admission to the college earlier than an absence of four quarters.

Decisions of the Readmission Committee may be appealed to the Vice President of Student Services.

Specific guidelines for the low scholarship, warning and dismissal process are available from the Counseling & Student Success office. Various resources of the college, such as counseling and tutoring services, are available to assist students in meeting the scholarship requirements.

## EVCC PATHWAYS

Everett Community College's pathways are designed to help students succeed. Pathways are similar areas of study, commonly referred to as programs, which lead to related degrees and certificates.

For example, all of the science, engineering, and math-related programs form the STEM pathway. Students with a clear path are more likely to achieve their academic goals.

Each pathway has a support team who will work with students throughout their educational journey at EvCC.

Starting Fall 2018, all new students will select a pathway before registering for classes.

EvCC Pathways include: Advanced Manufacturing and Aerospace; Arts; Business; Healthcare; Humanities; Science, Technology, Engineering, and Math (STEM), Social Science, Education, Public Safety, and Transitional Studies.

For more information, see [EverettCC.edu/Pathways](http://EverettCC.edu/Pathways).

## DEGREE PLANNER

The Degree Planner is a tool to assist in the evaluation and planning of a student's academic and professional/technical goals while at Everett Community College.

The Degree Planner tracks the progression towards the completion of a student's certificate(s) and/or degree(s) at EvCC.

Students can create and view the status of their own degree plan(s), as well as work with faculty advisors to create new and/or modify existing plans.

The Degree Planner provides the ability to plan needed courses as best fits into their schedules, as well as a report that compiles the unofficial record of a student's EvCC transcript, their currently-enrolled classes, and other credit(s) officially transferred in from external institutions.

The Degree Planner is available via Starfish. Students should contact their faculty advisor for assistance with their Academic Plan. For technical Degree Planner questions contact [degreeplanner@everettcc.edu](mailto:degreeplanner@everettcc.edu).

## GRADUATION REQUIREMENTS FOR ALL CERTIFICATES AND DEGREES

A certificate is awarded for successful completion of a core of technical credits designed to prepare a student for immediate employment. An associate degree represents the equivalent of two years of full-time study in a university transfer program or specialized technical field.

EvCC values study in subjects that broaden a learner's perspectives and competencies. Therefore, some certificates and each degree requires students to take general education courses in communication, quantitative skills, human relations and other fields.

Students have the responsibility of verifying specific graduation requirements with their faculty advisors. Specific program requirements are stipulated in the curriculum guides available from Enrollment Services.

### Philosophy Statement on General Education

“At Everett Community College, we believe that all people have both a right and a responsibility to find out who they are, what they can become and how they relate to others. We further believe that societies, and communities within them, can neither sustain themselves, nor flourish without people who understand themselves and the world in which they live. General Education is the life-long process through which people accumulate the knowledge, skills and understanding necessary to function more completely in complex and diverse societies. As an institution of learning, we acknowledge that we contribute to this process, and we commit ourselves to providing an environment within which people will have the opportunity to further their growth as individuals and members of society.”

**EvCC General Education Task Force,  
1998**

### **Requirements for All Certificates and Degrees**

The college provides assistance in determining completion of the required curricula for graduation through curriculum guides, advisors and counselors.

However, the final responsibility for meeting all academic and graduation requirements rests with the individual student. All certificate- and degree-seeking students must have an advisor. The Enrollment Services office may assign an advisor.

The requirements for all degrees are as follows:

- For any associate degree, a minimum of 90 credits is required, at least 30 of which must be earned at EvCC in order to be eligible for graduation. The 90 credits may not include any under 100-level High School Completion (HSC) courses. At least 30 credits must be traditionally graded and calculated in the EvCC GPA. Exception to the 30-credit residency rule: ATA in

multi-occupational trades may use a minimum of 20 credits to satisfy the residency requirement. Where applicable, a maximum of three physical education activity credits may be included (in the A-List electives only) in the total.

- For any associate degree, all students must complete a diversity course. Such courses are designated with a “D” at the end of the course number, such as HUM 110D. The diversity course may also be used to meet degree requirements, such as Social Science or Humanities, depending on the course selected, although the credit will only be counted once
- For a certificate, the minimum number of credits varies by program. At least one third of the minimum credits required for the certificate must be earned at EvCC.

Students must satisfy all specific requirements for the certificate or degree sought, including:

1. Students who apply for a certificate or degree while currently attending, or within 12 months of their last attendance, must satisfy the requirements in effect at the time of the award of the certificate or degree, or published in a catalog or curriculum guide in effect at any time during their most recent continuous attendance at EvCC. (Continuous attendance is defined as completing at least one term within consecutive 12-month periods.) Students needing longer than five years to complete a given program may be subject to updated graduation requirements.
2. Students who apply for a certificate or degree after an absence of more than 12 months are subject to the requirements in effect:
  - A. at the time of their last attendance if, in fact, they fully met the requirements at that time. The certificate or degree is posted with

the date of their last term at EvCC.  
Or,

- B. at the time they submit the application for the certificate or degree if they are using transfer credit from a more recently attended institution toward the EvCC certificate or degree. The certificate or degree will be posted with the date of the term in which the application was submitted.

3. Earn an EvCC cumulative grade-point average of at least 2.0. (Transfer to four-year public and private colleges and universities is competitive. Many four-year institutions require a higher grade point average for admission.)

4. Fulfill all obligations to the college, financial or otherwise.

5. File an application for graduation with the Enrollment Services office. This should be done at least one quarter before the quarter of intended graduation.

See the Academic Calendar in the front of the Catalog. Students who plan to participate in the June commencement ceremony and have their name printed in the commencement program must file an application for a diploma by the deadline published online at [EverettCC.edu/Graduation](http://EverettCC.edu/Graduation) and in the front of this Catalog. The deadline is typically about 18-20 weeks prior to graduation; applications received after that deadline will still receive consideration but may be delayed until the on-time applications are completed. The diploma application must be filed in the Enrollment Services office.

Please note that degrees may be auto-conferred if it is determined by the Enrollment Services office that a student has met all requirements for a certificate or degree.

## CERTIFICATES

Certificates of Completion are awarded in many technical and career fields and are designed to prepare graduates for

employment. Generally, certificate programs are about a year long. In many cases, the courses completed for a certificate will also lead to an associate degree if the student completes additional requirements.

Specific requirements for each certificate are outlined in the college's curriculum guides, available from advisors, the Counseling & Student Success office, and the Enrollment Services office. Currently, certificates are awarded in:

- Administrative Support
- Advanced Manufacturing Technology
  - Aerospace Composites Foundations
  - Aerospace Composite Technician
  - Aerospace Design – CATIA v5
  - Aerospace Fabrication and Welding
  - Engineering Technology (CAD)
  - Manufacturing Pre-Employment
  - Principles of Precision Machining
  - Technical Design (CAD)
  - Welding and Fabrication
- Aircraft Electronics Technician
- Airframe/Avionics
- Avionics Technician
- Aircraft Wiring
- Aircraft Avionics Systems
- Aviation Maintenance Technology
- Bookkeeping
- Business Administration
- CATIA V5
- Computing Technician
- Cosmetology
- Cybercrime Investigation
- Cybersecurity Analyst
- Database Management
- Early Childhood Education
  - State Early Childhood Education (statewide)
  - State Initial Early Childhood Education (statewide)
  - State Short Certificate of Specialization- Administration (statewide)
  - State Short Certificate o
  - Specialization-General (statewide)
  - State Short Certificate of

Specialization-Infants and Toddlers (statewide)

- Emergency Medical Technician
- Fire Science
- Fire Service Administration
- Fire Service Management
- Graphic Design
- Hair Design
- Healthcare Risk Management
- Interactive Web Design
- Legal Office Assistant
- Legal Office Support
- Mechatronics Systems
- Medical Administrative Support
- Medical Assistant
- Medical Billing Specialist
- Medical Coding
- Medical Interpreter - Spanish
- Medical Receptionist
- Medical Transcription and Editing
- Networking Specialist
- Nursing Assistant
- Office Assistant
- Phlebotomy
- Property Management
  - Maintenance Worker
  - Desk Operations
- Retail Management
- Robotics Foundations
- Systems Specialist
- Sustainable Office (I-Best)
- Sub-Arc Welding
- TIG Welding
- Welding
- Welding Entry Level

The college reserves the right to add, change, or terminate certificate programs.

## ASSOCIATE DEGREES

EvCC offers associate degrees in both university transfer and technical and career areas. Preparation for a major at a university can be accomplished through careful selection of courses that meet the requirements of our degrees. Information about preparing for majors in a wide variety of areas is available in our curriculum guides. See also the information on transferring at the end of this section.

### **Associate in Arts and Sciences (AAS) –**

**DTA** is awarded for completion of a program of study designed primarily for transfer to a four-year college or university. The AAS - DTA degree meets statewide general transfer guidelines, often referred to as the direct transfer degree, or DTA.

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

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

**Associate of Science - Transfer (AS-T) degree** is designed for students majoring in sciences, computer science and engineering who wish to transfer to a Washington college or university. Students preparing to transfer to a university for a Bachelor's degree in Engineering may follow one of three major-ready pathways:

- **Associate of Science - Pre-Engineering Technology: Mechanical, Civil, Aeronautical, Industrial, Materials Science**
- **Associate of Science - Pre-Engineering: Computer and Electrical**
- **Associate of Science - Pre-Engineering: General Engineering Transfer**

### **Associate in Pre-Nursing (DTA/MRP)**

prepares students who wish to complete their first two years of general education requirements and prerequisites prior to transferring to a university toward a bachelor's degree in Nursing.

### **The Associate in Applied Science - Transfer (AAS-T)**

is designed in coordination with a university and enables students to use a designated technical program toward a specific university major, such as computer information systems.

- Aviation Maintenance Technology.
- Criminal Justice
- Fire Science

- Information Technology
- Medical Assistant
- Nursing

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

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

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

- Accounting
- Aircraft Electronics Technician
- Airframe/Avionics
- Aviation Maintenance Technology
- Business Administration
- Business Technology
- Composites
- Cosmetology
- Early Childhood Education
- Education Paraprofessional
- Fire Science
- Fire Service Management & Administration
- Information Technology
- Interactive Web Design
- Medical Assistant
- Multi-Occupational Trades
- Precision Machining
- Technical Design (CAD)
- Welding
- Welding & Fabrication

EvCC reserves the right to add, change or terminate degree programs. Current requirements for the degrees follow, and are subject to change.

## **ASSOCIATE IN ARTS & SCIENCES (AAS) – DIRECT TRANSFER AGREEMENT (DTA)**

### **Requirements for AAS Degree (DTA)**

Everett Community College has agreements with most four-year colleges and universities in the state for direct transfer of EvCC students under guidelines developed by the Inter-College Relations Commission of the Washington Council on High School-College Relations. Under these agreements EvCC's Associate in Arts and Sciences degree, when earned under the DTA, may be used to satisfy the lower division general education requirements of the four-year colleges and universities. A comparable agreement has also been negotiated with several universities in Oregon.

Accepting the AAS-DTA are: Argosy University, Bastyr University, Central Washington University, City University, Eastern Oregon University, Eastern Washington University, Evergreen State College, Gonzaga University, Heritage University, Northwest University, Oregon State University, Pacific Lutheran University, Portland State University, Seattle Pacific University, Seattle University, St. Martin's University, Trinity Lutheran, University of Oregon, University of Washington, Washington State University, Western Washington University, and Whitworth College.

This degree fulfills only lower-division general university requirements. Most professional programs have additional course requirements and higher GPA requirements for admission.

Students intending to major in professional programs such as business, engineering, education, nursing, sciences, and physical therapy, for example, should consult the appropriate curriculum guide and the catalog of the four-year school for special admission or graduation requirements.

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



undergraduate admissions office well in advance of transferring.

1. Students should select courses within the AAS-DTA that prepare them for their major. For some universities this will provide an added edge if admission is very competitive.

2. Students intending to transfer to the University of Washington should be aware that additional general education requirements may be imposed at the time of transfer.

3. Students are encouraged to check with the receiving institution for current GPA and foreign language admission requirements.

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

Hope International University, the University of Maryland University College, Minot State University (ND), the University of Phoenix, Capella University, Temple University – Japan, Kaplan University, and Fort Hays University also provide for special transfer arrangements for students with the AAS – DTA.

Students who transfer without the degree will have their courses evaluated for satisfaction of general education distribution and elective requirements on a course-by-course basis according to the policy of the four-year college or university. Recognition of non-traditionally graded courses, CLEP credits, and equivalency credits varies by each four-year college and university.

Students must satisfy all requirements described above in Graduation Requirements for all certificates and degrees. Direct Transfer degrees require successful completion of at least 90 applicable credits with a cumulative GPA of at least 2.0, following the requirements below.

- At least 60 quarter credits must be from courses listed in the four distribution areas: Basic Skills – 15 minimum; Humanities – 15 minimum; Social Sciences – 15 minimum; and Natural Sciences – 15 minimum. No more than 15 credits may be from restricted electives. Courses may be applied toward only one distribution area, even if listed as usable in more than one area.
- Courses must be completed with a grade of 'D' or above
- Common Course Numbers are represented with an ampersand (&) next to the number. Common Course Numbers (CCN &) are common only in the Washington community and technical college system, not necessarily with universities. An "&" does not indicate any extraordinary transferability to a university.
- No more than 10 credits in any one discipline may be applied to the distribution areas. For example, a student who takes a History as a Humanities and a History as a Social Science has met the maximum credits for History in the distribution.

**I. COMPLETION** of a College Success Course, 2 credits. Most students will take COLL 101 to meet this requirement. Some majors, such as Engineering, offer a major-specific version of the course (ex. ENGR 101), which may also be used to meet the requirement

**II. COMPLETION** of a Diversity Course, 5 credits. Diversity courses focus on perspectives related to diversity in our society. Courses are listed in the Class Schedule with a D in the course number, such as ENGL 120D or ANTH& 206D. They are typically found in the areas of Communications, Humanities, Social Sciences and Transfer Electives. A "D" course may count toward one of the requirements listed below, as well as meet

the Diversity Course requirement. Please consult with your advisor.

### III. BASIC SKILLS DISTRIBUTION (15 credits minimum)

#### A. Basic Communication Skills (10 credits minimum)

Select 5 credits from the following:  
English &101 or &101D (required)

Plus 5 additional credits from:

- Anthropology: &206D (beginning Fall 2013)
- English: &102, &102D, 103, 105, 211, &230, &235
- Communication Studies: &220, 223

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

- Math: &107, 138, &141, &142, &144, &146, &148, &151, &152, &163, 246, &254, 260, 261, &264
- Philosophy: &120

### IV. HUMANITIES DISTRIBUTION

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

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

#### Humanities unrestricted list

- Arabic: 121, 122, 123
- Art: &100, 124D, 220, 221, 222, 224, 228D
- American Sign Language: &121\*, &122\*, &123\*, &221, &222, &223.
- Chicano Studies: 105D
- Chinese: &121\*, &122\*, &123\*
- Communication Studies: &102, 104, 204D, &210, &220, 223, &230.
- Drama: &101, 107D
- English: 110, &111, &113, 120, 120D, 135D, 171, 173, 175D, 183, 183D, 203, 203D, 210,

- &224, &225, 229, 233, 240, &246, 247, 251, 252, 253, &254, 263D
- Film: 100, 102
- French: &121\*, &122\*, &123\*, &221, &222, &223
- German: &121\*, &122\*, &123\*, &221, &222, &223
- Global Studies: 102, 103, 105D, 185D, 187D, 188D, 281D
- History: 100, 103D, 111, 112, &146, &147, &148, 170D, 210, &214
- Humanities: &101, 110D, 125, 150, 150D, 160, 160D, 166D, 170, 178D, 180D, 195, 196, 210, 227, 247, 247D, 248
- Italian: 121\*, 122\*, 123\*
- Japanese: &121\*, &122\*, &123\*, &221, &222, &223
- Linguistics: 200
- Music: &105, 110, 110D, 115, 116, &141
- Philosophy: &101, 110, 114, &115, 125D, 150, 214, 215, 234, 267
- Photography: 230
- Russian: &121\*, &122\*, &123\*, &221, &222, &223
- Sociology: 248
- Spanish: &121\*, &122\*, &123\*, &221, &222, &223
- Speech: See Communication Studies
- Theatre: See Drama

#### Humanities restricted list – Performance Skills (HP)

5 credits maximum. This category is optional.

- Art: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 123, 135, 140, 141, 142, 200, 201, 205, 206, 210, 211, 213, 215, 216, 230, 231, 232, 240, 241, 242, 243, 270, 271, 272, 273, 274, 280, 294
- English: 106, 108, 109, 165, 166, 168, 169, 205, 206, 208, 209
- Drama: 100, 102, 121, 130
- Humanities: 184
- Journalism: 101, 110, 111
- Music: 117, 118, 119, 124, 125, 126, 128, 140, 147, 151–159, 217
- Photography: 110, 111, 112, 151, 210, 211, 212

### V. SOCIAL SCIENCES DISTRIBUTION 15 credits minimum from at least three disciplines.

- Anthropology: 116D, 122D, 201, 202, 203, &204, &206D, &216D, 230D, &234D, 255D, 270, 271
- Business: &101, &201
- Communication Studies: &102
- Criminal Justice: &112
- Early Childhood Education: &105
- Economics: 101D, &201, &202
- Education: &115D (effective Fall 2013), &202
- Geography: 101, 102, 102D, 200, 201, 201D, 220, 230, 240
- Global Studies: 101D, 102, 103, 186D, 187D, 188D, 281D
- History: 100, 103D, 111, 112, &146, &147, &148, 170D, 210, &214
- Humanities: 110D, 178D, 180D, 248
- Linguistics: 200
- Philosophy: &101, 110, &115, 118, 125D, 215, 267
- Political Science: &101, &200, &202, &203, &204, 205, 210D
- Psychology: &100, 125, &200, 205, 209, 210D, &220, 225, 230, 235, 240
- Sociology: &101, 150, 160, &201, 209, 220, 220D, 230, 233, 240, 248, 255, 255D, 257

## VI. NATURAL SCIENCES DISTRIBUTION

15 credits minimum from at least 3 different disciplines. Must include a lab-science course from Part A below. Only 5 credits allowable from Part C below.

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

- Anthropology: &215
- Astronomy: &101, &115, 122
- Atmospheric Science: 101
- Biology: &100, 103, 107, 130, 190, &211, &221, &222, &223, &231, &232, &260
- Botany: 113, 115D
- Chemistry: &110, &121, &131, &140, &161, &162, &163, &261, &262, &263
- Engineering: 205
- Environmental Studies: &101
- Geography: 205 (beginning Winter 2008)
- Geology/Geoscience: 102, &103, 104, 106, 107, 108, &110, 190, &208
- Natural Science: 105, 107, 150
- Nutrition: 180 (effective Fall 2016)
- Oceanography: &101

- Physics: 102, 103, &114, &115, &116, &231, &232, &233, &241, &242, &243

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

- Anthropology: &115, 201(prior to Spring 2003)
- Astronomy: ASTR& 100
- Biology: 105, 142
- Environmental Studies:&100, 250
- Geology/Geoscience: 105
- Natural Science: 103
- Nutrition: &101, 126, 136, 160, 180 (prior to Fall 2016), 216, 226

### Part C: Other Science courses

5 credits maximum may be applied toward Natural Science Distribution:

- Computer Science: 110, &131, 132, &141, 143, 233, 260
- Engineering: 110, 111, &114, 120, 201, &214, &215, 216 (effective Spring 2014), &224, &225, 240
- Geography: 205 (prior to Winter 2008)
- Geographic Info Systems: 200, 201, 205
- Mathematics: 100, &107, 138, &141, &142, &144, &146, &148, &151, &152, &163, 246, &254, 260, 261, &264
- Philosophy: &120

## VII. TRANSFER ELECTIVES (List A)

Any course listed under Distribution credits above may be used as a transfer elective. Additional courses which are fully transferable as electives toward the 90 credits required for this degree are:

- Accounting: &201, &202, &203 Art: 275, 276, 277, 297
- Business: 150, 200, 230, 250
- Criminal Justice: &101, &105#, &110#, &240
- Early Childhood Education: 130
- Education: &115D#, &203#, 250-252#
- Engineering: &104, 108, 109, 121, 202, &204, 220, 298
- English: 150, 151, 152

- German: 190
- Graphic Arts: 120#
- Human Services: 101
- Humanities: 115
- Journalism: 170
- PEHW Pre-Professional courses: 201, 203, 235.
- PEHW Activity courses 100 and above: Only 3 credits maximum may be applied toward the degree.
- Photography: 116,118
- Psychology: 150, 256

NOTE: Courses noted with a # are acceptable for students transferring AFTER Spring, 2007

### VIII. APPLIED ELECTIVES (LIST B) 15 CREDITS MAXIMUM

Any course numbered 100 or above and not listed under distribution or transfer electives (list a), except ART 130, FIRE 254 and PHYS 130.

## ASSOCIATE IN ARTS AND SCIENCES – OPTION I

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

The Option I degree differs from the Associate in Technical Arts in that the courses lead to a professional career highly related to a university major. This is not a Direct Transfer Agreement.

The following are requirements for the AAS-Option I:

- The student must successfully complete a minimum of 90 quarter hours of courses numbered 100 and above in an approved program, with a cumulative GPA of at least

2.0. The following qualify as approved programs:

Degree outlined in an Everett Community College curriculum guide leading to an Arts and Sciences degree – Option I. The specialty area will be indicated on the student's diploma and transcript, such as Music, for example.

Or

Courses conforming to the transfer guides of a four-year college or university. The burden of proof of the transferability of such a program rests with the student. The specialty area will be indicated on the student's diploma and transcript.

- Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

### GENERAL REQUIREMENTS

Completion of a College Success Course.

Completion of a Diversity Course.

### BASIC COMMUNICATION AND QUANTITATIVE SKILLS

Fifteen credits from the AAS DTA Communication and Quantitative Skills list.

Communication 5-10

Quantitative 5-10

### GENERAL EDUCATION

Fifteen credits from the AAS DTA Humanities, Social Science and Natural Science distribution lists.

Humanities, Social Science and Natural Science 5-10

Natural Science Lab course 5

### REQUIRED COURSEWORK

Courses specific to selected discipline  
50-60

### OTHER ELECTIVES

Choose from courses numbered 100 or  
above 0-10

Minimum 90 credits required

## ASSOCIATE OF SCIENCE – TRANSFER (AS-T)

Students who are pursuing a natural,  
physical or computer science major may  
find the Associate of Science a good  
vehicle for transfer to most of  
Washington's universities. The Associate of  
Science – Transfer has two tracks.

### Track I

- Biology
- Chemistry
- Earth Science
- Geology

### Track II

- Atmospheric Sciences
- Engineering
- Physics

Students earning this degree will normally  
transfer with junior standing and about  
half of the lower division general education  
requirements of the baccalaureate  
colleges and universities.

Remaining general education courses may  
be taken after transfer and prior to  
completion of a baccalaureate degree.  
This degree enables students to  
concentrate on fulfilling pre-major  
coursework in their intended field of study.

Curriculum guides for each of these tracks  
are available from Enrollment Services.  
Please note that science sequences (ex  
PHYS& 114-116) should not be broken up  
between institutions.

In addition to the specific requirements for  
the AS-T degree, students must:

- Complete at least 90 applicable  
credits with a cumulative GPA of at  
least 2.0, and
- Satisfy the requirements as  
described in graduation  
requirements for all certificates and  
degrees.

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

### GENERAL REQUIREMENTS

Completion of a College Success Course.

Completion of a Diversity Course.

### BASIC COMMUNICATION SKILLS

ENGL& 101 or 101D English Composition I 5

### BASIC QUANTITATIVE SKILLS

Fifteen credits selected from MATH& 151,  
152, 163, 254, 146; including at least one of  
MATH& 153, 254, or 146.

Quantitative Skills courses 15

### HUMANITIES AND SOCIAL SCIENCE

Fifteen credits from both the AAS DTA  
Humanities and Social Science  
distribution lists.

Humanities and Social Science courses  
15

### NATURAL SCIENCE

Courses specific to selected discipline  
43-55

### ELECTIVES

Choose from courses numbered 100 or  
above. 0-12

Minimum 90 credits required

## ASSOCIATE IN BUSINESS – DIRECT TRANSFER AGREEMENT/MAJOR-RELATED PROGRAM

Students interested in attending one of Washington's universities majoring in business administration, accounting, economics, management, and other areas related to business may consider completing the Associate in Business – Direct Transfer Agreement/Major-Related Program (DTA/MRP) degree. This degree follows a pattern very similar to that of the AAS – DTA, but specifies courses that meet pre-requisites for business majors. To complete this degree, students must:

Successfully complete a minimum of 90 applicable quarter hours as listed in the Associate in Business Curriculum Guide,

Take courses consistent with the statewide agreement posted on the SBCTC website: [http://sbctc.edu/docs/education/transfer/business-dta\\_mrp\\_agreement\\_final.pdf](http://sbctc.edu/docs/education/transfer/business-dta_mrp_agreement_final.pdf)

Earn a minimum cumulative GPA of 2.0,

Complete the pre-requisites for the major with a grade of at least C, and

Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

### BASIC COMMUNICATION SKILLS

ENGL& 101 or 101D English Composition I 5

ENGL& 102 or 102D or English Composition II or 5

CMST& 220 Public Speaking 5

### BASIC QUANTITATIVE SKILLS

MATH 138 or Applied Algebra or 5  
MATH& 141, 142, 144 Precalculus

MATH& 148 or Business Calculus or 5  
MATH& &151 Calculus I

### HUMANITIES

Fifteen credits from the AAS DTA Humanities distribution list. Maximum ten credits from any distribution area; no more than five credits in foreign language or performance arts.

Humanities courses 15

### SOCIAL SCIENCE

Ten credits in economics; five credits other than economics from the AAS DTA Social Science distribution list. BUS &101 recommended.

ECON& 201 Micro Economics 5

ECON& 202 Macro Economics 5

Other Social Science course 5

### NATURAL SCIENCE

5 credits in statistics; 5 credits each from the AAS DTA Natural Science distribution lists Part A and Part B. No more than 10 credits from any one discipline on the AAS DTA Natuaral Science distribution list.

\*MATH& 146 Intro to Statistics 5

Part A (lab course) 5

Part A or Part B 5

### REQUIRED BUSINESS-SPECIFIC ELECTIVES

ACCT& 201 Principles of Accounting I 5

ACCT& 202 Principles of Accounting II 5

ACCT& 203 Principles of Accounting III 5

BUS& 201 Business Law 5

### OTHER ELECTIVE

Choose from courses numbered 100 or above.

Elective course 5

## ASSOCIATE IN NURSING – DIRECT TRANSFER AGREEMENT/MAJOR-RELATED PROGRAM

Students interested in attending one of Washington's universities to complete an RN to Bachelor of Science in Nursing completion degree may consider completing the Associate in Nursing – Direct Transfer Agreement/Major-Related Program (DTA/MRP) degree. This degree

includes general education requirements and prepares a student for licensure as a registered nurse through Washington state. To complete this degree, students must:

- Successfully complete a minimum of 135 applicable quarter hours as listed in the Associate in Nursing DTA/MRP Curriculum Guide,
- Take courses consistent with the statewide agreement posted on the Washington Student Achievement Council website:  
<https://www.wsac.wa.gov/sites/default/files/2016.06.15.NursingDTAMRP.pdf>
- Earn a minimum cumulative GPA of 2.0,
- Complete the pre-requisites for the major with a grade of at least C, and
- Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

Students completing this degree should note that certain universities and colleges may have additional requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. Some schools may also have higher minimum GPA requirements or require a specific minimum GPA in specific courses or sets of courses. Students should contact their intended transfer institution early in order to learn about any unique requirements.

### **BASIC COMMUNICATION SKILLS (10 credits)**

ENGL& 101 or 101D English Composition I 5

ENGL& 102 or 102D or  
 English Composition II or 5

ANTH& 260D Cultural Anthropology 5

### **BASIC QUANTITATIVE SKILLS**

MATH& 146 Introduction to Statistics 5

### **HUMANITIES**

Fifteen credits. Courses listed are required. Final 5 credits are embedded in Nursing Core requirements below.

PHIL& 101, 110, 115, 215 or 267 5

CMST& 210 Interpersonal Communications 5

### **SOCIAL SCIENCE**

15 credits. Courses below are required. Final 5 credits are embedded in Nursing Core requirements below.

PSYC& 100 General Psychology 5

PSYC& 200 Lifespan Psychology 5

### **NATURAL SCIENCE**

30 credits minimum. Courses below are required. Final 5 credits are embedded in Nursing Core requirements below.

CHEM& 121 Introduction to Chemistry 5

BIOL& 211 Majors Cellular 5

BIOL& 231 Human Anatomy 5

BIOL& 232 Human Physiology 5

BIOL& 260 Microbiology 5

### **NURSING CORE CURRICULUM – QUARTER 1**

NURS 110 Nursing Therapeutics I: Intro to Nursing & the Client 11

NURS 114/PHIL 114 Ethics & Policy in Healthcare I 2

### **NURSING CORE CURRICULUM – QUARTER 2**

NURS 120 Nursing Therapeutics II: Chronicity & Rehabilitation 8

NURS 125/PSYC 125 Psychosocial Issues in Healthcare I 2

NURS 126/NUTR 126 Nutrition in Healthcare I 2

### **NURSING CORE CURRICULUM – QUARTER 3**

NURS 130 Nursing Therapeutics III: Acute Illness 12

NURS 136/NUTR 136 Nutrition in Healthcare II 1

NURSING CORE CURRICULUM – QUARTER 4  
NURS 210 Nursing Therapeutics IV: Family Health & Reproduction II

NURS 214/PHIL 214 Ethics & Policy in Healthcare II 1

NURS 216/NUTR 216 Nutrition in Healthcare III 1

NURSING CORE CURRICULUM – QUARTER 5  
NURS 220 Nursing Therapeutics V: Multi-System Disorders 9

NURS 225/PSYC 225 Psychosocial Issues in Healthcare II 2

NURS 226/NUTR 226 Nutrition in Healthcare IV 1

NURSING CORE CURRICULUM – QUARTER 6  
NURS 230 Nursing Therapeutics VI: Role Transition into Professional Nursing 9

NURS 234/PHIL 234 Ethics & Policy in Healthcare III 2

NURS 235/PSYC 235 Psychosocial Issues in Healthcare III 1

## **ASSOCIATE OF SCIENCE PRE-ENGINEERING TECHNOLOGY: MECHANICAL, MANUFACTURING AND PLASTICS DIRECT TRANSFER AGREEMENT/MAJOR-RELATED PROGRAM**

The Associate of Science in Pre-Engineering Direct Transfer Agreement/Major-Related Program (DTA/MRP) prepares students who wish to pursue a bachelor's degree in Engineering at a university following completion of an

associate degree program that satisfies lower division general education requirements. This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance is strongly recommended. To complete this degree students must:

Successfully complete a minimum of 90-110 applicable quarter hours as listed in the Associate of Science in Pre-Engineering DTA/MRP and as outlined in the Engineering Curriculum Guide,

Earn a minimum cumulative GPA of 2.0,

Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

### **BASIC COMMUNICATION SKILLS**

ENGL& 101 or 101D English Composition I 5

### **BASIC QUANTITATIVE SKILLS**

MATH& &151 Calculus I 5

MATH& 152 Calculus II 5

MATH& 163 Calculus III 5

MATH 260 Differential Equations 5

### **HUMANITIES AND SOCIAL SCIENCE**

Fifteen credits in three different disciplines; one course from the AAS DTA Humanities distribution list and one from the Social Science distribution lists. Third course may be from either Humanities or Social Science. Maximum ten credits from any distribution area; no more than five credits in foreign language or performance arts.

Humanities and Social Science courses 15

### **NATURAL SCIENCE AND ENGINEERING**

CHEM& 161 General Chemistry I 5.5

CHEM& 162 General Chemistry II 5.5

ENGR 111 Intro to Engineering I 5

ENGR& 214 Statics 5



ENGR& 215 Dynamics 5

ENGR& 225 Mechanics of Materials 5

PHYS& 241/231 Engineering Physics I 5.5

PHYS& 242/232 Engineering Physics II 5.5

PHYS& 243/233 Engineering Physics III 5.5

### **SPECIALIZATION COURSES**

Minimum sixteen credits. Select a minimum four courses as appropriate for the intended major and transfer institution. See curriculum guide for course recommendations.

CS& 131 Computer Science I 5

ENGR& 114 Engineering Graphics 4

ENGR 121 Intro to Engineering 2: Design 5

ENGR 201 Fundamentals of Materials Sci 5

ENGR& 204 Electrical Circuits 5

ENGR 216 Integrated Computer Aided Design 4

ENGR 220 Breaking Lab 2

ENGR& 224 Thermodynamics 5

ENGR 240 Applied Numerical Methods 5

ENGL& 230 Technical Writing 3

MATH& 264 Calculus 4

Minimum of 108.5 credits

## **ASSOCIATE OF SCIENCE PRE-ENGINEERING TECHNOLOGY: COMPUTER AND ELECTRICAL ENGINEERING DIRECT TRANSFER AGREEMENT/MAJOR-RELATED PROGRAM**

The Associate of Science in  
Pre-Engineering Direct Transfer  
Agreement/Major-Related Program

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

- Successfully complete a minimum of 90-110 applicable quarter hours as listed in the Associate of Science in Pre-Engineering DTA/MRP and as outlined in the Engineering curriculum guide,
- Earn a minimum cumulative GPA of 2.0,
- Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

### **GENERAL REQUIREMENTS**

Completion of a Diversity Course

### **BASIC COMMUNICATION SKILLS**

ENGL& 101 or 101D English Composition I 5

### **BASIC QUANTITATIVE SKILLS**

MATH& 151 Calculus I 5

MATH& 152 Calculus II 5

MATH& 163 Calculus 3 5

MATH 260 Linear Algebra 5

MATH 261 Differential Equations 5

### **HUMANITIES AND SOCIAL SCIENCE**

Fifteen credits from the AAS DTA Humanities and Social Science distribution list.

Maximum ten credits from any distribution area; no more than five credits in

foreign language or performance arts.

Humanities and Social Science courses  
15

### **NATURAL SCIENCE AND ENGINEERING**

CHEM& 161 General Chemistry I 5.5

CS& 131 or 141 Computer Science I 5

ENGR 111 Intro to Engineering I 5

ENGR& 204 Electrical Circuits 5

PHYS& 241/231 Engineering Physics I 5.5

PHYS& 242/232 Engineering Physics II 5.5

PHYS& 243/233 Engineering Physics III 5.5

### **SPECIALIZATION COURSES**

Minimum twenty-two credits. Select a minimum of five courses as appropriate for the intended major and transfer institution. See curriculum guide for course recommendations.

BIOL& 222 Majors Cell/Molecular 5

CHEM& 162 General Chemistry II 5.5

CS 143 or 132 Computer Science I 5

CS 233 Advanced Data Structures 5

ENGR 121 Intro to Engineering 2 5

ENGR 202 Logic Circuits 6

ENGR 205 Electric Circuits Lab 1.5

ENGR& 214 Statics 5

ENGR& 215 Dynamics 5

ENGR& 224 Thermodynamics 5

ENGR& 230 Technical Writing 3

ENGR 240 Applied Numerical Methods 5

MATH& 264 Calculus 4 4

Minimum 104 credits

## **ASSOCIATE IN PRE-NURSING – DIRECT TRANSFER**

## **AGREEMENT/MAJOR-RELATED PROGRAM**

The Associate in Pre-Nursing Direct Transfer Agreement/Major-Related Program (DTA/MRP) prepares students who wish to pursue a bachelor's degree in Nursing at a university following completion of an associate degree program that satisfies lower division general education requirements.

This degree is accepted under agreement with designated Washington universities and satisfies the lower-division general education requirements in most cases. Advisor guidance at both EvCC and the transfer institution is strongly recommended.

To complete this degree students must:

- Successfully complete a minimum of 90 applicable quarter hours as listed in the Associate in Pre-Nursing DTA/MRP,
- Earn a minimum cumulative GPA of 2.0,
- Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

### **GENERAL REQUIREMENTS**

Completion of a Diversity Course

### **BASIC COMMUNICATION SKILLS**

Ten credits; listed courses are required.

ENGL& 101 or 101D English Composition I 5

ENGL& 102 or 102D Composition II 5

### **BASIC QUANTITATIVE SKILLS**

Five credits; listed courses are required.

MATH& 146 Introduction to Statistics 5

### **HUMANITIES**

Fifteen credits from AAS DTA Humanities distribution list.

CMST& 220 is required; CMST& 210 is recommended.

Limit of five credits from the Humanities performance category. Third course may not be a CMST course.

CMST& 220 Public Speaking 5

CMST& 210 Interpersonal Communication 5

Humanities course 5

### **SOCIAL SCIENCE**

Fifteen credits; courses listed are recommended.

PSYC& 100 General Psychology 5

PSYC& 200 Lifespan Psychology 5

ANTH& 206D Cultural Anthropology 5 or

SOC& 101 Introduction to Sociology 5

### **NATURAL SCIENCE**

Thirty-five credits minimum; courses below are required.

CHEM& 121 Introduction to Chemistry 5

CHEM& 131 Intro to Organic/Biochemistry 5

BIOL& 211 Majors Cellular 5

BIOL& 231 Human Anatomy 5

BIOL& 232 Human Physiology 5

BIOL& 260 Microbiology 5

NUTR& 101 Nutrition 5

### **ELECTIVES**

Minimum ten additional credits from the AAS DTA approved lists of Humanities,

Social Sciences or Natural Science.

Elective courses 10

Minimum 90 credits

## **ASSOCIATE IN APPLIED SCIENCE – TRANSFER**

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

- The student must successfully complete a minimum of 90 quarter hours of courses numbered 100 and above in an approved program, with a cumulative GPA of at least 2.0 and
- Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

This degree is available in Aviation Maintenance Technology, Criminal Justice, Fire Science, Information Technology, Medical Assistant and Nursing. Refer to the program curriculum guides for degree details.

### **GENERAL REQUIREMENTS**

Completion of a Diversity Course

### **GENERAL EDUCATION REQUIREMENTS**

Twenty credits. Listed courses are required. See curriculum guide for chosen discipline for other required courses.

ENGL& 101 or 101D English Composition I 5

Communication course 5

Quantitative skills course 5

Other course 5

### **REQUIRED CORE COURSES**

Required courses in chosen discipline subject matter. See curriculum guide for

chosen discipline for specific course requirements.

Core requirements 30-65

### **ELECTIVES**

Choose from courses numbered 100 or above.

Elective courses 5-40

Minimum 90 credits

## **ASSOCIATE IN GENERAL STUDIES (AGS)**

Requirements for AGS Degree

The degree in Associate in General Studies is designed for students who wish to complete a degree in general studies. To earn this degree:

1. The student must successfully complete a minimum of 90 credits with a cumulative GPA of at least 2.0. At least 30 credits must be in traditionally graded courses numbered 100 or above.
2. Courses selected to satisfy the humanities, social science, and science/math requirements must be from at least three different disciplines.
3. At least 25 of the credits must satisfy the following basic skills and general education requirements:

#### **a) Communications**

5 credits minimum, from English 098 or &101 or CMST &210, &220

#### **b) Quantitative Skills**

5 credits, to be selected from any EvCC Math course numbered 086 or above, or any 5 credit course that meets the Basic Quantitative Skills requirement of the AAS-DTA degree. High school equivalent courses may not be substituted.

#### **c) Humanities**

5 credits minimum from the published AAS - DTA guide.

#### **d) Social Sciences**

5 credits minimum from the published AAS - DTA guide

#### **e) Natural Sciences**

5 credits minimum from the published AAS - DTA guide.

#### **f) Electives**

Elective courses 65

Minimum 90 credits

**4) Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.**

## **ASSOCIATE IN FINE ARTS (AFA)**

Requirements for Associate in Fine Arts (AFA)

The Associate of Fine Arts is designed for students pursuing the fine arts, but does not transfer to other colleges and universities the way the Associate of Arts & Sciences - DTA does. The AFA is accepted by The Evergreen State College and some other colleges.

Students pursuing a Bachelor of Arts or a Bachelor of Fine Arts should consult their faculty advisor and the university in which they intend to enroll about transferability.

### **1. Basic Skills Distribution (15 credits minimum)**

Communication Skills (10 credits from the following:)

English &101 (required)

English &102, 103

Communication Studies: CMST &220 or 223

English &230

Quantitative Skills (5 credits minimum)

Business 130 (not recommended for transfer)

Math &107, 138, &141, &146, &148, &151, &152

Philosophy &120

**2. Core Art Skills (47 credits) (see emphasis area degree planning guide)**

ART 110

ART 115

30 credits from ART Focus courses listed on curriculum guide

Graphic Arts

Photography

Studio Arts

Portfolio Review ART 195

Final Presentation ART 295

**3. Humanities Distribution (5 credits)**

To be selected from the Humanities Distribution in the Associate in Arts and Sciences DTA. ART 124D recommended

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

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

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

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

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

Choose at least one course from each of three disciplines.

Drama DRMA &101, 102, 107D

Film FILM 100

Graphic Arts GRAPH 110

Journalism JOURN 101, 102, 110, 170

Music MUSC &105, 110D, 115, 116

Photography PHOTO 110

Writing/English ENGL 105, 106, 108, 109

**ASSOCIATE IN TECHNICAL ARTS (ATA)**

The degree of Associate in Technical Arts (ATA) is awarded for completion of a program of study in technical education, the purpose of which is to prepare students for related employment with skills that meet the needs of the business community. To earn this degree the student must successfully complete a minimum of 90 credits, with a cumulative GPA of at least 2.0, which must include:

1. All courses required or satisfaction of the specific technical program requirements as outlined in the appropriate curriculum guide.
2. The following general education requirements:

**A. Communications**

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

**B. Quantitative Skills**

Minimum of 5 credits. Select a course from the AAS - DTA quantitative skills list, or complete the course(s) identified as the quantitative skills course(s) in the ATA curriculum guide for the appropriate degree.

**C. Human Relations**

Minimum of 3 credits. Select from BUS 110D, BUS 165, CMST& 210, CMST& 230, H DEV 155, HLTH 150D

3. Computer Literacy will be embedded or listed as a requirement of the program.

Each technical program will be responsible for students' use of computers and technology as appropriate in their course of study.

4. Appropriate safety, industrial safety, and environmental awareness instruction will be included in the specific technical program requirements.

5. Students must complete a diversity course. Such courses are designated with a “D” at the end of the course number, such as HLTH 150D. The diversity course may also be used to meet degree requirements, such as Communications, depending on the course selected, although the credit will only be counted once.

6. Satisfy all requirements described earlier in graduation requirements for all certificates and degrees.

## TRANSFER POLICY

### Transferability of Courses

As an accredited institution, college-level credits from Everett Community College may be evaluated for transfer credit by other colleges and universities.

The transfer institution determines the transferability of courses toward baccalaureate degrees. Courses are evaluated by the transfer institution on a course-by-course basis as equivalent to required or elective courses. The Associate of Arts and Sciences degree-DTA, the Associate of Science, and the Associate in Business-DTA operate under special transfer agreements with other Washington colleges and universities and with some Oregon colleges and universities, usually enabling the student to transfer two full years of credit to the transfer institution.

EvCC curriculum guides assist students in the selection of appropriate courses for various programs, but it is the responsibility of each student to determine that the courses chosen meet the requirements of the selected transfer institution. The transferability of non-traditional credits such as military and CLEP should be confirmed with the institution to which the student intends to transfer. Courses numbered below 100 are not transferable.

Students should maintain a 2.0 (C) or higher grade in each course applied toward communication, quantitative skills, humanities, social sciences, and natural sciences distribution areas, as well as in all courses applicable to their intended majors. Some upper-division schools will not accept courses with grades lower than a 2.0. Most universities will require a cumulative GPA well above 2.0.

### Entrance Requirements for Transfer

A transferring student will be expected to meet the entrance requirements of the two-year or four-year college or university at the time of transfer. An institution to which an official transcript has been sent may re-compute the grade point average of the entering student in accordance with its own requirements and policies; this may happen frequently when non-traditional grades (S,U,I,W,Y, and V) are on the transcript.

### General Steps in Transferring

Students who plan to transfer to a four-year college or university from Everett Community College should complete the following steps:

- Obtain an EvCC curriculum guide for the chosen program from the Enrollment Services office. Confer with your faculty advisor each quarter. You may find that you need to explore some areas before deciding on a major.
- Obtain a current copy of the catalog of the college to which you want to transfer and study the requirements. Most colleges have placed their catalogs on the web. Our transfer website can be helpful also: [EverettCC.edu/Transfer](http://EverettCC.edu/Transfer).
- Identify a university major no later than the beginning of your second year, and focus on the university requirements for that major with your advisor. Some universities give admission preference to applicants who have completed courses that prepare them to start their major. In

some cases, priority for admission is given to qualified students who have completed their associate degree with courses preparatory for a specific major.

- Confer with an admissions officer at the transfer college to obtain application forms and arrange to see an advisor.
- Check periodically before transferring to be sure that all requirements are being met and all necessary steps are taken in compliance with specified deadlines.
- Watch for notices of four-year college and university representatives on campus.

## THE WASHINGTON 45

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

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

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

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

### First Year Transfer List of general education courses

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

Additional 5 credits in a different discipline can be taken from any category listed above.

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

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

NOTE: Although these courses are listed under categories, the actual course may

satisfy a different general education category at a receiving institution.

## **TRANSFER RIGHTS AND RESPONSIBILITIES**

### **Student Rights and Responsibilities**

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another

public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

### **College and University Rights and Responsibilities**

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

## **DUAL ADMISSION PROGRAMS**

Dual-admission programs enable EvCC students to make early application to a partner four-year university and gain a conditional admission while still enrolled at EvCC.

This early connection sets the stage for advising and course selection to ensure appropriate courses.

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

EvCC has a dual-admission agreement with University of Washington-Bothell.



## REQUIREMENT CODE KEY

AAS	DTA code (if applicable)	NS-L	Natural Science Lab
C	Communication Skills	SS	Social Sciences
D	Diversity	Q	Quantitative Skills
H	Humanities	SS	Social Sciences
HP	Humanities Performance	TE	Transfer Elective (A list)
R	Human Relations	W	Writing
NS	Natural Science		

Updates to these course listings can be found at  
[EverettCC.edu/Catalog](http://EverettCC.edu/Catalog)

## ACCOUNTING AND BOOKKEEPING

The Associate in Business DTA degree for business majors is a 90-credit program which includes the coursework required for transfer to a four-year college or university with junior-class standing. This is the recommended program for students who intend to earn a baccalaureate degree in any area of business administration, including accounting. Currently, individuals must hold a bachelor's degree to sit for the CPA Exam.

The 90-credit Associate in Technical Arts (ATA) degree program in accounting is designed for those who desire an associate degree in accounting and a position as a staff accountant in industry or government. While some of the coursework required for the bookkeeping certificate and ATA degree programs may be transferable to a four-year college or university, these programs are not intended for transfer.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Describe the multiple contexts of business—social, cultural, economic and legal—within a sustainable domestic and global environment.
- Evaluate and process quantitative and symbolic data.
- Define how elements of the legal environment impact business.
- Demonstrate the ability to effectively plan and to communicate orally and in writing.
- Apply appropriate technology and frameworks to input, manage, and interpret business information.
- Record transactions and prepare financial statements for a business entity.

### Faculty Advisors:

<b>M. Connelly</b>	425-388-9548	<a href="mailto:mconnelly@everettcc.edu">mconnelly@everettcc.edu</a>
<b>M. Eppley</b>	425-388-9538	<a href="mailto:meppley@everettcc.edu">meppley@everettcc.edu</a>
<b>B. Reed</b>	425-388-9249	<a href="mailto:breed@everettcc.edu">breed@everettcc.edu</a>

### ACCT 100 Accounting for Non-Accountants 2

Overview of accounting practices, concepts, and vocabulary designed for non-accounting staff who work with accounting and financial data. Emphasizes the interpretation of accounting concepts that underlie basic financial statements with limited focus on the detailed mechanics. Fundamentals of accounting, accounting for sales, cost of sales and inventory, internal controls (cash), depreciation methods, financial statements, and financial statement analysis — including how to read, use, calculate key financial metrics, and interpret financial information.

### ACCT 110 Small Business Accounting 5

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

Prerequisites: Eligibility for MATH 076 or equivalent.

### ACCT 112 Business Taxation 5

Fundamentals of federal income taxes for sole proprietorship form of business. Includes an overview of federal law governing payroll taxes. Presents the basic framework of federal income tax filing requirements, the determination of and adjustments to gross income, personal and business deductions and business income. Covers preparation of a basic federal income tax return using income tax software. Not intended for transfer.

Prerequisites: ACCT 110 or ACCT& 201 with a grade of C or higher or instructor permission

### ACCT 113 Personal and Consumer Finance 3

Introduction to planning, analyzing, managing, investing, growing and protecting personal financial resources. Includes money management, credit management, insurance, and investing. Working familiarity with MS Word and Excel recommended.

### ACCT& 201 Principles of Accounting I 5

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

Prerequisites: Completion of ACCT 110 or instructor's permission.

### ACCT& 202 Principles of Accounting II 5

(TE) Continuation of ACCT& 201. Focus on issues and choices involved in asset valuation, income determination, and financial statement preparation. Topics covered include treatment of long-term assets, current and long-term liabilities, short- and long-term investments, and transactions affecting stockholder equity. Also covers preparation of cash flow statements and calculation, as well as interpretation of financial performance ratios and comparative and common-size financial statements.

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

### ACCT& 203 Principles of Accounting III 5

(TE) Use of accounting as a tool to assist management in planning, analyzing, control, and decision making. Includes budgeting, cost behavior, cost-volume-profit analysis, standard cost systems, cost variance analysis, and capital project analysis using cash flow diagrams and present value techniques. Emphasizes accounting methods helpful in commonly encountered business decision problems.

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

### ACCT 210 Payroll 5

An examination of systems and operations of payroll accounting, including federal, state, and local payroll taxes related to business. Students will prepare payroll, record payroll, payroll tax forms, the basics of wage and hour laws—both federal and state. Coursework will be conducted utilizing manual methods, and computer-based software. Not intended for transfer students.

Prerequisites: ACCT 110 and BT 242 or instructor permission

### ACCT 215 Computer Accounting 5

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

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

### ACCT 230 Introduction to Fraud Examination 5

Basic topics of fraud examination, including fraud schemes, laws related to fraud, the nature of fraud; understanding the implications of the fraud triangle; and risk assessment, prevention, detection, deterrence, and investigation of fraud. Gathering evidence through the examination of documents, interview theory and application, sources of information, accessing online information, tracing illicit transactions, ethics, report writing, and reporting standards.

Prerequisites: ACCT 100, ACCT 110 or ACCT &201 with a grade of C or higher, or concurrent enrollment in ACCT 100, or instructor permission

## ACCT 250 Intermediate Accounting 5

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

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

## ACTING

See Drama

## ADVANCED MANUFACTURING TECHNOLOGY

See also Precision Machining / Manufacturing Technology, Engineering Technology, Composites Technology, Welding and Fabrication, and Technical Design (CAD)

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

Faculty Advisors:

M. Patching	425-388-9092	mpatching@everettcc.edu
D. Primacio	425-267-0160	dprimacio@everettcc.edu

## AMERICAN SIGN LANGUAGE

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## ANTHROPOLOGY

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

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Students learn how to collect information from different types of written sources.
- Students present a synthesis of the data they collect in the form of written and/or oral presentations.
- Students incorporate a cultural relativistic perspective into all course work.
- Students demonstrate how the biocultural model is integral to understanding the world from a holistic perspective.
- Students analyze the human condition both in a historical context and from the stance as a global citizen.

Faculty Advisor:

C. Clarke	425-388-9382	cclarke@everettcc.edu
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## ANTH 116D Cultures in Context 5

(SS, D) General study of the field of cultural anthropology, which studies humanity from a cross-cultural perspective and the field of linguistic anthropology which examines human verbal and non-verbal communication. Writing assignments represent a significant component of coursework.

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

## ANTH 122D Human Diversity 5

(SS, D) Explores how racial categories and the social consequences of research into human differences have resulted in the controversies surrounding stem cell research, cloning, and other topics labeled as neo-eugenics. Writing assignments represent a significant component of coursework.

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

## ANTH 182 Service Learning 1-2

Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

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

## ANTH 201 Human Ecology I 5

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

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

## ANTH 202 Human Ecology II 5

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

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

## ANTH 203 Human Ecology III 5

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

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

## ANTH& 204 Archaeology 5

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

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

**ANTH& 206D**  
**Cultural Anthropology** 5  
 (C,SS,D,W) Introduction to the study of culture and society using a cross-cultural perspective to gain better understanding of family life, kinship, economic, political, and religious systems in various societies around the world. Includes training in fundamentals of social and cultural anthropology. Writing assignments, which represent more than 50% of the coursework, are designed in compliance with the expectations for a W-designated course.

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

**ANTH& 115**  
**Our Place in Nature** 5  
 (NS) General study of the field of archaeology, which explores human cultures through an examination of material remains and how archaeologists gather and use scientific data. Also this course is a general study of the field of biological anthropology, using evolutionary theory to explore human biological variation, the origins, major evolutionary trends, and modern taxonomic relationships of the nonhuman primates as well as the human fossil record in geological context of the last six million years of earth history. Writing assignments represent a significant component of coursework.

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

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

**Prerequisites:** ENGL& 101 with a grade of C or higher. MATH 086 or MATH 091 with a grade of C or higher, or eligibility for MATH 096 via a math assessment

**ANTH& 216D**  
**Northwest Coast Indians** 5  
 (SS, D) Overview of traditional native societies of the Northwest Coast from southern Alaska to northern California; significant features such as art, totemic crests, rank, religious beliefs, the potlatch, fishing and foraging are illustrated by comparisons and by selected ethnographic sketches; the contemporary situation in context of continuity with the past. Writing assignments represent a significant component of coursework.

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

**ANTH 230D**  
**African American Experiences** 5  
 (SS, D) Anthropological analysis of how African Americans contribute to American society, understanding of the varied African American ethnicities using fieldwork and ethnographic studies. Writing assignments represent a significant component of coursework.

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

**ANTH& 234D**  
**Religion and Culture** 5  
 (SS, D) Comparative social anthropological study of religious systems. Inquiry into various aspects of comparative tribal and world religions such as symbolism, rituals, doctrines, myths, religious specialists, personal, ecological, and social meaning of belief systems as these create religious worlds that are the context in which people live their lives. Writing assignments represent a significant component of coursework.

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

**ANTH 255D**  
**Medicine across Cultures** 5  
 (SS, D) Cross-cultural analysis of the environmental, historical, biological and cultural contributions to illness and health. Also offered as SOC 255D. Credit may not be earned in both SOC 255D and ANTH 255D. Writing assignments represent a significant component of coursework.

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

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

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

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

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

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

**Prerequisites:** ANTH 270 and ANTH 271.

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

**Prerequisites:** ANTH 271

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

**Prerequisites:** ANTH 272

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

**Prerequisites:** ANTH 273

## APPRENTICESHIP

The College cooperates with local joint apprenticeship committees to offer classes in related trade training for apprentices. According to state apprenticeship law, state and local boards responsible for vocational education shall oversee related and supplemental instruction of apprentices for no less than 144 hours of regular class attendance per year during the apprenticeship-training period. The courses are open only to indentured apprentices.

The following apprenticeship programs are currently approved and offered through the unions in cooperation with Everett Community College.

PUD - 425-783-5035

We also offer apprenticeships through AJAC in Machining and Industrial Maintenance. For more information call 206-764-7940.

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

For information and advising regarding apprenticeships and the ATA in Apprenticeship, contact the Aerospace & Advanced Manufacturing Careers Division at 425-388-9570 or [mfg@everettcc.edu](mailto:mfg@everettcc.edu).

**AMTA 103**  
**Aircraft Maintenance General Topics II** 5

This apprenticeship course covers identification and selection of fuels, proper treating of structural corrosion and proper maintenance record entries.

Course includes: identification of fuels, procedures for proper engine run-up, aircraft movement, tie-down, cleaning and corrosion control, applications of geometry and algebra, and records maintenance. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**AMTA 104**  
**Aircraft Structures I** 5

This apprenticeship course covers physics, government regulations for aviation maintenance, mechanic privileges, wood structures, aircraft covering and finishes. Course includes: mechanical advantage conversion FAA regulations, AMT expectations, woodcraft repair, airworthiness of fabrics, and airframe structure protection. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**AMTA 201**  
**Aircraft Structures II** 5

This apprenticeship course covers sheet-metal and nonmetallic composite structures, welding an aircraft; aerodynamics of flight, and routine inspection. The course includes: metallic aircraft structures, assembly and rigging, determination of the legal airworthiness of an aircraft, power plant, and components. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**AMTA 202**  
**Aircraft Systems I** 5

This apprenticeship course covers shock struts, wheels and tires, brakes; steering, warning, and anti-skid, systems, safety practices; hydraulic fluid types and characteristics; hoses, fittings, attachments, and seals; inspection, servicing, and standard maintenance practices. The course includes: steering systems, electrical brake controls, retraction and position indicating systems, power system components, and safety practices. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**AMTA 203**  
**Aircraft Systems II** 5

This apprenticeship course covers cabin atmosphere control systems, aircraft instrument systems, communication and navigation systems, and aircraft fuel systems, tanks, valves, and pumps. Topics include: maintenance of cabin environment, data for power plant, electronic navigation and carrying of flammable material. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**AMTA 204**  
**Aircraft Systems III** 5

This apprenticeship course teaches students to identify and install the correct types of connectors on aircraft electrical wiring, the size and type of wiring and approved components in an electrical system. Topics covered include Aircraft Electrical Systems, Position and Warning Systems, Ice and Rain Control Systems and Fire Protection Systems. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**AMTA 205**  
**FAA Certification Test Prep** 5

This apprenticeship course teaches students to identify and install the correct types of connectors on aircraft electrical wiring, the size and type of wiring and approved components in an electrical system. Topics covered include Aircraft Electrical Systems, Position and Warning Systems, Ice and Rain Control Systems and Fire Protection Systems. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**IMMA 203**  
**Maintenance Mechanic Mechanical Systems** 5

The apprentices will learn to maintain all of the elements of a mechanical system. Apprentices will begin by exploring mechanical fundamentals such as energy, mechanical forces, and simple machines. Apprentices will learn to troubleshoot, assemble, and maintain couplings, gears, pulleys, chains, sprockets, and brakes. Hands-on activities include the disassembly, repair, and assembly of mechanical systems found in industry such as gearboxes, worm drives, standard transmissions, and differential drives. Apprentices will also practice alignment skills using a simulation station.

**Prerequisites:** Instructor permission.

**INT 101**  
**Manufacturing Basics** 3

Topics include: Newton's Law, types of pressure, definitions of energy, force, torque, and gas laws. Provides an introduction to basic electrical practices. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**INT 108**  
**Introduction to Blueprints** 3

A review and experiential exercise in interpreting technical drawings. This course introduces students to the various sources of information found within technical drawings and provides practice interpreting various projections. Functions and application of linear dimensioning, tolerancing, lines and symbols. Basic vocabulary, conversions between metric and inch/pound measurements, as well as scales and datums will be explored. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**INT 110**  
**Math for Manufacturing** 3

An introduction to common applications of mathematics within manufacturing. Developing proficiency in arithmetic calculations and applying mathematical principles for effective on-the-job training applications. The use of mathematical symbols and processes as they relate to machine control and repair/fabrication methods is emphasized. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**INT 112**  
**Manufacturing Tools and Trades** 5

Provides participants with entry-level manufacturing skills. The use of hand tools, shop and manufacturing tools, shop safety, personal protective equipment and quality control concepts. Welding and electrical skills are also covered. Group and individual projects using technical drawings that apply learned theory to develop and utilize critical thinking and problem solving skills. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**INT 180**  
**Introduction to Composites** 3

The properties and processing of solid materials used in manufacturing (ceramics, metals, polymers, and composites) through classroom and lab activities. An introduction to fiber-reinforced composites and students will learn about the properties and processing of composites materials used in advanced manufacturing. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission.

**MT 101**  
**Industrial Manufacturing Safety** 5  
 Apprentices will be oriented to the occupation and learn about foundational safety requirements specific manufacturing and production. Course content will include basic shop safety, OSHA 10 and CPR/First Aid. The course will introduce the concepts of working in a safe and productive manufacturing workplace, safety, and environmental assessments, emergency drills and emergency teams, unsafe conditions and corrective action, equipment safety training, processes and procedures that support a safe work environment, safety and health requirements for maintenance, installation and repair, monitoring safe equipment and operator performance, and effective safety enhancing workplace practices.

\*This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission

**MT 102**  
**Industrial Manufacturing Basics** 5  
 Apprentices will apply quality and continuous improvement practices to manufacturing and production. The course will introduce quality assurance, inspection, blueprint reading, interpreting manufacturing documents, precision measurement, and basic tools/equipment use and knowledge. Apprentices will learn the process of periodic or statistically based internal quality audit activities, check and document calibration of gauges and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality tests, communicate quality problems, take corrective actions to restore or maintain quality, use common measurement systems and precision measurement tools.

\*This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** MT 101 AND instructor permission

**MT 103**  
**Industrial Manufacturing Production Processes** 5  
 Apprentices will learn to identify customer needs and required resources for production. They will learn about production, communication, lean manufacturing, problem solving and front line leadership techniques. The course will introduce the set up and operation of machines including tooling and equipment. Apprentices will learn to identify customer needs, determine resources available for the production process, set up equipment for the production process, set team production goals, make job assignments, coordinate work flow with team members and other work groups, communicate production and material requirements and product specifications, perform and monitor the process to make the product, document product and process compliance with customer requirements, and prepare final product for shipping or distribution. Additionally, students will examine emerging industrial technologies and trends in green manufacturing.

\*This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** MT 101, MT 102, AND instructor permission

**MT 104**  
**Industrial Manufacturing Machine Maintenance** 5  
 Apprentices will learn the foundational principles and skills relating to machine maintenance awareness. They will learn to apply principals of welding, basic electricity, and fluid power systems to manufacturing equipment. Apprentices will examine common applications for lubricants, coolants, bearings, couplings, belt drives and chain drives. The course will apply machine control and automation concepts to awareness of machine maintenance. Apprentices will learn how to perform preventive maintenance and routine repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with electrical, pneumatic, hydraulic and other systems.

\*This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** MT 101, MT 102, MT 103, AND instructor permission

**PMF 101**  
**Introduction to Precision Metal Fabrication** 5  
 Basics of controlled punching, laser cutting, forming machines and machining operations. Introduces processes such as: setup, print reading, job planning, measuring skills, math (up to algebra), tooling, and machine anatomy. Safety, First Aid and CPR will also be addressed.

**Prerequisites:** Instructor permission.

**PMF 102**  
**Precision Metal Fabrication Technology** 5  
 Identification and use of tools such as die, square, forklift, cutting tools (laser cutting and shears), hand punch, Cleco tools (traditional pliers and pneumatic), and rivet guns. Uses of fixturing, compressed air, single pallet load/unload systems, LEAN, and rack mounts, tooling theory and construction of tooling.

**Prerequisites:** Instructor permission.

**PMF 103**  
**Materials, Processes, References** 5  
 Materials and processes used in precision metal fabrication through various sources and hands-on activities. Analysis of essential metals such as steel alloy, stainless steels, aluminum, and sheet metal. Metallurgy, annealing, machinability, tensile properties, Heat treat, properties of bending metal etc. Materials and their properties; various processes for converting material into manufactured parts; and the interrelation between materials and processes, regarding feasibility and cost, the heat treating processes, material identification, and methods of material testing. The importance of safety and the necessity of precision are demonstrated throughout.

**Prerequisites:** Instructor permission.

**PMF 104**  
**CNC Operation and Setup** 5  
 Computer numerical control (CNC) setup and operation, with a special focus on CNC punch presses, CNC press breaks, Turning centers, milling machines, and crash avoidance. Implementing documentation regarding setup, Loading tools into holders, Inputting programs into machine control, Setting TLOs (tool length offsets), Establishing work coordinate and work shift offsets, Dry run operations, Machining of a part, Part inspection, Adjustment of offsets, and Documentation for future usage.

**Prerequisites:** Instructor permission.

**PMF 201**  
**Shop Math** 5  
 Standard shop computations relating to the dimensions of the work. Relevant mathematical concepts taken from Algebra, Geometry, and Trigonometry, for understanding formulas, ratios, and measuring techniques. Basic skills review (such as adding, subtracting, multiplying, and dividing). Evaluation of algebraic expressions, simplifying algebraic expressions, properties of real numbers, solving linear equations and inequalities, simplifying monomial fractions, solving fractional equations, and inequalities. Ratio, proportion, percentage, and linear measurements. Fundamentals of algebra with regard to application of formulas for cutting speed, RPMs, cutting time, and spur gears. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission

**PMF 202**  
**Engineering Drawings** 5  
 Interpreting technical drawings and transforming drawings into manufactured products. Interpretation of Blue Prints specifications, with ADCNs, and DCNs. Decoding blueprints, sketches, parts lists, layout, and assembly drawings. Flat pattern layout, Inserts, and Rapid prototyping. Theory and application of engineering drawings, including drawing zones, sketching and block lettering, geometric construction and the relationship of detail, standard, section and auxiliary views. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission

**PMF 203**  
**Safety and Inspection** 5  
 Processes that have special conditions that require further precautions. Hazardous materials, washers, sealers, masking, coatings (such as paint- including metalized paint for plastics, anodize, chrome, and Teflon finishes), and surface finishes (such as matt, gloss, and wrinkle). Paint booths, powder booths, and batch ovens. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

**Prerequisites:** Instructor permission

**PMF 204**  
**Computer Aided Design and Manufacturing** 5  
 Introductory computer skills, CAD (SolidWorks), and CAM. Develop Solidworks drawings, and fabricate from these drawings, as well as use precision instruments to work within close tolerances. Introduction to parametric, three-dimensional modeling using CAD software. Navigation within software to create wire frame drawings and solid models using industry best practices and manipulate solid model assemblies. This course is open only to current Aerospace Joint Apprenticeship Committee (AJAC) enrolled students.

Prerequisites: Instructor permission

## ARABIC

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## ART

Art courses emphasize the development of knowledge and skills in design, drawing, painting, ceramics, sculpture, visual culture and art history. Students pursuing an AFA degree choose a specific disciplinary concentration. Most art courses satisfy the Humanities or Humanities Performance graduation distribution requirement.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Critique work, verbally and in writing, using the foundational language of the visual arts.
- Describe and interpret, verbally and in writing, their own and other's work in the chosen program of study
- Demonstrate proficiency in the use of tools, techniques, and processes relevant to the chosen program of study.
- Create a body of work that demonstrates proficiency in the skills and personal creativity within the program of study.
- Integrate knowledge of the chosen program of study with understanding of the social, historical and aesthetic context of artistic work.
- Describe educational and/or professional opportunities and objectives in the chosen program of study.

Faculty Advisors:

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S. Lepper	425-388-9445	slepper@everettcc.edu

### ART 000P Printmaking Studio

Prior to registering for this studio, lab students must contact the studio technician in Whitehorse Hall, room 320, to complete an open studio use agreement. For more information, contact 425-388-9033. Self-support, non-tuition, non-credit class. Studio use fee: \$180. Non-refundable.

### ART& 100 Understanding Art

 5

(H) Introductory course in viewing and participating with the human created visual world. Exploration of the language, processes and role of art in many media. Development of visual literacy through learning a critical method for understanding, analyzing and interpreting imagery. Brief historical overview and inclusion of the art of many cultures. Regular written assignments, readings, and slide analysis. Gallery and museum visits.

**ART 110**  
**Design I: Two-dimensional Visual Foundations** 5  
 (HP) This course is a foundational course in developing the recognition, understanding, and manipulation of the basic principles and elements of design as applied to two-dimensional art. Faculty structured assignments will focus on the use of the design elements and organizational principles as a point of departure for critical thinking and creative problem solving.

**ART 111**  
**Design II: 3 Dimensional** 5  
 (HP) Continued exploration of the basic principles and elements of design as applied to three-dimensional art. Faculty structured assignments focus on the use of line, planes, surface, materiality, shape, volume, and structure with emphasis on craft and presentation. Basic principles and elements used to solve 3-D visual problems in a variety of materials using hand tools.

**ART 112**  
**Design III: Advanced Design** 5  
 (HP) Advanced course in the principles and elements of design. Emphasis on application of design principles to develop and produce communicative images by working in a series. Instructor guided assignments incorporate principles of color theory and composition in the solution of complex design problems.

Prerequisites: ART 110 and ART 111.

**ART 113**  
**Beginning Life Drawing** 3  
 (HP) Introduction to figure drawing from live models including study of anatomy, proportion, use of line, value, shape, space, foreshortening and perspective as related to the figure through instructor-guided exercises. May be repeated two times for credit.

Prerequisites: ART 115 or instructor permission.

**ART 114**  
**Intermediate Life Drawing** 3  
 (HP) Intermediate level of figure drawing from live models. Emphasizes investigation into the use of various media including color, use of the elements for expression, mastery of basic skills in proportion, and exploration of the styles and representation of the figure by artists throughout history and in contemporary art.

Prerequisites: ART 113

**ART 115**  
**Drawing I** 5  
 (HP) Introductory course emphasizing principles and elements of the visual arts as seen in drawing. Development of observational drawing skills in the use of linear perspective, line, shape, value, space, proportion and scale. Primary medium used is charcoal. Faculty guided exercises including the role of drawing as a tool in other visual disciplines, style, history, and vocabulary.

**ART 116**  
**Drawing II** 5  
 (HP) Intermediate course emphasizing principles and elements of the visual arts applied to meaning and expression. Use of various media, including charcoal, conte, and pastel. Proficiency of skills in observational drawing including composition, subject matter, content. Introduction of color; materials and techniques. Written analysis of creative process and use of drawing by major artists. Drawing from live models may be included.

Prerequisites: ART 115

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

**ART 124D**  
**Understanding World Art** 5  
 (H,D) Introduction to artwork from various under-represented world cultures in a wide range of media for the student with little experience in the visual arts. Traditional and contemporary approaches to creating artwork as practiced globally and historically combined with the study of visual language and culture in the medium, theme, subject or culture represented. Course includes all forms of visual expression, the process of artistic creation and thought, and the role of visual culture in society and history. Discussion and studies in forms of representation as examples of culturally based perceptions of time, space, self, identity, community and otherness.

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

**Prerequisites:** ART 115 or instructor permission.

**ART 140**  
**Kiln Formed Glass I** 2  
 (HP) The first course in a sequence of three to develop fundamental skills to manipulate kiln formed glass. Introduction to the language of the visual arts as it pertains to glass. Advanced courses include slumping glass into molds.

**ART 141**  
**Kiln Formed Glass II** 2  
 (HP) The second course in a sequence of three to develop fundamental skills to manipulate kiln formed glass. Introduction to the language of the visual arts as it pertains to glass. Advanced courses include slumping glass into molds.

**Prerequisites:** ART 140 or instructor permission.

**ART 142**  
**Kiln Formed Glass III** 2  
 (HP) The last course in a sequence of three to develop fundamental skills to manipulate kiln formed glass. Introduction to the language of the visual arts as it pertains to glass. Advanced courses include slumping glass into molds.

**Prerequisites:** ART 141 or instructor permission.

**ART 182**  
**Service Learning** 1-2  
 Service Learning combines the opportunity of volunteerism with academic applications of social, economic and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. A maximum of six credits may be earned.

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

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

**Prerequisites:** ART 110, GRAPH 172, and ART 115, or instructor permission.

**ART 200**  
**Painting I** 5  
 (HP) Studio practice of fundamental painting skills through traditional imagery using the media of oil or acrylic paint. Technical information about the physical properties of paint, mediums, support and tools. Language and understanding of the principles and elements of art as they apply to painting. Manipulation of the media for representation including color theory, form, value, texture, shape and composition. Faculty structured exercises to develop skills, style and expression. ART 110 recommended.

**Prerequisites:** ART 115 or ART 123 or instructor permission

**ART 201**  
**Painting II** 5  
 (HP) Studio practice of fundamental painting skills through traditional imagery using the media of oil or acrylic paint. Technical information about the physical properties of paint, mediums, support and tools. Language and understanding of the principles and elements of art as they apply to painting. Manipulation of the media for representation including color theory, form, value, texture, shape and composition. Faculty structured exercises to develop skills, style and expression. Advanced courses include contemporary modes of painting, mixed media techniques, professional development and presentation.

**Prerequisites:** ART 200

**ART 202**  
**Painting III** 5  
 (HP) Studio practice of fundamental painting skills through traditional or contemporary imagery using the media of oil or acrylic paint. Technical information about the physical properties of paint, mediums, support and tools. Language and understanding of the principles and elements of art as they apply to painting. Manipulation of the media for representation including color theory, form, value, texture, shape and composition. Faculty structured exercises to develop skills, style and expression. Advanced courses include contemporary modes of painting, mixed media techniques, professional development and presentation.

**Prerequisites:** ART 201

**ART 203**  
**Painting IV** 5  
 (HP) Studio practice of fundamental painting skills through traditional or contemporary imagery using the media of oil or acrylic paint. Technical information about the physical properties of paint, mediums, support and tools. Language and understanding of the principles and elements of art as they apply to painting. Manipulation of the media for representation including color theory, form, value, texture, shape and composition. Faculty structured exercises to develop skills, style and expression. Advanced courses include contemporary modes of painting, mixed media techniques, professional development and presentation.

**Prerequisites:** ART 201

**ART 205**  
**Watercolor I** 3 or 5  
 (HP) Studio training in basic transparent watercolor skills necessary for artistic expression. Color theory and its application to pictorial composition. Investigation of materials, tools, techniques. Advanced courses explore personal experimentation and style development through both traditional and contemporary approaches. Professional presentation techniques.

**Prerequisites:** ART 115.

**ART 206**  
**Watercolor II** 3 or 5  
 (HP) Studio training in basic transparent watercolor skills necessary for artistic expression. Color theory and its application to pictorial composition. Investigation of materials, tools, techniques. Advanced courses explore personal experimentation and style development through both traditional and contemporary approaches. Professional presentation techniques.

**Prerequisites:** ART 205.

**ART 210**  
**Studio Workshop** 1-5  
 (HP) Workshop in the use of press, chemical and ink technical information and basic skills in the entire print process.

**ART 211**  
**Beyond Traditional Media** 3  
 (HP) Studio course investigating contemporary uses of combined media and expanding traditional uses and formats of media. Projects utilizing several studio skills from different disciplines will be pursued. Language, theory and analysis of issues in the inter-relationships of media with personal and professional practice will be studied. Student choice of media to be explored, previous experience in the media of choice required. May be repeated two times for credit.

**Prerequisites:** ART 116 or ART 101 or ART 271 or PHOTO 110 or instructor permission.

**ART 215**  
**Life Drawing I** 5  
 (HP) Course sequence in the representation of the human figure through drawing from live models. Study of human anatomy as it applies to art, involving the proportions of the figure, use of line and value, negative space, foreshortening and perspective through instructor-guided exercises. Subsequent course includes investigation into various media including color, uses of the elements for expression, mastery of basic skills, and exploration of the styles and representation of the figure by artists in historical and contemporary art. Investigation of the role of the figure in art and culture throughout history. ART 110 recommended.

**Prerequisites:** ART 115 or instructor permission.

**ART 216**  
**Life Drawing II** 5  
 (HP) Course sequence in the representation of the human figure through drawing from live models. Study of human anatomy as it applies to art, involving the proportions of the figure, use of line and value, negative space, foreshortening and perspective through instructor-guided exercises. Subsequent course includes investigation into various media including color, uses of the elements for expression, mastery of basic skills, and exploration of the styles and representation of the figure by artists in historical and contemporary art. Investigation of the role of the figure in art and culture throughout history. May be repeated two times for credit.

Prerequisites: ART 215

**ART 220**  
**Western Art History: Ancient to Medieval** 5  
 (H) Survey of art from ancient foundations to the 14th century in Europe. Topics and issues of art history as relevant to the formation of styles, methods of construction, and the role of the artist in early civilization. Includes study of the cultures of Egypt, Ancient Greece, Rome, and Early Christian. Introduction to the analysis of imagery and the methods and practice of art history. Recommend previous enrollment in ART 124D. Sequential order preferred.

**ART 221**  
**Western Art History: 15th to 18th Centuries** 5  
 (H) Survey of the dominant styles and movements of art in Europe and America from the 15th to the 18th centuries. Social, religious, political and philosophical changes and their connection with the role and creations of the artist. Includes Renaissance and Baroque periods. Analysis of imagery and practice of historical research. Recommend previous enrollment in ART 124D. Sequential order preferred.

**ART 222**  
**Western Art History: 18th to 19th Century** 5  
 (H) Survey of major movements in the art of Europe, America and Russia from the 18th to the early 20th centuries. Traces the development of major changes in artistic expression, theory, meaning and content leading to the development of the Modern movement. Includes Classicism, Romanticism, and Impressionism. Analysis of imagery and methods and practice of historical research. Recommend previous enrollment in ART 124D.

**ART 224**  
**Contemporary Movements** 5  
 (H) Development and spread of Modernism since the early 20th century and subsequent movements in art to the present day. Includes a survey of modernist theory and criticism, issues of gender and multiculturalism, and their effect on art. Includes such movements as Cubism, Abstract Expressionism, and Post Modernism. Previous enrollment in ART 124D recommended. Sequential order preferred.

**ART 228D**  
**The World of Anime and Manga** 5  
 (H,D) Introduction to the history, culture, and creators who developed anime & manga: Japanese animation and comics. Examines the reciprocal influences between Japanese and Western artists to understand how anime and manga have become transnational mediums. Introduces key creators of the 20th century and examines influences on their work, as well as how these works influence contemporary visual art. Engages with critical themes, including an analysis of ethnocentric reactions, stereotyping, prejudice, discrimination, and gender bias, as seen in works of anime & manga, and experienced by creators working the industry.

Prerequisites: Eligibility for ENGL& 101.

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

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

Prerequisites: ART 230 or instructor permission.

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

Prerequisites: ART 231 or instructor permission.

**ART 240**  
**Printmaking I** 3-5  
 (HP) Introductory course focused on the development of skills, principles, techniques, methods and language of printmaking. Emphasizes use of the press, inks and basic skills in the entire print process using ecologically safe materials. Develops the techniques of monotype, intaglio, relief, collagraph.

**ART 241**  
**Printmaking II** 3-5  
 (HP) Intermediate course focused on the continued development of skills, principles, techniques and methods of printmaking. Applying the vocabulary of printmaking to the press, inks, paper treatment, and basic skills in the entire print process using ecologically safe materials. Students incorporate color into the monotype, intaglio, relief, and collagraph processes. Continued focus on the development of printmaking skills with emphasis on principles and elements of art as they apply to printmaking.

Prerequisites: ART 240

**ART 242**  
**Printmaking III** 3-5  
 (HP) Intermediate course focused on advanced skills, principles, techniques and methods of printmaking. Relating the vocabulary of printmaking to the press, inks, paper treatment, and basic skills in the entire print process using ecologically safe materials. Students create a body of work that incorporates advanced techniques including multiple plate printing and chine colle/collage. Projects develop aesthetic style and attend to the students' understanding of art making as applicable to printmaking.

Prerequisites: ART 241

**ART 243**  
**Printmaking IV** 3-5  
 (HP) Advanced course focused on advanced skills, principles, techniques and methods of printmaking. Relating the vocabulary of printmaking to the press, inks, paper treatment, and basic skills in the entire print process using ecologically safe materials. Final course in the printmaking sequence. Students design projects and create a body of work through research on contemporary and historical print techniques. Emphasis on content development.

Prerequisites: ART 242

**ART 250**  
**Internship** Art 2.5  
 Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisites: Instructor permission

**ART 270**  
**Ceramics I: Handbuilding and Foundations** 5  
 (HP) First in a sequence of courses in the development of the knowledge and skills needed to create ceramic pieces using the medium as a point of departure for critical thinking and creative problem solving. Techniques of handbuilding and introduction to principles and elements of art as applied to ceramics. Faculty structured projects will develop physical skills and an understanding of technical information, as well as functional and sculptural aesthetics. Ceramic history, science, and design are covered at length.



**ART 271**  
**Ceramics II: Principles and Practices of Wheel Throwing** 5  
 (HP) Second in a sequence of courses in the development of the knowledge and skills needed to create ceramic forms using the medium as a point of departure for critical thinking and creative problem solving. Focus is on developing skills in the use of the potter's wheel. Principles and elements of design will be stressed, including unity, along with the concepts of accuracy, precision, utility, and functional aesthetics.

Prerequisites: ART 270

**ART 272**  
**Ceramics III: Integrating Techniques** 5  
 (HP) Continuation of courses in the development of the knowledge and skills needed to create ceramic forms using the medium as a point of departure for critical thinking and creative problem solving. Explores advanced wheel throwing techniques, integrates wheel throwing and handbuilding techniques in the creation of complex ceramic forms.

Prerequisites: ART 110 or 111, ART 270, ART 271 or instructor permission

**ART 273**  
**Ceramics IV: Advanced Projects in Ceramics** 5  
 (HP) Capstone course in the development of knowledge and skills in the creation of ceramic forms using the medium as a point of departure for critical thinking and creative problem solving. Focus on the creation of a series of ceramic forms to be viewed in public display.

Prerequisites: ART 272 or instructor permission

**ART 274**  
**Ceramics Workshop** 3  
 (HP) Ceramics workshop based on a variety of topical techniques and processes. Examples include alternative firing methods and systems, Majolica, low-fired ceramic processes and sculpture. See current schedule for course topic. May be repeated two times for credit.

Prerequisites: ART 107 or ART 270.

**ART 275**  
**Glaze Formulation for Studio Ceramics I** 3  
 Introduction to the materials and methods used in glaze making for studio ceramics. Students will use the principles of experimental design to become familiar with the materials typically used in studio ceramics and learn to make original utilitarian glazes suitable for mid-range firing in an electric kiln. Glaze application and kiln operation will be discussed.

Prerequisites: ART 270, ART 271, or instructor permission

**ART 276**  
**Glaze Formulation for Studio Ceramics II** 3  
 Continuing exploration of the materials and methods used in glaze making for studio ceramics. Students will build on the experience from ART 275 and learn to manipulate existing glazes to alter their properties. Students will also learn to formulate glazes for high fire gas kilns and learn consider the role of kiln atmosphere in studio ceramics. The course will also introduce the properties of standard historical stoneware glazes.

Prerequisites: ART 270, ART 271, ART 275 or instructor permission

**ART 277**  
**Glaze Formulation for Studio Ceramics III** 3  
 Final course in exploring the materials and methods used in glaze making for studio ceramics. Students will use their accumulated knowledge of glaze materials to extend their palette to include non-traditional and non-utilitarian ceramic surfaces. The class will introduce sculptural glazes, textural surfaces and crystalline glazes for mid-range electric and high fire gas kilns. Students will also explore studio economics and design an hypothetical studio to suit their working process and proposed body of work.

Prerequisites: ART 270, ART 271, ART 275, ART 276 or instructor permission

**ART 294**  
**Portfolio Development** 5  
 (HP) Advanced course focused on developing a portfolio of work with faculty guidance emphasizing personal exploration, studio research of contemporary and traditional themes, issues, media, skills and techniques, and presentation in 2D studio art. Media may be combined. Student's choice of media. Previous experience in primary medium of choice required.

Prerequisites: Instructor permission

**ART 295**  
**Professional Practices** 5  
 Advanced course required for students nearing the completion of their Associate of Fine Arts degree in art, graphic design or photography or nearing completion of an Associate of Technical Arts in Interactive Web Design. Professional practices include portfolio design, development and editing. Focuses on self-assessment, development of personal style (or "personal presentation") and resume preparation.

Prerequisites: Instructor Permission

**ART 297**  
**Gallery and Exhibit Technique** 2  
 (TE) Instruction and practical experience in all aspects of the design and installation of exhibitions. Content includes curating, installation and de-installation of artwork, graphic design for posters and publications. Graphic design experience is preferred (GRA 110). Weekly time commitment includes two hours of classroom instruction and three hours of hands-on gallery supervision each week. May be repeated three times for credit. Limit 5 students.

Prerequisites: Instructor permission

## ASTRONOMY

Astronomy courses involve studying the origin, composition, and structure of the solar system, stars, galaxies, and the universe. Most astronomy courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement.

Faculty Advisors:

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**ASTR& 100**  
**Survey of Astronomy** 5  
 (NS) General survey of astronomy including the nature of planets, stars, and galaxies. The origin and evolution of the solar system and universe.

Prerequisites: MATH 080 or placement into MATH 081 or higher.

**ASTR& 101**  
**Introduction to Astronomy** 5  
 (NS-L) Integrated laboratory/lecture course emphasizing observational techniques, the history and evolution of astronomical concepts, and the origin and composition of the solar system. Lecture, video, and slide demonstrations, plus hands-on laboratory sessions and evening field observing sessions.

Prerequisites: Eligibility for ENGL& 101 AND MATH 086 or MATH 095, OR eligibility for MATH 096 via a math assessment

**ASTR& 115**  
**Stars, Galaxies and Cosmos** 5  
 (NS-L) Introduction to the current state of research into the structure, origin, and evolution of the universe. Topics include stellar evolution, galactic structure and formation, cosmic distances, black holes, quasars, and cosmological theories. Laboratory projects emphasize photographic and spectrographic analysis of stars and galaxies.

Prerequisites: Eligibility for ENGL& 101 AND MATH 092 or MATH 096 or MATH 099, OR eligibility for MATH& 141 via a math assessment.

**ASTR 122**  
**Life in the Universe** 5  
 (NS-L) Investigates the astronomical and biological conditions necessary for the evolution of life in the universe. Topics covered will be basic concepts in astronomy and cosmology, evolution of life on Earth, the conditions necessary for the evolution of life, other locations where life may have evolved in the solar system and the search for intelligent life in the universe.

Prerequisites: Eligibility for ENGL& 101 AND MATH 086 or MATH 091, OR eligibility for MATH 096 via a math assessment

## ATMOSPHERIC SCIENCE

Atmospheric Science courses involve studying the origin, composition, structure, and motions of Earth's atmosphere. Atmospheric Science 101 satisfies the Natural Science Lab (NS-L) graduation distribution requirement.

**Faculty Advisor:**

**S. Grupp**                      425-388-9450                      [sgrupp@everettcc.edu](mailto:sgrupp@everettcc.edu)

### ATM S 101

#### Weather 5

(NS-L) Earth's atmosphere, with emphasis on weather observations and forecasting. Use of meteorological instruments and weather maps. Highs, lows, fronts, clouds, storms, jet streams, air pollution, and other features of the atmosphere. The physical processes that govern weather-related phenomena. Regional climate of the world and global climatic prediction and change.

**Prerequisites:** Eligibility for ENGL& 101 AND MATH 076 or MATH 080, or eligibility for MATH 086 via a math assessment

## AVIATION MAINTENANCE

The Aviation Maintenance Technology Program provides students with necessary background knowledge and practical experience to qualify to take the Federal Aviation Administration (FAA) Aircraft Maintenance Technician exam for both airframe and powerplant ratings. The A&P license qualifies graduates for entry-level employment in commercial airlines, general aviation maintenance, and aircraft restoration. The combined sequences of airframe and powerplant technology require eight quarters, two academic years (including two summer quarters) to complete. About \$500-1000 worth of tools are required for the program.

By taking academic work beyond the aviation maintenance technology training, students may qualify for the degree of Associate in Technical Arts, or a possible transfer degree applicable to a bachelor's degree in Operations Management, or Aerospace Management.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate and apply appropriate aviation technical applications, problem solving, and critical thinking skills required in industry while preparing for the FAA Aviation Maintenance Technician certification with Airframe and Powerplant ratings.
- Demonstrate multiple communication means specific to aviation maintenance concepts and technical processes using appropriate terms and vocabulary.
- Demonstrate safe work habits and behavior in aviation, reflecting concern, care, and pride in self, others, equipment, aircraft, and facilities.
- Demonstrate and apply industry required technical skills and data.
- Demonstrate and apply appropriate industry required skills in attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, respect and documentary discipline.

All training for the program is conducted in classrooms and shops at Paine Field. For further information, call 425-388-9533 or email [aviation@everettcc.edu](mailto:aviation@everettcc.edu).

**Faculty Advisors:**

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### AMT 276

#### Lubrication Systems: Turbine Engines 3

Understand the components of and operation of engine lubrication systems, the requirements and characteristics of engine lubricants and lubrication systems.

**Prerequisites:** Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

### AMT& 101

#### Basic Electricity 5

Theory and application of basic electricity including: direct current circuits, series and parallel circuit arrangements and their application, the relationship of voltage, current, resistance, and power, calculations and measurements of these values, and operation of the multimeter and its use in troubleshooting.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission.

### AMT 102

#### Basic Electricity: Practical Applications 3

Learn direct current circuits, series and parallel circuit arrangements and their application, understand the relationship of voltage, current, resistance, and power, calculating and measuring these values, and understand the operation of the multimeter and its use in troubleshooting.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission.

### AMT 105

#### Human Factors 2

Human Factors in Aviation; definition, brief history of Human Factor studies, and models to help identify and correct Human Factors issues within their work environment.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission.

### AMT& 111

#### Math and Physics 4

Application of mathematical computations required in the Aviation Maintenance Technician curriculum. Theory and application of scientific principles that apply to the operation of aircraft and the equipment that the aviation maintenance technician uses.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission.

### AMT& 121

#### Weight and Balance 2

Theory and application of weight and balance to aircraft safety, required calculations for weight and balance checks, equipment changes, extreme loading checks and the addition of ballast.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission.

### AMT& 131

#### Corrosion/Fluid Lines 5

Theory and application of corrosion types and causes, proper materials and processes to remove corrosion byproducts, corroded areas and treatment with proper protection. Identification of fluid line components, fabrication of rigid and flexible fluid lines, and installation of fluid lines on aircraft.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission.

### AMT& 141

#### Aircraft Drawings 2

Theory and application of aircraft repairs and alterations, aircraft blueprints, graphs, and charts.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission

### AMT& 151

#### Ground Operations and Servicing 4

Theory and application of safe ground handling procedures, aircraft movement and storage and identify aviation fuels.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission

### AMT& 161

#### Materials and Processes 7

Theory and application in selecting non-destructive testing methods including dye-penetrant, eddy current, ultra-sound, magnetic particle inspection. Application of basic heat-treating processes, aircraft hardware and materials, inspecting welds, and performing precision measurements.

**Prerequisites:** Eligibility for MATH 086 and ENGL& 101; AND instructor permission

**AMT& 171**  
**Federal Aviation Regulations** 4  
 Theory and application of record maintenance and entries, maintenance forms, records, and inspection reports, application of information in FAA and manufacturers maintenance specifications, data sheets, manuals, publications and related Federal Aviation Regulations, Airworthiness directives, and advisory material, and mechanic privileges within the limitations prescribed in 14 CFR Part 65.  
 Prerequisites: Eligibility for MATH 086 and ENGL& 101; AND instructor permission

**AMT 180**  
**Fundamentals of Troubleshooting** 2  
 An analytical framework and process to effectively troubleshoot complex aircraft systems.  
 Prerequisites: Eligibility for MATH 086 and ENGL& 101; AND instructor permission

**AMT 199**  
**Special Projects – Aviation Maintenance Technology** 1 - 10  
 Independent study projects on selected topics in aviation maintenance. Credit to be arranged with instructor.  
 Prerequisites: Instructor permission

**AMT& 201**  
**Composites** 5  
 Theory and application of inspection and repair of aircraft composite type structures including transparent plastic enclosures and interiors.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 205**  
**Wood, Covers and Finishes** 9  
 Theory and application of wood aircraft construction, including inspection and repair. Selection, application, inspection, testing and repair of aircraft fabric and fiberglass covering materials and types of aircraft protective coatings, trim applications, markings, finish problems and the inspection of finishes.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 207**  
**Welding** 2  
 Theory and application of fabrication, construction, and repair of welded aircraft structures.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 211**  
**Sheet Metal** 10  
 Theory and application of sheet metal aircraft structures fabrication, construction, inspection, and repair.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 215**  
**Assembly and Rigging** 7  
 Theory and application of aircraft assembly, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures, and jacking of aircraft.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 221**  
**Airframe Inspection** 4  
 Theory and application of methods and techniques of all phases of aircraft inspections, including the Federal Aviation Regulations, Maintenance record entries, and disposition of those records.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 223**  
**Landing Gear/Hydraulics** 9  
 Theory and application of inspection, checking, service, troubleshooting and repair of landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems, and hydraulic and pneumatic power systems and components. Includes speed and configuration warning, electrical brake controls, antiskid, position indicating and warning systems.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 231**  
**Ice and Rain/Fire Systems** 3  
 Theory and application of ice and rain on aircraft during operations, equipment and materials used to counter ice and rain and maintenance of the equipment. Theory and application of toxic gas and fire detection and extinguishing systems.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 235**  
**Navigation Communication Systems** 1  
 Theory and application of operating common airborne avionics equipment, antennas, autopilots, servos approach coupling systems, interphones and static discharge devices, and ground proximity warning systems. Inspection and repair of antennas and electronic equipment.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 237**  
**Airframe Fuel Systems** 3  
 Theory and application of fuel dump operation and maintenance, fuel management transfer, aircraft refueling and pressure fueling systems, quantity indication, pressure, and temperature warning systems, and maintenance requirements for fuel systems.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 239**  
**Aircraft Electrical** 2  
 Theory and application of AC and DC electrical systems operation used on large and small aircraft, generating and starting systems, AC and DC electric motors, wiring, controls, switches, indicators, and protective devices, and constant speed and integrated drive generators.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 241**  
**Instrument Systems** 2  
 Theory and application of common aircraft instruments operation, air or vacuum driven gyros and pitot-static systems and static leak tests.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 245**  
**Cabin Environment** 3  
 Theory and application of the physiological aspects of flight and inspection and maintenance of oxygen, pressurization, heating, cooling, and air conditioning systems.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

**AMT& 251**  
**Reciprocating Engines I** 5  
 Theory and application of reciprocating engine theory consisting of the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines including the installation, troubleshooting, repair and removal of engines.  
 Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission

<b>AMT&amp; 252</b>	
<b>Reciprocating Engines II</b>	<b>5</b>
Theory and application of reciprocating engine theory consisting of the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines including the installation, troubleshooting, repair and removal of engines.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 253</b>	
<b>Turbine Engines I</b>	<b>5</b>
Theory and application of turbine engines theory including: history, types, and theory of operation, the Brayton cycle, Bernoulli's principle, turbine engine air flow characteristics, and maintenance of the turbine, including installation and removal, inspection, troubleshooting and repair procedures.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 254</b>	
<b>Turbine Engines II</b>	<b>5</b>
Theory and application of turbine engines theory including: history, types, and theory of operation, the Brayton cycle, Bernoulli's principle, turbine engine air flow characteristics, and maintenance of the turbine, including installation and removal, inspection, troubleshooting and repair procedures.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 257</b>	
<b>Engine Inspection</b>	<b>3</b>
Theory and application of engine inspection including detailed work with the Federal Aviation Regulations, types of inspections, conformance to type certificate data sheets and major alterations, airworthiness directives, and maintenance record entries.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 261</b>	
<b>Engine Instruments</b>	<b>1</b>
Theory and application of electrical and mechanical fluid rate of flow indicating systems, and electrical and mechanical temperature, pressure, and RPM indicating systems.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 265</b>	
<b>Engine Fire Protection</b>	<b>1</b>
Theory and application of fire detection and fire extinguishing systems, and components of equipment and the maintenance, troubleshooting, and repair of the systems.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 267</b>	
<b>Engine Electrical</b>	<b>5</b>
Theory and application of generators, alternators, DC motors, and AC motors, and their repair and overhaul, special requirements of electrical components operating in high temperature areas and installation and protection of wiring, controls, switches, and indicators.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 271</b>	
<b>Ignition and Start Systems</b>	<b>6</b>
Theory and application of magneto and ignition harnesses, including operation, maintenance, and overhaul, inspection, servicing, troubleshooting, and repair of reciprocating and turbine engine ignition systems, components and turbine engine electrical and pneumatic starting systems.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	

<b>AMT&amp; 275</b>	
<b>Lubrication Systems: Reciprocating Engines</b>	<b>4</b>
Theory and application of engine lubrication systems and the requirements and characteristics of engine lubricants and lubrication systems.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 279</b>	
<b>Engine Fuel Systems</b>	<b>7</b>
Theory and application of the chemistry and combustion characteristics of fuel, the system components in both reciprocating and turbine engines and maintenance and repair of the systems, including metering of fuel for float carburetors, fuel injection, pressure carburetors, anti detonate injection, and turbine electronic and hydromechanical fuel controls.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 281</b>	
<b>Engine Induction/Cooling</b>	<b>4</b>
Theory and application of carburetor, fuel injected, naturally aspirated, turbo-charged, and supercharged induction system maintenance. Theory and application of ice and rain control systems. Theory and application of air cooled engines, exhaust systems, turbine engine reversing systems, and power recovery turbines.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	
<b>AMT&amp; 285</b>	
<b>Propellers and Fans</b>	<b>6</b>
Theory and application of propellers and fans including operation, controls, and instrumentation on fixed pitch, controllable pitch, constant speed, and feathering propellers. System study includes anti-icing and sychrophasing systems, and propeller inspection, maintenance and repair. Familiarization with unducted fan engines.	
Prerequisites: Prerequisites: Completion of all 100-level Aviation Maintenance Technician School courses; AND instructor permission	

## AVIONICS

The Advanced Avionics Program provides students with necessary background, knowledge, and practical experience to qualify for employment in the Avionics manufacturing and repair shops. Coupled with the A&P license, graduates qualify for avionics technician employment in commercial airlines, aircraft manufacturers, and general aviation maintenance. The sequence of advanced avionics requires two quarters to complete. About \$250 worth of tools are required for the program.

By taking academic work beyond the advanced avionics program and coupling it with the airframe and powerplant sequences in aviation maintenance technology, students may qualify for the degree of Associate in Technical Arts.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate and apply industry required technical skills and data.
- Demonstrate safe work habits and behavior in aviation, reflecting concern, care, and pride in self, others, equipment, aircraft, and facilities.
- Demonstrate and apply appropriate industry required skills in attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, respect and documentary discipline.

All training for the program is conducted in classrooms and shops at Paine Field. For further information, call 425-388-9533 or email [aviation@everettcc.edu](mailto:aviation@everettcc.edu).

**Faculty Advisors:**

**R. Alexander**      425-388-9519      [ralexander@everettcc.edu](mailto:ralexander@everettcc.edu)

- AVIO& 101**  
**Aircraft Electrical Fundamentals** 8  
 Fundamentals, troubleshooting, and experiments of aircraft electrical circuits; safety practices; electrostatic devices; metric notation; voltage, current, resistors and measurements, switches, fuses, and circuit breakers; tools for troubleshooting, including multimeters and oscilloscopes; magnetism and electromagnetic principles and calculations; relays and meters; Ohm's and Kirchoff's Laws; circuits; electrical generators, inductors, filters, and capacitors; resistance and reactance; transformers; batteries; motors.  
 Prerequisites: Eligibility for MATH& 141 and Eligibility for ENGL& 101; OR completion of AVA 101  
 OR eligibility for AMT& 200 level courses; OR Holds the FAA AMT License.
- AVIO& 102**  
**Aircraft Electronic Fundamentals** 8  
 Fundamentals, troubleshooting, and experiments with fundamental aircraft electronics; diodes; power supplies; rectifiers; voltage regulators; transistors; amplifiers; oscillators and multivibrator circuits; latches and flip-flops; transmitters; synchro systems; gyroscopes.  
 Prerequisites: AVIO& 101
- AVIO& 103**  
**Aircraft Wiring Systems** 2  
 Fundamentals, troubleshooting, and repair of aircraft wiring, including acceptable standards for visual, electrical, and mechanical quality.  
 Prerequisites: AVIO& 101
- AVIO& 104**  
**Aircraft Fiber Optic Systems** 2  
 Course designed to prepare participants to install, maintain, troubleshoot, and repair fiber optics in the aviation industry. Participants will learn to work safely with materials used in fiber optics, while learning to handle materials properly during the routing, installation, assembly, cleaning, troubleshooting, and repair processes.  
 Prerequisites: AVIO& 103
- AVIO& 201**  
**Aircraft Digital Electronic Instrument Systems** 8  
 Digital techniques of troubleshooting, repairing, and experiments of aircraft electronic instrument systems. Course includes aircraft flight instrument systems; computer math and number systems, logic expressions, gates, and families; digital electronics and test equipment; timers; integrated and combinational circuits; computer registers, memory, microprocessors; counters; TDM and FDM; introduction to fiber optics and lasers; data communications; Bus systems.  
 Prerequisites: AVIO& 102
- AVIO& 202**  
**Avionics Systems for Airframe and Powerplant** 8  
 Fundamentals, troubleshooting, and repair of aircraft avionics systems for airframe and powerplant, including: aerodynamic principles, aircraft structures, communication systems, navigation systems, power distribution systems, avoidance and detection systems, master warning and annunciator systems, radar systems, lighting systems, powerplant systems, and airframe systems.  
 Prerequisites: AVIO& 201
- AVIO& 203**  
**Avionics Communications** 2  
 Preparation for the FCC General Radiotelephone Operator License and Ship Radar Endorsement, utilizing Federal Communications Commission guidelines, fundamentals of communication and Key Topics.
- AVIO& 204**  
**Principles of Avionics Troubleshooting** 2  
 Course designed to identify and isolate avionics system faults through a logical approach using a four step troubleshooting method.  
 Prerequisites: AVIO& 202

## BIOLOGY

Biology courses provide preparation for science, pre-medicine and health science disciplines. These courses satisfy the Natural Science (NS) or Natural Science Lab (NS-L) graduation distribution requirement.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Apply quantitative analysis to solve problems: students will utilize quantitative and graphical analyses to describe biological processes and solve problems posed in assignments.
- Apply the Scientific Method: in reports and presentations, students will demonstrate application of the scientific method in order to explain biological processes encountered in classroom, laboratory and field projects.
- Critically evaluate the science-related content in reports, popular media and public policy: students will read assigned articles, books and online resources, and evaluate these sources in the context of the life sciences topics presented in class.
- Effectively communicate scientific processes: students will use the results obtained from experiments, demonstrations, discussions and field work to produce written reports and oral presentations.

### Faculty Advisors:

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**BIOL& 100**  
**Survey of Biology** 5  
 (NS-L) General concepts of living organisms, the process of science, and application of biology to human beings and society. For non-science majors.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

**BIOL 105**  
**Disease in Modern Society** 5  
 (NS) General concepts of infectious disease, the process of science, and application of biology to human beings and society. For non-science majors.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

**BIOL 107**  
**Life Science for Everybody** 5  
 (NS-L) Hands-on exploration of how living things interact with each other and their environment to obtain energy and building blocks for growth. For non-science majors. Highly recommended for elementary education majors.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

**BIOL 130**  
**Marine Biology** 5  
 (NS-L) Life processes of marine organisms and their ecological interactions. Introduction to the scientific method, oceanographic drivers, marine ecology, the identification, interactions, behavior and life histories of marine organisms with field trip(s) and an emphasis on intertidal marine organisms found in the varied shore communities of the Salish Sea. Using the Salish Sea as a focus, coursework may include an overview of the world's oceans with human impact, uses, and conservation efforts examined.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

**BIOL 142**  
**Topics in Ecology** 2  
 (NS) Readings and discussion of current topics in ecology. Suitable for students with no biology background as well as for science majors.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

<b>BIOL 190</b>	
<b>Natural History Field Studies</b>	<b>1-5</b>
(NS-L) Various field studies. Hours to be arranged. May be repeated one time for credit.	
Prerequisites: Instructor permission.	
<b>BIOL 199</b>	
<b>Special Projects – Biology</b>	<b>1-5</b>
Independent study projects on selected topics in the biological sciences. Credit to be arranged with supervising instructor. May be repeated two times for credit.	
Prerequisites: Instructor permission.	
<b>BIOL 201</b>	
<b>Introduction to Public Health</b>	<b>5</b>
(NS) An overview of the field of public health and the various strategies that are used to assure health at a population level. Frameworks and tools for developing effective health interventions. Specific topic areas relevant to population health will be explored, such as social determinants of health, social and behavioral risk factors, non-communicable and communicable disease, and environmental health. Discussion of methods for translating health needs into policies and systems that benefit the public. Addresses contemporary controversies and ethical considerations in public health practice.	
Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096	
<b>BIOL&amp; 211</b>	
<b>Majors Cellular</b>	<b>5</b>
(NS-L) Principles of cellular biology as they apply to organisms. Prerequisite to BIOL& 231, BIOL& 232 and BIOL& 260.	
Prerequisites: Placement into ENGL& 101; and CHEM& 121, or CHEM& 161 and CHEM& 162, all with a grade of C or higher.	
<b>BIOL&amp; 211P</b>	
<b>Majors Cellular: Problem Session</b>	<b>1</b>
Problem session to accompany BIOL& 211. In-depth analysis of concepts and course content, lab report preparation. Non-transferable.	
Corequisites: BIOL& 211.	
<b>BIOL&amp; 221</b>	
<b>Majors Ecology/Evolution</b>	<b>5</b>
(NS-L) Mendelian genetics, evolution, biodiversity of life forms, and ecology. First course of three-quarter series. For students intending to major in the sciences.	
Prerequisites: CHEM& 161 (or concurrent enrollment) or equivalent, with a grade of C (2.0) or higher; OR instructor permission.	
<b>BIOL&amp; 221P</b>	
<b>Majors Ecology/Evolution: Problem Session</b>	<b>1</b>
Problem session to accompany BIOL& 221. In-depth analysis of concepts and course content, lab report preparation. Non-transferable.	
Corequisites: BIOL& 221.	
<b>BIOL&amp; 222</b>	
<b>Majors Cell/Molecular</b>	<b>5</b>
(NS-L) For students intending to major in the sciences. Metabolism and energetics, structure and function of biomolecules, cell structure and function, current applications of biotechnology and molecular biology. Second course of three-quarter series.	
Prerequisites: BIOL& 221 with a grade of C (2.0) or higher and CHEM& 162 (or concurrent enrollment) with a grade of C (2.0) or higher, or instructor permission.	
<b>BIOL&amp; 222P</b>	
<b>Majors Cell/Molecular: Problem Session</b>	<b>1</b>
Problem session to accompany BIOL& 222. In-depth analysis of concepts and course content, lab report preparation. Non-transferable.	
Corequisites: BIOL& 222.	

<b>BIOL&amp; 223</b>	
<b>Majors Organismal Physiology</b>	<b>5</b>
(NS-L) For students intending to major in the sciences. Animal development and physiology, plant development and physiology, including photosynthesis. Final course of three-quarter series.	
Prerequisites: BIOL& 222 with a grade of C (2.0) or higher and CHEM& 163 (or concurrent enrollment) with a grade of C or higher; OR instructor permission.	
<b>BIOL&amp; 223P</b>	
<b>Majors Organismal Physiology: Problem Session</b>	<b>1</b>
Problem session to accompany BIOL& 223. In-depth analysis of concepts and course content. Non-transferable.	
Corequisites: BIOL& 223.	
<b>BIOL&amp; 231</b>	
<b>Human Anatomy</b>	<b>5</b>
(NS-L) Detailed examination of the structure of the human body using human models, human skeletons, microscopic slides, digital photographs and animations, fresh animal specimen dissection, and dissection of the preserved cat. For allied health professional majors.	
Prerequisites: BIOL& 211, or BIOL& 221 and BIOL& 222; and CHEM& 121 or CHEM& 161 and CHEM& 162 or higher all with a grade of C or higher; or instructor permission.	
<b>BIOL&amp; 232</b>	
<b>Human Physiology</b>	<b>5</b>
(NS-L) Detailed study of the functioning, integration and interrelationships of the following organ systems of the human body using lecture and lab exercises: Neurologic(Including Autonomic and Special Senses), Muscular, Endocrine, Cardiac, Circulatory, Renal, Reproductive (including Pregnancy, Development, Growth and Senescence), Immune, Hematologic, Respiratory.	
Prerequisites: BIOL& 211 and 231, or BIOL& 221 and 222 and 223; and CHEM& 121 or CHEM& 161 and CHEM& 162, all with a grade of C or higher; or instructor permission	
<b>BIOL&amp; 260</b>	
<b>Microbiology</b>	<b>5</b>
(NS-L) Survey of microorganisms and their biological activities, with special emphasis on bacteria.	
Prerequisites: BIOL& 211 and BIOL& 232; or BIOL& 222 and BIOL& 223; all with a grade of C or higher; or instructor permission.	
<b>BOTANY</b>	
Botany courses provide preparation for life science disciplines. BOT 113 satisfies the Natural Science Lab (NS-L) graduation distribution requirement. In addition to the Student Core Learning Outcomes, botany courses also support the Associate of Science Degree Learning Outcomes: Apply quantitative analysis to solve problems, Apply the Scientific Method, Critically evaluate the science-related content in reports/media/public policy, and Effectively communicate scientific processes.	
<b>Faculty Advisor:</b>	
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<b>BOT 113</b>	
<b>Plants of the Pacific Northwest</b>	<b>5</b>
(NS-L) Introduction to classification and identification of ferns, conifers and flowering plants, with an emphasis on flora of the Pacific Northwest. Includes principles of naming and classification, plant reproduction, ecological interaction, and human use of plants.	
Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080, OR eligibility for MATH 086 via a math assessment	
<b>BOT 115D</b>	
<b>Ethnobotany: Plants and People</b>	<b>5</b>
(NS-L) Botanical and cultural aspects of interactions between plants and people from around the world.	
Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080, OR eligibility for MATH 086 via a math assessment	

## BUSINESS

The Associate in Business DTA degree for business majors is a 90-credit program which includes the coursework required for transfer to a four-year college or university with junior-class standing. This is the recommended program for students who intend to earn a baccalaureate degree in business administration. Universities offer a number of specializations in business: Management, Economics, Marketing, International Business, and Finance, etc.

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

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Describe the multiple contexts of business—social, cultural, economic and legal—within a sustainable domestic and global environment.
- Evaluate and process quantitative and symbolic data.
- Define how elements of the legal environment impact business.
- Demonstrate the ability to effectively plan and to communicate orally and in writing.
- Apply appropriate technology and frameworks to input, manage, and interpret business information.
- Record transactions and prepare financial statements for a business entity.

### Faculty Advisors:

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### BUS& 101 Introduction to Business 5

(SS) Survey of, and orientation to, the American business system. Overview of business environment, private enterprise system, business organization, management processes, and business operation. Intended as an introductory course for students majoring in any field of study.

### BUS 104 Business English 5

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

Prerequisites: Placement in English 097 or higher

### BUS 105 Small Business Essentials 5

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

### BUS 110D Business Communications 5

(D) Study of business communication principles within the global workplace. Includes effectively presenting good, neutral, and bad news, direct and persuasive requests, short reports, and spoken presentations to diverse audiences. Also includes listening skills and interpreting nonverbal communication within varying cultures.

Prerequisites: Placement in ENGL 098.

### BUS 121 Banquet and Conference Operations 3

Planning, budgeting, organizing, and managing timelines for banquet and conference operations. Researching and applying client information to effectively plan banquets and conferences, developing support documents for planning, implementing, and evaluating events while identifying and meeting customer needs are the focus of this course. Turning banquet event orders into serviceable events with proper room set-up, inter-departmental communication, service etiquette, and post-event breakdown are practiced. Site selection, food and beverage choices, audio visual and other electronic equipment, ancillary services, and marketing contracts are developed in this course.

Prerequisites: BUS 230 or concurrent enrollment; eligibility for ENGL 097 and eligibility for MATH 076.

### BUS 122 Event Planning Operations 5

Foundation concepts of the event planning industry: creating experiential moments, out-sourcing, and teamwork, selecting venues, utilizing technology, exploring career pathways, and using basic budgeting skills specific to account receivables and payables. Information needed to develop, plan, out-source, and produce meaningful business meetings and other experiential events for guests and clients are covered. The financial structure of events and how to ensure effective cost budgeting and revenue streams while operating as an independent contractor or employee of an organization will also be developed.

Prerequisites: BUS 230 or concurrent enrollment; eligibility for ENGL 097 and eligibility for MATH 076.

### BUS 123 Menu Design 3

Overview of menu design and creation including recipes, food and beverage choices, cost and budget analysis, profit, continuum of stars/dogs, par levels, up-selling, marketing, and purchasing. Plating design and food usage are incorporated into the menu design process. Additional emphasis is placed on purchase orders and ability to adjust based on par levels from supply chain food distribution channels. Calculating profit levels from menu design based on par levels, spoilage, sales, and other food outlet nuances are also covered.

Prerequisites: BUS 230 or concurrent enrollment; eligibility for ENGL 097 and eligibility for MATH 076.

### BUS 124 Food and Beverage Operations 5

Introductory course designed to prepare students to earn appropriate state-mandated certifications for working in food and beverage establishments while developing career skills in supply chain, cost controls, up-selling, and front-of-house operations. The history and various types of food service are explored throughout the course. Role that supply chain management has on quality assurance controls including production, purchasing, storage, delivery, and food service. Maintenance of physical facilities and equipment including safety, security, liability, risk management, and sanitation are developed while students learn 'best practices' in Food and Beverage management including appropriate service types and approaches including mise-en-place.

Prerequisites: BUS 230 or concurrent enrollment; eligibility for ENGL 097 and eligibility for MATH 076.

### BUS 130 Business Computations 5

Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, fractions, percent, percent increase/decrease, bank reconciliation, payroll, taxes and insurance, discounts, markup/markdown, interest, mortgages, depreciation, and financial statements.

Prerequisites: Eligibility for MATH 076 via a math assessment

### BUS 131 Introduction to Mobile App Development 5

Covers the fundamentals of mobile app development for the iOS platform. Provides a hands-on experience for beginning programmers to learn the basics of mobile app programming using the Swift language for iOS. Includes standard development tools and resources, an introduction to the Swift language, and the Xcode integrated development environment.

**BUS 150**  
**Principles of Marketing** 5  
 (TE) Introductory study of marketing concepts viewed from a managerial approach. Study of fundamental business activities that direct flow of goods and services from producer to consumer. Includes promotion, distribution and pricing.

**BUS 154**  
**Human Resources and Supervision** 5  
 Explores the critical elements of human engagement to meet the mission of a business, and the critical role of the supervisor in business and employee success. Areas of emphasis include workforce planning, motivation, leadership, empowerment, authority, employee discipline, communication and training. Key aspects of Human Resources management relating to compensation, benefits, occupational safety, health and security in the context of business success.

**Prerequisites:** CL 101 or instructor permission.

**BUS 155**  
**Essentials of Retailing** 5  
 Explores the critical elements of retailing and operations within a retail environment. This course covers inventory, customer service and loyalty, merchandising, human resources, loss prevention and shrinkage, profitability and sustainable enterprise. Other areas of focus include sales strategy, marketing, and seasonal influences. This is an introductory course into the dynamic world of retailing and contemporary change in consumer behavior; the course will explore impacts of e-commerce on the traditional brick-and-mortar retail operations.

**BUS 156**  
**Sales Fundamentals** 3  
 Sales Fundamentals provides students with a foundation of principles in selling for Business to Business (B2B) and Business to Consumer (B2C). Students discover the art of and dynamic activity required for establishing customer lifetime value through an emphasis on relationship cultivation. This course introduces key components to the selling process as related to marketing principles. The ingredients of AIDA (Attention, Interest, Desire, Action) and marketing mix, including emphasis on sales promotion, are contextualized through role play exercises. Technology and CRM platforms (Customer Relationship Management) will be introduced as critical tools for greater efficiency in sales outcomes. The course will also introduce students to personal selling and communication skills that help to engage any audience whether a prospective customer or a prospective employer.

**BUS 165**  
**Service Essentials for Business** 5  
 (R) The challenges of building a business enterprise by satisfying customer needs. Historical perspectives on transactional versus relational service strategies Interpersonal communication, customer expectations, teamwork, dealing with angry customers, first-call resolution, exploring service culture, and service recovery. Changes in customer expectations concerning technology and capacity to engage with Customer Service Representatives (CSRs) through a variety of communication channels including call centers, texting, instant messaging, and online chat. A study of face-to-face service engagement by a CSR. This course satisfies the Human Relations requirement at EvCC.

**BUS 190**  
**Business Seminar** 1-5  
 Seminar will be used to teach various subjects in the areas of management, marketing, and operations. Subjects will be current topics in these fields that are not in the published curriculum. May be repeated three times for credit.

**BUS 200**  
**Principles of Management** 5  
 (TE) Introduction to basic principles of good business management. Consideration of basic management functions of organizing, planning, directing, staffing, and controlling.

**BUS& 201**  
**Business Law** 5  
 (SS) Origin, evolution, concepts, structure, and functions of law and judicial system. Includes contracts, agency, torts, Uniform Commercial Code, employment law, property and landlord tenant law, trusts and estates, and constitutional law, forms of business organization, consumer legislation, and crime. Emphasis is on gaining a practical understanding of rights and obligations arising from entering into contracts. Required law course for business students intending to transfer to universities in the state of Washington.

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

**BUS 230**  
**Introduction to Hospitality** 5  
 Introduce the structure and operations of the three key sectors in the hospitality industry (food and beverage, lodging, and travel), the economic impact of the industry, and career options in hospitality.

**BUS 250**  
**Managing Information Technology** 5  
 Introduce business majors to contemporary information systems and demonstrate how these systems are used throughout organizations. This course includes a familiarization of information systems, computer hardware, computer software, data and telecommunications concepts; an understanding of how the variety of technological capabilities found within these concepts can be integrated and managed to create competitive advantage; an understanding of networks, the Internet, business data analysis, database management and its application to business uses; and a familiarization of software for developing effective usage techniques for the workplace using appropriate application software.

**Prerequisites:** Placement in MATH& 107 or higher and placement into ENGL& 101

**BUS 295**  
**Business Internship** 1-5  
 Provides students with a supervised work environment to apply their management, marketing and operations knowledge in either a for-profit or non-profit organization to foster professional growth and to gain self-confidence directly associated with certification and/or the degree focus of individual students.

**Prerequisites:** Instructor permission.

## BUSINESS TECHNOLOGY

Business Technology (BT) offers programs leading to one- and two-year certificates and a two-year Associate in Technical Arts (ATA) degree. These programs provide training and preparation for general, legal, and medical office positions.

First-year courses emphasize the basic knowledge and skills necessary to prepare students for entry-level office positions. Second-year offerings include advanced courses and an internship to prepare students for higher levels of employment. Students completing an ATA Degree can directly transfer their credits toward a four-year degree.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Anticipate and actively explore innovative solutions to technological and organizational challenges.
- Demonstrate critical thinking, analytical, and quantitative skills in making decisions and completing tasks and projects both independently and as a dependable team member.
- Demonstrate effective verbal and written communication using the principles of clear thinking, awareness of audience, appropriate conventions of format, structure, and language.
- Work ethically, integrating law, company rules and policies, and individual decision-making to foster personal growth and better appreciate the diverse world in which we live.
- Use computers to input, manage, and interpret information and to solve business problems in a variety of situations.
- Demonstrate safe work habits that reflect concern and care for self and an understanding of social, economic, and environmental systems in the context of sustainability.
- Develop the skills and experience necessary to secure employment, including development of documents and skills necessary for job search.

### Faculty Advisors:

<b>K. Kneifel</b>	425-388-9155	kkneifel@everettcc.edu
<b>T. Markovich</b>	425-388-9241	tmarkovich@everettcc.edu
<b>Y. Solop</b>	425-388-9028	ysolop@everettcc.edu



**BT 100**  
**Beginning Keyboarding** 5  
 Introduces keying-by-touch system emphasizing correct ergonomics. Development of speed and accuracy. Includes techniques for editing, saving, opening and closing documents and application of skills to personal letters and reports.

**BT 103**  
**Grammar and Punctuation for Business** 2  
 Self-paced review of grammar and punctuation in a computer-mediated lab setting. Focuses on recognizing the parts of speech in the context of sentences. Emphasis is on improving basic writing skills with practice writing both sentences and paragraphs.

**BT 105**  
**Keyboarding - Speed and Accuracy** 3  
 Improve keyboarding speed and accuracy through the use of programmed software which diagnoses student keyboarding problems and prescribes appropriate practice material. May be repeated one time.

**BT 115**  
**Records Management** 5  
 Creation, storage, maintenance, retrieval and disposition of records using manual and electronic methods. Includes alphabetic, geographic, subject, numeric, and chronologic indexing.

**BT 130**  
**Editing/Transcription** 5  
 Develops entry-level transcription and editing skills and develops understanding of the mechanics of good writing. Proofreading skills are emphasized. Business correspondence is transcribed using WAV files and appropriate software.  
**Prerequisites:** BUS 104 (or concurrent enrollment) or instructor permission.

**BT 145**  
**Civil Litigation** 5  
 General legal terminology and vocabulary as well as pretrial and trial procedure. Transcription of correspondence and pleadings used in litigation. Mechanics of good writing; proofreading skills are emphasized. Documents are transcribed using WAV files and appropriate hardware/software.  
**Prerequisites:** Eligibility for ENGL 098.

**BT 146**  
**Will/Probate/Domestic Relations** 5  
 Focuses on wills, probate, and family law procedures. Transcription of correspondence, legal documents, and forms. Proofreading and editing skills are emphasized. Documents are transcribed using WAV files and appropriate software.  
**Prerequisites:** Eligibility for ENGL 098.

**BT 147**  
**Bankruptcy and Corporate Law** 5  
 Focuses on corporate, real estate, and bankruptcy law. Transcription of corporate documents. Proofreading and writing mechanics are emphasized. Documents are transcribed using WAV files and appropriate hardware/software.  
**Prerequisites:** Eligibility for ENGL 098.

**BT 162**  
**Job Search and Professional Development** 5  
 Provides an opportunity to develop skills, attitudes, and practices needed for effective job search. Concentrates on areas of development that are essential but often left out of professional curricula. Focuses on self-assessment, employer research, resume creation, cover and follow-up letters, and interview techniques. Students should enroll in this class within the final two quarters of their degree or certificate program.

**BT 180**  
**Principles of Medical Insurance** 5  
 Introduction of the medical billing cycle. Explanation of private and government health insurance policies, analysis of insurance forms, and recognition of legal issues and medical confidentiality (HIPAA). Completion of patient and insurance forms: registration, authorization, consent, patient ledger, day sheets, and claim form.

**BT 181D**  
**Diversity in Law and Ethics for Health Care Occupations** 5  
 (D) Introduction to law and ethics as it relates to the medical office setting and patient-provider relationships. Emphasizes being inclusive instead of exclusive while exploring components of social justice and cultural diversity in the ambulatory health care setting. Topics include bioethics, professional liability, public duties, informed consent, employment practices, allocation of scarce medical resources, genetic engineering, and choices in life and death.

**BT 182**  
**Medical Front Office** 3  
 Preparation to perform medical front office duties including being HIPAA compliant, scheduling appointments, communicating with patients with various abilities and with healthcare professionals, monitoring release of patient information, recognizing safety hazards, and creating welcoming office environments.  
**Prerequisites:** CL 101

**BT 219**  
**Introduction to Microsoft Word** 5  
 Introduces word processing functions and applications using Microsoft Word. Covers creating, revising, formatting, saving and retrieving documents; file management; merge; selecting typefaces; creating and centering tables; using pagination; selecting text; formatting footnotes; finding and replacing text and formats; and using multiple windows. Includes required on-site certification exam. CL 101 recommended as a prerequisite.

**BT 240**  
**Access** 5  
 Presents intermediate/advanced techniques in Microsoft Access. Emphasis on formatting text and numbers; advanced queries and reports, macros, and importing and exporting data. Includes required on-site certification exam.  
**Prerequisites:** CL 101 or instructor permission.

**BT 242**  
**Excel** 5  
 Presents intermediate/advanced techniques in Microsoft Excel. Emphasis on creating professional-looking workbooks, using templates, creating multiple worksheets and using functions. Includes required on-site certification exam.  
**Prerequisites:** CL 101 or instructor permission.

**BT 243**  
**Advanced Excel Applications** 5  
 Continuation of BT 242 Excel. Project-based approach to improve workflow, eliminate repetition, and produce more informative reports; maintain and enhance existing spreadsheets; create new workbooks using best business practices and advanced Excel techniques; and develop and refine business analysis skills using advanced Excel features. Includes required on-site certification exam.  
**Prerequisites:** BT 242 or instructor permission.

**BT 248**  
**Advanced Legal Procedures and Integrated Applications** 5  
 Overview of the role of lawyers and law office staff. Topics include ethics, structure and jurisdiction of the court systems, litigation procedures, and use of the Uniform System of Citations. Students use integrated software to create databases, spreadsheets, word processing documents, and presentation graphics projects with emphasis on analytical thinking.  
**Prerequisites:** CL 110, BT 115, BT 219, BT 240, BT 242, BUS 104, BUS 110D, BUS 130, and instructor permission.

**BT 252**  
**Internship** 1-4  
 On-the-job work experience in occupations directly related to student's career choice. The internship reinforces the student's training in the Business Technology program and promotes professional growth. Internships arranged with private industry, governmental agencies, and nonprofit organizations. May be repeated up to a total of four credits.  
**Prerequisites:** Instructor permission.

**BT 261**
**Advanced Office Procedures and Integrated Applications 5**

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

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

## CHEMISTRY

Chemistry courses provide preparation for science, pre-medicine and health science disciplines. These courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Apply quantitative analysis to solve problems: by solving problems through the use of algebra, analyzing and predicting outcomes from graphical data, and converting between scientific units.
- Apply the scientific method: by forming hypothesis based upon observations, design and implement simple experiments, and draw reasonable conclusions.
- Critically evaluate the science related content: by interpreting data from graphs and tables.
- Effectively communicate scientific processes: by writing laboratory reports that includes data in tabular and graphical format, and summarizing results to explain the phenomena studied.

**Faculty Advisors:**

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<b>V. Mosser</b>	<b>425-388-9964</b>	<b>vmosser@everettcc.edu</b>

**CHEM& 121**
**Introduction to Chemistry 5**

(NS-L) Atomic and molecular structure, chemical bonding, nomenclature, states of matter, solutions, acids and bases, stoichiometry, quantitative and qualitative behavior of gases, dimensional analysis, reaction rates and chemical equilibrium. For students majoring in liberal arts, nursing, radiation technology, pre-occupation therapy, and dental hygiene. Not recommended for students planning to continue beyond CHEM& 131; see Chemistry series.

Prerequisites: Eligibility for ENGL& 101 and eligibility for MATH 096

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

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

Prerequisites: CHEM& 121 or CHEM& 161 with a grade of C (2.0) or higher, AND eligibility for ENGL& 101; or instructor permission

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

(NS-L) Includes measurements, properties and structure of matter, nomenclature, and weight relations. Intended for students who want to obtain the chemistry background needed for the CHEM& 161 - 163 series. Not intended for students with a recent course in high school chemistry. This course does not meet the prerequisites for the nursing program.

Prerequisites: Eligibility for ENGL& 101 and eligibility for MATH 096

**CHEM& 161**
**General Chemistry w/Lab I 5.5**

(NS-L) Properties of matter, atomic theory, atomic structure, periodicity, bonding models (Ionic, Covalent, VSEPR, Hybridization), nomenclature, molecular shapes, intermolecular forces, reactions and stoichiometry. For pre-medicine, pre-dentistry, pre-veterinary medicine, pre-pharmacy, and all engineering and science majors.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH& 141. One of the following: CHEM& 140 with a grade of C or higher, or one year of high school chemistry with a C or better within the last three years, or pass the chemistry placement test, or MATH& 152 with a B+ or higher.

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

(NS-L) Aqueous reaction (precipitation, acid-base, redox), stoichiometry, thermochemistry, thermodynamics, ideal gases, properties of liquids, solids, and solutions. For pre-medicine, pre-dentistry, pre-veterinary medicine, pre-pharmacy, and all engineering and science majors.

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

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

(NS-L) Equilibrium, Acid/Base equilibrium, solubility equilibrium, buffers, electrochemistry, kinetics, nuclear chemistry, For pre-medicine, pre-dentistry, pre-veterinary medicine, pre-pharmacy, and all engineering and science majors.

Prerequisites: CHEM& 162 with a grade of C or higher

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

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

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

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

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds. Continuation of CHEM& 261.

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

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

(NS-L) Chemistry of carbon compounds, with emphasis on structure, nomenclature, reactions, mechanisms, and synthesis of main types of organic compounds. Continuation of CHEM& 262.

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

## CHICANO STUDIES

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

## CHINESE

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/World Languages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## COLLEGE SUCCESS

College Success is required for all degree seeking students who are new to Everett Community College and have not completed 45 college-level credits with a minimum 2.0 GPA at time of enrollment.

The following programs are exempt for this requirement in 2020-21:

Advanced Manufacturing Technology, which includes Composites, Computer Aided Design, Mechatronics, Manufacturing Tech, Precision Machining, Welding and Fabrication; Aviation, Cosmetology, Fire Science/EMT, Medical Assisting, Medical Coding, Medical Transcription/Editing, Certified Nursing Assistant, all Basic Skills programs, Running Start students, and students enrolled in ENGR 101 or STEM 101.

**COLL 101**
**College Success 2**

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

## COMMUNICATION STUDIES

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

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Students will develop the organizational and research skills necessary to write and speak effectively.
- Students will demonstrate awareness of different audiences, styles, and approaches to oral communication.
- Students will develop and practice self-reflection and inquiry methods which produce meaningful conclusions.

### Faculty Advisors:

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

### CMST& 102 Introduction to Mass Media 5

(H,SS) Survey course exploring the role of mass media in society, with an emphasis on developing students' media-literacy skills. Topics include current and historical uses of mass media, media economics, and the impacts of the digital revolution.

### CMST 104 Oral Interpretation of Literature 5

(H) Study of literature through performance and theory. Literary understanding and appreciation are emphasized through the examination of prose, poetry, and drama. Performance skills are developed by learning to communicate literature through voice and body.

### CMST 182 Service Learning 1-2

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

Prerequisites: Instructor permission.

### CMST 204D Intercultural Communication 5

(H,D) Introduction to communication between people from different cultures. Focuses on application of research and theory in intercultural communication. Explains the roles of verbal and nonverbal codes in the development of intercultural interpersonal relationships. Describes obstacles to intercultural communications and develops skills to overcome them.

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

### CMST& 210 Interpersonal Communication 5

(H, SS, R) Introduces theories and skills related to understanding and improving communication in social, family and work situations. Examine how self-concept, perception, language and nonverbal communication impact relationship development and conflict resolution.

Prerequisites: Eligibility for ENGL& 101

### CMST& 220 Public Speaking 5

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

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

### CMST 223 Public Speaking for Educators 5

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

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

### CMST& 230 Small Group Communication 5

(H, SS, R) Principles and methods of human interaction in social, family, learning, and problem solving groups. Through active learning, students become more comfortable and competent participants in the group process using problem solving methodologies, understanding power dynamics, developing individual and leadership roles and conflict management skills.

Prerequisites: Eligibility for ENGL& 101

## COMPOSITES TECHNOLOGY

See Advanced Manufacturing Technology

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

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Solve technical mathematical problems (such as fiber resin ratio)
- Learn basic hand skills for the layup of composites materials using fiberglass, carbon fiber, epoxy and polyester resin
- Design molds and forms for the layup of fiberglass and carbon fiber materials
- Build and vacuum bag composite materials for room temperature cure and oven cure materials
- Create projects in composite materials showing how surface energy is increased and decreased
- Design for producibility and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

Faculty Advisors:  
**M. Patching** 425-388-9092 [mpatching@everettcc.edu](mailto:mpatching@everettcc.edu)

### CT 101 Introduction to Composites 5

Introduction to composite materials and their uses in industry with a focus on developing basic fabrication skills and the safe use of materials.

### CT 102 Composite Technology 1 20

Theory and application of composite manufacturing principles: knowledge of material types and resin systems; curing and cross linking of polymer resin systems; design considerations to construct laminates and sandwich core parts; knowledge and use of layup techniques. Use of both open and closed molding methods are reviewed, including: wet layup, filament winding, vacuum bagging, resin infusion process (VARTM), and light resin transfer modeling (LRTM). The use of core material properties; precision measurement tools to finish cured composites to print specifications; and understanding and demonstration of material handling and shop safety practices.

Prerequisites: Eligibility for MATH 076 via a math assessment, AND instructor permission

### CT 111 Math and Physics in Composites 4

The mathematical computations and scientific principles that apply to the operation of aircraft and related equipment. May be repeated one time for credit.

Corequisites: CT 122, CT 161, and CT 202.

**CT 120**  
**Composite Fabrication** 4  
 Print reading, project planning, layout, distortion control, use of alignment fixtures and other fabrication techniques; apply knowledge to projects.

Corequisites: CT 125, CT 130, CT 145

Prerequisites: CT 111, CT 122, CT 161 and CT 202

with a grade of C or higher, OR AVA 101 and AVA 203

with a grade of C or higher; AND instructor permission.

**CT 121**  
**Materials Used in Composites** 5  
 In-depth examination of the physical properties of composites. Includes study of the composition and forms of fibers, the manufacture and properties of resins, and the purposes and properties of core materials. Introduction to Non-Destructive Inspection(NDI) and other types of inspections to assess the damage to materials. May be repeated one time for credit.

Prerequisites: CT 101

**CT 122**  
**Weight and Balance** 2  
 The importance of weight and balance to aircraft safety, and the required calculations for weight and balance checks, equipment changes, extreme loading checks and the addition of ballast. May be repeated one time for credit.

Corequisites: CT 111, CT 161, CT 202.

Prerequisites: Instructor permission.

**CT 125**  
**Composite Assembly** 4  
 Identify and utilize appropriate materials and processes to assemble structures made of composite materials. Laboratory experience will cover safety of handling resins, reinforcements, and related materials.

Corequisites: CT 120, CT 130, CT 145

Prerequisites: CT 111, CT 122, CT 161 and CT 202 with a grade of C or higher, OR AVA 101 and AVA 203 with a grade of C or higher; AND instructor permission.

**CT 130**  
**Composite Repair** 4  
 Inspect, test and repair composite structures. Areas of emphasis include structural and nonstructural evaluation, material handling, surface preparation and repair procedures.

Corequisites: CT 120, CT 125, CT 145.

Prerequisites: CT 111, CT 122, CT 161 and CT 202 with a C or higher, OR AVA 101 and AVA 203 with a C or higher; AND instructor permission.

**CT 145**  
**Composite Special Projects** 3  
 Print reading, project planning layout, distortion control, fixturing and other fabrication techniques; apply knowledge of projects. May be repeated one time for credit.

Corequisites: CT 120, CT 125, CT 130.

Prerequisites: CT 111, CT 122, CT 161 and CT 202 with a C or higher, OR AVA 101 and AVA 203 with a C or higher; AND instructor permission.

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

Corequisites: CT 111, CT 122, CT 202.

Prerequisites: Instructor permission.

**CT 201**  
**Design and Manufacture of Composite Materials** 5  
 Focuses on the design of composite materials including fiber lay-up and composite material warp and fill. Examines manufacturing processes, vacuum bagging, resin transfer molding, filament winding, infusion molding, and pultrusion. Includes methods of heating and curing composite material and the use of positive and negative molds. May be repeated one time for credit.

Prerequisites: CT 121

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

Corequisites: CT 111, CT 122, CT 161.

Prerequisites: Instructor permission.

**CT 203**  
**Composite Technology 2** 20  
 Theory and application of advanced composite manufacturing principles are covered. Mold manufacturing techniques; tooling, bonding and fastener application; damage inspection and repair.

Prerequisites: CT 102 and instructor permission.

**CT 221**  
**Inspection and Repair of Composite Materials** 5  
 Focuses on damage assessment, including non-destructive inspection. Lab work emphasizes use of technical documents, repair design manuals, ply direction and overlay, proper core placement and testing of the finished part.

Prerequisites: CT 201

## COMPUTER INFORMATION SYSTEMS

See Information Technology

## COMPUTER LITERACY

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

Faculty Advisor:

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**CL 101**  
**Computer Literacy** 5  
 Introduces students to the Windows environment and to the Microsoft Office software program. Emphasis on file management. Uses practical problems to illustrate computer applications including database, spreadsheets, presentation graphics, word processing, email, and internet. BT 100 or keyboarding speed of 20 wpm recommended.

**CL 102**  
**Using the Computer and Managing Files** 2  
 Overview of the basic functions of a personal computer and its operating system. Includes understanding of the computer environment, working with icons and basic windows tasks, managing files, identifying and understanding viruses, and dealing with printer setup and output.

Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

**CL 103**  
**Word Processing** 2  
 Provides an overview of Word. Includes creating and formatting word processing documents and duplicating and moving text within and between documents. Other Word features introduced include creating standard tables, using pictures and images in a document, and using mail merge tools.

Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

**CL 104**  
**Spreadsheets** 2  
 Overview of Excel. Includes developing, formatting, and modifying Excel spreadsheets. Other Excel concepts introduced include applying standard mathematical and logical formulas and creating and formatting graphs and charts.

Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

**CL 105**  
**Databases** 2  
 Overview of Access. Includes creating and modifying Access tables, queries, forms, and reports. Other Access concepts introduced include creating relationships between tables and retrieving and manipulating information by using queries and sort tools.

Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

**CL 106**  
**PowerPoint** 2  
 Overview of PowerPoint. Includes creating, formatting, modifying, and preparing presentations using different slide layouts. Other PowerPoint concepts include duplicating and moving text, pictures, images, and charts within and between presentations and using a variety of slide show effects.

Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

**CL 107**  
**Fundamental Concepts of Basic Computer Systems** 2  
 Overview of the physical make-up of a personal computer system and fundamental concepts. Basic concepts include how a computer functions, hardware, software, security, and legal issues associated with computers.

Class has continuous enrollment; sections are taught in a computer lab. Students may select the hours to attend while the lab is open. Student work is self-paced with assistance available at all times.

**CL 110**  
**Managing Internet Communication** 2  
 Introduction to cloud computing, social media, text/chat, mobile apps, and internet research for business using OneNote and Outlook. Outlook concepts include managing email, calendars, tasks, and contacts in both web- and server-based email programs. OneNote concepts include creating, formatting, organizing and sharing information. Includes required on-site certification exam.

Prerequisites: CL 101

## COMPUTER SCIENCE

Students interested in transferring to a university with a major in computer information systems, or a related area, may pursue the Associate of Applied Science - Transfer. The AAS-T degree enables students to complete a highly focused 90-credit technical program that meets transfer requirements at selected universities. Currently, EvCC has an AAS-T transfer agreement with Central Washington University.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate analytical problem solving skills.
- Apply scientific processes.
- Collaborate effectively.
- Communication technical information.
- Apply engineering design processes.

### Faculty Advisor:

<b>K. Bolan</b>	425-388-9368	<a href="mailto:kbolan@everettcc.edu">kbolan@everettcc.edu</a>
<b>E. El Radie</b>	425-259-8259	<a href="mailto:eelradie@everettcc.edu">eelradie@everettcc.edu</a>
<b>M. Fuentes</b>	425-388-9067	<a href="mailto:mfuentes@everettcc.edu">mfuentes@everettcc.edu</a>
<b>L. Heinke</b>	425-388-9370	<a href="mailto:lheinke@everettcc.edu">lheinke@everettcc.edu</a>
<b>K. Washburn</b>	425-388-9431	<a href="mailto:kwashburn@everettcc.edu">kwashburn@everettcc.edu</a>

**CS 110**  
**Introduction to Computer Science** 5  
 (NS) Introductory course for students with little programming knowledge and experience. Familiarizes students with basic software design and programming concepts and constructs such as data types, assignments, sequential-versus-selective execution, nesting, loops, arrays, I/O streams and basic procedural programming.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH& 107 or higher; OR instructor permission.

**CS& 131**  
**Computer Science I C++** 5  
 (NS) Software development focusing on providing a deeper level of understanding of programming concepts such as data types, use of variables, assignment statements, control structures, modular design using procedures, pointers, dynamic memory, and array data structures. Familiarizes students with memory management notions and with Object Oriented Programming concepts.

Prerequisites: CS 110; OR ENGR 121, OR instructor permission.

**CS 132**  
**Computer Science II C++** 5  
 (NS) Advanced software development using the C++ programming language, emphasizing object-oriented concepts and fundamental data structures techniques. Introduces concepts of recursion, modularity, encapsulation, inheritance, templates, polymorphic class design, and self-referential data structures; focuses on fundamental abstract data types (stacks, queues, linked lists, binary trees) and their use.

Prerequisites: CS& 131 with a grade of C or higher; OR instructor permission.

**CS& 141**  
**Computer Science I Java** 5  
 (NS,Q) Basic programming concepts used for solutions of engineering & science problems using the Java language. Topics include classes, object, methods; variables & types; conditional & iteration control structures, arrays; strings; collections & iterators.

Prerequisites: CS 110; OR ENGR 121; OR instructor permission

**CS 143**  
**Computer Science II Java** 5  
 (NS) Advanced software development using the Java programming language, emphasizing object-oriented concepts and fundamental data structures techniques. Introduces concepts of recursion, modularity, encapsulation, inheritance, templates, polymorphic class design, and self-referential data structures; focuses on abstract data types (stacks, queues, linked lists, binary trees) and their use.

Prerequisites: CS& 141 with a grade of C or higher; or instructor permission.

**CS 233**  
**Advanced Data Structures and Introduction to Algorithms C++5**  
 (NS) Advanced data structures and fundamental computer science algorithms using various techniques. Introduces algorithm complexity analysis and asymptotic notation. Emphasizes the design, analysis and comparison of various algorithmic solutions for a problem through the use of advanced data structures using the C++ programming language.

Prerequisites: CS 132 with a grade of C or higher; or instructor permission.

**CS 244**  
**Advanced Data Structures and Introduction to Algorithms Java5**  
 (NS) Advanced data structures and fundamental computer science algorithms using various techniques. Introduces algorithm complexity analysis and asymptotic notation. Emphasizes the design, analysis and comparison of various algorithmic solutions for a problem through the use of advanced data structures using the Java programming language.

Prerequisites: CS 143 with a grade of C or higher; or instructor permission.

## CS 260 Introduction to Computer Architecture 5

(NS-L) Introduction to the fundamental concepts and principles in computer architecture which establishes the link between an assembly program and a processor. Topics include: writing assembly programs to solve problems, understanding how programs run on a CP, the relationship between assembly language and high-level programs written in the C language, the basics of modern computer architecture (including the MIPS instruction set), CPU implementation (datapath and control, pipeline), Memory hierarchy, and I/O.

Prerequisites: CS 233 or concurrent enrollment, OR CS 244 or concurrent enrollment; OR instructor permission.

## CORPORATE & CONTINUING EDUCATION CENTER

The Corporate & Continuing Education Center meets business and industry training needs by developing and delivering high quality customized training, professional development, and small business acceleration courses and programs throughout the Snohomish County and the Puget Sound region. The Center's Aerospace Solutions Group provides a single point of contact to access high demand training and education ranging in length from 2 hours to 4 year baccalaureate programs, apprenticeships, professional continuing education, and corporate training: [www.everettcc.edu/ccec/aerospace](http://www.everettcc.edu/ccec/aerospace) The Center conducts open-enrollment classes in Monroe, Everett, and South Everett. Customized training can be delivered on site at your company or at the Center, which is located at 2333 Seaway Boulevard in South Everett near Boeing and Paine Field. The Center features 16 computer labs and training rooms, ample parking, an eating area, and conference rooms. Rooms are available for rent to organizations for training and events. For a complete list of training programs and services, including a wide variety of community education classes in photography, yoga, and other personal interest topics, visit [Everettcc.edu/CCEC](http://Everettcc.edu/CCEC).

## COSMETOLOGY

The Cosmetology Program offers an Associate of Technical Arts Degree (ATA) or certificate and is made up of three subdivisions: hair care, skin care and nail care services. Everett Community College's requirement for licensing is 1730 hours. The curriculum prepares the prospective cosmetologist for the Washington State Examinations. Classes operate on a seven-hour-per-day schedule: M, T, W, F: 8 a.m.-4 p.m.; TH: 12-8:00 p.m. (Class hours may change without notice.) The program provides experience in customer services in a salon environment. Notice to students: Because many chemical sprays and airborne pollutants are found in this occupation, students are advised to consult their physicians as to possible problems (i.e., allergies, asthma, dermatitis, etc.) before enrolling.

Se ofrecen clases de Cosmetología en Inglés y Español.

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

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing.
- Perform natural nail services including manicuring and pedicuring.
- Perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.
- Demonstrate customer service skills, self-growth and personal development.
- Perform salon business such as front desk operations, dispensary inventory and loss prevention, resume building and interviewing skills, self-marketing and the basic knowledge of starting one's own salon business.
- To have the knowledge of decontamination control, public hygiene and special sanitation procedures used for the protection of the client and the operator
- Possess the necessary skills to pass the Washington State licensure written and practical exams required for a professional license to work in the Cosmetology industry.

### Faculty Advisors:

T. Murphy 425-259-8285  
 T. Schuetze 425-259-8288

[tmurphy@everettcc.edu](mailto:tmurphy@everettcc.edu)  
[tschuetze@everettcc.edu](mailto:tschuetze@everettcc.edu)

## CHD 110 Trichology 2

Introduction to the study of hair its function, structure, growth and characteristics. Care and treatment for the hair and its condition, diseases and disorders will also be covered. Special emphasis on sterilization and sanitation principles and methods.

Corequisites: CHD 201

Prerequisites: Instructor Permission

## CHD 120 Hair Design Compendium 2

Designed for fifth quarter students preparing for the Washington State Hair Design Written Licensure Exam. Provides theoretical review of facts from previous Hair Design courses in preparation for in-house computerized exams before applying for WA State Board examination.

Prerequisites: Instructor Permission.

## CHD 201 Hair Design Basic Skills and Salon Practice 12-14

Instruction/participation class in basic services performed by a cosmetologist. This lecture/lab class is closely supervised in the introduction and practice of shampooing/draping, hair analysis/scalp and hair treatment, haircutting, wet styling, thermal styling, permanent waving, chemical relaxing, hair coloring/lightening, resume writing, safety measures and decontamination control. Students practice on mannequins, models and each other. Emphasis is placed on quality of work and knowledge of procedures, safety and decontamination control.

Corequisites: COSMT 111 or COSMT 112, and CHD 110

Prerequisites: Instructor Permission.

## CHD 202 Hair Design Advanced Color Lab and Salon Practice 5

Students will continue to practice salon services on the EvCC Salon floor under the supervision of a licensed cosmetology instructor. During this class students will learn about and practice the most current and advanced color techniques in the industry including foiling, bleach and tone, balayage and corrective color. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis placed on safety and quality of work while meeting industry target time.

Corequisites: COSMT 111 or COSMT 112

Prerequisites: Instructor Permission and CHD 201

## CHD 203 Men's Haircutting and Beard Design Lab and Salon Practice 9-15

Students will continue to practice salon services on the EvCC salon floor under the supervision of a licensed cosmetology instructor. During this class, students will learn about and practice the most current and advanced men's haircuts, styles and beard designs. Students will learn how to use appropriate barbering tools to achieve the look. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis placed on safety and quality of work while meeting industry target time.

Corequisites: COSMT 111 or COSMT 112

Prerequisites: Instructor Permission and CHD 201

## CHD 204 Advanced Haircutting and Design Lab and Salon Practice 9-15

Students will continue to practice salon services on the EvCC Salon floor under the supervision of a licensed cosmetology instructor. During this class students will learn about and practice advanced haircutting and styling techniques requested in the salon today. Shears, razors and texturizing shears will be used to accomplish the look. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis placed on safety and quality of work while meeting industry target time.

Corequisites: COSMT 111 or COSMT 112

Prerequisites: Instructor Permission and CHD 201

**CHD 205**  
**Textured Hair Design Services Lab and Salon Practice** 9-15  
 Students will continue to practice salon services on the EvCC Salon floor under the supervision of a licensed cosmetology instructor. During this class students will learn about and practice the most current and advanced textured hair services requested in the salon. The class will also review how to select the appropriate product used for natural hair styling and as a follow up to chemical textured services. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis is placed on safety and quality of work, while meeting industry target time.

Corequisites: COSMT 111 or COSMT 112

Prerequisites: Instructor Permission and CHD 201

**COSMT 102**  
**Salon Communications** 3  
 Communications course for Cosmetology students focusing on standards and conventions of written and spoken English. Includes preparation, proofreading, and editing business and personal correspondence such as letters, memos, advertisement, business cards, flyers, brochures, resumes, and other related projects. Oral presentation incorporating marketing strategies and demonstrating correct use of spoken English. Review of abbreviations, capitalization, grammar, possessives, plurals, punctuation, and spelling.

Prerequisites: Instructor permission.

**COSMT 110**  
**Trichology, Dermatology and Onychology** 5  
 Introduction to the study of hair, skin and nails and their function, structure and characteristics. Care and treatment of hair, skin, and nail diseases and disorders. Special emphasis on sterilization and sanitation principles and methods. May be repeated one time for credit.

Corequisites: COSMT 201, COSMT 202, or COSMT 203.

Prerequisites: Instructor permission.

**COSMT 111**  
**Salon Management** 5  
 Basic overview of salon business operations, including marketing strategies, financial control, factors affecting salon culture, insurance, business laws and health regulations. Special emphasis is placed on finding a mentor in a salon to observe, record, and report salon business practices.

Corequisites: COSMT 201, COSMT 202, or COSMT 203, 204.

Prerequisites: Instructor permission.

**COSMT 112**  
**Salon Safety, Chemistry, Electricity and Physiology** 5  
 Includes methods of decontamination, universal precautions and responsibilities of a salon professional. Types and classifications of bacteria, safety measures in the use and storage of chemicals. Basic background in chemistry theories, processes and product ingredients as they relate to the cosmetology industry. Special emphasis on OSHA chemical hazard information. Basic anatomy, physiology and types of electricity will also be covered. Training in First Aid and CPR is included.

Corequisites: COSMT 201, COSMT 202, or COSMT 203.

Prerequisites: Instructor permission.

**COSMT 113**  
**Basic Skin and Nail Care Theory and Practice** 5  
 Introduction to the study of skin and nails and their function, structure and characteristics. Care and treatment of skin, and nail diseases and disorders. Instruction/participation class is closely supervised in the introduction and practice of basic nail and skin care services performed by a cosmetologist. Students practice on models, mannequins, and each other. Special emphasis on sterilization and sanitation principles and methods.

Prerequisites: Instructor Permission.

**COSMT 120**  
**Cosmetology Compendium** 2  
 Designed for the fifth quarter student preparing for the Washington State Cosmetology Licensure Exam. Provides theoretical review of facts from previous Cosmetology courses in preparation for in-house computerized exams before applying for Washington State Board examinations.

Prerequisites: Instructor permission; COSMT 110-112; COSMT 204; 1,330 clock hours.

**COSMT 124**  
**Instructor Trainee Theory I** 3  
 Preparation to teach in the cosmetology classroom and create effective lesson plans and other classroom tools. Practice in preparation, teaching, testing, grading, and review. Prepares the student for the Washington State Instructor Licensing exams.

Corequisites: COSMT 240.

Prerequisites: Instructor permission; one year full-time work experience within last three years.

**COSMT 125**  
**Instructor Trainee Theory II** 3  
 Preparation to teach in cosmetology clinic classroom. Practice in teaching and evaluating student performance skills and safety, and preparation for record keeping for front desk and dispensary. Prepares student for the Washington State Licensing Exams.

Corequisites: COSMT 240.

Prerequisites: Instructor permission; one year full-time work experience within the last three years.

**COSMT 201**  
**Cosmetology Basic Skills and Salon Practice** 15  
 Instruction/participation class in basic services performed by a cosmetologist. This lecture/lab class is closely supervised in the introduction and practice of shampooing/draping, hair analysis/scalp and hair treatment, haircutting, wet styling, thermal styling, permanent waving, chemical relaxing, hair coloring/lightening, manicuring/pedicuring, basic facials, temporary hair removal, resume writing, safety measures and decontamination control. Students practice on mannequins, models and each other. Emphasis is placed on quality of work and knowledge of procedures, safety and decontamination control.

Prerequisites: Instructor permission.

**COSMT 202**  
**Advanced Color Lab and Salon Practice** 9-19  
 Students will continue to practice salon services on the EvCC Salon floor under the supervision of a licensed cosmetology instructor. During this class students will learn about and practice the most current and advanced color techniques in the industry including foiling, bleach and tone, balayage and corrective color. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis placed on safety and quality of work while meeting industry target time.

Corequisites: COSMT 110, 111, or 112

Prerequisites: COSMT 201 and instructor permission.

**COSMT 203**  
**Men's Haircutting and Beard Design Lab and Salon Practice** 9-19  
 Students will continue to practice salon services on the EvCC salon floor under the supervision of a licensed cosmetology instructor. During this class, students will learn about and practice the most current and advanced men's haircuts, styles and beard designs. Students will learn how to use appropriate barbering tools to achieve the look. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis placed on safety and quality of work while meeting industry target time.

Corequisites: COSMT 110, 111, or 112

Prerequisites: COSMT 201 and instructor permission.

**COSMT 204**  
**Cosmetology Lab & Shop Practice IV** 9-19  
 Students will continue to practice salon services on the EvCC Salon floor under the supervision of a licensed cosmetology instructor. During this class students will learn about and practice advanced haircutting and styling techniques requested in the salon today. Shears, razors and texturizing shears will be used to accomplish the look. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis placed on safety and quality of work while meeting industry target time.

Corequisites: COSMT 110, 111, or 112

Prerequisites: COSMT 201 and instructor permission.

## COSMT 205 Textured Hair Services Lab and Salon Practice 9-19

Students will continue to practice salon services on the EvCC Salon floor under the supervision of a licensed cosmetology instructor. During this class students will learn about and practice the most current and advanced textured hair services requested in the salon. The class will also review how to select the appropriate product used for natural hair styling and as a follow up to chemical textured services. To gain salon experience, students practice on models, mannequins, clients and each other. Emphasis is placed on safety and quality of work, while meeting industry target time.

Corequisites: COSMT 110, 111, or 112

Prerequisites: COSMT 201 and instructor permission.

## COSMT 206 Cosmetology Lab & Shop Practice VI 1-17.5

May be used to complete curriculum for special interest projects, and/or to complete required program clock hours. COSMT 206 is an additional quarter and is optional. May be repeated one time for credit.

Prerequisites: Instructor permission; COSMT 205; 1,400 clock hours.

## COSMT 240 Instructor Trainee Lab 1-25

Designed to prepare the student to teach in the cosmetology classroom. Assists students with practical applications of services to clients, problem solving, and answering questions. Designed to be taken concurrently with COSMT 124 and COSMT 125. Prepares the student for the Washington State Instructor Licensing exams. May be repeated as necessary to complete mandatory 500 earned lab hours.

Corequisites: COSMT 124 or COSMT 125.

Prerequisites: Instructor permission; one year full-time work experience within the last three years.

## COSMT 251 Internship 1-5

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

Prerequisites: Instructor permission; 1300 hours of instruction.

## COSMT 299 Special Projects 5

Special Projects

## CRIMINAL JUSTICE

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

The Everett Community College's criminal justice program offers a Cybercrime Investigation certificate, an Associate in Arts and Sciences degree and an Associate in Applied Science degree.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Apply knowledge and verbal skills to effectively communicate with criminal suspects, victims, witnesses, persons in crisis and others in need.
- Identify constitutional freedoms and rights, and how an ethical criminal justice system and participatory citizenship protect those freedoms and rights.
- Analyze a criminal case to determine its appropriate processing, given an understanding of the jurisdiction and functions of police, courts and corrections as components of an interdependent criminal justice system.
- Secure and process a crime scene, employing proper techniques of evidence gathering, searching, sketching and on-scene interviewing.

- Analyze cyber criminology and the legal practices, practical digital investigative knowledge, and policies related to cyber-criminal investigations.
- Analyze criminal statutes to determine the statutes' elements, constitutionality and proper application.
- Produce written incident and investigative reports that are useful and professional in terms of accuracy, completeness, spelling and grammar.

For more information, please visit [EverettCC.edu/PublicSafety](http://EverettCC.edu/PublicSafety)

## CJ& 101 Introduction to Criminal Justice 5

(TE) Philosophical and historical review of the American criminal justice system; introduction to civil and criminal law; problems with crime and the police; organization and jurisdiction of local, state and federal agencies; career and job opportunities. It examines the US criminal justice system from the initial incident to the final disposition at state and federal levels. This is a prerequisite course for the Criminal Justice Program.

## CJ 102 Police Patrol Operations 5

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

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

## CJ 103 Criminal Investigations 5

Investigative techniques, criminal procedure, crime scene management and the laws that govern investigations.

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

## CJ& 105 Introduction to Corrections 5

(TE) Philosophical and historical examination of the American correctional system. Traditional approaches to corrections are compared with new trends at the local, state, and federal levels. Career opportunities, requirements for job entrance, and training for corrections are reviewed.

## CJ 107 Criminal Evidence 3

Identifies various kinds of evidence and the rules governing the admissibility of evidence in court. Case law, practical handling procedures, and other evidence related techniques are studied.

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

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

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

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

## CJ& 110 Criminal Law 5

(TE) Survey course designed for those seeking a career in criminal justice. It provides an understanding of US legal history, the philosophy of law, legal definitions, constitutional issues, criminal analysis, case reviews, and an overview of federal and state criminal laws, including juvenile justice.

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

## CJ& 112 Criminology 5

(SS) Explores the nature and extent of crime and delinquency, examines criminological theories of causes and solutions, analyzes law and the criminal justice system. NOTE: Student should consider completing SOC& 101 prior to enrolling in CJ& 112.

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



**CJ 114**  
**Introduction to Crisis Intervention** 5  
 Introduction to the psychology of victims, effective crisis intervention strategies, and the legal aspects of intervention. Introduction to de-escalation methods, defusing techniques, active listening, and the importance of negotiation. Students will apply these skills and receive appropriate instructor review and critique during role-playing scenarios.

Prerequisites: CJ& 101 or instructor permission

**CJ 115**  
**Inequities in Criminal Justice** 5  
 (SS) Examines crime and the criminal justice system through the lens of race, class, and gender as those who are marginalized move through the criminal justice system; the laws and law enforcement practices that question equality within the criminal justice system; and historic injustices regarding the application of laws used to suppress and control those underrepresented in society.

Prerequisites: CJ& 101 or instructor permission

**CJ 125**  
**Forensic Photography and Imaging** 3  
 Crime scene and evidence photography utilized by law enforcement personnel. Examines the current methods of obtaining accurate and reliable photo evidence necessary for prosecution of criminal cases. Explores state and federal legalities, 35mm vs. digital photos, analog and digital video, crime scene photography and documentation, court room presentation of photo and video evidence, tracking devices, mini-cameras and surveillance techniques.

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

**CJ 150**  
**Introduction to Natural Resources Law Enforcement** 3  
 History and philosophy of natural resources law enforcement and management practices, and a general overview of resource protection and conservation laws. Professional career opportunities are surveyed and entrance requirements for jobs in fish and wildlife, forestry, parks, environmental protection and land management are examined.

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

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

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

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

**CJ 201**  
**Narcotics and Dangerous Drugs** 3  
 Basic orientation to drug laws and the classification of drugs. Symptoms of drug abuse and commonly used paraphernalia are examined. The class explores trade routes, drug production, pharmacology, as well as the global and national impact of drugs.

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

**CJ 202**  
**Child Abuse Investigation** 3  
 Historical overview of society's view of children and the evolution of intervention into the family. Within this context the role of criminal justice and Child Protective Services are discussed. Practical techniques of investigating neglect, physical and sexual abuse of children are presented, along with the dynamics of the victim, family, and the offender.

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

**CJ 203**  
**Information and Cyber Warfare** 5  
 Overview of the global cyber threats that target US infrastructure as a military strategy, stealing corporate intellectual property for financial gain, and manipulating information in the social media for political gain. Study of different City, State, and Federal agencies involved in preventing and responding to a cyber-attack. History of cyber war, cyber weapons, and the tactics used in a cyber-based battlefield. Analysis of sophisticated cyber-attack and the complex challenges it brings to law enforcement, emergency responders, and citizens.

Prerequisites: ENGL 098 or instructor permission

**CJ 204**  
**Open-Source Intelligence Gathering** 5  
 Introduction to open-source intelligence (OSINT) and its use in law enforcement investigations. Explores significant areas of intelligence gathering collected from publicly available sources. Open-source intelligence gathering (OSINT) provides online investigative skills for the prediction, prevention, investigation, and prosecution of criminals.

Prerequisites: ENGL 098 or instructor permission

**CJ 205**  
**Cybercriminals, Laws, and Evidence** 5  
 Exploration of components involved in forensic cybercrime investigations: initial detection, evidence collection, and courtroom prosecution. Technical and legal difficulties involved in searching, extracting, maintaining, and storing electronic evidence. Legal implications of forensic cybercrime investigations and rules of legal procedure relevant to electronic evidence. Examination of significant and current computer forensic developments and the implications for a variety of fields including computer science, security, criminology, law, public policy, and administration.

Prerequisites: ENGL 098 or instructor permission

**CJ 220**  
**Police-Community Relations** 3  
 Examination and historical review of the relationship between law enforcement officers and the public. The emphasis of the class centers on that relationship as it exists today, and involves issues of police professionalism, prejudices, profiling and other issues.

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

**CJ 222**  
**Professional Development** 3  
 Focuses on the extensive application, testing and hiring process in criminal justice. Addresses the minimum standards for being a law enforcement officer in Washington State, instruction on how to prepare and submit an application and resume, how to prepare and present yourself in the Oral Board interview, what to expect during the pre-employment and background investigation as well as the polygraph and psychological exam. Students will participate in many of these phases to develop a stronger skill set and understanding of this process.

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

**CJ 224**  
**Professional Communication Skills** 5  
 Overview of effective communication processes for criminal justice professionals including verbal and non-verbal communication, interviewing and interrogation methods, courtroom demeanor.

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

**CJ 226**  
**Criminal Justice Report Writing** 5  
 Introduction to writing modern law enforcement reports. Includes techniques of writing in a clear, concise and accurate manner, the use of standard police forms, and the rules of disclosure.

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

**CJ 232**  
**Profiling Criminal Behavior** 5  
 Provides students with a general understanding of the theory and purpose profiling criminal behavior. Not intended to teach students how to become "profilers," but an introduction to the theory and practice of profiling. Critical discussions of the use of profiles in the criminal justice system.

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

**CJ 233**  
**Police Through Mass Media** 5  
 Examines public perception of criminal justice through film, television, and other forms of mass media. Both historical and current interpretations are studied to gain an appreciation of the symbolic interaction that occurs between the professional career field and popular culture.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 234**  
**Family and Domestic Violence** 5  
 Examines the relationship between criminal justice and social service systems that deal with family and domestic violence, and how the criminal justice and social service communities work to provide a multi-agency approach to this devastating issue.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 235**  
**Criminalistics and Trace Evidence Lab** 5  
 Laboratory-based curriculum applies scientific concepts unique to the specific forensic science requirements of the criminal justice system. Concepts include crime scene reconstruction, legal integrity of scientific evidence, and individualization of physical evidence.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Coordinator.

**CJ 236**  
**Capstone in Criminal Justice** 5  
 Encapsulates the student learning as reflected in the development and delivery of a culminating project related to a contemporary issue in the criminal justice field.  
 Prerequisites: Permission of Criminal Justice Coordinator.

**CJ& 240**  
**Introduction to Forensic Sciences** 5  
 (TE) History of forensic science, overview of the forensic sciences including pathology, dentistry, anthropology, entomology, psychology/psychiatry, fingerprints, DNA, blood stains, questioned documents, accounting, ballistics, toxicology, explosives, and cyberotechnology. Course will explore the use of forensic sciences in investigations, adjudications, convictions, and exonerations.  
 Prerequisites: Completion of ENGL 098 with a grade of "C" or higher or eligibility for ENGL& 101.

**CJ 241**  
**Victimology** 3  
 Examination of relationship between victims and various components of the criminal justice system. Topics include history of victim's rights movement, assistance programs, patterns and trends, interaction with law enforcement, rights and remedies in the court system and advocacy. Special focus given to victims of specific offenses such as stalking, domestic violence, hate crimes and sex crimes involving adults and children.  
 Prerequisites: Successful completion of ENGL& 101 with grade of C or higher.

**CJ 242**  
**Organized Crime** 3  
 Focuses on theories and the evolution of traditional organized crime in America. Examines new and emerging organized crime groups and their relationship to domestic criminal enterprise.  
 Prerequisites: Successful completion of ENGL& 101 with grade of C or higher.

**CJ 243**  
**Ethical Dilemmas in Criminal Justice** 5  
 Exploration of legal, moral and social implications of ethical dilemmas in criminal justice, including police use of deadly force, police discretion, victimless crimes, surveillance, enforcement of unpopular laws, use of informants, plea bargaining, judicial discretion, capital punishment, cultural norms of sub-groups and dilemmas they present to criminal justice practitioners.  
 Prerequisites: CJ& 101 or permission of Criminal Justice coordinator. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101.

**CJ 244**  
**Current Issues in Policing** 5  
 Issues related to the accountability of the police to the electorate through the political process. In addition to focusing on the governmental setting for police work, police policies and practices, and current political issues in municipal police agencies, this course considers contemporary issues of importance to line-level police officers and administrative personnel. May be repeated two times for credit.  
 Prerequisites: CJ& 101 or permission of Criminal Justice Director.

**CJ 250**  
**Cooperative Work Experience** 1-5  
 Supervised field experience in local law enforcement, corrections and other criminal justice agencies. Each student works approximately 10 hours per week at a variety of assigned tasks directly associated with the criminal justice system.  
 Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.

**CJ 251**  
**Cooperative Work Experience** 1-5  
 Supervised field experience in local law enforcement, corrections and other criminal justice agencies. Each student works approximately 10 hours per week at a variety of assigned tasks directly associated with the criminal justice system.  
 Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.

**CJ 252**  
**Cooperative Work Experience** 1-5  
 Supervised field experience in local law enforcement, corrections and other criminal justice agencies. Each student works approximately 10 hours per week at a variety of assigned tasks directly associated with the criminal justice system.  
 Prerequisites: CJ& 101 and permission of Criminal Justice Coordinator.

## DEVELOPMENTAL EDUCATION

The College Developmental Education program is for students who need to improve study techniques and learning strategies, academic computer skills, reading speed, reading comprehension, vocabulary, and critical reading, writing and thinking skills. Courses are offered at two levels (pre-college and college) and provide individualized assistance for students who want to succeed in their college and career goals and need to become more academically competitive.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Developmental Education students will be able to move into college-level classes within 1-2 quarters to pursue their degrees and successfully complete their programs of study.

**Faculty Advisors:**  
**K. Schwab** 425-388-9052 kschwab@everettcc.edu  
**C. Wilson** cwilson@everettcc.edu

**DEVED 084**  
**Introduction to College Reading**  
 Designed to improve students' reading knowledge, skills and abilities in order to prepare for college courses that require reading. Emphasis on reading using metacognitive processes, preparing for and taking part in discussion groups, and building fluency and vocabulary. Equivalent to TS 084. Credit cannot be earned in both DEVED 084 and TS 084.

**DEVED 094**  
**Reading and Thinking for Academics I** 3-5  
 This course is designed for students who desire improvement and basic skill building for success in college-level reading. Emphasis is on reading comprehension, vocabulary development and improved speed.

**DEVED 095**  
**Study Skills for College Survival** 5  
 Focus on college success and basic study skills. Course is designed for the student who is returning to school or is seeking ways to survive in college. Identify learning styles, manage time, utilize student support services, read textbooks, take notes, take tests, and use library and Internet resources. May be repeated two times for credit.

**DEVED 096****Computer Comfort**

5

Designed for students who need basic computer confidence and skill building. Emphasis is on basic computer skills and learning strategies to help students succeed in college-level classes. No prior computer experience is necessary; recommended for students who are new to computers and hesitant about today's technology as used in college classrooms. May be repeated two times for credit.

**DEVED 099****Bridge Learning Modules**

1-2

The Bridge Learning Modules will offer 1-2 credit modules in pre-college level reading, learning strategies, study skills support, and basic computer technology for academic success in college classes. It is designed for all students needing or desiring extra learning strategies, reading skills, and study skills support in their college courses. May be repeated two times for credit.

**DEVED 100****Sharpening Your Study Skills**

1-2

Focuses on skill sets that concentrate on textbook reading, memory techniques, test taking, note taking, and more effective study strategies for rigorous academic courses of study. Emphasizes practical methods to work successfully through difficult material in lectures and textbooks. May be repeated two times for credit.

**DEVED 101****Reading Academic Textbooks**

2

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

**DEVED 103****Reading, Speed, Vocabulary Program (RSVP)**

1-2

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

**DEVED 104****Reading and Thinking for Academics II**

3-5

Recommended for capable readers who want to advance their comprehension, vocabulary skills and speed as well as develop critical thinking skills and enhance their confidence in college reading assignments.

**DEVED 105****Study Skills for College Success**

5

Focus on study skills required to excel in college courses and four-year university classes. Course emphasizes strategies to comprehend college textbooks, materials, and lectures. Covers study strategies and techniques, and methods to manage time effectively, improve memory, reduce test anxiety and prepare for tests, improve note-taking, and use library and Internet resources. College-level reading score or completion of DEVED 104 with a grade of C or higher is strongly recommended. May be repeated one time for credit.

**DEVED 144****Reading Fitness**

4

Designed for college-level readers who want to challenge and enhance their reading comprehension skills, verbal and written vocabularies and communication skills, and critical thinking skills. A variety of textual material is presented for the widest possible transfer of skills to other college courses, the workplace, and in lifelong learning. This interactive course may include walking discussion groups outside the classroom. May be repeated one time for credit.

**DEVED 182****Service Learning**

1-2

Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisites: Instructor permission.

**DRAMA**

Theatre courses emphasize the development of knowledge and skills in theatre appreciation, history, acting, and production. Advanced students may develop special projects in directing, play writing, and technical theatre to complete their degree program. Internships are also available for work performed in a professional environment. The majority of theatre courses satisfy the Humanities or Humanities – Performance graduation distribution requirement. These courses support the Student Core Learning Outcomes with particular emphasis on the following: engage and take responsibility as active learners, communicate effectively and think critically.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Critically evaluate musical or theatrical performances, using terminology specific to the discipline.
- Describe the historical, social, and aesthetic context of theatrical or musical works.
- Demonstrate skills and technical proficiency in a selected area of performance (acting, vocal music or instrumental music).
- Demonstrate performance skills through participation in student recitals or theatrical productions.

**Faculty Advisor:****B. Peterson**

425-388-9525

bpeterson@everettcc.edu

**DRMA 100****Rehearsal, Production and Performance**

2-5

(HP) Active participation in a theatrical production. Course registration follows the audition, interview and selection process. Students enroll in 2-5 credits depending upon the performance role commitment or technical crew responsibilities. May be repeated two times for credit.

Prerequisites: Instructor permission following audition and casting.

**DRMA& 101****Introduction to Theatre**

5

(H) Introduction to significant forms and styles of theatre; nature of dramatic event; theatre as artistic expression; basic trends and movements in theatre; origins, organizations and nature of theatre productions; and functions of playwright, producer, director, actor, critic, audience, designer, and technicians of the art form.

**DRMA 102****Beginning Acting**

5

(HP) Techniques and terminology of various approaches to acting including the Stanislavski method. Includes introduction to definitive theater exercises, improvisation, character development, scene analysis, and culminates in rehearsed and performed scene work.

**DRMA 121****Acting Styles**

5

(HP) Emphasizes the specific skills needed to perform works representative of a variety of periods ranging from classical Greek theater to Shakespeare to contemporary texts. Coursework includes class discussion, exercises and scene work, culminating in an acting showcase. Introduces stage combat and swordplay techniques. May be repeated one time for credit.

**DRMA 130****Improvisation and Sketch Comedy**

5

(HP) Techniques and practices to increase confidence and creativity in performance. Through practical application, emphasizes team building fundamentals key to improvisation and the basic structure and format of a comic sketch.

**DRMA 250****Theatre Internship**

5

Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisites: Instructor permission.

## EARLY CHILDHOOD EDUCATION

Early Childhood Education (ECE) is an educational program for students planning to work with young children in a variety of settings, including preschools, child care centers, family child care and public schools. ECE courses are offered fully online with the exception of the hybrid (part online/part classroom) courses. Selected courses in the Education Department also fulfill program requirements for the ECE degree and certificate. Program options include an Early Childhood Education Certificate, an Associate in Technical Arts Degree in Early Childhood Education and an Associate in Arts and Sciences Degree - DTA (which is transferable to four-year colleges or universities).

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- **Subject Matter Knowledge:** Students will gain sound knowledge of the central concepts, foundational theories and intellectual frameworks of education and teaching—approaches to guidance and discipline, constructivist learning principles, the role of family and communities—and develop the capability to relate each area of knowledge to another.
- **Professional and Personal Attitudes:** Students will be introduced to a variety of educational philosophies, attitudes and approaches in order to understand issues of professional teaching standards—what it means to be a competent and ethical teacher in a democratic society—and to develop a personal and lifelong commitment to knowledge, to the continuing pursuit of questions, and to a willingness to take risks.
- **Instructional Strategies and Skills:** Students will understand curriculum as a process—including learning goals and objectives, sequences of content, multiple instructional strategies and formal and informal assessment—through classroom observations and the development of instructional lessons that address individual learner needs and styles.
- **Human Development and Learning:** Students will be introduced to a variety of perspectives on human development and learning that support the diverse cognitive, psychological, and social needs of learners; and will understand the role of positive learning environments and effective relationships with learners.

Contact the ECE Department for further information or check the Everett Community College website at [www.everettcc.edu](http://www.everettcc.edu) Faculty in ECE can be contacted at 425-388-9301.

### Faculty Advisor:

**M. Barnes**      425-388-9976      [mbarnes@everettcc.edu](mailto:mbarnes@everettcc.edu)

### ECE 127 Family Home Child Care Administration 3

Study of the current practices for establishing and operating family child care homes. Focuses on licensing, scheduling, budgeting, record keeping, administration policy, educational activities, equipment, and staff/parent relationships.

### ECE 132 Practicum Lab II 4

Laboratory experience to enable the student to deepen their personal and professional skills and practical knowledge in working with young children. Students will be placed in an early childhood educational setting under the guidance of a faculty member.

Prerequisites: ECED& 160, ECED& 170, ECED& 180 and instructor permission

### ECE 135 Family Dynamics 3

Examines functional and atypical family systems and the impact on the young child. Explores methods that enhance learning by providing consistency and support to children in childcare, preschool, or school settings. Assists teachers of young children in finding effective ways of communicating with parents and connecting with appropriate community resources. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202

### ECE 136 Family Child Care Curriculum 2

Curriculum planning, implementation and evaluation for family child care programs. Emphasis on developmentally appropriate and culturally relevant practices in working with young children.

### ECE 137 School Age Child Care 3

Focus on programs for children ages five through age twelve and their after-school needs. Family issues, health and safety, program and activity planning and children's individual needs are covered in the context of providing developmentally appropriate school-age programs. This course includes laboratory requirement.

### ECE 140D Family Culture and Self-concept 5

(D) Examines family culture, stages of social development and development of self-concept in young children. Exploration of family as a foundation for social learning; considers culture, bias and stereotyping as issues having impact on young children.

### ECE 150 ECE Winter Conference 1

Attendance of annual early childhood conference presenting focus workshops. Areas and issues covered are developmentally appropriate practices, children with special learning needs, language/literacy issues, math/science/music concepts, health/safety practices, and diversity issues.

Prerequisites: Instructor permission.

### ECE 207 Applications of Math/Science in Early Childhood Education 5

Hands-on exploration of Math and Science curriculum appropriate for young children. Recommended for Elementary Education majors. This course has laboratory requirements.

Prerequisites: ECED& 160 or instructor permission

### ECE 215 Art and Storytelling for Young Children 5

The study of storytelling and art to meet the developmental domains of young children. Critical components of best practices in early childhood curriculum explored using art techniques and oral storytelling. Students will investigate theory, curriculum, appropriate language, cultural and diversity integration in regards to open-ended art processes and creative development through stories for young children. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202

### ECE 233 Practicum Lab III 2

Practical experience and application of early childhood competency areas of development. Students will be placed in an early childhood education setting under the guidance of a faculty member.

Prerequisites: ECE 132 or instructor permission.

### ECE 239 Leadership and Mentoring in ECE 5

Develop leadership, coaching and mentoring roles for program directors, program supervisors and aspiring leaders that support continual development, professionalism, ethics, and reflective practice for self and staff. This course has a laboratory component.

### ECED& 105 Introduction to Early Childhood Education 5

(SS) Explore the foundations of early childhood education. Examine theories defining the field, issues, trends, best practices, and program models. Observe children, professionals and programs in action. This course has laboratory components.

### ECED& 107 Health/Safety/Nutrition 5

Introduction to implementation of equitable health, safety and nutrition standards for the growing child in group care. Focus on federal Child Care Block Grant funding (CCDF) requirements, WA state licensing and Head Start Performance standards. Develop skills necessary to keep children healthy & safe, report abuse & neglect, and connect families to community resources. This course has laboratory requirements.

**ECED& 120**  
**Practicum - Nurturing Relationships** 2

In an early learning setting, engage in establishing nurturing, supportive relationships with all children and professional peers. Focus on children's health & safety, promoting growth & development, and creating a culturally responsive environment. This course has laboratory requirements.

**ECED& 132**  
**Infant/Toddler Care** 3

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally retentive care. This course has laboratory requirements.

Prerequisites: EDUC& 115D and ECED& 120; and either ECED& 105 or EDUC& 202

**ECED& 134**  
**Family Childcare Management** 3

Learn how to manage a family childcare program. Topics include: licensing requirements, record-keeping, relationship building, communication strategies, guiding behavior, and promoting growth and development. This course has laboratory requirements.

Prerequisites: EDUC&115D and ECED&120 and either ECED&105 OR EDUC&202

**ECED& 139**  
**Administration of ECE** 3

Develop administrative skills required to develop, operate, manage and improve early childhood education and care programs. Acquire basic business management skills. Explore resources and supports for meeting Washington State licensing and professional NAEYC standards. This course has laboratory requirements.

Prerequisites: EDUC& 115D and ECED& 120; and either ECED& 105 or EDUC& 202

**ECED& 160**  
**Curriculum Development** 5

Investigate learning theory, program planning, tools and methods for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in children birth through age 8 utilizing developmentally appropriate and culturally responsive practice. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202

**ECED& 170**  
**Learning Environments** 3

This class focuses on the adult's role in designing, evaluating, and improving indoor and outdoor environments that ensure quality learning, nurturing experiences, and optimize the development of young children. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202

**ECED& 180**  
**Language and Literacy** 3

Teaching strategies for language acquisition and literacy skill development are examined at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202

**ECED& 190**  
**Observation and Assessment** 3

Collect and record observation and assessment data in order to plan for and support the child, the family, the group, and the community. Practice reflection techniques, summarizing conclusions, and communicating findings. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202

**EDUC& 136**  
**School Age Care** 3

Develop skills to provide developmentally appropriate and culturally relevant activities/care for children ages 5-12 in a variety of settings. Topics include: implementation of curriculum, preparation of environments, building relationships, guiding cognitive and social emotional development, and community outreach. This course has laboratory requirements.

Prerequisites: EDUC&115D and ECED&120 and either ECED&105 OR EDUC&202

**ECONOMICS**

The study of economics will help students develop critical thinking skills and improve their ability to use economic concepts to analyze "real world" problems. Economic courses provide basic knowledge for students to become well informed global citizens and decision-makers. The Associate in Business DTA degree students are required to take ECON& 201 Microeconomics and ECON& 202 Macroeconomics. ECON 101D will meet the social science distribution and diversity requirement for non-transfer degrees.

**Faculty Advisor:**

D. Hu

425-388-9364

dhu@everettcc.edu

**ECON 101D**  
**Understanding Economics** 5

(SS, D) A survey course to help students better understand economic issues. Economic analysis of current events as a major activity. Not appropriate for DTA degree in Business Administration.

**ECON& 201**  
**Micro Economics** 5

(SS) Study of factors of supply and demand on production and prices. Emphasizes economic behavior of business firms in regulated and unregulated environments and International Trade issues. Prepares students for upper-division courses in microeconomics theory and managerial economics.

Prerequisites: MATH 092 or MATH 096 or MATH 099, or eligibility for MATH 138 via a math assessment

**ECON& 202**  
**Macro Economics** 5

(SS) Study of national economy: What determines national income level, economic growth and prosperity? What are the effects of government fiscal and monetary policies to the economy? Student exams issues regarding inflation, unemployment, government spending, taxation, money supply and impact of globalization. Various theories are put forth to explain business cycles in the U.S. and world economy. Prepares students for upper-division macro economic courses. ECON 101 may be substituted for ECON& 202 in vocational/technical business degree programs.

Prerequisites: MATH 092 or MATH 096 or MATH 099, or eligibility for MATH 138 via a math assessment

**EDUCATION**

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

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

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

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- **Subject Matter Knowledge:** Students will explain the central concepts, foundations, theories and intellectual frameworks of professional teaching, including the tools of inquiry and structures of the disciplines they wish to teach in order to construct learning experiences that apply these aspects of the profession and disciplines.

- **Personal and Professional Self-understanding:** Students will analyze through observation and reflection a variety of educational philosophies and approaches and will examine issues of professional self-understanding in order to develop personal learning styles and individual teaching styles.
- **Communication Skills:** Students will employ interpersonal, instructional and cultural communication techniques in order to foster future active learning, dialogue, collaboration, and positive interaction and relations with peers, school officials, agencies, parents and learners.
- **Instructional Planning and Design:** Students will design instructional lessons by recognizing curriculum as a process of creating learning objectives, developing the scope and sequence of instructional content, and establishing formal and informal assessment strategies to evaluate instructional effectiveness.
- **Multiple Teaching Strategies:** Students will compare a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative critical thinking and creative problem solving skills in a variety of student populations.
- **Knowledge of Human Development and Learning:** Students will discuss a variety of perspectives on human development and learning in order to design learning experiences to support the cognitive, psychological and social differences and needs of cross-cultural and generational learners.
- **Professional Commitment and Responsibility:** Students will describe what it means to be a competent, ethical and professional teacher in a democratic, diverse and technological society in order to develop commitment to professional growth and to the legal and ethical responsibilities of American public school teachers.

**Faculty Advisors:**

<b>M. Barnes</b>	<b>425-388-9976</b>	<b>mbarnes@everettcc.edu</b>
<b>P. Krock</b>	<b>425-259-8268</b>	<b>pkrock@everettcc.edu</b>

**EDUC 105**  
**Parent Leadership Training Institute** 5

Prepares students to become leading participants in and advocates for children's education through an evidence-based, interactive examination of fundamental concepts of child development, community and government systems, education, leadership, and civic participation. All students are required to design and develop a community leadership project.

Prerequisites: Instructor permission

**EDUC& 115D**  
**Child Development** 5

(SS) Build foundation for explaining how children develop in all domains, conception through early adolescence. Explore various developmental theories, methods for documenting growth, and impact of brain development. Topics addressed: stress, trauma, culture, race, gender identity, socioeconomic status, family status, language, and health issues. This course has laboratory requirements.

**EDUC& 130**  
**Guiding Behavior** 3

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences. This course has laboratory requirements.

Prerequisites: EDUC& 115D and ECED& 120; and either ECED& 105 or EDUC& 202

**EDUC& 150D**  
**Child, Family and Community** 3

(D) Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society community resources, strategies for involving families in the education of their child, and tools for effective communications. This course has laboratory requirements.

Prerequisites: EDUC& 115D and either ECED& 105 or EDUC& 202.

**EDUC 182**  
**Service Learning** 1-2

Service Learning combines the opportunity of volunteerism with academic applications of educational social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisites: Instructor permission and completion of EDUC& 202.

**EDUC 190**  
**Education Controversies** 2

Seminar designed to introduce education students to controversies in education. Through readings that represent arguments of leading educators and reflect a variety of viewpoints, discussions will be on opposing viewpoints, thinking critically and reaching considered judgments.

Prerequisites: EDUC& 202 or instructor permission.

**EDUC& 202**  
**Introduction to Education** 5

(SS) Survey of historical, sociological, political and philosophical aspects of American public education. Includes investigation of the human experience of being a teacher, contemporary problems in education, classroom observations, and the application of educational frameworks to issues of teaching and learning.

**EDUC& 203**  
**Exceptional Child** 3

(TE) Explore the basic areas of need that result in qualifying for special education services for birth-8th grade students. Coverage of legislation that mandates an inclusive model for exceptional learners.

Prerequisites: EDUC& 115D and ECED& 120; and either ECED& 105 or EDUC& 202

**EDUC 210**  
**Education Philosophies** 2

Readings and discussions about educational philosophies within the context of education as social construction; and more broadly, as a process of human existential growth where understanding of the world are continually transformed.

Prerequisites: EDUC& 202 or instructor permission.

**EDUC 250**  
**Education in Action** 1-4

(TE) Cooperative work experience in a field-based setting for education majors (see EDUC 256). Allows students to earn college credit for work experience in public school classrooms. Practical observation and work under supervision of a teacher. Students will have the opportunity to explore the teaching profession, and experience a wide variety of hands-on experiences during their placement, including observation, tutoring, facilitating learning groups and teaching lessons. If possible, students should begin their observation before the beginning of the quarter.

Corequisites: EDUC 256.

Prerequisites: EDUC& 202 or concurrent enrollment in EDUC& 202 or instructor permission.

**EDUC 251**  
**Education in Action** 1-4

(TE) Cooperative work experience in a field-based setting for education majors (see EDUC 256). Allows students to earn college credit for work experience in public school classrooms. Practical observation and work under supervision of a teacher. Students will have the opportunity to explore the teaching profession, and experience a wide variety of hands-on experiences during their placement, including observation, tutoring, facilitating learning groups and teaching lessons. If possible, students should begin their observation before the beginning of the quarter.

Corequisites: EDUC 256

Prerequisites: EDUC& 202 or concurrent enrollment in EDUC& 202 or instructor permission.

**EDUC 252****Education in Action****1-4**

(TE) Cooperative work experience in a field-based setting for education majors (see EDUC 256). Allows students to earn college credit for work experience in public school classrooms. Practical observation and work under supervision of a teacher. Students will have the opportunity to explore the teaching profession, and experience a wide variety of hands-on experiences during their placement, including observation, tutoring, facilitating learning groups and teaching lessons. If possible, students should begin their observation before the beginning of the quarter.

Corequisites: EDUC 256

Prerequisites: EDUC& 202 or concurrent enrollment in EDUC& 202 or instructor permission.

**EDUC 256****Education in Action Seminar****2**

(TE) Seminar to support field work in local schools (see EDUC 250, EDUC 251, EDUC 252). Student will discuss their field experiences, and participate in micro-teaching in order to apply ideas from EDUC& 202, EDUC 250, EDUC 251 and EDUC 252. May be repeated two times for credit.

Corequisites: EDUC 250, EDUC 251 or EDUC 252.

Prerequisites: Instructor permission or completion of EDUC& 202 or concurrent enrollment in EDUC& 202.

**EDUC 270****Education Portfolio****2**

Course designed to introduce education students to the electronic teaching portfolio, and assist them to document their pre-service teaching activities and fulfill professional expectations of many colleges and universities.

Prerequisites: EDUC& 202 or ECE 130 or instructor permission.

## EMERGENCY SERVICES

See Fire Science

This course provides fundamental training required to perform as emergency service medical personnel and to become certified as an EMT. This skills-oriented course involves extensive hands-on training in the evaluation and treatment of the sick and injured.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Patient assessment/management of a trauma patient,
- Patient assessment/management of a medical patient
- Cardiac arrest management/AED
- Bag-valve-mask ventilation of an apneic patient
- Spinal immobilization
- Long bone fracture immobilization
- Joint dislocation immobilization
- Traction splinting,
- Bleeding control/shock management
- Upper airway adjuncts and suction, mouth-to-mouth ventilation with supplemental oxygen, and supplemental oxygen administration to a breathing patient.
- Students must also successfully complete the NREMT psychomotor examination.

For more information, please visit [EverettCC.edu/PublicSafety](http://EverettCC.edu/PublicSafety)

**EMS 050****CBT: Competency Based Training for EMTs**

Series of education courses on state-mandated topics following initial EMT certification to maintain and enhance skill and knowledge to meet educational requirements for recertification. CBT requires the successful completion of cognitive, affective and psychomotor evaluations following completion of each topic presentation to determine student competence of topic content.

Prerequisites: Washington State re-certification requirements for EMTs.

**EMS 151****Emergency Medical Technician Training****13**

Designed to prepare participants in all phases of pre-hospital emergency care. Participants are eligible for the National Registry examination and the Washington State EMT-B examination upon successful completion of the course. Content includes lecture and hands-on practice in emergency care, bleeding and shock, soft tissue injuries, environmental emergencies, lifting and moving patients, HIV/AIDS education, emergency childbirth, and other topics.

Prerequisites: Eligibility for ENGL 097 or higher and MATH 079 or higher, approved program application (including passing an EMS pre-test with a score of 80% or higher), and instructor permission.

**EMS 152****Advanced Cardiac Life Support****1**

Enhanced skills for Advanced Cardiac Life Support (ACLS) providers, in treating victims of cardiac arrest or other cardiopulmonary emergencies. Knowledge and skills for treating patients in special resuscitation emergencies and conditions, and to apply for American Heart Associate ACLS certification. Advanced preparation for the assessment, diagnosis and treatment of ST-Elevation Myocardial Infarction (STEMI) patients. Resuscitation airway products and skills. Recognition of cardiac arrhythmias in clinical practice, with emphasis on electrocardiogram (ECG) and drug treatment knowledge.

Prerequisites: Instructor permission.

**EMS 153****Pediatric Advanced Life Support****1**

Pediatric Advanced Life Support (PALS) skills for healthcare providers who respond to emergencies in infants and children. Successful course completion satisfies the requirements for a PALS course completion card.

Prerequisites: Instructor permission.

**EMS 154****National Registry Emergency Medical Technician (NREMT) Refresher Course****3**

A refresher course that provides a review of basic emergency medical care based on the identified topics outlined by the DOT (Department of Transportation) and NREMT (National Registry Emergency Medical Technician).

Prerequisites: Instructor permission.

## ENGINEERING

Engineering courses provide preparation for Engineering transfer and Engineering Technology transfer programs or related disciplines.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate analytical problem solving skills.
- Apply scientific processes.
- Collaborate effectively.
- Communication technical information.
- Apply engineering design processes.

**Faculty Advisors:**

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**ENGR 111**  
**Introduction to Engineering I: Modeling and Analysis** 5  
 (NS) A project based introduction to engineering analysis, problem solving, and mathematical modeling. Working in teams, students will complete a series of hands-on projects designed to emphasize a systematic, analytical problem solving approach and explore the engineering disciplines at a technical level. Topics include introductory engineering concepts; engineering for sustainability; teamwork skills; the application of mathematics, physics, and chemistry in engineering; unit systems; and an introduction to spreadsheet applications.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096; or instructor permission.

**ENGR& 114**  
**Engineering Graphics** 4  
 (NS) Methods of depicting three-dimensional objects and communicating design information. Emphasis on using parametric solid modeling software as a design tool. Freehand sketching is used to develop visualization skills and as an instrument for design conceptualization and communication.

Prerequisites: Eligibility for MATH& 107 or higher; OR ENG T 100, OR instructor permission.

**ENGR 121**  
**Introduction to Engineering 2: Computing and Design** 5  
 (TE) Second course in the Introduction to Engineering sequence. Explores the role of creativity, teamwork, and communication in promoting innovative design. Includes an introduction to computing, microcontroller programming and basic parameter optimization. Students develop knowledge and skills in all areas through a series of hands-on design projects.

Prerequisites: MATH& 142 and ENGR 111; or MATH& 152, or instructor permission.

**ENGR 201**  
**Fundamentals of Materials Science** 5  
 (NS) Atomic, molecular, and crystalline structures of the materials and the relation to electrical, mechanical, thermal, and chemical properties. Introduction to materials processing and fabrication techniques.

Prerequisites: CHEM& 161, AND PHYS& 241 or concurrent enrollment; OR instructor permission.

**ENGR 202**  
**Design of Logic Circuits** 6  
 (TE) Introduction to the basic components of logic circuits. Design and analysis of combinational and sequential logic circuits using relevant theorems, mathematical models, and hardware description language. Includes exposure to modern methods and design tools.

Prerequisites: MATH& 151 AND one of the following: CS& 131, CS& 141, ENGR 121; OR instructor permission.

**ENGR& 204**  
**Electric Circuits** 5  
 (TE) Introduction to basic circuit and systems concepts. Development of mathematical models of components including resistors, sources, capacitors, inductors, operational amplifiers and transistors. Solution of first and second order linear differential equations associated with basic circuit forms. Steady state sinusoidal excitation and phasors.

Prerequisites: ENGR 121, AND PHYS& 243 or concurrent enrollment; OR instructor permission.

**ENGR 205**  
**Electric Circuits Lab** 1.5  
 (NS-L) Laboratory applications of electrical circuits principles and instrumentation. Measurement of transient and steady-state responses of electrical circuits.

Prerequisites: ENGR 204 or concurrent enrollment; or instructor permission.

**ENGR& 214**  
**Statics** 5  
 (NS) Fundamentals of engineering statics using vector notation in problem solving. Scientific calculator required.

Prerequisites: ENGR 121 or concurrent enrollment AND PHYS& 241 or concurrent enrollment; OR instructor permission.

**ENGR& 215**  
**Dynamics** 5  
 (NS) Kinematics and dynamics of particles; systems of particles; and rigid bodies including energy and momentum methods.

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

**ENGR 216**  
**Integrated Computer Aided Design** 4  
 (NS) Computer Aided Design (CAD) and its applications in engineering design and analysis. Emphasis on advanced features in CAD software and the engineering design process. Topics include fundamentals of surface modeling, combined surface and solid modeling, advanced part/assembly techniques, CAD-based computational structure/flow/motion analysis, and complete documentation for an engineering design. Discussion of recent engineering innovations and their impact on the direction of engineering trends. Applying knowledge, skills and perspectives to real-world engineering practice.

Prerequisites: ENGR& 114 and ENGR& 214, or instructor permission.

**ENGR 220**  
**Mechanics Breaking Lab** 2  
 (TE) Mechanical behavior of materials and application to engineering structures. Hands-on experience in various material testing and experimental stress analysis methods. Introduction to engineering data analysis and report writing. Investigate various types of mechanical behavior in response to loading conditions. Topics will include tension, impact, fatigue, and torsion testing, stress wave experimentation, strain gages, and combined stress analysis.

Prerequisites: ENGR& 225 or concurrent enrollment, OR instructor permission.

**ENGR& 224**  
**Thermodynamics** 5  
 (NS) Thermodynamic properties of matter. First and second law analysis of engineering systems. Energy interactions, performance and efficiency of engineering devices, power cycles, and refrigeration cycles.

Prerequisites: CHEM& 162 AND MATH& 152 AND PHYS& 241; OR instructor permission.

**ENGR& 225**  
**Mechanics of Materials** 5  
 (NS) Introduction to mechanics of solids; stress, strain and their relationships; torsion; and bending.

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

**ENGR 240**  
**Applied Numerical Methods** 5  
 (NS) Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation.

Prerequisites: MATH& 163 with grade of C or higher; OR instructor permission.

**STEM 101**  
**College Success in STEM** 2  
 Orientation to academic and career opportunities in Science, Technology, Engineering and Math (STEM). Introduction to functions, responsibilities and characteristics of professionals in STEM related disciplines. Includes presentations by guest speakers from industry and universities sampling the breadth of educational and professional options. Development of academic and personal skills and attitudes that promote success in college study. Satisfies COLL 101 requirement for new degree seeking students.

**STEM 298**  
**Interdisciplinary Design Project** 1-2  
 (TE) Design projects open to all students in design and manufacturing related fields. Class structure guides interdisciplinary student teams through a process of conceptualizing a project, developing and documenting a detailed design, fabricating a prototype, testing, analysis, and reporting. All students are engaged in all aspects of their project regardless of their home program or discipline. Design projects may be oriented toward regional design competitions. Specific project requirements are tailored to students' educational and practical experience levels. Course may be repeated for credit, enabling students to pursue projects one to three quarters in duration. Lab section provides access to college fabrication facilities and is optional.

Prerequisites: Instructor permission.



## ENGINEERING TECHNOLOGY

See Precision Machining / Manufacturing Technology Engineering

The Engineering Technology program is designed to provide skills and knowledge in a variety of technical design subjects, including computer aided design (CAD) software such as CATIA version 5, Solid Works and AutoCAD. Skills learned in this program are taught using applied methods where training is practical and hands-on.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Solve technical mathematical problems
- Utilize basic engineering graphics with 2D CAD
- Create multi-view drawings using 2D and 3D CAD
- Create assembly drawings from 3D models
- Create complex surfaced part models using 3D CAD
- Design for production and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

Faculty Advisor:

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### ENG T 100 Introduction to Engineering Graphics and 2D AutoCAD 4

Theory and application of engineering drawing; sketching and block lettering; geometric construction; representation of normal, inclined oblique, and cylindrical surfaces; standard, section and auxiliary views; dimensioning; and an introduction to designing with a 2D CAD system.

Prerequisites: Placement into MATH 076 or higher AND MFG T 102, or instructor permission

### ENG T 101 Introduction to Graphics and Measurement 5

An introduction to reading and interpreting engineering graphics using technical drawings of mechanical systems for manufacturing technology students with an emphasis on identifying 2D (plane geometrical) shapes. The student will be also use engineering and mechanical scales and precision measuring instruments to measure sizes, lengths and locations of shapes and features. Algebraic, geometric and trigonometric concepts will be applied. Scientific calculator required.

Prerequisites: Placement into MATH 076 or higher AND MFG T 102, or instructor permission

### ENG T 102 Technical Problem Analysis 5

This course is designed to apply basic algebra, geometry and trigonometry to practical problems encountered in technical design and the manufacturing industry. The course includes problems focusing on composites, technical design, welding, precision machining and CNC topics. Students will be introduced to an electronic spreadsheet to perform their calculations.

Prerequisites: ENG T 101 or MATH 76 or placement into MATH 086 or higher

### ENG T 103 Introduction to Revit 4

Introduction to Revit architectural design and documentation software tools and features. The course will explore the Building Information Modeling interface and focus on the basics of building creation, view controls navigation and the settings for controlling graphic properties, constrain the building designs with dimensions and relationships between elements, practice key editing and manipulating tools.

Prerequisites: Placement into MATH 076 or higher AND MFG T 102, or instructor permission

### ENG T 104 Mechanical Blueprint Reading 3

Instruction in interpreting mechanical/manufacturing blueprints per ASME Y14.5. Emphasis on practical applications of this standard as applied to reading, interpreting, and trouble-shooting engineering production drawings.

### ENG T 105 Precision, Fits, Tolerancing and GD&T 4

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

Prerequisites: ENG T 108 or ENG T 185 or ENGR& 114 and instructor permission.

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

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

Prerequisites: Placement into MATH 076 or higher AND MFG T 102, or instructor permission

### ENG T 112 Pneumatic, Hydraulic, and Electrical Circuits 5

Introductory course examining practical applications using pneumatic, hydraulic and electrical components. Basic theories are discussed and typical hardware used in manufacturing is evaluated.

Prerequisites: ENG T 100 or MATH 076 or eligibility for MATH 086 via a MATH assessment; OR instructor permission.

### ENG T 185 Introduction to CATIA 3D Experience 4

Introduction to parametric, three-dimensional modeling using CATIA 3D Experience. Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts.

Prerequisites: Eligibility for ENG T 101 or MATH 076 or higher OR completion of, or concurrent enrollment in, MFG T 102

### ENG T 188 Aerospace Design CATIA V5 Course I 12

Introduction to parametric, three-dimensional modeling using CATIA V5. Focus on theory and application of engineering graphics, reading and creating technical drawings; navigating CATIA software, how to create 3-D solids and manipulate assemblies and generating 3-D wireframe and surfaces. Two years of industry design experience recommended.

Prerequisites: Instructor permission.

### ENG T 189 Aerospace Design with CATIA V5 12

Skills in advanced techniques and mastery of the following work benches: sketcher, part design and assembly, surface and surface analysis. Basic to intermediate introduction in the following workbenches; NC programming, sheet metal for aerospace, tubing and wiring.

Prerequisites: ENG T 188; or ENG T 100, ENG T 185, and ENG T 193; and instructor permission.

### ENG T 193 Intermediate CAD with CATIA 3D Experience 4

Explores the techniques for using CATIA 3D Experience to produce working level engineering drawings. Detail and assembly drawings are created with attention focused on proper views, text, dimensions, tolerances, bills of material, borders and title blocks. Weldments, flat patterns and other special practices are also examined.

Prerequisites: ENG T 185

### ENG T 194 Tool Design and Product Structure 4

Introduction to tooling design graphics. Create tooling fixtures used to create or assemble engineering parts. Each fixture will be created in the true 3D coordinates as well as proper techniques in the product structure. Focus on team approach to tool engineering design. Creation of tooling fixtures, composite molding fixture, DJ drill jig, CNC mill fixture and locating jigs used to create or assemble engineering parts.

Prerequisites: ENG T 185

**ENG T 195**  
**Advanced Surfacing with CATIA 3D Experience** 4  
 Expands on the knowledge learned in the Introduction to CAD with CATIA 3D Experience course by introducing tools and methodologies found in the Generative Structural Analysis, Free Style, Wireframe and Generative Shape Design Workbench. Students will be able to create and analyze surfaces with complex contours and verify its machinability and stress analysis.

Prerequisites: ENG T 185

**ENG T 196**  
**Advanced Workbenches with CATIA 3D Experience** 4  
 Advanced techniques and mastery of the following CATIA 3D Experience work benches: Knowledgeware, DMU Kinematics, Generative Structural Analysis, Generative Sheet Metal Design, Weld Design and Prismatic Machining. Focus on how to embed knowledge in design by applying formulas, using parameters and relations, motion simulation capabilities, performing first order mechanical analysis for 3D systems, designing sheet metal parts in concurrent engineering between the unfolded or folded part representations, and creating NC programs using 3 and 5 axis techniques dedicated to machining parts designed in 3D wireframe or solids geometry as a typical NC Programming techniques.

Prerequisites: ENG T 185 and instructor permission.

**ENG T 203**  
**AutoCAD II - Intermediate** 4  
 Instruction on the use of AutoCAD tools for efficient creation of engineering drawings. Course includes instruction on the use of layouts and paper space; the creation and effective use of layers; how to use blocks, symbols and X-references to improve drafting productivity; the making of attributes and the means of extracting attribute information for generating of bills of materials and other documentation.

Prerequisites: ENG T 100 AND ENG T 101 or MATH 076, or instructor permission

**ENG T 204**  
**Drafting using CAD** 4  
 Drafting fundamentals and orthographic interpretation necessary to create, manipulate, and understand mechanical and structural drawings. Proper naming conventions and release procedures. Use of engineering and mechanical scales and precision measuring instruments to measure sizes, lengths and locations of shapes and features; creating orthographic views on a detail, assembly and installation drawings. Print drawing and dataset checking as well as drawing revisions using ASME and ANSI standards; release procedures, naming conventions and applying bill of materials.

Prerequisites: ENG T 185 and ENG T 108

**ENG T 205**  
**Precision, Fits, Tolerancing with GD&T** 5  
 Theory and application of dimensioning and tolerancing using CAD per American Society of Mechanical Engineers (ASME) Y14.5 and Y14.41. Use of standard tolerances with a further emphasis on precision fits and Geometric Dimensioning and Tolerance (GD&T) on engineering production drawings as well as applying GD&T with Model Based Definition (MBD) using the CAD three-dimensional graphics environment.

Prerequisites: ENG T 204 or instructor permission

**ENG T 213**  
**Applied Statics and Strength of Materials** 5  
 Study of forces acting on structures at rest; free-body diagrams, trusses, friction and related material, analysis of tension, compression, shear, deformation, torsion, stress, and deflection of members of commonly used materials in construction. Scientific calculator required.

Prerequisites: ENG T 101 or MATH& 141 or instructor permission.

**ENG T 217**  
**CAD Design Project** 4  
 CAD Design projects for students in advanced manufacturing and technical design related fields. Students will be required to work individually and as a member of an assigned team to disassemble a precision mechanical assembly and redesign the assembly. Students will develop and document the redesign using a parametric 3D modeler to include a detailed parts list. Precision measuring equipment such as a caliper and micrometer is required for the class.

Prerequisites: ENG T 259 and ENG T 193 or concurrent enrollment, or instructor permission.

**ENG T 225**  
**Engineering Technology Skills Building 1** 2  
 Designed for the student who is seeking to improve skills in engineering technology in order to meet industry standards through additional lab time or who is seeking practice time prior to taking certifications tests. The class may be taken up to two times for credit.

Prerequisites: Instructor permission.

**ENG T 226**  
**Engineering Technology Skills Building 2** 2  
 Designed for the student who is seeking to improve current engineering technology skills through additional lab time or who is seeking practice time prior to taking certifications tests. The class may be taken up to two times for credit.

Prerequisites: ENG T 225 and instructor permission.

**ENG T 230**  
**Manufacturing Materials and Processes** 3  
 Examines materials and processes used in manufacturing. Topics include choice of materials and their properties; various processes for converting material into manufactured parts; and the interrelation between materials and processes, particularly regarding feasibility and cost.

Prerequisites: ENG T 101 or MATH 076

**ENG T 259**  
**Engineering Graphics: 3D CAD/CAM** 4  
 Use of a 3D modeler (Solid Works) is used to prepare flat patterns, weldments, machining drawings, bills of material, and traditional 2D technical drawings. Use of a 3D CAM package (MasterCAM) to prepare code for a 3-axis milling machine.

Prerequisites: ENG T 108 or ENGR& 114 or equivalent, or instructor permission.

## ENGLISH LANGUAGE ACQUISITION

See Transitional Studies

## ENGLISH LANGUAGE AND LITERATURE

The English Department offers courses in composition, creative writing, and literature, as well as tutor training in the Writing Center. College-level composition courses satisfy the Communication Skills requirement of most degree programs. Those in literature, language and creative writing satisfy Humanities and elective requirements.

Initial placement in any composition course is by EvCC-administered assessment test. A grade of C or higher in ENGL& 101 is required for higher level composition courses (102, 103, 105, 211, 230 or 235).

Students who scored 4 or higher on the national AP exam in English may the ENGL& 101 requirement. An English 101-level course transferred from another college must be validated by Enrollment Services. A placement test taken at another institution may be reviewed by Enrollment Services for possible substitution at EvCC.

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**Composition and Technical Writing - In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:**

- Develop appropriate content to support claims in expository, persuasive, and critical writing.
- Arrange content in appropriate patterns—spatial, chronological, relational, logical—to develop ideas persuasively.
- Edit to meet readers' expectations for clarity and grammatical correctness.

- Analyze and evaluate the choices writers make to achieve rhetorical and aesthetic purposes.
- Locate appropriate primary and secondary sources efficiently in conducting literary research.
- Quote primary and secondary sources correctly and document research correctly and ethically.
- Understand the use and role of technology in the writing process.

**ENGL& 101**  
**English Composition I** 5  
 (C) Writing clear, unified, coherent, and well-developed essays of increasing complexity with an emphasis on critical thinking skills. Essays may be about literary or nonliterary texts, or they may rely upon such texts as points of departure for discussion. (Specific sections marked ENGL& 101D fulfill the diversity requirement for associate degrees.)

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

**ENGL& 102**  
**Composition II** 5  
 (C) Writing single-source and multi-source essays with an emphasis on audience, voice, and current research techniques and documentation. (Specific sections marked ENGL 102D fulfill the diversity requirement for associate degrees.)

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

**ENGL 103**  
**The Critical Paper** 5  
 (C) Writing critical analyses of culture and the arts, including film, music, art, and popular culture.

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

**ENGL 104**  
**Academic Writing Plus** 5  
 Co-requisite course that directly supports the academic writing goals of ENGL& 101 by addressing the development, drafting, and revision of academic essays, as well as the language, mechanics, grammar, and usage skills necessary for effective written communication for students also enrolled in ENGL& 101. Appropriate for students who have placed into developmental English courses or who have placed into ENGL& 101 but are unsure of their skills or readiness for college-level English. May not be taken as a stand-alone course.

Corequisites: ENGL& 101

Prerequisites: Placement in ENGL 097 or higher, or instructor permission.

**ENGL 211**  
**Advanced Composition** 2 or 5  
 (C) Writing essays. Consideration of style, voice, analytical reading, and critical thinking beyond the ENGL& 101 level.

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

**ENGL& 230**  
**Technical Writing** 3  
 (C) Writing memorandums, business letters, and technical reports. Includes study of tone, style, unity, audience, and purpose in business and technical communication.

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

**ENGL& 235**  
**Technical Writing and Research** 5  
 (C) Writing memoranda, business letters, and a variety of technical documents such as technical definitions, descriptions, and specifications, proposals, instructions, and analytical reports that incorporate primary and secondary research and visual design elements. Emphasis on the analysis of audiences from lay to expert and rhetorical strategies to satisfy their information needs.

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

## Creative Writing and Publication - In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- **Creative Skill-building:** Students will be able to describe and discuss how the "creative" in creative writing grows out of specific, demonstrable skills and techniques, both traditional and innovative, and not just open-ended, ad hoc, piecemeal attempts at "writing one's feelings."
- **Community/Historical/Interdisciplinary awareness:** Students will gain an understanding of the history, tradition, and current practices of the writing disciplines, and how they relate to the other arts, both through research and through active participation in local, current literary events.
- **Professional Development (AFA):** Students will gain practical experience in design and production of literary events and magazines, and familiarity with the editorial process.

**ENGL 105**  
**Creative Nonfiction** 5  
 (C,H) Composition course in which various literary, journalistic and investigative techniques are applied to the writing and revision of experiential, informative and critical essays.

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

**ENGL 106**  
**Poetry I** 3 or 5  
 (HP) Introduction to the writing, constructive analysis and revision of poetry. Poetic forms and terms will be learned and students will apply instructive critical analysis to both their own and other students' work. Tendencies and potentials will be identified for each student.

**ENGL 108**  
**Fiction I** 3 or 5  
 (HP) Introduction to the writing, constructive analysis and revision of fiction. Fiction terms and techniques will be presented and applied to original student work and constructive analysis of original work will provide practical application.

**ENGL 109**  
**Screen and Play Writing I** 3 or 5  
 (HP) Introduction to the writing, constructive analysis, and revision of original creative works for the visual media. Terminology, essential formats, and basic structural principles will be presented and applied to student work.

**ENGL 110**  
**Editing and Publication I** 5  
 (HP) Introduction to the history and practice of editing for publication in print and digital formats, including magazine and book production. In a practicum setting, students edit and publish literary manuscripts, gaining hands-on experience with the campus literary magazine, Poetry Northwest, and related projects.

Prerequisites: Completion of ENGL 105, 106, 108, or 109; or JOURN 101 with a C or better

**ENGL 165**  
**Nonfiction II** 3 or 5  
 (HP) Intermediate course in techniques of fiction, poetry and drama as applied to nonfiction using constructive criticism. Development of writing, constructive analysis and revision skills in creative nonfiction. Students will apply a wide variety of writing techniques and critical perceptions to subjects of their own selection.

Prerequisites: ENGL 105 or instructor permission.

**ENGL 166**  
**Poetry II** 3 or 5  
 (HP) Intermediate course in structural and content analysis as applied to student and professional examples of poetic techniques. Development of writing, constructive analysis and revision skills in poetry. Students are individually encouraged to pursue their own directions and to learn from the variety of student directions observed in the class.

Prerequisites: ENGL 106 or instructor permission.

**ENGL 168**  
**Fiction II** **3 or 5**  
 (HP) Intermediate development of writing, constructive analysis and revision skills in fiction. Exercises and comparative examples of original creative work will be presented and analyzed with student participation to further critical abilities and applications to student work.

Prerequisites: ENGL 108 or instructor permission.

**ENGL 169**  
**Screen and Play Writing II** **3 or 5**  
 (HP) Intermediate development of writing, constructive analysis and revision of original creative works for the visual media. Detailed analysis of student effort will provide the basic material for development and application of dramatic and visual principles to original creative screen and/or play writing.

Prerequisites: ENGL 109 or instructor permission.

**ENGL 205**  
**Nonfiction III** **3 or 5**  
 (HP) Advanced development of writing, constructive analysis and revision skills in creative nonfiction. Advanced techniques of fiction, poetry and drama will be applied to nonfiction and techniques of constructive criticism will be applied to the developing stages of the nonfiction writing. Students will apply a wide variety of writing techniques and critical perceptions to subjects of their own selection.

Prerequisites: ENGL 165 or instructor permission.

**ENGL 206**  
**Poetry III** **3 or 5**  
 (HP) Advanced development of writing, constructive analysis and revision skills in poetry.

Prerequisites: ENGL 166 or instructor permission.

**ENGL 208**  
**Fiction III** **3 or 5**  
 (HP) Advanced development of writing, constructive analysis and revision skills in fiction.

Prerequisites: ENGL 168 or instructor permission.

**ENGL 209**  
**Screen and Play Writing III** **3 or 5**  
 (HP) Advanced development of writing, constructive analysis and revision of creative works for the visual media.

Prerequisites: ENGL 169 or instructor permission.

**ENGL 210**  
**Editing and Publication II** **5**  
 (HP) Extended practice in editing for publication, using print and digital formats, including magazine and book production. In a practicum setting, students edit and publish literary manuscripts, gaining hands-on experience with the campus literary magazine, Poetry Northwest Editions, and related projects.

Prerequisites: Completion of ENGL 110

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**Literature and Language - In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:**

- Ask questions about the meaning and value of human life and experience.
- Analyze how culture, history, and memories are passed on from generation to generation.
- Understand how diverse cultures and people see the world and our place in it, and how diverse cultures and people express themselves.
- Develop multiple perspectives and approaches to a subject through reading and analysis.
- Develop and utilize criteria for understanding excellence of achievement in this subject area
- Demonstrate understanding of the role creativity plays in human experience.

**ENGL& 111**  
**Introduction to Literature** **5**  
 (H) Study of literary backgrounds, approaches, types, and techniques as a basis for reading, understanding, and enjoying literature.

**ENGL& 113**  
**Introduction to Poetry** **3 or 5**  
 (H) Study of selected poets and their works designed to increase understanding and appreciation of poetry through reading and analysis.

**ENGL 120D**  
**Native American Literature** **5**  
 (H,D) Exploration of theme, voice, and meaning through reading, analysis and discussion of selected poetry and prose works by Native American writers. Includes literary, cultural, and social frameworks.

**ENGL 135D**  
**Introduction to Cultural Studies** **5**  
 (H, D) Introduction to main issues, theories and methods in cultural studies, employing literary methodologies. Specific topics may include communication and mass culture; images and texts concerning contemporary production and consumption; issues of race, gender, class and the social construction of identity; and cultural and historical analysis of visual arts, music, film, literature, myth, ritual, everyday practices, built environments and material culture.

**ENGL 171**  
**Special Topics in Language and Literature** **3 or 5**  
 (H,TE) Study of texts which focus on particular aspects of human experience. Specific focus will vary from term to term, but approach remains the same: analytical reading, writing, and discussion. May be repeated for credit with different topics.

Prerequisites: Instructor permission required for some sections.

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

**ENGL 175D**  
**Introduction to African American Literature and Culture** **5**  
 (H,D) Introductory study of literary works and cultural achievements by African Americans.

**ENGL 180D**  
**American Working-Class Literature** **5**  
 (H,D) Examination of literary and first-person authored texts written by and about the American working class over the past two hundred years. Readings may include slave songs, folk songs, and narratives, letters from pre-Civil War textile factory workers, works by and about workers in the rapidly expanding industrial sector in post-Civil War and early 20th-century America. Focus on poems, short stories and novels by and about workers, especially by immigrants from eastern and southern Europe and black and white migrants from rural America pouring into rapidly expanding American cities, and texts from our own time by and about service workers and new immigrants from different parts of the world in an increasingly unequal, deindustrializing American society.

**ENGL 183**  
**Children's Literature** **5**  
 (H) Introduction to the rich literary tradition of books for children, with wide reading and in-depth analysis to determine a criteria for excellence. Includes the study of illustrations, historical perspectives, multicultural influences, and current trends in picture books, traditional tales, realistic and historical fiction, and modern fantasy. (Specific sections marked ENGL 183D fulfill the diversity requirement for associate degrees.)

**ENGL 203**  
**Young Adult Literature** **5**  
 (H) Representative adolescent literature; an examination of the qualities that characterize the teen novel and an application of literary standards to them; a brief history of the genre; and a comparison of books from 1960 to the present. (Specific sections marked ENGL 203D fulfill the diversity requirement for associate degrees.)

<b>ENGL&amp; 224</b> <b>Shakespeare I</b>	5
(H) Reading and analysis of the comedies, history plays, and tragedies selected largely from the first half of Shakespeare's career.	
<b>ENGL&amp; 225</b> <b>Shakespeare II</b>	5
(H) Reading and analysis of Shakespeare's problem plays, major tragedies, and late romances selected from the latter half of his career.	
<b>ENGL 229</b> <b>Survey of British Literature</b>	5
(H) The study of representative works from British writers.	
<b>ENGL 233</b> <b>Modern British Literature</b>	5
(H,TE) Study of the writings of major British writers of the 19th and 20th centuries.	
<b>ENGL 240</b> <b>Introduction to American Literature</b>	5
(H) Exploration of American literature (fiction, autobiography, poetry, essays and drama), to include classic authors such as Hawthorne, Twain and James while emphasizing diverse themes and the voices of women writers, working-class writers and writers of color. (Specific sections marked ENGL 240D fulfill the diversity requirement for associate degrees.)	
<b>ENGL 240D</b> <b>Introduction to American Literature</b>	5
(H,D) An exploration of American Literature (fiction, poetry, autobiography, essays and drama) from its inception in 1492 through the American Civil War, to include classic authors such as Franklin, Wheatley, Douglass, Emerson, Thoreau, Poe, Hawthorne, Whitman, Dickinson and Twain, emphasizing diverse themes and the voices of women, the working class, African Americans and Native Americans.	
<b>ENGL&amp; 246</b> <b>American Literature III</b>	5
(H) An exploration of American writers, Black, White, Hispanic, Native, Asian, male, and female in American poetry, novels, and short stories beginning with American modernism (approx. 1910-1945), and continuing through the post-modern era. (Specific sections marked ENGL& 246D fulfill the diversity requirement for associate degrees.)	
<b>ENGL 247</b> <b>Modern Grammar</b>	5
(H) Principles of modern English, including its sound system, methods of word formation, parts of speech, phrase structure, grammatical relations and complex structures. Not an ESL or developmental course.	
<b>Prerequisites:</b> Completion of ENGL& 101 or sophomore standing.	
<b>ENGL 251</b> <b>Myth and Literature of Greece and Rome</b>	5
(H,TE) Study of major literary works of ancient Greece and Rome.	
<b>ENGL 252</b> <b>Medieval and Renaissance Literature</b>	5
(H,TE) Study of major works of European literature from the Middle Ages, Renaissance, and Enlightenment (AD800-1800).	
<b>ENGL 253</b> <b>Modern European Literature</b>	5
(H,TE) Study of major works of European literature from 1800 to the present, including Romanticism, Realism, Modernism, and Postmodernism.	
<b>ENGL&amp; 254D</b> <b>World Literature I: Themes</b>	5
(H,D) Examination of literary and critical texts from a variety of cultures in the United States and/or throughout the world. Reading and analysis of fiction, poetry, drama, non-fiction and/or film texts based on a specific theme or geographical location. Special emphasis on literary and cultural texts and writers often marginalized, under-represented, or ignored in traditional literature courses.	

<b>ENGL 263D</b> <b>The Holocaust in Literature</b>	5
(H,D) Study of the portrayal of the Holocaust in fictional genres. Issues addressed include the institutionalization of intolerance; the adequacy of language in the face of atrocity; the tension between the expectation of authenticity and the literary imagination; literature's role in liberating the silenced voices of persecuted minorities and the resonance of these voices with contemporary American concerns.	

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### Skill Development - In addition to the Student Core Learning Outcomes, the Program Development Goals include:

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- Demonstrate an understanding of the relevance of language and composition in different contexts.
- Engage constructively in the challenges of writing and reading.
- Demonstrate an understanding of the basic conventions of language and composition.

<b>ENGL 090</b> <b>The Writing Center - Practical Writing</b>	5
A basic writing and reading course with an instructor and peer tutoring support designed to improve fundamental academic skills in the areas of writing and reading. Emphasizes the development of reading comprehension, sentence structure, grammar, punctuation, and vocabulary. Useful for non-native English speakers and others who need to further language skills in order to prepare for ENGL 092, 097 or 098. May be repeated one time for credit.	

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

<b>ENGL 091</b> <b>Practical Writing for the Workplace</b>	3
Introduction to basic writing skills for the workplace. Practice letters, memos, and resumes. Review basic grammar and punctuation. Meets general education requirement for vocational certificates.	

<b>ENGL 092</b> <b>Practical Grammar</b>	5
Thorough introduction to the mechanics of the sentence. Especially useful for native speakers preparing for ENGL 097 and ENGL 098.	

**Prerequisites:** Placement by assessment score on the writing portion of assessment test.

<b>ENGL 097</b> <b>Beginning Grammar and Writing</b>	5
Writing clear and effective sentences and paragraphs, including parts of speech, sentence function and pattern, and the dynamics of coherent paragraphs. Equivalent to TS 097 and HSC 097. Credit cannot be earned in both ENGL 097 and either TS 097 or HSC 097.	

**Prerequisites:** Placement by assessment score.

<b>ENGL 098</b> <b>Introduction to College Writing</b>	5
Writing and revising paragraphs and essays of various types, covering the writing process, diction, grammatical structures, paragraph and essay patterns, and rhetorical devices such as parallelism, transition, and analogy. (Specific sections marked ENGL 098D fulfill the diversity requirement for associate degrees.) Equivalent to TS 098 and HSC 098. Credit cannot be earned in both ENGL 098 and either TS 098 or HSC 098.	

**Prerequisites:** Completion of ENGL 097 or ESL 097 or IELP 097 with a grade of C or higher or placement by assessment test score.

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### Tutor Training and Independent Study -

<b>ENGL 150</b> <b>Tutor Training and Practice</b>	1-5
(TE) Peer tutoring techniques. Learn from supervised tutoring experiences in the Writing Center and from seminar discussions. One credit for 20 tutoring hours and one credit for ten seminars. May be repeated up to five credits.	

**Prerequisites:** Grade of B or better in ENGL& 101 and Writing Center Coordinator's permission.

**ENGL 151**  
**Tutor Training and Practice** 1-5  
 (TE) Peer tutoring techniques. Learn from supervised tutoring experiences in the Writing Center and from seminar discussions. One credit for 20 tutoring hours and one credit for ten seminars. May be repeated up to five credits.

Prerequisites: ENGL 150

**ENGL 152**  
**Tutor Training and Practice** 1-5  
 (TE) Peer tutoring techniques. Learn from supervised tutoring experiences in the Writing Center and from seminar discussions. One credit for 20 tutoring hours and one credit for ten seminars. May be repeated up to five credits.

Prerequisites: ENGL 151

## ENVIRONMENTAL SCIENCE

Environmental Science courses provide the preparation for environmental science/planning/policy disciplines. These courses satisfy the Natural Science (NS) and Natural Science Lab (NS-L) graduation distribution requirement.

### Faculty Advisors:

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<b>J. Fennell</b>	425-259-8896	jfennell@everettcc.edu
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**ENVS& 100**  
**Survey of Environmental Science: Sustaining Our Earth** 5  
 (NS) Biological and ecological principles and how they pertain to current issues of population growth and control, diminished food supply, water, air and noise pollution, and similar environmental issues. Credit may not be earned in both ENVS& 100 and ENVS& 101.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

**ENVS& 101**  
**Introduction to Environmental Science: with Lab** 5  
 (NS-L) Effects of human population growth on changing ecosystems, energy flow, biological diversity, and sustainability of living resources. Credit may not be earned in both ENVS& 100 and ENVS& 101.

Prerequisites: Eligibility for ENGL& 101 AND eligibility for MATH 096

**ENVS 250**  
**Environmental Studies Internship and Seminars** 2  
 (NS) Students will participate in a minimum of thirty hours of a supervised internship which will require integration of knowledge of biological and environmental concepts with environmental economics and an eco-justice perspective.

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

## FABRICATION

See Welding and Fabrication

## FILM/CINEMA

Also see Philosophy 150, Psychology 150 or Sociology 150.

**FILM 100**  
**Introduction to Film** 5  
 (H) Critical survey of form, style and content of American and international film. Narrative and non-narrative forms. Design, cinematography, editing and sound as elements of style. Cultural content of film.

**FILM 102**  
**International Film** 5  
 (H) Critical survey of process (production, distribution, exhibition), style, and content of American and international film from earliest technology in the U.S. and Europe to emerging film industries around the globe. Narrative forms, emphasizing development of emerging nations, relationships between cinematic and national ideologies. Cultural content of film, emphasizing perspectives of diverse populations and development nations.

## FIRE SCIENCE

Everett Community College's fire science program is designed to help prospective firefighters learn and develop introductory firefighting and emergency response skills. Fire Academy classes are designed to prepare students for the demands of national and state certification testing.

Everett Community College's Fire Science Program offer career certifications and an Associate in Applied Science Degree.

For more information about this program send an e-mail to [firescience@everettcc.edu](mailto:firescience@everettcc.edu).

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Recognize how fire history, traditions, terminology and organization for the foundation of today's fire service.
- Describe the components of a fire service career.
- Demonstrate a public education and fire prevention teaching model.
- Identify and explain fire codes and how they are enforced.

For more information, please visit [EverettCC.edu/PublicSafety](http://EverettCC.edu/PublicSafety)

**Fire Science - Fire Science courses provide preparation for fire service careers and career advancement. This is accomplished through knowledge, experience and training which will allow for proficiency in the performance of your career. For more information about these programs send e-mail to [fscience@everettcc.edu](mailto:fscience@everettcc.edu).**

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

Basic fire fighting skills includes orientation and safety, fundamentals of fire behavior, building construction, personal protective equipment, department communication, extinguishers, water supply, fire hose, ropes and knots, ground ladders, fire control, ventilation, rescue and extrication, loss control, fire detection, alarms and suppression systems, hazardous materials, first aid, and fire prevention/public education. Three class sessions will be held at the North Bend Fire Academy. Live fire experience will be included. Meets NFPA 1001. Successful students will be qualified to sit for the state Fire Fighter I, Firefighter II, and Hazardous Materials Operations written and practical exams. For entry into the Fire Academy complete the National Testing Network Ergometrics exam with a passing score of 75, pass the Candidate Physical Ability Test. Complete the course application and attend a mandatory orientation.

Prerequisites: Instructor permission.

**FIRE 101**  
**Introduction to Fire Science** 5

Intended to familiarize new firefighters or persons who are interested in the field of fire protection with the basics of the fire service, including the history, traditions, terminology, organization, and the basic operations of modern fire departments.

Prerequisites: Eligibility for ENGL& 101

**FIRE 102**  
**Introduction to the Fire Service** 5

Acquaints students with the history, traditions, terminology, and organization of the fire service. Describes the fire service as a career; explains fire service organizations; and covers fire department organization, equipment and facilities; physical fitness and health considerations. Also provides an introduction to accountability and the Incident Management System (IMS). Meets the requirements for NFPA 1001, NFPA 1500.

- FIRE 103**  
**Engine Company Basic Operations** 3  
 Covers fire flow testing, relay and shuttle operations, and water supply management, size and carrying capacity of mains, hydrant specifications, maintenance procedures, relevant maps and recordkeeping procedures. Explains the characteristics of fire and water, describes the types of water streams and nozzles, and covers the procedures for developing streams. Overview of pumper, tankers, brush apparatus and aerial apparatus. Details the basic methods of handling hose, including large diameter hose; hose and coupling construction and maintenance; fire behavior procedures. NFPA 1001, NFPA 1002.
- FIRE 104**  
**Fire Department Community Relations** 3  
 Provides development of communication skills in assigning instruction, orders, and information. Promotes customer service and shows how it is intertwined with fire prevention and public education. Meets the requirements for NFPA 1035.
- FIRE 106**  
**Fundamental Ladder Company Operations** 3  
 Fundamentals of a ladder company operation, including handling and maintaining various types of ground ladders and factors affecting ladder placement; introduction to different methods and systematic ways of ventilating buildings with heated air, smoke, and gases; rope applications, including hauling tools, accomplishing rescues from areas of different elevations, stabilizing vehicles, and cordoning off areas; forcible entry; special rescues; salvage and overhaul; and vehicle operation. Meets the requirements for NFPA 1001, NFPA 1002.
- Prerequisites: FIRE 102 or instructor permission.
- FIRE 110**  
**Fire Suppression Systems** 3  
 Concepts and standards of fire protection systems including: fire detection devices, alarms, and sprinkler systems, and fire codes and how they are enforced. This course meets the National Fire Protection Association (NFPA 1001) Standards for Professional Firefighter Qualifications, (NFPA 1002) Standard for Fire Apparatus Driver/Operator Professional Qualifications, (NFPA 1031) Standard for Professional Qualifications for Fire Inspector and Plan Examiner.
- Prerequisites: FIRE 101 or concurrent enrollment, or instructor permission
- FIRE 120**  
**Pump Operations/Hydraulics** 5  
 Hydraulic laws and formulas, pump design, practical operation of pumps, pump operation theory, methods for testing, inspecting and maintaining fire pump installations. Addresses the driver/operator's manual on operating fire pumps and pumping apparatus.
- Prerequisites: Minimum Grade of C in MATH& 107 or higher or eligibility for MATH course higher than MATH& 107 and FIRE 101 or concurrent enrollment; or instructor permission
- FIRE 122**  
**Fire Company Strategy & Tactics I** 3  
 In-depth course in the Incident Management System and how it is used on the fire ground including first-in company tactics. Meets the requirements for National Fire Protection Agency (NFPA) 1026.
- Prerequisites: FIRE 102 or instructor permission.
- FIRE 124**  
**Hazardous Materials Awareness/Operations** 5  
 Awareness and operations level study of explosive, toxic, and hazardous materials with emphasis on intelligently handling fire situations. Students will learn to recognize and identify hazardous materials through introduction to systematic classification of relationships between groups of materials with similar characteristics, showing how and where they are used. Students will learn to evaluate shipping documentation for dangerous materials identification, and learn where assistance can be found for hazardous materials emergencies. Meets the requirements for National Fire Protection Agency (NFPA) 472.
- Prerequisites: FIRE 102 or instructor permission.
- FIRE 200**  
**Fire Company Strategy & Tactics** 5  
 Officer level training in multi-level planning, implementing, and evaluating basic and advanced fire tactics. Meets the requirements for NFPA 1021.
- Prerequisites: FIRE 101 or concurrent enrollment, or instructor permission

- FIRE 202**  
**Fire Investigations** 3  
 Overview of the methods used to determine fire origin, fire causes, fire spread, and fire behavior. Recognition of accidental and incendiary fires, securing and preserving evidence of suspected arson, witness interrogation methods. Meets the requirements for National Fire Protection Agency (NFPA) 1033.
- Prerequisites: FIRE 101 or concurrent enrollment, or instructor permission
- FIRE 203**  
**Building Construction for Fire Protection** 5  
 Course covers the basic building construction and design necessary for providing proper fire protection features; emphasizes types of construction materials used, flame spread, fire restiveness, and fire retardant qualities for certain types of occupancy and building use. Meets the requirements for NFPA 220.
- Prerequisites: FIRE 101 or concurrent enrollment, or instructor permission
- FIRE 205**  
**Fire Department Company Officer** 5  
 Introduction to government and fire department structure, roles, responsibilities and legal liability of the first line supervisor. Also covers concepts of leaders and supervision, public education, labor relations, budgeting, communications, fire prevention, fire suppression, and fire fighter safety. Meets the requirements for NFPA 1021.
- Prerequisites: FIRE 101 or concurrent enrollment, or instructor permission
- FIRE 230**  
**Fire Personnel Supervision I** 1.5  
 First of four levels of training for the company officer to provide basic leadership skills and the tools needed to perform effectively in the fire service environment. Strategies for company success. Techniques and approaches to problem solving, ways to identify and assess the needs of the company officer's subordinates, methods for running meetings effectively in the fire service environment, and decision-making skills for the company officer.
- Prerequisites: Instructor permission.
- FIRE 240**  
**Instructor I Certification** 3  
 Prepares candidates to demonstrate the knowledge and ability to conduct instruction from prepared materials. Covers characteristics of good instruction, role of the instructor in the fire service, summary of psychology of learning, procedures for planning and presenting instruction, evaluation, and testing techniques. Includes instructional planning, development, methods, techniques, materials, aids, and evaluation/testing. Meets NFPA Standard 1041.
- Prerequisites: Instructor permission.
- FIRE 246**  
**Fire Codes and Inspections** 4  
 A comprehensive intensive study of the International Fire Codes residential and commercial. Preparation to complete the International Code Council "Fire Inspector I and II, and Certified Fire Inspector" examinations.
- Prerequisites: Instructor permission.
- FIRE 249**  
**Wildland Firefighting** 2.5  
 Training in basic wildland fire fighting through DNR standards. Includes the effects of fuel, weather and topography on wildland fire behavior; wildland water supply; initial fire ground command; fire suppression methods; wildland/urban interface; and fire protection planning. Successful completion makes participants eligible for Red Card upon employment with a qualifying agency. NFPA 1051.
- Prerequisites: Instructor permission.
- FIRE 260**  
**Firefighter II and Hazardous Materials Operations Preparation 1**  
 Successful students will be qualified to take the International Fire Service Accreditation Congress (IFSAC) Firefighter II, and Hazardous Materials Operations written and practical exams, National Fire Protection Association (NFPA 1001) and (NFPA 472).
- Corequisites: Firefighter I, Haz-Mat Awareness certification  
 Prerequisites: Instructor Permission

## FSM 218 Fire Officer I 9

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

**Prerequisites:** Must have Firefighter I & II, Haz-Mat Ops and Instructor I certification

## FSM 220 Fire Officer II 8

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

**Prerequisites:** Fire Officer I certificate

## FOREIGN LANGUAGES AND LITERATURE

See World Languages

### FRENCH

See World Languages

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## GED PREPARATION

### GED 090 GED Test Prep for Mathematical Reasoning 5

Focus on mathematical reasoning within quantitative problem solving in measurement, algebraic problem solving with expressions and equations, and algebraic problem solving with graphs and functions. This course is only for students who are interested in preparing for their mathematical reasoning test for the GED. Not eligible for credit toward a high school diploma.

### GED 091 GED Test Prep for Language Arts/Social Studies 5

Focus on language arts and social studies focusing on analyzing and creating text features and technique; using evidence to understand, analyze, and create arguments; apply knowledge of English language, conventions and usage; analyze and create text features in a social studies context; apply social studies concepts to the analysis and construction of arguments; reason quantitatively and interpret data in social studies context. This course is only for students who are interested in preparing for their language arts and social studies tests for the GED. Not eligible for credit toward a high school diploma.

**Prerequisites:** Eligibility for ENGL 097 or TS 097, or instructor permission

### GED 092 GED Test Prep for Language Arts with Science 5

Focus on language arts and science focusing on analyzing and creating text features and technique; using evidence to understand, analyze, and create arguments; apply knowledge of English language, conventions and usage; analyze scientific and technical arguments, evidence, and text-based information; apply scientific processes and procedural concepts; reason quantitatively and interpret data in scientific context. This course is only for students who are interested in preparing for language arts and science tests for the GED. Not eligible for credit toward a high school diploma.

**Prerequisites:** Eligibility for ENGL 097 or TS 097, or instructor permission

## GEOGRAPHY

Geography is an interdisciplinary science that focuses on human and physical processes, and the interaction of these processes. There are currently two geography classes that focus on diversity and culture. Geography classes will transfer to four-year schools, and directly prepare students for careers in planning, marketing, communications, and education. A background in geography also creates better global citizens and educates students on most contemporary issues facing the world and local regions today.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate knowledge of a range of facts, terminology, events, and/or methods that social scientists in various disciplines must possess in order to investigate, analyze or give a history of, or predict human, group, or societal behavior.
- Demonstrate the ability to apply classifications, principles, generalizations, theories, models, and/or structures pertinent to social scientific efforts to organize conceptual knowledge in various fields.
- Demonstrate the ability to reach conclusions/make arguments across a range of social science topics that are tied to a defensible sifting of appropriate evidence relative to the questions involved.
- Demonstrate an understanding and recognition of the diversity of perspectives, cultural understandings, and ways of thinking that others bring to bear on social science questions.

**Faculty Advisor:**

K. Lyste

425-388-9381

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### GEOG 101 Introduction to Geography 5

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

### GEOG 102D World Regional Geography 5

(SS, D) Globalization and diversity of the major geographical regions of the world. A study of cultural coherence and diversity, population and settlement, geopolitical framework, environmental geography, and economic and social development of each region. Major regions of study include former Soviet Union, Europe, Asia (east, southeast, south and southwest), Africa, North and South America.

### GEOG 200 Economic Geography 5

(SS,TE) Survey of the distribution of industrial, agricultural, resource extraction, and consumption activities of the world. A study of the local, national, and international economic relationships and spatial organization of such.

### GEOG 201D Cultural Geography 5

(SS,D) Study of the interrelationship between cultural or human factors and physical environment in different world regions; research of such cultural factors as religion, language, political systems, economic activity, human migrations, settlement patterns, population factors, and present environmental concerns.

### GEOG 205 Physical Geography 5

(NS-L) A comprehensive study of all systems that comprise physical geography. Survey of physical features of the natural environment and their control, formation, and distribution, including: atmosphere and climate, water bodies, soils, vegetation, the earth's composition, and landforms. Course will utilize a broad variety of computer and geographic skills in interpreting physical geography with spatial analysis, cartography, remote sensing, global positioning systems, and geographic information systems. Students will be exposed to a wide variety of geographic projects and design through lab assignments. Students will conduct primary research studying saltwater and freshwater environments on field trips across the Puget Sound from the Lower Elwha River to Orcas Island (sites vary by quarter). Computer Literacy 101 is recommended.



**GEOG 220**  
**Geography of Asia** 5  
 (SS,TE) Geographical study of the Asian nations, excluding Russia. Regions studied include Southwest Asia (Middle East), South Asia, Southeast Asia, Central Asia, and East Asia. Physical and cultural environments and inter-Asian relations are studied.

**GEOG 230**  
**Political Geography** 5  
 (SS,TE) Introduction to the study of politics and physical territory as they affect the geographic environment. A spatial analysis of the present geopolitical phenomena worldwide; including the emergence of new nation-states, international organizations, and nation-state alliances in the United Nations.

**GEOG 240**  
**Geography of the Pacific Northwest** 5  
 (SS,TE) Survey of the physical and cultural features of the Pacific Northwest (particularly Oregon and Washington). The physical features include the geological development, landforms, climate, natural vegetation, soils, water bodies, and geographical location. The cultural features include history, population patterns, economic patterns, and the contemporary environment.

## GEOLOGY

Geology courses involve studying the origin, composition, structure, and shape of Earth's surface and internal features. Most geology courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Apply quantitative analysis to solve problems: by solving problems through the use of algebra, analyzing and predicting outcomes from graphical data, and converting between scientific units.
- Apply the scientific method: by forming hypothesis based upon observations, design and implement simple experiments, and draw reasonable conclusions.
- Critically evaluate the science related content: by interpreting data from graphs and tables.
- Effectively communicate scientific processes: by writing laboratory reports that includes data in tabular and graphical format, and summarizing results to explain the phenomena studied.

### Faculty Advisor:

S. Grupp 425-388-9450 sgrupp@everettcc.edu

**GEOLOG 102**  
**Introduction to Geological Science I** 5  
 (NS-L) Introduction to geologic processes, emphasizing composition and structure of Earth. The dynamic nature of Earth's crust, mantle, and core. The forces that have shaped Earth: earthquakes, volcanoes, plate tectonics and mountain building. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 103**  
**Historical Geology** 5  
 (NS-L) Introduction to the geologic history of Earth, emphasizing North America and the Pacific Northwest. Topics include plate tectonics, colliding and rifting of the continents, reconstruction of past environments, and the origin and evolution of life. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 104**  
**Introduction to Geological Science II** 5  
 (NS-L) Introduction to the dynamic geologic processes responsible for shaping Earth's surface. Emphasis on the forces that shape Earth's surficial features: rivers, glaciers, groundwater, oceans, and deserts. How humans interact with Earth: geologic hazards, environmental geology and resource management. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 105**  
**Dinosaurs and Extinctions** 5  
 (NS) The Era of Dinosaur evolution and extinction. Emphasizes observation and interpretation techniques used to infer past geological conditions and events. Topics include fossilization, evolution, geologic time, extinction hypotheses, and dinosaur classification and anatomy.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 106**  
**Survey of Earth Science** 5  
 (NS-L) Study of Earth as a diverse system of interrelated processes. The origin and nature of Earth's surface, interior, oceans, atmosphere, and surrounding space. Emphasis on the interactions between humans and Earth. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 107**  
**Earth Science for Everybody** 5  
 (NS-L) Hands-on exploration of the Earth and processes that shape its landscape. For non-science majors. Highly recommended for elementary education majors.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 108**  
**Geological Natural Disasters – Living with the Earth** 5  
 (NS-L) The underlying geologic processes that cause natural hazards and disasters such as earthquakes, volcanic eruptions, tsunami, floods, and landslides. How humans evaluate and confront the dangers posed by these natural processes. Monitoring, predicting, and mitigating natural hazards and impending disasters.

Prerequisites: MATH 076 (or equivalent) or eligibility for MATH 086 or higher. ENGL 098 or eligibility for ENGL& 101.

**GEOLOG& 110**  
**Environmental Geology** 5  
 (NS-L) Exploration of the relationships and interactions between humans and Earth. Survey and evaluation of Earth's hazardous processes, such as earthquakes, volcanoes, floods, and landslides. The origin and nature of Earth's geologic resources. The environmental implications of extracting and using Earth's resources. Laboratory projects stress hands-on experiments and field experiences.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**GEOLOG 190**  
**Regional Geoscience Field Exploration** 1-5  
 (NS-L) Field trips to localities of geologic interest in the western United States. Emphasis on use of geologic principles to interpret field evidence found in landscapes and rocks. May be repeated two times for credit.

Prerequisites: ENGL 098 (or equivalent).

**GEOL& 208**
**Geology of the Pacific NW**

5

(NS-L) Geologic history of Washington, Oregon and Idaho. Emphasis on use of geologic principles to interpret field evidence found in landscapes and rocks. Weekly field trips to local areas of geologic interest. Optional weekend field trips.

**Prerequisites:** Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

## GEOSCIENCE

See Geology

## GERMAN

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## GLOBAL STUDIES

Global education provides for the study of international issues within a multidisciplinary framework. An education that focuses on the interdependence of communities fuels your ability to contribute to important decision-making processes.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Students learn how to collect information from different types of written sources.
- Students present a synthesis of the data they collect in the form of written and/or oral presentations.
- Students incorporate a cultural relativistic perspective into all course work.
- Students demonstrate how the biocultural model is integral to understanding global issues from a holistic perspective.
- Students analyze the human condition, both in a historical context and from the stance as a global citizen.
- Students demonstrate how social science theories inform our understanding of global issues.
- Students analyze social institutions that affect global issues, from interdisciplinary perspectives.

**Faculty Advisor:**

**E. Dinter**      425-388-9465      [edinter@everettcc.edu](mailto:edinter@everettcc.edu)

**GS 101D**
**Introduction to Global Studies**

5

(SS, D) Introduction to contemporary global issues, drawing on the integrated knowledge and methodologies of multiple disciplines. Topics include population growth, food and water insecurities, environmental impacts, patterns of consumption, the fate of indigenous peoples, global health, and civic activism. Writing assignments represent a significant component of coursework.

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

**GS 102**
**Survey of the United States in a Global Context**

2

(H, SS) This course presents an introduction to the core values of the United States political, economic and social/cultural system. The survey will follow a transnational approach, reflecting upon the United States through a global context: what impact the world has on the United States and what impact the historical transformation of the United States into a super power had on the rest of the world. This course assists international students to gain a better understanding of the forces that have altered the USA and consequently have shaped many regions of the world.

**Prerequisites:** Eligibility for ENGL 097, ESL 097 or IEP 097 or higher.

**GS 103**
**Survey of United States Citizenship in a Global Discourse**

3

(H, SS) This course strengthens the understanding of the United States core values by looking in depth at primary source texts relating to the United States' government, Constitution, Bill of Rights and citizenship. This course explores how US citizenship compares to Global citizenship and what rights, duties and responsibilities are inherent to citizenship. Students will debate and analyze the United States political, economic and social/cultural system. This course assists international students to gain a better understanding of the forces that have altered the USA and shaped the world.

**Prerequisites:** Eligibility for ENGL 098 or higher, and completion of GS 102 with a grade of C or higher.

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

5

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

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

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

5

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

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

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

5

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

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

**GS 187D**
**Introduction to the Middle East**

5

(SS, H, D) With the increased involvement of America in Middle East regions and inflowing groups of diverse immigrants to this country, we are being exposed to Middle East cultures through ethnic diversity, politics, media, business, management, and especially academia. This course is an introduction and survey of Middle East cultures. Covers major issues such as history, religion, women's rights, language, and politics.

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

**GS 188D**
**Introduction to China**

5

(D,H,SS) Introduction to the people, places, events and issues shaping the People's Republic of China today, and the future direction of America-China relations. Students will discover the history of the PRC as it relates to their own history, explore the meaning of civilization and discover their opportunities for personal application in a global society. Political, economic and social vectors which influence the PRC and how those same forces impact students' lives. Students will interact with leaders in America-China relations in Snohomish County, Washington State and the nation.

**Prerequisites:** Eligibility for ENGL& 101 or instructor permission

**GS 281D**  
**Introduction to Indonesia** 5  
 (H, SS, D) A multi-disciplinary analysis of modern Indonesia. Topics introduced include consequences of European colonialism, environmental and social impacts of industrialization, cultural plurality, socioeconomic indicators, population growth, patterns of consumption, indigenous rights, medical pluralism, and civic activism. In part, these topics will be explored using examples of Indonesian customs, traditions, art, economics, education, history, health care systems, language, literature, music, and political institutions.

Prerequisites: Placement into ENGL& 101.

## GRAPHICS AND WEB DESIGN

Graphics and Web Design courses emphasize the communication of ideas through the use of image and typography. Students may pursue a certificate or an Associate in Technical Arts degree. Industry-standard software is used in all courses.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Critique work, verbally and in writing, using the foundational language of the visual arts.
- Describe and interpret, verbally and in writing, their own and other's work in the chosen program of study.
- Demonstrate proficiency in the use of tools, techniques, and processes relevant to the chosen program of study.
- Create and select a body of work that demonstrates proficiency in the skills and personal creativity within the chosen program of study.
- Integrate knowledge of the chosen program of study with understanding of the social, historical and aesthetic context of artistic work.
- Describe educational and/or professional opportunities and objectives in the chosen program of study.

Faculty Advisor:

C. Larson      425-388-9439      chlaron@everettcc.edu

**GRAPH 113**  
**Graphic Design and Typography** 5  
 Study of design concepts introducing formal compositional issues, including layout design with typography. Focuses on letter-form as image and the relationship between visual and verbal language. Type terminology, technical hierarchy and scale are addressed.

Prerequisites: GRAPH 172 or instructor permission

**GRAPH 115**  
**Infographic Design** 5  
 Create symbols, icons, maps, charts, diagrams, interactive and motion graphics that blend typography, audio and graphic design. Emphasis is on informative graphics that can be shared in print and across Internet and media platforms.

Prerequisites: GRAPH 172 or instructor permission.

**GRAPH 118**  
**Graphic Design Process** 5  
 Introduction to a three-step creative problem solving process to explore the development of new ideas in graphic design. Exploring design problems (Inquire), developing ideas (Ideate) and producing graphical products (Implement.) Creation of visual tools to track the creative process from idea through construction and then to post-production analysis using discussions, critiques, course exercises, and visual logs.

Prerequisites: GRAPH 172 or instructor permission

**GRAPH 120**  
**History of Graphic Design** 5  
 (TE) Survey of graphic design history through slide lectures and integrated design projects. Provides an overview of the origins of visual and written communication, the development of graphic design and its evolution through international, social, political, and technological developments since 1450. Emphasis on printed work from 1880 to 1990 and new media design to the present day.

**GRAPH 130**  
**Coding for Web Design** 5  
 Beginning course in web page construction. Students develop skill in the use of HTML coding to structure a page and the use of CSS to style the page.

Prerequisites: GRAPH 172 or instructor permission.

**GRAPH 172**  
**Visual Digital Tools** 5  
 Fundamental skills in digital applications of digital technology used in visual arts including creation, manipulation and editing. Development of skills in asset management, workflow techniques, digital documentation and presentation. Recognition of cultural implications of digital creation, appropriation, and distribution. Required course for Graphics, Studio Art or Photography Majors.

**GRAPH 201**  
**Advertising Design** 5  
 Fundamentals of advertising design, the breakdown of roles within an advertising agency, and the function of the advertising designer relative to this hierarchy. Emphasis placed on accurate communication of the advertiser's message through development of concepts, words and visuals that reflect strategy, positioning and brand personality.

Prerequisites: GRAPH 231 with a C or higher or concurrently with GRAPH 231 or instructor permission.

**GRAPH 213**  
**Brand Identity Design** 5  
 Create two identity systems: one for a traditional company and one for a socially constructive campaign. While a traditional identity system is defined as a logo and a set of rules for that logo's application, the goal of this class is to expand upon the ways a brand identity can be expressed through the manipulation of language, materials, and audience expectation/participation.

Prerequisites: GRAPH 231 with a C or higher or instructor permission.

**GRAPH 231**  
**Advanced Typography** 5  
 Advanced typography skills including the history and foundation of letterforms. Emphasis on the placement of display and type in a formatted space and the relationships between the appearance and readability of letterforms. Students work in a traditional context of hand rendering type and are introduced to contemporary technology setting type in page layout software.

Prerequisites: GRAPH 113 with a grade of C or higher or instructor permission.

**GRAPH 240**  
**Graphic Design For The Web** 5  
 Principles of graphic design as applied to website design. Use of tools necessary to create websites that are strategic, interactive, energetic and visually imaginative. This course covers the latest methods of website design, development, and production including standards-based HTML, CSS, and media integration. Students will learn the most current techniques for planning, designing, building and testing a fully functional website from start to finish.

Prerequisites: GRAPH 130 or concurrent enrollment in GRAPH 130, or instructor permission.

**GRAPH 242**  
**Content Management Systems** 5  
 Installation, customization, and management of a content management system website. Covers working with CSS, integrating media queries, incorporating screen optimized graphics, vital plugins for site enhancements, and search engine optimization.

Prerequisites: GRAPH 240 with a C or higher or instructor permission.

**GRAPH 252**  
**Booklab** 5  
 An examination of the form and design of the printed book, the book cover and eBooks. The primary project is the annual publication of Vibrations Magazine. This course will examine the environment surrounding books and reading—the bookshelf, the library, the bookstore, and the Internet.

Prerequisites: GRAPH 231 with a C or higher or instructor permission.

## GRAPH 271

### Dynamic Media Design

5

Fundamentals of creating interactive prototypes through directed exercises using applications and the open source language processing. Applications include developing interactive graphics, mock-ups and rapid prototypes that address multiple users in a variety of scenarios.

Prerequisites: GRAPH 115 with a C or higher or instructor permission.

## GRAPH 292

### Business Practices For Graphic Design

2

An in-depth study of the business aspects of the graphic design profession. Common design problems are emphasized, including pricing, estimates, invoices, client relations and professional business conduct. Class uses lectures, demonstrations, research and studio work.

Prerequisites: Instructor permission.

## GRAPH 297

### Poetry Northwest Graphic Arts Internship

2-5

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

Prerequisites: Instructor permission.

## HEALTH SCIENCES

See Emergency Services

Health Sciences program offerings include certificate and degree options in Medical Assisting, as well as certificates in Phlebotomy Technician, Healthcare Risk Management and Medical Spanish Interpreter. Additionally, a range of Health Science courses are offered for general interest and/or prerequisites for Nursing, Physical Therapy Assistant, Radiology Technology and other health care professions.

Contact: Health Sciences Office - 425-388-9461

B. Adolphsen	425-388-9467	eadolphsen@everettcc.edu
R. Hamburg	425-388-9476	rhamburg@everettcc.edu
C. Malone	425-259-8294	cmalone@everettcc.edu
P. Balluru	425-388-9571	pballuru@everettcc.edu

**Healthcare Risk Management - EvCC's Health Sciences Department offers a 15-credit series in Healthcare Risk Management. The three classes in this program are targeted at clinical and administrative healthcare professionals seeking strategies for reducing errors and establishing practices that will safeguard healthcare workers and their clients. A department certificate will be awarded following successful completion of the coursework.**

See HLTH 206, HLTH 207, and HLTH 208.

**Medical Assisting - The Everett Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs (1361 Park Street, Clearwater, FL 33756, 727/210-2350).**

This program offers a path to a nationally accredited certificate to students who prepare as a multi-skilled professional working under the supervision of a physician or other licensed

health care provider. As defined by Washington State Law, a medical assistant is an unlicensed person who assists a licensed health care practitioner in providing health care to patients. Upon completion of the program, the student is eligible to write for the national certification examination. Students earn a Certificate in Medical Assisting and have the option to earn an Associate in Technical Arts (ATA) degree or the Associate in Applied Science – Transfer (AAS-T).

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- To prepare students to perform within the ethical and legal boundaries of the Medical Assistant's scope of practice
- To prepare students to integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstances
- To prepare students to display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients
- To prepare students to participate as team players within the various settings of health care delivery
- To prepare students to maintain currency within their field through continuing education
- To prepare students to integrate and promote the Certified Medical Assistant credential

Program length: Certificate - 85 credits, ATA - 90 credits, AAS-T – 110 credits

See Health Sciences course listings.

**Medical Interpreter - Spanish - EvCC's Health Sciences Department offers a ten-credit series in Medical Interpreting for Spanish focused on the linguistic skills required of medical interpreters to successfully perform their interpreting duties in a medical setting. Native-like fluency in both languages is required. A department certificate will be awarded following successful completion of the coursework.**

See HLTH 100 and HLTH 160.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Communicate effectively: Students will develop the organizational and research skills necessary to write and speak effectively. The students will demonstrate awareness of different audiences, styles, and approaches to oral and written communication.
- Participate in diverse environments: Students incorporate a cultural relativistic perspective in all coursework.
- Act as an effective member of the health care team: Students will develop a fundamental skill set necessary for effective and timely communication and collaboration amongst members of the health care team. Students will be provided with simulated clinical experiences, homework assignments, projects, role play scenarios, and testing situations.
- Act as an effective provider of care: Students will be able to integrate course concepts in the care of their patients, implement care plan directives from their physician-employer, as well as accurately communicate amongst healthcare team members. Students will be provided with simulated clinical experiences, homework assignments, projects, role play scenarios, and testing situations.

**Phlebotomy Technician - This ten-credit course provides students with the phlebotomy skills necessary to work in the healthcare field as Phlebotomy Technicians. Upon successful completion of didactic and clinical externship training, the successful student is eligible to sit for the national certification exam for Phlebotomy (PBT) sponsored by the American Society for Clinical Pathologists (ASCP). Program prerequisites include English 098 or 101&, Health 100 and Health 102.**

See HLTH 220.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- To prepare competent entry-level phlebotomy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain.
- To prepare students to perform within the ethical and legal boundaries of the phlebotomy technician's scope of practice.
- To prepare students to integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstances.
- To prepare students to display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients.
- To prepare student to participate as team players within the various settings of health care delivery.
- To prepare students to maintain currency within their field through continuing education.
- To prepare students to integrate and promote the Phlebotomy Technician, PBT(ASCP) credential.

**HLTH 080 HIV/AIDS Training .7**

Satisfies the mandatory seven-hour HIV/AIDS educational requirement of the State of Washington for health care professionals. Topics include transmission, disease process, and current treatment options for HIV/AIDS. Testing and counseling guidelines and requirements are also discussed. Additionally, legal, ethical and psychosocial issues are addressed.

**HLTH 100 Medical Terminology 5**

Study of medical terminology, relating terms to the anatomy and physiology of the body. This course is designed for students working toward proficiency in medical language as well as for students entering health occupations, such as medical assistants, medical transcriptionists, receptionists, administrative support, and billing specialists.

**HLTH 101 Fundamentals of Medical Terminology 3**

Study of medical terminology, relating to terms to the anatomy and physiology of the body and its systems. This course is designed for the student interested in health sciences professions and the language associated with those professions.

Prerequisites: Eligibility for ENGL 098.

**HLTH 102 Applied A & P 5**

Emphasizes the relationship between the structures of the human body, related functions, and clinical applications in both healthy and unhealthy states. Concepts of homeostasis will be explored, along with the consequences to the human body when homeostasis is disrupted. Familiarity with medical terminology is desired. No prior knowledge of biology or chemistry is required.

**HLTH 103 Fundamentals in Health Care Delivery 4**

Overview of current healthcare professions including career and market information. Provides information on healthcare delivery systems, medical insurance, health organization structure, patient rights and quality care, healthcare and life values, ethics, and essential behaviors in the workplace. Personal healthful living practices, OSHA standards and workplace safety, and interpersonal communications will be examined as well.

Prerequisites: Completion of ENGL 097 or placement into ENGL 098.

**HLTH 104 Critical Inquiry in Healthcare 3**

Offers a systems perspective to provide students with opportunities for analysis, synthesis, and application of critical inquiry, reflective thinking and decision making within healthcare.

**HLTH 106 Administrative Skills - Office Management 5**

Covers general medical office management, including medical records management, mail processing, scheduling appointments, managing the physician's professional schedule, developing office policies and procedures, and providing information to patients related to community resources and health education.

Prerequisites: HLTH 100 with a grade of C or higher. ENGL& 101, BUS 130 or MATH 076 or any math course numbered 086 or higher

**HLTH 107 Administrative Skills - Computer Applications 3**

Provides the student with opportunity to practice computer applications as they apply to the medical office. The student will use the fundamental writing skills to format letters, memos, and reports. Additionally, the student will demonstrate correct proofreading skills, will learn use of additional office equipment, including fax machines and multi-line phones, and will use correct medical charting methods to document medical information accurately and concisely.

Prerequisites: HLTH 100 with a grade of C or higher. ENGL& 101, BUS 130 or MATH 076 or any math course numbered 086 or higher.

**HLTH 108 Administrative Skills - Practice Finances 4**

Covers all aspects of medical practice finances, including bookkeeping systems, third-party billing, coding systems, accounting and banking procedures, and employee payroll. Students will gain knowledge and skills related to managing medical practice finances and will have practical experience using computer software to perform the management functions integral to an ambulatory care facility.

Prerequisites: HLTH 100 with a grade of C or higher. ENGL& 101, BUS 130 or MATH 076 or any math course numbered 086 or higher.

**HLTH 130 Disease and Pathology 5**

Overview of the disease processes of major conditions, including infectious diseases, major neoplastic conditions, and major congenital diseases. The focus is on human diseases that are first diagnosed in the clinical setting. The etiology, signs and symptoms, diagnosis, treatment and prognosis of each disease are studied. Primary prevention of the disease is also discussed.

Prerequisites: HLTH 102 or equivalent

**HLTH 140 Emergency Care Procedures 3**

Focus is on emergency care education, the ability to perform patient assessments, and treat life-threatening conditions. Identifying the need for emergency preparedness, by performing and developing various emergency, environmental, and disaster plans.

Prerequisites: Valid CPR card American Heart Association BLS Provider, "Heartcode" BLS Course or Military Health Network Course)

**HLTH 141 Industrial Safety 3**

Reviews key elements and requirements of a safety and health management program in today's manufacturing environment. This is part of a sequence of courses designed to help a student achieve a two-year ATA degree in Advanced Manufacturing Technology.

Prerequisites: ENGL 098 or equivalent or instructor permission.

**HLTH 150D**  
**Intercultural Communication in Health Care** 5  
 (D, R) Introduction to intercultural interpersonal communication techniques as they apply in a healthcare setting. Focuses on the roles of verbal and nonverbal codes in the development of intercultural interpersonal relationships, explains cultural competence and its implications within the healthcare delivery system, discusses obstacles to intercultural communication, examines role behaviors and attitudes regarding healthcare and describes communication with people who have altered health states.

**Prerequisites:** Successful completion of ENGL& 101 with grade of C or higher.

**HLTH 160**  
**Medical Interpreting - Spanish** 5  
 Provides a framework for understanding the role of the professional Spanish/English medical interpreter which includes medical interpreting standards of practice, ethics, and cultural advocacy. Skill development includes a range of interpreting tasks as well as medical vocabulary, phraseology, and expressions necessary to interpret the most common medical signs, symptoms, and treatment-related terminology used during patient-provider interactions.

**Prerequisites:** Completion of HLTH 100 with grade of C or higher or concurrent enrollment. Native-like fluency in Spanish and English will be evaluated by the instructor the first week of class.

**HLTH 182**  
**Health Care Service Learning** 1-2  
 Health Care Service Learning combines the opportunity of volunteerism with academic applications of health care, economic, and ethical issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. A maximum of six credits may be earned.

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

**HLTH 191**  
**Clinical Skills - Surgical** 4  
 Develops the skills needed to perform the duties of the medical assistant. Areas include sterile techniques, OSHA requirements, equipment preparation, identification and sterilization, pre-surgical procedures, decontamination after surgery, wound care management, orthopedic and rehabilitation needs, assisting with minor office procedures, radiologic and diagnostic imaging procedures, and preparation for patient education. Instructor's permission required to repeat course.

**Prerequisites:** ENGL& 101 AND BUS 130 or MATH 076 or higher, AND HLTH 100, AND HLTH 106 or HLTH 107 or HLTH 108.

**HLTH 192**  
**Clinical Skills - Clinical Microbiology** 5  
 This course is designed to develop the skills needed to perform duties of a medical assistant in the laboratory of a general outpatient medical practice. The student will learn the concepts of laboratory safety, quality assurance, microbiological features of various pathogenic and nonpathogenic microbes, transmission based precautions, laboratory techniques for specimen collection, specimen handling and processing. Students will acquire skills and techniques utilized to support and enhance the physician's diagnostic procedures and treatment options. Students will develop their critical thinking skills by participating in simulated laboratory exercises, simulated patient care via written formats and simulated laboratory results evaluation and processing. Instructor permission required to repeat course.

**Prerequisites:** ENGL& 101 AND BUS 130 or MATH 076 or higher, AND HLTH 100, AND HLTH 106 or HLTH 107 or HLTH 108.

**HLTH 202**  
**Advanced A&P** 5  
 Gross human anatomy as it applies to physical therapy. Muscle, tendon, ligament, and nerve innervation of the trunk and upper extremity, head, neck, and lower extremity. Structural identification and function of the spine, heart, lungs, abdominopelvic organs, circulatory and sensory systems. Neuroanatomy of the nervous system, emphasizing structure and functional relationships. Relates the structural relationships of the central and peripheral nervous systems to brain dysfunction and pathology.

**Prerequisites:** HLTH 102

**HLTH 205**  
**Medical Law and Ethics** 4  
 Designed to incorporate the principles of critical thinking, the course will focus on pertinent laws at the federal and state levels, examining their application to the clinical practice including: confidentiality, HIPPA regulations, release of patient information, licensure, medical malpractice, and risk management. Examination of current bioethical issues and their impact on the practice of medicine.

**Prerequisites:** Successful completion of ENGL& 101.

**HLTH 206**  
**Introduction to Healthcare Risk Management** 5  
 Introduction to the concept of risk management in the healthcare setting, including a historical perspective on the development of healthcare risk management, the role of a risk manager, and compliance with federal and local agencies in various healthcare settings.

**Prerequisites:** Completion of or concurrent enrollment in ENGL 098 or above.

**HLTH 207**  
**Law, Healthcare, and Patient Safety** 5  
 Overview of applicable federal, state and local health and safety laws relevant to the practice of healthcare risk management and patient safety, including occupational and environmental risk exposures, accident prevention, and emergency management.

**Prerequisites:** Completion of or concurrent enrollment in ENGL 098 or above.

**HLTH 208**  
**Healthcare Risk Management and Liability** 5  
 Overview of the principles of malpractice and liability insurance, the conduct of malpractice litigation, and the settlement of malpractice claims. This course will provide students with information on accurate documentation in the medical record and an introduction to the emerging liabilities facing healthcare organizations.

**Prerequisites:** Completion of or concurrent enrollment in ENGL 098 or above.

**HLTH 210**  
**Principles of Pharmacology** 4  
 Addresses the forms and classifications of medications, drug actions and uses, the effects of drugs on the body systems and possible side effects of medications. Important aspects of patient safety, pharmacodynamics and medication reactions are studied. Evaluates and addresses issues in educating patients, including age, gender, disease processes and psychosocial and cultural influences. Emphasis on the fifty most commonly prescribed drugs.

**Prerequisites:** HLTH 100 with a grade of C or higher. ENGL& 101, BUS 130 or MATH 076 or any math course numbered 086 or higher.

**HLTH 211**  
**Medication Administration** 4  
 Emphasizes the methods and procedures used for calculating, preparing and administering medications to patients across the lifespan. Addresses safety regulations and procedures as well as the legal and administrative responsibilities involved in prescribing, dispensing and administering medications. Instructor permission required to repeat this course, one time beyond initial enrollment.

**Corequisites:** HLTH 212, HLTH 214

**Prerequisites:** Instructor permission.

**HLTH 212**  
**Principles of Phlebotomy** 4  
 Psychomotor instruction in phlebotomy procedures and techniques for students with no prior experience in drawing blood. Covers documentation, various laboratory tests, quality control and safety rules regarding lab equipment and chemicals.

**Corequisites:** HLTH 211, HLTH 214

**Prerequisites:** Instructor permission.

**HLTH 213**  
**Introduction to Electronic Medical Records** 2  
 Effective management, documentation, and communication using electronic health information. Hands-on activities to navigate through the various applications found in a typical electronic medical record system. Upon completion, students will be able to use electronic health records as a tool before, during, and after a patient encounter.

**Prerequisites:** ENGL& 101, BUS 130 or MATH 076 or TS 076 or higher, and HLTH 100 (C or higher)

**HLTH 214**  
**Clinical Skills - Ambulatory** 5  
 Focus on medical assisting concepts of professionalism, therapeutic communication, patient care, equipment and diagnostic procedures utilized during examinations to assist the licensed medical provider. Clinical skills include vital signs, cardiopulmonary exams, vision and hearing screening exams, preventative healthcare coaching and maternal/pediatric care. Weekly simulated clinical scenarios will be utilized.

**Corequisites:** HLTH 211, HLTH 212

**Prerequisites:** Instructor permission.

**HLTH 220**  
**Phlebotomy Technician Training** 5  
 Preparation for national phlebotomy certification examinations. Designed for those with no prior knowledge of phlebotomy procedures. Includes advanced cardiovascular anatomy and physiology, therapeutic communication, healthcare professionalism, ethical considerations, phlebotomy techniques, quality assurance, and medical laboratory information. All procedures developed from the Clinical Laboratory Standards Institute.

**Prerequisites:** Instructor permission.

**HLTH 221**  
**Phlebotomy Practicum** 4  
 Preparation for national Phlebotomy certification examinations. Practicum allows students to integrate phlebotomy skills, quality assurance, and relevant medical laboratory knowledge into the care of patients. Includes 120 hour unpaid clinical externship at area hospitals or clinics as arranged by instructor.

**Prerequisites:** Instructor permission.

**HLTH 251**  
**Medical Assisting Clinical Practicum** 6  
 Provides students a safe, supervised clinical work experience, in an outpatient ambulatory setting, in which to apply didactic theories. The externship experience provides students an opportunity to put into practice their administrative and clinical skills, to foster professional growth and self-confidence in the role of a medical assistant. Students are also provided an opportunity to discuss professional concerns, events, and activities that pertain to medical assisting. Weekly seminar topics will be chosen. 160 clinical hours. Instructor permission required to repeat course.

**Prerequisites:** Instructor permission.

**HLTH 290**  
**Certified Medical Assisting Exam Review** 2  
 Group workshop to assist new medical assisting graduates and professional medical assistance to prepare for the national exam given by the American Association of Medical Assistance for certification or recertification.

**Prerequisites:** Eligibility to take or recertify for national certification by the AAMA.

## HIGH SCHOOL COMPLETION

### Adult High School Completion Program

Everett Community College offers a High School Completion Program for students wishing to finish their diploma requirements. Most students within our traditional High School Completion (HSC) program are 19 years of age and older. This program evaluates previous high school transcripts and works with the students to take the classes needed to fill in the subject gaps from high school. Our High School 21+ (HS21+) program is designed for students 21 years of age and older. Just as our HSC program does, EvCC will evaluate previous high school transcripts and work with the student to fill in the subject gaps. Within HS21+, in addition to taking classes to fulfill subject gaps, a student can also show competency for subject matter in a variety of ways. To get started, a student should request their official transcripts from their previous high school, submit them to Everett Community College, and attend a Transitional Studies Orientation.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Students taking High School Completion classes will successfully complete their course requirements in order to complete their diploma.
- Increased access to High School Completion advising for international students.

**HSC 012**  
**High School Arithmetic Review and Problem Solving** 5  
 Review of basic concepts and applications of whole and decimal numbers in daily life. Emphasis is on building skills and problem solving.

**Prerequisites:** Instructor permission

**HSC 014**  
**High School Mathematics for Life and the Workplace** 5  
 Review of basic concepts in mathematics with applications in everyday life and the workplace. Prime factorization and operations on rational numbers, and applications using ratios, proportions, and percents are included. Not intended for ABE students. HSC 014 is competency based. It is possible for a student to earn fewer than 5 credits. Equivalent to MATH 070.

**Prerequisites:** Ability to perform whole number arithmetic.

**HSC 017**  
**High School Preparation for Algebra** 5  
 Fractions, decimals, percents, order of operations, scientific notation, formulas, signed numbers, exponents, radicals, geometric figures, and applications.

**Prerequisites:** HSC 014 or strong working knowledge of arithmetic.

**HSC 021**  
**High School Completion English 1** 5  
 Individual attention in basic grammar, punctuation, paragraph construction, development of literary response techniques and interpretation of American literature through reading, writing and seminars. Requirements may include oral presentations.

**HSC 022**  
**High School Completion English 2** 5  
 Individual attention in basic grammar, punctuation, paragraph construction, development of literary response techniques and interpretation of American literature through reading, writing and seminars. Requirements may include oral presentations.

**HSC 023**  
**Intro/Reading Literature** 5  
 Individual attention in basic grammar, punctuation, paragraph construction, development of literary response techniques and interpretation of American literature through reading, writing and seminars. Organization of grammar and composition skills into comprehensive written communication assignments.

**HSC 031**  
**Reading High School US History I** 5  
 Analysis of important themes in American social and political history from Revolutionary America to the present. Development of literacy, response techniques and interpretation of materials with an emphasis on cause and effect.

**HSC 034**  
**Reading WA State History** 5  
 Regional dimension of American history in Washington State and the Pacific Northwest and the Washington State Constitution.

**HSC 062**  
**Earth/Space Science I** 5  
 Earth/Space Science I

**HSC 066**  
**Basic Math Skills** 5  
 Fractions, decimals, proportions, order of operations; evaluation and simplification of algebraic expressions with whole numbers; solving algebraic equations with whole numbers.  
 Prerequisites: Placement into HSC 066 via an assessment OR instructor permission

**HSC 070**  
**Preparation for Algebra** 5  
 Proportions and percentages; integers; order of operations; evaluation and simplification of algebraic expressions; solving algebraic equations with fractions, decimals and integers.  
 Prerequisites: Placement into HSC 070 via an assessment or completion of TS 060 or HSC 066 with a C (2.0), or instructor permission

**HSC 076**  
**Mathematical Literacy** 5  
 Review of basic concepts in mathematics focusing on real-world applications and conceptual understanding. Topics include: prime factorizations; operations on rational numbers; evaluation of algebraic expressions; ratios, proportions, and percentages; reading graphical interpretations of data; plotting graphs; writing linear relationships using algebra. Equivalent to MATH 076 and TS 076. Credit cannot be earned in both HSC 076 and either MATH 076 or TS 076.  
 Prerequisites: Eligibility for HSC 076, TS 076 or MATH 076 via a math assessment OR permission of a math instructor.

**HSC 081**  
**Geometry I** 5  
 A basic introduction to congruence, proof, and constructions; similarity and trigonometry; extending to three dimensions.  
 Prerequisites: TS 080, HSC 080 or MATH 080 with a grade of C (2.0) or higher, or via an assessment, or instructor permission

**HSC 086**  
**Essentials of Intermediate Algebra** 5  
 Introductory course in mathematical reasoning, focusing on real-world applications and conceptual understanding. Topics include ratios and percentages, linear models, quadratic applications, algebraic manipulation, statistical measures of center, and geometry. Equivalent to TS 086 and HSC 086. Credit cannot be earned in both MATH 086 and either TS 086 or HSC 086.  
 Prerequisites: MATH 076 (or equivalent) with a C (2.0) or better OR eligibility for MATH 086 via a math assessment OR permission of a math instructor.

**HSC 097**  
**Introduction to College Paragraphs** 5  
 Prepares students for college writing, including advanced grammar and sentence styles and the paragraph structure. Introduces information literacy, research skills, and group projects. Equivalent to ENGL 097 and TS 097. Credit cannot be earned in both HSC 097 and either ENGL 097 or TS 097.  
 Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.

**HSC 098**  
**Introduction to College Essays** 5  
 Prepares students for college writing, including formal academic writing styles and the essay structure. Introduces information literacy, research skills, and documentation styles in order to transition successfully to college level classes. Equivalent to ENGL 098 and TS 098. Credit cannot be earned in both HSC 098 and either ENGL 098 or TS 098.  
 Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.

## HISTORY

The study of history provides context and better prepares a person to understand the current state of affairs in our world. Studying history teaches an individual to critically think and analyze complex situations. These skills are invaluable in the world of today. One does not need to be a history major to benefit from taking an array of history courses while pursuing a transfer degree into another discipline. The study of history will enable a student to engage life and the professional world with a depth of understanding and ability.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate knowledge of a range of facts, terminology, events, and/or methods that social scientists in various disciplines must possess in order to investigate, analyze or give a history of, or predict human, group, or societal behavior.
- Demonstrate the ability to apply classifications, principles, generalizations, theories, models, and/or structures pertinent to social scientific efforts to organize conceptual knowledge in various fields.
- Demonstrate the ability to reach conclusions/make arguments across a range of social science topics that are tied to a defensible sifting of appropriate evidence relative to the questions involved.
- Demonstrate an understanding and recognition of the diversity of perspectives, cultural understandings, and ways of thinking that others bring to bear on social science questions.

**Faculty Advisor:**  
**J. Ripper** 425-388-9171 [jripper@everettcc.edu](mailto:jripper@everettcc.edu)

**HIST 100**  
**Ancient & Medieval Worlds** 5  
 (H,SS) Development of human endeavors from prehistoric time to the late Middle Ages. Emphasis on the cultural, social, political and economic aspects of the great civilizations of this period.

**HIST 103D**  
**World Civilization** 5  
 (H,SS,D) General introduction to world history, emphasizing understanding and respect for diverse cultures and tracing the broad themes of historical change from a variety of perspectives, including social organization, art, literature, and spiritual values. Follow the appearance and evolution of the major religious traditions of the world, witness the construction, decay, and collapse of major civilizations, and inquire about the meaning of life in the company of the great teachers of the past, including Confucius, the Buddha, Socrates, Ibn Khaldun, St. Thomas Aquinas, and many others.

**HIST 111**  
**Western Civilization to 1648** 5  
 (H,SS) Survey of the history of the Ancient Near East, Mediterranean civilizations, and ancient and early modern Europe from the Stone Age through the Thirty Years' War. Major developments in politics, technology, philosophy, religion and the arts. Topics include ancient Sumer and Egypt, Israel, Greece, Rome, the Middle Ages, the Renaissance, the Reformation, the voyages of discovery, and the national monarchies. Credit cannot be earned in both HIST 100 and 111.

**HIST 112**  
**Western Civilization 1648 to Present** 5  
 (H,SS) Survey of the history of early modern and modern European civilization from the Thirty Years' War to the present. Major developments in politics, technology, philosophy, religion, and the arts. Topics include national monarchies, the Enlightenment, the American and French Revolutions, Napoleon, the Industrial Revolution, nationalism, socialism, imperialism, the world wars, Hitler and Stalin, the Cold War, and industrial democracy.

**HIST& 146**  
**US History I** 5  
 (H,SS,TE) First of a three-part survey of American history. Discovery and colonization of the Americas, growth of a new culture, independence, organization of the American union, growth and expansion of American nationalism, Jeffersonian and Jacksonian democracy.



**HIST& 147**  
**US History II** 5  
 (H,SS,TE) Second of a three-part survey of American history. Slavery, the Civil War, Reconstruction, industrialization and urbanization, the late 19th century agrarian protest movement, America's development as a world power, the Progressive movement and America's involvement in World War I.

**HIST& 148**  
**US History III** 5  
 (H,SS,TE) Third of a three-part survey of American history. Emphasis on the critical changes in domestic and foreign affairs which have shaped the character of contemporary life.

**HIST 170D**  
**Multicultural American History** 5  
 (H,SS,D) This course examines 400 years of American ethnic diversity, beginning with Native Americans and the first African and European "foreigners" arriving in the Colonial era to the diverse ethnic makeup that characterizes life in the United States today.

**HIST 199**  
**Special Projects in History** 1-5  
 Independent study projects on selected topics in history. Credit to be arranged with supervising instructor.  
**Prerequisites:** Instructor permission

**HIST 210**  
**The Vietnam War** 5  
 (H,SS) A survey of the history of the war in Vietnam from 1945 to 1975 and the conflict's postwar impact on Vietnam and the United States.

**HIST& 214**  
**Pacific Northwest History** 5  
 (H,SS,TE) Topics covered include Indian culture, exploration, economic expansion, racial problems, reform movements, labor organizations, political institutions and urban development.

**HIST& 215D**  
**Women in U.S. History** 5  
 (D,H,SS) Introductory survey of Women in U.S. History from pre-colonial times to the present. Explores women's experiences and examines the ways that race, ethnicity, sexuality, religion, and socioeconomic status shaped societal definitions of what it meant to be a woman. Analyze and interpret the ways diverse groups of women navigated, exposed, and challenged gender definitions and roles, as well as social and legal gains via reform efforts and social justice campaigns. Explore women's experiences in the following time periods: Indigenous women, colonization, female slaves, Puritan women and witches, mothers and daughters of the Revolution, female labor, gender and social reform movements, women and the Civil War, women in the west, American Indians in boarding schools, suffrage and rights, depression and prosperity, women in the military, women's liberation, gender and the rise of the right, and women in a global age.

**Prerequisites:** Eligibility for ENGL & 101 or instructor permission

**HIST 217**  
**History of Technology** 5  
 (H,SS) Survey of the history of technology, tracing interaction between technological innovation and historical and social change. Issues of technology and social justice. Focus on the passage from one technological age to the next and the consequences of this change on humans, the environment, and a global community. Assessing historical arguments surrounding technological innovation as progress or disaster. Perspectives on technological change and inequality, national identity, communication and social control, and the integrity of political institutions.

**Prerequisites:** Eligibility for ENGL& 101.

## HUMAN DEVELOPMENT

Human Development courses are designed to support students' success in their educational, career and personal development. Human Development courses can be applied toward most transfer degrees as List B: Applied Electives. Contact: Counseling and Career Services, third floor Parks Building, 425-388-9263.

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

**H DEV 095**  
**College and Career Directions** 1-2  
 Examination of next steps in regards to educational and career possibilities. Activities focus on current and future labor market trends, career resources and educational options. Resume and job interviewing skills will be introduced. Class targets pre-college students.

**H DEV 103**  
**Moving Through Loss and Grief** 2  
 Moving through a significant loss requires a series of actions and small steps. This class will guide students in this process and help them to discover the strength within themselves to recover.

**H DEV 105**  
**Overcoming Math Anxiety** 2  
 Helps students confront math anxiety and develop coping strategies in order to be more successful in mathematics courses.

**H DEV 110**  
**Career and Life Planning** 3  
 Examination of personal career possibilities in the world of work. Activities focus on self-assessment through testing, values clarification, occupational surveys, and identification of strengths. Resume writing and job interviewing skills may be covered. Class composition and need determine which areas instructor emphasizes.

**H DEV 118**  
**Orientation to College** 1  
 Orientation to college for first-time college students. Includes information about college programs, classes, procedures and resources. Designed to enable students to take full advantage of student services and educational opportunities during their college career. Guest lecture format.

**H DEV 150**  
**Transfer Success** 1-2  
 Examination of the essential skills and the information needed for preparation to transfer to a four-year university or college. Activities focus on self-assessment in exploring a college major and strategies necessary to transfer. Specific topics will include academic planning and choosing a major, selecting a college, financial aid and scholarship opportunities, networking, the admission process, deadline dates, writing personal statements and other related topics.

**H DEV 155**  
**Human Relations in the Workplace** 3  
 (R) Principles and techniques for building and maintaining successful relations with co-workers, supervisors, and employees. Includes job beginnings, goal setting, leadership styles, self-motivation, effective communication, and conflict management.

\* Human Relations (R) -- This course meets the college criteria for fulfillment of the Human Relations requirement in professional/technical programs.

**H DEV 156**  
**Stress Management** 2  
 Helps students become more aware of the sources of stress in their lives, the consequences of stress for the way they think, feel, and act, and methods of reducing and coping with stress.

**H DEV 160**  
**Life Transitions** 2  
 Foundation of theory and skills for individuals experiencing life transitions. Includes theories of adult development, change and resilience. Introduces skills for managing stress, coping with changes in identity, developing new goals and mobilizing individual and community resources.

**H DEV 173**  
**Self-Esteem and Goal Setting** 2  
 Identify factors that affect self-esteem and explore constructive ways to build positive self-esteem. Students will be encouraged to design and implement a plan to achieve both immediate and long-term goals.

**H DEV 180**  
**Relating Assertively** 2  
 Practical application of assertiveness techniques which include improving conversational skills, stating opinions, handling criticism, identifying and sticking to the issue, making requests, and learning to negotiate.

**H DEV 183**  
**Anger Management** 2  
 Addresses ways to express anger and respond to frustrating situations in constructive and appropriate ways.

**H DEV 201D**  
**Living and Working in a Diverse Society** 5  
 Introduction to building and developing skills for living and working within a diverse society. Focus on understanding multiple cultural traditions and values as well as learning interaction skills across cultures. Topics and concepts such as race, ethnicity, age, gender, social class, religion, abilities and sexual orientation are explored in the class.

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

## HUMAN SERVICES

Human Services courses are designed to introduce students to the field of Human Services. Many Everett Community College students transfer to Western Washington University's Human Services bachelor's degree program located in Everett. (425-259-8919)

Faculty Advisors:  
 E. Martin 425-388-9268 emartin@everettcc.edu  
 G. Myers 425-388-9266 gmyers@everettcc.edu  
 D. Skinner 425-388-9178 dskinner@everettcc.edu  
 C. Sullivan 425-388-9267 csullivan@everettcc.edu

**HUMS 101**  
**Introduction to Human Services** 3  
 (TE) Survey of the historical and theoretical perspectives of human services. Includes investigation of contemporary issues and discussions of career and educational opportunities.

**HUMS 182**  
**Service Learning** 1-2  
 Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisites: Instructor permission.

## HUMANITIES

The Humanities include disciplines that ask questions about meaning, value, and significance and use interpretive, non-quantitative methodologies to probe and express the human condition.

Interdisciplinary study in the Humanities provides you with an arena for the integration of learning, focusing the smorgasbord of general education courses into a more coherent and integrated foundation for your later academic endeavors and preparing you for a future that demands breadth as well as depth of preparation. Students wishing to complete a Humanities emphasis for their Associate in Arts and Sciences - DTA degree should obtain a copy of the Humanities program map.

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

Faculty Advisors:  
 K. Craft 425-388-9395 kcraft@everettcc.edu  
 S. Lepper 425-388-9445 slepper@everettcc.edu  
 J. Ripper 425-388-9171 jripper@everettcc.edu  
 M. VanQuickenborne 425-388-9385 mvanquickenborne@everettcc.edu

**HUM& 101**  
**Introduction to Humanities** 5  
 (H) An interdisciplinary introduction to the Humanities as they raise questions of meaning, value, and significance and probe, transmit, and critique the experiences of humanity. Also explores the Humanities as a primary vehicle of cultural memory. The Humanities are those disciplines, such as history, art, music, philosophy, and literature, that employ interpretive, non-quantitative methodologies to express the human condition in all of its diversity. Emphasizes reading, critical thinking, and writing skills.

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

**HUM 110D**  
**Introduction to American Cultural Studies** 5  
 (H,SS,D) An interdisciplinary introduction to American Cultural Studies as an analysis of issues, concepts and theories of the Americanization process and American cultural values. Topics such as race, ethnicity, social class, privilege, gender and religious beliefs are explored through history, literature, sociology, art and communication.

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

**HUM 125**  
**Negotiating Nature** 3 or 5  
 (H) Investigation of the concepts of nature and wilderness in America through the lens of those disciplines, such as history, art, music, philosophy and literature, that employ interpretive, non-quantitative methodologies to probe and express the human condition.

**HUM 150D**  
**Surviving the Holocaust** 5  
 (H,D) Written, filmed, and live testimony of Holocaust survivors considered from the perspectives of literature, history, sociology, psychology, art, film, philosophy, and theology.

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

**HUM 160D**  
**Introduction to Japanese History and Culture** 5  
 (H,D) Analysis of the historical development of Japan and its effects on modern-day Japanese society, as well as the study of Japanese values and behaviors, to better understand communication styles, social and business relations and management styles.

Prerequisites: Completion of ENGL 098 or eligibility for ENGL& 101.

**HUM 166D**  
**Germany in Transition - Toward a Multi-Ethnic Civilization** 5  
 (H,D) Survey of past and modern German cultures, concentrating on major periods in literature, language, politics, art, architecture, religion, film and music. Humanities 166D focuses on the increasingly multi-ethnic population of Germany, its position and future in the European Union and its relationship to the Global community.

**HUM 170**  
**Berlin - City of the Future** 5  
 (H) Interdisciplinary course focusing on Berlin's historical significance, its role in politics, literature, language, art, film, music and its future position as a vibrant metropolis of the European Union.

Prerequisites: Completion of ENGL 098 or eligibility for ENGL& 101.

**HUM 175**  
**Introduction to Italian History and Culture** 5  
 (H) Survey of modern Italy, beginning with its unification, Il Risorgimento in 1860, through the country's evolution from a ravaged, post-war agrarian society into one of the leading industrialized countries in the Western World. Other topics will include Italian fascism, Mussolini, political structure, separation of church and state, economic recovery, social transformation in the 1950s and 1960s, terrorism, organized crime, Italy's low birth rate and aging population, and recent waves of immigration. Overview of Italy's historical, cultural, political, and social characteristics.

**Prerequisites:** Completion of ENGL 098 or eligibility for ENGL& 101.

**HUM 178D**  
**Introduction to Modern Russia** 5  
 (H,SS) With the collapse of the Soviet Union in 1991, Russia emerged as a new country. This course is an introduction and survey of Modern Russia with a focus on the new economy, new society and politics. Topics include Russian culture and customs, Russian immigration and emigration, multi-ethnic communities, arts, languages, literature, film, music, peoples and traditions.

**Prerequisites:** Completion of ENGL 098 with a grade of

C or higher or eligibility for ENGL& 101.

**HUM 180D**  
**Introduction to Latinos in the United States** 5  
 (H,SS,D) Introduction to the history, culture, and socio-economic development of Latino communities in the U.S. Specifically, the course will examine the communities of Cuban, Mexican, and Puerto Rican origin as well as post-1965 immigrant populations from various sending areas of the Americas. Through the study of history, current events and literature, students will be able to articulate the diversity within the largest ethnic group in the United States as well as the dominant themes that characterize the lives of U.S. Latinos.

**Prerequisites:** Eligibility for ENGL& 101.

**HUM 182**  
**Service Learning** 1-2  
 Allows students to explore the expression of the Humanities in our community, combining the opportunity of volunteerism with academic applications. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community as students get involved in such activities as working with local organizations to promote the humanities or planning on-campus Humanities-oriented conferences. May be repeated up to six credits.

**Prerequisites:** Instructor permission.

**HUM 184**  
**Humanities Showcase** 1-2  
 (HP) Allows students to showcase their creative work in the Humanities at an EvCC Humanities conference/festival. May be repeated up to six credits.

**Prerequisites:** Instructor permission.

**HUM 195**  
**Honors Seminar: The Integration of Knowledge** 3  
 (H) In-depth examination of a selected theme (such as happiness) from an interdisciplinary perspective while emphasizing writing skills, critical thinking, and information literacy. Students will also begin creating a portfolio to showcase their academic accomplishments as they plan for the future. This course is one of two gateway courses required for admission to the Honors program.

**Prerequisites:** Eligibility for ENGL& 101

**HUM 196**  
**Honors Symposium** 2  
 (H) Focused exploration of a selected annual topic (such as "Revolutions"), alternating guest faculty presentations from a variety of disciplines with students' round-table discussions and presentations. All guest faculty presentations will be open to the campus community in order to stimulate wider dialogue. Emphasis on critical thinking abilities, written and oral skills, and intellectual collaboration. This course is one of two gateway courses required for admission to the Honors program.

**Prerequisites:** Eligibility for ENGL& 101

**HUM 200D**  
**Introduction to Gender Studies** 5  
 (D,H,SS) Interdisciplinary introduction to the study of gender, approached from the perspective of both the social sciences and humanities, and will include comparisons with non-Western cultures. Exploration of the intersectionality of gender with various categories such as race, class, sexuality, and (dis)ability in understanding the lives and struggles of humans. Gender and women's rights, power, privilege, sexuality and health, family life and work, religion, globalization, and social change. Promotes critical thinking on the issues of gender and women's rights.

**Prerequisites:** Eligibility for ENGL& 101

**HUM 210**  
**Introduction to Women's Lives in the United States** 5  
 (H) Introduction to the richness and diversity of women's lives in the United States, including their social realities, issues and contributions from an interdisciplinary perspective (social sciences, humanities and the arts). Special attention will be given to the intersection of race, class and sexuality on women's experiences and contributions.

**HUM 227**  
**History of the American Comic Book** 5  
 (H) Introduction to the American comic book, with a focus on the medium's development within the larger context of U.S. history. Topics include comic-book elements, styles, creators, characters, genres and historical periods.

**HUM 247D**  
**Introduction to World Religions** 5  
 (H,D) Survey of the world's major religions including Islam, Judaism, Christianity, Hinduism, Buddhism, and others. Examination of the beliefs, rituals, experiences, stories, theologies, ethical codes, institutions, and physical manifestations of these religions.

**HUM 248**  
**Women, Religion and Society** 5  
 (H,SS) Survey of the roles, beliefs, attitudes and practices related to women's spiritual lives in the major world religions and several of the indigenous traditions. Also offered as SOC 248. Credit may not be earned in both HUM 248 and SOC 248.

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

## INFORMATION TECHNOLOGY

Everett Community College offers degrees and certificates in Information Technology. The Computing Technician certificate includes the CompTIA A+ certification and Microsoft MTA certifications in the Windows Operating System and Networking. It prepares students for entry-level positions such as PC repair, workstation deployment, or end-user technical support. The Systems Specialist certificate builds on this foundation with more advanced courses. It includes Microsoft MTA certifications in Windows Server and Security. The Networking Specialist certificate prepares students to manage small and medium-sized computer networks. It includes the Cisco CCENT and CCNA certifications.

Students seeking a two-year degree will earn an Associate in Technical Arts (ATA) degree in Information Technology after completing the requirements for all three certificates (Computing Technician, Systems Specialist, and Networking Specialist), fulfilling general education requirements, and completing a required Computer Careers Internship. In addition, students who are ultimately seeking a bachelor's degree may elect to pursue an Associate in Applied Science – Transfer (AAS-T) degree that satisfies transfer requirements for Central Washington University, Western Governors University, and other four-year partner institutions.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Access business problems and implement the best solutions both independently and as a dependable team member.
- Demonstrate how and when to self-start, especially in learning and seeking new knowledge, and anticipate and prepare for a variety of unknown situations that might impact the operation of a computer system or network in an ever-changing industry.

- Communicate both in writing and verbally about computing concepts and processes using technical terms effectively to both professional and lay audiences in order to secure and maintain employment.
- Operate ethically, integrating law, company rules and policies, and individual decision-making to foster personal growth and better appreciate the diverse world in which we live.
- Demonstrate knowledge of mathematics and logical approaches to problem solving in order to analyze a situation and anticipate and prepare for a variety of unknown events that might impact the operation of a computer system or network.
- Demonstrate technical computing skills to prepare for industry certification or to be technically competent in a particular computer position or job field.
- Demonstrate safe work habits that reflect concern and care for self and understanding of the local and global impact of computing on individuals, organizations, and society in the context of sustainability.

<b>R. Masinelli</b>	<b>425-388-9104</b>	<b>rmasinelli@everettcc.edu</b>
<b>D. Skarr</b>	<b>425-388-9127</b>	<b>dskarr@everettcc.edu</b>
<b>D. Walsler</b>	<b>425-388-9996</b>	<b>dwalser@everettcc.edu</b>

### IT 101 Information Technology Foundations 5

Orientation to academic and career opportunities in the Information Technology field. Topics include computer terminology, hardware, operating systems, data management, security concepts and ethics. Students explore Information Technology career options and prepare for internships in the field. Each student creates a personal academic pathway. Learning resources and continuing education opportunities are introduced. This class offers the CompTIA IT Fundamentals industry certification.

### IT 103 Managing Personal Devices 3

Foundational understanding of computing, including knowledge and use of computer hardware, software, and operations systems with mobile devices and cloud computing. Types of computers, how they process information, and the purpose and function of different hardware components. General computer knowledge, including basic hardware, software, networking and troubleshooting.  
**Prerequisites:** Eligibility for ENGL 098

### IT 105 Information Security Awareness 3

Equips students with the necessary knowledge and skills to protect their personal information and assets. Learn skills to take the necessary steps to mitigate security exposure. Fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoors, email hoaxes, sex offenders lurking on online, loss of confidential information, hacking attacks and social engineering.  
**Prerequisites:** Eligibility for ENGL 098

### IT 107 Living Online 3

Foundational understanding of how to effectively use a computer in an Internet or networked environment. Introduction to electronic communication and how to communicate using electronic mail, social networks and other communication methods basic skills required to evaluate information. Research and evaluate current relevant technologies that are used to manage everyday tasks in a connected world.  
**Prerequisites:** Eligibility for ENGL 098

### IT 108 Operating Systems Fundamentals 5

Introductory course focusing on the fundamentals of computer operating systems and the user interface. This course includes hands-on experience in both Microsoft Windows and Linux, with a strong emphasis on the Windows operating system. Operating system topics include: configuration, installation and upgrades, virtualization, application management, file management, device drivers, and maintenance tasks. Students passing the final exam for this course will receive a Microsoft MTA certification demonstrating competency in the Windows Operating System.

### IT 109 Understanding and Managing Apps 3

Introduction to app culture elements to understand how to obtain and maximize the use of some of today's most popular apps. Research, obtain and install apps to perform common functions of application software from computer and mobile devices. Introduction to different app genres that include productivity, reference, social media, music, and health. Strengths and limitations of apps and applications such as compatibility, productivity, and appropriate device usage.

**Prerequisites:** Eligibility for ENGL 098 and MATH 086.

### IT 110 Information Technology Fundamentals 5

Introduction to basic Information Technology (IT) knowledge and skills. Covers foundational IT concepts including identifying and explaining computer components, installing software, establishing network connectivity and presenting security risks. Focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals. Helps to determine competency for Information Technology as a career path. Credit cannot be earned in both IT 110 and IT 101.

**Prerequisites:** Eligibility for ENGL 098 and MATH 086.

### IT 111 Networking Fundamentals 5

Fundamentals of computer networking including hands-on experience in Windows networking. Network infrastructure, wireless, network hardware such as cabling, switches, and routers, and protocols, and TCP/IP tools. Passing the final exam will result in a Microsoft MTA certification demonstrating competency in the fundamentals of networking.

**Prerequisites:** IT 110 or IT 101, AND eligibility for ENGL &101 AND eligibility for MATH 086

### IT 115 Device and Mobility Fundamentals 5

Introductory course focusing on student ability to accomplish technical tasks such as understanding the fundamentals of device configuration, data access and management, device security, cloud services, and enterprise mobility. This course includes hands-on experience. Students passing the final exam for this course will receive a Microsoft Technical Associate industry certification.

**Prerequisites:** IT 111 or instructor permission

### IT 117 CCNA 1: Introduction to Networking 5

Architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Introduction to the OSI Reference Model and building simple LANs, performing basic configurations for routers and switches, and implementing IP addressing schemes.

**Prerequisites:** IT 111 or instructor permission.

### IT 122 CCNA 2: Networking Routing and Switching Essentials 5

Concepts and configuration skills involved in designing, installing, and maintaining a Cisco switched Local Area Network (LAN). Layers 1 and 2 of the OSI model. Using hubs and switches to create a segmented network. Cisco Internet Operating System Command Line configurations will be used.

**Prerequisites:** IT 117 or instructor permission.

### IT 145 Digital Forensics 5

Examining the fundamentals of system forensics, such as the nature of forensics, the role of computer forensics specialists, computer forensic evidence, and application of forensic analysis skills. It also gives an overview of computer crimes, forensic methods, and laboratories. It then addresses the tools, techniques, and methods used to perform computer forensics and investigation. Explores emerging technologies of digital forensics.

**IT 161**  
**Computer Hardware and Technical Support** 4  
 Fundamentals of computing device hardware and technical support, in alignment with the first of two CompTIA A+ industry certification objectives. Hands-on experience with computer hardware assembly and repair including laptop and printer troubleshooting and Windows networking Operational procedures, customer service, and documentation.

Prerequisites: IT 110 or IT 101, AND eligibility for ENGL& 101 AND eligibility for MATH 086.

**IT 162**  
**Computing Operation and Troubleshooting** 4  
 Computing operation and advanced troubleshooting of hardware and operating systems in alignment with the second of two CompTIA A+ industry certification exams. Hands-on experience with operating system installation and configuration, computer security principles, and mobile device operation.

Prerequisites: IT 161.

**IT 163**  
**Computer Hardware and Technical Support** 6  
 Students receive hands-on experience with computer hardware assembly and repair, operating system installation and configuration, device driver installation, and troubleshooting. This course aligns with the CompTIA A+ Certification objectives.

Prerequisites: IT 108 with a grade of C or higher or instructor permission.

**IT 175**  
**Assessing and Securing Industrial Control Systems** 5  
 Introduction to Industrial Control Systems (ICS) cybersecurity. Challenges and important considerations required to secure cyber-to-physical operations. Study of range of attacks that have been conducted to ICS and how to apply security control to reduce the risk to an industrial network. Review of framework and guidance available that assist hardening an ICS environment to a cyber-attack.

Prerequisites: BUS 110D or instructor permission.

**IT 180**  
**Information Security Fundamentals** 5  
 Presents the principles of information security. Includes examples of challenges faced by information technology professionals and tools for designing security policy, acceptable use policy, materials disposal policy, and access management policy. Threat assessment, risk assessment and disaster recovery strategy are discussed. Course offers opportunities for hands-on experience with security software tools. Students passing the final exam for this course will receive a Microsoft MTA Certification demonstrating competency in the fundamentals of security.

Prerequisites: IT 111 or instructor permission

**IT 202**  
**Server Administration Fundamentals** 5  
 Local Area Network (LAN) server installation, configuration and management. Covers topics such as equipment choice, network operating system choice, user account administration, system security, data protection, Internet connectivity, and monitoring system performance. This course aligns with the Microsoft certification for Server Fundamentals.

Prerequisites: IT 111 and IT 115, or instructor permission.

**IT 203**  
**Information and Cyber Warfare** 5  
 Overview of the global cyber threats that are currently targeting critical information systems vital to the public. Study of the different hacker groups that are weaponizing malware that targets critical infrastructure as a military strategy, stealing corporate Intellectual Property for financial gain, creating and amplifying disinformation across social media for political influence and creating cultural rifts. History of cyber war, cyber weapons, and the tactics used in a cyber-based battlefield. Analysis of sophisticated cyber-attack and the complex challenges it brings to law enforcement, emergency responders, and the public. Credit cannot be earned in both IT 203 and CJ 203.

Prerequisites: Eligibility for ENGL 098.

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

Prerequisites: IT 202 or instructor permission

**IT 217**  
**CCNA 3: Scaling Networks** 5  
 Architecture, components, and operations of routers and switches in configured for larger and more complex networks. Covers configuration and troubleshooting of routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Knowledge and skills needed to implement a WLAN in a small-to-medium network.

Prerequisites: IT 122 or instructor permission.

**IT 222**  
**CCNA 4: Connecting Networks** 5  
 Experience with Wide Area Networking (WAN) technologies and network services required in a complex network. Selection criteria of network devices and WAN technologies to meet network requirements. Configuration and troubleshooting network devices and resolve common issues with data link protocols. Develop knowledge and skills needed to implement secured virtual private network (VPN) operations in a complex network. Final course in the CCNA series. Students completing this course will be prepared to take the Cisco CCNA certification exam.

Prerequisites: IT 217 with a grade of C or higher, or instructor permission.

**IT 240**  
**Linux Systems Administration** 5  
 Presents the Linux operating system from the perspective of a systems administrator. Topics include Linux shell commands and essential tools, administration of local and remote systems, file systems, storage management, operating system deployment, user account management, and security.

Prerequisites: IT 202 or instructor permission

**IT 245**  
**Network Defense** 5  
 Principles of network defense and protocol analysis including data carving from network packet captures. Intrusion detection using flow records, analyzing wireless based encryption cracking attacks, reconstructing a suspect's web surfing history and uncovering DNS-tunneled traffic. Uncover evidence of and analyze attacks on routers, firewalls, IDS, web proxies, and many other network devices.

Prerequisites: IT 240 or instructor permission

**IT 251**  
**Computer Careers Internship** 1-5  
 Provides students with a safe, supervised work environment to apply their academic skills. This allows the student to put into practice administrative and technical skills, to foster professional growth, and to gain self-confidence directly associated with certification and/or the degree focus of the student.

Prerequisites: Instructor permission.

**IT 252**  
**Advanced Computer Careers Internship** 1-5  
 On-the-job work experience in occupations directly related to student's career choice. This advanced internship reinforces the student's expertise gained in the Computer Systems courses. Internships are arranged with private industry, government agencies, and/or nonprofit organizations. Internships may be paid or unpaid as available.

Prerequisites: Instructor permission.

**IT 261**  
**Cloud Fundamentals** 5  
 Concepts, principles, and considerations used in storing and maintaining information. Utilizing a combination of hands on practical exercises and clear explanation with real-world examples, students will learn to create and maintain storage options ranging from local to public cloud.

Prerequisites: IT 202 and IT 240 or instructor permission

**IT 280**  
**Ethical Hacking and Countermeasures** 5  
 Ethical hacking methodology that can be used in a penetration testing or ethical hacking situation preparing students for the EC-Council ANSI accredited Certified Ethical Hacker credential 312-50. Lab intensive environment developing in-depth knowledge and practical experience with the current essential security systems. Develop understanding how perimeter defenses work and then will be led into scanning and attacking lab networks; no real network is harmed. Understand how intruders escalate privileges and what steps can be taken to secure a system through Intrusion Detection, Policy Creation, Social Engineering, Buffer Overflows and Penetration Testing.

Prerequisites: IT 245 with a grade of C or higher, or instructor permission

**IT 281**  
**Certification in Ethical Hacking and Countermeasures** 3  
 This course covers the learning objectives for EC-Council ANSI accredited Certified Ethical Hacker (CEH) credential 312-50. Students will receive and study authorized CEH course ware and complete practice quizzes that prepare the student for the official exam. The hands on labs offered in IT 280 provide the student with technical experience and 281 provides CEH concepts and methodology. A passing score on exam 312-50 is required for a passing grade.

Prerequisites: IT 280, or concurrent enrollment in IT 280.

## INTENSIVE ENGLISH LANGUAGE

The English Preparation Program is for students admitted through the International Education Programs office. It is designed to give students the English skills they need to succeed in college level classes. Many students have continued their studies and earned Associate degrees from Everett Community College and have gone on to earn Bachelor degrees from top ranking colleges and universities throughout the USA.

In our English Preparation Program, students learn more than just the basics of conversation, reading and writing. Students also learn important skills that will help them in their college level courses and help them become familiar with college services, such as how to use the Writing Center and how to write a college level essay.

### Faculty Advisors:

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**AEP 067**  
**Academic Listening and Speaking** 3  
 Designed for non-native speakers of English to practice advanced listening and speaking skills to specifically prepare for academic environments in an American classroom. Only for students admitted through the International Programs office.

Prerequisites: Placement by oral assessment into AEP 067 or completion of IEP 065 with a grade of "C" or higher or instructor permission.

**AEP 067V**  
**Academic Listening and Speaking** 3-6  
 Designed for non-native speakers of English to practice advanced listening and speaking skills to specifically prepare for academic environments in an American classroom. Only for students admitted through the International Programs office.

Prerequisites: Placement by oral assessment into AEP 067 or completion of IEP 065 with a grade of "C" or higher or instructor permission.

**AEP 077**  
**Academic English Grammar** 4  
 Advanced English grammar for non-native speakers with an emphasis on sentence function and pattern, parts of speech, and punctuation. Various types of clauses, compound, complex, and compound-complex sentences will be mastered. Only for students admitted through the International Programs office.

Prerequisites: Placement by grammar assessment into AEP 077 or completion of IEP 075 with a grade of "C" or higher or instructor permission.

**AEP 077V**  
**Academic English Grammar** 3-6  
 Advanced English grammar for non-native speakers with an emphasis on sentence function and pattern, parts of speech, and punctuation. Various types of clauses, compound, complex, and compound-complex sentences will be mastered. Only for students admitted through the International Programs office.

Prerequisites: Placement by grammar assessment into AEP 077 or completion of IEP 075 with a grade of "C" or higher or instructor permission.

**AEP 097**  
**Academic Reading and Writing** 5  
 Academic reading and writing for non-native speakers with an emphasis on paragraph development, writing process, summarizing reading materials, scanning for information, and vocabulary development. AEP 097 is equivalent to English 097 and may be substituted by English 097. Only for students admitted through the International Programs office.

Corequisites: Concurrent enrollment in, exemption from, or completion of both AEP 67 AND AEP 77 with a "C" or higher, OR instructor permission.

Prerequisites: Placement by writing assessment into AEP 097

OR completion of IEP 075, IEP 085, AND IEP 095 with a grade of "C" or higher, OR instructor permission.

**AEP 098**  
**Introduction to College Reading and Writing** 5  
 Academic reading and writing for non-native speakers in preparation for college writing, including the writing process and different styles of essay writing. Reading skills such as scanning for critical information, identifying main ideas, and supporting details. AEP 098 is equivalent to English 098 and may be substituted for English 098. \*Only for students admitted through the International Programs office.

Prerequisites: Placement by writing assessment into AEP 098 OR completion of AEP 067, AEP 077, AND AEP 097 with a grade of "C" or higher OR instructor permission.

**IELP 070**  
**English for Success** 2 - 12  
 Introduces and strengthens basic English and communication skills of new international students. Introduces international students to American culture through field trips to places of interest, guest speakers, and activities that promote interaction with their new community.

Prerequisites: Instructor permission

**IEP 030** ELA  
**Level 3 Communications** 10  
 English Language Acquisition skills designed to prepare students for transition to college and employability. \*This class is only for students admitted through International Education.

Prerequisites: Placement by assessment into IELP 030 or instructor permission

**IEP 034** ELA  
**Reading** 5  
 Designed to improve academic reading skills for non-native speakers of English. Focus on mastery of reading vital information for daily living skills in our community, using resources to build skills, and basic reading strategies. \*This class is only for students admitted through International Education.

Prerequisites: Placement by assessment into IEP 034

**IEP 051**  
**American Culture** 3  
 For non-native speakers of English who wish to develop familiarity with American culture. This class is contextualized and integrates learning English as a Second Language with themes (including but not limited to the US college system, citizenship, contemporary issues in the US, and current events) that will be rotated quarterly and determined by student interest. Only for students admitted through the International Programs office.

**IEP 051V**  
**American Culture** 2-6  
 For non-native speakers of English who wish to develop familiarity with American culture. This class is contextualized and integrates learning English as a Second Language with themes (including but not limited to the US college system, citizenship, contemporary issues in the US, and current events) that will be rotated quarterly and determined by student interest. Only for students admitted through the International Programs office.

**IEP 053**  
**English for Specific Purposes** 3  
 For non-native speakers of English who have identifiable academic and/or professional goals and wish to develop familiarity with the language and culture of a specific field of study. This class is contextualized and integrates learning English as a second language in order to familiarize students with the English vernacular of and current issues in the specific field in which they plan to pursue their studies. This course is rotated quarterly based upon themes (including but not limited to nursing, engineering, business, education, and aviation) and determined upon student interest. Only for students admitted through the International Programs office.

**IEP 053V**  
**English for Specific Purposes** 2-6  
 For non-native speakers of English who have identifiable academic and/or professional goals and wish to develop familiarity with the language and culture of a specific field of study. This class is contextualized and integrates learning English as a second language in order to familiarize students with the English vernacular of and current issues in the specific field in which they plan to pursue their studies. This course is rotated quarterly based upon themes (including but not limited to nursing, engineering, business, education, and aviation) and determined upon student interest. Only for students admitted through the International Programs office.

**IEP 055**  
**English Skills Modules** 3  
 For non-native speakers of English who wish to focus on a specialized area of English language learning. This class is contextualized and integrates learning English as a Second Language with themes (including but not limited to TOEFL test preparation, technical writing, and vocabulary) that will be rotated quarterly and determined by student interest. Only for students admitted through the International Programs office.

**IEP 055V**  
**English Skills Modules** 2-6  
 For non-native speakers of English who wish to focus on a specialized area of English language learning. This class is contextualized and integrates learning English as a Second Language with themes (including but not limited to TOEFL test preparation, technical writing, and vocabulary) that will be rotated quarterly and determined by student interest. Only for students admitted through the International Programs office.

**IEP 063**  
**Intensive Listening and Speaking 1** 3  
 Designed to prepare non-native English speakers in gaining confidence with speaking and listening in a variety of situations with an emphasis on vocabulary and idiomatic expressions. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by oral assessment into IEP 063 or instructor permission.

**IEP 063V**  
**Intensive Listening and Speaking 1** 3-6  
 Designed to prepare non-native English speakers in gaining confidence with speaking and listening in a variety of situations with an emphasis on vocabulary and idiomatic expressions. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by oral assessment into IEP 063 or instructor permission

**IEP 065**  
**Intensive Listening and Speaking 2** 3  
 Designed to prepare non-native English speakers to utilize speaking and listening in a variety of situations with an emphasis on vocabulary and idiomatic expressions with increased fluency and accuracy. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by oral assessment into IEP 065 or completion of IEP 063 with a grade of "C" of higher or instructor permission.

**IEP 065V**  
**Intensive Listening and Speaking 2** 3-6  
 Designed to prepare non-native English speakers to utilize speaking and listening in a variety of situations with an emphasis on vocabulary and idiomatic expressions with increased fluency and accuracy. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by oral assessment into IEP 065 or completion of IEP 063 with a grade of "C" of higher or instructor permission.

**IEP 073**  
**Intensive Grammar 1** 4  
 Basic English grammar for non-native speakers with an emphasis on simple and progressive present, past, and future verb tenses, use of pronouns, singular, plural, and count nouns. Parts of speech, capitalization, and punctuation are also addressed. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by grammar assessment into IEP 073 or instructor permission.

**IEP 073V**  
**Intensive Grammar 1** 3-6  
 Basic English grammar for non-native speakers with an emphasis on simple and progressive present, past, and future verb tenses, use of pronouns, singular, plural, and count nouns. Parts of speech, capitalization, and punctuation are also addressed. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by grammar assessment into IEP 073 or instructor permission.

**IEP 075**  
**Intensive Grammar 2** 4  
 Intermediate English grammar for non-native speakers with an emphasis on verb tenses, sentence structure, and error correction. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by grammar assessment into IEP 075 or completion of IEP 073 with a grade of "C" of higher or instructor permission.

**IEP 075V**  
**Intensive Grammar 2** 3-6  
 Intermediate English grammar for non-native speakers with an emphasis on verb tenses, sentence structure, and error correction. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by grammar assessment into IEP 075 or completion of IEP 073 with a grade of "C" of higher or instructor permission.

**IEP 083**  
**Intensive Reading 1** 4  
 Designed to improve academic reading skills for non-native speakers of English. This class focuses on mastery of reading vital information for daily living skills in our community, using resources to build skills, and basic reading strategies. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by reading assessment into IEP 083 or instructor permission.

**IEP 083V**  
**Intensive Reading 1** 3-6  
 Designed to improve academic reading skills for non-native speakers of English. This class focuses on mastery of reading vital information for daily living skills in our community, using resources to build skills, and basic reading strategies. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by reading assessment into IEP 083 or instructor permission.

**IEP 085**  
**Intensive Reading 2** 4  
 Designed to improve academic reading skills for non-native speakers of English. This class focuses on using reading strategies for successful mastery of comprehension for academic reading, as well as improvement of critical thinking skills. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by reading assessment into IEP 085 or completion of IEP 083 with a grade of "C" of higher or instructor permission.

## IEP 085V Intensive Reading 2 3-6

Designed to improve academic reading skills for non-native speakers of English. This class focuses on using reading strategies for successful mastery of comprehension for academic reading, as well as improvement of critical thinking skills. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by reading assessment into IEP 085 or completion of IEP 083 with a grade of "C" or higher or instructor permission.

## IEP 093 Intensive Writing 1 4

Academic writing skills for non-native speakers of English. Basic writing skills for the successful mastery of complete simple sentences with correct punctuation, utilization of descriptive vocabulary, and the writing process. \*This course is only for students admitted through the International Programs office.

**Prerequisites:** Placement by writing sample into IEP 093 or instructor permission.

## IEP 093V Intensive Writing 1 3-6

Designed to improve academic writing skills for non-native speakers of English. This class focuses on basic writing skills for the successful mastery of complete simple sentences with correct punctuation, utilization of descriptive vocabulary, and the writing process. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by writing sample into IEP 093 or instructor permission.

## IEP 095 Intensive Writing 2 4

Development of academic writing skills for non-native speakers of English, including complete simple sentences and improvement towards creating compound and complex sentences within a well-structured basic paragraph. \*This course is only for students admitted through the International Programs office.

**Corequisites:** Concurrent enrollment in:

- IEP 051 or 052 or 053
- IEP 065
- IEP 075
- IEP 085

OR concurrent enrollment in:

- IEP 030
- IEP 034
- IEP 051

OR instructor permission.

**Prerequisites:** Placement by writing assessment into IEP 095 OR completion of IEP 073, IEP 083, AND IEP 093 with a grade of "C" or higher OR instructor permission.

OR completion of IEP 030 and IEP 034 with a grade of "C" or higher OR instructor permission

## IEP 095V Intensive Writing 2 3-6

Designed to improve academic writing skills for non-native speakers of English. This class focuses on building writing skills for the successful mastery of complete simple sentences and improvement towards creating compound and complex sentences within a well-structured basic paragraph. Only for students admitted through the International Programs office.

**Prerequisites:** Placement by writing sample into IEP 095 or completion of IEP 093 with a grade of "C" or higher or instructor permission.

## ITALIAN

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## JAPANESE

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## JOURNALISM & MEDIA COMMUNICATION

See Communication Studies

See Communication Studies and Written Arts

Journalism and Media Communication courses emphasize the skills to report, write, edit, design and produce for the field of media communications. The program explores how these skills can translate to a range of professional fields, including public relations, journalism, corporate or nonprofit communication and marketing. Other coursework focuses on the value of media literacy, and why it is especially important in this era of fake news and divisive politics. Ethics, accuracy, and the power of the media are key topics in this program.

Students have the opportunity to work for a multi-channel newsgathering organization with an emphasis on the importance of a free and responsible press. They also can take complementary courses in communication studies, graphic design, web design and photography. Many graduates take advantage of a 2+2 articulation to transfer to Washington State University Everett's Integrated Strategic Communication program with a portion of major coursework already completed. These courses support the Student Core Learning Outcomes with particular emphasis on analytical thinking and effective communication.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Apply critical thinking skills to the production of a variety of journalism and media communications projects.
- Demonstrate an understanding of the function of journalism in society.
- Demonstrate an understanding of the similarities and differences between journalism and media communications, including the importance of audience and accuracy to both.
- Articulate and apply the principles of media literacy, both as a producer and consumer of mass-media content.
- Use the vocabulary of journalism and media communication.

See Communication Studies for the former JOURN 150 classes.

**Faculty Advisor:**

A. Wahl 6425-388-9419 awahl@everettcc.edu

## JOURN 101 Introduction to Journalism 5

(H) Survey course introducing journalism history, fundamentals, and current best practices. Topics include news judgment, reporting, interviewing, news and feature writing, editing, and media law and ethics.

**Prerequisites:** Grade of C or higher in ENGL 098 or placement in ENGL& 101.

## JOURN 110 Media Writing 5

(HP) An introduction to writing for mass media. This course examines techniques and current best practices for both journalism and media communications, and explores the differences in writing for print, multimedia and social media.

**Prerequisites:** ENGL 098 with a grade of C or higher or placement in ENGL& 101.

## JOURN 111 Multimedia Journalism 5

(HP) Conventions of Web journalism emphasizing immediacy, interactivity, accuracy and reliability within the context of ethical journalistic practices. Requires a facility with the fundamentals of newsgathering. Effective practice of journalism in the multimedia environment of the Web, including reporting, presenting and evaluating the news.

**Prerequisites:** Grade of C or higher in ENGL 098 or placement in ENGL& 101.



**JOURN 170**  
**Student News Media** 3  
 (TE) Production course for The Clipper, EvCC's student news organization. This collaborative, student-led lab sees participants exploring and applying journalism skills including ethics, writing, editing, photography, design and multimedia.

Prerequisites: JOURN 101 or instructor permission.

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

Prerequisites: JOURN 101, JOURN 102, JOURN 110 and one quarter of JOURN 170, or instructor permission.

**JOURN 250**  
**Journalism Internship** 2-5  
 Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisites: Instructor permission.

**JOURN 299**  
**Special Projects** 5  
 Special Projects

## LAW ENFORCEMENT

See Criminal Justice

## LEARNING COMMUNITIES

Learning Communities are created through co-registration (block scheduling), that links two or more existing courses. Students take the courses together and have an opportunity for deeper understanding and integration of the subjects and materials being studied. The communities are usually structured around a theme, allowing students to think critically and to look at issues from multiple perspectives. The learning community format provides greater interaction between students and between students and teachers, and supports students by creating social networks; learning communities are a very good option for students new to the college. For more information go to [EverettCC.edu/LC](http://EverettCC.edu/LC).

## LINGUISTICS

**LING 200**  
**Introduction to Linguistic Thought** 5  
 (H,SS) Language as the fundamental characteristic of the human species; diversity and complexity of human languages; phonological and grammatical analysis; dimensions of language use; language and writing; impact of historical linguistics on contemporary theory.

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

## MANAGEMENT

See Business

## MANUFACTURING TECH/PRECISION MACHINING

**MFG T 100**  
**Preparation for Success and Safety in Industry** 5  
 Introduction to standards, processes and operational procedures of the industrial and manufacturing trades, employer industry soft-skill standards and requirements for logic and communication used in industry. Understanding the expectations of manufacturing industry and its relationship to the advanced manufacturing fields in composites, engineering tech, precision machining, and mechatronics/robotics. Upon successful completion of OSHA content, student will receive an OSHA 10 Safety Certification.

**MFG T 101**  
**Introduction to Machining** 5  
 Introduction to machining and manufacturing processes commonly used in the industry. The course will cover setup and operations of manual milling machines, lathes, drill presses, band saws and basic blue print reading. Introduction to Mastercam will lead to the setup and operations of CNC (computer numeric controlled) 3 axis vertical mills and basic CNC lathe work.

Prerequisites: Instructor permission

**MFG T 102**  
**Manufacturing Employment Readiness** 12  
 Introduction to manufacturing. The knowledge and skills required for entry level positions in diverse workplace scenarios with special emphasis on aerospace. Content includes a survey of mechanical concepts, precision measurement, blueprint reading, quality assurance, workforce skills/communication, ergonomics, lean manufacturing, and sustainable business practices.

Prerequisites: Completion of IEP/AEP Level 2 or placement into Level 3 AND Instructor Permission.

**MFG T 103**  
**Machining and Manufacturing Laboratory for Engineers** 2  
 The course will introduce machining and manufacturing processes commonly used in the industry. The course will cover setup and operations of manual milling machines, lathes, drill presses, band saws and basic blue print reading. Introduction to Mastercam will lead to the setup and operations of CNC (computer numeric controlled) 3 axis vertical mills and basic CNC lathe work.

Prerequisites: Instructor permission

**MFG T 104**  
**Machine Operator 1** 20  
 Applied machinist math including measurements, basic blue print reading, conventional lathe and mill operations, small shop tools operation and an introduction to CNC (Computer Numerical Controlled) machines. Introduction to processes and procedures, and shop safety and teamwork. May be repeated two times for credit.

Prerequisites: Eligibility for MATH 076 via a math assessment, AND permission of a MFG T 104 instructor

**MFG T 105**  
**Machine Operator 2** 20  
 Course develops skills in advanced blueprint reading including understanding of Geometric Dimensioning and Tolerance; applied math skills including geometry and trigonometry, technical core skills in CNC (Computer Numerical Controlled) Machine programming and operation are further developed. May be repeated two times for credit.

Prerequisites: MFG 104 with a grade of C (2.0) or higher OR instructor permission.

**MFG T 107**  
**Machining with Mastercam** 4  
 Introduction to the Computer Aided Manufacturing software Mastercam. Students will learn the various steps and techniques required to perform basic design operations utilizing Sketcher to create wire frame geometry, the Xform function to manipulate the geometry and the Post Processing function, to produce basic machine programs along with their associated production documents.

Prerequisites: MFG T 105 or instructor permission.

**MFG T 108**  
**Numerical Control Programming with Vericut** 5  
 Introduction to the Computer Aided Manufacturing software Vericut. Students will be able to use the software, used for simulating CNC machining. Students will learn the various steps and techniques required to perform basic verification of operations utilizing the Vericut Software, to manipulate the geometry and the Post Processing function, to produce basic machine programs along with their associated production documents.

Prerequisites: MFG T 101 or MFG T 113 or instructor permission.

**MFG T 109**
**Numerical Control Programming with CATIA 4**

Introduction to the Computer Aided Manufacturing software CATIA. Students will be able to use the software used for creating and simulating CNC machining. Students will learn the various steps and techniques required to perform basic verification of operations while utilizing the Vericut Software to manipulate the geometry and the Post Processing function and to produce basic machine programs along with their associated production documents.

**Prerequisites:** MFG T 101 and ENG T 185 or instructor permission.

**MFG T 110**
**Introduction to Manufacturing 3**

Provides a historical overview of manufacturing systems and organizations. Addresses elements contained in a lean manufacturing operation.

**Prerequisites:** ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher level.

**MFG T 113**
**CNC Cutting Solutions 5**

Introduction to the waterjet cutting process, the three axis router and the fabric cutter. Students will utilize CAD/CAM software to produce programs needed to interface with each machine, learn the set-up and operational sequences, problem solve, deploy corrective actions, and inspect the parts to ensure industry standards are maintained.

**Prerequisites:** ENG T 100 or ENG T 108 or ENG T 185 or instructor permission.

**MFG T 117**
**Blueprint Reading and Schematics 3**

Drafting fundamentals and orthographic interpretation necessary to read, manipulate and understand a mechanical part print; and schematic components, symbols and connectors used to describe electrical, electronics, pneumatics, hydraulics, and piping circuits.

**Prerequisites:** Eligibility ENGL 098 AND eligibility for MATH 076 via a math assessment, and instructor permission.

**MFG T 119**
**Introduction to Robotics 5**

Basics of robotic operation, basic programming, interfacing, and material handling in a complex mechatronic system. Students will gain conceptual, technical, and practical knowledge of robotic applications and how it's applied in industrial tasks using hands-on, interactive robotic devices. Learning topics will include basic robot operation, manual operation, homing, end effector operation, interfacing, material handling, movement and end effector commands, looping and speed commands, and basic robot programming.

**Prerequisites:** Eligibility for MATH 080 and ENGL 098 AND instructor permission.

**MFG T 120**
**Electrical Components 5**

Basic functions and physical properties of electrical components, and the roles they play within a complex mechatronics system. Includes technical documentation such as data sheets, schematics, timing diagrams, and system specifications, preventative maintenance, safety issues. By understanding the complete system, students will learn and apply trouble shooting strategies to identify, localize possible malfunctions.

**Prerequisites:** Eligibility for MATH 080 and ENGL 098 AND instructor permission.

**MFG T 121**
**Mechanical Components and Electrical Drives 5**

Basics of mechanical components and electrical drives in a complex mechatronics system. Students will understand the flow of energy, troubleshooting, preventive maintenance and safety issues. Students will learn basic functions and physical properties of mechanical components, electrical drives (AC and DC) and their roles in the system, increasing efficiency, reducing wear, and lubrication requirements.

**Prerequisites:** Eligibility for MATH 080 and ENGL 098 AND instructor permission.

**MFG T 122**
**Electro-Pneumatic and Hydraulic Control Circuits 5**

Basics of pneumatic, electro-pneumatic and hydraulic control circuits in a complex mechatronics system. Students will learn the functions and properties of control elements based on physical principles, and the roles they play within the system. Technical documents, circuit diagrams, displacement step diagrams and function charts will be covered. Students will learn and apply troubleshooting strategies, preventative maintenance, and safety issues.

**Prerequisites:** Eligibility for MATH 080 and ENGL 098 AND instructor permission.

**MFG T 123**
**Digital Fundamentals and Programmable Logic Controllers 4**

Fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronics system with a focus on the automation system and appropriate programming software. Students will learn basic elements of PLC functions by writing and testing small programs on an actual system. Students will learn to identify malfunctioning PLCs, apply troubleshooting strategies, identify and localize problems caused by PLC hardware.

**Prerequisites:** Eligibility for MATH 080 and ENGL 098 AND instructor permission.

**MFG T 124**
**Controls and Instrumentation 5**

Fundamentals of controls and instrumentation troubleshooting in a mechatronics system, using knowledge of circuit boards, sensors and photo eyes; calibration and loop tuning; and final control elements, including AC, DC, and servo motors, variable speed drives, motor control, relays and motor starters. Students will build skills in troubleshooting motors and variable speed drives, adjusting speed and direction; interpreting relay logic and sizing of components for various applications.

**Prerequisites:** MFG T 120, MFG T 121, MFG T 122, MFG T 123 and instructor permission.

**MFG T 125**
**Mechatronics Skills Building 1 3**

Designed for the student who is seeking more lab time to improve skills in hydraulics, mechanical and electrical components, and PLC applications. Open shop time allows student to trouble-shoot mechatronics system components to industry standards.

**Prerequisites:** MFG T 120, MFG T 121, MFG T 122, MFG T 123 and instructor permission.

**MFG T 126**
**Mechatronics Skills Building 2 3**

Designed for the student who is seeking more lab time to improve their skills in hydraulics, mechanical and electrical components, and PLC applications. Open shop time allows student to trouble-shoot mechatronics system components to industry standards.

**Prerequisites:** MFG T 125 and instructor permission.

**MFG T 130**
**OSHA 30 Safety 4**

The class provides basic knowledge of: OSHA's history and mission, worker rights under OSHA, employer responsibilities under OSHA, OSHA standards, OSHA inspections, and safety and health resources, including how to file an OSHA complaint.

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

50-250 clock-hour intern program in which students focus on the fundamental shop skills required to work in a manufacturing company. Students may work either in an instructional/hands-on or solely hands-on mode. This experience may entail "job-shadowing" to learn what support functions are needed in the manufacturing environment.

**Prerequisites:** Instructor permission.

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

50-250 clock-hour intern program in which students may perform functions or "job shadow" in a specific area of their choosing relative to their program of study. Program focuses on student working with an expert in a manufacturing related area of the student's choice.

**Prerequisites:** Instructor permission.

**MFG T 202**  
**LEAN Operations Management** 5  
 Principles and practices in converting engineering information into production information suitable for driving manufacturing operations. Includes preparing production work plans, implementing controls and reporting production activity results. Also covers inventory handling, quality control and continuous improvement plans.

Prerequisites: Eligibility for ENGL 098

**MFG T 225**  
**Machining Skills Building 1** 2  
 Designed for the student who is seeking more shop time to improve their machining skills or seeking NIMS certifications. The class will provide students with open shop time to build industry standard machining skills. Students will have the opportunity to use the manufacturing equipment taught to them in MFG-T 104 and MFG-T 105. Additionally, open shop will allow students to work closely with the instructor, to work through any problems they may have encountered during their regular class time.

Prerequisites: MFG T 104 and instructor permission

**MFG T 226**  
**Machining Skills Building 2** 2  
 Designed for the student who is seeking more shop time to improve their machining skills or seeking NIMS certifications. The class will provide students with open shop time to build industry standard machining skills. Students will have the opportunity to use the manufacturing equipment taught to them in MFG-T 104 and MFG-T 105. Additionally, open shop will allow students to work closely with the instructor, to work through any problems they may have encountered during their regular class time.

Prerequisites: MFG T 225 and instructor permission

**MFG T 229**  
**Manufacturing Team Project** 5  
 Capstone course designed to allow students to integrate knowledge they have gained of manufacturing technology and demonstrate this in a collaborative, team-based project in which they design and produce a manufactured product and a final project report.

Prerequisites: Instructor permission

**MFG T 230**  
**Manufacturing Team Project AeroSPACE** 5  
 Through AeroSPACE (Aerospace Partners for the Advancement of Collaborative Engineering), students will construct a 3/4 scale aircraft design, build, and fly project in distributed teams with members from multiple schools. Conceptualizing a project, developing and documenting a detailed design, fabricating a prototype, testing, analysis, and reporting. Students will need to commit to three quarters in duration, and be willing to travel for presentations and product demonstrations. Lab section provides access to college fabrication facilities and is an integral part of the process. Course may be repeated twice for credit.

Prerequisites: Instructor permission.

## MATHEMATICS

Mathematics courses provide preparation for applying quantitative skills in vocational/technical, health science/math/engineering, social science/communications, and humanities disciplines.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- **Analytical reasoning:** assessed by evaluating students' work in graphical representations, narrative descriptions, and word problems that require analytical reasoning to complete.
- **Interpret and present mathematical knowledge:** assessed by evaluating students' work on graphical representations, narrative descriptions, and group work presentations.
- **Make connections between mathematics and the real world:** assessed by evaluating student work on assignments and presentations that require designing mathematical solutions for real-world data sets and conditions.
- **Examine relationships and draw conclusions:** assessed by evaluating student work on graphical representations of data and assignments that require drawing correlations between data.

**Faculty Advisors:**

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**MATH 060**  
**Professional/Technical Math - Cosmetology** 3  
 Designed to meet the needs of the cosmetology student. Topics in arithmetic of whole numbers, decimals and fractions, percents, ratios and proportions, and measurement with applications.

**MATH 070**  
**Basic Mathematical Concepts with Applications** 5  
 Review of basic concepts in mathematics with applications related to consumer activities. Prime factorization and operations on rational numbers. Applications using ratios, proportions and percents. Equivalent to HSC 014; Credit may not be earned in both MATH 070 and HSC 014.

Prerequisites: Placement in MATH 070 or higher via an assessment test score OR permission of a math instructor.

**MATH 075**  
**Professional/Technical Math - Aviation/Welding/Precision Machining** 5  
 Designed to meet the needs of the aviation/welding/precision machining student. Topics in arithmetic, algebra, geometry, right triangle trigonometry and applications.

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

**MATH 076**  
**Mathematical Literacy** 5  
 Review of basic concepts in mathematics focusing on real-world applications and conceptual understanding. Topics include: prime factorizations; operations on rational numbers; evaluation of algebraic expressions; ratios, proportions, and percentages; reading graphical interpretations of data; plotting graphs; writing linear relationships using algebra. Equivalent to TS 076 and HSC 076. Credit cannot be earned in both MATH 086 and either TS 086 or HSC 086.

Prerequisites: Eligibility for MATH 076 via a math assessment

OR permission of a math instructor.

**MATH 078**  
**Review of Arithmetic and Algebra** 2  
 Self-paced review of arithmetic and algebra concepts in a computer-mediated lab setting. Intended as a review of arithmetic prior to enrolling in MATH 076 and/or a review of algebra concepts in order to improve mathematics course placement and pre-requisite knowledge and skills for entering MATH 076, 086, 096, &107 or &146 or PHIL& 120 or BUS 130. Upon demonstrating this knowledge, students are directly placed into MATH 076, 086, 096, &107 or &146 or PHIL& 120 or BUS 130. Topics concerning anxiety, study skills, and math course advising are also covered. May be repeated one time for credit.

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

**MATH 079**  
**Self-Paced Arithmetic and Algebra** 5  
 Self-paced review of arithmetic and algebra concepts in a computer-mediated lab setting. Intended as a review of arithmetic prior to enrolling in MATH 076 and/or a review of algebra concepts in order to improve mathematics course placement and pre-requisite knowledge and skills for entering MATH 076, 086, 096, &107 or &146 or PHIL& 120 or BUS 130. Upon demonstrating this knowledge, students are directly placed into MATH 076, 086, 096, &107 or &146 or PHIL& 120 or BUS 130. Topics concerning anxiety, study skills, and math course advising are also covered. May be repeated one time for credit.

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

**MATH 080**  
**Introduction to Algebra** 5  
 Fractions, decimals, proportions and percents; U.S. Customary and metric systems of measurement; plane and solid geometric figures; signed rational numbers; exponents, scientific notation and radicals; order of operations; evaluation and simplification of algebraic expressions; solving algebraic equations.  
 Prerequisites: Placement into MATH 080 via MATH 079 or an assessment OR HSC 014 with a C (2.0) or higher OR permission of a math instructor.

**MATH 085**  
**Technical Geometry and Trigonometry with Applications** 5  
 A course designed to meet the needs of the welding and precision machining student. Topics in geometry and trigonometry with a focus on real-world applications faced by professionals in the fields of welding and precision machining.  
 Prerequisites: MATH 080 (or equivalent) with a C (2.0) or higher; or placement into MATH 085 via MATH 079 OR an assessment OR permission of a math instructor.

**MATH 086**  
**Essentials of Intermediate Algebra** 5  
 Introductory course in mathematical reasoning, focusing on real-world applications and conceptual understanding. Topics include ratios and percentages, linear models, quadratic applications, algebraic manipulation, statistical measures of center, and geometry. Equivalent to TS 086 and HSC 086. Credit cannot be earned in both MATH 086 and either TS 086 or HSC 086.  
 Prerequisites: MATH 076 (or equivalent) with a C (2.0) or better OR eligibility for MATH 086 via a math assessment OR permission of a math instructor.

**MATH 090**  
**Elementary Algebra: A Review** 5  
 One-quarter review of elementary algebra. Linear equations and inequalities, graphing and linear systems, exponents and polynomials, factoring, rational expressions, roots and radicals, quadratic equations. For students who have done well in algebra previously but need to refresh their skills. The online version of this class requires on-campus orientation and exams; dates to be scheduled. Out-of-area students can arrange for test proctors.  
 Prerequisites: Placement in MATH 090 or higher via an assessment test score OR permission of a math instructor.

**MATH 095**  
**Essentials of Geometry** 2  
 Basic concepts in geometry including properties of points, lines, planes, angles, triangles, polygons and circles. Study of space figures including prisms, pyramids, cones, cylinders and spheres. Special right triangles and Pythagorean Theorem. Area, perimeter and volume of common geometric figures. Congruent and similar triangles. Basic constructions with straight edge and compass.  
 Prerequisites: MATH 082 or MATH 091 (or equivalent) with a grade of C (2.0) or higher OR placement into MATH 092 or MATH 098 or MATH 099 via MATH 079 or an assessment test OR permission of a math instructor.

**MATH 096**  
**Intermediate Algebra for Precalculus** 5  
 An intermediate algebra course designed for students pursuing careers in science, business, or engineering. Topics include function notation, systems of linear equations, absolute value equations and inequalities, polynomial operations and factoring, rational expressions and equations, rational exponents, radical expressions, quadratic equations and equations in quadratic form, quadratic functions, and exponential functions. Intended for STEM and business students.  
 Prerequisites: MATH 086 or MATH 091 (or equivalent) with a C (2.0) or better OR eligibility for MATH 096 via a math assessment OR permission of a math instructor.

**MATH 098**  
**Intermediate Algebra in Context** 5  
 An intermediate algebra course in the context of applications. Linear, quadratic, exponential, radical and power functions, along with logarithms, rational exponents, and systems of equations. Real data, mathematical models, and decision-making. Satisfies the prerequisite for MATH& 107 or MATH& 146.  
 Prerequisites: MATH 091 (or equivalent) with a grade of C (2.0) or higher; OR placement into MATH 098 via MATH 079 or an assessment; OR permission of a math instructor.

**MATH 099**  
**Intermediate Algebra** 5  
 Polynomials, rational expressions, exponents, radicals, linear and quadratic equations, inequalities, function notation, systems of equations, logarithms, distance and midpoint formulas, lines and circles. The online version of this class requires on-campus orientation and exams; dates to be scheduled; out-of-area students can arrange for test proctors.  
 Prerequisites: Placement into MATH 099 via an assessment OR permission of a math instructor.

**MATH 100**  
**Survey of Mathematics** 5  
 (NS) Introduction to mathematical topics such as deductive and inductive reasoning, sets, Venn diagrams, numbering systems, symbolic logic, basic probability and statistics. For liberal arts and education majors.  
 Prerequisites: Eligibility for MATH 086 (or equivalent) or higher; OR instructor permission.

**MATH 105**  
**Trigonometry** 3  
 Trigonometric ratios and function, solving right and oblique triangles, vectors, circle concepts, graphing trigonometric functions, basic identities, and applications.  
 Prerequisites: MATH 095 (or equivalent) with a grade of C (2.0) or higher. MATH 082 or MATH 091 or equivalent with a grade of C (2.0) or higher OR placement into MATH 092 or MATH 098 or MATH 099 or higher via MATH 079 or an assessment test OR permission of a math instructor.

**MATH& 107**  
**Math in Society** 5  
 (Q,NS) College-level coverage of practical applications of mathematics methods to areas of management, social sciences, biology and other fields. Topics include discrete mathematics, graph theory, probability and statistics in everyday life. For students not preparing for calculus or the sciences.  
 Prerequisites: Completion of MATH 086 or HSC 086 or TS 086; OR MATH 092 or MATH 096 or MATH 098 or MATH 099 (or equivalent) with a grade of C (2.0) or higher; OR placement into MATH& 107 or higher, OR permission of a math instructor.

**MATH 138**  
**Applied College Algebra** 5  
 (Q,NS) Equations and inequalities; graphs and functions; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; solving equations and systems of equations; matrices; linear programming and simplex method; mathematics of finance. For students of business, social science or some life sciences (Not intended for math, science, or engineering majors.) Graphing calculator required.  
 Prerequisites: Completion of MATH 092 or MATH 096 or MATH 099 (or equivalent) with a grade of C (2.0) or higher; OR placement into MATH 138 or higher, OR permission of a math instructor.

**MATH& 141**  
**Precalculus I: College Algebra** 5  
 (Q,NS) A college level algebra course for all students needing general preparation beyond intermediate algebra. The first of a two-course sequence for students intending to take calculus beginning with MATH& 151. Principles of functions and graphs; theory of polynomial equations; graphs of polynomial and rational functions; exponential and logarithmic functions and applications; conics, foci and applications; non-linear systems; determinants and Cramer's Rule. The online version of this class requires on-campus orientation and exams; dates to be scheduled. Out-of-area students can arrange for test proctors.  
 Prerequisites: Completion of MATH 092 or MATH 096 or MATH 099 (or equivalent) with a grade of C (2.0) or higher;  
 OR placement into MATH& 141 or higher OR permission of a math instructor.

**MATH& 142**  
**Precalculus II: Trigonometry** 5  
 (Q,NS) A college level trigonometry course. The second course in a two-course sequence for students who intend to take calculus beginning with MATH& 151. Right triangle trigonometry and applications; general angle and real number trigonometry and applications; identities, inverses and trigonometric equations; introduction to polar coordinates and parametric equations; vectors and applications.

Prerequisites: MATH& 141 or equivalent with a grade of C or higher OR placement in MATH& 142 via an assessment test score OR permission of a math instructor.

**MATH& 144**  
**Precalculus 1 and 2: Review** 5  
 (Q,NS) A refresher course in college algebra and trigonometry. Primarily intended for students who plan on taking the calculus sequence beginning with MATH& 151. Analysis of functions. Polynomial, rational, exponential, logarithmic and trigonometric functions with applications. Conic sections. Introduction to vectors.

Prerequisites: One year of high school precalculus or college equivalent; or permission of a math instructor.

**MATH& 146**  
**Introduction to Statistics** 5  
 (Q,NS) Introductory course. Analysis of statistical studies, descriptive methods, probability, sampling distributions, hypothesis testing, confidence intervals, correlation. For students in any major.

Prerequisites: Completion of MATH 086 or HSC 086 or TS 086 or MATH 092 or MATH 096 or MATH 098 or MATH 099 (or equivalent) with a grade of C (2.0) or higher; OR placement into MATH& 146 or higher, OR permission of a math instructor.

**MATH& 148**  
**Business Calculus** 5  
 (Q,NS) One-quarter short course in calculus. Limits and continuity, differentiation and applications, exponential and logarithmic functions, integration and applications, functions of several variables. For students in business, biological sciences, social sciences, or disciplines requiring only one introductory quarter of calculus. Students who need more than one quarter should enroll in MATH& 151.

Prerequisites: MATH 138 or MATH& 141 with a grade of C (2.0) or higher OR placement in MATH& 148 or higher via an assessment OR permission of a math instructor.

**MATH& 151**  
**Calculus I** 5  
 (Q,NS) First course in calculus sequence. Limits, continuity, differentiation and antidifferentiation of algebraic and transcendental functions with applications. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus.

Prerequisites: MATH& 142 or MATH& 144 with a grade of C (2.0) or higher OR placement in MATH& 151 or higher via an assessment OR permission of a math instructor.

**MATH& 152**  
**Calculus II** 5  
 (Q,NS) Second course in calculus sequence. Integration of algebraic and transcendental functions and applications of definite integration, including areas, volumes, work, hydrostatic force and centers of mass; polar coordinate calculus and parametric equations. Numerical techniques and improper integrals. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus.

Prerequisites: MATH& 151 or equivalent with a grade of C (2.0) or higher OR permission of a math instructor.

**MATH& 163**  
**Calculus 3** 5  
 (Q,NS) Third course in calculus sequence. Infinite numerical series, power series and Taylor polynomials; vectors in two and three dimensions; lines and planes; partial differentiation with applications; double integrals in rectangular and polar coordinates with applications. For majors in engineering, science, mathematics and others requiring more than two quarters of calculus.

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

**MATH 199**  
**Mathematics Special Project** 1 - 5  
 Independent study projects on selected topics in mathematics. Credit to be arranged with supervising instructor.

Prerequisites: Instructor permission

**MATH 246**  
**Statistical Methods in Engineering and Science** 5  
 (Q,NS) Calculus-based probability and statistics. Probability models, conditional probability, sample spaces, independence, random variables, discrete and continuous probability distribution functions; Descriptive statistics; Statistical inference, including 1- and 2-sample hypothesis tests and confidence intervals for means and proportions, paired t test and sample size calculations; Point Estimation; Analysis of variance; Comparative experiments, tests, correlation and regression. Engineering applications are emphasized.

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

**MATH 260**  
**Linear Algebra** 5  
 (Q,NS) Theory and applications of matrices, matrix operations, linear systems, determinants, Euclidean vector spaces and subspaces, linear transformations and changes of bases, eigenvalues and eigenvectors. A

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

**MATH 261**  
**Differential Equations** 5  
 (Q,NS) Introductory course in ordinary differential equations. Existence and uniqueness theorems, methods of solutions of first order linear and non-linear equations, basic theory and solutions of higher order linear equations, series solutions, systems of equations, Laplace transformations and techniques; applications.

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

**MATH& 264**  
**Calculus 4** 4  
 (Q,NS) Fourth course in calculus sequence. Triple integrals in rectangular, cylindrical and spherical coordinates with applications, calculus of vector valued functions and space curves, analysis of motion in space, directional derivatives, gradients and applications, line and surface integrals with applications, Green's theorem, Stokes' theorem and the Divergence theorem. For majors in engineering, science, mathematics and others requiring more than three quarters of calculus.

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

## MECHATRONICS

The Advanced Manufacturing Technology – Mechatronics Program is part of a cluster of programs. Five Associate in Technical Arts degrees and nine certificates in Advanced Manufacturing Technology are offered, and may be pursued on a full-time or part-time basis at Everett Community College. In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Understand and explain the principal operations of the mechatronics subsystems in a complex system.

- Understand how these subsystems work together.
- Recognize potential or impending malfunctions, and contact expert assistance in order to keep the production line functioning, and to prevent production loss.
- Perform routine, preventative maintenance; localize and identify causes and sources of malfunctions where possible.
- Read and understand the technical documents, reports and outlines specific to systems and subsystems; be able to consult with experts; and be able to document malfunctions.
- Work effectively as a team member and coordinate the activities with upstream and downstream operations.
- Understand and implement safety regulations required for operation of the system.
- Be prepared for successful employment.

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### **MECH 118** **Predictive Maintenance and Operations Efficiency**      2

Predictive and preventive maintenance tasks and tools used in industrial applications to keep equipment in good working order, and to maximize efficiency and accuracy. Introduction to continuous improvement concepts in plant operation, maintenance, troubleshooting, and repair tasks to ensure optimal manufacturing operations.

**Prerequisites:** MFG T 100 and instructor permission

### **MECH 119** **Introduction to Robotics**      5

Basics of robotic operation, basic programming, interfacing, and material handling in a complex mechatronic system. Students will gain conceptual, technical, and practical knowledge of robotic applications and how it's applied in industrial tasks using hands-on, interactive robotic devices. Learning topics will include basic robot operation, manual operation, homing, end effector operation, interfacing, material handling, movement and end effector commands, looping and speed commands, and basic robot programming.

**Prerequisites:** Eligibility for ENGL& 101 AND ENG T 101 or eligibility for MATH 086, AND instructor permission.

### **MECH 120** **Electrical Components**      5

Basic functions and physical properties of electrical components, and the roles they play within a complex mechatronics system. Includes technical documentation such as schematics, timing diagrams, and system specifications, safety issues. Basic electrical laws, differences between AC and DC electricity, how to use electrical equipment, how to analyze circuits, and how electrical components work. By understanding the complete system, students will learn and apply trouble shooting strategies to identify and localize possible malfunctions.

**Prerequisites:** ENG T 101 or eligibility for MATH 086 and ENGL 098 OR instructor permission.

### **MECH 121** **Mechanical Components and Electrical Drives**      5

Basics of mechanical components and electrical drives in a complex mechatronics system. Students will understand the flow of energy, troubleshooting, preventive maintenance and safety issues. Basic functions and physical properties of mechanical components, electrical drives and their roles in the system, increasing efficiency, reducing wear, and lubrication requirements. Students will learn about bearings, shafts, clutches, brakes, pulleys, belts, chains, sprockets, gears, couplings, alignment, and how to set them up.

**Prerequisites:** ENG T 101 or eligibility for MATH 086 and ENGL 098 OR instructor permission.

### **MECH 122** **Electro-Pneumatic and Hydraulic Control Circuits**      5

Basics of pneumatic, electro-pneumatic and hydraulic control circuits in a complex mechatronics system. Functions and properties of control elements based on physical principles, and the roles they play within the system as well as the functions of different components in pneumatic/hydraulic systems. Technical documents, circuit diagrams, and schematics will be covered. Students will learn and apply troubleshooting strategies, preventative maintenance, and look for safety issues.

**Prerequisites:** ENG T 101 or eligibility for MATH 086 and ENGL 098 OR instructor permission.

### **MECH 123** **Digital Fundamentals and Programmable Logic Controllers 4**

Fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronics system with a focus on the automation system and appropriate programming software. Students will learn basic elements of PLC functions by writing and testing small programs on an actual system. Students will learn to identify malfunctioning PLCs, apply troubleshooting strategies, identify and localize problems caused by PLC hardware.

**Prerequisites:** MECH 120 OR instructor permission.

### **MECH 124** **Controls and Instrumentation**      5

Fundamentals of controls and instrumentation troubleshooting in a mechatronics system, using knowledge of circuit boards, sensors and photo eyes; calibration and loop tuning; and final control elements, including AC, DC, and servo motors, variable speed drives, motor control, relays and motor starters. Students will build skills in troubleshooting motors and variable speed drives, adjusting speed and direction; interpreting relay logic and sizing of components for various applications.

**Prerequisites:** MECH 123 OR instructor permission

### **MECH 219** **Industrial Robotics**      5

Preparation course for the National Occupational Competency Testing Institute (NOCTI) Robotics Certification. Robot operations, frame setup, writing, modifying and executing basic motion programs, program offsets, backups and restorations, creating and modifying simulations, single axis mastering on all six axes, how to create and execute a pick and place program for load and unload applications, and how to set up and program 2D integrated vision for part offset and inspection.

**Prerequisites:** MECH 119

### **MECH 225** **Mechatronics Skills Building 1**      3

Designed for the student who is seeking more lab time to improve skills in hydraulics, mechanical and electrical components, and PLC applications. Open shop time allows student to trouble-shoot mechatronics system components to industry standards.

**Prerequisites:** MECH 120, MECH 121, MECH 122, MECH 123 and instructor permission

### **MECH 226** **Mechatronics Skills Building 2**      3

Designed for the student who is seeking more lab time to improve their skills in hydraulics, mechanical and electrical components, and PLC applications. Open shop time allows student to trouble-shoot mechatronics system components to industry standards.

**Prerequisites:** MECH 225 and instructor permission

### **MECH 295** **Mechatronics Internship 1**      1 - 5

Intern course focused on the fundamental mechatronic skills required to work in a manufacturing company. Students may work either in an instructional/ hands-on or solely hands on mode. This experience may entail "job-shadowing" to learn what support functions are needed in the manufacturing environment. Variable credit from 50-250 clock-hours.

**Prerequisites:** Instructor permission

**MECH 296****Mechatronics Internship 2**

1 - 5

Intern course focused on the fundamental mechatronic skills required to work in a manufacturing company. Students may work either in an instructional/ hands-on or solely hands on mode. This experience may entail "job-shadowing" to learn what support functions are needed in the manufacturing environment. Variable credit from 50-250 clock-hours.

Prerequisites: Instructor permission

**MEDICAL ASSISTING**

See Health Sciences

**MEDICAL CODING**

The Medical Coding certificate program utilizes web-based materials designed exclusively for the training of medical coders and includes overview of the healthcare system, including information management, reimbursement, and legal compliance requirements. Medical terminology, anatomy, physiology, pathophysiology and pharmacology provide the basis for accurate coding of medical records. Courses in ICD-10 CM/PCS and CPT and HCPCS Coding teach the skills necessary to assign codes while working with medical reports of increasing complexity.

The program is offered in a fully online environment and may be entered at the beginning of any quarter, and requires approximately 3 hours of work per week per credit earned. A certificate is awarded upon successful completion of this 44-credit program that prepares the student to obtain an entry-level position as a medical coder. Courses may only be taken by students enrolled in the Medical Coding or Medical Billing Specialist Programs. Prerequisite: high school diploma or equivalent.

**Faculty Advisors:**

E. Stam                      425-388-9311                      estam@everettcc.edu

**MC 103****Introduction to Medical Coding and Billing**

2

Introduction including elements and requirements of the Medical Coding Program. Use of program tools, coding resources and references, and computer fundamentals are covered, including hardware and system requirements and use of web browsers. Exploration of student success measures and educational and career opportunities as they relate to medical coding and billing; comparison of experiences in the healthcare industry. This course is only open to Medical Coding and Medical Billing Specialist students.

Prerequisites: Instructor Permission

**MC 106****Health Information, Delivery, Legal, Compliance**

2

Overview of medical records pertaining to coding and billing including health information systems and specialty coding systems, archiving of data, retrieval, maintenance, security and integrity processes, and evolution of EHR and PHR. Structure and organization of U.S. healthcare system. Legislative and regulatory processes relating to medical records and licensure, certification and accreditation. HIPAA, standards of ethical coding, and privacy and security policies. This course is only open to Medical Coding students.

Prerequisites: Instructor permission

**MC 116****Healthcare Reimbursement**

2

Study of medical billing processes and guidelines with focus on reimbursement monitoring and reporting. Federal legislation, compliance strategies, and regulatory guidelines are also presented. This course is only open to Medical Coding students.

Prerequisites: MC 105 or 106 with a C or better

**MC 117****Foundations in Health Information Management**

4

Overview of medical records pertaining to coding and billing including health information systems and specialty coding systems, archiving of data, retrieval, maintenance, security and integrity processes, and evolution of EHR and PHR. Structure and organization of U.S. healthcare system. Legislative and regulatory processes relating to medical records and licensure, certification and accreditation. HIPAA, standards of ethical coding, and privacy and security policies. Study of medical billing processes and guidelines with focus on reimbursement monitoring and reporting. Federal legislation, compliance strategies, and regulatory guidelines are also presented. This course is only open to Medical Coding students.

Prerequisites: Instructor permission

**MC 120****Healthcare Vocabulary**

3

Study of healthcare vocabulary and terminology used in medical coding, including spelling, pronunciation, and understanding meaning, medical word formation, meaning and proper use of common medical abbreviations, creating plural medical words. Includes common diagnostic procedures and laboratory tests. Only open to Medical Coding students.

Prerequisites: Instructor permission

**MC 137****Structure and Function of the Human Body**

3

Study of the basic structure, organization, and functions of human body systems as will be needed to assign correct medical codes. This course is only open to Medical Coding students.

Prerequisites: MC 103 or concurrent enrollment

**MC 139****Pathophysiology**

4

Study of disease processes, causes, and symptoms in all systems of the human body as they relate to assigning medical diagnostic and procedural codes. This course is only open to Medical Coding students.

Prerequisites: MC 120

**MC 141****Basics of Pharmacology**

2

Study of drug categories, classifications, routes of administration, therapeutic effects, and drug actions (absorption, distribution, metabolism, and excretion). Includes the study of drugs in relation to common conditions and laboratory findings. Drug spelling and pronunciation. This course is only open to Medical Coding students.

Prerequisites: MC 136 or 137 with a C or higher

**MC 146****Coding with ICD-10 CM/PCS**

7

Introduces students to official coding guidelines; provides training for use of ICD-10 CM/PCS (International Classification of Diseases, Version 10, Current Modification/Procedure Coding System) code book to correctly assign medical codes to diagnoses and procedures. Introduction to coding software to make code assignments. This course is only open to Medical Coding and Medical Billing Specialist students.

Prerequisites: MC 102; and MC 137 and MC 139 or concurrent enrollment in MC 139, or instructor permission

**MC 147****Diagnosis Coding with ICD-10-CM**

7

Introduction to medical coding including the use of coding resources, guidelines, reporting, classifications, nomenclatures, terminologies, and clinical vocabularies. Auditing methods and automated coding, as well as coding ethics, physician queries, severity of illness systems, and compliance strategies are also included. Provides training for use of ICD-10 CM/PCS (International Classification of Diseases, Version 10, Current Modification/Procedure Coding System) code books to correctly assign medical codes to diagnoses and procedures, and use of coding software to make code assignments. This course is only open to Medical Coding and Medical Billing Specialist students.

Prerequisites: MC 103; MC 137; and MC 139 or concurrent enrollment in MC 139; or instructor permission.

**MC 149**  
**Advanced Coding with ICD-10 CM/PCS** 3  
 Provides practice assigning ICD-10-CM (International Classification of Diseases, Version 10, Current Modification) diagnosis codes and ICD-10-PCS (International Classification of Diseases, Version 10, Procedure Coding System) procedure codes to a variety of coding scenarios including multiple and complex situations. Industry certification testing models (AHIMA, AAPC) are included. This course is only open to Medical Coding students.

Prerequisites: MC 146

**MC 151**  
**Principles of CPT and HCPCS Coding** 7  
 Prepares students to analyze medical records to apply CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System) guidelines to accurately assign CPT (Current Procedural Terminology) or HCPCS (Healthcare Common Procedure Coding System) codes for clinic and hospital visits, medical procedures, and other treatment modalities. Prioritization and determination of level of code assignments are also taught. This course is only open to Medical Coding and Medical Billing Specialist students.

Prerequisites: MC 146 or MC 147

**MC 161**  
**Advanced Coding with ICD-10-CM** 1  
 Provides practice assigning ICD-10-CM (International Classification of Diseases, Version 10, Current Modification) diagnosis codes to a variety of coding scenarios including multiple and complex situations. This course is only open to Medical Coding students.

Prerequisites: MC 146 or 147

**MC 171**  
**Procedure Coding with ICD-10-PCS** 4  
 Foundations of ICD-10-PCS (International Classification of Diseases, Version 10, Procedure Coding System) coding including conventions, guidelines, and classifications. Provides practice assigning ICD-10-PCS codes and diagnostic groupings to a variety of coding scenarios and case studies including codes for inpatient admissions. This course is only open to Medical Coding students.

Prerequisites: MC 146 or MC 147 concurrent enrollment.

**MC 181**  
**Medical Coding Practicum** 7  
 Provides practice assigning ICD-10-CM/PCS (International Classification of Diseases, Version 10, Current Modification/Procedure Coding System), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Code System) codes to patient reports that vary in complexity and type (inpatient, outpatient, physician, emergency room, long-term care, etc.). Assignment of Present on Admission Indicators and Diagnostic Related Grouping will also be presented. This course is only open to Medical Coding students.

Prerequisites: MC 141; MC 149 or 161; MC 151; MC 171 or concurrent enrollment in MC 171

## MEDICAL TRANSCRIPTION AND EDITING

The Medical Transcription and Editing online certificate program is approved by the Association for Healthcare Documentation Integrity (AHDI) and includes medical terminology, anatomy, physiology, and human disease processes to provide the basis for the student to accurately transcribe and edit medical practitioners' spoken dictation. Courses in grammar, industry-related technology, and transcription and speech recognition editing teach the skills necessary to produce the medical records used for on-going patient care, billing, and legal documentation. Students will transcribe and edit medical dictation of increasing difficulty while learning shortcuts to increase their productivity.

The program is offered in a fully online environment and may be entered at the beginning of any quarter, and requires approximately 3 hours of work per week per credit earned. A certificate is awarded upon successful completion of this 43-credit program that prepares the student to enter the work force as an entry-level healthcare documentation specialist. Courses may only be taken by students enrolled in the MTE Program. Prerequisite: high school diploma or equivalent.

### Faculty Advisors:

E. Stam 425-388-9311 estam@everettcc.edu  
 S. Krajewski 425-388-9311 skrajewski@everettcc.edu

**MTE 099**  
**Medical Transcription and Editing Test Preparation** 0  
 No-fee, noncredit course is designed to help prepare for the Career Step final exam and other pre-employment testing. EvCC graduates are required to take the CS final exam to qualify for Graduate Placement Services. Serves as an opportunity to determine readiness for skills assessment evaluations that are a routine part of the medical transcription and editing (MTE) job application process.

Prerequisites: Instructor permission.

**MTE 110**  
**Medical Records and the MT/MTE** 3  
 Provides an overview of resources, tools, and references necessary to succeed as a medical transcriptionist or editor (MT/MTE) and explores the purpose and content of medical records used in healthcare documentation, as well as industry trends and the MT/MTE's role in the reimbursement cycle and risk management. Only students pursuing the MTE certificate may enroll in MTE courses.

Prerequisites: Instructor permission

**MTE 120**  
**Language of Medical Transcription and Editing** 2  
 Focuses on the study of medical terminology for proficiency necessary to enter the workforce as a medical transcriptionist or editor (MT/MTE). The meaning of root words, prefixes, and suffixes, spelling and pronunciation, and rules regarding usage are emphasized. Terminology for medical specialties is explored including proper formatting and use of abbreviations. Effective research techniques are introduced and developed.

Prerequisites: Instructor permission

**MTE 140**  
**Grammar Essentials for MT/MTE** 3  
 Develops grammar skills necessary for the medical transcriptionist and editor (MT/MTE) to produce a finished product correctly utilizing general rules of English usage, punctuation, and grammar. The AHDI Book of Style is utilized as the definitive reference for general style standards.

Prerequisites: Instructor permission

**MTE 170**  
**Anatomy, Physiology and Disease Processes - MT/MTE** 4  
 Introduces the medical transcription and editing (MTE) student to basic human anatomical structures and body systems and diseases affecting them, including diagnoses, and treatments through an introduction to pathophysiology and disease processes. Appropriate Internet research skills as specifically relating to MTE in general and these specialties in particular are developed. Assesses

Prerequisites: MTE 110 with grade of C or higher or concurrent enrollment

**MTE 190**  
**Pharmacology, Lab Data, Physical Exam - MT/MTE** 2  
 Overview of drug actions and effects, absorption, distribution, metabolism, and excretion, as well as classifications and formulary in the context of medical transcription and editing (MTE). Standard pharmaceutical terms and commonly prescribed drugs are introduced. Physical exam and laboratory data are studied in detail with an emphasis on properly expressing findings and values.

Prerequisites: MTE 110

**MTE 200**  
**Beginning Medical Transcription - Clinic Notes** 6  
 Introduces medical transcription as a foundation to medical editing and includes word processing and transcription equipment. While transcribing clinic and progress notes, grammar and punctuation specific to medical dictation, correct usage and spelling of medical terminology and abbreviations are reviewed. Introduction to accented dictation and background noise.

Prerequisites: MTE 140, MTE 170, MTE 190

MTE 190 may be taken concurrently



**MTE 210**  
**Introduction to Speech Recognition Editing - MTE** 2  
 Review of the medical transcription editing (MTE) industry including history, trends, speech recognition (SR) operators, and job roles and responsibilities. Introduction to SR editing theory and actual industry software, keyboard shortcuts, and editing during playback of medical dictation.

Prerequisites: MTE 140

**MTE 220**  
**Focus on Medical Specialties for MT/MTE** 3  
 Content and formatting of different medical specialties and types of diagnostic reports as they relate to medical transcription and editing. The course emphasizes specialty-specific medical terminology, abbreviations, laboratory results, medications, and procedures. Increased productivity in lines typed per minute is developed when working with these reports.

Prerequisites: MTE 110, MTE 140

**MTE 240**  
**Intermediate Medical Transcription - Acute Care** 6  
 Transcription of dictation of hospital reports in a variety of formats and specialties including discharge summaries, operative reports, procedure notes, consultations, history and physicals, and radiology and emergency medicine in an acute-care setting to improve speed, accuracy, and productivity. There is continued work with accented dictation and background noise.

Prerequisites: MTE 200

**MTE 260**  
**Shortcuts, Technology, Employment - MT/MTE** 3  
 Addresses techniques for productivity improvement including macros and expansion software. Industry technology and trends, employment opportunities, compensation, standards including production and accuracy, and workplace expectations in medical transcription and editing (MTE). Regulatory agencies and patient confidentiality requirements are reviewed. Includes preparation of a cover letter and resume.

Prerequisites: MTE 140

**MTE 280**  
**Advanced Medical Transcription - Adv. Acute Care** 6  
 Improved accuracy and productivity while transcribing a range of accents, dictation styles, and medical specialties. Emphasis on working with a variety of account specifics, ranging from verbatim transcription to complex account instructions. Dictation includes advanced acute care in radiology, ER and operative reports, as well as consultations, history and physicals, procedure and progress notes, and discharge summaries.

Prerequisites: MTE 240

**MTE 290**  
**Speech Recognition Editing, Clinic and Acute Care** 3  
 Speech recognition technology (SRT) practicum includes clinic notes and hospital and acute care reports in a variety of medical specialties. Using keyboard shortcuts to listen, proofread, and edit medical reports generated with SRT in an industry platform, the student will demonstrate improvement in content understanding, efficiency, accuracy, and production, in addition to working with accented dictation and background noise.

Prerequisites: MTE 200, MTE 210

## MULTIMEDIA

See Graphics and Web Design

C. Larson 425-388-9439 chlars@everettcc.edu

## MUSIC

Music courses emphasize the development of knowledge and skills in music appreciation, history, theory and performance. The majority of Music courses satisfy the Humanities or Humanities – Performance graduation distribution requirement. For the student interested in a two-year terminal degree, EvCC offers a forty-five credit general program in music. Students wishing to transfer to a four-year institution should talk with an advisor about an appropriate plan of study.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Critically evaluate musical or theatrical performances, using terminology specific to the discipline.
- Describe the historical, social and aesthetic context of theatrical or musical works.
- Demonstrate skills and technical proficiency in a selected area of performance (acting, vocal music or instrumental music).
- Demonstrate performance skills through participation in student recitals or theatrical productions.

Faculty Advisor:

R. Waldron

425-388-9456

rwaldron@everettcc.edu

**MUSC 110D**  
**World Music** 5  
 (H,D) Introduction to the music of non-western cultures. Classical and folk traditions of Asia, traditional practices of Africa and Native America, and folk and regional styles of Europe and Latin America are studied. Focus is on history, evolution, and performance practices of these musical styles, as well as the aural identification of these musical styles. Study of music as a cultural phenomenon is emphasized including the intercultural influences found in much of the world's music that is a result of historical events such as human migrations, diasporas, invasions, and the effect of technological innovation.

Prerequisites: Eligibility for ENGL& 101

**MUSC 115**  
**Popular Music in America** 5  
 (H) Historical, social, and stylistic study of mainstream popular music in the 20th century, including jazz, country and western, Tin Pan Alley, Broadway musicals, and rock 'n' roll: sources, composers and performers.

Prerequisites: Eligibility for ENGL& 101

**MUSC 116**  
**Survey of Jazz** 5  
 (H) Historical, social, and stylistic study of the major periods of jazz, beginning with the music's African roots and progressing chronologically to the avant-garde and popular jazz of today.

Prerequisites: Eligibility for ENGL& 101

**MUSC 117**  
**Class Piano - Elementary, Intermediate** 2  
 (HP) Class instruction in piano. Open to all students.

**MUSC 118**  
**Class Piano - Elementary, Intermediate** 2  
 (HP) Class instruction in piano. Open to all students.

Prerequisites: MUSC 117 or examination.

**MUSC 119**  
**Class Piano - Elementary, Intermediate** 2  
 (HP) Class instruction in piano. Open to all students.

Prerequisites: MUSC 118 or examination.

**MUSC 124**  
**Class Voice I** 3  
 (HP) Basic principles of good singing and performance. Performance of songs from memory. Open to students at any performance level. May be repeated one time for credit.

**MUSC 125**  
**Intermediate Class Voice II** 2  
 (HP) Continued development of singing and performance techniques as introduced in MUSC 124. Emphasizes more advanced repertoire and styles of singing. May be repeated two times for credit.

Prerequisites: MUSC 124 or instructor permission.

**MUSC 126**  
**Singing on Stage** 2  
 (HP) Instruction and experience using healthy singing techniques and natural projection to sing on stage focusing on musical theater and operetta repertoires. Some singing experience recommended. May be repeated two times for credit.  
 Prerequisites: Instructor permission.

**MUSC 128**  
**Class Guitar** 3  
 (HP) Development of fundamental techniques in guitar performance. Introductory course for students with little or no experience.

**MUSC 140**  
**Performance Ensemble** 2  
 (HP) Vocal ensemble. Students study varied fare from madrigals to jazz and musical theater. Concerts on and off campus. May be repeated two times for credit.  
 Prerequisites: MUSC 124 or MUSC 125 or instructor permission by audition.

**MUSC 147**  
**Everett Youth Symphony** 2  
 (HP) Preparation and performance of standard orchestral literature. Evenings only. Open to interested instrumentalists, maximum age 21, no minimum. May be repeated two times for credit.  
 Prerequisites: Audition for all new instrumentalists.

**MUSC 151**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in piano, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 152**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in voice, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 153**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in strings, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 154**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in woodwinds, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 155**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in brass, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 156**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in percussion, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 159**  
**Individualized Instruction in Applied Music** 1-2  
 (HP) Individual instruction in guitar, to be arranged. Instructor assigned by arrangement with chair of music faculty. May be repeated two times for credit.  
 Prerequisites: Written permission from Chair of Music Department.

**MUSC 217**  
**Private Instruction in Composition and Improvisation** 2  
 (HP) Private instruction in composing music and improvising melodic lines relating to chord structures, harmonic progressions, and appropriate scales and modes. May be repeated two times for credit.

**MUSC& 105**  
**Music Appreciation** 5  
 (H) Lectures, readings, films, and recordings concerning structure, form, and aspects of music for the listener. Historic and stylistic examinations of music from its beginnings in western culture.  
 Prerequisites: Eligibility for ENGL& 101

**MUSC& 141**  
**Music Theory I** 5  
 (H) Introduction to concepts and terminology of music including rhythm, notation, scales, key signatures, tonality, and basic chords.

## NATURAL SCIENCE

Natural Science courses provide preparation for science and education disciplines. These courses satisfy the Natural Science (NS) or Natural Science Lab (NS-L) graduation distribution requirements.

**Faculty Advisors:**  
**R. Fester** 425-388-9503 rfester@everettcc.edu

**NAT S 103**  
**Sustainability and Systems** 5  
 (NS) An introduction to systems thinking with an emphasis on understanding the intersection between natural and human systems. Student analysis will focus on how to make human systems more sustainable. Simple models such as population growth and more advanced case studies will be explored with concepts such as connection circles, causal loop diagrams, reinforcing (positive feedback) loops and balancing (negative feedback) loops. Exploration of the effects of time delays upon systems and identification of leverage points for sustainability will occur. Course will include use of STELLA (Systems Thinking for Education and Research) software at an introductory level.  
 Prerequisites: Eligibility for ENGL& 101 AND MATH 082 or MATH 086 or eligibility for MATH 096 via a math assessment; OR instructor permission.

**NAT S 105**  
**Science of Music** 5  
 (NS-L) Explores the physical nature of music and musical instruments using hands-on experiments, demonstrations, and discussions. Lays the foundations of the scientific process through the examination of musical sound, and builds on these foundations through individual and group studies of specific families of musical instruments. Suitable for students who are majoring in the arts or who have a personal interest in music.  
 Prerequisites: MATH 099 or equivalent; ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher.

**NAT S 107**  
**Physical Science for Everybody** 5  
 (NS-L) Hands-on exploration of how motion, energy, and forces affect the way things work. For non-science majors. Highly recommended for elementary education majors.  
 Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080, or eligibility for MATH 086 via a math assessment

**NAT S 150**  
**Science of Weight Loss**

5

(NS-L) Scientific information on weight and exercise physiology. Principles of healthy weight loss. Health risks of obesity. Physiological and environmental factors that influence weight. Critical evaluation of diets. Assessment methods for determining healthy weight. Recommended for those who want to lose or maintain weight sensibly, future health care providers, future high school health and PE teachers, and those interested in health issues.

Prerequisites: Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**NIPPON BUSINESS INSTITUTE**

The Nippon Business Institute (NBI) is an undergraduate international studies program concentrating on the practical aspects of Japan - U.S. business relationships. It offers a concentration in US-Japan Intercultural Fundamentals, which provides for the development of awareness, understanding and skills in critical areas such as culture, history, business practices and the Japanese language.

The NBI offers students a short cultural and language immersion opportunity at EvCC's sister college, Aichi Toho University and through a relationship with Temple University in Japan, offers EvCC graduates the opportunity to complete a U.S.-based university degree in Japan.

The NBI program also facilitates a wide array of interactions between local businesses and Japanese companies, as well as between members of our community and their Japanese friends and associates.

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

**NURSING**

Nursing is a selective entry program that prepares students for licensure as entry level registered nurses. The Nursing prerequisites include a strong foundation in communication, humanities, and biological and social sciences, which students utilize in the subsequent nursing courses. Students integrate nursing theory and nursing practice in various settings during the Nursing Program, including campus laboratories and classrooms, acute care hospitals, long-term care facilities, and a variety of community settings. Graduates receive an Associate of Arts and Sciences in Nursing degree, after which they must satisfactorily complete the NCLEX-RN licensing exam to become registered nurses.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Participate with the patient, family, significant others, and members of the healthcare team to utilize the nursing process in the provision of patient-centered care.
- Demonstrate critical thinking skills in the delivery of patient-centered care to well and ill patients.
- Employ effective communication with patients, families, significant others, and other professionals within the context of the healthcare environment.
- Demonstrate behaviors consistent with the legal and ethical framework of nursing.
- Create an environment that promotes caring and professionalism with consideration for the patient's cultural/societal beliefs and practices.
- Utilize scientific and evidence-based knowledge, regarding alterations in health, to guide actions which promote and maintain patient-centered care.
- Demonstrate commitment, accountability, integrity, and discretionary judgment in their nursing practice.
- Recognize their role in shaping healthcare delivery.

Program requirements and application information are available at:

EverettCC.edu/Nursing

Program Approval:

Washington State Nursing Care Quality Assurance Commission (NCQC)

PO Box 47864

Olympia, WA 98504-7864

360-236-4702

nursing@doh.wa.gov

<http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NursingEducation/NursingPrograms>

Program Accreditation:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

404-975-5000

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

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**NURS 000**
**Nursing Pre-Application**

0

Required non-credit class is part of the nursing application process. Must be completed before submitting application for Nursing Program.

**NURS 095**
**Success Strategies for Nursing Study**

1

Course is designed to assist the nursing student to experience success in the nursing program. Content includes problem solving and study strategies specific to the art and science of nursing. Practice is offered in critical thinking and reasoning skills, application of the nursing process, test taking skills, and preparation for learning related to study required for nursing courses.

Prerequisites: Admission to the Nursing Program, selection by the Nursing Admission Committee.

**NURS 101**
**Nursing Clinical Makeup**

.05-.5

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

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

**NURS 110**
**Nursing Therapeutics I: Introduction to Nursing and the Client 11**

Introduces caring as a framework underlying nursing as a science and a profession. Four concepts are examined: client, nursing, health, and environment. Themes of nursing process, problem solving, communication, teaching, learning ethics, and legal aspects are introduced. Models of health care delivery are explored. Additionally, altered health states of protective and healing mechanisms are introduced to provide a foundation for studying diseases and disorders of human functioning. Topics include cellular injury, inflammation, wound healing, ineffective thermoregulation, infection, immune response, stress, and activity intolerance.

During lab, students develop the concept of health promotion as a basis for assessing and intervening to maintain wellness. Holistic dimensions of client assessment are presented along with techniques used in communication, interviewing, history taking, diagnostic reasoning, and health promotion. The student will apply techniques of physical assessment through practice on well adults. Documentation techniques are incorporated throughout the course. Specific health related issues focus on the middle and older aged adult. Basic skills of nursing are included in this course.

Corequisites: NURS 114/PHIL 114

Prerequisites: Acceptance into the Nursing program.

**NURS 114**
**Ethics and Policy in Healthcare I**
**2**

Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This content is embedded into and taught seamlessly with the theory content in NURS 110.

Corequisites: NURS 110

Prerequisites: Successful admission into Nursing program.

**NURS 120**
**Nursing Therapeutics II: Chronicity and Rehabilitation**
**8**

Presents an integrated view of mind/body responses to altered health states. Selected health problems of adults are viewed in relation to epidemiology, risk factors, pathophysiological mechanisms and clinical manifestations. Content incorporates rationale for health care interventions, including diagnostic methods and treatment. Explores the application of nursing principles and theories to determine appropriate nursing diagnoses and nursing therapies. Provides opportunities for the development of cognitive, interpersonal, and technical skills essential to the care of adult clients. Alterations in fluid, electrolytes, acid-base balance, mobility, sensation, mood, cognition, integumentary, immunity, and metabolism are addressed. During lab students integrate and apply the art and science of nursing through the use of case studies, scenarios, clinical simulations, client care, and special projects. This course utilizes the nursing process, critical thinking, and self-reflective activities as the basis for collaborative learning in the formulation, implementation, and evaluation of nursing care for adults experiencing selected health alterations.

Corequisites: NURS 125/PSYC 125, NURS 126/NUTR 126

Prerequisites: NURS 110

**NURS 125**
**Psychosocial Issues in Healthcare I**
**2**

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This content incorporates knowledge acquired in prerequisites and is embedded into and taught seamlessly with the theory content in NURS 120.

Corequisites: NURS 120, NURS 126/NUTR 126

Prerequisites: NURS 110

**NURS 126**
**Nutrition in Healthcare I**
**2**

This content is embedded into and taught seamlessly with the theory content in NURS 120. Principles of nutrition for the adult including the food pyramid for a healthy balanced diet, necessary micro and macronutrients in maintaining homeostasis, types of specialty diets, and guidelines for adequate nutrition needed to maintain optimal health. Additionally, the principles of assessing nutritional status is included by looking at pertinent laboratory values, calculating a patient's BMI, and assessing a patient's ability to ingest and digest their food. We look at how a patient's nutritional status is affected by chronic diseases such as Diabetes Mellitus types 1 and 2, and conditions requiring rehabilitation, and how pharmacokinetics affects and is affected by a patient's nutritional status. The curriculum includes information and training in enteral feedings, with assessment of calorie needs as well as tube feeding rates and issues. Total Parenteral Nutrition is also introduced in this course. These classroom principles are applied practically in the clinical setting with patients in long term care facilities. Students perform assessments on their patients that include nutritional status, as well as elimination needs that can be partially addressed by their nutritional intake.

Corequisites: NURS 120, NURS 125/PSYC 125

Prerequisites: NURS 110

**NURS 130**
**Nursing Therapeutics III: Acute Illness**
**12**

Continuation of Nursing 120. Explores increasingly complex body system alterations and presents the nursing therapies connected with these alterations. Emphasizes cognitive, interpersonal, and technical activities. Presents problems in oxygenation, oxygen transport, blood coagulation, blood flow and pressure, cardiac output, tissue perfusion, renal/urinary function, gastrointestinal function, and neurobiology of selected psychological disorders. During the lab students develop nursing skills and judgments through the use of the nursing process, critical thinking, and self-reflective activities. Students utilize collaborative learning in the planning, implementation, and evaluation of nursing care for adults experiencing selected health alterations.

Corequisites: NURS 136/NUTR 136

Prerequisites: NURS 120

**NURS 136**
**Nutrition in Healthcare II**
**1**

This content is embedded into and taught seamlessly with the theory content in NURS 130. Principles of nutrition for the adult with a focus on specialty diets to manage acute and chronic health alterations. Included are guidelines for meeting adequate nutritional needs in the adult patient that contribute to positive outcomes. Instruction focuses on the assessment of the patient condition and consideration of comorbidities to manage the types of diets that promote healing. Additionally, the principles of assessing nutritional status are included in looking at pertinent laboratory values, pharmacological considerations, and a patient's ability to ingest and digest their food. The curriculum includes extensive planning for managing adequate nutritional intake, as well as consulting with interprofessional health care team to meet a patient's changing nutritional needs. These classroom principles are applied practically in the clinical setting with hospitalized patients, and the students perform assessments on their patients that include nutritional status, as well as elimination needs that can be partially addressed by their nutritional intake.

Corequisites: NURS 130

Prerequisites: NURS 120

**NURS 150**
**NCLEX Preparatory Course**
**2.5**

Overview of the nursing knowledge base as applied to the NCLEX test plan. Learning experiences target the critical content areas of the examination for the student. The course is designed to enhance the student's probability of successfully passing the NCLEX examination for RN licensure.

Prerequisites: Successful completion of four quarters of the Nursing program.

**NURS 210**
**Nursing Therapeutics IV: Family Health and Reproduction**
**11**

Presents an integrated view of responses to normal growth and development from infancy through adolescence and the expanding family. Selected health problems of women and children are examined in relation to epidemiology, risk factors, pathologic mechanisms, and clinical manifestations. Content incorporates rationale for health care interventions including diagnostic methods and treatment. Opportunities for the development of cognitive, interpersonal, and technical skills essential to the care of women, children, and families are provided. During the lab students have opportunities to apply the art and science of nursing in the analysis, synthesis, provision, and evaluation of client care. This course utilizes the nursing process and critical thinking skills as a basis for the care of women, children, and families.

Corequisites: NURS 214/PHIL 214, NURS 216/NUTR 216

Prerequisites: NURS 130

**NURS 214**
**Ethics and Policy in Healthcare II**
**1**

Course applies values, ethics, and legal decision-making frameworks and policies to support the well-being of people and groups within the context of the healthcare professions. This content is embedded into and taught seamlessly with the theory content in NURS 210.

Corequisites: NURS 210, NURS 216/NUTR 216

Prerequisites: NURS 130

**NURS 216**  
**Nutrition in Healthcare III** **1**  
 This content is embedded into and taught seamlessly with the theory content in NURS 210. Principles of nutrition for infant, maternal, and pediatric patients. Instruction includes guidelines for nutritional requirements at preconception, perinatal, and birth through childhood. Additionally, the principles of assessing nutritional status are included in looking at pertinent laboratory values, percentiles via a growth chart, and calculating a patient's BMI. We look at how a patient's nutritional status affects growth and development from infancy through puberty. The curriculum includes assessing for normal growth patterns, and for nutritional deficits and metabolic conditions, as well as specialty diets that promote optimal outcomes. These classroom principles are applied practically in the clinical setting with maternal-child and pediatric patients in a variety of settings.

**Corequisites:** NURS 210, NURS 214/PHIL 114

**Prerequisites:** NURS 130

**NURS 220**  
**Nursing Therapeutics V: Multisystem Disorders** **9**  
 Explores multi-system physical and mental health alterations and related nursing therapies. Presents rationale for interventions, including assessment, diagnostic methods and treatments. Nursing therapies emphasize cognitive, interpersonal and technical activities. Burns, cancer, dissociative disorder, head injury, hepatic failure, HIV/ AIDS, perioperative care, personality disorder, renal failure, schizophrenia, shock, and spinal cord injuries are addressed. During the lab students develop increasingly complex nursing skills and judgments through the use of critical thinking, nursing process, and self-evaluation. This course promotes collaboration with peers and health care professionals to plan, implement, and evaluate nursing care for adults with multisystem alterations.

**Corequisites:** NURS 225/PSYC 225, NURS 226/NUTR 226

**Prerequisites:** NURS 210

**NURS 225**  
**Psychosocial Issues in Healthcare II** **2**  
 Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This content incorporates knowledge acquired in prerequisites and is embedded into and taught seamlessly with the theory content in NURS 220.

**Corequisites:** NURS 220, NURS 226/NUTR 226

**Prerequisites:** NURS 210

**NURS 226**  
**Nutrition in Healthcare IV** **1**  
 This content is embedded into and taught seamlessly with the theory content of NURS 220. Review of the principles of nutrition for the adult including the digestion, absorption, and metabolism of needed nutrients for maintenance of optimal health. Instruction includes nutritional requirements for the surgical and nonsurgical wound healing, and how a patient's nutritional status is affected by chronic and acute conditions and diseases, as well as the role nutrition plays in disease prevention. Additionally, the curriculum includes advances nutritional considerations, types of diet, and specific nutrients needed for the management of diseases and conditions such as renal failure, cancer, liver disease, diabetes mellitus types 1 and 2, burns, and HIV/AIDS. Information about the components of parenteral and total parenteral nutrition (TPN) and assessment of a patient's parenteral nutritional needs is included, along with skills training in application of this type of delivery. These classroom principles are applied practically in the clinical setting with patients in acute care facilities, and students perform assessments on their patients examining the interdependence of nutritional status, laboratory values, and disease and condition management in determining the maintenance of homeostasis.

**Corequisites:** NURS 220, NURS 225/PSYC 225

**Prerequisites:** NURS 210

**NURS 230**  
**Nursing Therapeutics VI: Role Transition into Professional Nursing** **9**  
 Addresses aspects of becoming a professional nurse through the exploration of personal values, nursing ethics, legal accountability, power, politics, collective bargaining, and the business of the changing contemporary healthcare system. Includes topics related to personal nursing practice, role transition, stress management, and professional growth and maturation. Identifies and analyzes nursing responsibility and accountability for alleviating suffering, promoting health and facilitating wellness for individuals, families, groups, and communities. During the lab students have clinical experiences in a selected site. In some situations staff nurses serve as mentors or preceptors.

**Corequisites:** NURS 234/PHIL 234, NURS 235/PSYC 235

**Prerequisites:** NURS 220

**NURS 234**  
**Ethics and Policy in Healthcare III** **2**  
 Analyzes and applies values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This content is embedded into and taught seamlessly with the theory content in NURS 230.

**Corequisites:** NURS 230, NURS 235/PSYC 235

**Prerequisites:** NURS 220

**NURS 235**  
**Psychosocial Issues in Healthcare III** **1**  
 Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This content incorporates knowledge acquired in prerequisites and is embedded into and taught seamlessly with the theory content in NURS 230.

**Corequisites:** NURS 230, NURS 234/PHIL 234

**Prerequisites:** NURS 220

**NURS 270**  
**Current Practices in Nursing** **16**  
 Provides content to enable the inactive registered nurse to resume a nursing career. Clinical experiences take place in selected sites using staff nurses as mentors or preceptors. Emphasis is placed on updating, reviewing and expanding nursing knowledge while re-establishing nursing skills.

**Prerequisites:** Registered nurse licensure in Washington State ("limited educational" licensure); admission by instructor permission.

## NUTRITION

Nutrition courses provide preparation for nutrition and other health science disciplines. These courses satisfy the Natural Science (NS) graduation distribution requirement.

**Faculty Advisor:**

**L. Wild**

**425-388-9056**

**lwild@everettcc.edu**

**NUTR& 101**  
**Nutrition** **5**  
 (NS) Basic principles of nutrition for pregnancy, infants, children, adolescents and adults; guidelines for healthy diet, nutrient functions and food sources; digestion, absorption and metabolism of nutrients; energy balance, weight control and sports nutrition; and the role of nutrition in physiological growth and development, maintenance of optimal health and fitness, and chronic disease prevention.

**Prerequisites:** Eligibility for ENGL& 101 AND eligibility for MATH 096

**NUTR 120**  
**Vegetarian Cooking: Plant-Based Food Plans for People and the Planet** **3**

Nutritional benefits and disadvantages of a plant-based diet. Application of knowledge through weekly food preparation sessions for applied learning of course content to include: cultural interpretation of plant-based diets, types of vegetarian diets, plant-based diets and their impact on weight-management, health and digestion, complementarity of proteins, vitamin and mineral status, and practical application in eating away from home.

**Prerequisites:** Eligibility for ENGL& 101 AND eligibility for MATH 096

**NUTR 126**  
**Nutrition in Health Care I** 2  
 Principles of nutrition for the adult including the food pyramid for a healthy balanced diet, necessary micro and macronutrients in maintaining homeostasis, types of specialty diets, and guidelines for adequate nutrition needed to maintain optimal health. Assessing nutritional status by looking at pertinent laboratory values, calculating a patient's BMI, and assessing a patient's ability to ingest and digest their food. How a patient's nutritional status is affected by chronic diseases such as Diabetes Mellitus types 1 and 2. Conditions requiring rehabilitation, and how pharmacokinetics affects and is affected by a patient's nutritional status. Enteral feedings, with assessment of calorie needs as well as tube feeding rates and issues. Introduction to Total Parenteral Nutrition. Classroom principles are applied in the clinical setting with patients in long term care facilities. Perform assessments on patients, including nutritional status, as well as elimination needs that can be partially addressed by nutritional intake.

**Corequisites:** NURS 120, NURS 125/PSYC 125

**Prerequisites:** NURS 110

**NUTR 136**  
**Nutrition in Health Care II** 1  
 Principles of nutrition for the adult with a focus on specialty diets to manage acute and chronic health alterations. Guidelines for meeting adequate nutritional needs in the adult patient that contribute to positive outcomes. Assessment of the patient condition and consideration of comorbidities to manage the types of diets that promote healing. Assessing nutritional status by looking at pertinent laboratory values, pharmacological considerations, and a patient's ability to ingest and digest their food. Planning for managing adequate nutritional intake, as well as consulting with an interprofessional health care team to meet a patient's changing nutritional needs. Principles are applied in the clinical setting with hospitalized patients. Perform assessments on patients that include nutritional status, as well as elimination needs that can be partially addressed by their nutritional intake.

**Corequisites:** NURS 130

**Prerequisites:** NURS 120

**NUTR 160**  
**Sports Nutrition** 5  
 (NS) Introductory study of sports nutrition and its relationship to health, fitness, and athletic performance. Provides specific nutritional recommendations for individuals participating in recreational exercise as well as for competitive athletes training to improve sports performance. Includes evaluation of ergogenic aids, dietary supplements, and nutritional practices promoted to enhance athletic performance. Body composition analysis also included. Meets AAS DTA Natural Science non-lab science degree requirement (Part B).

**Prerequisites:** Eligibility for ENGL& 101 AND eligibility for MATH 096

**NUTR 180**  
**Sustainable Food Systems: What to Eat and Why It Matters 5**  
 (NS-L) Study of the current food system in the U.S. and its relationship to the environment, the economy and health, particularly the nutritional health of citizens. Specific recommendations to help individuals and institutions promote and implement sustainable practices. Service learning component and weekly food preparation laboratory sessions for applied learning of course content. Exploration of environmental impact of food choices including nutrient value of foods and food safety. Two field trips.

**Prerequisites:** Eligibility for ENGL& 101, and MATH 086 or MATH 091 or eligibility for MATH 096 via a math assessment.

**NUTR 216**  
**Nutrition in Health Care III** 1  
 Principles of nutrition for infant, maternal, and pediatric patients. Guidelines for nutritional requirements at preconception, perinatal, and birth through childhood. The principles of assessing nutritional status are included in looking at pertinent laboratory values, percentiles via a growth chart, and calculating a patient's BMI. How a patient's nutritional status affects growth and development from infancy through puberty. Assessing for normal growth patterns, and for nutritional deficits and metabolic conditions, as well as specialty diets that promote optimal outcomes. Principles are applied in a variety of clinical setting with maternal-child and pediatric patients.

**Corequisites:** NURS 210, NURS 214/PHIL 214

**Prerequisites:** NURS 130

**NUTR 226**  
**Nutrition in Health Care IV** 1  
 Review of the principles of nutrition for the adult including the digestion, absorption, and metabolism of needed nutrients for maintenance of optimal health. Nutritional requirements for surgical and nonsurgical wound healing, how a patient's nutritional status is affected by chronic and acute conditions and diseases, and the role nutrition plays in disease prevention. Nutritional considerations, types of diet, and specific nutrients needed for the management of diseases and conditions such as renal failure, cancer, liver disease, diabetes mellitus types 1 and 2, burns, and HIV/AIDS. The components of parenteral and total parenteral nutrition (TPN), assessment of a patient's parenteral nutritional needs, and skills training in application of this type of delivery. Principles are applied in the clinical setting with patients in acute care facilities. Performing assessments on patients, examining the interdependence of nutritional status, laboratory values, and disease and condition management in determining the maintenance of homeostasis.

**Corequisites:** NURS 220, NURS 225/PSYC 225

**Prerequisites:** NURS 210

## OCEAN TECHNOLOGY

**OCEAT 111**  
**Ocean Technology** 1-5  
 Conduct ocean sampling using standard oceanographic tools and techniques. Includes techniques for sampling surface and deep water quality, composition, temperature, density, currents, salinity, turbidity, dissolved gases and solids, and plankton; as well as ocean floor sediment and marine life sampling. Determining depth and location. Analysis and interpretation of water and sediment sample data. May be repeated two times for credit.

## OCEANOGRAPHY

Oceanography courses involve studying the origin, composition, structure, and motion of Earth's oceans. Oceanography 101 satisfies the Natural Science Lab (NS-L) graduation distribution requirement.

**Faculty Advisor:**

**S. Grupp**

**425-388-9450**

**sgrupp@everettcc.edu**

**OCEA& 101**  
**Introduction to Oceanography w/Lab** 5  
 (NS-L) Introduction to Earth's oceans, including origin and evolution of ocean basins, composition and variability of seawater, oceanic structure and circulation patterns, and marine pollution. Laboratory projects stress hands-on experiments and field experiences.

**Prerequisites:** Eligibility for ENGL& 101 AND MATH 076 or MATH 080 or eligibility for MATH 086 via a math assessment

**OCEA 294**  
**Oceanographic Research** 1-3  
 In collaboration with faculty and peers, students propose, design, and conduct field/laboratory research, or propose and design an independent analysis of an existing long-term data set. After obtaining approval by a faculty mentor, students explore areas of interest, employ valid and ethical research methods, and log, document and present research progress.

**Prerequisites:** Instructor permission

## PHILOSOPHY

To study Philosophy is to pursue the truth. It is a discipline which asks "why?" and probes for deeper answers. It requires an open mind and a desire to evaluate argumentation for its reasonableness. Philosophical investigation applies to every other discipline, from art to science, so whatever you plan to major in, Philosophy may be of interest to you. Those with a degree in Philosophy can find rewarding careers in social and community service, research, and in nonprofit organizations, museums, libraries and communications. A degree in Philosophy is also useful to those who choose to enter the clergy or go into counseling, teaching, law, business or writing.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate knowledge of a range of facts, terminology, events, and/or methods that social scientists in various disciplines must possess in order to investigate,

analyze or give a history of, or predict human, group, or societal behavior.

- Demonstrate the ability to apply classifications, principles, generalizations, theories, models, and/or structures pertinent to social scientific efforts to organize conceptual knowledge in various fields.
- Demonstrate the ability to reach conclusions/make arguments across a range of social science topics that are tied to a defensible sifting of appropriate evidence relative to the questions involved.
- Demonstrate an understanding and recognition of the diversity of perspectives, cultural understandings, and ways of thinking that others bring to bear on social science questions.

**Faculty Advisor:****M. VanQuickenborne****425-388-9385****mvanquickenborne@everettcc.edu****PHIL& 101****Introduction to Philosophy****5**

(H,SS,TE) Study of the more important questions that have shaped the development of philosophical thought throughout history. Areas of investigation include: the nature of reality, the nature of knowledge, the nature of personal identity, and the nature of the mind.

**PHIL 110****Social Ethics****5**

(H,SS,TE) Social-ethical study of society focusing on the 'great burning issues of the day.' Students will be encouraged to think for themselves and engage the instructor and one another in dialogue about some of the most controversial disputes of the day. The specific topics covered will vary from year to year.

**PHIL 114****Ethics and Policy in Healthcare I****2**

(H) Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This content is embedded into and taught seamlessly

with the theory content in NURS 110.

Corequisites: NURS 110

Prerequisites: Successful admission into EvCC Nursing Program

**PHIL& 115****Critical Thinking****5**

(H,SS) Focus on analyzing, evaluating, and constructing thought in clear logical fashion, with application to various fields. The criteria to be used when determining truth and falsity will also be examined. The course is a non-symbolic approach to logic and does not fulfill a quantitative skills requirement.

**PHIL& 120****Symbolic Logic****5**

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

Prerequisites: Eligibility for MATH 096 or instructor permission.

**PHIL 125D****Ethics in 21st Century World Cinema****5**

(H,SS) This course is a study of important approaches to moral thought using both philosophical texts and foreign films from the 21st century. Students will become better equipped to understand and critique why individuals from around the world differ in their moral judgments.

**PHIL 150****Philosophy in the Cinema****5**

(H) Discussions of major philosophical questions and theories as they are raised in films from a wide variety of genres, countries, and times. Consists of film presentations, class discussions, short philosophical essays, and student written work in response to these.

**PHIL 214****Ethics and Policy in Healthcare II****1**

(H) Course applies values, ethics, and legal decision-making frameworks and policies to support the well-being of people and groups within the context of the healthcare professions. This content is embedded into and taught seamlessly with the theory content in NURS 210.

Corequisites: NURS 210, NURS 216/NUTR 216

Prerequisites: NURS 130

**PHIL 215****Ethics****5**

(H,SS,TE) Study of some of the more important questions that have shaped the development of moral philosophical thought from ancient times to the present. Students will be encouraged to think for themselves and engage the instructor and one another in dialogue about the most ethically correct course of action in a wide variety of applications. Focus is on understanding why individuals differ in their moral judgments, and the tools needed to continue investigations of ethical issues.

Prerequisites: Eligibility for, or completion of, ENGL& 101

**PHIL 234****Ethics and Policy in Healthcare III****2**

(H) Analyzes and applies values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This content is embedded into and taught seamlessly with the theory content in NURS 230.

Corequisites: NURS 230, NURS 235/PSYC 235

Prerequisites: NURS 220

**PHIL 267****Philosophy of Religion****5**

(H,SS,TE) Philosophical study of religious thought focusing primarily on the religious-philosophical and theological thinking associated with Christianity but not excluding Judaism, Islam, Buddhism or Hinduism.

## PHLEBOTOMY

See Health Sciences

## PHOTOGRAPHY

Photography courses emphasize skill development in digital photography. The program strives to bridge the gap between the academic and the technical as well as the fine art and commercial applications of the medium.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Critique work, verbally and in writing, using the foundational language of the visual arts.
- Describe and interpret, verbally and in writing, their own and other's work in the chosen program of study.
- Demonstrate proficiency in the use of tools, techniques, and processes relevant to the chosen program of study.
- Create a body of work that demonstrates proficiency in the skills and personal creativity within the chosen program of study.
- Integrate knowledge of the chosen program of study with understanding of the social, historical and aesthetic context of artistic work.
- Describe educational and professional opportunities and objectives in the chosen program of study.

**Faculty Advisors:****E. Felsenthal****425-388-9149****efelsenthal@everettcc.edu****N. Jones****425-388-9366****njones@everettcc.edu**

**PHOTO 110**  
**Introduction to Digital Photography** 5  
 (HP) Introductory course in photography. Technical skills covered include DSLR camera operation, Adobe Lightroom processing techniques and output methods. Aesthetic concerns include traditional design and compositional theory. Critique sessions and written assignments encourage development of creative process, visual literacy and critical thinking. Designed for anyone interested in photography, both photo majors and non-majors.

Corequisites: For photo majors: PHOTO 243

**PHOTO 111**  
**Black and White Digital Photography** 5  
 (HP) Introductory course designed for students majoring in photography. Black and white imaging as the basis for learning technical skills including manual DSLR camera operation, RAW exposure, RAW Photoshop workflow, printing and presentation techniques. Aesthetic concerns include traditional design and compositional theory. Group critique sessions and written assignments encourage development of creative process, visual literacy and critical thinking. Required for AFA Photography majors.

Prerequisites: ART 110, GRAPH 172 or instructor permission

**PHOTO 112**  
**Photography III: Creative Explorations** 5  
 Third course in the Basic Photography series. Experimentation with various alternative digital processes as the basis for the study of the aesthetic, perceptual and technical theories of photography, and the exploration of the creative process. Processes may include: Digital Pinhole, Digital Infrared, Scanograms, Scanner as Camera, Use of Alternative Printing Materials, Hand Coloring and Polaroid Transfer, among other possibilities. Group critique sessions offer the opportunity for idea development, interpretation and evaluation of photographic imagery via written and verbal discussion. May be repeated one time for credit.

Prerequisites: PHOTO 110 and PHOTO 111 or instructor permission.

**PHOTO 116**  
**Workshop in Photography** 3  
 (TE) A workshop designed for the study of various techniques and conceptual considerations important to photography. May include traditional or non-traditional picture-making options. Students develop photographic project with instructor and class assistance. Weekly critique sessions focus on aesthetic, conceptual, and technical considerations.

Prerequisites: PHOTO 110 or PHOTO 121 or instructor permission.

**PHOTO 151**  
**Photojournalism I** 5  
 (HP) Editorial and interpretive photography for publication. Composition and photography of people emphasized; spontaneous expressions and true character of subject. Environmental portraits; interaction in people. 35mm equipment is emphasized. Various lenses, process alterations, flash, sports. Working with editors and project deadlines.

Prerequisites: PHOTO 121

**PHOTO 170**  
**College Newspaper Photography** 3  
 Photojournalism for The Clipper, the college newspaper. News, features, sports, and photo-illustration. Page design and layout emphasized. Photographers work collaboratively with student editors, reporters, and co-advisors. Training for initiative and collaborative work. May be repeated two times for credit.

Prerequisites: Instructor permission.

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

Prerequisites: ART 110, GRAPH 172, PHOTO 111, PHOTO 230, and one additional 5-credit PHOTO course, or instructor permission.

**PHOTO 210**  
**Color Theory: Concept and Practice** 5  
 (HP) Introduction to contemporary color theory for photographers. Explores advanced capture techniques and multiple post processing tools for color manipulation. Projects will focus on both creative development and the strengthening of practical skills from concept to presentation. Through group critiques students investigate idea development, cultural and social context, interpretation, and evaluation via verbal discussions and written statements.

Prerequisites: PHOTO 111

**PHOTO 211**  
**Advanced Processes for Digital Photography** 5  
 (HP) Study and application of advanced digital processes. May include but not limited to: digital pinhole photography, image restoration, advanced retouching, advanced masking and compositing methods for correction and creative purposes. Advanced printing techniques and alternative exhibition strategies also explored.

Prerequisites: PHOTO 111 or instructor permission.

**PHOTO 212**  
**Visual Thesis Project** 5  
 (HP) Advanced students develop a body of personal work based on a project proposal, to be publicly exhibited. The process includes a written proposal, the development of the work based on multiple critiques, an oral presentation, several written statements and the production of the work to be formally exhibited.

Prerequisites: PHOTO 111 and five 5-credit EvCC photography courses

**PHOTO 230**  
**History of Photography** 5  
 (H) An overview of the history of photography with attention to aesthetic and cultural context and photography's multiple functions in society. Provides the student with the concepts necessary to effectively view and interpret photographic imagery as both artistic expression and factual report.

**PHOTO 243**  
**Studio Lighting for Photo and Video** 5  
 Study of constant studio lighting and digital camera techniques. Includes digital camera capture and workflow, concepts in studio lighting, subject and spatial manipulation techniques applicable for use with still and/or motion photography. Equipment is provided.

Prerequisites: PHOTO 111 or instructor permission.

**PHOTO 244**  
**Studio Lighting for Portraiture** 5  
 Study of studio and location lighting strategies for use in digital photographic portraiture. Includes strobe and flash systems, traditional and non-traditional portraiture, posing, set design, layout, and directing. Student projects and final body of work may be personal or commercial in nature. Studio strobes, flash systems, digital cameras, meters, and grip equipment provided. May work in black and white, color, or both.

Prerequisites: PHOTO 111

**PHOTO 250**  
**Photography Internship** 2-5  
 Supervised work experience as an intern. May be with a qualified employer or in a project with a private or public agency. Students must have completed most of the required coursework and must obtain a recommendation for internship from their instructor. It is the student's responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Internship can apply once to AFA degree electives. May be repeated two times for credit.

Prerequisites: Instructor permission.

**PHOTO 295**  
**Professional Practices** 5  
 An advanced course designed for students nearing the completion of their academic work in photography. Professional practices, including interviewing, resume preparation, marketing and business practices will be presented and explored. Students assess current work, develop, edit, and design a portfolio, including collaterals that meet contemporary standards of presentation. Lectures and presentation lab exercises, guest presentations, and development of personal style exercises.

Prerequisites: Instructor permission



## PHYSICAL EDUCATION, HEALTH AND WELLNESS

The Physical Education, Health and Wellness (PEHW) program provides students with the opportunity and knowledge to establish and maintain a healthy lifestyle through physical activity. A wide variety of classes are available each quarter. Activity classes are appropriate for beginning through advanced skill and fitness levels. Three credits of activity classes may be applied to the AAS Degree - DTA.

### Fitness Activities -

#### PEHW 100 Beginning Yoga 1-2

(TE) A unique exercise program to improve fitness through development of flexibility, strength, and vitality. Special emphasis on yoga techniques for stress reduction, relaxation, posture and deep breathing. Introduction to visualization and meditation plus yogic diet, lifestyle and philosophy. May be repeated two times for credit.

#### PEHW 101 Intermediate Yoga 1-2

(TE) Progressive training in yoga postures with breath techniques and sequence development. Exploration of yogic diet, lifestyle, meditation and philosophy. Demonstration of greater understanding of yoga and personal practice through teaching yoga within the classroom.

Prerequisites: PEHW 100 or Instructor permission.

#### PEHW 102 Tai Chi 1

(TE) Classical Chinese exercise. It is effortless, rhythmic art stressing slow breathing and relaxed postures and absolute calmness of mind. It promotes health and inner tranquility. May be repeated two times for credit.

#### PEHW 103 Beginning Karate 1-2

(TE) Fundamentals of the martial art of Karate. Basic techniques with a strong emphasis on physical fitness and self-defense. Effectively increases endurance, confidence, coordination and personal strength, both physically and mentally. It is an excellent supplementary sport to increase agility. Strongly recommended for exercise and self-defense for both men and women. May be repeated two times for credit.

#### PEHW 104 Intermediate Karate 1-2

(TE) Intermediate karate is the continuation of Beginning Karate/Self-Defense with emphasis on correct mental attitude, physical fitness, and self-defense. Practice on timing, agility and balance, and preparation of students for the first color belt. May be repeated two times for credit.

Prerequisites: Completion of PEHW 103 or instructor permission.

#### PEHW 105 Advanced Karate 1-2

(TE) Advanced Karate is the continuation of Intermediate Karate with strong emphasis on perfect execution of advanced techniques. Timing, distance, and use of the correct technique at the correct time are stressed. Strong emphasis on physical fitness and protection for men and women. May be repeated two times for credit.

Prerequisites: Completion of PEHW 104 or instructor permission.

#### PEHW 110 International Folk Dance 1-2

(TE) Physical and mental exercise while participating in a variety of international folk and line dances. Basic steps, formations, and dance positions of various international and American folk and line dances. May be repeated two times for credit.

#### PEHW 111 Kick Boxing Aerobics 1-2

(TE) Dynamic low impact aerobic workout combining punches, jabs, and variety of kicks to strengthen upper and lower body. Effectively increases endurance, coordination, strength and balance. May be repeated two times for credit.

#### PEHW 113 Bench Step Aerobics 1-2

(TE) Bench stepping for aerobic conditioning. Exercises for flexibility, strength, cross training, and step combinations, performed on a lightweight platform designed for step training. Bench step aerobics is low impact with high intensity fitness training. May be repeated two times for credit.

#### PEHW 114 Zumba 1-2

(TE) Improve your fitness in aerobic exercise routines set to Latin-infused dance music. Routines feature interval training sessions with fast and slow rhythms and resistance training to help tone and sculpt the body. May be repeated two times for credit.

#### PEHW 116 Cardio Fusion/Core Workout 1-2

(TE) Workout set to music is designed to train various aspects of fitness through activities such as "boot camp," High Intensity Interval Training (HIIT), circuit training, and floor and step aerobics. Stability and BOSU® balls, weights, heavy balls, and flex tubing round out total body conditioning. Emphasis on safe and proper technique and body mechanics. No previous exercise experience is necessary.

#### PEHW 119 Introduction to Strength and Conditioning 1-2

(TE) Designed for students pursuing collegiate athletics or public safety careers. Information will be provided on proper techniques and program design for weight lifting, mobility, stability, speed, and agility. Various types of periodization strategies are introduced. Recommended prerequisite: PEHW 125 or instructor permission.

#### PEHW 120 Circuit Fitness 1-2

(TE) Fast fitness! Circuit fitness develops cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. Improve your fitness in minimum time with maximum benefits. May be repeated two times for credit.

#### PEHW 121 Walk, Jog, Run 1-2

(TE) Walk, jog, and run your way to improved fitness. Correct techniques, basic physiology, and training methods for walking, jogging, and running. May be repeated two times for credit.

#### PEHW 123 Spin Cycling 1-2

(TE) Indoor stationary cycling combines basic cycling movements with motivational coaching and heart rate training to create a great cardiorespiratory workout with no impact. Designed for all fitness levels. May be repeated two times for credit.

#### PEHW 125 Weight Training Level 1 1-2

(TE) Proper resistance training techniques and program design concepts are introduced. Students create personalized workouts based on individual fitness assessments. May be repeated two times for credit.

#### PEHW 126 Weight Training Level 2 1-2

(TE) Proper resistance training techniques and program design concepts are taught in detail, building upon concepts from PEHW 125. Supersets, compound sets, and "The Big Six" movements (squat, bend/deadlift, lunge, push, pull, twist) are introduced. Students create personalized workouts based on individual fitness assessments. Various types of periodization strategies are introduced. May be repeated two times for credit.

Prerequisites: PEHW 125 or instructor permission

#### PEHW 128 Women on Weights 1-2

(TE) Individualized conditioning program for various components of fitness. Strength on the stability ball, free weights, circuits, cardio/step with additional focus on learning principles of fitness to create personalized workouts. Course is open to all students. May be repeated two times for credit.

#### PEHW 143 Ice Skating 1-2

Fundamentals of ice skating including basic skills necessary for competitive or recreational figure skating, ice hockey, or speed skating. Selection, fitting, and care of skating equipment.

## General Physical Education Courses -

**PEHW 201**  
**Emergency Response** 5  
(TE) Provides information and practice necessary for development of personal judgment, first aid knowledge and skills for self-help, help for others, and preparation for emergencies. Includes all levels of CPR. Successful completion of course may lead to American Red Cross "Emergency Response" and "CPR for the Professional Rescuer" certifications.

**PEHW 203**  
**Lifetime Health and Wellness** 5  
(TE) Dimensions of wellness, principles of and training for health-related fitness, the relationship of lifestyle habits to chronic disease, basic nutrition, stress management, and wellness for life.  
Prerequisites: Completion of ENGL 098 with a grade of C or higher, or eligibility for ENGL& 101.

**PEHW 235**  
**Consumer Health** 5  
(TE) Identify reliable sources of health information; differentiate between legitimate and fraudulent nutrition, exercise, weight loss, and health product claims; select appropriate health-care providers, products, and services.  
Prerequisites: Completion of ENGL 098 with grade of C or higher, or eligibility for ENGL& 101.

## Sport Activities -

**PEHW 144**  
**Court Games** 1-2  
(TE) Fundamental techniques, terminology, rules, history, etiquette, and strategies of badminton and pickleball. May be repeated two times for credit.

**PEHW 148**  
**Volleyball** 1-2  
(TE) Practice and development of volleyball skills: serving, passing, setting, and spiking. Rules and court strategy through team play. May be repeated two times for credit.

**PEHW 149**  
**Basketball** 1-2  
(TE) Basketball techniques and skills: dribbling, passing shooting. Practice and development of offensive and defensive strategy through competitive play. May be repeated two times for credit.

**PEHW 150**  
**Soccer** 1-2  
(TE) Designed for students who wish to improve their knowledge and skill in the sport of soccer. Information will be provided on proper techniques and appropriate drills to help develop skills which foster athleticism, speed and agility. Various game strategies and styles of play will be introduced.

## Varsity Sports -

**PEHW 160W**  
**Varsity Volleyball** 2  
(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate volleyball play. May be repeated two times for credit.  
Corequisites: Enrollment in Intercollegiate Volleyball.  
Prerequisites: Instructor permission.

**PEHW 161M**  
**Varsity Soccer** 2  
(TE) Men's Conditioning, skills, rules, and strategy for competitive intercollegiate soccer play. May be repeated two times for credit.  
Corequisites: Enrollment in Intercollegiate Soccer.  
Prerequisites: Instructor permission.

**PEHW 161W**  
**Varsity Soccer** 2  
(TE) Women's Conditioning, skills, rules, and strategy for competitive intercollegiate soccer play. May be repeated two times for credit.

Corequisites: Enrollment in Intercollegiate Soccer.  
Prerequisites: Instructor permission.

**PEHW 162M**  
**Varsity Cross-Country** 2  
(TE) Men's Conditioning, skills, rules and strategies for running competitive, intercollegiate cross-country. May be repeated two times for credit.

Corequisites: Enrollment in Intercollegiate Cross-Country.  
Prerequisites: Instructor permission.

**PEHW 162W**  
**Varsity Cross-Country** 2  
(TE) Women's Conditioning, skills, rules and strategies for running competitive, intercollegiate cross-country. May be repeated two times for credit.

Corequisites: Enrollment in Intercollegiate Cross-Country.  
Prerequisites: Instructor permission.

**PEHW 164W**  
**Varsity Softball** 2  
(TE) Conditioning, skills, rules, and strategy for competitive intercollegiate softball play. May be repeated two times for credit.

Corequisites: Enrollment in Intercollegiate Softball.  
Prerequisites: Instructor permission.

**PEHW 165M**  
**Varsity Baseball** 2  
(TE) Conditioning, skills, rules and strategies for playing competitive, intercollegiate baseball. May be repeated two times for credit.

Corequisites: Enrollment in Intercollegiate Baseball.  
Prerequisites: Instructor permission.

**PEHW 166M**  
**Varsity Track and Field** 2  
(TE) Men's Conditioning, skills, rules, and strategy for competitive intercollegiate Track and Field competition. May be repeated two times for credit.

Prerequisites: Instructor permission.

**PEHW 166W**  
**Varsity Track and Field** 2  
(TE) Women's Conditioning, skills, rules, and strategy for competitive intercollegiate Track and Field competition. May be repeated two times for credit.

Prerequisites: Instructor permission.

## PHYSICAL SCIENCE

See Atmospheric Science, Geology, Oceanography, and Physics

## PHYSICS

Physics courses provide preparation for science, math, pre-medicine and engineering disciplines. These courses satisfy the Natural Science Lab (NS-L) graduation distribution requirement.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate the use of analytical skills in solving scientific problems.
- Demonstrate an understanding of the nature of science and the scientific process.
- Communicate scientific information to others

## Faculty Advisors:

K. Washburn 425-388-9431 kwashburn@everettcc.edu

**Engineering Physics - This series of courses is intended for those who seek to transfer into an Engineering or Physical Science program at a four-year institution. Lectures emphasize problem-solving techniques as applied to concepts from classical physics. Laboratory focuses on developing experimental and analytical techniques that will allow students to complete an independent laboratory research project.**

**PHYS& 231**

**Engineering Physics I Laboratory 1.5**  
 (NS-L) Basic techniques of analysis useful for modeling experimental results and uncertainties. Working effectively as part of a team. Scientific and engineering report writing. Developing independent research skills. Offered concurrently with PHYS& 241; course material does not directly parallel PHYS&241 course material.

Corequisites: PHYS&amp; 241 or instructor permission.

**PHYS& 232**

**Engineering Physics II Laboratory 1.5**  
 (NS-L) Basic techniques of analysis useful for modeling experimental results and uncertainties. Working effectively as part of a team. Scientific and engineering report writing. Developing independent research skills. Offered concurrently with PHYS& 242; course material does not directly parallel PHYS&242 course material.

Corequisites: PHYS&amp; 242 or instructor permission.

**PHYS& 233**

**Engineering Physics III Laboratory 1.5**  
 (NS-L) Development and completion of team-designed experiment(s) utilizing instructor-approved topics. Production of a publication-quality report of results. Offered concurrently with PHYS&243.

Corequisites: PHYS&amp; 243 or instructor permission.

Prerequisites: PHYS 130 or ART 130.

**PHYS& 241**

**Engineering Physics I 4**  
 (NS-L) Mechanics. First quarter of one-year calculus-based sequence (PHYS& 241-243) in classical and modern physics for engineering majors and most science majors planning to transfer. (Formerly PHYS& 221).

Prerequisites: Grade of C or higher in MATH&amp; 151; Grade of C or higher in PHYS&amp; 114 or passing Physics Placement test; Eligibility for ENGL&amp; 101.

**PHYS& 242**

**Engineering Physics II 4**  
 (NS-L) Thermodynamics and Waves. Second quarter of one-year calculus-based sequence (PHYS& 241-243) in classical and modern physics for engineering majors and most science majors planning to transfer. (Formerly PHYS& 222).

Prerequisites: PHYS&amp; 241, MATH&amp; 152.

**PHYS& 243**

**Engineering Physics III 4**  
 (NS-L) Electromagnetism. Third quarter of one-year calculus-based sequence (PHYS& 241-243) in classical and modern physics for engineering majors and most science majors planning to transfer (Formerly PHYS& 223).

Prerequisites: PHYS&amp; 242, and MATH&amp; 153 or MATH&amp; 163.

**General Physics - Laboratory science courses for liberal arts students and those in pre-professional programs not requiring calculus-based physics. Emphasis on historical development, experimental methods, basic problem-solving skills, and relationships between physics and other areas of study.**

**PHYS 102**

**Concepts and Connections 5**  
 (NS-L) Laboratory-based introduction to physics that explores the nature of the universe using classical and modern theories of physics. Emphasizes the historical development of these theories and the scientific method and role of measurement in science. Emphasizes conceptual rather than mathematical understanding of physics.

Prerequisites: Eligibility for ENGL&amp; 101 AND MATH 092 or MATH 096 or MATH 099, or eligibility for MATH&amp; 141 via a math assessment

**PHYS& 114**

**General Physics I 5**  
 (NS-L) First course in a one-year algebra-based General Physics sequence (PHYS& 114-116). Topics include motion, force, momentum and energy.

Prerequisites: Eligibility for ENGL&amp; 101; and completion of (or concurrent enrollment in) MATH&amp; 142 or MATH&amp; 144 or equivalent.

**PHYS& 115**

**General Physics II 5**  
 (NS-L) Second course in a one-year algebra-based General Physics sequence (PHYS& 114-116). Topics include periodic motion, mechanical waves and thermodynamics.

Prerequisites: PHYS&amp; 114, and MATH 138 or MATH&amp; 142 or MATH&amp; 144 or equivalent.

**PHYS& 116**

**General Physics III 5**  
 (NS-L) Third course in a one-year algebra-based General Physics sequence (PHYS& 114-116). Topics include electromagnetism and light. (Formerly PHYS& 123).

Prerequisites: PHYS&amp; 114, and MATH&amp; 142 or MATH&amp; 144, or equivalent.

**PHYS 130**

**Fabrication Skills and Safety 1**  
 Designed to introduce students to the tools used in woodworking and metal fabrication, instruct students in proper use of these tools and safety protocols associated with the tools and a shop in general. This course is a prerequisite for use of tools in the physics/engineering shop and 3-D arts studio.

## POLITICAL SCIENCE

Political science involves the critical study of governing institutions, interest groups, mass media, law, and public policy options with special emphasis on the importance of democratic citizen participation in the following courses: American Government, Introduction to Politics, International Relations, and Politics of Diversity. All political science courses can be counted towards either social science distribution credits or elective credits. Those who earn a degree in political science can pursue a wide variety of careers both in the public and private sectors.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate knowledge of a range of facts, terminology, events, and/or methods that social scientists in various disciplines must possess in order to investigate, analyze or give a history of, or predict human, group, or societal behavior.
- Demonstrate the ability to apply classifications, principles, generalizations, theories, models, and/or structures pertinent to social scientific efforts to organize conceptual knowledge in various fields.
- Demonstrate the ability to reach conclusions/make arguments across a range of social science topics that are tied to a defensible sifting of appropriate evidence relative to the questions involved.

- Demonstrate an understanding and recognition of the diversity of perspectives, cultural understandings, and ways of thinking that others bring to bear on social science questions.

**Faculty Advisor:**

**S. Horn**                      425-388-9394                      [shorn@everettcc.edu](mailto:shorn@everettcc.edu)

**POLS& 101**  
**Introduction to Political Science** 5

(SS) Consideration of fundamental and enduring political questions as addressed by philosophers, novelists, playwrights and essayists, as well as political scientists. What is politics? What difference does it make? How do political systems begin? What is political control? What are the threats to political control? What are the similarities and differences in political systems? How are such systems evaluated? How do they change? Can morality inform politics?

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

**POLS 182**  
**Service Learning** 1-2

Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

**Prerequisites:** Instructor permission.

**POLS& 200**  
**Introduction to Law** 5

(SS) Legal institutions and processes, law as a system of social thought and behavior and a framework in which rival claims are resolved; legal reasoning; law as a process of protecting and facilitating voluntary arrangements in a business environment. Required law course for University of Washington business transfer students.

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

**POLS& 202**  
**American Government** 5

(SS) Introductory analysis of the process by which policy is made at the national level in the United States. Constitutional origins and development; ideology; influence through public opinion and media, parties and elections; interest groups and PACs; policy-making by Congress, Presidency and courts; policies, including civil rights and civil liberties.

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

**POLS& 203**  
**International Relations** 5

(SS) Introductory analysis of relations between and among nation states and other actors in the global system. Nationalism and its expressions; alternatives to nationalism; formulating and implementing foreign policy; instruments of and restraints on power; major global problems; future scenarios.

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

**POLS& 204**  
**Comparative Government** 5

(SS) Introductory comparative analysis of national political systems, including those identified as Western Democratic, Authoritarian and Transitional. Levels of development; ideologies; constitutions; forms of participation; structures of government; policies.

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

**POLS 205**  
**State and Local Politics** 5

(SS) Introductory analysis of the process by which policy is made at the subnational level in the United States. Theory of federalism; principles and practices of American federalism; varieties of state environments and experience; political cultures and constitutions; state governments, local governments and their relationship; problems and policies at state and local levels.

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

**POLS 210D**  
**Politics of Diversity** The 5

(SS,D) Introductory analysis of majority/minority relations in the American experience; the political meaning of majority and minority status; strategies employed by majority to maintain status; strategies employed by groups with minority status to enhance their power, including assimilation, accommodation, separatism, and radicalism; case studies of groups exemplifying these strategies; future prospects for success of these strategies.

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

## PROPERTY MANAGEMENT

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

## PSYCHOLOGY

The science of psychology looks at the complexities of individual human behavior. It is a broad spectrum of science which looks at the individual determinants of behaviors through examining social influences, physiological mechanisms, and cognitive development. The science of psychology helps us understand the individual differences in human behavior as well as the richness and complexities of the human experience.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate knowledge of a range of facts, terminology, events, and/or methods that social scientists in various disciplines must possess in order to investigate, analyze or give a history of, or predict human, group, or societal behavior.
- Demonstrate the ability to apply classifications, principles, generalizations, theories, models, and/or structures pertinent to social scientific efforts to organize conceptual knowledge in various fields.
- Demonstrate the ability to reach conclusions/make arguments across a range of social science topics that are tied to a defensible sifting of appropriate evidence relative to the questions involved.
- Demonstrate an understanding and recognition of the diversity of perspectives, cultural understandings, and ways of thinking that others bring to bear on social science questions.

**Faculty Advisors:**

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**PSYC& 100**  
**General Psychology** 5

(SS) Psychology as a science focusing on five major theoretical perspectives in contemporary psychology: biological, cognitive, humanistic, psychoanalytical and learning. Topics include the nervous system, heredity and maturation, sensory processes, perception and attention, statistical concepts, motivation, emotion, intelligence, learning and remembering, thinking, personality, adjustment, and social and abnormal behavior.

**Prerequisites:** Completion of ENGL 098 with a grade of C or higher, or eligibility for ENGL& 101, or instructor's permission.

**PSYC 125**  
**Psychosocial Issues in Healthcare I** 2  
 (SS) Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This content incorporates knowledge acquired in prerequisites and is embedded into and taught seamlessly with the theory content in NURS 120.

Corequisites: NURS 120, NURS 126/NUTR 126

Prerequisites: NURS 110

**PSYC 150**  
**Psychology and Sociology in the Cinema** 5  
 (SS) Application of major psychological and sociological theories and concepts to understanding human experience and behavior as it is dramatized in selected feature films. Course format consisting of film presentations, class discussion and student written work.

Prerequisites: PSYC& 100 or SOC& 101 or equivalent or concurrent enrollment in one of these classes. Completion of ENGL 098 with a grade of C or higher, or eligibility for ENGL& 101, or instructor permission.

**PSYC 180**  
**Drugs, Behavior and Society** 5  
 (SS) Introduction to psychopharmacology (the study of the effects of drugs on the brain and behavior) and the processes of drug addiction. An overview of drug use historically and in contemporary society from community and biopsychosocial perspectives. Examines strategies for drug abuse prevention/education and intervention approaches. Explores issues surrounding drug use and its relationship to crime, medicalization in our society, and various movements aimed at drugs.

Prerequisites: Eligibility for ENGL& 101, or instructor permission

**PSYC 182**  
**Service Learning** 1-2  
 Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisites: Instructor permission.

**PSYC& 200**  
**Lifespan Psychology** 5  
 (SS) Study of quantitative and qualitative developmental changes that occur throughout the human lifespan. Emphasis on understanding physical, emotional, social and cognitive development.

Prerequisites: PSYC& 100 with a grade of C or higher or instructor permission. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101, or instructor permission.

**PSYC 205**  
**Introduction to Personality** 5  
 (SS) Examination of theoretical approaches to personality, major philosophical positions, experimental methods, and data used in evaluating various personality theories.

Prerequisites: PSYC& 100 with C or higher or SOC& 101 with C or higher, or instructor permission. Completion of ENGL 098 with C or higher or eligibility for ENGL& 101, or instructor permission.

**PSYC 209**  
**Research Methods in the Social Sciences** 5  
 (SS) Overview of the scientific method as used in the social sciences. Major topics include the principles of empirical science, hypothesis generation and testing, research design, data analysis and interpretation, the dissemination of scientific knowledge, and ethical issues in research. Credit cannot be earned in both PSYC 209 and SOC 209.

Prerequisites: Any 100-level Social Sciences course with a grade of C or higher; and ENGL 098 with a grade of C or higher or eligibility for ENGL& 101; and MATH 099 or equivalent with a grade of C or higher, or instructor permission.

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

Prerequisites: PSYC& 100 with a grade of C or higher or instructor permission. Completion of ENGL 098 or ESL 098 or IELP 098 with a grade of C or higher or eligibility for ENGL& 101, or instructor permission.

**PSYC& 220**  
**Abnormal Psychology** 5  
 (SS) Description, development, and dynamics of behavior disorders and personality as related to contemporary conditions of life. Investigation of techniques used or available to modify behavior.

Prerequisites: PSYC& 100 with grade of C or higher or instructor permission. Completion of ENGL 098 with grade of C or higher, or eligibility for ENGL& 101, or instructor permission.

**PSYC 225**  
**Psychosocial Issues in Healthcare II** 2  
 (SS) Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This content incorporates knowledge acquired in prerequisites and is embedded into and taught seamlessly with the theory content in NURS 220.

Corequisites: NURS 220, NURS 226/NUTR 226

Prerequisites: NURS 210

**PSYC 230**  
**Human Cognition, Learning and Motivation** 5  
 (SS) Course aims at establishing enduring links between psychological theory, research, and their classroom applications. The focus of PSYC 230 is on cognitive, motivational, and affective development in children and adolescents. Specifically, this body of knowledge comprises biological, perceptual, cognitive, social, and moral development. Course includes reviews and examinations of contemporary educational trends and their impact on individual learning, the school system, and the community.

Prerequisites: PSYC& 100 with a grade of C or higher and placement in or completion of ENGL& 101, or instructor permission.

**PSYC 235**  
**Psychosocial Issues in Healthcare III** 1  
 (SS) Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This content incorporates knowledge acquired in prerequisites and is embedded into and taught seamlessly with the theory content in NURS 230.

Corequisites: NURS 230, NURS 234/NUTR 234

Prerequisites: NURS 220

**PSYC 240**  
**Social Psychology** 5  
 (SS) Scientific study of the way individuals think, feel and behave in social situations. It applies the scientific method of systematic observation, description, and measurement to the study of individuals in various social situations. Theories and research include person perception, attraction, aggression, altruism, attitudes and attribution. Also offered as SOC 240. Credit may not be earned in both PSYC 240 and SOC 240.

Prerequisites: PSYC& 100 with a grade of C or higher, or SOC& 101 with a grade of C or higher, or instructor permission. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101, or instructor permission.

**PSYC 256****Special Topics: Psychology Seminar**

3-5

Introduction to contemporary or classic psychological topics. Quarter topics will be determined by faculty or student interest/demand. This format allows for interdisciplinary approaches that include the concept of learning communities. Intended to examine in-depth, current or traditional, psychological issues that normally cannot be examined at this level of interaction-participation in large survey courses. May be repeated two times for credit.

**Prerequisites:** Completion of any Social Sciences course at or above 100 with a grade of C or higher, and ENGL& 101; or instructor permission.

**RADIOLOGIC TECHNOLOGY**

EvCC offers courses that prepare students to apply for admission to the Radiologic Technology degree program at Bellingham Technical College. Upon completion of prerequisite courses at EvCC, students who live in the Everett vicinity may apply for admission to a 21-month full-time program in RT, including the specific RT classes and clinicals. Successful completion results in an Associate in Applied Science degree awarded by Bellingham Technical College. Program graduates are eligible to take the national certification exam administered by the American Registry of Radiologic Technologists. This program is a partnership among several community colleges in this region. For more information contact:

Bellingham Technical College, 360-738-3105

EvCC Advising Center, 425-388-9339

**Faculty Advisors:**

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**RUSSIAN**

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/World Languages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

**SCIENCE PROGRAMS**

Science courses provide preparation for a wide range of science, math, pre-medicine, health sciences, technology and engineering disciplines. Most of these courses satisfy either the Natural Science (NS) or Natural Science Lab (NS-L) graduation distribution requirement.

For specific science course offerings, refer to the following catalog headings: Astronomy, Atmospheric Science, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Natural Science, Nutrition, Physics.

**Faculty Advisors:**

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**SOCIOLOGY**

Sociologists explore how social forces shape our everyday lives. Sociology courses provide the skills and knowledge necessary to better understand both local and global social issues. Sociological knowledge is useful for all citizens, and will be especially valuable for students who are planning careers in fields such as human services, medicine, education, law, and business.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Demonstrate knowledge of a range of facts, terminology, events, and/or methods that social scientists in various disciplines must possess in order to investigate, analyze or give a history of, or predict human, group, or societal behavior.
- Demonstrate the ability to apply classifications, principles, generalizations, theories, models, and/or structures, pertinent to social scientific efforts to organize conceptual knowledge in various fields.

- Demonstrate the ability to reach conclusions/make arguments across a range of social science topics that are tied to a defensible sifting of appropriate evidence relative to the questions involved.
- Demonstrate an understanding and recognition of the diversity of perspectives, cultural understandings, and ways of thinking that others bring to bear on social sciences.

**Faculty Advisor:**

**O. Marquez** 425-388-9342 [omarquez@everettcc.edu](mailto:omarquez@everettcc.edu)

**SOC& 101****Introduction to Sociology**

5

(SS) Study of society. General survey of cultural and social systems and their relationship to the lives of individuals.

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

**SOC 150****Psychology and Sociology in the Cinema**

5

(SS) Application of major psychological and sociological theories and concepts to understanding human experience and behavior as it is dramatized in selected feature films. Course format consists of film presentations, class discussion and student written work. Credit may not be earned in both SOC 150 and PSYC 150.

**Prerequisites:** SOC& 101 or PSYC& 100 or equivalent or concurrent enrollment in one of these classes. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

**SOC 160****Gender and Society**

5

(SS) Exploration of the impact of gender roles on people's lives. Historical and cultural differences in gender roles. Changes in family and work roles, and movements for equality.

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

**SOC 170D****Introduction to Power and Privilege**

5

(D,H,SS) Introductory survey of the individual and institutional issues of power and privilege in the United States. Explores historical, structural, and institutional biases, responses, behaviors, and practices that impact individuals and groups. Analysis of the ways that race, gender, sexuality, socio-economic status, ability, and religion influence the dominant U.S. culture, as well as the ways that individuals and groups have challenged and resisted these norms in search of a just society.

**Prerequisites:** Eligibility for ENGL& 101

**SOC 182****Service Learning**

1-2

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

**Prerequisites:** Completion of ENGL 098 with grade of C or higher or eligibility for ENGL& 101 and instructor permission.

**SOC& 201****Social Problems**

5

(SS) Analysis of structural factors contributing to various social problems. Study of theoretical, historical and practical models to resolve these problems.

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

**SOC 209**  
**Research Methods in the Social Sciences** 5  
 (SS) This course will provide an overview of the scientific method as used in the social sciences. Major topics include the principles of empirical science, hypothesis generation and testing, research design, data analysis and interpretation, the dissemination of scientific knowledge, and ethical issues in research. Credit cannot be earned in both PSYC 209 and SOC 209.

**Prerequisites:** Any 100-level Social Sciences course with a grade of C or higher; and ENGL 098 with a grade of C or higher or eligibility for ENGL& 101; and MATH 099 with a C or higher or skills assessment at MATH 100 or higher level or instructor permission.

**SOC 220D**  
**The Family** 5  
 (SS,D) Analysis of the family as a social institution utilizing cross-cultural, historical, and contemporary perspectives. Examination of the changing conceptions of family, emergent norms, family crises, and the effects of public policy.

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

**SOC 230**  
**Human Ecology** 5  
 (SS) Examination of world environmental crises from a sociological perspective; exploration of shifting cultural paradigms concerning humans' relation to nature; study of population, technology, consumption of resources, and possibilities for reducing our impact on the planet.

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

**SOC 233**  
**Sociology of Nonviolence** 5  
 (SS) Explores the social and political foundations of nonviolence in a variety of social institutions and settings: interpersonal, community, national and international. Discussion of secular and religious approaches to nonviolence for both individual and society; exploration of the relationship of social ideals like peace to other social goals such as justice, security, and freedom; and research into various social and political movements based in theories of nonviolence.

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

**SOC 240**  
**Social Psychology** 5  
 (SS) Social psychology is the scientific study of the way individuals think, feel and behave in social situations. It applies the scientific method of systematic observation, description, and measurement to the study of individuals in various social situations. Theories and research include person perception, attraction, aggression, altruism, attitudes and attribution. Also offered as PSYC 240. Credit may not be earned in both SOC 240 and PSYC 240.

**Prerequisites:** SOC& 101 or PSYC& 100. Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

**SOC 248**  
**Women, Religion and Society** 5  
 (H,SS) Survey of the roles, beliefs, attitudes and practices related to women's spiritual lives in the major world religions and several of the indigenous traditions. Also offered as HUM 248. Credit may not be earned in both HUM 248 and SOC 248.

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

**SOC 255D**  
**Medicine across Cultures** 5  
 (SS,D) Cross-cultural analysis of the environmental, historical, biological and cultural contributions to illness and health. Also offered as ANTH 255D. Credit may not be earned in both SOC 255D and ANTH 255D. Writing assignments represent a significant component of coursework.

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

**SOC 257**  
**Sociology of Religion** 5  
 (SS) Explores the social foundation of religious experience and institutions. Discussion of the various approaches to the sociological study of religion for both the individual and society; the role of religion in social conflict, social control and social change; and the social construction of religious beliefs and institutions. A variety of religious perspectives will be explored, including the world religions, the shamanic traditions and new religious movements.

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

## SPANISH

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## SPEECH

See Communication Studies

## SWAHILI

See World Languages

Don't see the language you're looking for? Please visit [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

## TECHNICAL DESIGN (CAD)

See Engineering Technology

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

**Faculty Advisors:**

**D. Primacio** 425-267-0160 [dprimacio@everettcc.edu](mailto:dprimacio@everettcc.edu)

## THEATRE

See Drama

## TRANSITIONAL STUDIES

EvCC's Transitional Studies Division helps students improve their basic skills, upgrade job skills, and prepare for college-level courses. Classes are offered in the day and evening, both on- and off-campus. Students can take classes to finish high school, earn a GED, learn to speak English, and learn basic reading, writing, and math skills.

All students must take a placement test to determine what level they need to begin their studies. Orientation and registration information is available through the Transitional Studies Division Office, Rainier Hall 227, 425-388-9339.

<b>N. Benedetti</b>	425-388-9377	<a href="mailto:nbenedetti@everettcc.edu">nbenedetti@everettcc.edu</a>
<b>J. Bruemmer</b>	425-388-9295	<a href="mailto:jbruemmer@everettcc.edu">jbruemmer@everettcc.edu</a>
<b>C. Dahl</b>	425-388-9018	<a href="mailto:sdahl@everettcc.edu">sdahl@everettcc.edu</a>
<b>R. Escoto</b>	425-259-8944	<a href="mailto:rescoto@everettcc.edu">rescoto@everettcc.edu</a>
<b>J. Jennings</b>	425-259-8745	<a href="mailto:jjennings@everettcc.edu">jjennings@everettcc.edu</a>
<b>S. Moore</b>	425-388-9138	<a href="mailto:shrmoore@everettcc.edu">shrmoore@everettcc.edu</a>
<b>O. Mustafa</b>	425-388-9017	<a href="mailto:omustafa@everettcc.edu">omustafa@everettcc.edu</a>

**ELA 010**

**ELA Level 1 Communications** 10

First level of communications for non-native speakers. Focus on listening, speaking, reading, writing and computational skills necessary for transition to college and employment.

**Prerequisites:** Instructor Permission

<b>ELA 020</b> <b>ELA Level 2 Communications</b>	<b>1-10</b>
Continuation of ELA 010. English Language Acquisition skills designed to prepare the student for transitions to college and employability.	
Prerequisites: Instructor Permission.	
<b>ELA 030</b> <b>ELA Level 3 Communications</b>	<b>1-10</b>
Continuation of ELA 020. English Language Acquisition skills designed to prepare the student for transitions to college and employability.	
Prerequisites: Instructor Permission.	
<b>ELA 034</b> <b>ELA Reading</b>	<b>5</b>
Designed to improve academic reading skills for non-native speakers of English. Focus on mastery of reading vital information for daily living skills in our community, using resources to build skills, and basic reading strategies.	
Prerequisites: Eligibility for ELA 030	
<b>TS 011</b> <b>Educational Interview</b>	<b>1-3</b>
A learner-focused course designed to orient students to the ABE/HSC program and other resources and services. Course will appraise students on their current abilities in reading, writing and math, backgrounds, and interests. Course will review goals and create a plan of action to meet those goals.	
<b>TS 031</b> <b>Reading High School US History I</b>	<b>5</b>
Analysis of important themes in American social and political history from Revolutionary America to the Civil War. Development of academic literacy including evaluation of content, examining points of view and text analysis.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 032</b> <b>Reading American Government and Civics</b>	<b>5</b>
Emphasis of this class on the critical role of American citizenship through discussion of the Constitution and the Bill of Rights. Students will read, write, listen speak and think critically about how our government operates and their rights and responsibilities as citizens.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 033</b> <b>Reading High School US History II</b>	<b>5</b>
Analysis of important themes in American social and political history from Reconstruction to the 20th Century. Development of academic literacy including evaluation of content, examining points of view, and text analysis.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 034</b> <b>Reading Washington State History</b>	<b>5</b>
Integrated reading, writing, listening, speaking, and critical thinking focusing on Washington State History through multicultural perspectives. Students will examine Washington's social, cultural, economic, geographical and political history as well as explore current State issues. Focus on analytical reading of primary and secondary sources.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 035</b> <b>Reading Contemporary World Issues I</b>	<b>5</b>
Theme-based reading course focusing on analysis of contemporary issues in a global community. Development of literary response techniques and critical thinking through reading, listening, speaking and collaborative activities. Requirements may include independent and/or group research projects and community activities.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 036</b> <b>High School Contemporary Problems II</b>	<b>5</b>
Theme-based reading course focusing on analysis of contemporary issues in a global community. Development of literary response techniques and critical thinking through reading, listening, speaking and collaborative activities. Requirements may include independent and/or group research projects and community activities.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 044</b> <b>Basic ELA Computer Skills</b>	<b>5</b>
This course is designed for ELA students who need basic introductory computer and keyboarding skills. Emphasis is on basic computer skills and learning strategies to help students transition to the college-level classes or workplace. No prior computer experience is necessary; recommended for student who are new to computers and hesitant about using technology in a learning environment.	
Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.	
<b>TS 050</b> <b>Basic Math Skills I</b>	<b>5</b>
Whole number operations; understanding of benchmark fractions and decimals; order of operations; recall and use mathematical procedures such as basic estimating, counting, sorting, ordering, and grouping.	
Prerequisites: Assessment or instructor permission.	
<b>TS 051</b> <b>Physical Science I</b>	<b>5</b>
Basic development of two of the four core ideas in the physical sciences: structure and properties of matter; chemical reactions. Analysis of scientific methods and critical thinking. Integrated activities and completion of a science project are required.	
<b>TS 052</b> <b>Physical Science II</b>	<b>5</b>
Basic development of two the four core ideas in the physical sciences: forces and interactions; and energy. Analysis of scientific methods and critical thinking. Integrated activities and completion of a science project are required.	
<b>TS 053</b> <b>Life Science I</b>	<b>5</b>
Basic development of two of the five core ideas in the life sciences: structures and function; inheritance and variation of traits. Analysis of scientific methods and critical thinking. Integrated activities and completion of a science project are required.	
<b>TS 054</b> <b>Life Science II</b>	<b>5</b>
Basic development of three of the five core ideas in the life sciences: matter and energy in organisms and ecosystems; interdependent relationships in ecosystems; natural selection and evolution. Analysis of scientific methods and critical thinking. Integrated activities and completion of a science project are required.	
<b>TS 055</b> <b>Earth and Space Science I</b>	<b>5</b>
Basic terminology and themes in the earth sciences, including the analysis of scientific methods and critical thinking. Integrated lab activities and completion of a science project are required.	
<b>TS 056</b> <b>Earth and Space Science II</b>	<b>5</b>
Basic terminology and themes in the space sciences, including the analysis of scientific methods and critical thinking. Integrated lab activities and completion of a science project are required.	
<b>TS 060</b> <b>Basic Math Skills II</b>	<b>5</b>
Fractions, decimals, proportions; order of operations; evaluation and simplification of algebraic expressions with whole numbers; solving algebraic equations with whole numbers.	
Prerequisites: TS 050 or assessment or instructor permission.	



**TS 064**  
**Reading and Computer Essentials** 3-5  
 Reading, listening and computer skills designed to introduce students to the academic classroom. Focus on personal, social, cognitive and knowledge-building framework for reading. Computer emphasis is on basic computer skills and learning strategies.

Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.

**TS 066**  
**Basic Academic Computer Skills** 5  
 Designed for students who need introductory computer, technology and keyboarding skills. Emphasis is on basic computer skills and learning strategies to help students transition to college-level classes. No prior computer experience is necessary; recommended for students who are new to computers and hesitant about using technology in a learning environment.

**TS 070**  
**Preparation for Algebra** 5  
 Proportions and percents; integers; order of operations; evaluation and simplification of algebraic expressions; solving algebraic equations with fractions, decimals and integers.

Prerequisites: TS 060 or assessment or instructor permission.

**TS 074**  
**Introduction to Study Skills and College Navigation** 5  
 Focus on college preparation, reading for meaning and information, and study skills. This course is designed for the student who is returning to school or is seeking ways to survive in college. Identify learning styles, manage time, utilize student support services, read textbooks, take notes and tests, and use library and EvCC webpage resources. Major and career options will be explored and FAFSA will be introduced.

Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.

**TS 076**  
**Mathematical Literacy** 5  
 Review of basic concepts in mathematics focusing on real-world applications and conceptual understanding. Topics include: prime factorizations; operations on rational numbers; evaluation of algebraic expressions; ratios, proportions, and percentages; reading graphical interpretations of data; plotting graphs; writing linear relationships using algebra. Equivalent to MATH 076 and HSC 076. Credit cannot be earned in both TS 076 and either MATH 076 or HSC 076.

Prerequisites: Eligibility for HSC 076 or TS 076 or MATH 076 via a math assessment OR permission of a math instructor.

**TS 077**  
**Introduction to Writing** 5  
 Introduction to writing through developing knowledge of grammar, usage and sentence structure. Students learn to organize ideas logically, express opinions and provide supporting ideas. Students learn how to provide a concluding statement, do a short research project and take notes on information they have gathered. Students participate in class and small group discussions and explore further education opportunities.

Prerequisites: Transitional Studies orientation and CASAS testing placement, completion of ELA 030 with a grade of C or better, or instructors permission

**TS 078**  
**Introduction to Algebra Part I** 5  
 Application of rational numbers, exponents; order of operations; evaluation and simplification of algebraic expressions; solving algebraic equations.

Prerequisites: TS 070 or assessment or instructor permission.

**TS 079**  
**Introduction to Algebra Part II** 5  
 Application of rational numbers, exponents, scientific notation and radicals; order of operations; evaluation and simplification of algebraic expressions; solving algebraic equations.

Prerequisites: Completion of TS 078 or instructor permission.

**TS 080**  
**Introduction to Algebra** 5  
 Application of rational numbers, exponents, scientific notation and radicals; order of operations; evaluation and simplification of algebraic expressions using rational numbers; solving algebraic equations using rational numbers.

Prerequisites: TS 070 or assessment or instructor permission

**TS 081**  
**Geometry I** 5  
 A basic introduction to the following concepts: congruence, proof, and constructions; similarity and trigonometry; extending to three dimensions.

Prerequisites: TS 080 or Math 080 or via an assessment or instructor permission.

**TS 082**  
**Geometry II** 5  
 Basic introduction to the following concepts: connecting algebra and geometry through coordinates; circles with and without coordinates; application of probability.

Prerequisites: TS 081 or instructor permission.

**TS 084**  
**Introduction to College Reading** 3-5  
 Designed to improve students' reading knowledge, skills and abilities in order to prepare for college courses that require reading. Emphasis on reading using metacognitive processes, preparing for and taking part in discussion groups, and building fluency and vocabulary. Equivalent to DEVED 084. Credit cannot be earned in both TS 084 and DEVED 084.

Prerequisites: Completion of TS 074 with a C or higher or placement by a Transitional Studies instructor.

**TS 086**  
**Essentials of Intermediate Algebra** 5  
 Introductory course in mathematical reasoning, focusing on real-world applications and conceptual understanding. Topics include ratios and percentages, linear models, quadratic applications, algebraic manipulation, statistical measures of center, and geometry. Equivalent to TS 086 and HSC 086. Credit cannot be earned in both MATH 086 and either TS 086 or HSC 086.

Prerequisites: TS/MATH 076 (or equivalent) with a C (2.0) or better OR eligibility for TS/MATH 086 via a math assessment OR permission of a math or TS instructor.

**TS 087**  
**Writing Structure and Academic Planning** 5  
 Development of grammar, punctuation and sentence style skills including compound and complex sentences. Development of a portfolio of current and past personal, employment, and educational experiences in order to create an academic plan for future quarters, finish needed credentials, and transition to college or vocational programs.

Prerequisites: Transitional Studies orientation and CASAS testing or instructor permission.

**TS 089**  
**Elementary and Intermediate Algebra Part I** 5  
 First quarter of a three quarter sequence covering topics from beginning and intermediate algebra for qualified students who need to review and extend their algebra skills. Topics include linear equations and inequalities with applications, graphing lines, systems of linear equations and applications, absolute value equations and inequalities, line equations, integer exponents, polynomial operations and factoring, and solving polynomial equations by factoring.

Prerequisites: TS 076 or MATH 076 or TS 080 or MATH 080 or eligibility for TS 086 via a math assessment; OR instructor permission.

**TS 090**  
**Elementary and Intermediate Algebra I Part II** 5  
 Second quarter of a three quarter sequence covering topics from beginning and intermediate algebra for qualified students who need to review and extend their algebra skills. Topics include linear equations and inequalities with applications, graphing lines, systems of linear equations and applications, absolute value equations and inequalities, line equations, integer exponents, polynomial operations and factoring, and solving polynomial equations by factoring.

Prerequisites: TS 089 OR instructor permission

**TS 091**  
**Elementary and Intermediate Algebra I** 5  
 First quarter of a two quarter sequence covering topics from beginning and intermediate algebra for qualified students who need to review and extend their algebra skills. Topics include linear equations and inequalities with applications, graphing lines, systems of linear equations and applications, absolute value equations and inequalities, line equations, integer exponents, polynomial operations and factoring, and solving polynomial equations by factoring.

**Prerequisites:** TS 076 or MATH 076 or TS 080 or MATH 080 or eligibility for TS 086 via a math assessment; OR instructor permission.

**TS 094**  
**Introduction to Academic Reading Literature** 3-5  
 Reading to advance comprehension, critical thinking and vocabulary skills as well as enhance confidence in preparation for reading college literature assignments. Focus on reading longer works of both fiction and non-fiction with a multicultural perspective. Students will engage in the group process as they discuss different texts.

**TS 095**  
**Prior Learning Experience** 3  
 Students will assess, with the assistance of instructor, their current academic abilities and needed level of competencies in reading, writing, and math in order to develop a portfolio with future academic and career plans. At the end of the course, students will have completed a plan that details the remaining requirements towards their adult high school diploma or equivalent certificate.

**Prerequisites:** Instructor Permission

**TS 096**  
**Transitional Computer Skills** 5  
 This course is designed for students who need basic computer confidence and skill building. Emphasis is on basic computer skills and learning strategies to help students succeed in college-level classes. No prior computer experience is necessary; recommended for students who are new to computers and hesitant about today's technology as used in college classrooms.

**Prerequisites:** Transitional Studies orientation and eligibility for TS 087 or higher or instructor permission.

**TS 097**  
**Introduction to College Paragraphs** 5  
 Prepares students for college writing, including advanced grammar and sentence styles and the paragraph structure. Introduces information literacy, research skills, and group projects. Equivalent to ENGL 097 and HSC 097. Credit cannot be earned in both TS 097 and either ENGL 097 or HSC 097.

**Prerequisites:** Transitional Studies orientation and CASAS testing or instructor permission.

**TS 098**  
**Introduction to College Essays** 5  
 Prepares students for college writing, including formal academic writing styles and the essay structure. Introduces information literacy, research skills, and documentation styles in order to transition successfully to college level classes. Equivalent to ENGL 098 and HSC 098. Credit cannot be earned in both TS 098 and either ENGL 098 or HSC 098.

**Prerequisites:** Transitional Studies orientation and CASAS testing or instructor permission.

**TS 099**  
**Academic Support Modules** 1-5  
 Academic Support Module courses offer 1-5 credit modules in pre-college level reading, learning strategies, study skills support, and basic computer technology for academic success in college classes. Designed for all students needing or desiring extra learning strategies, reading skills, and study skills support in their college courses.

**Prerequisites:** Transitional Studies orientation and CASAS testing or instructor permission.

## WELDING AND FABRICATION

The Welding Program is designed to meet the expanding needs of the many occupations that utilize welding and fabrication. The welding department provides a balanced course of study including both hands-on learning experiences, technical information and general education courses. Students have the option to choose a course of study that best fits their needs:

(1) preparation for a career in welding with welding certification through the Washington

Association of Building Officials and a certificate from Everett Community College; (2) an Associate in Technical Arts degree for those who want to achieve additional welding related goals; (3) welding related skills and information for advancement in their current occupation. Each student will need to purchase about \$200 worth of equipment during the training period.

In addition to the Student Core Learning Outcomes, the Program Specific Outcomes include:

- Build skills toward industry standards.
- Build skills toward State and National welding certifications.
- Work as an effective and dependable team member as well as independently.
- Demonstrate safe work habits that reflect concern and care for self, others and the environment.
- Develop the skills necessary to secure employment.

**Faculty Advisor:**

<b>K. Fulton</b>	425-388-9447	kfulton@everettcc.edu
<b>J. Speicher</b>	425-388-9964	jspeicher@everettcc.edu
<b>R. White</b>		rwhite@everettcc.edu

**WELD 075**  
**Welding Pre-Employment Skills** 5 to 12

Fundamentals and techniques used in basic gas metal arc welding (GMAW) and shielded metal arc welding (SMAW) for students with limited English proficiency and or limited Math proficiency depending on current demand. Course is designed to meet the basic entry level welding competency requirements of local business and industry, obtain an entry level W.A.B.O. (Washington Association of Building Officials) Structural Steel Welding Certification and to develop communication skills and or math skills that are closely related to job performance. May be repeated two times for credit.

**Prerequisites:** Instructor permission.

**WELD 100**  
**Preparation for Success in Industry** 5

An introduction to standards, processes and operational procedures of the industrial and manufacturing trades. Introduction to employer industry soft-skill standards through classroom activities. Student assessment of common industry requirements for logic and communication used in industry. Individuals will gain the ability to locate and use resources for success at AMTEC. Expectations of welding industry and its relationship to the advanced manufacturing fields in composites, engineering tech, precision machining, mechatronics/robotics. Students will develop academic, personal skills and attitudes that promote success in a college environment.

**WELD 101**  
**Introduction to Welding** 5

Introduction to welding including safety, set-up and operation of tools and equipment common to fabrication shop, common metallurgical terms, alloying elements used in the production of carbon steels and their effects.

**Prerequisites:** MFG T 100 or concurrent enrollment in MFG T 100, or instructor permission

**WELD 111**  
**Basic Layout** 2

Includes baseline radial, cylindrical and triangulation layout techniques used to develop flat pattern, pipe intersections and conical shapes. Basic lofting techniques covering the use of base line, radial and flat pattern triangulation common to the sheet metal fabrication and the HVAC industries. May be repeated two times for credit.

**Prerequisites:** Instructor permission.

**WELD 150**  
**Blueprint Reading for Industry** 5

Comprehensive overview of engineering drawings, lines and symbols as applied to the machine and fabrication trades rather than construction. Study of basic lines of a blueprint, three-view, isometric and orthographic drawings, and welding symbols and their interpretation. Course also includes identification of structural shapes, thread patterns and fasteners common to the metal trades industry. May be repeated one time for credit.

<b>WELD 151</b>	
<b>Carbon Steel Metallurgy for the Trades</b>	<b>3</b>
Metallurgical terms as applied to carbon steels. Properties of metals, phase changes, melting and solidification rates, weld bead metallurgy, and heat affected zones. Alloying elements, their effects on weld material and the distortion of materials due to thermal conditions. An introduction to flame straightening techniques completes the course.	
<b>WELD 152</b>	
<b>Welding Base Materials: Processes and Procedures</b>	<b>3</b>
Covers base material classification systems and identification systems including S.A.E. (Society of Automotive Engineers), A.S.T.M. (American Society of Testing and Materials), and A.W.S. (American Welding Society). Also includes the study of common welding processes, power supplies and the reading, writing and interpretation of welding procedures. May be repeated one time for credit.	
<b>WELD 153</b>	
<b>Non-Ferrous Metallurgy for the Trades</b>	<b>3</b>
Basic metallurgy of stainless steels and aluminum. Material designation systems, filler metal selection and designation, welding procedures common to non-ferrous metals.	
<b>WELD 154</b>	
<b>Industrial Safety for the Metal Trades</b>	<b>2</b>
Personal conduct and professional expectations of welding personnel in a plant setting. Application of the standards of the Occupational Safety and Health Act to compressed gas cylinders, power and hand tools and general shop procedures. Interpretation of Safety Data Sheets. Procedures for proper setup and use of welders. Procedures and proper use of metal forming equipment.	
<b>WELD 155</b>	
<b>Heat Treatment of Ferrous and Non-Ferrous Metals</b>	<b>2</b>
Introduction to heat treat equipment, cryogenic equipment, safety protocols for the lab and analyzing results of various heat treatments on ferrous and non-ferrous metals. WELD 151 and/or WELD 153 recommended.	
<b>WELD 190</b>	
<b>Oxyacetylene Welding and Cutting</b>	<b>5</b>
Principles and techniques of oxy-acetylene welding and brazing and oxy-fuel flame cutting to develop solid entry level skills required by industry. Class includes set-up and use of hand and machine torches for straight line, curved line and bevel cuts, use of hand held rosebud heating tips and an introduction to hand held plasma cutting. May be repeated one time for credit.	
<b>WELD 191</b>	
<b>Basic Arc Welding</b>	<b>5</b>
The principles and techniques of basic manual Shielded Metal Arc Welding using E 6010 and or E 6011 electrodes to make fillet welds and open root welds acceptable to industry standards in the flat, horizontal, vertical and overhead positions. May be repeated twice for credit.	
<b>WELD 192</b>	
<b>Advanced ARC Welding</b>	<b>5</b>
The principles and techniques of manual Shielded Metal Arc Welding using E 7018 electrodes to produce fillet, and groove welds in all positions acceptable to industry standards in the flat, horizontal, vertical and overhead positions. Development of skills to the level required for code standards and certification.	
<b>WELD 193</b>	
<b>Basic Pipe Welding</b>	<b>5</b>
Principles and techniques of pipe welding using Shielded Metal Arc Welding and or Gas Tungsten Arc Welding. Class includes joint preparation, filler metal selection as applied to the 2G, 5G and 6G welding positions and building skills toward the AWS D1.1 Standard.	
<b>WELD 194</b>	
<b>Gas Tungsten Arc Welding</b>	<b>5</b>
Fundamentals and techniques used in the Gas Tungsten Arc Welding process. Course includes set-up and adjustment of the GTAW equipment for use with steel, stainless steel and aluminum. Identifying proper filler metals and shielding gasses for use with steel, stainless steel and aluminum. Welding of fillet, butt and groove welds in the flat, horizontal, vertical and overhead positions to the Washington Association of Building Officials Standard 27-13. Can be repeated two times for credit.	

<b>WELD 195</b>	
<b>Gas Metal Arc Welding</b>	<b>5</b>
Principles and techniques of the Gas Metal Arc Welding process on steel, stainless steel and aluminum. Course will include set-up and adjustment of the GMAW equipment for short arc, spray transfer and pulse spray transfer methods. Welding of fillet, butt and groove welds in the flat, horizontal, vertical and overhead positions to the American Welding Society D1.1 Standard. Build skills necessary for industry certification including Washington Association of Building Officials State welding certification.	
<b>WELD 195I</b>	
<b>Gas Metal Arc/Flux Core Arc Welding</b>	<b>5</b>
Principles and techniques of the Gas Metal Arc Welding process on steel, stainless steel and aluminum. Course will include set-up and adjustment of the GMAW equipment for short arc, spray transfer and pulse spray transfer methods. Welding of fillet, butt and groove welds in the flat, horizontal, vertical and overhead positions to the American Welding Society D1.1 Standard. Build skills necessary for industry certification including Washington Association of Building Officials State welding certification. May be repeated two times for credit.	
<b>Prerequisites: Instructor permission.</b>	
<b>WELD 196</b>	
<b>Flux Core Arc Welding</b>	<b>5</b>
Principles and techniques of Flux-cored Arc Welding (FCAW) processes on mild steel. Shop safety and set-up and adjustment of equipment. Multiple-pass and groove welds in flat, horizontal, vertical and overhead positions. Development of the skills required for American Welding Society (AWS) D1.1 and /or Washington Association of Building Officials (WABO) 27-13 S standard qualification tests in all positions. May be repeated twice for credit.	
<b>WELD 210</b>	
<b>Heavy Plate Fabrication</b>	<b>5</b>
Principles and techniques used in plate fabrication. Class is geared toward the Marine Construction Industry and will include terms, tools and techniques common to ship building. Students will work in teams, from blueprints, to fabricate a small ship hull sections with the use of standard lay-out practices, overhead crane and the set-up and operation of 120 ton hydraulic press brake to fabricate parts. May be repeated one time for credit.	
<b>WELD 211</b>	
<b>Sheet Metal Fabrication</b>	<b>5</b>
Procedures and methods of basic sheet metal fabrication. Students plan and produce a variety of projects from prints and drawings utilizing flat pattern lay-out, measuring, bending sequences, spot welding, and the use of hand tools, pan brake, finger brake, roll forms and punches and notching equipment. May be repeated one time for credit.	
<b>WELD 212</b>	
<b>Pipefitting and Pipe Systems Fabrication</b>	<b>5</b>
Presents basic pipefitting methods, tools, terms and techniques. Identification of pipe schedules, fitting types and valve types. Working in teams and from blueprints students will fabricate various pipe systems and manifolds using bolted flange connections, welded sections and threaded sections. May be repeated one time for credit.	
<b>WELD 213</b>	
<b>Practical Fabrication and Advanced Welding Techniques</b>	<b>5</b>
Sequences and methods of structural steel fabrication and assembly. Identification of structural shapes and their uses. Working from blueprints and or drawings students will plan, fabricate and join various structural shapes and formed parts into a completed project. Student will apply the techniques of out of position welding where vision and accessibility are limited. Proper demonstration of confined space entry, work techniques, and exit are a part of this class. May be repeated one time for credit.	
<b>WELD 214</b>	
<b>Sub Arc Welding</b>	<b>2</b>
The components, safety, set up, and operation of the sub arc welding system. Identify the wires and fluxes common to the sub arc process and the selection of the proper wires and fluxes as applied to different base materials. The use of sub arc process to weld various thicknesses of plate and pre-fabricated pipe sections.	
<b>Prerequisites: WELD 195/196, WELD 210, or instructor permission.</b>	

**WELD 215**  
**Press Brake Operation** 3  
 The safety, set up, and basic operations of press brake operations. This will include flat pattern lay-out, calculations of bend stretch allowances, bending sequences, forming of multiple bend parts, bump rolling pipe sections and proper choice of various bending dies. The course will also include basic maintenance and adjustments of our 120 ton hydraulic press brake.

Prerequisites: WELD 195/196, WELD 210, or instructor permission.

**WELD 216**  
**Advanced TIG Welding** 3  
 This course is intended for those who already possess strong basic TIG skills. Advanced TIG welding techniques used in specialized manufacturing such as Aero Space and the Nuclear Industry. Safety, set up and adjustment of water cooled TIG torches. Gas lens selection and use. Set up and use of purge blocks and purge systems. Identification and selection of various tungsten and shielding gasses common to specialized TIG processes. Stainless Steel plate welding in the 3G position and Stainless Steel pipe welding in the 6G position on 2", 3" and 4" pipe. Industry Certification from the Washington Association of Building Officials (W.A.B.O.) is a primary focus of this course.

Prerequisites: WELD 194 or instructor permission.

**WELD 217**  
**Aerospace Sheet Metal Fabrication** 5  
 Procedures and methods of basic sheet metal fabrication with a special focus on the aerospace industry. Students plan and produce a variety of projects from prints and drawings utilizing flat pattern lay-out, measuring, bending sequences, spot welding, and the use of hand tools, pan brake, finger brake, roll forms and punches and notching equipment. Special emphasis on aerospace sector, tools, equipment, common uses, production parts, quality control techniques and industry tolerances. May be repeated one time for credit.

**WELD 225**  
**Welding Skills Building 1** 2  
 Designed for the student who is seeking practice time prior to taking a state welding certification test or for the student seeking to improve current welding skills through additional lab time. May be repeated two times for credit.

Prerequisites: Instructor permission.

**WELD 226**  
**Welding Skills Building 2** 2  
 Designed for the student who is seeking practice time prior to taking a state welding certification test or for the student seeking to improve current welding skills through additional lab time to meet current industry standards. May be repeated two times for credit.

Prerequisites: WELD 225 or instructor permission

**WELD 285**  
**Computer Numeric Controlled (CNC) Plasma Cutting** 5  
 Programming and use of computerized cutting system using AutoCAD. May be repeated one time for credit.

**WELD 286**  
**Aerospace CNC Plasma Cutting** 5  
 Programming and use of the computerized cutting system using AutoCad with a special focus on the aerospace industry. Special emphasis on aerospace sector, tools, equipment, common uses, production parts, quality control techniques and industry tolerances. May be repeated one time for credit.

**WELD 287**  
**CNC Waterjet Cutting** 5  
 This course serves as an introduction to the waterjet cutting process. Students will program the machine based on CAD drawings and learn the setup, adjustments and operation of the CNC waterjet table on a variety of materials including ferrous and non-ferrous metals and carbon fiber composites.

Prerequisites: WELD 285 or WELD 286 or Instructor Permission.

**WELD 288**  
**Aerospace CNC Plasma Cutting 2** 5  
 Additional programming and use of the computerized cutting system using AutoCad with a special focus on the aerospace industry. Special emphasis on aerospace sector, tools, equipment, common uses, production parts, quality control techniques and industry tolerances to meet current industry standards. May be repeated one time for credit.

Prerequisites: WELD 286 or instructor permission

**WELD 291**  
**Basic Arc Welding 2** 5  
 The principles and techniques of additional basic manual Shielded Metal Arc Welding using E 6010 and or E 6011 electrodes to make fillet welds and open root welds acceptable to industry standards in the flat, horizontal, vertical and overhead positions. May be repeated two times for credit.

Prerequisites: WELD 191 or instructor permission

**WELD 292**  
**Advanced Arc Welding 2** 5  
 Principles and techniques of additional advanced manual Shielded Metal Arc Welding using E 7018 electrodes to produce fillet, and groove welds in all positions acceptable to industry standards in the flat, horizontal, vertical and overhead positions. Development of skills to the level required for code standards and certification. May be repeated two times for credit.

Prerequisites: WELD 192 or instructor permission

**WELD 294**  
**Gas Tungsten Arc Welding 2** 5  
 Additional fundamentals and techniques used in the Gas Tungsten Arc Welding process. Course includes set-up and adjustment of the GTAW equipment for use with steel, stainless steel and aluminum. Identifying proper filler metals and shielding gasses for use with steel, stainless steel and aluminum. Welding of fillet, butt and groove welds in the flat, horizontal, vertical and overhead positions to the Washington Association of Building Officials Standard 27-13. May be repeated two times for credit.

Prerequisites: WELD 194 or instructor permission

**WELD 295I**  
**Work Experience Internship** 2-5  
 Provides students with a safe, supervised work environment to apply their welding and fabrication skills, fostering professional growth and self-confidence in the welding industry. May be repeated one time for credit.

Prerequisites: Instructor permission.

**WELD 296**  
**Flux Core Arc Welding 2** 5  
 Designed to help students develop additional skills necessary to weld with the FCAW processes and pass an AWS D1.1 and/or a WABO 27-13 Standard Qualification test in all positions. Class will cover safety as applied to the FCAW processes; set-up and adjustment of equipment; multiple pass welds in the flat, horizontal, vertical and overhead positions; and groove welds in the flat, horizontal, vertical and overhead positions to meet current industry standards. Class is primarily a hands-on lab totaling 100 hours.

Prerequisites: WELD 196 or instructor permission

**WELD 297**  
**Work Experience Internship 2** 2-5  
 Provides students with a safe, supervised work environment to apply their additional welding and fabrication skills, fostering professional growth and self-confidence in the welding industry to meet current industry standards. May be repeated one time for credit.

Prerequisites: WELD 295 and instructor permission

## WORLD LANGUAGES

Don't see the language you're looking for? Please visit our web-page at [EverettCC.edu/WorldLanguages](http://EverettCC.edu/WorldLanguages) for a list of language courses offered at EvCC and at our 5-Star Consortium member colleges.

The World Languages Department currently offers transferable courses in the ten different languages listed below to develop the global competencies needed by educated citizens

who want to succeed in the 21st century. We also offer short and long-term study abroad programs to Germany, Japan, Mexico, Spain and other countries. For further information, contact the appropriate language advisor.

**Placement Tests:** Students with previous knowledge of Chinese, French, German, Russian, or Spanish should take the new online placement test at <https://www.perpetualworks.com> and a \$10 fee applies. For the other languages offered, contact the instructor listed in the course schedule for appropriate placement.

In addition to the Core Learning Outcomes, the Program Specific Outcomes include:

- **Communication:** demonstrate listening, speaking reading and writing skills
- **Cultures:** demonstrate an understanding of traditions, customs and beliefs related to the target language
- **Connections:** link information about the target language and cultures to other disciplines
- **Comparisons:** compare and contrast language and cultural concepts with one's own language and culture
- **Communities:** interact with native speakers, both locally and globally, and gain a world perspective

**Faculty Advisors:**

**E. Dinter** 425-388-9465 [edinter@everettcc.edu](mailto:edinter@everettcc.edu)  
**V. Martin** 425-388-9375 [vmartin@everettcc.edu](mailto:vmartin@everettcc.edu)

**American Sign Language - American Sign Language (ASL& 121, 122, 123; 221, 222, 223) may be used to fulfill the foreign language requirement at some colleges and universities. NOTE: These courses do not prepare a person to function in the role of an interpreter.**

**ASL& 121**  
**American Sign Language I** 5  
 (H,TE) Beginning sequence of three courses in American Sign Language (ASL), a visual and gestural language used by Deaf people. These courses are intended to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Introduction to the history and culture of those who identify themselves as Deaf. The focus of each of these courses is ASL, its constructions, use and value to the Deaf community. These courses will encourage small and large group activities with exposure to Deaf culture.

**ASL& 122**  
**American Sign Language II** 5  
 (H,TE) Second course of beginning sequence in American Sign Language (ASL), a visual and gestural language used by Deaf people. These courses are intended to introduce students to the grammar and vocabulary of ASL while focusing on beginning conversational skills. Introduction to the history and culture of those who identify themselves as Deaf. The focus of each of these courses is ASL, and its construction, use and value to the Deaf community. These courses will encourage small and large group activities with exposure to Deaf culture.

**Prerequisites:** ASL& 121, placement test or instructor permission.

**ASL& 123**  
**American Sign Language III** 5  
 (H,TE) Third course of beginning sequence in American Sign Language (ASL), a visual and gestural language used by Deaf people. These courses are intended to introduce students to the grammar and vocabulary of ASL which focusing on beginning conversational skills. Introduction to the history and culture of those who identify themselves as Deaf. The focus of each of these courses is ASL, and its construction, use and value to the Deaf community. These courses will encourage small and large group activities with exposure to Deaf culture.

**Prerequisites:** ASL& 122, placement test or instructor permission.

**ASL& 221**  
**American Sign Language IV** 5  
 (H,TE) Continuation of ASL& 121, 122, 123. Sequence of three courses at the intermediate level focusing on developing ASL fluency. Focus on the ability to narrate events that occurred in the past, make suggestions and requests, talk about life events, describe weekend activities, ask about nationality and family names and narrate family immigration history.

**Prerequisites:** ASL& 123, placement test or instructor permission.

**ASL& 222**  
**American Sign Language V** 5  
 (H,TE) Continuation of ASL& 121, 122, 123. Second course in sequence at the intermediate level focusing on developing ASL fluency. Focus on the ability to narrate events that occurred in the past, make suggestions and requests, talk about life events, describe weekend activities, ask about nationality and family names and narrate family immigration history.

**Prerequisites:** ASL& 221, placement test or instructor permission.

**ASL& 223**  
**American Sign Language VI** 5  
 (H,TE) Continuation of ASL& 121, 122, 123. Third course in sequence at the intermediate level focusing on developing ASL fluency. Focus on the ability to narrate events that occurred in the past, make suggestions and requests, talk about life events, describe weekend activities, ask about nationality and family names and narrate family immigration history.

**Prerequisites:** ASL& 222, placement test or instructor permission.

**Arabic (Modern Standard) -**

**ARAB 121**  
**Arabic I** 5  
 (H) First course in a sequence of three courses to practice fundamental elements of Arabic pronunciation, grammar and culture in the context of practical conversational Arabic. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**ARAB 122**  
**Arabic II** 5  
 (H) Second course in a sequence of three to practice fundamental elements of Arabic pronunciation, grammar and culture in the context of practical conversational Arabic. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**Prerequisites:** ARAB 121 or instructor permission.

**ARAB 123**  
**Arabic III** 5  
 (H) Last course in a sequence of three to practice fundamental elements of Arabic pronunciation, grammar and culture in the context of practical conversational Arabic. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**Prerequisites:** ARAB 122 or instructor permission.

**Chinese (Mandarin) -**

**CHIN& 121**  
**Chinese I** 5  
 (H) Beginning sequence of courses to practice functional elements of Chinese pronunciation, grammar and culture in the context of practical conversational Chinese. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**CHIN& 122**  
**Chinese II** 5  
 (H) Beginning sequence of courses to practice functional elements of Chinese pronunciation, grammar and culture in the context of practical conversational Chinese. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**Prerequisites:** CHIN& 121, placement test or instructor permission.

**CHIN& 123**  
**Chinese III** 5  
 (H) Beginning sequence of courses to practice functional elements of Chinese pronunciation, grammar and culture in the context of practical conversational Chinese. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: CHIN& 122, placement test or instructor permission.

## French -

**FRCH& 121**  
**French I** 5  
 (H) First in a sequence of courses to practice functional elements of French pronunciation, grammar and culture in the context of practical conversational French. Listening, reading and writing to communicate in a logical, natural, and personalized way.

**FRCH& 122**  
**French II** 5  
 (H) Second in a sequence of courses to practice functional elements of French pronunciation, grammar and culture in the context of practical conversational French. Listening, reading and writing to communicate in a logical, natural, and personalized way.

Prerequisites: FRCH& 121, placement test or instructor permission.

**FRCH& 123**  
**French III** 5  
 (H) Third in a sequence of courses to practice functional elements of French pronunciation, grammar and culture in the context of practical conversational French. Listening, reading and writing to communicate in a logical, natural, and personalized way.

Prerequisites: FRCH& 122, placement test or instructor permission.

**FRCH& 221**  
**French IV** 5  
 (H) Continuation of FRCH& 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: FRCH& 123, placement test or instructor permission.

**FRCH& 222**  
**French V** 5  
 (H) Continuation of FRCH& 221. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: FRCH& 221, placement test or instructor permission.

**FRCH& 223**  
**French VI** 5  
 (H) Continuation of FRCH& 222. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: FRCH& 222, placement test or instructor permission.

## German -

**GERM 190**  
**Student Exchange to Germany** 5  
 (TE) This cultural exchange program to Germany offers students an opportunity for a three-week home-stay with a German family. Course activities will include visits to a German school, tours of cultural and historical sites, a close-up look at aspects of the German economy, media, and popular culture, as well as geography and politics.

Prerequisites: Instructor permission.

**GERM& 121**  
**German I** 5  
 (H) First in a sequence of courses to practice functional elements of German pronunciation, grammar and culture in the context of practical conversational German. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**GERM& 122**  
**German II** 5  
 (H) Second in a sequence of courses to practice functional elements of German pronunciation, grammar and culture in the context of practical conversational German. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: GERM& 121, placement test or instructor's permission.

**GERM& 123**  
**German III** 5  
 (H) Third in a sequence of courses to practice functional elements of German pronunciation, grammar and culture in the context of practical conversational German. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: GERM& 122, placement test or instructor's permission.

**GERM& 221**  
**German IV** 5  
 (H) Continuation of GERM& 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: GERM& 123, placement test or instructor permission.

**GERM& 222**  
**German V** 5  
 (H) Continuation of GERM& 221. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: GERM& 221, placement test or instructor permission.

**GERM& 223**  
**German VI** 5  
 (H) Continuation of GERM& 222. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: GERM& 222, placement test or instructor permission.

## Italian -

**ITAL 111**  
**Conversational Italian I** 1-3  
 First course in beginning sequence of oral communication courses designed to accompany ITAL 121, 122, and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Completion of or concurrent enrollment in ITAL 121 or instructor permission.

**ITAL 112**  
**Conversational Italian II** 1-3  
 Second course in beginning sequence of oral communication courses designed to accompany ITAL 121, 122, and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Completion of or concurrent enrollment in ITAL 122 or instructor permission.

**ITAL 113**  
**Conversational Italian III** 1-3  
 Third course in beginning sequence of oral communication courses designed to accompany ITAL 121, 122, and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Completion of or concurrent enrollment in ITAL 123 or instructor permission.

**ITAL 121**  
**Italian I** 5  
 (H) First in a sequence of courses to practice functional elements of Italian pronunciation, grammar and culture in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**ITAL 122**  
**Italian II** 5  
 (H) Second course in a sequence to practice functional elements of Italian pronunciation, grammar and culture in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: ITAL 121 or instructor permission.

**ITAL 123**  
**Italian III** 5  
 (H) Third course in a sequence to practice functional elements of Italian pronunciation, grammar and culture in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: ITAL 122 or instructor permission.

## Japanese -

**JAPN& 121**  
**Japanese I** 5  
 (H) Beginning sequence of courses to practice functional elements of Japanese pronunciation, grammar, vocabulary, and sentence patterns in the context of practical conversational Japanese with correct understanding of cultural and social background. The Japanese writing system is taught from early stage to provide total experience of the language.

**JAPN& 122**  
**Japanese II** 5  
 (H) Beginning sequence of courses to practice functional elements of Japanese pronunciation, grammar, vocabulary, and sentence patterns in the context of practical conversational Japanese with correct understanding of cultural and social background. The Japanese writing system is taught from early stage to provide total experience of the language.

Prerequisites: JAPN& 121 or instructor permission.

**JAPN& 123**  
**Japanese III** 5  
 (H) Beginning sequence of courses to practice functional elements of Japanese pronunciation, grammar, vocabulary, and sentence patterns in the context of practical conversational Japanese with correct understanding of cultural and social background. The Japanese writing system is taught from early stage to provide total experience of the language.

Prerequisites: JAPN& 122 or instructor permission.

**JAPN 199A**  
**Japanese I: Review** 1  
 Additional grammar and practice review that accompanies JAPN& 121 (Intensive Japanese I class) taught only during summer quarter. This course is highly recommended to be taken concurrently with Japanese I.

**JAPN 199B**  
**Japanese II: Review** 1  
 Additional grammar and practice review that accompanies JAPN& 122 (Intensive Japanese II class) taught only during summer quarter. This course is highly recommended to be taken concurrently with Japanese II.

**JAPN 199C**  
**Japanese III: Review** 1  
 Additional grammar and practice review that accompanies JAPN& 123 (Intensive Japanese III class) taught only during summer quarter. This course is highly recommended to be taken concurrently with Japanese III.

**JAPN& 221**  
**Japanese IV** 5  
 (H) Continuation of JAPN& 123. Acquisition of listening, speaking, reading and writing skills through a variety of activities to handle common situations. Reading and writing of essays, diaries, and stories.

Prerequisites: JAPN& 123 or instructor permission.

**JAPN& 222**  
**Japanese V** 5  
 (H) Continuation of JAPN& 221. Acquisition of listening, speaking, reading and writing skills through a variety of activities to handle common situations. Reading and writing of essays, diaries, and stories.

Prerequisites: JAPN& 221 or instructor permission.

**JAPN& 223**  
**Japanese VI** 5  
 (H) Continuation of JAPN& 222. Acquisition of listening, speaking, reading and writing skills through a variety of activities to handle common situations. Reading and writing of essays, diaries, and stories.

Prerequisites: JAPN& 222 or instructor permission.

## Russian -

**RUSS& 121**  
**Russian I** 5  
 (H) Beginning sequence of courses to practice functional elements of Russian pronunciation, grammar and culture in the context of practical conversational Russian. Listening, speaking, reading, and writing to communicate in Russian in a logical, natural, and personalized way.

**RUSS& 122**  
**Russian II** 5  
 (H) Second in a sequence of courses to practice functional elements of Russian pronunciation, grammar and culture in the context of practical conversational Russian. Listening, speaking, reading, and writing to communicate in Russian in a logical, natural, and personalized way.

Prerequisites: RUSS& 121, placement test or instructor permission.

**RUSS& 123**  
**Russian III** 5  
 (H) Third in a sequence of courses to practice functional elements of Russian pronunciation, grammar and culture in the context of practical conversational Russian. Listening, speaking, reading, and writing to communicate in Russian in a logical, natural, and personalized way.

Prerequisites: RUSS& 122, placement test or instructor permission.

**RUSS& 221**  
**Russian IV** 5  
 (H) Continuation of RUSS& 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: RUSS& 123, placement test or instructor permission.

**RUSS& 222**  
**Russian V** 5  
 (H) Continuation of RUSS& 221. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: RUSS& 221, placement test or instructor permission.

**RUSS& 223**  
**Russian VI** 5  
 (H) Continuation of RUSS& 222. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: RUSS& 222, placement test or instructor permission.

## Spanish -

**SPAN 101A**  
**Elementary Spanish I Part A** 3  
 (H) Equivalent to the first half of SPAN& 121. Slower-paced study of functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**SPAN 101B**  
**Elementary Spanish I Part B** 2  
 (H) Equivalent to the second half of SPAN& 121. Slower-paced study of functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: SPAN 101A, Spanish placement test or instructor permission.

**SPAN 111**  
**Conversational Spanish I** 2  
 First in a sequence of oral communication courses designed to accompany SPAN& 121, 122 and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Concurrent enrollment in SPAN& 121 or SPAN 101B.

**SPAN 112**  
**Conversational Spanish II** 2  
 Second in a sequence of oral communication courses designed to accompany SPAN& 121, 122 and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Concurrent enrollment in SPAN& 122.

**SPAN 113**  
**Conversational Spanish III** 2  
 Third in a sequence of oral communication courses designed to accompany SPAN& 121, 122 and 123. Emphasis on oral skills with practice and reinforcement of pronunciation, grammar and conversational patterns.

Prerequisites: Concurrent enrollment in SPAN& 123.

**SPAN& 121**  
**Spanish I** 5  
 (H) First in a sequence of courses to practice functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

**SPAN& 122**  
**Spanish II** 5  
 (H) Second in a sequence of courses to practice functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: SPAN& 121, placement test or instructor permission.

**SPAN& 123**  
**Spanish III** 5  
 (H) Third in a sequence of courses to practice functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way.

Prerequisites: SPAN& 122, placement test or instructor permission.

**SPAN 182**  
**Service Learning** 1-2  
 Service Learning combines the opportunity of volunteerism with academic applications of social, economic, and political issues important to the local community. Provides for real-life application of language skills and knowledge that extends learning beyond the classroom and into the community. May be repeated up to six credits.

Prerequisites: Instructor permission.

**SPAN 199A**  
**Spanish I: Review** 1  
 Additional grammar and practice review that accompanies SPAN& 121 (Intensive Spanish I class) taught only during summer quarter. This course is highly recommended to be taken concurrently with Spanish I.

**SPAN 199B**  
**Spanish II: Review** 1  
 Additional grammar and practice review that accompanies SPAN& 122 (Intensive Spanish II class) taught only during summer quarter. This course is highly recommended to be taken concurrently with Spanish II.

**SPAN 199C**  
**Spanish III: Review** 1  
 Additional grammar and practice review that accompanies SPAN& 123 (Intensive Spanish III class) taught only during summer quarter. This course is highly recommended to be taken concurrently with Spanish III.

**SPAN& 221**  
**Spanish IV** 5  
 (H) Continuation of SPAN& 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: SPAN& 123, placement test or instructor permission.

**SPAN& 222**  
**Spanish V** 5  
 (H) Continuation of SPAN& 221. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: SPAN& 221, placement test or instructor permission.

**SPAN& 223**  
**Spanish VI** 5  
 (H) Continuation of SPAN& 222. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings and discussions.

Prerequisites: SPAN& 222, placement test or instructor permission.

**Swahili - Development of communication and cultural appreciation in Swahili through basic listening, speaking and reading skills. Participation in forms of Swahili art presentations.**

**SWA 121**  
**Swahili I** 5  
 (H) First in a series of courses to attain functional elements of the Swahili language. Through a variety of activities, students develop communicative functionality in listening, speaking, reading and writing in Swahili. The emphasis is on dialogues, art, role-plays, individual and group presentations, and the use of audiovisual and web-based resources. Swahili culture and African culture in general are important components of the courses.

**SWA 122**  
**Swahili II** 5  
 (H) Second in a series of courses to attain functional elements of the Swahili language. Through a variety of activities, students develop communicative functionality in listening, speaking, reading and writing in Swahili. The emphasis is on dialogues, art, role-plays, individual and group presentations, and the use of audiovisual and web-based resources. Swahili culture and African culture in general are important components of the courses.

Prerequisites: SWA 121, placement test or instructor permission

**SWA 123**  
**Swahili III** 5  
 (H) Third in a series of courses to attain functional elements of the Swahili language. Through a variety of activities, students develop communicative functionality in listening, speaking, reading and writing in Swahili. The emphasis is on dialogues, art, role-plays, individual and group presentations, and the use of audiovisual and web-based resources. Swahili culture and African culture in general are important components of the courses.

Prerequisites: SWA 122, placement test or instructor permission



## FACULTY

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### **Ackerman, Ken (2017)**

Mechatronics/Industrial Maintenance  
 A.T.A., Everett Community College  
 B.A., Central Washington University  
 B.S., University of Washington

### **Adolphsen, Elizabeth L. (1999)**

Medical Assisting  
 A.T.A., Everett Community College  
 B.A., California State University, Chico

### **Alexander, Raylene (2018)**

Avionics

### **Aubrey, Keith (1998)**

English  
 A.A., Spokane Falls Community College  
 B.A., M.F.A., Eastern Washington University

### **Ballaru, Prathyusha (2015)**

Health Science  
 M.S. California State  
 B.D.S. Bapuji Dental College

### **Barnes, Michelle (2014)**

Early Childhood Education  
 B.S., Western Washington University  
 M.A., Northeastern University  
 M.Ed., Lesley University  
 E.D., Northwestern University

### **Beebe, Jennifer (2010)**

Developmental English  
 B.A., M.F.A., University of Washington

### **Benedetti, Nina F. (2002)**

High School Completion  
 A.A., College of the Canyons  
 B.A., M.Ed., Seattle University

### **Berkley, Linda D. (2006)**

Arts  
 B.F.A. Tufts University  
 4th and 5th Year Diploma, School of the Museum of Fine Arts, Boston  
 M.F.A., University of Arizona

### **Bertoldi, Robert X. (2000)**

Public Services Librarian  
 B.A., Western Washington University  
 M.A., University of Washington  
 M.S., Florida State University

### **Boeckl, Maximiliane (2014)**

Chemistry  
 B.S., Colorado State University  
 Ph.D., University of Washington

### **Boyd, Kristi (2015)**

Nursing, RN, MSN  
 B.A. Linfield College  
 B.S.N., University of Washington  
 M.N., University of Washington

### **Brackett, Anne M. (2004)**

Chemistry  
 B.A., Scripps College  
 M.S., University of Washington

### **Brown, Diane J. (2008)**

Psychology  
 B.A., University of Washington  
 M.A., University of Northern Iowa  
 Ed.D., Boston University

### **Cahan, Andrea (2012)**

Mathematics  
 B.S., Western Washington University  
 M.A., City University

### **Cain, Jessica (2015)**

College Success  
 B.A., Walla Walla College  
 M.S.W., Western Washington University

### **Casperson, Jennifer (2015)**

Nursing, RN, CPN  
 B.S.N., Seattle University  
 M.S.N., Northwest Nazarene University

### **Casson, Debbie (2015)**

Mathematics  
 M.Ed., Princeton Theological Seminary

### **Chase, Darin (2019)**

Advanced Manufacturing  
 South Seattle College

### **Clarke, Cynthia (2000)**

Anthropology  
 A.A., Southwestern Oregon Community College  
 B.A., B.S., Oregon State University  
 M.S., University of Oregon  
 Ph.D., University of Hawaii

### **Connelly, Marie (2015)**

Business  
 B.A., University of Puget Sound  
 M.B.A., University of Washington

### **Craft, Kevin (1996)**

English  
 B.A., University of Maryland  
 M.F.A., University of Washington  
 Language Proficiency Certificate, Université de Perpignan

### **Crowther, Gregory (2018)**

Biology  
 B.A., Williams College  
 Ph.D., University of Washington

### **Dahl, C. Shawn (2001)**

Basic Skills  
 B.A., Western Washington University  
 M.Ed., Western Washington University

### **Davis, Richard W., Jr. (1976)**

English  
 B.A., M.A., Brigham Young University

### **DePuente, Vanessa**

Nursing, Med/Surg  
 ADN, Everett Community College  
 BSN, MN University of Washington

### **Dooley, Frederick (2017)**

Biology  
 B.A., B.S., Ph.D., University of Washington

### **Edwards, Jessica (2014)**

English  
 B.A., University of West Florida  
 M.S., Florida State University  
 M.F.A., Georgia College & State University

### **El Radie, Eihab (2018)**

Computer Science  
 B.S. Islamic University of Gaza  
 M.S. North Dakota State University

### **Eppley, Mark (2013)**

Accounting  
 B.S., Central Washington University  
 M.R.E., George Washington University

### **Escoto, Rachel (2015)**

IELP/ESL  
 B.S., University of Maryland  
 M.A., University of Illinois, Urbana-Champaign

### **Felsenthal, Ellen (2000)**

Photography  
 B.A., B.F.A., University of Texas  
 M.F.A., University of Washington

**Fennell, Jeff (2017)**

Biology  
 M.S., Montana State University  
 B.S., University of Washington

**Fester, Rene F. (1999)**

Biology  
 B.A., Boston University  
 M.S., Ph.D., University of Washington

**Fuentes, Matthew (2012)**

Engineering  
 B.S., M.S. University of Tennessee

**Fulton, Karl (2017)**

Welding  
 A.T.A., Everett Community College

**Goodhope, Jeanie (1989)**

Media Librarian  
 B.A., Mills College  
 M.L.S., University of Washington

**Goyal, Rashi (2019)**

Computer Science  
 B. Tech, Banasthali University  
 M.S., Washington State University

**Graber, Joe (2012)**

Engineering  
 B.S., M.S. University of Washington

**Grupp, Steven R. (1999)**

Geosciences  
 A.S., Los Angeles Pierce College  
 B.S., California State University, Northridge  
 M.S., Colorado School of Mines

**Gungor-Munoz, Gokce (2015)**

Psychology  
 B.A., M.A., Bogazici University  
 Ph. D. University of Kansas

**Hamburg, Rhonda (2015)**

Health Science  
 A.T.A. Skagit Valley College  
 Certificate in Medical Assistant, Skagit Valley College  
 Certificate in Phlebotomy, Skagit Valley College

**Harker, Dana (2018)**

English  
 B.A. M.A., Idaho State University

**Hedgpeth, Jacalyn (1995)**

Biology  
 B.S., M.S., University of Oregon

**Heinke, Lonnie (2016)**

Computer Science  
 M.S., California State University, Chico  
 B.S., California State University, Chico

**Horn, Steven (2004)**

Political Science  
 B.A., California State University, Sacramento  
 M.A., San Diego State University  
 M.A., Ph.D., University of Southern California

**Houston, Wendy R. (1999)**

Mathematics  
 B.A., Bowdoin College  
 M.A., University of Montana

**Hu, Dongwa (2000)**

Economics  
 B.A., College of Economics and Management, Beijing, China  
 M.A., Western Michigan University

**Hugo, Alys (2014)**

Mathematics  
 B.S., Gonzaga University  
 M.S., University of Washington

**Jaramillo, Diana (2015)**

College Success  
 B.A., USC, Los Angeles  
 M.S. Miami University

**Jennings, Jennifer (2015)**

ESL  
 B.A., University of Willamette  
 M.A., University of Warwick

**Jipson, Kristina (2018)**

English  
 B.A., University of Colorado  
 M.F.A., Columbia University School of the Arts  
 Ph.D., University of Notre Dame

**Jones, Nancy Ellen (2014)**

Photography  
 B.A., Franklin Pierce College  
 M.F.A. Tufts University

**Killingstad, Christopher (2002)**

Mathematics  
 B.S., University of Washington  
 M.S., Western Washington University

**Kneifel, Kathy (1988)**

Business Technology  
 B.A., Central Washington University

**Kontulis, Mark (1999)**

Chemistry  
 B.A., Bowdoin College  
 M.S., University of Washington

**Krock, Paula (2019)**

Early Childhood Education  
 B.A. Western Washington University  
 M.Ed. Grand Canyon University

**Kuwada, Brett G. (2007)**

Psychology  
 B.A., Western Washington University  
 M.A., Psy.D., Argosy University

**Le, Marianne D. (1999)**

Public Services Librarian  
 B.S., University of Washington  
 M.S.I., University of Michigan

**Lee, Thomas (1998)**

Art  
 B.A., State University of New York  
 M.F.A., The Ohio State University

**Lepper, Sandra M. (1998)**

Art  
 B.F.A., University of California, Santa Barbara  
 M.Ed., Western Washington University

**Lerback, Dale (2014)**

Aviation  
 B.A., Colorado Technical University

**Linton, Karen (2015)**

Mathematics  
 Ph.D. Vanderbilt University

**Lothyan, Kimberly (2018)**

Business  
 B.S., Brigham Young University  
 M.B.A., Western Washington University

**Lyste, Kerry (2002)**

Geography  
 A.A., Shoreline Community College  
 B.A., University of Washington  
 M.S., Western Washington University

**Malone, Christine (2010)**

Health Sciences  
 B.S., Henry Cogswell College  
 M. HA., University of Washington

**Markovich, Theresa (1988)**

Business Technology  
 B.S., Montana State University  
 M. Ed., University of Washington

**Marquez, Omar (2015)**

Sociology  
 B.A., Loyola University  
 M. Ed., University of Illinois

**Martin, Earl E. (1990)**

Counselor/Human Development  
 A.A., Highline Community College  
 B.A., B.S., M.S., Central Washington University  
 Ed.D., University of Washington

**Martin, Vidal (1993)**

World Languages  
 B.A., M.A., Université De Nantes

**Masinelli, Ryan (2019)**

Information Technology  
 A.T.S Everett Community College

**McLean, Gail (2012)**

Nursing  
 B.A., Seattle Pacific University  
 M.N., University of Washington

**Mohn, Shay (2015)**

Aviation  
 B.S., Embry-Riddle Aeronautical University

**Moore, Sharon (2015)**

Adult Basic Education/ESL  
 B.A., Central Washington University  
 M.Ed., American Intercontinental University

**Muñoz, Lynne M. (1996)**

Business Technology  
 A.A., Shoreline Community College  
 B.A., M.Ed., Western Washington University

**Murphy, Mark (1988)**

Communication Studies  
 A.A., Clark College  
 B.A., M.A., Western Washington University

**Murphy, Tara (2019)**

Cosmetology  
 Gene Juarez Academy of Beauty

**Mustafa, Omar (2001)**

English as a Second Language  
 B.A., B.S., M.A.T., Gonzaga University  
 TESL Certificate, Portland State University

**Myers, Gina (1994)**

Counselor Human Development  
 B.A. (2), Western Washington University  
 B.A., University of Washington  
 M.Ed., Seattle University

**Nanfito, Jacob (2019)**

Transitional Studies  
 B.A. Washington State University  
 M.Ed. University of Missouri

**Neovins, Michael A. (2008)**

Developmental Education  
 Mathematics  
 B.S., Western Washington University  
 M.S., Eastern Washington University

**Newlin, Gary (2000)**

English  
 B.A., Seattle Pacific College  
 M.A., J.D., University of Virginia

**Olson, Jennifer (2019)**

Biology, Ocean Research College  
 Academy  
 B. S., Seattle Pacific University  
 M.S. Western Washington University

**Patching, Michael (2014)**

Manufacturing Technology  
 B.S., Utah Valley University

**Paull, Terry (2015)**

College Success  
 A.A.S., Everett Community College  
 B.A., M.Ed., Western Washington University

**Peterson, Beth (2000)**

Theatre  
 B.S., M.A., Oregon State University  
 M.F.A., University of Texas

**Powell, Steven. M. (2006)**

Chemistry  
 B.S., Kansas State University  
 M.S., University of Washington

**Prabhakar, Renuka (2016)**

Engineering  
 B.S., University of Washington  
 M.S., University of Washington

**Primacio, David (2014)**

Engineering Technology

**Reed, Bill (2002)**

Accounting  
 A.S., Dyersburg State Community College  
 B.S., Union University  
 M.B.A., Western Washington University  
 C.P.A., State of Washington and State of Tennessee  
 C.G.M.A., American Institute of Certified Public Accountants (AICPA)  
 C.F.E., Association of Certified Fraud Examiners  
 C.I.C.A., Institute for Internal Controls  
 C.H.C., Association for Financial Counseling and Planning Education  
 P.I.State of Washington

**Ripper, Jason T. (2001)**

History  
 A.A., Yakima Valley Community College  
 B.A., M.A., Western Washington University

**Samaniego, Amber (2019)**

Health Sciences  
 A.T.A. Everett Community College  
 B.S., South Seattle College

**Saxton, Joseph (2019)**

Economics  
 B.A., University of California, Riverside  
 M.A., University of California, Riverside

**Schuetze, Tracy (2017)**

Cosmetology  
 Cosmetology & Esthetics, Gary Manuel Aveda Institute

**Schwab, Kerri K. (2007)**

Transitional Studies  
 B.A., Washington State University  
 M.Ed., Lesley College

**Searle, Joshua C. (1999)**

English, Ocean Research College Academy (ORCA)  
 B.A., University of Washington  
 M.i.T., Seattle University

**Serven, Jed (2013)**

Physics  
 B.S., Ph.D., Washington State University

**Serven, Lijiao (2019)**

Transitional Studies  
 B.A., Liaoning University of  
 Technology  
 M.A., University of Idaho

**Sharpe, Hannah (2018)**

Nursing  
 B.S., M.S., Western Governors  
 University

**Shen, Phebe Y. (2003)**

English  
 B.A., University of California,  
 Berkeley  
 M.A., University of Washington

**Shirley, Susan (2020)**

Nursing  
 B.S., Western Governors University  
 M.S., Western Governors  
 University

**Sickles, Jo-Ann H. (1995)**

Communication Studies  
 B.A., M.A., California State  
 University, Northridge

**Singh, Sumita (2000)**

Chemistry  
 B.S., Miranda College  
 M.S., Delhi University  
 M.S., Ph.D., University of Oklahoma

**Skarr, Dennis (2017)**

Computer Information Systems  
 A.A.S.T., North Seattle Community  
 College

**Skinner, Deanna (2001)**

Counselor/Human Development  
 B.A., Northwest Nazarene College  
 M.Ed., Seattle University

**Steele, Isaac (2015)**

Engineering  
 B.S., Southern Oregon University  
 M.S., Washington State University

**Story, Michael (2012)**

Mathematics  
 B.S., University of Chicago  
 M.S. University of Washington

**Sullivan, Christine (2000)**

Counselor/Human Development  
 B.A., University of Wisconsin  
 M.T.S., Harvard Divinity School  
 M.A.Ed., Seattle University

**Tobias, Stephen (2018)**

English  
 B.A., Bates College  
 M.A., University of South Carolina  
 Ph.D., University of Washington

**Townsend, Tawny (2016)**

College Success  
 B.A., Western Washington  
 University  
 M.A., Western Washington  
 University

**Trujillo, Julian (2017)**

Mathematics  
 B.S., M.S., Western Washington  
 University

**Tuggle, Steven (2015)**

Aviation  
 A.S., Community College of the  
 Airforce

**Uhl, Heather (2013)**

Librarian  
 B.A. Humboldt State University  
 MLIS, University of Washington

**VanQuickenborne, Michael  
A. (1998)**

Philosophy  
 B.A., St. Olaf College  
 M.A., University of Wisconsin,  
 Milwaukee

**Vanture, Andie (1995)**

Physics/Physical Science  
 B.A., Pomona College  
 M.S., Ph.D., University of  
 Washington

**Venkatachalam, Anusha  
(2016)**

Engineering  
 B.E., University of Mumbai, India  
 M.S., Syracuse University  
 Ph.D., Georgia Institute of  
 Technology

**Wahl, Andrew (2013)**

Journalism  
 B.A., University of Washington  
 MLS, Fort Hays State University

**Waldron, Richard F. (1986)**

Music  
 B.M., Cornish Institute  
 M.M., North Texas State University

**Wangia, Eva (2017)**

Nursing  
 BS., Grand View University  
 MSN Grand Canyon University

**Washburn, Kristine C. (2006)**

Physics  
 B.A., University of Colorado,  
 Boulder  
 M.S. (2), University of Washington

**Weiss-Green, Heidi (1991)**

Mathematics  
 B.S., M.S., Western Washington  
 University

**Werling, Alison (2018)**

Counselor, TRIO  
 B.S., University of Findlay  
 M.A., Valparaiso University

**Whedon, Candace (2002)**

Nursing  
 A.A.S., Everett Community College  
 B.S.N., M.N., University of  
 Washington

**White, Robert (2011)**

Welding  
 A.S., Everett Community College

**Wilner, Shannon (2011)**

Nursing  
 B.A., Seattle Pacific University  
 M.S., University of Washington

**Wilson, Susan (2013)**

Nursing, OB, RN, MSN, MAT,  
 CNM-ARNP  
 B.A., John Hopkins University  
 M.A., Seattle Pacific University  
 M.S., Yale University

**Wisdom-Whitley, Lori L.  
(1994)**

Communication Studies  
 B.S., Iowa State University  
 M.A., Southern Illinois University

**Zoeller, Nancy R. (2001)**

Nursing  
 A.A.S., Everett Community College  
 B.A., Furman University  
 M.N., University of Washington

## ADMINISTRATION

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**Aspre, Miki (2017)**

Director, Nippon Business  
 Institute  
 A.A., Edmonds Community  
 College  
 B.S., Central Washington  
 University  
 M.Ed., University of Washington

**Baker, Brigitte (2018)**

Director, Financial Aid and  
 Scholarships

**Balachowski, Margaret M. (2003)**

Associate Dean of Teaching & Learning  
 B.S., Indiana University of Pennsylvania  
 M.S., Michigan Technological University

**Bennett, Heather (2010)**

Executive Director of Resource Development  
 B.A., Birmingham-Southern College  
 M.A., Eastern Washington University

**Bonner, John (2008)**

Vice President of Corporate and Workforce Training  
 B.A., Oklahoma Christian College  
 M.A.T., M.P.A., University of Washington

**Bowers, Michael (2017)**

Director, Student Housing  
 B.A., University of North Carolina Asheville  
 M.Ed., Clemson University

**Bredeson, Mary Kaye (2010)**

Executive Director, Center of Excellence for Aerospace & Advanced Materials Manufacturing

**Burke, Shelby (2012)**

Executive Director of Finance  
 B.A., Western Washington University

**Carr, Erin (2019)**

Director of Equal Opportunity & Title IX Programs  
 B.A., University of Florida  
 M.A., Florida State University  
 J.D., Florida State University College of Law

**Ceniceros, Kesia (2016)**

Associate Dean, TRIO Student Success Programs  
 B.A., M.Ed., Northern Arizona University

**Frallic, Lindsey (2015)**

Director, Grants  
 B.A., University of North Carolina at Chapel Hill

**Franklin, Laurie T. (2004)**

Dean of Enrollment and Student Financial Services  
 B.S., M.Ed., Oregon State University

**Ganeson, Visakan (2008)**

Associate Vice President of International Education  
 B.B.A., University of Louisiana  
 M.B.A., Washington State University

**Graham, Ciera (2019)**

Director, East County Campus  
 B.A., M.A., Washington State University

**Gregory Wyatt, Denise (2018)**

Vice President of Administrative Services  
 B.A., Millersville University  
 M.A., West Virginia University

**Hill, Robert (2020)**

Vice President of Student Services  
 TBD

**Kveven, Ardith (2003)**

Executive Director,  
 Ocean Research College Academy (ORCA)  
 B.A., University of Washington  
 M.S.Ed., Western Washington University

**Jameson, Elizabeth (2011)**

Director of Regional Training  
 B.S., University of Arizona

**Jensen, Katie (2012)**

Dean of Transitional Studies  
 B.S., University of Kansas  
 B.A., University of Kansas  
 M.A., University of Montana

**Jones, Lisa (2015)**

Director of Marketing and Open Enrollment  
 B.A., Central Washington University

**Landry, Karen (1998)**

Director, College in the High School and Continuing Education Opportunities  
 A.T.A. Everett Community College  
 B.S., Columbia College  
 M.B.A., Columbia College

**Larsen, Maria Cristina (2016)**

Director, Admissions  
 B.A., M.A., University of Washington

**Leaker, Cathy (2020)**

Vice President of Instruction  
 TBD

**Lewis, Sharon (2009)**

Director, Human Resources-Faculty  
 B.Ed., Deakin University  
 M.S., Loyola University

**Macklin, Charles (2016)**

Director, Campus Safety and Emergency Management  
 B.A., Columbia College

**Marcellus, David (2016)**

Director of Clinical Simulation  
 B.A., Washington State University

**Mathis, Rebecca (2005)**

Director, Auxiliary Services

**McAvoy, Eugene (2013)**

Dean of Communication and Social Sciences  
 B.A., University of the State of New York – Regents College  
 M.F.A., Old Dominion University

**McConaha, Kristen (2011)**

Executive Director of Corporate & Continuing Education  
 B.S., Central Washington University

**Newbury, Deborah (2013)**

Director, Tutoring Center  
 B.S., Western Washington University

**Nichols, Linda (2009)**

Director, Human Resources-Classified  
 B.A., Kennedy Western University

**O'Farrell, Papken (2017)**

Director, Program Development Criminal Justice & Fire Science  
 A.A., Seattle Central College  
 B.A., University of Washington

**Olson, John D. (1990)**

Vice President of College Advancement and Executive Director of the EvCC Foundation  
 B.A., Gonzaga University  
 M.A., Washington State University  
 Ph.D., University of Washington

**Overby, Chayuda (2014)**

Director, BRIDGES Center  
 B.S., King Mongkut's Institute  
 M.Ed., Antioch University

**Parker, Neal (2020)**

Director, Institutional Research  
 B.A., Willamette University  
 M.A., University of Chicago

**Pearce, Jeffrey D. (1996)**

Director, Logistics Operations  
 B.A., Biola University  
 M.A., California State University,  
 Sacramento

**Pinzon, Tia (2018)**

Director of MESA  
 A.A., Edmonds Community  
 College  
 B.A., University of Washington  
 M.A., University of Washington

**Radcliff, Richard (2018)**

Senior Director of Facilities  
 B.S., M.B.A., Embry-Riddle  
 Aeronautical University

**Rager, Timothy (2017)**

Executive Director of Information  
 Technology  
 B.A., University of Pittsburgh  
 M.A., Penn State University

**Rhodes, Jennifer (1998)**

Associate Dean, Student LIFE  
 A.A., Shoreline Community  
 College  
 B.A., M.Ed., Western Washington  
 University

**Ritter Smith, Karl (2001)**

Associate Dean of Enrollment  
 Services and Registrar  
 B.A., Western Washington  
 University  
 M.Ed., Western Washington  
 University

**Robinson, Elise (2011)**

Director, Human  
 Resources-Exempt  
 B.A., Saint Martin's University  
 M.Ed., Western Washington  
 University

**Saunsaucie, Kristina (2015)**

Director, Early Learning Center  
 B.A., The Evergreen State College  
 M.A., Antioch University

**Sedivec, Angelic (2014)**

Director, Workforce Funding  
 B.A., Western Washington  
 University

**Schiffner, Katherine (2005)**

Director, Public Relations  
 B.A., Western Washington  
 University

**Sisneros, Patrick (1996)**

Vice President of College  
 Services  
 B.S., Santa Clara University  
 M.B.A., University of Pennsylvania

**Studer, Gareth (2017)**

Director of Athletics and NWAC  
 Athletic Commissioner  
 B.A., M.Ed., Washington State  
 University

**Stuflick, William (2018)**

Dean of Business and Applied  
 Technology  
 B.A., M.A., University of Phoenix

**Trekell, Eric (2017)**

Director, Center for Disability  
 Services  
 B.A., Adams State University  
 M.S., Texas A&M

**Tune, Connie (2014)**

Director, Custodial Services

**Wilcox, Amy (2013)**

Director, Development  
 B.A., Washington State University  
 M.S., Central Washington  
 University

**Willis, Daria (2019)**

President  
 B.A., M.A., Florida A&M University  
 Carroll College  
 Ph.D., Florida State University

**Wanjiru, Dorrin (2015)**

Director, Student Success &  
 Retention  
 LLB, University of Dr. Babasahed  
 Marathwada, India  
 Diploma in Law, Kenya School of  
 Law  
 LL.M., University of Notre Dame

## COLLEGE VOCABULARY

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### **Academic Honors**

Students who achieve quarterly grade point averages (GPAs) of 3.60 to 3.99 in at least 10 EvCC traditionally graded credits are recognized by the Office of the Vice President of Instruction. Those who achieve a quarterly GPA of 4.0 are recognized by the President's Office.

### **Accredited College**

Certified by a regional accrediting agency as having fulfilled minimum standards. Credits from regionally accredited schools are usually transferable. Some schools are accredited by national accrediting bodies, and in some cases courses from such schools may be transferable.

### **Admission**

Admission is the process of completing and submitting a college application. Most students complete the online application via web admissions. Some programs have additional or alternate admission processes.

### **Admissions Application**

The process by which individuals apply to gain entry into a college or university. It is a web-based application that allows an individual to apply for admission to several of the community and technical colleges within the state of Washington. Once processed, students are matriculated. They then receive an Admissions Letter via email with their Student Identification Number (SID) and information about the next steps to take. Some programs have additional or alternate admission processes. Applying for admission is a separate process from applying for financial aid.

### **Advisor**

A member of the college faculty designated to assist students in planning their programs of study. This includes general academic, program-specific, and entry advising.

### **Audit**

Taking a class without receiving credit or a

grade. Full tuition and fees must be paid.

### **Blocks**

A block is punitive in nature, preventing a student from registering for classes, and/or from obtaining an official transcript. Blocks are not removed until the student has conducted whatever business is needed to do so (pay a fine, meet with a Dean, etc.).

### **Catalog**

The annual contract with students. This contains college policies and procedures. This contains course definitions and descriptions.

### **Class**

A specific section of a Course (English 101 Section A) and has an item number.

### **Class Item Number**

A 4-digit number found in the class schedule, specific to the class, section, and the quarter offered.

### **Class Section**

Courses are broken down into class sections. They are the same class offered at different times, locations, and can differentiate teaching modalities such as in-person, online or hybrid classes. Please refer to the class schedule for a complete list of section definitions.

### **Class Schedule**

The list of classes offered in any given quarter, and gives an overview of information found in the catalog.

### **College in the High School**

A low-cost dual credit program where high school students, grades 10 through 12, can take college-level courses at their high school.

### **Commencement**

An annual ceremony recognizing students' academic accomplishments.

### **Course**

The specific discipline (subject), such as English 98 or Math& 141.

### **Common Course Number (&)**

A course number that contains an ampersand (&) is a course number and course title shared by many colleges in the

Washington community and technical college system, thereby assisting students who may transfer from one community college to another.

**Corequisite**

A course that must be taken during the same quarter as another course. Listed as CR in the quarterly class schedule.

**Counselor**

A member of the college faculty who has professional training in counseling and who assists students who have challenges of an academic, career or personal nature. This includes general academic, program-specific, and entry advising, as well as mental health counseling.

**Course Repeat**

The process of repeating a course for the purpose of improving a grade. The highest grade earned of the original or repeated courses will be used to calculate the student's cumulative grade point average. In no circumstance will any course be repeated more than twice in order to improve a grade; (this is defined as two repeats in addition to the original enrollment). The student must register for the course they plan to repeat, submit a course repeat card at the time of registration or no later than one academic year after repeating the course, and pay all necessary fees.

**Credit, Credit Hour, or Quarter Hour**

A measure of college work. In lecture and seminar classes, one credit hour is given for one clock hour of attendance each week for one quarter. In non-lecture courses, however, two or three clock hours of attendance each week are required to earn one credit. The quarter hours of credit for each course are shown after the course titles in the Course Descriptions section of this catalog.

**CTE Dual Credit**

A low cost dual credit program where high school students, grades 9 through 12, can take college-level vocational/technical courses at their high school. Formerly known as Tech Prep.

**Current Student and Returning Student**

A current student is a person who has attended EvCC within the last two quarters (not including Summer.) A returning student is a person who attended EvCC more than 3 quarters ago (not including Summer Quarter).

**Curriculum**

The complete list of courses offered by the college. Also, a group of courses required for a specific degree.

**Deficiency**

Lack of credit in a course required for a program or degree.

**Degree or Certificate**

Awarded by the college to signify that a student has successfully completed a prescribed program of study.

**Degree Planner**

A tool to assist in the evaluation and planning of a student's academic and professional/technical goals while at Everett Community College. Combines any courses that have been successfully completed at EvCC, any officially transferred-in courses from different institutions via a Transfer Credit Evaluation, and current enrollment records at EvCC.

**Direct Transfer Agreement (DTA)**

An associate degree which confers specific transfer rights to most four-year colleges and universities in Washington state. See direct transfer degree curriculum guide for completion requirements.

**Distribution Areas**

Courses in each distribution area may share subject matter, ways of acquiring new information, evaluative criteria, and modes of analysis. Awarding of a certificate(s) and/or degree(s) requires the completion of outlined distribution area credits in the Curriculum Guide. Refer to Direct Transfer Agreement Curriculum Guide for a complete list of all distribution area courses.

**Distinction**

Students who have met specific degree and/or certificate requirements are



recognized with Distinction if their EvCC Cumulative GPA is 3.20 or above, as noted:  
3.20–3.59 = Distinction  
3.60–3.99 = High Distinction  
4.0 = President’s Distinction.

**Division**

An administrative unit within the instructional area of the college, e.g., Social Sciences.

**Domicile**

The country/state that a person treats as their permanent home, or lives in and has a substantial connection with. To reside/live in a place does not mean Domicile, as someone can live in Washington and have established Domicile in another state.

**Drops**

A procedure whereby the institution or the student officially cancels enrollment in classes they are registered.

**Dual Credit**

College courses that allow high school students to earn high school and college credit simultaneously. Dual Credit programs include College in the High School, CTE Dual Credit, Running Start, Youth Re-Engagement (U3), and Ocean Research College Academy (ORCA).

**Elective**

A course which is not required for a particular program, but may be counted toward the total number of credits required for a certificate or degree.

**Enrolled**

A student becomes officially enrolled in a class by registering for it. For the purposes of Transfer Credit Evaluations, Enrolled Students are students who have registered for classes in the current quarter, or have credits already transcribed at EvCC.

**Enrollment Services Office**

Provides primary entry services to prospective students. Enrollment Services coordinates admissions, assessment/testing, and registration processes, as well as records and

credential evaluations. Also referred to as Admissions and Registration.

**Entry Codes**

A 5-digit number generated for students to use during online registration when instructor permission is required. Can also be used in person with Enrollment Services. The Enrollment Services office generates the codes and are provided to the division Administrative Assistants to distribute.

**Fees**

Costs associated with classes, and other services, such as the E-Tech fee, Campus Enhancement fees, Green fees, state-supported credits, self-support credits.

**Financial Aid**

Financial aid is money to help pay for college. Grants, work-study, loans, and scholarships help make college affordable.

**Financial Aid Application**

The primary document used to determine eligibility for financial aid is the Free Application for Federal Student Aid (FAFSA). Applicants provide detailed information about their financial situation and the data is analyzed by the U.S. Department of Education using a standardized formula called Federal Methodology. This formula assesses each applicant’s ability to contribute toward their education, and the EvCC Financial Aid office uses this information to determine the applicant’s financial need. We use the following formula to determine eligibility: Cost of Attendance – Expected Family Contribution (EFC) – Other Resources = Financial Need. (Page 18). This is a separate step from applying for admission to the college.

**Financial Aid Portal**

EvCC’s Financial Aid Office notifies students of their financial aid status and awards via the Financial Aid Portal at [EverettCC.edu/FAportal](http://EverettCC.edu/FAportal). It is the student’s responsibility to check the Financial Aid Portal regularly. The portal allows students to view their financial aid status and awards.

**Flags**

This is a Starfish term for Blocks.

**Full-time**

For enrollment verification purposes, a minimum of 12 credits in a given term is full-time. Note: for summer quarters only, the Veterans' Office sets the minimum credits for full-time status for qualifying veterans.

**General Educational Development (GED)**

A series of exams which, with successful completion, will earn a GED (General Education Development) Certificate. These tests are offered at the college, but the credential is not awarded or transcribed by the college. The test is offered in the Testing Center by appointment only. If needed, the Transitional Studies division offers classes to help students prepare for the GED Test.

**Grade Point Average (GPA)**

The GPA is a measure of the student's overall academic performance. It is based upon those courses in which a student has received letter grades A through F. Non-Traditional grades are excluded from GPA calculations. The Cumulative (CUM) GPA includes all courses taken at EvCC with traditional grades. The College Level (CLVL) GPA includes only those courses taken at EvCC numbered 100 and above with traditional grades. See the academic regulations section of this catalog for more information.

**Graduation Application**

File an application for your diploma or certificate with the Enrollment Services office. This should be done at least one quarter before the quarter of intended graduation. See the Academic Calendar in the front of the Catalog. Students who plan to participate in the June commencement ceremony and have their name printed in the commencement program must file an application for a diploma by the deadline published on EvCC's website and in the front of this Catalog. The deadline is typically about 18-20 weeks prior to graduation; applications received after that deadline will still receive consideration but may be delayed until the on-time

applications are completed. The diploma application must be filed in the Enrollment Services office.

**High School Completion**

Program for students 16 years and older who do not have a high school diploma. Students can take high school or college level courses to meet state high school graduation requirements at EvCC.

**Holds**

A hold is not punitive. These are placed on a student's account to prevent EvCC staff from removing the student from classes because a balance is still showing due. These are primarily used by offices attached to funding (Financial Aid, Veterans' Resources Center, Financial Referral Center, etc.), though not exclusively.

**Honor Society**

Students who meet the academic requirements are provided the opportunity to join the International Honor Society for Two-Year Colleges, Phi Theta Kappa. Students who are members transferring to or from EvCC are able to transfer their membership to the current school they are attending.

**Honors Program**

Students who have completed the program requirements are provided the opportunity to enrich their academic experiences at EvCC. This can be done by either taking honors sections of courses, or by completing an Honors Contract with a specific instructor to enhance traditional sections of classes.

**Incomplete**

A grade given when an instructor agrees to allow the student to finish course requirements beyond the official ending date of the course.

**Kudos**

This is a Starfish term. These are placed on a student's account when EvCC faculty and/or staff want to send a student a personalized note of encouragement or congratulations.

**Lower Division**

Freshman and sophomore-level courses numbered 100–299.

### **Mandatory Advising**

All new, degree-seeking students are required to complete Entry Advising. Prior to registering for their third quarter of classes, every student is required to complete their Educational Plan with a faculty advisor.

### **Major**

The subject or field of study to which the student devotes concentrated attention.

### **My EvCC Student Portal**

Is an online dashboard of services students can access to conduct college business.

### **Non-Resident Student**

See resident student.

### **Ocean Research College Academy (ORCA)**

A full-time Running Start option for high school juniors and seniors. Students can earn up to two years of tuition-free college credit while completing high school.

### **Official Transcript**

A sealed copy of the student's academic record bearing the college seal, the Signature of the Registrar, and mailed directly to the receiving party from Everett Community College. Upon request a sealed copy of an official transcript may be given to the student. A sealed transcript becomes unofficial when opened by anyone other than a college or university official.

### **Open Enrollment/Registration**

The period of time that registration is open to all students. Once this window opens, students are eligible to register at any time either online or in person, until classes begin. Once the quarter starts, unless it is a Late Start class, instructor permission is required to register in any class.

### **Outreach**

The act of going out into the community and letting prospective students, families, and the community know that opportunities for higher education exist at EvCC. This refers to talking about the

programs we offer, and the methods to apply, financial aid, etc. Outreach is more broad in activities than recruiting.

### **Pathways**

Pathways are groups of related degrees and certificates to help clearly define a student's academic goals.

### **Permission**

Written permission from an instructor, received either via email or a physical signature, for entry into a specific class.

### **Placement**

Establishes a baseline to assess skills in Math and English, and can satisfy the prerequisites for courses here at EvCC. Placement can be established with previously taken tests scores, or classes and grades on high school or university transcripts. Obtaining Placement is a requirement for all degree and/or certificate seeking EvCC students who wish to register for eight or more credits with math and/or English prerequisites. There is no credit granted for placement.

### **Pre-Professional**

A program designed to prepare students for later specialization in a particular field upon transfer to a college or university.

### **Prerequisite**

A course which must be taken before a student is allowed to take another course. For example: Math 099 is a prerequisite for Math &141. Listed as PR in quarterly class schedule.

### **Probation, Academic Dismissal**

A status imposed upon a student because of low grades or lack of completion. See academic regulations section of this catalog.

### **Prospective Student**

A student who has never attended Everett Community College.

### **Quarter**

A term of instruction consisting of approximately 11 weeks. The regular academic year includes Fall, Winter and Spring quarters; Summer is an optional

term.

### **Recruiting**

Actively working with a prospective student to get them admitted, and ready for their life as a student. Recruitment is more specific and granular than Outreach, and can include working one-on-one with a student.

### **Registration**

The selection of classes by admitted students via submission of a completed class registration form or completion of the online registration process. A student becomes officially enrolled in a class by registering for it and assumes responsibility for payment once registered.

### **Registration Access Dates**

Prioritized registration access for upcoming quarters for students who are enrolled currently, or have been enrolled within the past two quarters. Access Dates are calculated using the number of college credits a student has already earned at EvCC. Often referred to as "Registration Appointments".

### **Resident Student**

A student who pays resident tuition and fees as defined by Washington state law. See Enrollment Services section of this catalog.

### **Running Start**

A tuition-free dual credit program where high school juniors and seniors can take college-level classes at EvCC campuses to earn college credit and complete high school graduation requirements.

### **Running Start Application**

An online application for admission to the Running Start program, which is open to students who are, or will be, high school juniors and/or seniors when attending EvCC. The Running Start Application is found on the Running Start 'Steps to Apply' webpage at [EverettCC.edu/RunningStart](http://EverettCC.edu/RunningStart), and takes the place of the general admissions process.

### **Running Start Enrollment Verification Form**

Submitted to the Running Start office every

Fall, Winter, and Spring quarter by admitted Running Start students. This informs EvCC staff of college credit eligibility allowed by the high school, and acts as a release form from the school district. This form must be signed by a high school counselor, the student, and legal parent/guardian. The form must be submitted at least three business days before a student registers.

### **Starfish**

Starfish is EvCC's student Success and retention tool. Students can schedule appointments with participating instructors and staff, reach out to services for assistance, and get a variety of notices about how to be successful.

### **Transfer Credit**

Traditional or non-traditional credit(s) not obtained directly from EvCC, but eligible for use towards an EvCC degree or certificate. from transcribed courses completed at other colleges or universities to a student's EvCC record to be used towards courses needed to complete a degree and/or certificate at EvCC. Transfer Credit Evaluations are requested by submitting official college or university transcripts and the Transfer Credit Evaluation form.

### **Transfer Credit Evaluation**

The Transfer Credit Evaluation should be requested after registering for courses at EvCC.

### **Transfer Student**

A student who goes on to a four-year college or university after attending a community college. Also, a student who comes to a community college from another community college or a college or university.

### **Transitional Studies**

Pre-college level courses for those who wish to improve their basic skills, upgrade employability, or prepare for further study. Students can take classes to finish high school, earn a GED, improve communication skills in English, or build a foundation in reading, writing, and math.

### **Tuition**

Tuition payments are fees charged by

education institutions for instruction or other services.

**WASFA**

Washington Application for State Financial Aid. A free application that allows non-citizens to apply for student Financial Aid in Washington State.

**Withdrawal**

A procedure whereby students officially notify the Enrollment Services office in writing, after the refund deadline, when they intend to cancel enrollment in classes they have already begun attending. Will result in a W grade on the student's transcript, but will not affect the student's overall GPA at EvCC.

**Youth Re-Engagement (U3)**

A cost-free program for students ages 16 to 20 who do not have a high school diploma and are not enrolled in a school district. Students can earn a high school diploma and a college degree.

# Accounting ATA

## Bookkeeping Certificate

(Transfers to CWU toward IT & Admin Management BAS Degree)

### GENERAL INFORMATION

Bookkeeping, accounting, and auditing clerks are an organization's financial record keepers. In small establishments, bookkeeping clerks handle all aspects of financial transactions, including recording debits and credits, comparing current and past balance sheets, summarizing details of separate ledgers, and preparing reports for supervisors and managers. They may also prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to the bank. In large offices and accounting departments, accounting clerks have more specialized tasks. Their titles often reflect the type of accounting they do, and responsibilities vary by level of experience.

Versatility in business skills and completion of further education may strengthen the employability and mobility of persons interested in this field. Accounting graduates can be employed by government and private industry. The job outlook for accounting-related occupations is good. Many of the new accounting positions will be created in small, rapidly growing businesses. To gather more information about specific positions visit:

<http://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>

### GETTING STARTED AT EVCC

Enrollment Services provides information about application, advising, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425.388.9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu). New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising).

### PROGRAM ADVISORS

**Students are required to meet with an advisor to discuss options, career ideas, and course selection and to prepare an academic plan. Registration is blocked if an academic plan is not in place prior to a student's third quarter.**

Marie Connelly, Olympus 219  
425.388.9548; [mconnelly@everettcc.edu](mailto:mconnelly@everettcc.edu)

Kimberly Lothyan, Olympus 215  
425.388.9559; [klothyan@everettcc.edu](mailto:klothyan@everettcc.edu)

Mark Eppley, Monte Cristo 121  
425.388.9538; [meppley@everettcc.edu](mailto:meppley@everettcc.edu)

Bill Reed, Monte Cristo 122  
425.388.9249; [breed@everettcc.edu](mailto:breed@everettcc.edu)

If there is no answer, please call the Division Office at 425.388.9243.

For information about graduation rates, the median debt of students who completed the program, and other important information, please visit the EvCC web site at [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment). Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **APRIL 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425.388.9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu).

# BOOKKEEPING CERTIFICATE & ACCOUNTING ATA DEGREE REQUIREMENTS



Must earn a C grade (2.0) or better in all courses. Courses may be subject to prerequisites.

BOOKKEEPING CERTIFICATE & DEGREE CORE REQUIREMENTS (50 credits)					
Course	Course Title	Credits	Grade	Quarter	Year
ACCT 110	Small Business Accounting	5			
ACCT 112	Business Taxation	5			
ACCT& 201	Principles of Accounting I	5			
ACCT& 202	Principles of Accounting II	5			
ACCT 210	Payroll Accounting	5			
ACCT 215	Computer Accounting	5			
BT 242	Excel	5			
BUS 130 or MATH& 107 or higher	Business Computations or Math in Society	5			
CL 101	Computer Literacy (CP)	5			
ENG 98 or ENG& 101	Introduction to College Writing or English Composition I (WS)	5			
ACCOUNTING ATA DEGREE					
<input type="checkbox"/> Completion of Certificate Requirements Above			<input type="checkbox"/> Completion of Diversity Requirement		
<input type="checkbox"/> Completion of Degree Requirements Below (40-42 credits)					
Course	Course Title	Credits	Grade	Quarter	Year
ACCT& 203	Principles of Accounting III	5			
ACCT 230	Introduction to Fraud Examination	5			
ACCT 250	Intermediate Accounting	5			
BT 240	Access	5			
BT 243	Advanced Excel Applications	5			
**BUS& 101	Introduction to Business	5			
**BUS 110D	Business Communications	5			
BUS& 201	Business Law	5			
COLL 101	*College Success (if required)	2			
	Total	90-92			

**Notes:**

\*If COLL 101 is not required, the Accounting ATA degree is awarded with a total of 90 credits.

\*\*When transferring to Central Washington University, these courses can substitute for the following CWU courses: BUS& 101 for ADMG 201 Intro to Business; and BUS 130 for ADMG 271 Business Math Applications.

# Acting/Theatre

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

EvCC offers courses and a program for students interested in studying acting for their own personal interests, or with an intention of preparing for a university major in Drama, Theatre Arts, Acting, or other performance program.

The Fine Arts faculty emphasizes study and skill development in a specific discipline of the fine arts, as well as coursework in related disciplines. Students will gain experience through class work, workshops, performance opportunities, quarterly productions and local internships. Theatre is closely tied to other departments on campus, especially in the areas of literature, humanities, communication studies, film, and the visual arts.

All theatre students should be aware that the field of theatre makes great demands on their time, their energies and their abilities. Self-discipline, maturity, and a strong sense of responsibility are required for anyone wishing to enter the field. Flexibility will be important, as you consider the availability of both performance roles and production crew activities.

### WHAT TO EXPECT

Theatre productions at EvCC give students the opportunity to act, write, design, and help run a production. Students also may design independent projects based on their interests. Workshops are offered regularly and have focused on voiceover skills, movement and stage combat, standup comedy, improvisation, playwriting techniques, and mask work.

### CAREER OPTIONS

Theatre is a reflection of society, an exploration of life on and off stage. For that reason, the study of theatre can be applied to any career choice. Career options in theatre include acting, play direction, playwriting, scene design, light design, costume design, theatre historian, dramaturgy, artistic director, theatre criticism, stage management, technical direction, stage construction, costume construction, and many other administrative and performance related careers.

Performance experience is also beneficial for careers in government and politics, sales, public relations, trial law, and other professions that deal directly with the public. In addition, theatre experience enhances communication and collaboration skills needed in team building.

### DEGREE PROGRAM

The **Associate in Arts and Sciences - DTA** is designed for students with an intention to transfer to a university to pursue a bachelor's degree. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree, as well as some basic arts classes. The complete description of this degree program is provided in the Associate of Art and Sciences - DTA Guide. A program specific checklist is on the reverse side of this guide, with recommendations about courses that may prepare you for a Theatre major.

### PROGRAM ADVISOR

For specific guidance about the Acting/Theatre program, contact:

- ◆ Beth Peterson, Gray Wolf Hall 337, 425-388-9525, [bpeterson@everettcc.edu](mailto:bpeterson@everettcc.edu)

Division Office at 425-388-9501

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219 [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall, Room 108, 425-388-9339

### ABOUT THE ARTS AT EVCC

The Visual and Performing Arts at EvCC include individual programs in photography, studio art (drawing, design, painting, ceramics), visual communications (graphic arts, illustration and web design), music, theatre, film, journalism, and the written arts. All students are encouraged to take coursework in more than one discipline. Students pursuing the AFA degree select one area of concentration and also complete coursework in at least three related fields. The result is a unique cross-disciplinary experience with extensive personal attention to the development of each individual student. This distinctive approach builds an understanding of the rich relationships inherent in the world of the arts. For up-to-date information, visit our website at

[www.everettcc.edu/arts](http://www.everettcc.edu/arts)



# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **ACTING/THEATRE** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course  
(Recommend DRMA 107D)

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** - 10 credits total, at least 5 in English Composition.

ENGL& 101	English Composition I	5		
_____	_____	_____	_____	_____

**BASIC QUANTITATIVE SKILLS** - 5 credits, see list of approved courses in Quantitative Skills on the [AAS - DTA list](#).

MATH& 107 (Recommended) or MATH 138	Math in Society or Applied College Algebra	5		
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**HUMANITIES** - 15 credits from the [DTA approved Humanities List](#). See Note 1. Strongly recommended: DRMA 102, ENGL& 224, FILM 100.


**SOCIAL SCIENCE** - 15 credits from the [DTA approved Social Science List](#). See Note 1. Strongly recommended: PSYC& 100, CMST& 102, SOC& 101.


**NATURAL SCIENCES** - 15 credits from the [DTA approved Natural Science List](#). See Note 1.


**SUGGESTED ELECTIVES** – A maximum of 30 credits may be allowed in electives, selected from the A and B lists on the DTA checklist. Please consult an advisor in order to select the courses best suited to your transfer needs.

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Compl.	Course	Cr.	Qtr Compl.
DRMA 130	5	_____	DRMA 250	5	_____
DRMA& 101	5	_____	_____	_____	_____
DRMA 121	5	_____	_____	_____	_____
DRMA 107D	5	_____	_____	_____	_____
ENGL& 225	5	_____	_____	_____	_____
CMST& 210, CMST& 220, or CMST 104	5	_____	_____	_____	_____

Total: Minimum 90 credits required, with a 2.0 minimum GPA.

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

Students interested in pursuing a four-year degree in Animal Science may spend their first two years at a community college prior to transferring. EvCC offers a DTA that satisfies a number of the pre-requisites for the major.

Animal science is the study of domestic animals, including their nutrition, genetics, breeding, welfare, physiology, and use in animal production systems. An animal science degree opens up a wide variety of careers in agriculture (business and animal production), allied animal industries, government, science, biotechnology, teaching, and research.

**The Associate in Arts and Sciences –DTA** meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major universities in Oregon. The degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. However, the student may have to take additional freshman and sophomore level science courses at the university before being eligible for junior level courses in the major.

### CAREER OPTIONS

Career opportunities include animal production and food processing, agricultural equipment, feed manufacturing and sales, pharmaceuticals, artificial insemination, and research. Employment may be found in business, industry, colleges and universities, and most frequently in government. International travel may be a career possibility. Starting salaries vary depending on the location, employer and type of work. For more information see the *Occupational Outlook Handbook* <http://www.bls.gov/ooh/> [Jan. 2014]

### SUGGESTED PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Students interested in Animal Science should possess these qualities: ingenuity and adaptability, good manual dexterity, ability to focus on scientific practices and research and ability to convey information.

For specific requirements in your area of interest, it is strongly recommended that you contact an EvCC biology advisor (below) and contact the Animal Science program at WSU.

The Website of WSU's Animal Science program provides information about this field:

Website: [www.ansci.wsu.edu/](http://www.ansci.wsu.edu/)

Phone: 509-335-5523

### PROGRAM ADVISORS

- René Kratz, Shuksan 121, 425-388-9503  
[rkratz@everettcc.edu](mailto:rkratz@everettcc.edu)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center. Contact:

- Enrollment Services, Parks Student Union 201  
425-388-9219 [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier Hall 108, 425-388-9339

**Approved by Instructional Council March 2017. DTA checklist effective January 2017.**

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **animal science** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Student Name: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where Completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (Minimum of 10 credits from [approved list](#).)

*ENGL&101	English Composition I	5		
+ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits)

*MATH& 141	Precalculus I: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

ECON& 201	Microeconomics	5		

**SCIENCE AND MATH** (See Note 1 and 2.)

*BIOL& 221	Majors Ecology/Evolution	5		
*BIOL& 222	Majors Cellular/Molecular	5		
*BIOL& 223	Majors Organismal Physiology	5		
*CHEM& 161	General Chemistry with Lab I	5.5		
*CHEM& 162	General Chemistry with Lab II	5.5		
*CHEM& 163	General Chemistry with Lab III	5.5		
*CHEM& 261	Organic Chemistry with Lab I	6		
*CHEM& 262	Organic Chemistry with Lab II	6		
+CHEM& 263	Organic Chemistry with Lab III	6		
*MATH& 142	Precalculus 2	5		
*MATH& 146	Introduction to Statistics	5		
*PHYS& 114 (formerly 121)	General Physics I	5		
+PHYS& 115 or 116 (formerly 122 or 123)	General Physics II or III	5		

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 3.**

\* Required.

+ See advisor to discuss whether these courses or others are appropriate for your goal and/or for your transfer institution.

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 099 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161 BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261, 262, 263 is only offered Fall/Winter/Spring. It may be advisable to take Physics in the junior year.

**Note 3:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

### GENERAL INFORMATION

Anthropologists study humanity, and this requires taking what is called a 'holistic' approach. The breadth of educational experiences available in anthropology at both the undergraduate and graduate levels attract employers looking for the person capable of working in a wide range of social environments. The trained anthropologist reflects this capacity. In addition to teaching positions, non-teaching jobs are found in areas such as archaeology, environmental studies and applied anthropology.

The field includes four sub-disciplines: **archaeology, biological anthropology (physical), cultural anthropology (ethnology), and linguistics**. All students in anthropology are expected to take some courses in each of the sub-disciplines. The earlier the student completes these courses, the more likely the prerequisites for upper division courses will have been met.

While anthropology students should take some courses in each of the sub-disciplines, they must ultimately choose one as an emphasis. This emphasis is usually decided once the student reaches the university setting, but a good foundation of courses is possible at EvCC. Please meet with an anthropology advisor to best determine the courses that will form this educational foundation.

Typically, students pursue their study at the bachelor's degree level, and then at the master's level. You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

At EvCC, students interested in Anthropology are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program is provided in the Associate in Arts and Sciences Direct Transfer Guide. A checklist for an Anthropology emphasis is provided on the fourth page of this guide.

Another degree option that students contemplating Biological Anthropology or Archaeology should consider is the Associate of Science. This degree enables science majors to complete most or all of their science and math prerequisites while at the community college, by taking fewer Social Science and Humanities courses. The structure of the Associate of Science provides excellent preparation for biological anthropology and archaeology students. The student in Anthropology who looks at this option can still develop a solid foundation of courses in the Social Sciences and Humanities if the chosen electives are carefully selected. See an advisor for guidance concerning this degree option. **Do not follow the curriculum guide for Biological Sciences; there are significant differences between Biological Sciences and Biological Anthropology and Archaeology requirements.**

We encourage you to review the catalogs and Anthropology departments of a variety of colleges and universities. In reviewing the catalogs you will discover if special courses should be taken in the first and second year, in order to prepare for entering the major as a Junior. In many cases, first and second year courses that might be prerequisite for the major may be taken within the AAS-DTA degree plan. Please work with an advisor to map out a plan that is best for you. EvCC's Anthropology advisor is listed below.

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### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center before registering for first quarter classes. Contact:

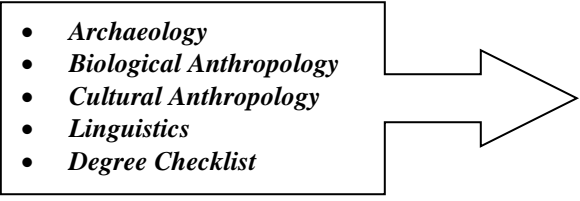
- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### PROGRAM ADVISOR

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection:

- ◆ Cynthia Clarke, Gray Wolf Hall 218, 425-388-9382, [cclarke@everettcc.edu](mailto:cclarke@everettcc.edu)

Or call the Division Office at 425-388-9387.

- 
- *Archaeology*
  - *Biological Anthropology*
  - *Cultural Anthropology*
  - *Linguistics*
  - *Degree Checklist*

## ARCHAEOLOGY

Archaeology uses material remains to study past cultures. Archaeologists spend time digging at archaeological sites, but most of the work is concentrated in preparation and analyses of cultural artifacts. Historical and prehistorical archaeology, along with CRM (Cultural Resource Management, which focuses on preservation of cultural sites and objects), are the typical areas of interest for archaeology students.

### SUGGESTED PREPARATION

Potential archaeology students can gain first-hand experience by volunteering for either museum curator experience or excavation experience. One excellent place to learn about opportunities is to subscribe to the *PIT Traveler* (Passport in Time Clearinghouse, P. O. Box 15728, Rio Rancho NM 87174-5728, (505) 896-0734, (800) 281-9176; www.passportintime.com). This program organizes volunteers to work with archaeologists in the National Forest Service on a variety of projects. In addition, coursework in geology, photography and drafting are helpful.

### CAREER OPTIONS

Among the career choices for the trained archaeologist are academic positions which include both classroom and excavation teaching opportunities, museum positions where prehistoric, historical, classical, preservation (artifacts conservator) are in demand, program directors, consultant, archivist, conservators or conservation technicians, museum directors, museum technicians, State and Federal government positions (particularly in CRM), and private sector archaeologists (also, usually as a part of CRM efforts).

### SPECIFIC ANTHROPOLOGY COURSES:

ANTH &215, &206D AND &204 are **required**. LING 200, GS 101D or 105D, and MATH& 146 are strongly recommended. Emphasis on additional Natural Sciences and Mathematics courses, such as MATH& 151-152, is strongly encouraged.

### Recommended Courses for the AAS – DTA:

**Humanities:** ART 101 or higher; PHOTO 115 or higher

**Natural Sciences:** CHEM& 161 or higher; GEOL 102 or 104; PHYS& 114 or higher

**Social Sciences:** ECON& 201 or 202; POLS& 200

**Elective:** ACCT 110 or higher

## BIOLOGICAL ANTHROPOLOGY

Biological (physical) anthropologists use a biocultural approach to the study of humanity. The biocultural approach centers on the relationships between human biology and culture from an evolutionary perspective. There is a significant overlap in course preparation between the biology and biological anthropology student, although the anthropology student also incorporates knowledge of cultural systems into his/her course of study. Typically, the biological anthropologist will specialize in human variation and adaptation, paleoanthropology or primatology in graduate school.

### SUGGESTED PREPARATION

Potential biological anthropology students can prepare by taking coursework in high school that parallels the coursework for the future biologist, but should not neglect training in language courses and in the social sciences. Volunteer work at a zoo or primate center, in a hospital setting or at a museum is helpful.

### CAREER OPTIONS

Among the career choices for the trained biological anthropologist are academic positions, which include research opportunities such as human growth, human genetics, primate anatomy, paleoanthropology, demography, and forensic anthropology. Museum positions, medical schools, athletics, various state and federal government agencies, and private agency positions are among the employment options.

### SPECIFIC ANTHROPOLOGY COURSES:

ANTH &215, &206D AND &204 are **required**. LING 200, GS 101D and MATH& 146 are strongly recommended.

### Recommended Courses for the AAS – DTA or the AS:

**Quantitative Skills:** MATH& 151 -152 and 163 or higher

**Humanities:** Whenever possible, select diversity course options.

**Natural Sciences:** BIOL& 221- 223; CHEM& 161-163; CHEM& 261-263; GEOL 102 or 104; PHYS& 114-116.

**Social Sciences:** PSYC& 101 or higher; SOC 209; SOC 240; whenever possible, select diversity course options.

The **Associate of Science** is an alternative degree option that can be helpful if you are planning to pursue Biological Anthropology. This degree emphasizes the Natural Sciences courses and delays some of the Humanities and Social Science courses until you transfer to your intended university. Talk with an advisor before you follow this plan, to determine if it is the right path for you and to properly select courses.

Be Alert! Look for courses numbered 182, such as Anthropology 182 or Sociology 182. They allow participation in the community and are strongly encouraged for Anthropology majors.

# CULTURAL ANTHROPOLOGY & LINGUISTIC ANTHROPOLOGY

Training in both cultural and linguistic anthropology can open doors to a wide range of careers. While many anthropologists focus on international issues, increasingly, issues of cultural and linguistic diversity within the United States occupy anthropologists.

## SUGGESTED PREPARATION

Strong reading and writing skills are essential. A good background in math and computer applications will support further study in research methods and statistics. A willingness to interact with people individually and in social organizations is helpful. Foreign language skills will be useful and may be required. Attending cultural festivities (music, dance), performances, or religious ceremonies of another culture might be helpful. Participation in volunteer programs such as ESL tutoring or mentoring through the EvCC Multicultural Center and EvCC Refugee Program is encouraged.

## CAREER OPTIONS

Cultural anthropology majors can qualify for employment in many different fields: urban anthropology, administrative and management positions, international business/service, economic anthropology, research, psychological anthropology, ethnomusicology, education, consultation, medical anthropology, market research, archivist, conservation, genealogist, museums, environmental anthropology, systems planning, personnel, health and human services.

Linguistic Anthropology may prepare the student for jobs as a researcher, program director, interpreter, recorder of unwritten language, dictionary compiler, consultation, and teacher. Linguistic anthropology also prepares students for the types of work done by cultural anthropologists.

## SPECIFIC ANTHROPOLOGY COURSES:

ANTH& 215, 206D AND 204 are **required**. LING 200, GS 101D, and MATH& 146 are strongly recommended.

### Recommended Courses for the AAS – DTA:

**Humanities:** Whenever possible, select courses that relate to an area of emphasis, such as: ART 124D; GS 186D; HUM 160D; HUM 178D; HUM 180D; MUSC 110D; PHIL 267; POL& 203

**Natural Sciences:** BIOL 105; BOT 115D; ENV& 100 or 101; GEOL& 110; NUTR 180

**Social Sciences:** Whenever possible, select courses that relate to an area of emphasis, such as: EDUC 202; GS 185D; GS 187D; PSCY 210D; SOC 247D or 255D

## WEBSITES

The Websites listed below provide information about various options in Anthropology:

For information about careers in archaeology, contact:

- Society for American Archaeology, 900 2nd St. NE, Suite 12, Washington, DC 20002. Internet: <http://www.saa.org>
- Archaeological Institute of America, 656 Beacon St., Boston, MA 02215. Internet: <http://www.archaeological.org>

For information about careers in applied anthropology, contact

- National Association of the Practice of Anthropology <http://www.practicinganthropology.org/>

For information about careers in biological anthropology, visit:

- American Association of Physical Anthropology ; <http://physanth.org/>

For information about careers in linguistic anthropology, visit:

- Society for Linguistic Anthropology; <http://linguisticanthropology.org>

For information about other careers in anthropology, contact:

- The American Anthropological Association, 4350 N. Fairfax Dr., Suite 640, Arlington, VA 22203. Internet: <http://www.americananthro.org/>

University Websites:

- Central Washington University: [www.cwu.edu/anthropology/](http://www.cwu.edu/anthropology/)
- Eastern Washington University: [www.ewu.edu/csbsw/programs/anthropology.xml](http://www.ewu.edu/csbsw/programs/anthropology.xml)
- University of Washington: <http://depts.washington.edu/anthweb>
- Western Washington University: [www.wvu.edu/anthropology](http://www.wvu.edu/anthropology)

[MARCH 2017]

SUGGESTED SEQUENCE OF CLASSES FOR COLLEGE-READY STUDENTS			
	Quarter 1	Quarter 2	Quarter 3
Year One	ENGL& 101 <sup>1</sup>	ENGL& 102 <sup>2</sup>	ELECTIVE
	MATH& 141 <sup>3</sup>	GS 101D <sup>4</sup>	MATH& 146
World Language I, II, III			
	Quarter 4	Quarter 5	Quarter 6
Year Two	Natural Science	ANTH& 215	Natural Science
	ANTH& 206D	Social Science	ANTH& 204
	Humanities	LING 200	Humanities

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn) Anthropology courses numbered 200 or higher generally meet the “major-ready” requirements of universities. Generally only one 100-level anthropology class is allowed towards the major.

<sup>1</sup> ENGL& 101D is required.

<sup>2</sup> ENGL& 102D is the preferred option.

<sup>3</sup> See anthropology advisor if you have questions on this suggestion.

<sup>4</sup> Strongly recommended. GS 105D (humanities) can also be an option

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **ANTHROPOLOGY** or **ARCHAEOLOGY** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation. Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_

**COMPLETION of [College Success Course](#)**

Where completed/Course Title	Year Completed	Grade
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**COMPLETION of Diversity Course**

<u>ANTH&amp; 206D: Cultural Anthropology</u> Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, selected from the list of approved [Communication courses on the AAS-DTA list](#))

ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list.](#))

MATH& 141 (recommended)	Precalculus I: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1. See the recommended courses in this guide.)

LING 200 (strongly recommended)	Introduction to Linguistics	5		

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1. See the recommended courses in this guide.)

ANTH& 206D (required) (FWSp)	Cultural Anthropology	5		

**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#). See Note 1. See the recommended courses in this guide.)

ANTH& 215 (required) (W)	Bioanthropology with Lab	5		

**ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used. See Recommended Courses listed in this guide and the courses below.)

A LIST			B LIST (Maximum of 15 credits)		
Course (see Note 2)	Cr.	Qtr Compl	Course	Cr.	Qtr Compl
ANTH& 204 (required) (Sp, OL)	5		Any 182 course (Optional)	1-6	
MATH& 146 (recommended)	5				
World Language I, II, III (see Note 3)	15				

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits total in any one discipline may be used across the Humanities, Social Sciences, and Natural Sciences. It is strongly recommended that diversity-designated (D) courses be selected whenever possible.

**Note 2:** Only one 100-level course will count toward major, so note this as you prepare to become majors-ready.

**Note 3:** If you have had two or more years of a world language in high school and/or if you are preparing for linguistics, please consult with the anthropology advisor. Special note: If considering UW-Seattle, the third year will be required to graduate from that university.

# Advanced Manufacturing Technology Apprenticeship

## GENERAL INFORMATION

Everett Community College offers a number of pathways toward technical careers, using stackable certificates and degrees. The first level, for students seeking entry into the technical world, would be the **Manufacturing Pre-Employment Certificate**, a credential that would allow one to work in entry-level manufacturing. The next level up would be to take classes leading to a **Skills-Oriented Certificate**. And for those seeking a higher level of education and the job skills and responsibilities that go with it, EvCC offers skills-oriented **ATA Degrees**. This Advanced Manufacturing Technology curriculum guide describes all three levels in the Precision Machining discipline. This program also provides a flexible framework for the incorporation of credit from prior learning in industry or government. An early conference with one of the designated advisors is strongly suggested for success.

## THE PROGRAM

The Advanced Manufacturing Technology – Apprenticeship Program is part of a cluster of programs. Five **Associate in Technical Arts degrees** and nine **certificates in Advanced Manufacturing Technology** are offered, and may be pursued on a full-time or part-time basis at Everett Community College (EvCC).

### ATA degree Programs (all are 90 credits):

- **Advanced Manufacturing Tech – Precision Machining\***
- **Advanced Manufacturing Tech – Apprenticeship**
- **Advanced Manufacturing Tech – Technical Design (CAD)\***
- **Advanced Manufacturing Tech – Composites\***
- **Advanced Manufacturing Tech – Welding and Fabrication\***

### Certificate Programs :

- **Manufacturing Pre-Employment (12 credits)\***
- **Precision Machining (40 credits)\***
- **Engineering Technology (CAD) (39 credits)\***
- **CATIA v5 (27 credits)\***
- **Composites (31 credits)\***
- **Welding and Fabrication (43 credits)\***
- **Mechatronics (19 credits)\***
- **Introduction to Composites (5 credits)\***
- **Introduction to Robotics (5 credits)\***

The overall program is designed for maximum flexibility, in that one may choose to take one or two courses to enhance their current skills, or pursue a certificate or degree, depending on their goals. The program outcomes for students pursuing the degree will prepare them to perform the following tasks:

- Solve technical mathematical problems
- Read and understand basic engineering drawings
- Understand and utilize machine technology
- Write programs and setup CNC machines
- Operate and perform maintenance on CNC machines
- Document technical activities in written and verbal reports
- Be prepared for successful employment

\* Described in a separate guide.

Approved February 8, 2018 by Instructional Council

## CREDIT FOR PRIOR LEARNING

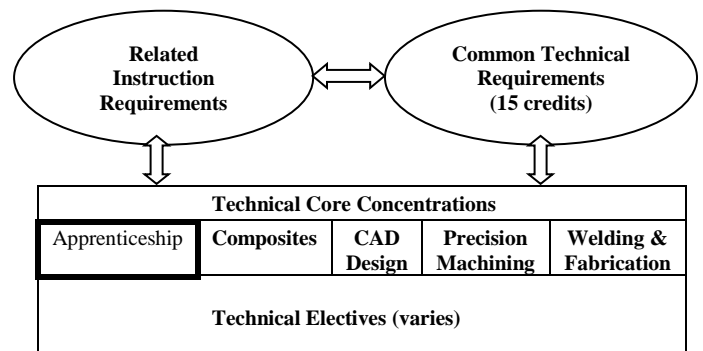
Adults with work experience or completion of industry training programs may be eligible for college credit by following “External Credit” evaluation procedures. Students currently in high school may take selected technical courses while in high school and apply at that time for college credit.

External Credit: Contact Enrollment Services  
Call: 425-388-9219

Tech Prep: [www.everettcc.edu/techprep](http://www.everettcc.edu/techprep)  
Or contact your high school counselor

## THE COURSES

The courses for this program may be divided into four categories: related instruction requirements (15 credits), common technical requirements (28 credits), technical core concentration classes (31 to 40 credits), technical electives (credit varies) and the final capstone class (5 credits). Students seeking an ATA degree will take the number of credits shown in each area plus a number of technical elective classes until the total credit accumulations meets or exceeds the degree requirement. Note that a minimum of 28-40 credits need to come from any one technical concentration to qualify for that particular degree. The actual courses are listed further on in this curriculum guide. See the diagram below for an understanding of how the courses interrelate.



## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Students interested in the program should talk to an advisor prior to selecting classes for the first quarter:

Advising		425-388-9339
Enrollment Services		425-388-9219
Apprenticeship	(Kevin Soderlund)	425-388-9219
Precision Machining	(Kevin Soderlund)	425-388-9390
CAD	(David Primacio)	425-267-0160
Welding	(Robert White)	425-388-9547
Composites	(Michael Patching)	425-388-9092



# ATA Degree: Advanced Manufacturing Tech –Apprenticeship

The courses required for an **Associate in Technical Arts Degree in Advanced Manufacturing Tech – Apprenticeship**, are listed below. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. EvCC does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this degree, each of these courses must be completed with a grade of 2.0 or higher.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course (BUS 110D or CMST 204D suggested):**

<u>Course Number</u>	<u>Course Title</u>	<u>Where Completed/Course Title</u>	<u>(Year Completed)</u>	<u>(Grade)</u>
		<u>Credits</u>	<u>Quarter Planned</u>	<u>Quarter completed</u>
				<u>Grade</u>
<b>RELATED INSTRUCTION (15 credits)</b>				
ENGL 098 or ENGL& 101	Intro to College Writing or English Composition I	5	_____	_____
ENG T 101	Intro to Graphics and Measurements	5	_____	_____
BUS 110D, BUS 165, CMST& 210, CMST 204D, CMST& 230	Human Relation Course from this group. <b>(BUS 110D or CMST 204D recommended)</b>	5	_____	_____
		<b>15</b>		
<b>COMMON TECHNICAL REQUIREMENTS (15 credits)</b>				
*CT 101	Introduction to Composites	5	_____	_____
*WELD 101	Introduction to Welding	5	_____	_____
*ENG T 108	Introduction to 3D CAD	5	_____	_____
		<b>15</b>		

\* classes can be substituted based on the apprenticeship program.

**APPRENTICESHIP REQUIREMENTS**

Proof of apprenticeship may be provided by the presentation of the original Journeyman’s card. College Staff in the Aerospace and Advanced Manufacturing Careers division will provide the approval signature. Students should attach a copy of the journeyman’s card to the degree application.

- Completion of 5,200 hours of OJT certified by the Apprenticeship program.      Approval Signature \_\_\_\_\_ Date \_\_\_\_\_
- Completion of 450 hours of related training certified by Apprenticeship program      Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Students completing this ATA degree can transfer directly to the Information Technology and Administrative Management (ITAM) program at Central Washington University or to the Manufacturing Operations program at Clover Park Technical College to pursue a Bachelor of Applied Science (BAS) degree. Go to [www.cwu.edu/it-management/bas-overview](http://www.cwu.edu/it-management/bas-overview) or [www.cptc.edu/programs/basmo](http://www.cptc.edu/programs/basmo) for more information.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **MARCH 2018**. The College reserves the right to change courses, programs, degrees and requirements. It is the student’s responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

You may complete elective credits to satisfy the ATA degree requirements in this program. These should be technical in nature, but need not be if your selection enhances your ultimate employability. Any college level English course, for example, would enhance your communication skills and be considered acceptable. Please browse through the college catalog and examine the wide variety of courses offered at EvCC. The following list is presented for your convenience and represents some of the more commonly selected elective courses.

### COMPOSITES TECHNOLOGY

CT 102 Composites Technology 1  
 CT 203 Composites Technology 2

### Technical Design (CAD)

ENG T 100 Introduction to Engineering Graphics and 2D AutoCAD  
 ENG T 103 Introduction to Revit  
 ENG T 196 Advanced Workbenches with CATIA v5  
 ENG T 203 Intermediate AutoCAD  
 ENG T 217 CAD Projects  
 ENG T 259 Engineering Graphics (SolidWorks II)  
 ENG T 193 Intermediate Catia

### OTHER SUGGESTIONS

BT 100 Beginning Keyboarding  
 ACCT 110 Small Business Accounting  
 BUS& 101 Introduction to Business  
 BT 162 Job Search & Professional Development  
 BT 242 Excel  
 BT 243 Advanced Excel  
 IT 117 CCNA 1: Introduction to Networking  
 ECON 101D Understanding Economics  
 ENG T 104 Mechanical Blueprint Reading  
 ENGR& 104 [OR BUS 102] Introduction to Design  
 ENVS 150 Land Use Planning & Regulation  
 GRAPH 100 Intro to Digital Studio  
 GEOG 205 Physical Geography with GIS, GPS, and Remote Sensing labs  
 GIS 200 Introduction to Computer Cartography  
 GIS 201 Introduction to Geographic Information Systems  
 GIS 205 Applications in Geographic Information Systems  
 GIS 250 Internship in Geographic Information Systems  
 GIS 299 Independent Study – Visual Basic for GIS  
 GRAPH 110 Foundations of Graphic Design  
 GRAPH 113 Graphic Design and Typography  
 PHOTO 110 Photography I: Basic Elements

### WELDING

WELD 111 Basic Layout  
 WELD 150 Blueprint Reading for Industry  
 WELD 151 Carbon Steel Metallurgy for the Trades  
 WELD 152 Welding Base Materials: Processes & Procedures  
 WELD 153 Non-Ferrous Metallurgy for the Trades  
 WELD 190 Oxyacetylene  
 WELD 191 Basic Arc  
 WELD 192 Advanced Arc  
 WELD 193 Basic Pipe  
 WELD 194 Gas Tungsten Arc Welding (TIG)  
 WELD 195 Gas Metal Arc/Flux Core Arc Welding  
 WELD 196 Flux Core Arc Welding  
 WELD 210 Heavy Plate Fabrication  
 WELD 211 or WELD 217 Sheet Metal Fabrication or Advanced Sheet Metal Fabrication  
 WELD 212 Pipefitting & Pipe Systems Fabrication  
 WELD 213 Practical Fabrication & Adv. Welding Techniques  
 WELD 214 Sub-Arc Welding  
 WELD 216 Advanced Tig Welding  
 WELD 225 Welding Skills Building  
 WELD 285 or 286 Computer Numeric Controlled (CNC Plasma Cutting or Aerospace CNC Plasma Cutting  
 WELD 295 Work Experience Internship

### MANUFACTURING TECHNOLOGY

MFG T 102 Manufacturing Employment Readiness  
 MFG T 107 Machining with Mastercam

### ENGLISH COURSES

You may select any English course, ENGL& 101 or higher, or any Communications course (CMST).

### HUMAN RELATIONS (R)

You may take any human relations course listed on Page 2

### INTERNSHIP

MFG T 171  
 MFG T 172

### MATHEMATICS COURSES

Math 085 is particularly recommended for the degree if you haven't taken a higher level course in Technical Geometry and Trigonometry.

### SCIENCE COURSES

You may select any physics, chemistry, or engineering course

### BUSINESS COURSES

You may select any business course

# Information about... Architecture



## GENERAL INFORMATION

People need places in which to live, work, play, learn, worship, meet, govern, shop, eat. These places may be private or public; indoors or out; rooms, buildings, or complexes, and together comprise neighborhoods, towns, suburbs and cities. *Architects*—licensed professionals trained in the art and science of building design—transform these needs into concepts and then develop the concepts into building images and plans that can be constructed by others.

Architects design the overall aesthetic and functional look of buildings and other structures. The design of a building involves far more than its appearance. Buildings also must be functional, safe, and economical, and must suit the needs of the people who use them. Architects take all these things into consideration when they design buildings and other structures.

All States and the District of Columbia require individuals to be licensed (registered) before they may call themselves architects or contract to provide architectural services. Nevertheless, many architecture school graduates work in the field while they are in the process of becoming licensed. However, a licensed architect is required to take legal responsibility for all work. Licensing requirements include a professional degree in architecture, a period of practical training or internship, and passage of all divisions of the Architect Registration Examination (ARE).

In most States, the professional degree in architecture must be from one of the 123 schools of architecture with degree programs accredited by the National Architectural Accrediting Board (NAAB). However, State architectural registration boards set their own standards, so graduation from a non-NAAB-accredited program may meet the educational requirement for licensing in a few States. Three types of professional degrees in architecture are available through colleges and universities. The majority of all architectural degrees are from 5-year Bachelor of Architecture programs, intended for students entering from high school or with no previous architectural training. In addition, a number of schools offer a 2-year Master of Architecture program for students with a pre-professional undergraduate degree in architecture or a related area, or a 3- or 4-year Master of Architecture program for students with a degree in another discipline.

Architects must be able to visually communicate their ideas to clients. Artistic and drawing ability is very helpful in doing this, but not essential. More important are a visual orientation and the ability to conceptualize and understand spatial relationships. Good communication skills, the ability to work independently or as part of a team, and creativity are important qualities for anyone interested in becoming an architect. Computer literacy also is required as most firms use computers for writing specifications, 2- and 3-dimensional drafting, and financial management. Knowledge of computer-aided design and drafting (CADD) is helpful and will become essential as architectural firms continue to adopt this technology. Recently, the profession recognized National CAD Standards (NCS); architecture students who master NCS may have an advantage in the job market.

This information is adapted and quoted from

<http://www.bls.gov/ooh/Architecture-and-Engineering/Architects.htm> (February 2016)

## YOUR EDUCATIONAL PLAN

Interested students should contact a specific School of Architecture for individual advising.

Both the University of Washington and Washington State University have schools of architecture. The student interested in becoming an architect would need to apply for admission to both the School of Architecture and the university.

Each School of Architecture has specific classes that need to be taken at the School as part of their undergraduate work prior to acceptance into the specific program. These include history of architecture and design classes. Prior to acceptance to the School of Architecture, the prospective student must have a portfolio of work to present for consideration; that portfolio is in part designed during the classes at the School itself.

Though the **Associate in Arts and Sciences – Direct Transfer Agreement (“DTA”)** degree is designed for students with an intention to transfer to a university to pursue a bachelor’s degree, it may not be the best plan if you are focused on Architecture. The specific schools of architecture have program-specific prerequisites that need to be taken prior to acceptance to the program, and usually can only be taken at the university itself. Therefore it may not be practical to attend a community college for a full two years. Please contact the School of Architecture as early as possible to determine your best course of action, and obtain their recommendation as to what courses to take at the community college. In the meantime, you may find it helpful to take core courses in English, Math, Drawing, Design, and computer applications at EvCC.



**UW** - <http://arch.be.washington.edu/>

**WSU** - <http://sdc.wsu.edu/>

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to registering for first quarter classes.

Contact:

- ◆ Enrollment Services, Parks Student Union 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall Room 104, 425-388-9339, [advising@everettcc.edu](mailto:advising@everettcc.edu)



### About Everett Community College

Improve your personal skills, discover new ideas, prepare for work and/or university transfer, and improve your career prospects through programs at EvCC.

Each term, about 9,000 students enroll in a wide variety of courses. Day, evening, distance, and workplace-based options are available. Students may enroll on a full-time or part-time basis. EvCC offers two-year associate degrees, short-term certificates, endorsements and industry certifications.

Student life can be active. Currently, EvCC offers athletic programs in basketball, baseball, and soccer, to name a few.

Student clubs range from Phi Theta Kappa (the Honor Society) to First Nations to the International Club, and more. Our Student Government and Programs Board are always on the go with activities that make college life fun. There are also opportunities to develop leadership skills.

Student services are designed to support students in their studies, remove barriers, and enrich student life. Financial aid services offer grant and loan opportunities, as well as scholarships. Our Counseling and Student Success office has a rich array of information and personal assistance for students. The Diversity and Equity Center Center supports student activities that promote growth and opportunity toward cultural understanding.

Former EvCC students have found employment in business and industry, in community service agencies, in schools, and in other locales. Our transfer students are known to do very well at the UW, WWU and other schools.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **SEPTEMBER 2010**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



## GENERAL INFORMATION

The first two years of study toward a major in Atmospheric Science may be completed at EvCC. EvCC offers the **Associate of Science Degree**, designed as part of a transfer agreement with a variety of universities in Washington. The degree offers qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of this degree to be appropriate.

The **Associate of Science** degree requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student will be eligible for junior level science courses, but will need to complete the remaining distribution requirements before graduation with a baccalaureate degree.

Please discuss your interests and course selection with an advisor.

Atmospheric science is the study of the atmosphere—the blanket of air covering the Earth. *Atmospheric scientists*, commonly called *meteorologists*, study the atmosphere's physical characteristics, motions, and processes, and the way in which these factors affect the rest of our environment. The best known application of this knowledge is forecasting the weather. In addition to predicting the weather, atmospheric scientists attempt to identify and interpret climate trends, understand past weather, and analyze today's weather. Weather information and meteorological research are also applied in air-pollution control, agriculture, forestry, air and sea transportation, defense, and the study of possible trends in the Earth's climate, such as global warming, droughts, or ozone depletion.

Adapted from The Occupational Outlook Handbook, March 2009  
<http://stats.bls.gov/oco/ocos051.htm>

## SUGGESTED PREPARATION

To begin college study in the sciences, students should have the following high school courses, or complete the equivalent course at EvCC:

High School Courses	=	EvCC Courses
Geometry 1 and 2		MATH 95
Algebra 3 and 4		MATH 96
Trigonometry		MATH 105
Fourth Year Math		MATH& 141
Chemistry 1 and 2		CHEM& 140
Physics 1 and 2		PHYS&114, 115, 116

## CAREER OPTIONS

A career in Atmospheric Science generally requires at least a master's degree and usually a doctorate. According to the Occupational Outlook Handbook, most employment opportunities in Atmospheric Sciences may be found in the Federal government, largely in the National Oceanic and Atmospheric Administration (NOAA) in weather stations throughout the nation. Research and development or management positions are also available. Other employers are the Department of Defense, research and testing services, private weather consulting services, and computer and data processing services. Colleges and universities also offer opportunities for faculty positions.

## PROGRAM ADVISORS

To plan your course of study and discuss your interests, we strongly encourage you to contact an advisor:

Steve Grupp, Whitehorse 214, 425-388-9450, [sgrupp@everettcc.edu](mailto:sgrupp@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising prior to registering for first quarter classes. Contact:

◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

◆ Advising Center, Rainier Hall 108  
 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## TRANSFER INFORMATION

The University of Washington is the most common transfer choice of those intending to major in Atmospheric Science. The department of Atmospheric Science is within the College of Arts and Sciences. More information can be obtained at their website:

**[www.atmos.washington.edu/](http://www.atmos.washington.edu/)**

April 2016

*See degree checklist on the other side....*

# Associate of Science – Atmospheric Science

This checklist is targeted at transfer students with an interest in **Atmospheric Science**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course**

Course Number	Course Title	(Where Completed/Course Title) Credits	(Year Completed) Quarter Completed	(Grade) Grade
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**COMMUNICATIONS SKILLS** (5 credits)

ENGL& 101 or 101D	English Composition I	5	_____	_____
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**MATHEMATICS** (15 credits selected from MATH& 151, 152, 153, 254, 146; including at least one of MATH& 153, 254, 146)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**HUMANITIES AND SOCIAL SCIENCE** (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science – see separate guide.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SCIENCE** (See Note 1.)

PHYS& 114	General Physics I	5.5	_____	_____
PHYS& 115	General Physics II	5.5	_____	_____
PHYS& 116	General Physics III	5.5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
ATM S 101	Weather	5	_____	_____
CS& 141	Computer Programming for Engineers and Scientists	5	_____	_____

**ELECTIVES** (Selected with advisor approval, such as OCEA& 101; GEOL 102, 104; Foreign Language.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA. See Note 2.**

**Note 1.** Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to take the EvCC English and Math placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 096 or equivalent placement, as well as completion of CHEM& 140 or higher or a high school chemistry course. Some science classes are offered only in certain quarters of the year; please consult with an advisor to determine when classes are available. Students who initially place in a high level math course do not need to take math courses below that level. The Associate of Science degree requires the completion of at least 15 credits in Math, including completion of MATH& 153 or 254 or 146.

**Note 2:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **JANUARY 2014**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## Advanced Avionics Programs

### GENERAL INFORMATION

*Aviation Maintenance Technicians (AMTs)*, also known as aircraft mechanics, are responsible for keeping aircraft in airworthy condition. They perform regularly scheduled inspections and maintenance, as required by the Federal Aviation Administration (FAA). *Avionics Technicians* or *Aircraft Electronic Technicians (AETs)* are AMTs with advanced avionics training and certification.

Besides routine maintenance and inspections, work for Technicians involves repairs, replacement of parts, use of precision tools, troubleshooting for problems and testing of equipment following repairs to ensure that work has been done properly and within prescribed safety limits.

The commercial airlines or smaller facilities require technicians to work on many types of aircraft and perform all phases of the maintenance process. In other larger facilities, technicians may specialize in preventative maintenance and in specific parts of the maintenance process.

Technicians are FAA certified requiring hands-on training as well as classroom hours in appropriate programs. Avionics Bench Technicians (Bench Techs) only perform avionics manufacture, troubleshooting, and repair of components and do not require FAA certification.

Though there is high demand for AMTs, industry indicates the highest demand for employees is the AET.

EvCC's Aviation Maintenance Technology program has been operating on Paine Field in Everett, Washington for 50 years and is an FAA Part 147 operating under Air Agency Certificate EU9T125R. It provides education and training necessary to qualify for the FAA AMT Certificate with Airframe and Powerplant (A & P) ratings. The curriculum meets or exceeds the minimum number of hours required by 14 CFR Part 147.

The Aviation Maintenance Technician School (AMTS) is eight quarters, including Summer Quarters, and the Advanced Avionics program is two quarters. Courses in the AMTS provide experience in reciprocating and turbine engines, airframe repair, maintenance, and inspection procedures. Courses in the Advanced Avionics program provide experience with electronics, wiring, fiber optics, aircraft avionics systems, and FCC license preparation.

### ADMISSION AND DEGREE REQUIREMENTS

AMTS (Part 147) Program:

- Admission Requirements
  - Minimum 18 years of age
  - High School Diploma or equivalent certificate
  - Per FAA regulation, ability to read, write, and speak the English language
  - Eligibility for ENGL& 101 and MATH 086
  - Completion of Aviation Information Session within two years of program admission
  - Completion of mandatory orientation prior to beginning program
- Degree Requirements
  - Cumulative GPA of 2.0 in all coursework completed at EvCC
  - Must earn a 2.0 (C) in all required courses
  - Meet all FAA required hours and coursework

Advanced Avionics Program:

- Admission Requirements
  - Eligibility for ENGL& 101 and MATH&141 **or** hold the FAA AMT Certificate **or** completion of General Aviation curriculum in the AMTS program.
  - Completion of Avionics Information Session

### PROGRAM OPTIONS

EvCC Aviation Maintenance Technology offers the following certificates and degrees in the AMT and Advanced Avionics programs:

❖ **AMTS (Part 147) Program**

**1. Airframe and Powerplant License Preparation: 160 credits**

Preparation for the FAA AMT License only. **\*\*This Preparation is not eligible for financial aid.**

**2. Aviation Maintenance Master Class (Military Program): 18 credits**

Note: This certificate is intended for transitioning or recently transitioned military personnel and is not eligible for federal financial aid.

**3. Aviation Maintenance Technology Certificate: 73 – 75 credits**

Preparation for the FAA AMT License and completion of 15 – 20 credits of general education courses.

**4. Aviation Maintenance Technology ATA: 90 credits**

Preparation for the FAA AMT License and completion of 25 - 30 credits of general education courses.

**5. Aviation Maintenance Technology AAS-T: 90 credits**

Preparation for the FAA AMT License and completion of 30 – 35 credits of general education courses. This degree is intended for students transferring to a specific university for a Bachelor's degree.

❖ **Advanced Avionics Program**

**1. Aircraft Electronics Short Term Certificate: 16 credits**

Qualifies students for entry level employment in a variety of industry sectors in the electronics field.

**\*\*Certificate is not eligible for financial aid.**

**2. Aircraft Wiring Short Term Certificate: 12 credits**

Qualifies students for entry level employment in the aerospace manufacturing sector in a wiring field.

**\*\*Certificate is not eligible for financial aid.**

**3. Aircraft Avionics Systems Short Term Certificate: 12 credits**

Qualifies students for entry level employment in the aerospace manufacturing sector.

**\*\*Certificate is not eligible for financial aid.**

**4. Avionics Technician Short Term Certificate: 40 credits**

Combination of the Short Term Certificates listed above, qualifying students to work as Avionics Bench Technicians. When combined with the FAA AMT Certificate, qualifies students to work in Aviation Maintenance fields as an Avionics Technician or AET.

**\*\*Certificate is not eligible for financial aid.**

**5. Aircraft Electronics Certificate: 55 credits**

Qualifies students to work as Avionics Bench Technicians. When combined with the FAA AMT Certificate, qualifies students to work in Aviation Maintenance fields as an Avionics Technician or AET.

**6. Aircraft Electronics Technician ATA: 125 credits**

Combination of AMTS and Advanced Avionics programs with 25 - 30 credits of general education courses.

**7. Airframe/Avionics ATA: 125 credits**

Combination of Airframe portion of the AMTS and Advanced Avionics programs with 25 – 30 credits of general education courses.

Other potential programs to benefit aviation mechanics:

• Composites

The Composites program is a hands-on, in-depth overview of the process involved in the development and production of composite products. Skills include tooling, fabrication, machining, assembly, quality assurance, repair, lay-up, vacuum bagging, and cure processing of wet laminating. The program is designed to prepare students to fabricate, assemble and repair composite materials on aircraft.

• Industrial painting

Short term program providing hands-on skill preparation in painting technique, safety, and equipment and materials handling.

• A & P Test Preparation

EvCC's A&P Test Prep Program is designed to prepare participants to test for an FAA Mechanic's Certificate with an Airframe, Powerplant or A&P rating. Individuals should already hold their FAA 8610-2.



## CAREER OPTIONS

Employment opportunities in aviation maintenance (Aviation Maintenance Technicians and Avionics Technicians) are in high demand. 649,000 aircraft mechanics are needed worldwide, with approximately 118,000 of those in North America. Most job openings for aircraft mechanics will stem from position replacement and aerospace growth. The majority of aviation maintenance technicians work for airlines, maintenance repair and overhaul (MRO) stations or general aviation facilities. A smaller number work for the Federal Government at facilities in several metropolitan areas located throughout the country. Others work for independent repair shops or companies that operate their own airplanes for transporting executives and/or cargo. Some are self-employed. Industry gives stronger hiring preference to individuals holding both the A & P license and avionics certification.

Opportunities for advancement to positions as supervisors and inspectors are available to qualified aircraft mechanics. Industry prefers individuals hold a bachelor's degree in addition to their FAA ratings. In 2016, median hourly earnings of aircraft mechanics and service technicians is \$28.93 and \$29.21 for Avionics Technicians.

Note: Background checks and drug testing are required in the aviation industry. Criminal history or illegal drug use may be cause for disqualification for employment. Positive drug testing can be cause for suspension or revocation of the FAA AMT License.

## LEARNING OUTCOMES

1. Demonstrate and apply appropriate aviation technical applications, problem solving, and critical thinking skills required in industry while preparing for the FAA Aviation Maintenance Technician certification with Airframe and Powerplant ratings.
2. Demonstrate multiple communication means specific to aviation maintenance concepts and technical processes using appropriate terms and vocabulary.
3. Demonstrate safe work habits and behavior in aviation, reflecting concern, care, and pride in self, others, equipment, aircraft, and facilities.
4. Demonstrate and apply industry required technical skills and data.
5. Demonstrate and apply appropriate industry required skills in:
  1. Attendance
  2. Character
  3. Teamwork
  4. Appearance
  5. Attitude
  6. Productivity
  7. Organizational Skills
  8. Communication
  9. Cooperation
  10. Respect
  11. Documentary Discipline

## PROGRAM ADVISORS

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Advisors are assigned by the Aviation division office. Contact your assigned academic advisor to help you create your Degree Audit Plan. If no answer, call the division office at 425-388-9533.

Dale Lerback	C80	425-388-9521	<a href="mailto:dlerback@everettcc.edu">dlerback@everettcc.edu</a>
Steve Tuggle	C80	425-388-9969	<a href="mailto:stuggle@everettcc.edu">stuggle@everettcc.edu</a>
Shay Mohn	C80	425-388-9264	<a href="mailto:smohn@everettcc.edu">smohn@everettcc.edu</a>
Ken Andreason	C80	425-388-9519	<a href="mailto:kandreason@everettcc.edu">kandreason@everettcc.edu</a>
Matthew Cronin	C80	425-388-9964 x7422	<a href="mailto:mcronin@everettcc.edu">mcronin@everettcc.edu</a>
Raylene Alexander (Avionics)	C80	425-388-9519	<a href="mailto:ralexander@everettcc.edu">ralexander@everettcc.edu</a>

## APPLYING FOR GRADUATION

One quarter before expected graduation, the certificate/degree checklist should be submitted with an online diploma application to the Enrollment Services Office.

## GETTING STARTED AT EVCC

If you require information for applying, registering for classes, or other needs, please contact the Aviation division front office at 425-388-9533.

For more information about our graduation rates, the median debt of students who complete the program, and other information, please visit our website [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **NOVEMBER 2018**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu).

# AVIATION MAINTENANCE TECHNOLOGY DEPARTMENT



STUDENT NAME \_\_\_\_\_ SID \_\_\_\_\_ ADVISOR \_\_\_\_\_

Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites.

CERTIFICATE & DEGREE REQUIREMENTS						Substitution/Transfer Credit		
Course	Course Title	Credits	Grade	Quarter	Year	College/University	Course	Credits
<b>CORE REQUIREMENTS FOR AVIATION MAINTENANCE TECHNOLOGY LONG-TERM CERTIFICATES AND ATA DEGREES</b>								
ENGL 098	Introduction to College Writing	5						
MATH 086	Essentials of Intermediate Algebra	5						
CMST&210	Interpersonal Communication	5						
<b>CHOOSE ONE CERTIFICATE FROM THE FOLLOWING</b>								
<b>AVIATION MAINTENANCE TECHNOLOGY CERTIFICATE</b>								
<b>COMPLETE THE FOLLOWING COURSEWORK</b>								
<b>GENERAL QUARTER 1</b>								
AMT& 101	Basic Electricity	5						
AMT 102	Basic Electricity 2: Practical Applications	3						
AMT& 111	Math and Physics	4						
AMT& 141	Aircraft Drawings	2						
AMT& 161	Materials & Processes	7						
<b>GENERAL QUARTER 2</b>								
AMT 105	Human Factors	2						
AMT 180	Fundamentals of Troubleshooting	2						
AMT& 121	Weight & Balance	2						
AMT& 131	Corrosion Control/Fluid Lines	5						
AMT& 151	Ground Operations & Servicing	4						
AMT& 171	Federal Aviation Regulations (FAR's)	4						
<b>POWERPLANT QUARTER 1</b>								
AMT& 251	Reciprocating Engines I	5						
AMT& 252	Reciprocating Engines II	5						
AMT& 271	Engine Ignition & Starting Systems	6						
AMT& 275	Lubrication Systems: Reciprocating Engines	4						
<b>POWERPLANT QUARTER 2</b>								
AMT& 253	Turbine Engines I	5						
AMT& 254	Turbine Engines II	5						
AMT& 261	Engine Instruments	1						
AMT& 265	Engine Fire Protection	1						
AMT& 267	Engine Electrical	5						
AMT 276	Lubrication Systems: Turbine Engines	3						
<b>POWERPLANT QUARTER 3</b>								
AMT& 257	Engine Inspection	3						
AMT& 279	Engine Fuel Systems	7						
AMT& 281	Engine Induction & Cooling	4						
AMT& 285	Propellers & Fans	6						
<b>AIRFRAME QUARTER 1</b>								
AMT& 205	Wood, Covers and Finishes	9						
AMT& 215	Assembly & Rigging (with Helicopters)	7						
AMT& 235	Navigation Communications Systems	1						
AMT& 237	Airframe Fuel Systems	3						
<b>AIRFRAME QUARTER 2</b>								
AMT& 201	Composites	5						
AMT& 211	Sheet Metal	10						
AMT& 231	Ice & Rain Control Systems	3						
AMT& 239	Aircraft Electrical	2						
<b>AIRFRAME QUARTER 3</b>								
AMT& 207	Welding	2						
AMT& 221	Airframe Inspection	4						
AMT& 223	Landing Gear/Hydraulics	9						
AMT& 241	Aircraft Instrument Systems	2						
AMT& 245	Cabin Environment	3						

SHORT TERM CERTIFICATES						Substitution/Transfer Credit		
Course	Course Title	Credits	Grade	Quarter	Year	College/University	Course	Credits
<b>AIRCRAFT ELECTRONICS CERTIFICATE (16 CREDITS)</b>								
AVIO& 101	Aircraft Electrical Fundamentals	8						
AVIO& 102	Aircraft Electronic Fundamentals	8						
<b>AIRCRAFT WIRING CERTIFICATE (12 CREDITS)</b>								
AVIO& 103	Aircraft Wiring Systems	2						
AVIO& 104	Aircraft Fiber Optic Systems	2						
AVIO& 201	Aircraft Digital Electronic Instrument Systems	8						
<b>AIRCRAFT AVIONICS SYSTEMS CERTIFICATE (12 CREDITS)</b>								
AVIO& 202	Avionics Systems for Airframe and Powerplant	8						
AVIO& 203	Avionics Communications	2						
AVIO& 204	Principles of Avionics Troubleshooting	2						
<b>AVIONICS TECHNICIAN CERTIFICATE (40 CREDITS)</b>								
<input type="checkbox"/>	Completion of Aircraft Electronics Certificate	16						
<input type="checkbox"/>	Completion of Aircraft Wiring Certificate	12						
<input type="checkbox"/>	Completion of Aircraft Avionics Systems Certificate	12						
<b>AVIATION MAINTENANCE MASTER CLASS (MILITARY PROGRAM) (18 CREDITS)</b>								
AMT 295	Aviation Maintenance Master Class	16						
AMT 296	Aviation Maintenance Master Class Professional Portfolio	2						
<b>LONG TERM CERTIFICATES</b>								
<b>AIRCRAFT Electronics Technician CERTIFICATE (55 CREDITS)</b>								
<input type="checkbox"/>	Completion of Avionics Technician Certificate	40						
<input type="checkbox"/>	Completion of Diversity Course	3-5						
ENGL& 101	English Composition I	5						
MATH& 141	Precalculus I: College Algebra	5						
CMST&210	Interpersonal Communication	5						
<b>CHOOSE ONE ATA DEGREE FROM THE FOLLOWING</b>								
<b>ASSOCIATE IN TECHNICAL ARTS IN AVIATION MAINTENANCE TECHNOLOGY (90 CREDITS)</b>								
<input type="checkbox"/>	A&P License OR Students with an AMT Certificate with A&P Ratings (or Aviation Program Certificate) may be awarded sixty (60) credits <u>after</u> completing 30 required credits at EvCC	60						
<input type="checkbox"/>	Completion of Diversity Course	3-5						
<input type="checkbox"/>	Required CORE requirements (Listed above) <i>Note: ENGL &amp; 101 can be substituted for ENGL 098</i>	15						
	Social Science course (see note 2) (SS)	5						
	Natural Science course (see note 2) (NS)	5						
	Elective	5						
<b>AIRCRAFT ELECTRONICS TECHNICIAN ATA DEGREE (125 CREDITS)</b>								
<input type="checkbox"/>	A&P License OR Students with an AMT Certificate with A&P Ratings (or Aviation Program Certificate) may be awarded sixty (60) credits <u>after</u> completing 30 required credits at EvCC	60						
<input type="checkbox"/>	Completion of Aircraft Electronics Technician Certificate	55						
<input type="checkbox"/>	Completion of Diversity Course	3-5						
	Social Science course (see note 2) (SS)	5						
	Natural Science course (see note 2) (NS)	5						
<b>AIRFRAME/AVIONICS ATA DEGREE (125 CREDITS)</b>								
<input type="checkbox"/>	FAA AMT Airframe Rating OR Students with an AMT Certificate with Airframe Rating (or Aviation Program Certificate) may be awarded sixty (60) credits <u>after</u> completing 30 required credits at EvCC	60						
<input type="checkbox"/>	Completion of Aircraft Electronics Technician Certificate	55						
<input type="checkbox"/>	Completion of Diversity Course	3-5						
	Social Science course (see note 2) (SS)	5						
	Natural Science course (see note 2) (NS)	5						

ASSOCIATE IN APPLIED SCIENCES – TRANSFER					Substitution/Transfer Credit		
Course	Credits	Grade	Quarter	Year	College/University	Course	Credits
<b>AAS – T AVIATION MAINTENANCE TECHNOLOGY (90 CREDITS Minimum. Minimum 2.5 GPA)</b>							
<input type="checkbox"/> Completion of Diversity Course	3-5						
A&P LICENSE : Student with and A&P License from a FAR Part 147 school may be awarded 45 credits by EvCC after completing 30 required credits at EvCC. Utilizing the A&P License option for this transfer degree requires completion of 15 additional elective credits (which can be A&P courses in General, Airframe, and Powerplant)	45						
A&P CERTIFICATE: Students completing EvCC's A&P program may be awarded up to 160 elective credits towards this transfer degree.							
ENGL& 101 or ENGL& 101D (See Note A)	5						
MATH& 141	5						
Humanities (CMST course) (See Note B and Note 2)	5						
Social Sciences (See Note C)	5						
Natural Sciences (See Note D and Note 2)	5						
Electives (See Notes D and E)	15						
<b>NOTES FOR CERTIFICATE AND DEGREES</b>							
<b>Note 2:</b>	Humanities, Social Science and Natural Science courses must be selected from the approved list for the Associate in Arts and Sciences DTA – degree.						
<b>Note 3:</b>	(CP) computer proficiency; (CS) computation skills; (HR/IC) human relations and interpersonal communications; (WS) writing skills, (H) humanities, (SS) social sciences, (NS) natural sciences.						
<b>Note 4:</b>	These checklists are designed for students with an interest in earning a certificate or degree in Aviation Maintenance Technology. A checklist should be maintained by the student while at Everett Community College. The quarter before expected completion, the checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. All certificate requirements are listed in the Catalog, including the completion of the minimum credits, with a minimum 2.0 GPA.						
<b>Note 5:</b>	Courses included FAA approved Part 147 curriculum.						
Courses listed with an ampersand in the course number (e.g. ENGL& 101) reflect the Common Course Numbering System. For more information, got to <a href="http://www.everettcc.edu/ccn">www.everettcc.edu/ccn</a>							
Note: Transfer courses to Embry-Riddle Aeronautical University (ERAU) also exist. ERAU does not provide a degree transfer articulation agreement, however a list of equivalency classes for transfer are available at the Aviation program main office or through ERAU. Please consult with an ERAU advisor for specific information regarding their program and transfer courses.							
Note: Eastern Kentucky University (EKU) BS Aviation – Aerospace Technology (AT) concentration will accept a maximum of 26 semester hours (39 quarter hours) of aviation technical electives in Powerplant courses. Powerplant courses must include Turbine Engine Theory. Transfer students are not to take BTO 100. Aviation courses that are equivalent to EKU's AVN Tech Electives but are in excess of the 26 semester hours (39 quarter hours) total, may be accepted and posted to satisfy the EKU BS minimum degree requirements of 120 semester hours.							
<b>Note A:</b>	Students transferring to Eastern Kentucky University must also complete ENGL& 102.						
<b>Note B:</b>	Students transferring to Clover Park Technical College are recommended CMST& 220 as the Humanities Course. Students transferring to Eastern Kentucky University are required to take CMST& 210 as their Humanities Course.						
<b>Note C:</b>	Students transferring to Eastern Kentucky University must complete ECON& 201.						
<b>Note D:</b>	Students transferring to Clover Park Technical College are recommended PHYS& 114 as the Natural Science-Lab Course and are also required to take MATH& 146 for a total of 10 Natural Science credits.						
<b>Note E:</b>	Students transferring to Eastern Kentucky University must complete CL 101 and the General Aviation and Powerplant courses (5 quarters) through the EvCC AMT program. Students must complete Turbine Engine Theory (Powerplant course) successfully for transfer.						
<b>Note F:</b>	Beyond the Associate's Degree, Eastern Kentucky University provides the opportunity to complete a section of courses at EvCC or EKU, meeting EKU's Bachelor of Science in Aviation requirements. Referred to as "Bridge Courses," they are not required for the AAS-T degree or for admission to EKU. These courses are above and beyond the AAS-T degree requirements and are financial aid eligible within the federal guidelines. Please check with the EvCC's Financial Aid Office to ensure guidelines are met or if choosing to take the Bridge Courses through EKU, through their Financial Aid Office.						

Any ATA Degree can be applied toward a Bachelor of Applied Science in Information Technology and Administrative Management (ITAM) through Central Washington University on the EvCC campus. For more information, go to [www.everett.wsu.edu](http://www.everett.wsu.edu).

## Three Year Sample Student Schedule

2 Quarters	8 Quarters		2 Quarters
ADVANCED AVIONICS OR GENERAL ED.	GENERAL AVIATION CURRICULUM (2 Quarters) (pre-req. to Powerplant and Airframe)	Powerplant OR Airframe	GENERAL ED. OR ADVANCED AVIONICS
	Powerplant OR Airframe	Airframe OR Powerplant	

# Biological Sciences

## Associate in Arts & Sciences – Direct Transfer (DTA) Associate of Science

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### GENERAL INFORMATION

Biological Sciences include the study of diverse types of living organisms at all levels of their organization. Specialties include **Cellular and Molecular Biology, Botany, Zoology, Microbiology, Genetics, Physiology, Evolutionary Biology and Ecology**. Students whose eventual goal is medical, dental or veterinary school usually major in some area of the biological sciences; separate EvCC guides are also available for those programs. In all of these cases, the student will need to finish at least a baccalaureate (4-year) degree. The first two years of courses (or more if pre-college level courses are required) can be taken at the community college, and the junior and senior year completed at a 4-year college or university.

EvCC offers two degrees that are part of a statewide agreement that smooths the transfer process for students. Both degrees offer qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of these degrees to be appropriate. It is essential to speak with a program advisor before selecting the degree path, as each university has different requirements.

The **Associate of Science** degree requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student will be eligible for junior level science courses, but will need to complete the remaining distribution requirements before graduation with a baccalaureate degree.

The **Associate of Arts and Sciences - DTA** degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. However, the student will have to take additional freshman and sophomore level science courses at the university before being eligible for junior level courses in a science major.

### PROGRAM ADVISORS

- ◆ René Kratz, SHK 121, 425-388-9503,  
[rkratz@everettcc.edu](mailto:rkratz@everettcc.edu)
- ◆ Jackie Hedgpeth, SHK 123, 425-388-9482  
[jhedgpeth@everettcc.edu](mailto:jhedgpeth@everettcc.edu)

### CAREER OPTIONS

Students pursuing an undergraduate (baccalaureate) degree in Biology have a broad variety of career options. They may eventually work in field or laboratory research or consulting, teach secondary level biology, pursue further academic work in the biological sciences (masters or doctorate degree), or enter medical, dental, veterinary or other health professional graduate programs.



### SUGGESTED PREPARATION

To begin college study in the biological sciences, students should have solid writing and communication skills, a strong algebra background, and high school courses in biology, chemistry and physics. Students who do not have that background may gain it at the community college before starting the courses that will count toward their degree.

During the first two years of college study, students should develop a strong background in English (2 quarters), Math (calculus and statistics) and Chemistry (one year inorganic and one year organic), as well as a year of introductory Biology (see recommended courses on the next page). Most transfer institutions will also require two to three quarters of college level foreign language; in some cases study of a foreign language in high school will be accepted as a substitute. For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC biology advisor (below) and contact the transfer institution.

Websites of biology departments at common transfer institutions:

Central Washington University:

[www.cwu.edu/biology/](http://www.cwu.edu/biology/)

Eastern Washington University:

[www.ewu.edu/cstem/programs/biology](http://www.ewu.edu/cstem/programs/biology)

The Evergreen State College:

[www.evergreen.edu/studies/biology](http://www.evergreen.edu/studies/biology)

University of Washington:

[www.biology.washington.edu](http://www.biology.washington.edu)

University of Washington, Bothell:

[www.uwb.edu/stem](http://www.uwb.edu/stem)

Washington State University: <https://sbs.wsu.edu/>

Washington State University (Vancouver):

<https://cas.vancouver.wsu.edu/biology>

Western Washington University:

<https://cse.wvu.edu/biology>

(Links updated June 2018)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must meet with an advisor prior to registering for first quarter classes.

Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219 [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 435-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses. Most students take 3 years to complete all of these courses, in addition to any lower level English or Math courses they may have to take as prerequisites.

Note that the two degrees require basically the same courses, with the difference being the amount of math and the number of Humanities and Social Science courses required. English &102 is not required for the AS degree, but it is strongly recommended before transfer to a university.

Fall	Winter	Spring	Summer
CHEM& 161 ENGL&101 or 101D MATH& 141	CHEM& 162 BIOL& 221 MATH& 142	CHEM& 163 BIOL& 222 MATH& 151	MATH 152 ENGL& 102 or 102D
Fall	Winter	Spring	Summer
BIOL& 223 CHEM& 261 ENGL& 102 or 102D	MATH& 153 or 146 CHEM& 262 SOCIAL SCIENCE	CHEM& 263 HUMANITIES SOCIAL SCIENCE	HUMANITIES HUMANITIES SOCIAL SCIENCE
Fall	Winter	Spring	
PHYS 114 optional BIOL& 260 optional	PHYS 115 optional		

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# Associate of Science - Biology

This checklist is targeted at transfer students with an interest in **Biology who are transferring to University of Washington only**. Other universities in Washington prefer completion of the AAS degree (see below). Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Student: \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)		(Year Completed)	(Grade)
Course Number	Course Title	Credits	Quarter Completed	Grade
<b>COMMUNICATION SKILLS</b> (5 credits)				
*ENGL& 101	English Composition I	5	_____	_____
<b>MATHEMATICS</b> (15 credits selected from MATH& 151, 152, 153, 254, 146 including at least one from MATH& 153, 254, 146. The UW strongly recommends 3 quarters of calculus, and statistics.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>HUMANITIES AND SOCIAL SCIENCE</b> (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science – see separate guide.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>SCIENCE</b> (See Note 1.)				
*BIOL& 221	Majors Ecology/Evolution	5	_____	_____
*BIOL& 222	Majors Cell/Molecular	5	_____	_____
*BIOL& 223	Majors Organismal Phys	5	_____	_____
*CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
*CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
*CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
*CHEM& 261	Organic Chemistry with Lab I	6	_____	_____
*CHEM& 262	Organic Chemistry with Lab II	6	_____	_____
*CHEM& 263	Organic Chemistry with Lab III	6	_____	_____
PHYS& 114	General Physics I	5	_____	_____
PHYS& 115 or 116	General Physics II, III	5	_____	_____
(both recommended for WWU and UW)				
BOTANY 113 (for Botany majors)	Plants of the Pacific Northwest	5	_____	_____
BIOL 130 (optional for Zoology majors)	Marine Biology of the Pacific NW	5	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA. See Note 2.**

**Note 1.** Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to take the EvCC English and Math placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of Math 096 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161; High school biology or BIOL&100 is also required. BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261, 262, 263 is offered in a sequence of Fall, Winter, Spring only; students must start in the Fall. Students who initially place in a high level math course do not need to take math courses below that level.

**Note 2:** Completion of required and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

\* Required

# Associate of Arts and Sciences – DTA

This checklist is targeted at transfer students with an interest in pursuing a **Biology** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Student Name: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (Minimum of 10 credits from approved list. )

*ENGL& 101	English Composition I	5		
ENGL& 102	_____	5		

**BASIC QUANTITATIVE SKILLS** (5 credits)

MATH& 141	Precalculus: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)


**SCIENCE AND MATH** (See Notes 1 and 2.)

*BIOL& 221	Majors Ecology/Evolution	5		
*BIOL& 222	Majors Cell/Molecular	5		
*BIOL& 223	Majors Organismal Physiology	5		
*CHEM& 161	General Chemistry with Lab I	5.5		
*CHEM& 162	General Chemistry with Lab II	5.5		
*CHEM& 163	General Chemistry with Lab III	5.5		
*CHEM& 261	Organic Chemistry with Lab I	6		
*CHEM& 262	Organic Chemistry with Lab II	6		
*CHEM& 263	Organic Chemistry with Lab III	6		
+MATH& 144	Pre-Calculus I & II: A Review	5		
+MATH& 151	Calculus I	5		
+MATH& 152	Calculus II	5		
+MATH& 146	Introduction to Statistics	5		
PHYS& 114	General Physics I	5		
PHYS& 115 or 116	General Physics II,III	5		
BOTANY 113 (for Botany majors)	Plants of the Pacific Northwest	5		
BIOL 130 (for Zoology majors)	Marine Biology of the Pacific NW	5		

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 3.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to take the EvCC English and Math placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 096 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. High school biology or BIOL&100 is also required. BIOL& 222 and 223 must be taken after CHEM& 161. Chemistry 261, 262, 263 are offered in a sequence of Fall, Winter, Spring only; students must start in the Fall. Students who initially place in a high level math course do not need to take math courses below that level. It may be advisable to complete physics in the junior year.

**Note 3:** Completion of required and recommended courses may result in more than 90 credits being earned for the degree. Please discuss this option, comparing it with the Associate of Science degree option, with an advisor.

**\* Required      +Recommended**



# Business Administration ATA

## Business Administration Certificate Food & Beverage Certificate Event Planning Certificate

### GENERAL INFORMATION

The Business Administration ATA (Associate in Technical Arts) degree prepares students for general management responsibilities. Students learn about the functions of business including accounting, management, marketing, and human relations in preparation for an entry-level position in a business or office environment. The ATA has limited transferability to universities. However, Central Washington University offers a Bachelor of Applied Science in Information Technology and Administrative Management (ITAM) on the EvCC campus that accepts the ATA degree. For more information, go to [www.cwu.edu/it-management/bas-overview](http://www.cwu.edu/it-management/bas-overview).

EvCC also offers the **Associate in Business DTA (university transfer) degree** for those interested in a finance, accounting, or marketing major at a university. This pathway is appropriate for persons seeking a professional position in business, industry, education, social services agencies, public organizations, etc.

### GETTING STARTED AT EvCC

Enrollment Services provides information about application, advising, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425.388.9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu). New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising).

### PROGRAM ADVISORS

Students are required to meet with an advisor to discuss options, career ideas, and course selection and to prepare an academic plan. **Registration is blocked if an academic plan is not in place prior to a student's third quarter.**

To schedule an appointment to meet with a Program Advisor please email: [advisingbusiness@everettcc.edu](mailto:advisingbusiness@everettcc.edu)

Program Advisors for this Program are:

Lynne Muñoz, Olympus 216

Marie Connelly, Olympus 219

Kimberly Lothyan, Olympus 214

Mark Eppley, Olympus 211

Dongwa Hu, Olympus 212

Bill Reed, Monte Cristo 122

Joseph Saxton, Olympus 213

Approved by Instructional Council May 2020

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**BUSINESS CERTIFICATES AND BUSINESS ADMINISTRATION ATA  
DEGREE REQUIREMENTS**



<b>CORE REQUIREMENT FOR ALL CERTIFICATES AND DEGREE (5 CREDITS)</b>					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Quarte</b>	<b>Year</b>
BUS 165	Service Essentials for Business	5			
<b>EVENT PLANNING CERTIFICATE (18 CREDITS)</b>					
<input type="checkbox"/> BUS 165 (5.0 credits) plus the 13 credits below					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Quarter</b>	<b>Year</b>
BUS 121	Banquet and Conference Operations	3			
BUS 122	Event Planning Operations	5			
BUS 230	Introduction to Hospitality	5			
<b>FOOD AND BEVERAGE CERTIFICATE (18 CREDITS)</b>					
<input type="checkbox"/> BUS 165 (5.0 credits) plus the 13 credits below					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Quarte</b>	<b>Year</b>
BUS 123	Menu Design	3			
BUS 124	Food and Beverage Operations	5			
BUS 230	Introduction to Hospitality	5			
<b>BUSINESS ADMINISTRATION CERTIFICATE (40 credits)</b>					
<input type="checkbox"/> Completion of BUS 165 (5.0 credits) plus 35 credits below					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Quarter</b>	<b>Year</b>
BUS& 101	Introduction to Business	5			
BUS 110D	Business Communications	5			
BUS 150	Principles of Marketing	5			
BUS 200	Principles of Management	5			
BT 242	Excel	5			
ACCT 110	Small Business Accounting	5			
CL 101	Computer Literacy (CP)	5			
<b>BUSINESS ADMINISTRATION DEGREE (90 Credits Total)</b>					
<b>Completion of one of the three tracks below</b>					
1. Business Admin Certificate (40 credits), Business Admin Degree Core (22 Credits), Program Electives (28 credits)					
2. Food and Beverage OR Event Planning Certificate (18 credits), Business Admin Certificate (35 credits), Business Admin Degree Core Requirements (22 Credits), Program Electives (15 credits)					
3. Food and Beverage Certificate AND Event Planning Certificate (26 credits), Business Admin Certificate (35 credits), Business Admin Degree Core Requirements (22 Credits), Program Electives (7 credits)					
<b>BUSINESS ADMINISTRATION DEGREE CORE REQUIREMENTS</b>					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Quarter</b>	<b>Year</b>
BUS 130	Business Computations (CS)	5			
BUS& 201	Business Law	5			
COLL 101	College Success	2			
ECON 101D	Understanding Economics	5			
ENGL, HSC or TS 098 or 098D; ENGL& 101 or 101D	Introduction to College Writing or English Composition I (WS)	5			

**Program Electives listed on next page**

## PROGRAM ELECTIVES

<b>General Business</b>			<b>Accounting Emphasis</b>			<b>Business Technology</b>		
BUS 104	Business English	5	ACCT 112	Business Taxation	5	BT 162	Job Search & Prof Developmt	5
BUS 105	Small Business Essentials	5	ACCT 113	Personal Finance	3	BT 240	Access	5
BUS 154	Essentials of Supervision	5	ACCT 210	Payroll	5	BT 243	Advanced Excel	5
BUS 295	Business Internship	1-5	ACCT 215	Computer Accounting	5	BT 219	Introd to Microsoft Word	5
	Approved Elective from Advisor	5	ACCT& 201	Principles of Accounting I	5	CL 110	Managing Internet Comm	5
*BUS 121	Banquet & Conference Operations	3	ACCT& 202	Principles of Accounting II	5	CL 106	PowerPoint	2
*BUS 122	Event Planning Operations	5	ACCT& 203	Principles of Accounting III	5	<b>Economics</b>		
**BUS 123	Menu Design	3				ECON& 201	Micro Economics	5
**BUS 124	Food and Beverage Operations	5	<b>Communications</b>			ECON& 202	Macro Economics	5
BUS 131	Introduction to Mobile App Development	5	CMST& 102	Intro to Mass Media	5	<b>Information Technology</b>		
***BUS 230	Introduction to Hospitality	5	CMST& 220	Public Speaking	5	IT 101	Information Technology Foundation	5
			CMST& 210 or CMST& 204D or CMST& 230	Interpersonal Communications Intercultural Communications Small Group Communication <small>(week)</small>	5			

### Notes:

1. Students may substitute ACCT& 201 for ACCT 110
2. Students may substitute ECON& 201 or 202 for ECON101D
3. Students must earn a C grade (2.0) or better in all courses. Courses may be subject to prerequisites.
4. \*Students who complete the Food & Beverage Certificate cannot use these courses as program electives
5. \*\* Students who complete the Event Planning Certificate cannot use these courses as program electives
6. \*\*\*Students who complete the Food & Beverage or Event Planning Certificate cannot use BUS 230 as an elective



# Associate in Business DTA (Direct Transfer)

## GENERAL INFORMATION

This degree satisfies general undergraduate requirements for acceptance with junior standing at a university school of business. This degree meets statewide guidelines for transfer to the following Washington state colleges and universities subject to exceptions and qualifications outlined in this guide: Central Washington University, Eastern Washington University, University of Washington, Washington State University, Western Washington University, Gonzaga University, Heritage University, Pacific Lutheran University, Saint Martin’s University, Seattle Pacific University, Seattle University, Walla Walla University, and Whitworth University.

Central Washington University (CWU) www.cwu.edu/business	Seattle Pacific University (SPU) www.spu.edu/depts/sbe
Eastern Washington University (EWU) www.ewu.edu/CBPA	University of Washington (US) www.foster.washington.edu/academic/undergrad (Seattle) www.uwb.edu/business (Bothell); www.tacoma.uw.edu/milgard-school-business (Tacoma)
Pacific Lutheran University (PLU) www.plu.edu/bus	Washington State University (WSU) www.business.wsu.edu
Seattle University (SU) www.seattleu.edu/albers	Western Washington University (WWU) www.cbe.wsu.edu

Students interested in earning a bachelor’s degree in majors such as finance, accounting, business administration, marketing, or management can complete the first half of a university program by completing this degree. This degree is also applicable to the WSU bachelor’s degree in hospitality management at EvCC (see the separate curriculum guide for more information).

## GETTING STARTED AT EVCC

Enrollment Services provides information about application, advising, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425.388.9219, admissions@everettcc.edu. New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, www.everettcc.edu/advising.

## PROGRAM ADVISORS

**Students are required to meet with an advisor to discuss options, career ideas, and course selection and to prepare an academic plan. Registration is blocked if an academic plan is not in place prior to a student’s third quarter.**

Marie Connelly, Olympus 219  
425.388.9548; mconnelly@everettcc.edu

Mark Eppley, Olympus 211  
425.388.9538; meppley@everettcc.edu

Dongwa Hu, Olympus 212  
425.388.9364; dhu@everettcc.edu

Kimberly Lothyan, Olympus 214  
425.388.9559; klothyan@everettcc.edu

Lynne Muñoz, Olympus 216  
425.388.9175; lmunoz@everettcc.edu

Bill Reed, Monte Cristo 122  
425.388.9249; breed@everettcc.edu

Joseph Saxton, Olympus 213  
425.388.9064, jsaxton@everettcc.edu

If there is no answer, please call the Division Office at 425.388.9243.

**Approved by Instructional Council February 9, 2017; Non-checklist updates January 2020**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **October 2019**. The College reserves the right to change courses, programs, degrees and requirements. It is the student’s responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425.388.9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu

# ASSOCIATE IN BUSINESS (DTA) DEGREE REQUIREMENTS

Completion of Diversity Requirement

**\*Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites.**

<b>BASIC COMMUNICATION SKILLS (10 credits)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
*ENGL& 101 or ENGL& 101D	English Composition I	5			
*ENGL& 102, ENGL& 102D or CMST& 220	Composition II or Public Speaking (CMST& 220 required at EWU)	5			
<b>BASIC QUANTITATIVE SKILLS (10 credits)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
*MATH 138 or &141, &142, or &144 or &148 or &151 (or higher)	Applied Algebra/Precalculus Business Calculus Calculus I	5			
*MATH& 148 or &151 or higher	Business Calculus Calculus I	5			
<b>HUMANITIES (15 credits with no more than 10 credits from any one discipline on the AAS DTA Humanities distribution list.) No more than 5 credits of foreign language and performance arts credits can be listed. Two quarters at EvCC or two years in high school of the same world language is required for admission to all UW campuses. Students interested in an international business major should consult with the specific transfer institution regarding foreign language requirements.)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
		5			
		5			
		5			
<b>SOCIAL SCIENCE (15 credits; 10 credits in economics; 5 credits other than economics from the AAS DTA Social Science distribution list. BUS &amp;101 recommended as a social science distribution course.)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
*ECON& 201	Micro Economics	5			
*ECON& 202	Macro Economics	5			
BUS& 101 (recommended)	Introduction to Business	5			
<b>NATURAL SCIENCE (15 credits; 5 credits in statistics; 5 credits each from the AAS DTA Natural Science distribution lists Part A and Part B. No more than 10 credits from any one discipline on the AAS DTA Natural Science distribution list.)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
*MATH& 146	Introduction to Statistics	5			
Part A (lab course)		5			
Part A or Part B		5			
<b>REQUIRED BUSINESS-SPECIFIC ELECTIVES (20 credits)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
*ACCT& 201	Principles of Accounting I	5			
*ACCT& 202	Principles of Accounting II	5			
*ACCT& 203	Principles of Accounting III	5			
*BUS& 201	Business Law	5			
<b>OTHER ELECTIVE (5 credits; course numbered 100 or above. WSU, Gonzaga, PLU, SPU, and WWU have additional requirements for admission that may be met as elective credit. See Notes below.)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
		5			

- To earn a degree, the program must be completed with a cumulative GPA of 2.0 (C) or better.
- Gonzaga requires a course equivalent to its BMIS 235, Management Information Systems.
- PLU requires a course equivalent to its Computer Applications CSCE 120 or MOS certification; CL 101 may suffice to fulfill this requirement.
- SPU requires a course equivalent to its BUS 1700 or MOS certification (MOS 77-420); BT 242 may suffice to fulfill this requirement.
- WWU requires a course equivalent to its MIS 220 Introduction to Computer Systems; CL 101 may suffice to fulfill this requirement. The WWU Manufacturing and Supply Chain Management program requires additional coursework, some of which may also be taken as elective credit at EvCC. Management program web site is [www.wvu.edu/node/731/](http://www.wvu.edu/node/731/).
- WSU requires either MIS 250 or EvCC's BUS 250.

## **Business Support – Office Assistant Administrative Support Business Technology ATA**

**(Transfers to CWU toward Information Technology & Admin Management BAS Degree)**

### **GENERAL INFORMATION**

The Business Technology program provides opportunities to develop introductory- to advanced-level skills through a number of certificate and degree programs. Courses foster development in computer fundamentals, software applications, business communications, calendar and email management, business math, business presentations, interpersonal and team development skills, customer relations, portfolio development, and job search skills. The program prepares students for administrative and technology support positions in a wide variety of office settings. Good grammar and punctuation skills are generally required. Keyboarding speed between 40 and 70 words per minute may be required depending upon the position. Students should key at least 20 words per minute using the touch method (with no more than one error per minute) on a three-minute typing test or complete BT 100 Beginning Keyboarding in his/her first quarter in the BT program.

Employment opportunities occur in businesses of all types and sizes. They may include support positions such as office manager or administrative positions in hospitals, schools, government agencies, businesses, social services, nonprofit organizations, etc. Generally, employers seek persons skilled in current software applications.

In addition to producing documents, persons in these positions may provide technical support, maintain files, greet visitors, arrange conference calls, schedule meetings, conduct research, prepare statistical reports, train employees, and supervise other clerical staff.

BT ATA Degree can be applied toward a Bachelor of Applied Science in Information Technology and Administrative Management (ITAM) through Central Washington University on the EvCC campus. For more information go to [www.uceverett.org](http://www.uceverett.org).

### **PROGRAM ADVISORS**

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact one of the EvCC advisors listed below to help you select which degree/certificate pathway to follow and to create your Degree Audit Plan. If no answer, call the division office at 425.388.9243.

Kathryn Willestoff	OLY 218	425.388.9242	<a href="mailto:kwillestoff@everettcc.edu">kwillestoff@everettcc.edu</a>
Theresa Markovich	OLY 217	425.388.9241	<a href="mailto:tmarkovich@everettcc.edu">tmarkovich@everettcc.edu</a>
Kathy Kneifel	OLY 215	425.388.9155	<a href="mailto:kkneifel@everettcc.edu">kkneifel@everettcc.edu</a>

### **GETTING STARTED AT EVCC**

Enrollment Services provides information about application, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising prior to registering for first quarter classes and should contact Enrollment Services, Parks 201, 425.388.9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu). New students are required to complete entry advising prior to first quarter registration. For advising contact the Advising Center, Rainier Hall 108, 425.388.9339.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

Approved by Instructional Council May 2017



# BUSINESS TECHNOLOGY BUSINESS SUPPORT CERTIFICATES AND DEGREE



Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at <http://www.everettcc.edu/catalog/>

<b>BUSINESS TECHNOLOGY CORE REQUIREMENTS FOR ALL CERTIFICATES AND DEGREE (18 CREDITS)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
CL 101	Computer Literacy	5			
BT 105	Keyboarding Speed and Accuracy	3			
BUS 104	Business English	5			
BUS 165	Service Essentials for Business	5			
<b>BUSINESS SUPPORT OFFICE ASSISTANT CERTIFICATE PATHWAY (43 CREDITS)</b>					
<input type="checkbox"/> Completion of Core Requirements above plus the 25 credits below					
Course	Course Title	Credits	Grade	Quarter	Year
BT 115	Records Management	5			
BT 219	Introduction to Microsoft Word	5			
BUS 110D	Business Communications	5			
BT 130 or BT 145	Editing & Transcription Civil Litigation	5			
BT 242	Excel	5			
<b>BUSINESS SUPPORT ADMINISTRATIVE ASSISTANT CERTIFICATE PATHWAY (63 CREDITS)</b>					
<input type="checkbox"/> Completion of Core and Office Assistant Requirements above plus the 20 credits below					
Course	Course Title	Credits	Grade	Quarter	Year
BT 162	Job Search & Professional Development	5			
BUS 130	Business Computations	5			
CL 110	Managing Internet Communication	5			
BT 240	Access	5			
<b>BUSINESS TECHNOLOGY DEGREE ( 90 CREDITS)</b>					
<input type="checkbox"/> Completion of Above Requirements for Certificates		<input type="checkbox"/> Completion of Diversity Requirement			
<input type="checkbox"/> Completion of Degree Requirements Below		<input type="checkbox"/> Completion of Program Approved Electives			
<input type="checkbox"/> Completion of College Success (COLL 101) Course Requirement					
BT 252	Internship	1-4			
BT 261 or BT 248	Advanced Office Procedure Advanced Legal Office Procedures	5			
ENGL 098 or ENGL& 101	Introduction to College Writing English Composition 1	5			
Elective					
Elective					

## PROGRAM ELECTIVES

<b>Legal Emphasis</b>			<b>Accounting Emphasis</b>			<b>General Electives</b>		
Choose individual courses or all			Choose individual courses or all					
BT 145	Civil Litigation	5	ACCT 110	Small Business Accounting	5	COLL 101	College Success	2
BT 146	Wills, Probate, Domestic Relations	5	ACCT 112	Business Taxation	5	BT 103	Grammar and Punctuation for Business	
BT 147	Bankruptcy and Corporate Law	5	ACCT 210	Payroll	5	CL 102	Using the Computer and Managing Files	2
BT 248	Advanced Legal Procedures	5	ACCT 215	Computer Accounting	5	CL 103	Word Processing	2
						CL 104	Spreadsheets	2
						CL 105	Databases	2
						CL 106	PowerPoint	2
						CL 107	Fundamental Concepts of Basic Computer Systems	2
						CL 110	Managing Internet Communication	5
<b>Medical Emphasis</b>			<b>General Electives</b>					
Choose individual courses or all			Choose individual courses or all					
HLTH 100	Medical Terminology	5	BT 100	Beginning Keyboarding	5			
BT 181D	Diversity in Law & Ethics for Health Care Occupations	5	BUS 101	Introduction to Business	5			
BT 182	Electronic Health Records for the Front Office	5	BUS 154	Fundamentals of Supervision	5			
BT 180	Principles of Medical Insurance	5	BUS 230	Introduction to Hospitality	5			
MC 120	Healthcare Vocabulary	4	BT 243	Advanced Excel	5			
MC 136	Structure & Function of the Human Body	4						
MC 145	Coding with ICD-10-CM/PCS	6						
MC 150	Principles of Procedure Coding	6						



Everything in the environment, whether naturally occurring or of human design, is composed of chemicals. Chemists and materials scientists search for and use new knowledge about chemicals. Chemical research has led to the discovery and development of new and improved synthetic fibers, paints, adhesives, drugs, cosmetics, electronic components, lubricants, and thousands of other products. Chemists and materials scientists also develop processes that save energy and reduce pollution, such as improved oil refining and petrochemical processing methods.

Materials scientists research and study the structures and chemical properties of various materials to develop new products or enhance existing ones. They also determine ways to strengthen or combine materials or develop new materials for use in a variety of products. Materials science encompasses the natural and synthetic materials used in a wide range of products and structures, from airplanes, cars, and bridges to clothing and household goods. Companies whose products are made of metals, ceramics, and rubber employ most material scientists. Other applications of this field include studies of superconducting materials, graphite materials, integrated-circuit chips, and fuel cells. Materials scientists, applying chemistry and physics, study all aspects of these materials.

Many chemists and materials scientists work in research and development (R&D). In basic research, they investigate properties, composition, and structure of matter and the laws that govern the combination of elements and reactions of substances. In applied R&D, they create new products and processes or improve existing ones, often using knowledge gained from basic research. For example, synthetic rubber and plastics resulted from research on small molecules uniting to form large ones, a process called polymerization.

Chemists also work in production and quality control in chemical manufacturing plants. They prepare instructions for plant workers that specify ingredients, mixing times, and temperatures for each stage in the process. They also monitor automated processes to ensure proper product yield, and test samples of raw materials or finished products to ensure that they meet industry and government standards, including the regulations governing pollution. Chemists report and document test results and analyze those results in hopes of further improving existing theories or developing new test methods.

Chemists often specialize in a subfield, some of which are: analytical chemistry, organic chemistry, inorganic chemistry, physical and theoretical chemistry, macromolecular chemistry, medicinal chemistry, biochemistry. More information about these fields can be found at the website below.

The material above is quoted and/or adapted from:  
Occupational Outlook Handbook, March 2009  
<http://stats.bls.gov/oco/ocos049.htm>

## GENERAL INFORMATION

Start your pursuit of Chemistry at EvCC, then transfer to a university for your bachelor's degree. Advanced degrees are usually needed to work as a professional. Study in Chemistry is also valuable to support other majors, such as biology, environmental studies, nutrition, nursing, and engineering.

EvCC offers the **Associate of Science Degree**, designed as part of a transfer agreement with a variety of universities in Washington. The degree offers qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of this degree to be appropriate.

The **Associate of Science** degree requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student will be eligible for junior level science courses, but will need to complete the remaining distribution requirements before graduation with a baccalaureate degree.

Please discuss your interests and course selection with an advisor.

## SUGGESTED PREPARATION

To begin college study in the sciences, students should have the following high school courses, or complete the equivalent course at EvCC:

<u>High School Courses</u>	<u>EvCC Courses</u>
Algebra 1 and 2	MATH 76 and 86
Geometry 1 and 2	MATH 95
Algebra 3 and 4	MATH 96
Trigonometry	MATH 105
Fourth Year Math	MATH& 141 and MATH& 142
Chemistry 1 and 2	CHEM& 140
Physics 1 and 2	PHYS& 114, 115, 116
Foreign Language 1-4	Any language I, II, III

## PROGRAM ADVISORS

To plan your course of study and discuss your interests, we strongly encourage you to contact an advisor:

- Anne Brackett, Whitehorse Hall 309, 425-388-9039  
abrackett@everettcc.edu
- Sumita Singh, Whitehorse Hall 307, 425-388-9373  
ssingh@everettcc.edu
- Steven Powell, Whitehorse Hall 306, 425-388-9084  
spowell@everettcc.edu

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

- ◆ Enrollment Services, Parks Student Union 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## TRANSFER INFORMATION

Preparing for transfer in the sciences requires careful attention to the requirements of the university you wish to attend. We strongly recommend that you review catalogs of a variety of schools, as well as their websites. Work with your advisor at EvCC to discuss which courses to take, and which degree option is best for you.

Websites of Chemistry departments at common transfer institutions:

University of Washington:  
<http://depts.washington.edu/chem>  
Western Washington University:  
<https://cse.wwu.edu/chemistry>

[June 2018]

## SUGGESTED PLAN OF STUDY

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System. Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

### First Quarter

ENGL& 101 (PR)	English Composition	5
CHEM& 161 (PR)	General Chem with Lab I	5.5
MATH& 151 (PR)*	Calculus I	5

### Second Quarter

HUMANITIES/SOCIAL SCIENCE		5
CHEM& 162 (PR)	General Chemistry with Lab II	5.5
MATH& 152 (PR)	Calculus II	5

### Third quarter

HUMANITIES/SOCIAL SCIENCE		5
CHEM& 163 (PR)	General Chem with Lab III	5.5
MATH& 163 (PR)	Calculus 3	5

### Fourth Quarter

CHEM& 261 (PR)	Organic Chemistry w/ Lab I	6
MATH& 264 (PR)	Calculus 4	5
PHYS& 241/231 or BIOL& 221 (PR)	Engineering Physics I & Lab, or Majors Ecology/Evolution	5 - 5.5

### Fifth Quarter

HUMANITIES/SOCIAL SCIENCE		5
CHEM& 262 (PR)	Organic Chemistry w/ Lab II	6
PHYS& 242/232 or BIOL& 222 (PR)	Engineering Physics II & Lab or Majors Cell/Molecular	5 - 5.5

### Sixth quarter

MATH 261 (PR) or ENGL& 102 (PR)	Differential Equations or Composition II	5
CHEM& 263 (PR)	Organic Chemistry w/ Lab III	6
PHYS& 243/233 or BIOL& 223 (PR)	Engineering Physics III & Lab or Majors Organismal Physiology	5 - 5.5

\* Students who are not ready to enroll in Calculus will be advised to take math courses that match their current skill level, which may delay their ability to take other courses that require higher math skills.

(PR) indicates there is a prerequisite for this course

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# Associate of Science

This checklist is targeted at transfer students with an interest in **Chemistry**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student:** \_\_\_\_\_

**COMPLETION of Diversity Course:**

(Where Completed/Course Title) (Year Completed) (Grade)

Course Number	Course Title	Credits	Quarter Completed	Grade
---------------	--------------	---------	-------------------	-------

**COMMUNICATIONS SKILLS** (5 credits)

ENGL& 101 or 101D	English Composition	5	_____	_____
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**MATHEMATICS** (15 credits selected from MATH& 151, 152, 163, 264, Calculus. See Note 4.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**HUMANITIES AND SOCIAL SCIENCE** (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science – see separate guide.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SCIENCE AND MATH** (See Note 1.)

CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
CHEM& 261	Organic Chemistry with Lab I	6	_____	_____
CHEM& 262	Organic Chemistry with Lab II	6	_____	_____
CHEM& 263	Organic Chemistry with Lab III	6	_____	_____
PHYS& 241/231, 242/232, 243/233 <u>or</u>				
BIOL& 221, 222, 223 (See Note 2.)	_____	_____	_____	_____

**ELECTIVES** (see your advisor for guidance.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA. See Note 3.**

**Note 1.** This program of study assumes the student has college level English and math skills. All new students are required to take the EvCC English and Math placement tests. All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 96 or equivalent placement or higher, as well as completion of CHEM& 140 or a high school chemistry course within the last three years. Some science classes are offered only in certain quarters of the year; please consult with an advisor to determine when classes are available. CHEM& 261, 262, 263 are offered in a sequence of F/W/Sp and W/Sp/Su; students can start the sequence either in Fall or Winter quarters.. CHEM& 161, 162, 163 are offered F/W/Sp, W/Sp/Su or W/Sp/F. Students who initially place in a high level math course do not need to take math courses below that level. The Associate of Science degree requires the completion of at least 15 credits in Math, including a third quarter of Calculus or approved statistics course.

**Note 2:** Students choosing the BIOL& 221, 222, 223 sequence will choose an additional course if needed to attain 90 credits. ENGL& 102 or MATH 261 are suggested. BIOL& 221 is taught Fall and Winter, BIOL& 222 is taught Winter and Spring, and BIOL& 223 is taught Spring and Fall.

**Note 3:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

**Note 4.** MATH& 264 is strongly recommended but not required. Consult an advisor. Students not completing MATH& 264 at EvCC may not be able to obtain credit for the Calculus sequence at their transfer institution.



# Chiropractic

## Associate in Arts and Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Chiropractic medicine is based on the idea that the skeletal structure of the body is related to total body function. A Doctor of Chiropractic works with patients to promote wellness, assess health status, diagnose disease conditions and holistically manage the patient’s health care without drugs or surgery. A Doctor of Chiropractic often works in consultation with other health care providers.

A degree in Chiropractic medicine (DC) usually is completed in 4 years after the undergraduate preparation, and may include simultaneous completion of a baccalaureate degree. One hundred and thirty-five (135) quarter credits (approximately 3 years) of preparatory courses are required before application to a Chiropractic college, though a bachelor’s degree is recommended. At a minimum, 90 credits may be completed at the community college and the additional 45 upper-division credits must be completed at a university before application to a Chiropractic college.

Everett Community College recommends that pre-chiropractic students pursue the **Associate in Arts and Sciences – DTA** degree, which meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major public universities in Oregon. The degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. Depending upon the student’s intended major and choice of Chiropractic college, this option may or may not meet all of the pre-requisites for the major. It is very important to discuss this with an advisor.

### CAREER OPTIONS

A chiropractor uses an interdisciplinary approach to health care, usually in a private clinic setting. Chiropractors may offer specialized services relating to industry or occupational health issues, athletic injuries, x-ray interpretation, orthopedics, geriatrics or pediatrics, nutrition or rehabilitation. Income can vary based on locations, hours, specialization and whether or not the chiropractor is in private practice or salaried. For more information about the Chiropractic profession, refer to this website: [www.amerchiro.org/](http://www.amerchiro.org/)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to first quarter registration.

- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339 [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Students interested in health fields should be prepared to work with a diversity of clients. Their written, verbal and personal communications skills should be strong.

Admission committees of Chiropractic colleges prefer individuals with high academic achievement and test scores, who have recently completed the essential science and math courses, who have demonstrated interest and experience in their intended field, who have strong communication skills, and who can meet the stated physical criteria of the program.

Prerequisites to enter most chiropractic programs in the United States are: 135 college level quarter credits (90 semester credits), of which 36 quarter credits (24 semester credits) are lab sciences. Lab science classes may include cell biology, anatomy, physiology, general chemistry, organic chemistry and physics. Additionally prerequisites include courses in math, statistics, English composition and literature, humanities and social sciences. Some schools also require a course in Nutrition. Preferred minimum GPA is 2.5 - 3.0, depending on the school.

Websites of selected Chiropractic schools [March 2017]:

- Life Chiropractic College West (San Lorenzo CA) <http://lifewest.edu>
- Logan College of Chiropractic (Chesterfield MO) [www.logan.edu](http://www.logan.edu)
- Southern California University of Health Sciences  
Los Angeles College of Chiropractic (CA) [www.scuhs.edu](http://www.scuhs.edu)
- Palmer College of Chiropractic (Davenport IA) <http://www.palmer.edu/>
- Palmer College of Chiropractic West (San Jose CA) [www.palmer.edu](http://www.palmer.edu)
- Western States Chiropractic College (Portland OR) [www.uws.edu](http://www.uws.edu)

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you select which degree pathway to follow, and to map out your program of study.

- ◆ Jackie Hedgpath, SHK 123, 425-388-9482, [jhedgpath@everettcc.edu](mailto:jhedgpath@everettcc.edu)

### SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses. Since Chiropractic applicants need three years of pre-requisite courses, a student could elect to take the courses listed here for the summer sessions during a third year of studies.

Fall	Winter	Spring	Summer
CHEM& 161 MATH& 141 ENGL& 101 or 101D	CHEM& 162 BIOL& 211 MATH& 142	CHEM& 163 BIOL& 231 MATH& 146	ENGL& 102 or 102D CMST& 210 NUTR& 101
Fall	Winter	Spring	Summer
CHEM& 261 PHYS& 114 BIOL& 232	CHEM& 262 PHYS& 115 PSYC& 100	SOC& 101 SOCIAL SCI. HUMANITIES	HUMANITIES SOCIAL SCIENCE

Approved by Instructional Council March 2017. DTA checklist effective January 2017.



# Integrated Strategic Communication

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

Washington State University's Murrow College offers an Integrated Strategic Communication major concentration at Everett ("ISC"). ISC is a broad-based degree that provides principles and skills that are highly sought after by companies hiring the next generation of communication professionals.

Taught by faculty and professional experts affiliated with The Edward R. Murrow College of Communication, this program extends to Everett a highly-regarded program that students can take without traveling to Pullman.

Communication is a discipline that focuses on improving the ability of individuals to communicate effectively in a variety of environments. Those who study communication get a detailed look at how people interact with each other in interpersonal and public settings.

Students interested in pursuing this option will earn their **Associate in Arts and Sciences – DTA** at Everett Community College and transfer to Washington State University's program on the Everett CC campus. Students must earn a minimum of 90 credits with a 2.0 minimum cumulative GPA required for graduation from EvCC. GPA for admission to the ICE program varies based on available of seats. Typically, students admitted to the program have a cumulative GPA of 3.0 GPA or above. Completion of this AA degree does not guarantee admission into ICE.

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

### SUGGESTED PREPARATION

Communication courses require strong reading and writing skills. Prerequisites exist in all communication courses. Students should also be prepared to participate actively in class discussions in order to demonstrate their communication skills.

### CAREER OPTIONS

This program focuses on students interested in careers in public relations, advertising, social media and corporate communications.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree seeking students must complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks Room 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall Room 108, 425-388-9339

### PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

EvCC Faculty Advisors:

- ◆ Lori Wisdom-Whitley, Gray Wolf Hall 346, 425-388-9379, [lwisdom@everettcc.edu](mailto:lwisdom@everettcc.edu)
- ◆ Mark Murphy, Gray Wolf Hall 324, 425-388-9552, [mmurphy@everettcc.edu](mailto:mmurphy@everettcc.edu)
- ◆ Jo-Ann Sickles, Gray Wolf Hall 332, 425-388-9152, [jsickles@everettcc.edu](mailto:jsickles@everettcc.edu)
- ◆ T. Andrew Wahl, Whitehorse Hall 212, 425-388-9419, [awahl@everettcc.edu](mailto:awahl@everettcc.edu)

Or call the Division Office at 425-388-9387.

WSU Everett Program Contact:

- ◆ Nannette McGrath, Academic Coordinator, WSU, [com.everett@wsu.edu](mailto:com.everett@wsu.edu)

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**Washington State University,**  
**The Edward R. Murrow College of Education**  
<http://murrow.wsu.edu/everett>

# Associate in Arts and Sciences - DTA

This checklist is targeted at students interested in transferring to **Washington State University's Integrated Strategic Communication** program on Everett Community College's campus. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of College Success Course

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** - 10 credits, see list of [DTA Communication Skills](#), must include at least 5 credits in composition.

ENGL& 101	English Composition I	5		
CMST& 220	Public Speaking	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list.](#))

**HUMANITIES** - 15 credits from the [DTA approved Humanities List](#). See Note 1.

CMST 204D	Intercultural Communication	5		
JOURN 101 or 110		5		

**SOCIAL SCIENCE** - 15 credits from the [DTA approved Social Science List](#). See Note 1.

CMST& 102	Introduction to Mass Media	5		
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**NATURAL SCIENCE** - 15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1.

Lab science:


**ELECTIVES** – A maximum of 30 credits of electives may be applied toward the DTA. These courses must be selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used. See Note 2.

**A LIST**

<u>Course</u>	<u>Cr.</u>	<u>Qtr Compl</u>
JOURN 111 (Required)	5	
JOURN 170 (Required)	6	
CMST& 230 (Required)	5	

**B LIST (Maximum of 15 credits)**

<u>Course</u>	<u>Cr.</u>	<u>Qtr Compl</u>
GRAPH 110 (Recommended)	5	
GRAPH 240 (Recommended)	5	

**Total: Minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science

**Note 2:** WSU allows up to 105 quarter hour credits to transfer in lower division community college credits; though the Associate degree requires only completion of 90. The courses required above add up to 60, which leaves a maximum of 45 credits that may be selected as electives. Within that 45 maximum credits, up to 15 credits can be in "List B Applied Electives" and the rest must be selected from the AAS-DTA approved list of courses in Communication Skills, Quantitative Skills, Humanities, Social Sciences, Natural Sciences, and List A Transfer Electives. And, no more than 3 PE activity credits may be used as electives.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



# Computer Science

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Students interested in Computer Science have many different options. An informative resource for reviewing the scope of the field is the Occupational Outlook Handbook. The following descriptions are drawn from that handbook.

**Computer scientists** work as theorists, researchers, or inventors. Their jobs are distinguished by the higher level of theoretical expertise and innovation they apply to complex problems and the creation or application of new technology. Those employed by academic institutions work in areas ranging from complexity theory, to hardware, to programming-language design. Some work on multidisciplinary projects, such as developing and advancing uses of virtual reality, extending human-computer interaction, or designing robots. Their counterparts in private industry work in areas such as applying theory, developing specialized languages or information technologies, or designing programming tools, knowledge-based systems, or even computer games.

**Systems analysts** solve computer problems and apply computer technology to meet the individual needs of an organization. They help an organization to realize the maximum benefit from its investment in equipment, personnel, and business processes. Systems analysts may plan and develop new computer systems or devise ways to apply existing systems' resources to additional operations. They may design new systems, including both hardware and software, or add a new software application to harness more of the computer's power. Most systems analysts work with specific types of systems—for example, business, accounting, or financial systems, or scientific and engineering systems—that vary with the kind of organization. Some systems analysts also are known as systems developers or systems architects.

Networks come in many variations, so **network systems and data communications analysts** are needed to design, test, and evaluate systems such as local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems. Systems can range from a connection between two offices in the same building to globally distributed networks, voice mail, and e-mail systems of a multinational organization. **Network systems and data communications analysts** perform network modeling, analysis, and planning; they also may research related products and make necessary hardware and software recommendations. **Telecommunications specialists** focus on the interaction between computer and communications equipment. These workers design voice and data communication systems, supervise the installation of those systems, and provide maintenance and other services to clients after the system is installed.

The growth of the Internet and the expansion of the World Wide Web (the graphical portion of the Internet) have generated a variety of occupations related to the design, development, and maintenance of Web sites and their servers. For example, **webmasters** are responsible for all technical aspects of a Web site, including performance issues such as speed of access, and for approving the content of the site. Internet developers or **Web developers, also called Web designers**, are responsible for day-to-day site design and creation.

With the Internet and electronic business generating large volumes of data, there is a growing need to be able to store, manage, and extract data effectively. **Database administrators** work with database management systems software and determine ways to organize and store data. They identify user requirements, set up computer databases, and test and coordinate modifications to the systems. An organization's database administrator ensures the performance of the system, understands the platform on which the database runs, and adds new users to the system. Because they also may design and implement system security, database administrators often plan and coordinate security measures. With the volume of sensitive data generated every second growing rapidly, data integrity, backup systems, and database security have become increasingly important aspects of the job of database administrators.

Quoted and Adapted from Occupational Outlook Handbook, May 2008  
[www.bls.gov/oco/ocos042.htm](http://www.bls.gov/oco/ocos042.htm)

**Check out our other programs related to computer technologies:**

- \* Associate in Technical Arts in Information Technology
- \* Associate in Applied Science-Transfer in Information Technology
- \* And Computing Technician; Systems Specialist; and Networking Specialist certificates.

### PREPARATION

Typically, entry into these careers requires a bachelor's degree and usually a master's degree. Universities offer preparation for these careers in several different ways by offering a variety of majors: Computer Science, Math, Engineering, Business Information Systems, Information Management, to name a few. All of these majors share a common emphasis on a strong mathematics background.

You can start your preparation for a major in computer sciences by following EvCC's **Associate of Arts and Sciences** Direct Transfer degree program. This curriculum guide outlines the degree program for a computer science major.

EvCC offers this degree as part of a transfer agreement with a variety of universities in Washington. The degree offers qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of this degree to be appropriate.

The **Associate of Arts and Sciences** Direct Transfer **Degree** requires that the student complete all freshman and sophomore general education coursework along with transfer electives chosen as appropriate for a Computer Science major at the intended transfer institution. Upon transfer, the student will be able to complete a Bachelor of Science degree in Computer Science with two additional years of coursework.

Please discuss your interests and course selection with an advisor.

If you are interested in Engineering you should consult the curriculum guide for Engineering. If you are interested in Information Management or Business Administration with an Information Systems or Computer Science minor, you should consult the curriculum guide for Business Administration. In any case, it is extremely important that you work closely with an EvCC advisor and with advisors at your intended university.

### PROGRAM ADVISORS

For on-campus credit courses and programs, please contact:

Kevin Bolan, 425-388-9368  
[kbolan@everettcc.edu](mailto:kbolan@everettcc.edu)

Approved by Instructional Council March 2017.  
DTA checklist effective January 2017.

# Associate in Arts and Sciences – Direct Transfer

This checklist is targeted at transfer students with an interest in a **COMPUTER SCIENCE** major at a university. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

**Student Name:** \_\_\_\_\_

**COMPLETION** of College Success Course      \_\_\_\_\_  
Where completed/Course Title      Year Completed      Grade

**COMPLETION** of Diversity Course      \_\_\_\_\_  
Where completed/Course Title      Year Completed      Grade

Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits total, at least 5 in English Composition.)

ENGL& 101	English Composition I	5	_____	_____
_____	_____	_____	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits from the DTA approved Quantitative Skills List.)

MATH& 151 (required)	Calculus I	5	_____	_____
_____	_____	_____	_____	_____

**HUMANITIES** (15 credits from the AAS-DTA approved Humanities List; no more than 5 credits in Humanities Performance. See Note 1.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCES** (15 credits from the AAS-DTA approved Social Sciences List. See Note 1.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCES** (15 credits from the AAS-DTA approved Natural Sciences List, including one lab science class. See Notes 1 and 2.)

Part A (lab – 5 credit min)	_____	_____	_____	_____
Part A or B	_____	_____	_____	_____
Part C MATH& 152	Calculus II	5	_____	_____
_____	_____	_____	_____	_____

**MAJOR PREPARATION COURSES** (Minimum 30 credits. Select courses appropriate for your intended transfer destination in consultation with your faculty advisor. All classes with \*\*\* next to them are required.)

CS 110 or ENGR 121	Introduction to Computer Science <b>or</b> Introduction to Engineering 2: Design	5	_____	_____
***CS& 131 (See Note 3)	Computer Science I	5	_____	_____
***CS 132 or 143 (See Note 3)	Computer Science II (C++ <b>or</b> Java)	5	_____	_____
CS 233 (See Note 4)	Advanced Data Structures	5	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ELECTIVES** (Electives may be selected from the A and B lists on the DTA checklist. A maximum of 15 credits from the B list may be used.)

Course Number	Course Title	Credits	Quarter Completed	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum cumulative GPA.**

**Note 1:** Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science altogether. No more than 5 credits may be used in any foreign language as part of the Humanities requirement.  
**Note 2:** See back page advising guidance table for picking distribution classes applicable to specific transfer goals.  
**Note 3:** CS 132 is recommended for students intending to transfer to WSU and UW-Bothell. CS 143 is recommended for students transferring to UW – Seattle. CS& 141 is an acceptable substitute for CS& 131 for this degree. Please consult with an advisor for specific computer language requirements at other transfer destinations.  
**Note 4:** CS 233 is recommended for all students except those intending to transfer to UW-Seattle.

## Computer Science Transfer Advising Guidance

University	Distribution Course Recommendations*	Major Preparation Courses*
University of Washington - Seattle	Natural Sciences <ul style="list-style-type: none"> <li>PHYS&amp; 241/231, CHEM&amp; 161 or BIOL&amp; 221</li> <li>Second choice from above</li> </ul> Three years of high school foreign language required, can substitute with three quarters of college foreign language.	CS 143 MATH& 163 MATH 260
University of Washington – Bothell, Central Washington University	Follow general DTA guidelines	CS 233 MATH& 146
Western Washington University, Eastern Washington University	Natural Sciences <ul style="list-style-type: none"> <li>Complete three quarter science sequence starting with PHYS&amp; 241/231, CHEM&amp; 161 or BIOL&amp; 221</li> </ul>	CS 233 MATH& 163 MATH 260 Rest of science sequence
Washington State University	Social Sciences <ul style="list-style-type: none"> <li>ECON&amp; 201 or ECON&amp; 202</li> </ul> Natural Sciences <ul style="list-style-type: none"> <li>PHYS&amp; 241/231</li> </ul>	CS 233 MATH& 163 MATH 260 Rest of engineering physics sequence
Seattle University	Humanities <ul style="list-style-type: none"> <li>Include a Philosophy course</li> </ul> Natural Sciences <ul style="list-style-type: none"> <li>PHYS&amp; 241/231</li> </ul>	CS 233 MATH& 163 MATH 260
University of Washington - Tacoma	Natural Sciences <ul style="list-style-type: none"> <li>PHYS&amp; 241/231</li> </ul>	CS 143 MATH& 146

\* Recommendations based on courses needed for departmental admission and/or to transfer as a junior with reasonable expectation to graduate with BS in two years. Follow general DTA guidelines for the remainder of the course selections in these distribution areas.

## Computer Science Transfer Recommended Sequence of Courses

	Fall	Winter	Spring	Summer
First Year	MATH& 151 ENGL& 101 H/SS elective	MATH& 152 ENGL& 102 H/SS elective	MATH& 163 CS 110 or ENGR 121 Lab Science Elective	H/SS elective H/SS elective
Second Year	CS& 131 MATH 260 PHYS& 221/231	PHYS& 222/232 CS 132 or 143 PHYS 130 (1 cr) H/SS elective	PHYS& 223/233 CS 233 H/SS elective	

Note: Some additional prerequisites may be required depending on prior preparation in math, physics, and computer programming. This recommended sequence is designed to prepare for transfer to any computer science program in the state of Washington and exceeds the minimum requirements for several transfer options. Please consult with a faculty advisor.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. All new students must complete entry advising through the Advising Center to select first quarter classes at EvCC. Contact:

- ◆ Enrollment Services, Parks Student Union, Room 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall, Room 108, 425-388-9339

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **JANUARY 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Advanced Manufacturing Technology Composites

## GENERAL INFORMATION

Everett Community College offers a number of pathways toward technical careers, using stackable certificates and degrees. The first level, for students seeking entry into the technical world would be the **Manufacturing Pre-Employment Certificate**, a credential that would allow one to work in entry-level manufacturing. The next level up would be to take classes leading to a **Skills-Oriented Certificate**. And for those seeking a higher level of education, and the job skills and responsibilities that go with it, EvCC offers skills oriented **ATA Degrees**. This Advanced Manufacturing Technology curriculum guide describes all three levels in the Composites discipline. This program also provides a flexible framework for the incorporation of credit from prior learning in industry or government. An early conference with one of the designated advisors is strongly suggested for success.

## THE PROGRAM

The Advanced Manufacturing Technology – Composites Program is part of a cluster of programs. Four **Associate in Technical Arts degrees** and nine **certificates in Advanced Manufacturing Technology** are offered, and may be pursued on a full-time or part-time basis at Everett Community College (EvCC).

### ATA degree Programs:

- **Advanced Manufacturing Tech – Composites**
  - **Advanced Manufacturing Tech – Precision Machining\***
  - **Advanced Manufacturing Tech – Technical Design (CAD)\***
  - **Advanced Manufacturing Tech – Welding and Fabrication\***
  - **Advanced Manufacturing Tech -- Mechatronics**
- \* Described in a separate guide.

### Certificate Programs:

- **Manufacturing Pre-Employment**
  - **Aerospace Composites Technician**
  - **Precision Machining\***
  - **Engineering Technology (CAD) \***
  - **CATIA 3D Experience \***
  - **Welding and Fabrication \***
  - **Mechatronics \***
  - **Introduction to Composites**
  - **Introduction to Robotics \***
- \* Described in a separate guide.

The overall program is designed for maximum flexibility, in that one may choose to take one or two courses to enhance their current skills, or pursue a certificate or degree, depending on their goals. The program outcomes for students pursuing the degree will prepare them to perform the following tasks:

- Solve technical mathematical problems (such as fiber resin ratio)
- Learn basic hand skills for the layup of composite materials using fiberglass, carbon fiber, epoxy and polyester resin
- Design molds and forms for the layup of fiber glass and carbon fiber materials
- Build and vacuum bag composite materials for room temperature cure and oven cure materials
- Create projects in composite materials showing how surface energy is increased and decreased
- Design for producibility and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

## CREDIT FOR PRIOR LEARNING

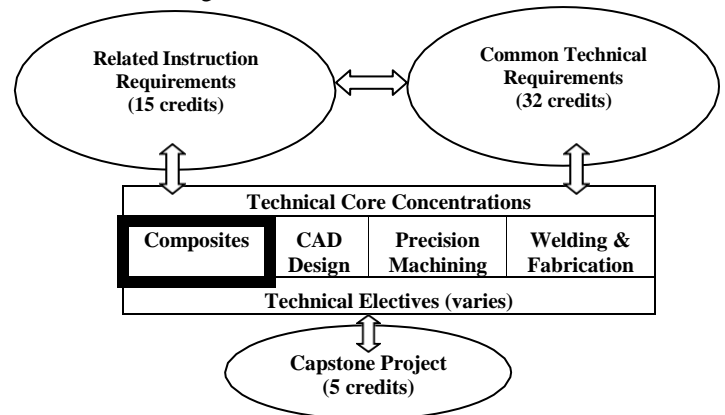
Adults with work experience or completion of industry training programs may be eligible for college credit by following “External Credit” evaluation procedures. Students currently in high school may take selected technical courses while in high school and apply at that time for college credit.

External Credit: Contact Enrollment Services  
 Call: 425-388-9219

Tech Prep: [www.everettcc.edu/techprep](http://www.everettcc.edu/techprep)  
 Or contact your high school counselor

## THE COURSES

The courses for this program may be divided into four categories: Related Instruction requirements (15 credits), common technical requirements (32 credits), technical core concentration classes (28-40 credits), technical electives (credit varies) and the final capstone class (5 credits). Students seeking an ATA degree will take the number of credits shown in each area plus a number of technical elective classes until the total credit accumulations meets or exceeds the degree requirement. Note that a minimum of 28-40 credits need to come from any one technical concentration to qualify for that particular degree. The actual courses are listed further on in this curriculum guide. See the diagram below for an understanding of how the courses interrelate.



## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Students interested in the program should talk to an advisor prior to selecting classes for the first quarter:

Advising Center	425-388-9339
Enrollment Services	425-388-9219
Precision Machining (Darin Chase)	425-388-9390
CAD (David Primacio)	425-267-0160
CAD (Sean Auger)	425-388-9534
Welding (Robert White)	425-388-9457
Welding (Karl Fulton)	425-388-9447
Composites (Michael Patching)	425-388-9092
Mechatronics (Ken Ackerman)	425-388-9290

# ATA Degree: Advanced Manufacturing Tech – Composites

## 92 credits

The courses required for an **Associate in Technical Arts Degree in Advanced Manufacturing Tech – Composites** are listed below. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. EvCC does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this degree, a cumulative GPA of 2.0 or higher must be maintained.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION of Diversity Course (BUS 110D, ENGL 098D or ENGL& 101D suggested):**

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Planned</u>	<u>Quarter completed</u>	<u>Grade</u>
<b>RELATED INSTRUCTION (15 credits)</b>					
ENG T 101 (or MATH 086 or higher)	Introduction to Graphics and Measurements	5	_____	_____	_____
ENGL 098/098D or ENGL& 101/101D	Intro to College Writing or English Composition I	5	_____	_____	_____
BUS 110D, BUS 165, CMST& 210, CMST& 230	Human Relations (R) course from this group Business 110D Recommended	5	_____	_____	_____
<b>COMMON TECHNICAL REQUIREMENTS (32 credits)</b>					
MFG T 100	Preparation for Success and Safety in Industry	5	_____	_____	_____
CT 101*	Introduction to Composites	5	_____	_____	_____
MFG T 117	Blueprint Reading and Schematics	3	_____	_____	_____
ENG T 100, or 108, or 185	Engineering Graphics: Intro to CAD	4	_____	_____	_____
MFG T 101 or MFG T113	Introduction to Machining	5	_____	_____	_____
WELD 101 or higher	Introduction to Welding	5	_____	_____	_____
MECH 119 or higher	Introduction to Robotics	5	_____	_____	_____
<b>COMPOSITES TECHNICAL CORE REQUIREMENTS (40 credits)</b>					
CT 102	Composite Technology 1	20	_____	_____	_____
CT 203	Composite Technology 2	20	_____	_____	_____
<b>TECHNICAL ELECTIVES (0) credits minimum – see last page for suggestions</b>					
MFG T 102 (recommended)	Manufacturing Employment Readiness	12	_____	_____	_____
<b>CAPSTONE PROJECT REQUIREMENTS (5 credits – select one class from the list below. Generally follows all other classes.)</b>					
MFG T 229 or MFG T 230	Manufacturing Team Project	5	_____	_____	_____
<b>MINIMUM REQUIRED CREDITS</b>		<b>92</b>	<b>Min 2.0 cumulative GPA</b>		

\* If you already have the composites certificate, this class was embedded in the certificate and you don't need to take it. Additionally, the following courses may be substituted for CT 101: MFG T 107, 113 or 202.

### Interested in transferring to a university?

Students completing this ATA degree can transfer directly to the Information Technology and Administrative Management (ITAM) program at Central Washington University or to the Manufacturing Operations program at Clover Park Technical College to pursue a Bachelor of Applied Science (BAS) degree. Go to [www.cwu.edu/it-management/bas-overview](http://www.cwu.edu/it-management/bas-overview) or [www.cptc.edu/programs/basmo](http://www.cptc.edu/programs/basmo) for more information.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **SEPT 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Aerospace Composite Technician Certificate

## GENERAL INFORMATION

The Aerospace Composite Technician certificate is a two-quarter program designed to prepare students to fabricate, assemble, and repair composite materials on aircraft and in the composite industry. The knowledge and skills gained through this program are those required for entry-level positions as composite technicians. The certificate also provides an opportunity for existing aircraft mechanics and service technicians to expand their education in the field of composite assembly and repair.

## PROGRAM INFORMATION

The two-quarter program will focus on skills used in advanced composite manufacturing. The first quarter focuses on building a strong knowledge base of terminology, material handling and practices, and the foundational techniques used in industry. The second quarter builds upon the skills gained in the first quarter, adds in mold manufacturing techniques, CNC tooling construction, fastening, bonding and assembly operations, inspection and repair.

## PROGRAM ADVISOR

For specific guidance about this certificate, contact:

- ◆ Michael Patching, 425-388-9092, [mpatching@everettcc.edu](mailto:mpatching@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. All prospective students are invited to contact the Educational Planning Center if they would like to speak one-to-one with an educational planner. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Hall Room 108, 425-388-9339

## COURSE INFORMATION

### CT 102 Composite Technology 1

Theory and application of composite manufacturing principles; knowledge of material types and resin systems; curing and cross linking of polymer resin systems; design considerations to construct laminates and sandwich core construction; knowledge and use of layup techniques using both open and closed molding methods to include wet layup, filament winding, vacuum bagging, resin infusion process (VARTM), light resin transfer modeling (LRTM); understand and use of core material properties; use of precision measuring tools to finish cured composites to blue print specifications; understand and demonstrate material handling and shop safety practices.

### CT 203 Composite Technology 2

Theory and application of advanced composite manufacturing principles; the course will focus on the knowledge of mold manufacturing techniques; tooling, bonding and fastener application; damage inspection and repair.

## PROGRAM OUTCOMES

- Solve technical mathematical problems (such as fiber resin ratio)
- Learn basic hand skills for the layup of composites materials using fiberglass, carbon fiber, epoxy and polyester resin
- Design molds and forms for the layup of fiberglass and carbon fiber materials
- Build and vacuum bag composite materials for room temperature cure and oven cure materials
- Create projects in composite materials showing how surface energy is increased and decreased
- Design for producibility and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

## Certificate: Aerospace Composite Technician (40 Credits)

This checklist is targeted at students with an interest in Composite Technology. Courses have prerequisites. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Qtr Planned	Qtr Completed	Grade
CT 102	Composite Technology 1	20	_____	_____	_____
CT 203	Composite Technology 2	20	_____	_____	_____
<b>TOTAL:</b>		<b>40 credits</b>		<b>Minimum 2.0</b>	<b>minimum GPA</b>

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# Manufacturing Pre-Employment Certificate

## GENERAL INFORMATION

The Manufacturing Pre-Employment certificate is a one-quarter program designed to prepare students to work at the entry level in a manufacturing facility and the aerospace industry.

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

This certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Hall Room 108, 425-388-9339

## PROGRAM CERTIFICATE OUTCOMES

- Understand and solve basic technical mathematical problems
- Communicate orally and in writing about technical activities
- Be prepared for successful employment
- Understand and work with entry level technical and mechanical systems
- Perform work using basic computer skills
- Meet industry requirements for safety and first aid

For specific guidance about this certificate, contact:

- ◆ Advanced Manufacturing Training & Education Center (AMTEC) 425-388-9570, mfg@everettcc.edu

## Certificate: Manufacturing Pre-Employment 12 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Complete	Grade
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### REQUIRED COURSE:

MFG T 102	Manufacturing Employment Readiness	12	_____	_____	_____
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**TOTAL: 12 credits** **Minimum 2.0 GPA**

**This certificate satisfies the requirements MFG T 100 and Technical Electives of the Advanced Manufacturing ATA Degree.**

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## GENERAL INFORMATION

The Aerospace Composites Foundations certificate is a one-quarter program designed as a general introduction to composite materials, manufacturing processes, and safety standards. The course of study is designed to prepare students to work at the entry level in a composite manufacturing facility and the aerospace industry.

This course serves as an introduction to advanced composite manufacturing. The course is recommended for anyone seeking to understand the basics of advanced composites materials and structures, material forms, processes, layup/lamination, vacuum bagging, proper handling and safety, and adhesive bonding. Students will perform hands-on exercises to promote learning and to build skills required by industry.

This certificate may be considered a stand-alone credential for people seeking to enter the composite manufacturing field, or as the first level of a stackable set of certificates in the degree pathway of the Advanced Manufacturing Tech – Composites Associate in Technical Arts degree.

## PROGRAM CERTIFICATE OUTCOMES

- Solve technical mathematical problems (such as fiber resin ratio)
- Learn basic hand skills for the layup of composites materials using fiberglass, carbon fiber, epoxy and polyester resin
- Design molds and forms for the layup of fiberglass and carbon fiber materials
- Build and vacuum bag composite materials for room temperature cure and oven cure materials
- Document technical activities in written and verbal reports
- Be prepared for successful employment

## PROGRAM ADVISOR

For specific guidance about this certificate, contact:

- ◆ Michael Patching, 425-388-9092  
mpatching@everettcc.edu

## Certificate: Aerospace Composites Foundations 5 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
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### REQUIRED COURSES

CT 101	Introduction to Composites	5			
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**TOTAL: 5 credits      Minimum 2.0 GPA**

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## **DEGREE ELECTIVES**

You may complete elective credits to satisfy the ATA degree requirements in this program. These should be technical in nature, but need not be if your selection enhances your ultimate employability. Any college level English course, for example, would enhance your communication skills and be considered acceptable. Please browse through the college catalog and examine the wide variety of courses offered at EvCC. The following list is presented for your convenience and represents some of the more commonly selected elective courses.

### **MANUFACTURING TECHNOLOGY**

MFG T 102	Manufacturing Employment Readiness
MFG T 104	Machine Operator I
MFG T 105	Machine Operator II
MFG T 113	CNC Cutting Solutions
MFG T 202	Lean and Operations Management

### **WELDING/FABRICATION TECHNOLOGY**

WELD 111	Basic Layout
WELD 150	Blueprint Reading for Industry
WELD 151	Carbon Steel Metallurgy for the Trades
WELD 152	Welding Base Materials: Processes & Procedures
WELD 153	Non-Ferrous Metallurgy for the Trades
WELD 190	Oxyacetylene
WELD 191	Basic Arc
WELD 192	Advanced Arc
WELD 193	Basic Pipe
WELD 194	Gas Tungsten Arc Welding (TIG)
WELD 195	Gas Metal Arc/Flux Core Arc Welding
WELD 196	Flux Core Arc Welding
WELD 210	Heavy Plate Fabrication
WELD 211 or	Sheet Metal Fabrication or
WELD 217	Aerospace Sheet Metal Fabrication
WELD 212	Pipefitting & Pipe Systems Fabrication
WELD 213	Practical Fabrication & Adv. Welding Techniques
WELD 214	Sub-Arc Welding
WELD 216	Advanced Tig Welding
WELD 225	Welding Skills Building
WELD 285 or	CNC Plasma Cutting or
WELD 286	Aerospace CNC Plasma Cutting
WELD 295	Work Experience Internship

### **ENGLISH COURSES**

You may select any English course, ENGL& 101 or higher, or any Communications course (CMST).

### **HUMAN RELATIONS (R)**

You may take any human relations course listed on page 2

### **INTERNSHIP**

MFG T 171  
MFG T 172

### **TECHNICAL DESIGN (CAD)**

ENG T 100	Introduction to Engineering Graphics and 2D AutoCAD
ENG T 103	Introduction to Revit
ENG T 196	Advanced Workbenches with CATIA v5 Intermediate
ENG T 203	AutoCAD
ENG T 259	Engineering Graphics (SolidWorks II)
ENG T 193	Intermediate Catia
ENG T 217	CAD Projects

### **OTHER SUGGESTIONS**

ACCT 110	Small Business Accounting
BT 100	Beginning Keyboarding
BUS& 101	Introduction to Business
BT 162	Job Search & Professional Development
BT 242	Excel
BT 243	Advanced Excel
IT 117	CCNA 1: Introduction to Networking
ECON 101D	Understanding Economics
ENG T 104	Electro-mechanical Blueprint Reading
ENGR& 104 [OR BUS 102]	Introduction to Design
ENVS 150	Land Use Planning & Regulation
GEOG 205	Physical Geography with GIS, GPS, and Remote Sensing labs
GRAPH 100	Intro to Digital Studio
GRAPH 110	Foundations of Graphic Design
GRAPH 113	Graphic Design and Typography
PHOTO 110	Photography I: Basic Elements

### **MATHEMATICS COURSES**

You may select any math course; MATH 086 or higher, MATH 095 and MATH 105 are particularly recommended for the CAD degree.

### **SCIENCE COURSES**

You may select any physics, chemistry, or engineering course

### **BUSINESS COURSES**

You may select any business course

## GENERAL INFORMATION

Everett Community College offers a **Certificate in Cosmetology, a Certificate in Hair Design and an Associate in Technical Arts degree**. The cosmetology certificate may be earned through a sequence of courses over five quarters, covering at least 1730 clock hours of instruction. The hair design certificate may be earned through a sequence of courses over four quarters, covering at least 1500 clock hours of instruction. The Associate degree may take six or seven quarters, depending on progress. The certificate and degree programs prepare students to take the Washington State licensing exams.

EvCC does not offer programs in Barbering, Nail Technology or Esthetics at this time.

Classes are taught in a laboratory setting at the College's School of Cosmetology located at 9315 State Avenue, Suite G, in Marysville. During Fall, Winter and Spring Quarters, hours of operation are 8am – 4pm, Monday, Wednesday and Friday, 8am-6pm on Tuesday, 8am to 8pm on Thursday, and 8am-6pm on Saturday. Summer session is required.

A board consisting of shop owners, managers, instructors, and alumni serves in an advisory and resource capacity for the program.

## CAREER OPTIONS

The job market for cosmetologists and instructors is excellent. Persons with this training are much in demand and generally find employment. The curriculum is designed to prepare students for at least beginning employment/job entry. Job placement help is available if needed.

According to a recent study conducted by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) the average salon income, including tips, ranges from \$30,000 - \$50,000 per year. The industry is at a “zero unemployment” rate, needing more new professionals than it can supply. Employment may be found through salons or through creating an individual business.

## SUGGESTED PREPARATION

Applicants must be at least 16 years of age, of good mental and physical health, and have a high degree of manual dexterity. The ability to read, write and interpret the English language is a priority. A pleasing personality and the ability to communicate and work well with others are important, as is stamina and good health since professionals must be on their feet the majority of time, and, in many cases, around chemicals.

IC APPROVED MAY 2016, SBCTC APPROVED JULY 2016

Prior to enrolling in Cosmetology courses, students must take the Accuplacer placement test and demonstrate readiness for MATH 60 or higher, and ENGL 98, or equivalent, or higher. Students in Transitional Studies classes must demonstrate readiness for AEP 98 or TS 98 prior to enrolling in Cosmetology courses. For placement testing information, contact the EvCC Testing Center at 425-388-9288. New students will also receive testing information after applying for admission to EvCC.

## COSMETOLOGY PROGRAM OUTCOMES

1. Perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing.
2. Perform natural nail services including manicuring and pedicuring.
3. Perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.
4. Demonstrate customer service skills, self-growth and personal development.
5. Perform salon business such as front desk operations, dispensary inventory and loss prevention, resume building and interviewing skills, self marketing and the basic knowledge of starting one's own salon business.
6. To have the knowledge of decontamination control, public hygiene and special sanitation procedures used for the protection of the client and the operator.
7. Possess the necessary skills to pass the Washington State licensure written and practical exams required for a professional license to work in the Cosmetology industry.

## GETTING STARTED AT EVCC

Applicants must request that an official copy of their high school transcript or official GED test scores be forwarded directly to the Enrollment Services Office.

Enrollment Services provides information about application, advising, orientation and registration for new and continuing students. New students complete entry advising in the Advising Center. Contact:

- Enrollment Services, Parks Student Union  
425-388-9219; [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier Hall Room 108, 425-388-9339

For more information about our graduation rates, the median debt of student who completed the program, and other important information, please visit our website at, [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

## PROGRAM ADVISOR

For specific advising in the Cosmetology program, contact:

Tara Murphy, 425-388-8285, [tmurphy@everettcc.edu](mailto:tmurphy@everettcc.edu)  
Tracy Schuetze, 425-259-8288, [tschuetze@everettcc.edu](mailto:tschuetze@everettcc.edu)

## COSMETOLOGY CERTIFICATE PROGRAM

Cosmetology classes give students experience in such customer services as shampooing, skin care, nail care, modern hair cutting and styling, tinting and bleaching, permanent waving, chemical relaxing, wig care, artificial hair, blow drying and iron curling. Also included in the instruction are safety measures in the handling and use of chemicals, sterilization of equipment, various disorders/diseases of the hair, skin, and nails and their proper treatment, salon management, retail selling, cosmetic chemistry, electricity, and anatomy and physiology. The curriculum meets requirements established by the State of Washington for cosmetology for both theory and practical applications.

## SPECIAL REQUIREMENTS

Students must purchase their own equipment kit through the Everett Community College Cosmetology Department.

Approximate cost of the Cosmetology kit is \$1,012.00. Regulation smock and name badge are included in student kits. Student must provide white and black uniforms (pants or dress) and white or black shoes.

All fees, textbooks, and kits are approximate prices and may vary. A lab fee per quarter is charged; you may estimate that fee to be about \$80. Malpractice insurance is \$20 per year.

Approximate cost of Cosmetology course materials:

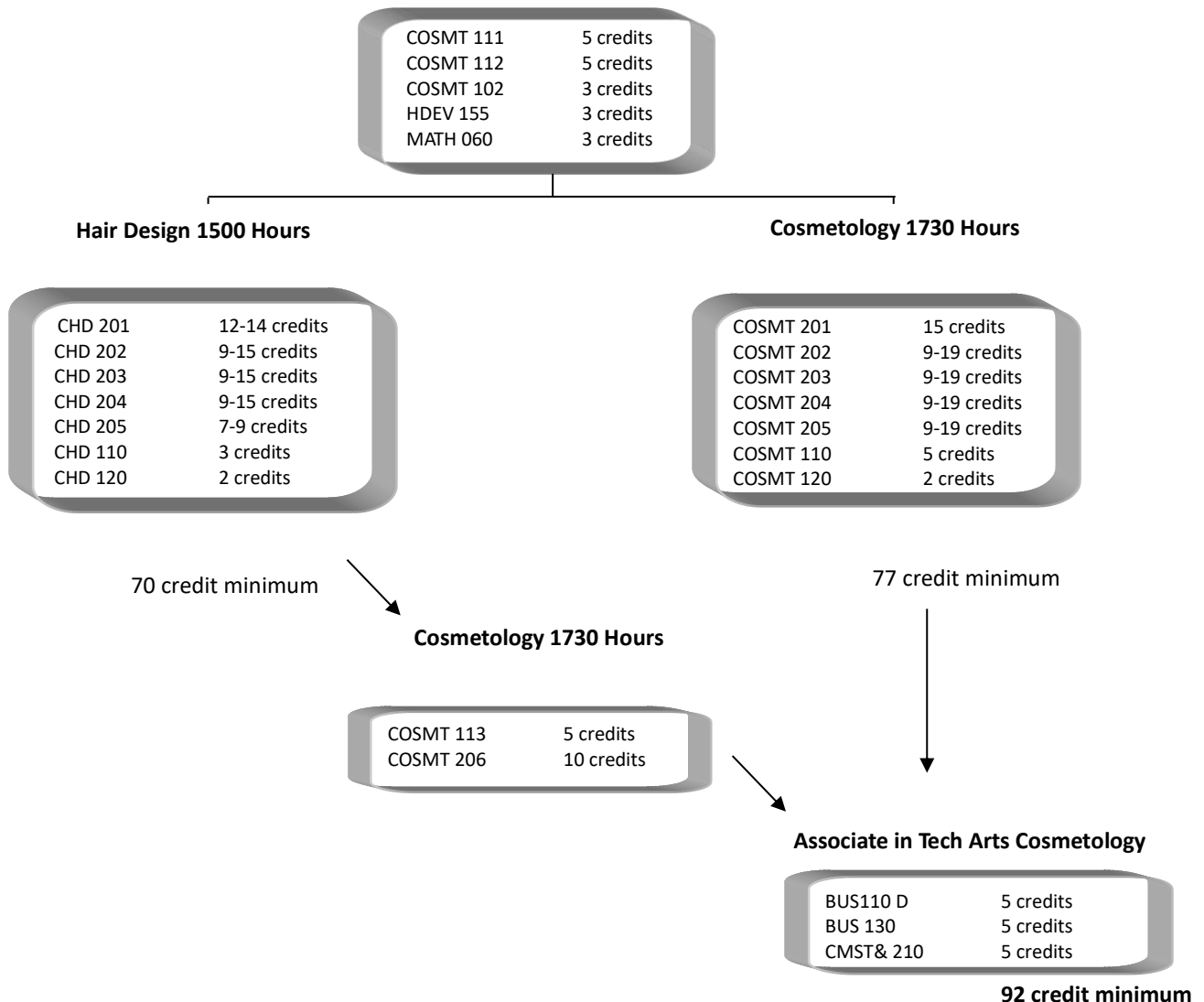
1. Milady Course Mate for iPad: \$175
2. Apple iPad 2 or newer: \$350

OPTIONAL: Cosmetology Dictionary, \$29.00; and State Board Exam Review book

Prices may vary; check the Bookstore online for current prices. [www.everettcc.edu/bookstore](http://www.everettcc.edu/bookstore)

Licensing Exam Fees: Practical Exam: \$120, Written: \$180.

### Certificate Check List - Core Classes



# Cosmetology Certificate – 77 credits

## Associate in Technical Arts, Cosmetology – 92 credits

This checklist is designed for students interested in the **Cosmetology ATA degree**. Students should meet with a Cosmetology advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College Catalog. All degree requirements are listed in the Catalog, including the completion of at least 90 credits, with a minimum 2.0 cumulative GPA. Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cosmetology Certificate

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>REQUIRED COURSES</b>				
COSMT 110	Trichology, Dermatology, and Onychology	5	_____	_____
COSMT 111	Salon Management	5	_____	_____
COSMT 112	Salon Safety, Chemistry and Electricity	5	_____	_____
COSMT 120	Compendium	2	_____	_____
COSMT 201	Cosmetology Basic Skills and Salon Practice	15	_____	_____
COSMT 202	Advanced Color Lab and Salon Practice	9-19	_____	_____
COSMT 203	Men's Haircutting and Beard Design Lab and Salon Practice	9-19	_____	_____
COSMT 204	Advanced Haircutting and Styling Lab and Salon Practice	9-19	_____	_____
COSMT 205	Textured Hair Services Lab and Salon Practice	9-19	_____	_____
COSMT 102	Salon Communications	3	_____	_____
H DEV 155	Human Relations in the Workplace	3	_____	_____
MATH 060	Prof/Technical Math Cosmetology	3	_____	_____

**Total: 77 credits minimum. Each class must be passed with a 'C' (2.0 GPA) or higher**

### Associate in Technical Arts – Cosmetology

To earn an Associate in Technical Arts (ATA), you must successfully complete all of the above requirements, plus an additional 15 credits as listed below. A minimum of 92 credits is required.

**COMPLETION** of Diversity Course

Course Number	Course Title	Credits	Quarter Completed	Grade
BUS 110D	Business Communications	5	_____	_____
BUS 130	Business Computations	5	_____	_____
CMST& 210	Interpersonal Communication	5	_____	_____

**Total: 92-99 credits minimum.**

◆ EvCC does not offer every course each quarter. Please consult the Class Schedule and your program advisor to plan course selection.

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# Hair Design Certificate – 70 credits

## Associate in Technical Arts, Cosmetology – 92 credits

This checklist is designed for students interested in the Hair Design Certificate with the option of completing the Cosmetology ATA degree. Students should meet with a Cosmetology advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College Catalog. All degree requirements are listed in the Catalog, including the completion of at least 90 credits, with a minimum 2.0 cumulative GPA.

Hair Design includes the theory of the practice of hair design including business practices and basic human anatomy and physiology; shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; scalp and hair analysis; hair cutting and trimming including scissors, razor, thinning shears and clippers; hair styling including wet, dry and thermal styling, braiding and styling aids; cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; artificial hair; permanent waving including sectioning, wrapping, preperm test curl, solution application, processing test curl, neutralizing and removal of chemicals; chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals; cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; diseases and disorders of the scalp and hair; safety including proper use and storage of chemicals, implements and electrical appliances and first aid as it relates to hair design.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of Diversity Course

\_\_\_\_\_

Where completed/Course Title	Year Completed	Grade
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### Hair Design Certificate

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>REQUIRED COURSES</b>				
COSMT 111	Salon Management	5	_____	_____
COSMT 112	Salon Safety, Chemistry and Electricity	5	_____	_____
CHD 201	Hair Design Basic Skills and Salon Practice	12-14	_____	_____
CHD 202	Hair Design Advanced Color Lab and Salon Practice	9-15	_____	_____
CHD 203	Men's Haircutting and Beard Design Lab and Shop Practice	9-15	_____	_____
CHD 204	Advanced Haircutting and Design lab and Salon Practice	9-15	_____	_____
CHD 205	Textured Hair Design Services and Salon Practice	7-9	_____	_____
CHD 110	Trichology	3	_____	_____
CHD 120	Hair Design Compendium	2	_____	_____
COSMT 102	Salon Communications	3	_____	_____
H DEV 155	Human Relations in the Workplace	3	_____	_____
MATH 060	Prof/Technical Math Cosmetology	3	_____	_____

**Total: 70 credits minimum. 1500 clock hours minimum**  
**Each class must be passed with a 'C' (2.0 GPA) or higher.**

### Bridge courses toward Cosmetology ATA (15 credits)

For students completing the Hair Design Certificate who wish to continue on to earn an Associate in Technical Arts (ATA) in Cosmetology, you must you must successfully complete all of the above requirements, plus an additional 15 credits in Cosmetology courses as listed below..

Course Number	Course Title	Credits	Quarter Completed	Grade
COSMT 113	Basic Skin and Nail Care Theory and Practice	5	_____	_____
COSMT 206	Cosmetology Lab & Shop Practice VI	10	_____	_____

### Associate in Technical Arts – Cosmetology

To earn an Associate in Technical Arts (ATA), you must successfully complete the Hair Design Certificate, the 15 credits of additional Cosmetology courses listed above, plus an additional 15 credits as listed below. A minimum of 92 credits is required.

Course Number	Course Title	Credits	Quarter Completed	Grade
BUS 110D	Business Communications	5	_____	_____
BUS 130	Business Computations	5	_____	_____
CMST& 210	Interpersonal Communication	5	_____	_____

**Total: 92-99 credits minimum.**

◆ EvCC does not offer every course each quarter. Please consult the Class Schedule and your program advisor to plan course selection.

## INFORMACIÓN GENERAL

El Everett Community College ofrece la **Carrera Técnica en Artes Técnicas con Certificación en Cosmetología**. La certificación puede ser obtenida a través de una serie de cursos en un transcurso de cinco trimestres, cubriendo por lo menos 1730 horas aplicadas de instrucción. Esta carrera técnica se puede tomar de seis a siete trimestres dependiendo en el progreso. Los programas de certificaciones y carreras preparan a los estudiantes a tomar los exámenes para obtener una Licencia del Estado de Washington.

Las clases de cosmetología ofrece a los estudiantes la experiencia en servicios al cliente tales como lavados con champú, cuidado de la piel, cuidado de las uñas, cortes modernos de cabello y estilo, tintes y decoloración del cabello, ondulado permanente, relajación química del pelo, cuidado de pelucas, cabello artificial, secado y rizado con la plancha. También se incluye en la instrucción de clases las medidas de seguridad en el manejo y uso de los químicos, equipos de esterilización, varios tipos de enfermedades o trastornos del cabello, piel y uñas y su tratamiento adecuado, manejo de un salón, ventas, química cosmetológica, electricidad y anatomía. El plan de estudios cumple con los requisitos establecidos por el Estado de Washington en cosmetología para las aplicaciones teóricas y prácticas.

EL EvCC no ofrece por el momento los programas en Barbería, Tecnología de uñas o Estilismo.

Las clases son impartidas en un laboratorio de la Escuela de Cosmetología ubicada en 9315 State Avenue, Suite G, in Marysville. Las horas de operación durante el otoño, invierno y primavera son de 8am a 4pm los miércoles y viernes, de 8am a 6pm los martes, de 8am a 8pm los jueves y de 8am a 6pm los sábados. La sesión de verano es requerida.

Una mesa conformada de dueños de negocios, gerentes, instructores y alumnos sirven en la capacidad de consejeros y como recursos para el programa.

## OPCIONES DE LA CARRERA

El mercado laboral para los cosmetólogos e instructores es excelente. Las personas con este entrenamiento están de mucha demanda y generalmente encuentran empleo. El plan de estudios está diseñado para que por lo menos los estudiantes encuentren empleo o trabajos como principiantes. Se cuenta con ayuda la colocación de empleo, si es necesario.

De acuerdo a recientes estudios conducidos por la Comisión de Acreditación Nacional de las Artes en Cosmetología y Ciencias, por sus siglas en inglés, (NACCAS), el ingreso promedio de los salones, incluyendo propinas varía entre los \$30,000 - \$50,000 por año. La industria se encuentra en una "tasa cero de desempleo", en necesidad de más nuevos profesionales que cubran las oportunidades. El empleo se puede encontrar a través de los salones o creando un negocio personal.

## RESULTADOS DEL PROGRAMA

1. Desempeñar los servicios de cuidado del cabello para todos tipo de pelo, incluyendo el análisis y corte de cabello, estilismo, tintes, luces, rizado permanente y relajación química del pelo.
2. Desempeñar los servicios de uñas naturales, incluyendo manicure y pedicure.
3. Desempeñar los cuidados basicos de la piel, incluyendo el análisis de piel, faciales, la aplicación de maquillaje y la remoción del vello superfluo.
4. Demostrar las habilidades del servicio al cliente, autotrecimiento y desarrollo personal.
5. Desempeñar el negocio de un salón tales como las operaciones de recepción, inventario del dispensario y prevención de pérdidas, formación de currículum y habilidades para las entrevistas, autopromoción y el conocimiento básico para comenzar su propio negocio de salón.
6. Tener el conocimiento de control de descontaminación, higiene pública y procedimientos especiales de sanidad utilizados para la protección del cliente y del operador.
7. Contar con las habilidades necesarias para pasar el examen Estatal de Washington escrito y práctico requerido para una licencia profesional para trabajar en la industria de la Cosmetología.

## COMENZANDO EN EL EVCC

Los solicitantes deberán pedir una copia oficial de su expediente académico de preparatoria o los resultados del GED oficial para que sean directamente enviados a la oficina de servicios de matriculación (Enrollment Services Office).

Los servicios de matriculación proporcionan información sobre las aplicaciones, consejería, orientación e inscripción para nuevos estudiantes y estudiantes en curso. Los estudiantes nuevos completan una orientación de nuevo ingreso en el centro de consejería. Contacte:

- Enrollment Services (*Servicios de Matriculación*), Parks Student Union 425-388-9219; [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center (*Centro de Consejería*), Rainier Hall Room 108, 425-388-9339

Para más información sobre nuestras tasas de graduación, la media del endeudamiento de los estudiantes que completaron el programa y otra información importante, por favor visite nuestro sitio web en [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

## CONSEJERO DEL PROGRAMA

Para consejería específica del programa de Cosmetología, contacte a:

Línea en Español: 425-259-8292

Tara Murphy, 425-259-8285, [tmurphy@everettcc.edu](mailto:tmurphy@everettcc.edu)

Tracy Schuetze, 425-259-8288, [tschuetze@everettcc.edu](mailto:tschuetze@everettcc.edu)

## PREPARACIÓN RECOMENDADA

La admisión al Programa de Cosmetología requiere de un Diploma de la Preparatoria o un Certificado GED. Los solicitantes deberán tener al menos 16 años de edad, buena salud mental y física y tener un alto nivel de destreza. La capacidad de leer e interpretar en el idioma inglés, es una prioridad. Deben contar con una personalidad placentera y es importante tener la capacidad de comunicarse y trabajar bien con los demás, así como vigor y buena salud ya que los profesionales deben estar de pie la mayoría del tiempo, y en muchos casos, alrededor de químicos.

Antes de inscribirse en el programa de Cosmetología en español, los estudiantes devén completar el examen de Accuplacer placement para asegurar que el estudiante esté preparado para el programa. Los estudiantes devén completar ESL nivel 3 antes de inscribirse al programa de Cosmetología o demostrar preparación en el Nivel 4 de ESL. Para más información Sobre el examen contacte el EvCC Testing Center al 425-388-9288 o [www.everettcc.edu/testing](http://www.everettcc.edu/testing) los estudiantes nuevos sobre el examen en su admisión al EvCC.

## REQUISITOS ESPECIALES

Los estudiantes deben comprar su propio equipo de trabajo a través del Departamento de Cosmetología del Everett Community College.

El costo aproximado del equipo de Cosmetología es de \$1,012.00. La bata corta reglamentaria y el gafete con nombre están incluidos en el equipo. Los estudiantes deben proveer sus uniformes blancos y negros (pantalón o vestido) y zapatos blancos y negros.

Todas las cuotas, libros de texto y equipo tienen precios aproximados y pueden variar. Se cobra una cuota trimestral por el laboratorio; usted puede estimar esta cuota cerca de los \$80. El seguro por malas prácticas es de \$20 por año.

El costo aproximado de los materiales de Cosmetología:

1. Curso de *Milady Course Mate* para iPad: \$175
2. Apple iPad 2 o más nuevo: \$350

OPCIONAL: Diccionario de Cosmetología, \$29.00; y el precio del libro de Repaso para el Examen Estatal (*State Board Exam Review*) puede variar; verifique en la librería en línea para los precios actuales. [www.everettcc.edu/bookstore](http://www.everettcc.edu/bookstore)

Cuotas para el examen de Licencia: Examen Práctico: \$120, Examen Escrito: \$180.

## INSTRUCTOR

Tina Evans, License Ref #2254

# HOJA DE VERIFICACIÓN PARA EL CERTIFICADO

En el trimestre anterior a terminar la carrera, el estudiante deberá presentar esta hoja de verificación, junto con una solicitud para diploma a la oficina de Servicios de Matriculación (*Enrollment Services*).

Nombre del estudiante: \_\_\_\_\_ Firma del Consejero: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del Curso	Título del Curso	Créditos	Horas	Trimestres Completados	Calificación
<b>Cosmetology Courses (minimum of 1730 hours &amp; minimum of 5 quarters)</b>					
COSMT 110	Tricología, Demartología y Onicología	5	50	_____	_____
COSMT 111	Administración de Salón	5	50	_____	_____
COSMT 112	Seguridad del Salón, Química y Electricidad	5	50	_____	_____
COSMT 120	Compendio.	2	20	_____	_____
COSMT 201	Técnicas básicas de Cosmetología y práctica de salón.	15	300	_____	_____
COSMT 202	Laboratorio avanzado de tintes y práctica de salón.	9-15	300	_____	_____
COSMT 203	Laboratorio de Corte y barba de caballero y práctica de salón.	9-15	300	_____	_____
COSMT 204	Laboratorio de Corte y Estilo avanzado y práctica de salón.	9-15	300	_____	_____
COSMT 205	Laboratorio de cabello texturizado y práctica de salón.	9-15	350	_____	_____
COSMT 102	Comunicaciones en el salón	3		_____	_____
H DEV 155*	Relaciones humanas en el lugar de trabajo.	3		_____	_____
MATH 060*	Matemáticas para Cosmetología profesional y técnica.	3		_____	_____
<b>Total:</b>		<b>77</b>			

**77 créditos mínimo, cada clase tiene que aprobarse con una "C" (2.0 GPA) o mayor.**

\*Se ofrece solamente en Inglés.

# CARRERA EN ARTES TÉCNICAS

## (ASSOCIATE IN TECHNICAL ARTS)

### Cosmetología

Esta hoja de verificación está diseñada para los estudiantes interesados en la **carrera de Cosmetology ATA**. Los estudiantes deberán reunirse con un consejero de Cosmetología y mantener esta hoja de verificación mientras están en el Everett Community College. El trimestre antes de terminar la carrera, se deberá presentar esta hoja de verificación junto con una solicitud para el diploma ante la Oficina de Servicios de Matriculación (Enrollment Services). Encuentre una descripción completa de los requisitos del College para obtener un certificado o carrera en el Catálogo del College. Todos los requisitos de la carrera están listados en el Catálogo, incluyendo terminar con al menos 90 créditos y un mínimo GPA acumulado de 2.0

Los cursos enlistados con el símbolo de "&" (como ENGL&101) reflejan el Sistema de Numeración de los Cursos Comunes. Para más información visite [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Nombre del estudiante: \_\_\_\_\_ Firma de Consejero: \_\_\_\_\_ Fecha: \_\_\_\_\_

**TERMINACIÓN** del Curso de Diversidad \_\_\_\_\_  
 Donde se completó/Título del curso \_\_\_\_\_ Año en que se completó \_\_\_\_\_ Calificación \_\_\_\_\_

Nombre del Curso	Título del Curso	Créditos	Horas	Trimestres Completados	Calificación
<b>CURSOS REQUERIDOS</b>					
BUS 110D	Comunicaciones en los Negocios	5		_____	_____
BUS 130	Cómputos para los Negocios	5		_____	_____
CMST& 210	Comunicación interpersonal	5		_____	_____
COSMT 110	Tricología, Demartología y Onicología	5		_____	_____
COSMT 111	Administración de Salón	5		_____	_____
COSMT 112	Seguridad del Salón, Química y Electricidad	5		_____	_____
COSMT 120	Compendio.	2		_____	_____
COSMT 201	Técnicas básicas de Cosmetología y práctica de salón.	15		_____	_____
COSMT 202	Laboratorio avanzado de tintes y práctica de salón.	9-15		_____	_____
COSMT 203	Laboratorio de Corte y barba de caballero y práctica de salón.	9-15		_____	_____
COSMT 204	Laboratorio de Corte y Estilo avanzado y práctica de salón.	9-15		_____	_____
COSMT 205	Laboratorio de cabello texturizado y práctica de salón.	9-15		_____	_____
COSMT 102	Comunicación en el salón	3		_____	_____
H DEV 155*	Relaciones humanas en el lugar de trabajo.	3		_____	_____
MATH 060*	Matemáticas para Cosmetología profesional y técnica.	3		_____	_____

**Total: 92 créditos mínimo. Cada clase debe aprobarse con una "C" (2.0 GPA) o mayor.**

◆ EvCC no ofrece todos los cursos en cada trimestre. Por favor consulte el Calendarios de Clases y a su consejero del programa para planear la selección del curso.

\*Se ofrece solamente en Ingles.

Everett Community College no discrimina en base a raza, color, nacionalidad, ciudadanía, etnicidad, lenguaje, cultura, edad, sexo, identidad o expresión de género, orientación sexual, estado de embarazo o familiar, estado civil, discapacidad real o percibida, uso de animal de servicio, estado financiero/económico, condición militar o de veterano de guerra, espiritualidad o religión, o información genética, en sus programas, actividades, o empleo. La/El Coordinador/a de la ley Title IX ha sido designada/o para encargarse de las investigaciones respecto a discriminación y puede ser contactada en 2000 Tower Street, Everett, WA 98201, por email a: [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), o en el 425-388-9271. Esta publicación es efectiva a partir de **NOVIEMBRE DE 2015**. El College se reserva los derechos de cambiar los cursos, programas, carreras y requisitos. Es responsabilidad del estudiante estar enterado de la información correcta checando de manera rutinaria con los Servicios de Matriculación (Enrollment Services) y/o los consejeros listados en esta publicación. Los requisitos aplicables a todos los certificados y carreras son publicados en este catálogo de la institución. Nada contenido aquí deberá ser interpretado para crear cualquier oferta para contratar u obtener algún derecho contractual. Para más información, llame al 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201 [www.everettcc.edu](http://www.everettcc.edu)



# Cursos de Cosmetología del EvCC

## COSMT 102

### Salon Communications (Comunicaciones en el Salón)

El curso de comunicaciones para los estudiantes de Cosmetología se enfoca en los estándares y convenciones del inglés escrito y oral. Incluye la preparación, corrección y edición de la correspondencia de negocios y personal tales como cartas, memos, anuncios, tarjetas de negocios, volantes, folletos, currículums vitae y otros proyectos relacionados. La presentación oral incorporando estrategias de mercadeo y la demostración del uso correcto del inglés oral. Revisión de abreviaturas, capitalización, gramática, posesivos, plurales, puntuación y ortografía. Prerrequisito: Se requiere del permiso del instructor de Cosmetología.

## COSMT 110

### Tricology, Dermatology and Onycology (Tricología, Dermatología y Onicología)

Trata de la introducción al estudio del cabello, piel y uñas y sus funciones, estructura y características. Cuidado y tratamiento del pelo, piel y enfermedades y trastornos en las uñas. Se hace un énfasis en especial en los principios y métodos de esterilización y sanidad. Puede ser repetido este curso una vez para crédito. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 201, COSMT 202, COSMT 203 o COSMT 204.

## COSMT 111

### Salon Management (Administración del Salón)

Vista básica general de las operaciones del negocio del salón, incluyendo las estrategias de mercado, control financiero, factores que afectan la cultura del salón, seguros, leyes de comercio y regulaciones de salud. Se hace énfasis en especial en la examinación de una variedad de salones locales. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 201, COSMT 202, o COSMT 203.

## COSMT 112

### Salon Safety, Chemistry, Electricity and Physiology (Seguridad del Salón, Química, Electricidad y Fisiología)

Incluye los métodos de descontaminación, precauciones y responsabilidades universales en un salón profesional. Tipos y clasificaciones de bacteria, medidas de seguridad en el uso y almacenamiento de químicos. Conceptos básicos en las teorías de la química, procesos e ingredientes de los productos en lo relacionado a la industria de la cosmetología. Se hace énfasis especial en la información de peligros químicos de OSHA. Anatomía básica, fisiología y tipos de electricidad también son cubiertas. Se incluye la capacitación en primeros auxilios y CPR. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 201, COSMT 202, o COSMT 203.

## COSMT 120

### Cosmetology Compendium (Compendio de Cosmetología)

Diseñado para el estudiante en el quinto trimestre en preparación al Examen para la Licencia del Estado de Washington. Se provee con revisión teórica factual de los cursos previos de Cosmetología en preparación para los exámenes computarizados hechos por el campus antes de aplicar para las exámenes del consejo del Estado de Washington. Prerrequisito: Permiso del instructor; COSMT 110-112; COSMT 204; 1,330 horas aplicadas.

## COSMT 201

### Cosmetology Basic Skills and Salon Practice (Técnicas básicas de Cosmetología y práctica de salón)

Es una clase de instrucción y participación en los servicios básicos desempeñados por un cosmetólogo. Esta clase de lectura y laboratorio es supervisada de cerca en la introducción y práctica de aplicación de champú/cobertura, análisis y tratamiento de pelo, cuidado de las uñas, corte de pelo, estilo de peinado en húmedo, estilos con peinado de calor, ondulación permanente, relajación de pelo química, tinte de pelo y cuidado de la piel, medidas de seguridad y control de descontaminación. Práctica del estudiante en modelos, maniquís y entre ellos mismos. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 110, COSMT 111, o COSMT 112.

## COSMT 202

### Advanced Color Lab and Salon Practice (Laboratorio avanzado de tintes y práctica de salón.)

Los estudiantes continuarán su práctica de servicios de salón en el piso del Salón de EvCC bajo la supervisión de un instructor cosmetólogo con licencia. Durante esta clase, los estudiantes aprenderán y practicarán las técnicas más avanzadas y actuales en técnicas de colores o tintes en la industria, incluyendo rayos/mechas, oxigenación y tono, reflejos y corrección de color. Para adquirir experiencia de salón, los estudiantes practican en modelos, maniquís, clientes y entre ellos. Se hace énfasis en la seguridad y calidad del trabajo manteniendo el tiempo establecido por la industria. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 201; 300 horas contadas.

## COSMT 203

### Men's Haircutting and Beard Design Lab and Salon Practice (Laboratorio de Corte y barba de caballero y práctica de salón)

Los estudiantes continuarán su práctica de servicios de salón en el piso del Salón de EvCC bajo la supervisión de un instructor cosmetólogo con licencia. Durante esta clase los estudiantes aprenderán y practicarán los cortes de pelo, estilo y diseño de barba de hombre más actuales y avanzados. El estudiante aprenderá a como usar las herramientas de barbería para lograr el *look*. Para adquirir experiencia de salón, los estudiantes practican en modelos, maniquís, clientes y entre ellos. Se hace énfasis en la seguridad y calidad del trabajo manteniendo el tiempo establecido por la industria. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 202; 600 horas aplicadas.

## COSMT 204

### Advanced Haircutting and Styling Lab and Salon Practice Laboratorio de Corte y Estilo avanzado y práctica de salón)

Los estudiantes continuarán su práctica de servicios de salón en el piso del Salón de EvCC bajo la supervisión de un instructor cosmetólogo con licencia. Durante esta clase los estudiantes aprenderán y practicarán las técnicas avanzadas de corte de pelo demandadas en los salones de hoy. Se hará uso de tijeras, rastrillos y tijeras para texturizar con el fin de lograr el *look* esperado. Para adquirir experiencia de salón, los estudiantes practican en modelos, maniquís, clientes y entre ellos. Se hace énfasis en la seguridad y calidad del trabajo manteniendo el tiempo establecido por la industria. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 203; 900 horas aplicadas.

## COSMT 205

### Textured Hair Services Lab and Salon Practice (Laboratorio de cabello texturizado y práctica de salón)

Los estudiantes continuarán su práctica de servicios de salón en el piso del Salón de EvCC bajo la supervisión de un instructor cosmetólogo con licencia. Durante esta clase los estudiantes aprenderán y practicarán las técnicas más actuales y avanzadas en servicios de pelo texturizado demandados en el salón. La clase también revisará como seleccionar los productos adecuados para estilos de cabello natural y como seguimiento de los servicios químicos de texturizado. Para adquirir experiencia de salón, los estudiantes practican en modelos, maniquís, clientes y entre ellos. Se hace énfasis en la seguridad y calidad del trabajo manteniendo el tiempo establecido por la industria. Prerrequisito: Permiso del instructor. Co-requisito: COSMT 204; 1,200 horas aplicadas.

## COSMT 206

### Cosmetology Lab & Shop Practice VI (Laboratorio de cosmetología y prácticas de taller VI)

Puede ser usado para completar el plan de estudios para proyectos de interés especial y/o para completar las horas requeridas de aplicación del programa. COSMT 206 es un trimestre adicional y es optativa. Puede ser repetida una vez para crédito. Prerrequisito: Permiso del instructor; COSMT 205; 1,400 horas aplicadas.

## COSMT 251

### Internship (Prácticas profesionales)

Las prácticas profesionales de Cosmetología permiten al estudiante cosmetólogo que adquiera un avance para obtener experiencia laboral en la industria en un área de interés especial. Bajo la dirección de un plan de aprendizaje y en concierto con un miembro de la facultad de cosmetología, el estudiante trabajará con un salón contratado u otra empresa sirviendo este campo que requiere licencia, para lograr un conjunto de objetivos planeados de aprendizaje. Prerrequisito: Permiso del instructor; 1,300 horas de instrucción.

# Criminal Justice

## Associate in Applied Science – Transfer Associate in Arts & Sciences – Direct Transfer Cybercrime Investigation Certificate

### GENERAL INFORMATION

Everett Community College offers two degree options in the Criminal Justice field.

#### **Associate in Applied Science Transfer**

Prepares students for more immediate employment in the criminal justice field and will transfer to Central Washington University's Information Technology and Administrative Management (ITAM) bachelor's degree program. The ITAM program provides additional education and skill-building in leadership and management that broadens career options..

#### **Associate in Arts and Sciences Direct Transfer**

For students planning to transfer to a university for a major in criminal justice or a related field.

#### **Certificate in Cybercrime Investigation**

Provides individuals a bridge between criminal justice foundational knowledge and the growing law enforcement challenges of cybercrime.

**Criminal Justice students are required to meet with their CJ advisor each quarter, prior to registration.**

### CAREER OPTIONS AND REQUIREMENTS

Students interested in a criminal justice career should be able to work under pressure, accept direction, possess effective verbal and written communication skills, be flexible, compassionate, dependable, honest, fair, motivated, physically fit, and tactful.

Numerous career opportunities exist for qualified individuals interested in a criminal justice career. **Typical areas of employment:** Police Officer, State Trooper, Sheriff's Department, Records Specialist, Community Service Officer, Support Services Technician, Courts, Evidence Technician, Corrections Officer, Probation and Parole, Juvenile Courts, Federal Agencies, Fish and Wildlife, Park Ranger, and numerous others.

Employment requirements vary from agency to agency. Interested persons are encouraged to contact the agency of their choice regarding specific requirements (i.e. vision, age, physical ability, background, education, experience, etc).

**Typical Employment Requirements:** Students interested in a criminal justice career should possess effective communication skills; be able to exercise judgment under stress; and be able to work cooperatively with a variety of individuals.

**Qualifying Examination:** Testing **usually** consists of a written exam, a physical agility test, an oral board, a complete background investigation, medical and psychological reviews, a polygraph (lie detector) test, a FBI records check and employment history verification. The physical agility test may include a timed 1.5 mile run, a minimum number of push-ups and sit-ups, a flexibility test and other tests that the hiring agency deems appropriate. Criminal Justice students are encouraged to enroll in a P.E. class or some other physical agility program each quarter to prepare for testing, and to maintain a healthy lifestyle. Prior to employment, applicants must have, or be able to obtain, a valid driver's license.

The process of securing employment within the criminal justice system is highly competitive, and not everyone can or will meet the hiring standards. Criminal convictions, questionable behavior, substantial or recent drug involvement, negative issues involving veracity and integrity, or a poor driving record are all factors which may affect suitability for employment within the criminal justice system.

### PROGRAM ADVISOR

John Stewart, Liberty Hall 269  
Program Coordinator  
425-388-9517

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

## SPECIAL PROGRAM REQUIREMENTS

The most important skill used in the criminal justice profession is communication, both written and oral.

Criminal Justice students are encouraged to utilize the Writing Center if enrolled in any English composition course (097, 098, &101, or &102). The Writing Center provides instructors and tutors to help improve individual writing skills.

## PROGRAM LEARNING OUTCOMES

1. Apply the knowledge and verbal skills to effectively communicate with criminal suspects, victims, witnesses, persons in crisis and others in need.
2. Identify constitutional freedoms and rights, and how an ethical criminal justice system and participatory citizenship protect those freedoms and rights.
3. Analyze a criminal case to determine its appropriate processing, given an understanding of the jurisdiction and functions of police, courts and corrections as components of an interdependent criminal justice system.
4. Secure and process a crime scene, employing proper techniques of evidence gathering, searching, sketching and on-scene interviewing.
5. Analyze criminal statutes to determine the statutes' elements, constitutionality and proper application.
6. Produce written incident and investigative reports that are useful and professional in terms of accuracy, completeness, spelling and grammar.
7. Describe those applicant screening/selection processes typically utilized by law enforcement and corrections agencies for their entry-level positions.

## GETTING STARTED AT EVCC

The Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising in the Advising Center. Contact:

- ◆ Enrollment Services, Parks Room 201, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Hall Room 108  
425-388-9339

Students interested in the Criminal Justice Program are required to meet with a Criminal Justice Advisor prior to registration. Contact the Criminal Justice Office at 425-388-9517.

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## CYBERCRIME INVESTIGATION CERTIFICATE

Provides individuals a bridge between criminal justice foundational knowledge and the growing law enforcement challenges of cybercrime investigation. Ideal for law enforcement officers, as well as corporate, business, and computer related personnel who wish to enhance their expertise in cybercrime investigation and cybersecurity techniques.

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
CJ 203	Information and Cyber Warfare	5	_____	_____
CJ 204	Open Source Intelligence Gathering	5	_____	_____
CJ 205	Cybercriminals, Laws, and Evidence	5	_____	_____
IT 145	Digital Forensics, Investigation and Response	5	_____	_____

**Total 20 credits with a 2.0 minimum G.P.A.**

# Associate in Applied Science – Transfer / Criminal Justice

This checklist is for students interested in earning an Applied Science-Transfer degree in **Criminal Justice**. Students should meet with a criminal justice advisor and maintain this checklist each quarter at EvCC. Submit this checklist with a Diploma Application to Enrollment Services one quarter before you plan to graduate. **NOTE:** This degree is considered a technical degree and prepares the qualified student for more immediate employment in the criminal justice field with the opportunity to transfer to a Bachelor’s program for broader career options.

Student Name: \_\_\_\_\_

**COMPLETION of Diversity Course**

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>REQUIRED GENERAL EDUCATION COURSES (20 credits)</b>				
ENGL& 101	English Composition I	5	_____	_____
MATH& 107 or higher	Math in Society	5	_____	_____
CMST 204D	Intercultural Communication	5	_____	_____
Natural Science with Lab (See <a href="#">AAS- DTA Natural Science Lab courses</a> )	_____	5	_____	_____
<b>REQUIRED COURSES (50 credits)</b>				
CJ& 101	Introduction to Criminal Justice	5	_____	_____
CJ 103	Criminal Investigations	5	_____	_____
CJ& 110	Criminal Law	5	_____	_____
CJ 114	Introduction to Crisis Intervention	5	_____	_____
CJ 203	Introduction to Cyber Warfare	5	_____	_____
CJ 204	Open Source Intelligence	5	_____	_____
CJ 205	Cyber Criminals, Laws and Evidence	5	_____	_____
CJ 224	Professional Communication Skills	5	_____	_____
CJ& 240	Introduction to Forensic Science	5	_____	_____
CJ 243	Ethical Dilemmas in Criminal Justice	5	_____	_____
<b>PROGRAM ELECTIVES (20 credits chosen from this list)</b>				
CJ 102	Police Patrol Operations	5	_____	_____
CJ& 105	Introduction to Corrections	5	_____	_____
CJ& 112	Criminology	5	_____	_____
CJ 175	Intro to Homeland Security	5	_____	_____
CJ 232	Profiling Criminal Behavior	5	_____	_____
CJ 234	Domestic Violence	5	_____	_____
CJ 235	Trace Evidence Lab	5	_____	_____
CJ 236	Criminal Justice Capstone	5	_____	_____
CJ 241	Victimology	3	_____	_____
CJ 242	Organized Crime	3	_____	_____
CJ 250	Coop Work Experience	1-5	_____	_____
IT 145	Digital Forensics, Investigation and Response	5	_____	_____
PEHW 119 (or approved PEHW class)	Speed, Agility, Quickness	1-2	_____	_____
PSYC& 100	General Psychology	5	_____	_____
PSYC& 220	Abnormal Psychology	5	_____	_____

**Total: Minimum 90 credits required, min 2.0 GPA. CWU accepts up to 105 transferable credits and requires at least a 2.3 overall GPA.**

# Associate in Arts and Sciences – Direct Transfer

This checklist is for students interested in earning an Associate in Arts and Science degree in the area of **Criminal Justice**. Students should meet with a criminal justice advisor and maintain this checklist each quarter at EvCC. Submit this checklist with a Diploma Application to Enrollment Services one quarter before you plan to graduate.

**Note:** The curriculum guide titled “Associate in Arts and Sciences-Direct Transfer,” lists all approved courses for the various requirements by category and is located at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides) Click on “AAS – Direct Transfer.”

**Note:** Foreign language is not required for the Associate in Arts and Sciences degree, though some universities may require foreign language for admission or graduation.

Student Name: \_\_\_\_\_

**COMPLETION of College Success Course**

Where completed/Course Title	Year Completed	Grade
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**COMPLETION of Diversity Course**

Where Completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits selected from the list of approved courses in Communications on the AAS-Transfer list; at least 6 of those credits must be in composition courses.)

ENGL& 101 (required)	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in Quantitative Skills on the AAS-Transfer list.)

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**HUMANITIES** (15 credits from the AAS-Transfer approved Humanities List. See Note 1)

CMST& 210 (required)	Interpersonal Communication	5		

**SOCIAL SCIENCE** (15 credits from the AAS-Transfer approved Social Science List. See Note 1)

SOC& 101 (required)	Intro to Sociology	5		

**NATURAL SCIENCE** (15 credits from the AAS-Transfer approved Natural Science List, including at least one Lab course. See Note 1)


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the A and B lists on the AAS-Transfer checklist; a maximum of 15 credits from the B list may be used. See recommended courses below and consult Criminal Justice advisor to select the courses. Any criminal justice may be used as a B List elective.)

**A LIST** (Minimum of 15 credits)

**B LIST** (Maximum of 15 credits)

CMST 204D	Intercultural Communication	5		CJ 102	Police Patrol Operations	5	
CJ& 101	Intro to Criminal Justice	5		CJ 103	Criminal Investigation	5	
CJ& 110	Criminal Law	5		CJ 224	Professional Communication Skills	5	
CJ& 112	Criminology	5		CJ 243	Ethical Dilemmas in Criminal Justice	5	
CJ& 240	Intro to Forensic Science	5					
PSYC& 220	Abnormal Psychology	<b>5</b>					

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

### GENERAL INFORMATION

Dental hygiene is a dynamic career in the health care field. Working with dentists, the dental hygienist helps individual patients and groups maintain oral health. The dental hygienist conducts oral examinations and dental cleanings, takes dental X-rays, provides oral health instruction, and assists the dentist with a variety of dental procedures.

To enter the career, a student may pursue an associate degree in Dental Hygiene (offered at community and technical colleges) or a bachelor's degree in Dental Hygiene (offered at universities). Master's degrees are offered for those interested in education, research, or administration.

An accredited dental hygiene program requires an average of 1,948 clock hours of courses in the basic sciences, dental sciences, management, ethics, and more. This also includes 585 clock hours of supervised clinical dental hygiene instruction.

Everett Community College does not offer a dental hygiene degree, but does offer courses that prepare a student to enter such a program, either at another community or technical college or at a university. This is not unusual, since in most cases students must take a series of prerequisite courses prior to admission to a dental hygiene program, whether it is at their own school or at another. Students have three options at EvCC to prepare for transfer:

**1. Associate in Arts and Sciences – DTA .** This degree is suggested for the student who wishes to pursue a Bachelor Degree in Dental Hygiene at a university, such as Eastern Washington University. This degree may also be appropriate for students transferring to another community college. With careful planning, the courses in the degree may also meet Dental Hygiene program prerequisites. Students should work closely with an advisor to select the courses that best meet their transfer needs.

**2. Associate in Arts and Sciences – Option I .** This degree provides an opportunity to complete a variety of courses that meet degree requirements and prerequisites at the specific community college the student wishes to attend.

**3. Students considering transfer to another community college's Dental Hygiene program may not need EvCC's associate degree, and may prefer to take only the prerequisite courses prior to transfer.**

### CAREER OPTIONS

Dental hygienists may be employed in private dental clinics, community health organizations, hospitals, schools, dental supply companies, the military, or in veterinary dentistry. The employment outlook is favorable. Flexible scheduling is important, since most dental hygienists work part-time in several locations. Dental hygienists who have earned a bachelor's or master's degree may teach or carry out research in the dental hygiene field.

(2012 Occupational Outlook Handbook, [www.bls.gov/oco](http://www.bls.gov/oco))

Approved March 2017 Instructional Council

### SUGGESTED PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Dental hygiene schools are very competitive in admission of new students and offer demanding programs of study. Students beginning their studies at Everett Community College are advised to maintain a high GPA (at least 3.0), especially in the science courses, and to work closely with an advisor. Required courses vary slightly from school to school, but nearly all require 2 quarters of chemistry, cellular biology, human anatomy, human physiology, microbiology, nutrition, and some math and English.

Completion of all science courses is required by the end of October prior to application to Shoreline CC, Seattle Central CC and LWIT For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC biology advisor (below) and contact the transfer institution.

Websites and phone numbers of dental hygiene departments at common transfer institutions:

Clark College: 360-992-2474

[www.clark.edu/academics/programs/health-care-and-biosciences/dental/](http://www.clark.edu/academics/programs/health-care-and-biosciences/dental/)

Eastern Washington University (Bachelors degree):

509-828-1300, dental.hygiene@ewu.edu

[www.ewu.edu/chsph/programs/dental-hygiene](http://www.ewu.edu/chsph/programs/dental-hygiene)

Lake Washington Institute of Technology: 425-739-8381, advising@lwtech.edu

[www.lwtech.edu/academics/dental-hygiene/](http://www.lwtech.edu/academics/dental-hygiene/)

Pierce College: 253-964-6796, denthyg@pierce.ctc.edu

[www.pierce.ctc.edu/dental-hygiene](http://www.pierce.ctc.edu/dental-hygiene)

Seattle Central Community College (Bachelors degree): 206-934-4186

[www.seattlecentral.edu/bachelors/allied-health/dental](http://www.seattlecentral.edu/bachelors/allied-health/dental)

Shoreline Community College: 206-546-4711, dentalhygiene@shoreline.edu

[www.shoreline.edu/dental](http://www.shoreline.edu/dental)

University of Washington (Masters degree, only open to students who have associate degrees in dental hygiene already): 206-543-5477

<https://dental.washington.edu/students/dental-hygiene/>

Yakima Valley Community College: 509-834-4522

<https://www.yvcc.edu/academics/basdh/>

[June 2018]

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students are required to complete entry advising prior to registering for first quarter classes. Contact:

◆ Enrollment Services, Parks Student Union 201, 425-388-9219, admissions@everettcc.edu

◆ Advising Center, Rainier 104, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### PROGRAM ADVISORS

For specific advising in dental hygiene, contact:

- Anne Brackett, WHI 309, 425-388-9309, [abrackett@everettcc.edu](mailto:abrackett@everettcc.edu)
- Rene Kratz, SHK 121, 425-388-9503, [rkratz@everettcc.edu](mailto:rkratz@everettcc.edu)
- Jackie Hedgpeth, SHK 123, 425-388-9482, [jhedgpeth@everettcc.edu](mailto:jhedgpeth@everettcc.edu)

### The American Dental Hygienists Association

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

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# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in **transferring to an entry level dental hygiene program at a community college or university**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits selected from the list of approved courses in Communications on the AAS-DTA list.)

ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or 102D	Composition II	5	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits from the DTA approved Quantitative skills list)

MATH &107 or 138		5	_____	_____
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**HUMANITIES** (15 credits from the DTA approved Humanities List. See Note 1.)

CMST& 210 or 220 or CMST& 204D (SCCC only)	Interpers Comm or Public Speaking or Cross Cultural Communications	5	_____	_____
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**SOCIAL SCIENCE** (15 credits from the DTA approved Social Science List. See Note 1.)

PSYC& 100	General Psychology	5	_____	_____
SOC& 101	Introduction to Sociology	5	_____	_____
		5	_____	_____

**SCIENCE AND MATH** (Minimum 15 credits from the DTA approved Science List. See Note 1 and 2.)

CHEM& 121	Introduction to Chemistry	5	_____	_____
*CHEM& 131	Intro to Organic Biochemistry	5	_____	_____
NUTR& 101	Nutrition	5	_____	_____
BIOL& 211	Majors Cellular	5	_____	_____
BIOL& 231	Human Anatomy	5	_____	_____
BIOL& 232	Human Physiology	5	_____	_____
BIOL& 260	Microbiology	5	_____	_____

**SUGGESTED ELECTIVES** (Selected from the DTA approved “A” list.)

PEHW 201 (SCC only)	Emergency Response	5	_____	_____
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**SUGGESTED ELECTIVES** (Selected from the DTA approved “B” list.)

H DEV 155 (SCC only)	Human Relations in Workforce	3	_____	_____
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**Minimum 90 credits required, with minimum 2.0 GPA for graduation from EvCC. For successful transfer, a minimum 2.5 GPA is needed.**

**SUGGESTED COURSE SEQUENCE**

This plan assumes the student is academically ready for college level Math, English and Chemistry courses. Local Dental Hygiene programs each have slightly different pre-requisite courses, so it is advised that the student take ALL of the pre-requisites and then apply to as many programs as possible. Note that \* MATH& 138 is only required by the EWU program, HumDev 155 is only required by Shoreline CC, and \*ENGL&102 is required by SCCC and EWU. All other courses are required by the community colleges and EWU. All science courses must be completed by the end of Fall quarter prior to applying in the winter for local Dental Hygiene programs.

Fall	Winter	Spring	Summer
MATH &107 or * 138 ENGL& 101 or 101D CHEM& 121	BIOL& 211 CMST& 210 or 220 or 204D NUTR& 101	CHEM& 131 * ENGL& 102 or 102D BIOL& 231	BIOL& 232 PSYC& 100
Fall	Winter	Spring	Summer
BIOL& 260 HUMANITIES PEHW 201	SOC& 101 HUMANITIES	SOCIAL SCIENCE H DEV 155	

# Diagnostic Ultrasound

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Diagnostic medical sonographers use special imaging equipment that directs sound waves into a patient's body (in a procedure commonly known as an ultrasound, sonogram, or echocardiogram) to assess and diagnose various medical conditions.

Most diagnostic medical sonographers work in hospitals. Some work in physicians' offices or imaging clinics. Sonographers may be on their feet for long periods and may need to lift or turn disabled patients.

The median annual nation-wide wage of diagnostic medical sonographers was \$69,650 in May 2016.

Employment of diagnostic medical sonographers is expected to grow by 17 percent between 2016 and 2026, much faster than the average for all occupations. As ultrasound technology evolves, it will become a more common method used to assist in diagnosing medical conditions, favored over more invasive procedures.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, <https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm> (visited March 20, 2018).

Physical stamina is important in this occupation because technologists are on their feet for long periods and may lift or turn disabled patients.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students are required to complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

**Approved March 2017 by Instructional Council. DTA effective January 2017.**

### PROGRAM INFORMATION

Students have the option to transferring to one of two local programs:

Bellevue College (BC): Associate of Arts degree (2 years after prerequisites are completed)

[www.bellevuecollege.edu/ultrasound](http://www.bellevuecollege.edu/ultrasound)

E-mail: [imagingprograms@bellevuecollege.edu](mailto:imagingprograms@bellevuecollege.edu)

Phone: 425-564-2316

Overall minimum GPA: 3.2

Seattle University (SU): 4 year program (or Associate degree plus 2 years) for Bachelor of Science in Diagnostic Ultrasound

Web: [www.seattleu.edu/nursing/ultrasound/](http://www.seattleu.edu/nursing/ultrasound/)

E-mail: [sonar@seattleu.edu](mailto:sonar@seattleu.edu)

Phone: 206-296-5960

**Note:** The BC program requires that all science courses be completed by the time of application to the program. Applications are considered selectively, based on quality (GPA, essay, etc.).

**CONTACT the school to which you intend to apply when you still have a year of classes to take at EvCC. Both BC and SU hold frequent information sessions about the Diagnostic Ultrasound programs, and they will have much more specific information than this curriculum guide!**

### PROGRAM ADVISORS

For specific advising in Diagnostic Ultrasound programs, contact:

- ◆ Anne Brackett, WHI 309, 425-388-9039, [abrackett@everettcc.edu](mailto:abrackett@everettcc.edu)
- ◆ Heather Marrs, SHK 142, 425-388-9971, [hmarrs@everettcc.edu](mailto:hmarrs@everettcc.edu)
- ◆ Sharon Wellman, RAI 329, 425-388-9964, [swellman@everettcc.edu](mailto:swellman@everettcc.edu)
- ◆ Jackie Hedgpath, SHK 123, 425-388-9482, [jhedgpath@everettcc.edu](mailto:jhedgpath@everettcc.edu)
- ◆ Valerie Mosser, WHI 121, 425-388-9964 x7385, [vmosser@everettcc.edu](mailto:vmosser@everettcc.edu)

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# Associate in Arts and Sciences - DTA

## Diagnostic Ultrasound

**Requirements listed for transfer to Bellevue College (BC, Note 1) and Seattle University (SU, Note 2). BC requires that all prerequisites are completed by the end of Winter quarter of the year the application is submitted. Please see an advisor for assistance in planning your program of study.**

This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation. If an associate degree is desired, the quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

(Where Completed/Course Title)	(Year Completed)	(Grade)
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Course Number	Course Title	Credits	Quarter Completed	Grade
<b>BASIC COMMUNICATION SKILLS</b> (10 credits total)				
ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits from the [AAS-DTA approved Quantitative Skills List.](#))

MATH& 141	Pre-Calculus 1: College Algebra	5		
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**HUMANITIES** 15 credits from the [DTA approved Humanities List](#); maximum 5 credits in Humanities Performance. See Note 5.


**SOCIAL SCIENCE** (15 credits from the [AAS-DTA approved Social Sciences List](#). See Note 5.)

SOC& 101	Introduction to Sociology	5		
ANTH& 206D or other D course	Cultural Anthropology	5		

**NATURAL SCIENCES** (15 credits from the [DTA approved Natural Sciences List](#), including at least one lab science class. See Note 5.)

BIOL& 211 (see note 3)	Majors Cellular	5		
CHEM& 121	Introduction to Chemistry (See Note 3)	5		
PHYS& 114 (BC or SU)	General Physics I	5		

**SUGGESTED ELECTIVES** – A maximum of 30 credits may be completed in electives which may be selected from Communication Skills, Quantitative Skills, Humanities, Social Sciences, Natural Sciences, and List A Transfer Electives. **Within these electives, a maximum of 15 credits from the List B Applied Electives may be used. No more than 3 PE activity credits may be used as electives.**

### VI. List A – Transfer Electives

Course	Credits	Quarter	Grade
BIOL& 231	5		
BIOL& 232	5		
BIOL& 260 (SU only)	5		
MATH& 142	5		
MATH& 151 or 148 (SU only)	5		
PHYS 102 (BC only, see note 4)	5		
PHYS& 115 (SU only)	5		

### VII. List B – Applied Electives

Course	Credits	Quarter	Grade
HLTH 100	5		

**Minimum 90 credits required, with minimum 2.0 GPA.**

**Note 1:** BC requires minimum GPA of 3.2 in English, math and science classes. MATH& 141, PHYS 102 or PHYS& 114, BIOL&231 and BIOL&232 must be completed within the last 5 years.

**Note 2:** SU requires a minimum GPA of 2.75 in all courses.

**Note 3:** This course is a prerequisite for BIOL& 231.

**Note 4:** BC requires one quarter physics (PHYS 102 or &114). SU requires 2 quarters of physics (PHYS& 114 and 115). PHYS& 114 has a prerequisite of MATH& 142. EvCC does not offer PHYS 102 very often, so it is advisable to take it at another college or take PHYS& 114 here.

**Note 5:** Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in the Humanities, Social Science, and Natural Science altogether. No more than 5 credits may be used in any foreign language as part of the Humanities requirement.

# Early Childhood Education

## Associate in Arts & Sciences – Direct Transfer (DTA)

## Associate in Technical Arts

## Certificates

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### THE ECE PROGRAM

The Early Childhood Education program works to prepare individuals to meet requirements for working with children from birth through age twelve. This program is designed to meet Washington state standards and requirements as well as those recommended by the National Association for the Education of Young Children. There is an emphasis on a blend of theory, research and learning principles with applied practices. This program has a strong emphasis on field experiences offered throughout the curriculum.

The program offers several features:

- > Students learn to use knowledge of child development and learning theory to provide experiences that support the growth and development of infants, pre-primary and primary age children.
- > Students focus on understanding cultural diversity as they learn to develop partnerships with families.
- > Students gain experience with children in a variety of settings (Head Start, public school, preschools and child care).
- > Students use inquiry tools as well as documentation of their own work to develop meaningful, integrated learning experiences.
- > Students will be trained in an online learning environment.

Early Childhood professionals have personal characteristics, knowledge and skills specific to teaching and conducting programs so that all children learn. Professionals who demonstrate these characteristics are energetic, enjoy working with children, parents and diverse populations, are able to adapt to creative or challenging situations, have strong verbal and written communication skills, and inform the public about children and family issues. Professionals also promote high standards for themselves, their colleagues and the children with whom they work. They are continually improving and expanding their skills and knowledge.

The Early Childhood Education certificate and degree programs at Everett Community College include courses offered in an online learning format. Students in this experiential program will be actively involved in community programs, schools and centers as they complete their online course work. Online learning requires strong reading, writing and critical thinking skills.

### PROGRAM OPTIONS

Several options are available in Early Childhood Education at Everett Community College:

- **State Initial Early Childhood Education Certificate – 12 credits.** Courses are offered in an online and hybrid environment.
- **State Short Early Childhood Education Certificate of Specialization – 20 credits.** Specialization options: Early Childhood Education (General), Infants and Toddlers, Administration, Family Childcare, or School Age Care. Includes State Initial Early Childhood Education Certificate. Courses are offered in an online and hybrid environment.
- **State Early Childhood Education Certificate – 47 Credits.** Includes Initial State Early Childhood Education Certificate and Short Early Childhood Education Certificate. Early Childhood courses are offered in an online and hybrid environment, English and Math courses may be offered on campus.
- **Associate in Technical Arts in Early Childhood Education – 90 credits.** This degree builds on the courses completed for the State Early Childhood Education Certificate, offering a broader education. This degree is now accepted in several Washington state universities as a transfer degree.
- **Associate in Arts and Sciences – Direct Transfer Agreement (“DTA”) – 90 credits.** This degree is intended for students interested in pursuing a *university transfer* and a bachelor’s degree in Early Childhood Education, Child Development, Elementary Education Certification or other related degrees. This degree meets statewide guidelines for smooth transfer to most of Washington’s colleges and universities, and in several other states.

### CAREER OPTIONS

Through the EvCC Early Childhood Education program, students are prepared for employment as:

- Program Administrator in Child Care Centers
- Teacher in Preschools
- Teacher’s assistant or Paraprofessional in elementary and special education classes
- ECEAP teacher
- Head Start teacher
- Family Child Care provider

### FACULTY ADVISOR in ECE

Faculty members are highly qualified and hold expertise in Early Childhood Education. Faculty work closely with students and are committed to developing the knowledge, skills, and dispositions necessary for successful careers in the early childhood field. We strongly encourage you to view the ECE Advising Video on the ECE Web Page. Faculty will schedule advising appointments and work individually to inform incoming new students as well as continuing students.

Michelle Barnes, Gray Wolf 220, 425-388-9976, mbarnes@everettcc.edu  
Or call the Division Office at 425-388-9387

### GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students. New degree seeking students must complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks Student Union, Room 201, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Hall 108, 425-388-9339

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

### RELATED PROGRAMS

Students interested in Elementary or Secondary Education Certification may also wish to consult the guide titled “Education” for information about university transfer options.

**COURSE OPTIONS**

Courses in the Early Childhood Education Department (ECE) are offered to meet the needs of students who are currently working. Many Early Childhood Education courses are offered online with some classes offered in a “hybrid” format (part classroom instruction and part online environment).

Some of the courses required as part of “General Education” requirements are also offered online; others are offered on campus only, or in a hybrid format. Please consult with an advisor to plan your courses.

**NOTES FOR CERTIFICATE AND DEGREES**

- ◆ EvCC does not offer every course each quarter. Please consult the Class Schedule and speak with an advisor to plan course selection.
- ◆ Waivers for any of the required courses may be considered on the basis of verifiable evidence of course work or previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide. A waiver does not excuse the student from the requirement to earn the minimum required credits. Courses waived must be replaced with recommended elective courses below.
- ◆ To earn a certificate or degree the courses must be completed with a cumulative GPA of 2.0 (C) or higher, and all ECE courses must be completed with a grade of C (2.0) or higher.
- ◆ Students should meet with an advisor and maintain their certificate or degree checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College’s requirements for earning a certificate or degree is contained in the College catalog.
- ◆ Employment in the Early Learning field in Washington State requires the ability to pass the Department of Early Learning Portable Background Check in the MERIT system. Students are required to pass the Portable Background Check before completing the second practicum course. Inability to pass the Portable Background Check will prevent students from completing the ATA degree.

# STATE INITIAL EARLY CHILDHOOD EDUCATION CERTIFICATE

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. Course numbers in brackets indicate previous course numbers. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor) \_\_\_\_\_  
(Date Completed)

**REQUIRED ECE COURSES** (12 credits)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Completed</u>	<u>Grade</u>
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nuturing Relationships	2	_____	_____

**Total credits: Minimum 12 credits, minimum 2.0 GPA**

# STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE OF SPECIALIZATION

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. Course numbers in brackets indicate previous course numbers. For more information, go to [www.everettcc.edu/cen](http://www.everettcc.edu/cen)

## GENERAL

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor) \_\_\_\_\_  
(Date Completed)

<b>REQUIRED ECE COURSES</b> (20 credits)				
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nuturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
EDUC& 130 [EDUC 165]	Guiding Behavior	3	_____	_____

**Total credits: Minimum 20 credits, minimum 2.0 GPA**

## INFANTS AND TODDLERS

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor) \_\_\_\_\_  
(Date Completed)

<b>REQUIRED ECE COURSES</b> (20 credits)				
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nuturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
ECEC& 132 [ECE109]	Infants and Toddlers	3	_____	_____

**Total credits: Minimum 20 credits, minimum 2.0 GPA**

## ADMINISTRATION

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor) \_\_\_\_\_  
(Date Completed)

<b>REQUIRED ECE COURSES</b> (20 credits)				
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nuturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
ECED& 139 [ECE 126]	Administration	3	_____	_____

**Total credits: Minimum 20 credits, minimum 2.0 GPA**

# Family Childcare

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor) \_\_\_\_\_  
(Date Completed)

<b>REQUIRED ECE COURSES</b> (20 credits)		Credits	_____	_____
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nuturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
ECED& 134	Family Childcare Management	3	_____	_____

**Total credits: Minimum 20 credits, minimum 2.0 GPA**

# School Age Care

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor) \_\_\_\_\_  
(Date Completed)

<b>REQUIRED ECE COURSES</b> (20 credits)		Credits	_____	_____
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nuturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
EDUC&136]	School Age Care	3	_____	_____

**Total credits: Minimum 20 credits, minimum 2.0 GPA**

# STATE EARLY CHILDHOOD EDUCATION CERTIFICATE

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. Course numbers in brackets indicate previous course numbers. For more information, go to [www.everettcc.edu/cen](http://www.everettcc.edu/cen)

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of First Aid, CPR, and HIV Certifications OR PEHW 201 (see advisor)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Completed</u>	<u>Grade</u>
<b>(Date Completed)</b>				
<b>GENERAL EDUCATION (10 credits)</b>				
ENGL& 101	English Composition I	5	_____	_____
MATH 100 or above	Quantitative or Computational Math above 100 or designated Q/SR	5	_____	_____
<b>REQUIRED ECE COURSES (37 credits)</b>				
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nurturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
EDUC& 130 [EDUC 165] OR	Guiding Behavior	3	_____	_____
ECEC& 132 [ECE109] OR	Infants and Toddlers	3	_____	_____
ECED&134 OR	Family Childcare Management	3	_____	_____
ECED& 139 [ECE 126] OR	Administration	3	_____	_____
EDUC&136	School Age Care	3	_____	_____
EDUC& 150D [EDUC 124D]	Child, Family and Community	3	_____	_____
ECED& 160 [ECE 123]	Curriculum Development	5	_____	_____
ECED&180 [ECE244]	Language and Literacy Development	3	_____	_____
ECED&190 [ECE 121]	Observation and Assessment	3	_____	_____
ECED& 170 [ECE 160] OR	Environments – Young Child	3	_____	_____
EDUC& 130 [EDUC 165]	Guiding Behavior	3	_____	_____

**Total credits: Minimum 47 credits, minimum 2.0 GPA**

# ASSOCIATE IN TECHNICAL ARTS IN EARLY CHILDHOOD EDUCATION

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. Course numbers in brackets indicate previous course numbers. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where Completed/Course Title	Year Completed	Grade
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<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>GENERAL EDUCATION</b> (15 credits)				
ENGL& 101/101D	English Composition I	5	_____	_____
MATH&107	Math in Society	5	_____	_____
CMST 223 or CMST&210	Public Speaking for Educators or Interpersonal Communications	5	_____	_____
<b>REQUIRED ECE COURSES</b> (59 credits)				
ECED& 105 [ECE 130]	Introduction to ECE	5	_____	_____
ECED& 107 [ECE 125]	Health, Nutrition and Safety	5	_____	_____
ECED& 120 [ECE 131]	Practicum – Nurturing Relationships	2	_____	_____
EDUC&115D [ECE 120D]	Child Development	5	_____	_____
EDUC& 130 [EDUC 165]	Guiding Behavior	3	_____	_____
EDUC& 150D [EDUC 124D]	Child, Family and Community	3	_____	_____
ECED& 160 [ECE 123]	Curriculum Development	5	_____	_____
ECED& 170 [ECE 160]	Environments – Young Child	3	_____	_____
ECED&180 [ECE 244]	Language and Literacy Development	3	_____	_____
ECED&190 [ECE 121]	Observation and Assessment	3	_____	_____
ECE 132	Practicum Lab II *	4	_____	_____
ECE 135	Family Dynamics	3	_____	_____
ECE 215	Art and Storytelling for Young Children	5	_____	_____
ECE 207	Applic. of Math/Science in ECE	5	_____	_____
ECE 233	Practicum III *	2	_____	_____
EDUC& 203	Exceptional Child	3	_____	_____
<b>GENERAL REQUIRED:</b> (12 credits)				
PSYC& 100	General Psychology	5	_____	_____
Natural Sci. (See Note 2)	_____	5	_____	_____
COLL 101	College Success	2	_____	_____
<b>Other Recommended Courses</b> (4 credits)				
ENGL 183/183D	Children’s Literature	5	_____	_____
SOC 220D	The Family	5	_____	_____
ECED& 139 [ECE 126]	Administration of Early Learning	3	_____	_____
ECED& 132 [ECE 109]	Infants and Toddlers Care	3	_____	_____
ECED&134	Family Childcare Management	3	_____	_____
EDUC&136	School Age Care	3	_____	_____
ECE 239	Leadership & Mentoring in ECE	5	_____	_____
First Aid, CPR, and HIV Certification OR PEHW 201 (See Advisor)	_____	_____	_____	_____
<b>Total credits: 90 minimum 2.0 GPA</b>				

**\*Instructor Permission required**

**Note 1:** Students graduating should have the ability to lift and move 50 pounds.

**Note 2:** Select a course from the list of approved Natural Sciences courses in the AAS - DTA degree. NUTR& 101 and/or BIOL 107 series is strongly recommended

# ASSOCIATE IN ARTS AND SCIENCES – DTA

This checklist is designed for transfer students with an interest in pursuing an EARLY CHILDHOOD EDUCATION degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. Course numbers in brackets indicate previous course numbers. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Qtr. Completed</u>	<u>Grade</u>
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**BASIC COMMUNICATION SKILLS** (Minimum 10 credits, selected from the list of approved [Communication courses on the DTA List](#). At least 5 credits must be in English Composition.)

ENGL& 101*	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved [Quantitative Skills on the AAS – DTA list](#).)

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**HUMANITIES** (15 credits from the DTA approved Humanities List. See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)


**NATURAL SCIENCES** (15 credits from the [DTA approved Natural Science List](#), including at least one lab. See Note 1.)  
(Lab:)


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used.)

**A LIST**

**B LIST (Maximum of 15 credits; recommend ECE courses)**

<u>Course</u>	<u>Cr.</u>	<u>Qtr Compl</u>	<u>Course</u>	<u>Cr.</u>	<u>Qtr Compl</u>
ECED& 105 Intro to ECE	5		ECED&107 Health, Safety, and Nutrition	5	
EDUC& 115D Child Development	5		ECED&120 Practicum-Nurturing Relationships	2	
			EDUC& 130 Guiding Behavior	3	
			COLL101 College Success	2	

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **April 2019**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



# Elementary Education

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

You may pursue a major in Elementary Education by following this **Associate in Arts and Sciences - DTA** transfer degree guide in Elementary Education. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree.

Since every college or university may have different requirements for entering and completing a teacher certification program, you are advised to pay special attention to the recommendations in this guide, and to contact advisors at EvCC and at the intended university.

### CAREER OPTIONS

A background in elementary education opens many doors to employment opportunities. Obvious places for those with a degree in elementary education are teaching positions in both public and private schools. Other options involve specialties such as guidance counseling, school social work, library science, and administration. Check with the Counseling and Student Success, Third Floor, Parks, for additional information on career options and considerations. You can also find information from the Occupational Outlook Handbook at:

<http://www.bls.gov/ooh/education-training-and-library/home.htm>

### SUGGESTED PREPARATION

Participate in volunteer programs such as Junior Achievement and related activities that involve working as a group leader, tutor, teaching assistant or mentor. Gain experience in preparation of bulletin boards, charts, posters, and in computer applications and communication technologies. In addition, join EvCC's Teachers of Tomorrow (TOT) Club. It provides education students with information regarding a teaching career. You might even earn service learning credit sharing ideas and planning TOT activities.

### RECOMMENDED COURSES

Inside this guide is a description of some of the requirements for elementary education teacher certification programs at several universities. You will also find an outline of the general requirements of the Associate in Arts and Sciences - DTA, with recommendations for specific courses.

### PROGRAM ADVISOR

Contact the following advisor because requirements for teacher certification programs may change prior to graduation. An advising session is often necessary in order to keep informed of these changes.

- Paula Krock, Gray Wolf Hall 223, [pkrock@everettcc.edu](mailto:pkrock@everettcc.edu)
- Or call 425-388-9387

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides general information about application, advising, orientation and registration for new and continuing students. New degree-seeking students are required to meet with an advisor prior to registering for first quarter classes. Contact:

- Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier Hall Room 108, 425-388-9339, [advising@everettcc.edu](mailto:advising@everettcc.edu)

In addition you should pay special attention to successfully completing several courses that provide preparation for the teacher education courses and help you become a good candidate for admission to a teacher education program. For example:

- CMST 223 – Public Speaking for Educators
- EDUC& 115D – Child Development
- EDUC& 130 – Guiding Behavior
- EDUC& 150D – Child/Family/Community
- EDUC 190 – Education Controversies
- EDUC& 202 – Introduction to Education (K-12)
- EDUC& 203 – Exceptional Child
- EDUC 210 – Education Philosophies
- EDUC 250 & 256 – Education in Action and Seminar
- EDUC 270 – Education Portfolio

### RELATED PROGRAMS

See curriculum guides for Secondary Education and Education Paraprofessional at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides)

## **UNIVERSITY INFORMATION**

Consult the School of Education where you wish to transfer for current information. Programs require students to complete specific requirements, such as courses and competency tests, and one or more quarters in residence before admission to the School of Education. Listed below are admission and/or graduation requirements for several universities. These may have changed by the time you apply to the university. It is important that you have clear and constant communication with advisors at your intended university.

**Please note:** Every college and university requires that you pass all portions of the WEST-B examination before your application to a college of education is accepted. Go to <http://www.west.nesinc.com>

- Access WEST-B Basic Skill Test Prep Course
- Register for the WEST-B
- Apply for WEST-B Voucher

### **Western Washington University**

1. A 2.75 grade point average for last 45 credits.
2. ENGL& 101 or 102 with a grade of B- or higher.
3. Applicants must write an essay. (For details, visit [www.wce.wvu.edu/Depts/ELED/Admiss.shtml](http://www.wce.wvu.edu/Depts/ELED/Admiss.shtml).)

Note: At WWU, education majors must take MATH 381. The prerequisite to MATH 381 is intermediate algebra proficiency and can be met in one of the following ways:

- Complete MATH 96 (pre-calculus) with a grade of C or higher at EvCC within the last 4 years;
- Complete WWU's MATH 101, MATH 102 or MATH 112 with a grade of C or higher; or
- Take the Intermediate Math Placement Test and score 20 or higher (visit [www.wvu.edu/depts/assess/tc/mathplace.htm](http://www.wvu.edu/depts/assess/tc/mathplace.htm) for more info).

### **Washington State University**

1. 80 hours of observation with children or youth (EDUC 250/256).
2. A 2.50 grade point average overall.
3. 30 semester hours of course work completed.
4. Complete ENGL& 101 or ENGL& 102 with a "C" or better

### **Central Washington University**

1. A 2.5 grade point average for last 45 credits.
2. Completed Application for Admission to Teacher Education.
3. Completed Character and Fitness Supplement.
4. Signed Fingerprinting/Certification Requirements form.
5. Minimum score of 24 on each of two Recommendation Forms completed by teachers, employers, or professors (one must be from a teacher at the grade school, high school, or college level). Forms cannot be completed by a relative.
6. Complete the following prerequisite courses: ENGL&101 **and** 102, **and** MATH& 131 or 171 or 132 or 172
7. Completed DTA degree.

### **University of Washington – Bothell**

Complete the following prerequisite courses:

1. A minimum 2.0 grade point average for the last 45 graded quarter credits.
2. Completed DTA degree
3. Social Sciences (select 2):  
HIST& 146, 147 or 148  
SOC& 101  
GEOG 101
4. English:  
ENGL& 101 and 102  
ENGL 183 (Children's Lit)
5. Math:  
MATH 131 – Math for Elementary Education I (not offered at ECC)  
MATH& 107 – Math in Society
6. Science (select 2):  
BIOL 107 (lab)  
CHEM course
7. Fine Arts (select 1):  
INTRO to drawing or painting
8. Other recommended classes offered at community college:  
EDUC&115 – Child Development  
EDUC&202 – Intro to Education with Field Experience (EDUC 250/256)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **Elementary Education** focused degree program at a four-year institution. It will be submitted with a diploma application to the Enrollment Services Office the quarter before completion. Please refer to curriculum guide titled “Associate in Arts and Sciences – DTA” for approved courses for the various distribution requirements. To determine courses for your university transfer plans, please consult page 2 of this guide. Foreign language is not required in the DTA degree, but some universities require two or three quarters of foreign language for admission or graduation. Spanish is recommended for elementary education students. Although this checklist is recommended, students may choose to complete the Associate in Arts and Sciences – DTA guide.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

	Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

	Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS:** (10 credits) One course needs a minimum grade of B-.

ENGL& 101 (required)	English Composition I	5	_____	_____
ENGL& 102	Composition II	5	_____	_____

**BASIC QUANTITATIVE SKILLS:** (5 credits) Recommend: MATH& 107 (does not satisfy intermediate algebra proficiency); MATH 138; &141, &142, &146

\_\_\_\_\_

**HUMANITIES \*** (15 credits) Recommend: ENGL 183D; SPAN& 121; ASL& 122; ART 124D; MUSC 110D; HIST& 146, 147, 148.

CMST 223	Public Speaking for Educators	5	_____	_____
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**SOCIAL SCIENCE \*** (15 credits) Recommend: PSYC& 100; SOC& 101; GEOG 101, 102D; ANTH& 206D; HIST& 146, 147 or 148

EDUC& 202	Introduction to Education	5	_____	_____
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\_\_\_\_\_

**NATURAL SCIENCE \*** (15 credits) ONE LAB REQUIRED. Recommend: NAT S 107 (physical science); BIOL 107; GEOL 107 (earth science);

NUTR& 101; ENV& 100

Lab: \_\_\_\_\_

\_\_\_\_\_

**ELECTIVE A LIST** (15 credits) Recommend: EDUC& 115D, EDUC& 203, LING 200, PSYC& 200, PSYC 230.

EDUC 250 or 251 or 252	Education in Action	3	_____	_____
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EDUC 256	Education in Action Seminar	2	_____	_____
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**ELECTIVE B LIST** (15 credits maximum) Recommend: EDUC& 130, EDUC& 150D, EDUC 190, EDUC 210 (see front page).

COLL 101	College Success	2	_____	_____
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EDUC 270	Education Portfolio	2	_____	_____
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**Total: Minimum 90 credits required; minimum 2.0 GPA**

\* Courses in the Humanities, Social Science and Natural Science must be selected from three different disciplines.

## THE FOLLOWING WEBSITES CONTAIN APPLICATION DEADLINES AND OTHER USEFUL INFORMATION:

### Colleges and Universities

Central Washington University: [www.cwu.edu/~ceps/](http://www.cwu.edu/~ceps/)  
Eastern Washington University: <https://sites.ewu.edu/education/>  
Seattle Pacific University: <http://spu.edu/academics/school-of-education>  
Seattle University: <https://www.seattleu.edu/education/>  
The Evergreen State College: [www.evergreen.edu/mit/](http://www.evergreen.edu/mit/)  
University of Washington - Seattle: <https://education.uw.edu/>  
University of Washington – Bothell: [www.uwb.edu/education/](http://www.uwb.edu/education/)  
Washington State University: <https://education.wsu.edu/>  
Western Washington University: <https://wce.wvu.edu/>

### Other Sites

American Association of Colleges for Teacher Education: [www.aacte.org/](http://www.aacte.org/)  
Education Policy Clearinghouse; <https://www.cep-dc.org/>  
Occupational Outlook Handbook: [www.bls.gov/ooh/education-training-and-library/home.htm](http://www.bls.gov/ooh/education-training-and-library/home.htm)  
Washington Educator Skills Test – Basic: [www.west.nesinc.com/](http://www.west.nesinc.com/)

[Sites current as of August 2019]

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **April 2018**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Secondary Education



## GENERAL INFORMATION

Students interested in teaching must select a grade level for which they feel they are most interested, such as elementary or secondary levels. At the secondary or high school level, students decide on a subject they wish to teach. Specialists in subject matter are required at the secondary level. A high school teacher specializes in one “major,” or perhaps two subjects – a “major” and a “minor.”

Secondary certification enables you to teach older students, usually grades 8-12. Certification to teach at the secondary level can be reached by several routes, and programs at universities offering education programs vary widely.

In general, secondary certification requires successful completion of several components:

- Completion of general university requirements for a degree.
- A major in an approved endorsement area, such as math, biology, Spanish, or social studies. A list of typical endorsement areas is provided in this guide. In many cases, an additional “minor” is helpful to your career.
- Preparation for the university’s teacher preparation program, such as Western Washington University’s Master in Teaching program on the EvCC campus.
- Passing the WEST-B. (See [www.west.nesinc.com](http://www.west.nesinc.com).)
- Student teaching.
- Assessment of professional fitness, criminal history and personal conduct.

Universities may offer certification within the bachelor’s degree program, or as a “fifth year” after earning the Bachelor’s degree, or within a Master’s degree.

## STARTING YOUR PREPARATION AT EvCC

**Certification to teach at the secondary level is subject-specific and requires an undergraduate major in at least one approved endorsement subject area.**

**REVIEW THE LIST ON THE REVERSE SIDE TO DETERMINE YOUR INTERESTS AND THEN REFER TO THE CURRICULUM GUIDE ON THE EVCC WEBSITE THAT DESCRIBES PREPARATION FOR THE DISCIPLINE YOU WANT TO TEACH. FOLLOW THAT CURRICULUM GUIDE. YOU WILL NEED TWO ADVISORS, ONE IN EDUCATION AND ONE IN THE DISCIPLINE YOU WANT TO TEACH.**

**For example, if you want to teach high school English, refer to the English curriculum guide. Taking the courses from that curriculum guide will enable you to pursue a university transfer associate degree in the major area you want to teach at the secondary level. You will transfer as an English student and complete your Bachelor degree. Then you pursue accreditation to teach high school.**

In addition you may want to consider education courses that will not interfere with distribution or elective requirements in your major. For example, the courses below can be taken in the humanities and social science distributions without interfering with your major requirements :

- CMST 223 – Public Speaking for Educators
- EDUC& 202 – Introduction to Education

You can also participate in volunteer programs such as Junior Achievement and related activities that involve working as a group leader, tutor, teaching assistant or mentor.

Enrollment Services provides general information about application, advising, orientation and registration for new and continuing students. All new students must complete entry advising prior to first quarter registration. Contact: Enrollment Services, 425-388-9219 [registration@everettcc.edu](mailto:registration@everettcc.edu) or the Advising Center, Rainier Hall, Room 108, 425-388-9339, [advising@everettcc.edu](mailto:advising@everettcc.edu)

## PROGRAM ADVISORS

Initially contact the following advisor who will refer you to an advisor in the area you want to teach.

- Paula Krock, Gray Wolf Hall 223, email at [pkrock@everettcc.edu](mailto:pkrock@everettcc.edu)

If no answer is received, call the division office 425-388-9387.

## MAJORS IN APPROVED ENDORSEMENT AREAS

Authorized endorsements for teachers in the state of Washington are specified in WAC 181-79A-302:

1. English/language arts: **Dance, Drama, English, Journalism, Music, Speech & Theatre Arts**
2. Science: **Biology, Chemistry, Earth science & Physics**
3. Social Sciences: **Anthropology, Economics, Geography, History, Political science, Psychology, Sociology & Philosophy**
4. Specialized subject areas of: **Comparative religion, Instructional technology (formerly computer science), Health, Mathematics, Bilingual Education, English-as-a-Second Language & Spanish Teaching**
5. Vocational areas of: **Agriculture education, Business education, Family and consumer sciences education, Marketing education & Technology education (formerly industrial arts)**

## UNIVERSITY INFORMATION

Listed below are admission and/or graduation requirements for a few universities. Every college and university requires passing scores on all three subtests of the WEST—B prior to submitting an application to the teacher certification program.

### Western Washington University

1. Completion of at least 75 graded credits
2. 2.75 or higher GPA overall or last 45 credits
3. ENGL& 101 with a grade of “B” or better
4. Adequate academic major preparation
5. Two letters of recommendation

### Central Washington University

1. 3.00 or higher GPA overall or last 45 credits
2. Application, Transcripts and Character/Fitness Form submitted to Certification
3. AA or BA degree; and ENGL&101 and 102 with a “C” or higher and MATH 138
4. Two letters of recommendation

### Washington State University

1. 80 hours of recent educational experience with youth within past three years
2. 2.50 or higher GPA overall
3. At least 30 semester hours of course work completed.
4. Complete ENGL& 101 and 102 with a “C” or better
5. At least nine hours of course work completed in an endorsement

### University of Washington (including Bothell)

1. Completion of a baccalaureate degree
2. 3.00 or higher GPA overall or last 90 credits
3. ENGL& 101, ENGL& 102, and CMST 223 or 220 with a grade of “C” or better
4. One course each from Literature, U.S. History, Geography, Fine Arts, Life Sciences and Physical Sciences (one lab)
5. Two mathematic courses 100 level and above in areas of Probability and Statistics, Number Theory, Algebra & Geometry
6. 60 hours or more in a classroom that most closely matches the subject and age level which you wish to teach; have the person who supervised you complete an Endorsement Evaluation Form
7. Two letters of recommendation

## WEBSITES

Central Washington University:

[www.cwu.edu/science-education/secondary-high-school](http://www.cwu.edu/science-education/secondary-high-school)  
[www.cwu.edu/math/teach](http://www.cwu.edu/math/teach)

Eastern Washington University: [www.ewu.edu/cale/programs/education](http://www.ewu.edu/cale/programs/education)

The Evergreen State College: [www.evergreen.edu/studies/education](http://www.evergreen.edu/studies/education)

University of Washington, Bothell: [www.uwb.edu/education/](http://www.uwb.edu/education/)

University of Washington, Seattle: <https://education.uw.edu/programs>

Washington State University:

<https://education.wsu.edu/undergradprograms/teachered/>

Western Washington University: <https://wce.wvu.edu/sec/secondary-education>

Western Washington University Everett:

<https://wce.wvu.edu/teop/master-teaching>

Washington Educator Skills Test – Basic: [www.west.nesinc.com](http://www.west.nesinc.com)

## GENERAL INFORMATION

*Educational Paraprofessionals*, sometimes referred to as teachers' assistants, assist teachers in both instructional and non-instructional tasks. They are hired to support classroom teachers through a variety of tasks that can include direct involvement with students, as well as clerical duties done in advance of or at the conclusion of lessons done with students.

Paraprofessionals may instruct students individually or in group settings, under teachers' direction and guidance. They are often assigned special projects or special areas of instruction, such as computer and learning labs, or working with special needs students. They may provide physical assistance to disabled students, and may be required to assist students with the use of specific equipment related to the students' disabilities. Other duties might include: conducting group drills, homework checks, preparation of lesson materials and bulletin boards, observing and reporting of behavior and progress, tracking and dispensing authorized student medications, facilitating use of educational technology, supervising the playground or lunchroom, and crossing guard/flagging.

The Associate of Technical Arts in Education Paraprofessional is a two-year career preparation program that provides a specified course of study to prepare students for employment with the public school districts as assistants to certified instructional staff. The curriculum includes a strong academic and general core, as well as cooperative work experience courses for hands-on training. A multi-leveled apprenticeship is included in the program.

*This program is not designed for transfer to a university, though some of the courses may be transferable on a course-by-course basis. For university transfer programs in Education, see the guides titled "Elementary Education" "Secondary Education," and "Early Childhood Education".*

## PROGRAM ADVISORS

It is strongly recommended that you contact one of the following advisors, because requirements for this program may change prior to graduation. An advising session is often necessary in order to keep informed of these changes.

- ◆ Ken White, Gray Wolf 349, 425-388-9498, [kwhite@everettcc.edu](mailto:kwhite@everettcc.edu)
- ◆ Michelle Barnes, Gray Wolf 220, 425-388-9976, [mbarnes@everettcc.edu](mailto:mbarnes@everettcc.edu)

If no answer is received, call the Division office at 425-388-9387.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to first quarter registration.

- ◆ Enrollment Services, Parks Student Union 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall 104, 425-399-9339

## CREDIT BY EQUIVALENCY (CBE) OPTION

Up to 20 credits by equivalency can be given for documented work experience covering **EDUC 250-256** and five elective credits. See Enrollment Services to obtain the Credit By Equivalency form. School supervisor completes Section A of the form. Submit form to advisor for approval. Submit approved form to Enrollment Services with a \$30 evaluation fee and a "Transcript Request Form."

## CAREER OPPORTUNITIES

Numerous jobs exist for education paraprofessionals, and the number will increase as Snohomish County school districts deal with population growth. Generally, starting pay ranges from \$11 to \$19 an hour. Pay is based on the 9 to 10 month school year. A condition of employment within the school districts of Washington State, and many other states, is a criminal background investigation.

The majority of career opportunities for this field are to be found in either the public or private education sector. Most jobs occur at the elementary level. A significant number of paraprofessionals work to assist special education teachers or with special needs students who are now more commonly mainstreamed into the regular classroom setting. In this capacity, they might be called upon to attend to the student's physical as well as instructional needs.

Advancement leading to higher pay and more responsibility comes primarily with experience and additional education. Some school districts provide time away from the job or tuition reimbursement so that paraprofessionals can continue their education, sometimes earning a bachelor's degree and teaching certification. In return, people are often required to teach a certain length of time in that school district.

## HELPFUL TRAITS

- Knowledge of learning and instructional styles appropriate to grade level and individual students.
- Good reading, writing and math skills.
- Ability to deal with the emotional and mental demands of working with large numbers of children on a daily basis.
- Flexibility, patience, sensitivity, enthusiasm, and creativity.
- Good communication skills for effective working relationships.
- Comfort working with children in a diverse and multi-cultural environment.
- Professional attitudes and behaviors.
- Ability to follow written and oral instructions.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu) or 425-388-9271. This publication is effective **FEBRUARY 2016**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Technical Arts in Education Paraprofessional

This checklist is for Education students interested in earning an ATA in Educational Paraprofessional. This checklist should be submitted with a diploma application to Enrollment Services the quarter before completion. As an ATA degree, some courses can be waived if you have documented experience in the area, but your college credits will still have to total 90 credits. A 2.0 GPA is required. Courses listed with an ampersand in the course number (e.g. ENGL& 101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMPLETION of Diversity Course

	Where completed/Course Title		Year	Grade
Course Number	Course Title	Credits	Quarter & Year	Grade

**BASIC COMMUNICATIONS SKILLS** (10 credits)

ENGL 098	Introduction to College Writing	5		
CMST 223	Public Speaking for Educators	5		

**BASIC QUANTITATIVE SKILLS** (5 credits to be determined by you and your advisor. Minimum MATH 91 and 92.)

**COMPUTER PROFICIENCY SKILLS** (5 credits or documentation)

CL 101	Computer Literacy	5		
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**HUMANITIES** (5 credits from the following: CMST& 210; SPAN& 121; ASL 101; ENGL 183D)

**SOCIAL SCIENCE** (5 credits)

EDUC& 202	Introduction to Education	5		
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**NATURAL SCIENCE** (5 credits lab science; RECOMMENDED courses: BIOL 107, NAT S 107; GEOL 107; NUTR& 101)

**CORE REQUIREMENTS I** (29 credits)

PSYC& 100	General Psychology	5		
ECED& 107	Health, Nutrition & Safety	5		
EDUC& 115D	Child Development	5		
EDUC& 130	Guiding Behavior	3		
ECE 135 or EDUC& 150D	Family Dynamics OR Child, Family, Community	3		
PEHW 201 (or First Aid, CPR certification)	Emergency Response	5		
EDUC& 203	Exceptional Child	3		

**ADDITIONAL REQUIREMENTS** (5 credits)

ECE 140D	Family Culture & Self-concept	5		
ECED& 160	Curriculum Development	5		
PSYC& 200	Lifespan Psychology	5		
PSYC& 220	Abnormal Psychology	5		

**PRACTICUM** (15 credits; eligible for Credit by Experience; speak with advisor)

EDUC 250 (Special Services*)	Education in Action	3		
EDUC 256 HY1	Education in Action Seminar	2		
EDUC 251 (School Grounds and Lunchroom)	Education in Action	3		
EDUC 256 HY2	Education in Action Seminar	2		
EDUC 252 (Health Room Assistant)	Education in Action	3		
EDUC 256 HY3	Education in Action Seminar	2		

**INDEPENDENT STUDY AND ELECTIVE**

EDUC 299 (independent study with advisor)	Student Response	1		
		5		

TOTAL: 90 (2.0 GPA required)

\* Special services such as Regular Ed., English Language Learning ( ELL), Busrider, Noon Duty, Emotional Behavior Disorders (EBD), Self-Contained Programs (SC1 & SC2), Resource Room, Child Specific, Title I and Learning Assisted Programs (LAP)..... [Revised September, 2014]



## Emergency Medical Technician



### COURSE DESCRIPTION: EMS 151 – 13 Credits

This intensive course is designed to prepare participants in all phases of pre-hospital emergency care. Participants will be educated and prepared for the National Registry EMT examination (NREMT) upon successful completion of the course and eligible for Washington State EMT certification once affiliated with a recognized Washington State BLS provider. Content includes lecture and hands-on practice in prehospital medication administration, trauma management, soft tissue injuries, environmental emergencies, lifting and moving patients, infectious disease education, emergency childbirth, and other topics. **For this course to be approved for Veterans benefits, Financial Aid, grants and scholarships, students must be enrolled in the Fire Science AAS-T degree.**

### SCHEDULE:

EMT class is offered Fall, Winter, and Spring quarters. The EMT class requires 100% attendance. This course is offered Monday and Wednesday nights from 6:30 pm to 10 pm (with some nights beginning at 5:30) and Saturdays from 8:00 am to 5 pm for 11 weeks. Depending on holidays, class may be held on a Tuesday or Thursday.

### APPLICATION AND ADMISSION PROCESS:

Applications are accepted on a first-come, first-served basis. Do not wait to apply, as the course fills before the priority deadline.

### ENTRANCE REQUIREMENTS:

1. **Must be 18 years of age prior to first day of the EMT course.**
2. **High school diploma or GED or college transcript.**
3. **Complete the college Placement exam and score into ENGL 97 and MATH 79 through EvCC Testing Center.**
4. **Purchase textbook: Brady Emergency Care (13th ed.) ISBN: 978-0-13-419075-4, available at EvCC Bookstore. No other book accepted.**
5. **Study Chapters 1, 2, 3, & 4 (preparation for the pretest) Schedule the EMS pre-test at (425) 388-9591 and pass with a minimum score of 80%.**
6. **All applicants must have American Heart Association (AHA) BLS Provider card (heart.org) which was issued within 6 months of the start of the EMT course.**
7. **Mandatory attendance on the Saturday prior to the class start date is required as part of training.**
8. **Physical strength adequate to perform the normal functions of an EMT.**
9. **Successfully pass a background check.**
10. **Verification of required immunizations.**
11. **Verification of health insurance.**
12. **Submit your application to Liberty Hall 262, incomplete applications will not be accepted.**

**Immunizations:** Verification is required for everything on the Immunization Checklist. (Two) Hepatitis B shots must be **completed before an application can be accepted.** Be aware that after receiving the first Hep-B shot the second Hep-B shot cannot be given for another thirty days. A current PPD (TB test,) within the last 9 months is required. Varicella (Chicken Pox) as well as Measles/Mumps/Rubella (MMR) immunity is also required. A titer test is acceptable.

**Background Check:** A WSP Background Check, an OIG (Office of Inspector General) check, and a GSA (General Services Administration) check on each applicant will be conducted.

### AFFILIATED STATUS:

Students must be affiliated with a State of Washington recognized Basic Life Support (BLS) provider in Washington State in order to receive a Washington State EMT certification. **NOTE:** Students have one year from the completion of the course to meet the affiliation requirement to be certified by the State of Washington.

### STUDENTS ARE REQUIRED...

To update their email address with EvCC Enrollment Services prior to registering for the class. Instructors routinely send course relevant information prior to the start of class to the email on file with EvCC. Any student that does not verify their correct email will still be responsible for all assignments and information.

### REQUIRED EQUIPMENT:

Textbook (Must include MyBradyLab access)	\$180.00
Safety Glasses (ANZI Z87.1 approved)	\$ 12.00
Blood Pressure Cuff and Stethoscope	\$ 60.00 (Bookstore)

### REFUNDS:

To receive a 100% refund, students must officially withdraw through Enrollment Services by Friday of the first week of class. There is no 50% refund for this self-support class. This policy applies to both individuals and agencies.

**For further program and application information**  
**Contact: Trudy LaDouceur (425) 388-9591**  
**Email: [tladouceur@everettcc.edu](mailto:tladouceur@everettcc.edu)**  
**Fax: (425) 388-9135**

# APPLICATION MATERIALS

Please use the application materials in this guide. Complete all items and include attachments as requested. Applications missing required attachment(s) will be returned. **NOTE: We do not make copies of your documents; photocopies must be stapled to your application.**

## COMPLETE APPLICATION MATERIALS:

- Completed EMT application
- Copy of Placement exam score or unofficial transcript(s)
- Copy of current WA state driver's license or other photo ID
- Copy of high school diploma or GED certification
- Copy of (AHA) Provider card (BLS) which was issued within 6 months of the start of the EMT course.
- Copy of (6) immunization verifications from a doctor/clinic (provide immunization records for checklist)
- Copy of current health insurance coverage
- Update email address with EvCC

## About Everett Community College

Improve your personal skills, discover new ideas, prepare for work and/or university transfer, and improve your career prospects through programs at EvCC.

Each term, about 9,800 students enroll in a wide variety of courses. Day, evening, distance, and workplace-based options are available. Students may enroll on a full-time or part-time basis. EvCC offers two-year associate degrees, short-term certificates, endorsements and industry certifications.

Student life can be active. Currently, EvCC offers athletic programs in basketball, baseball, and soccer, to name a few.

Student clubs range from Phi Theta Kappa (the Honor Society) to the First Nations Club to the International Club to the German Club, and more. Our Student Government and Programs Board are always on the go with activities that make college life fun. There are also opportunities to develop leadership skills.

Student services are designed to support students in their studies, remove barriers, and enrich student life. Financial aid services offer grant and loan opportunities, as well as scholarships. Our Counseling, Advising and Career Center has a rich array of information and personal assistance for students. The Diversity & Equity Center supports student activities that promote growth and opportunity toward cultural understanding.

Former EvCC students have found employment in business and industry, in small business, in community service agencies, in schools, and in other locales. Our transfer students are known to do very well at the UW, WWU and other schools.

The provisions of this publication are not to be construed as a contract between the participant and Everett Community College. The College reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes are effective upon the date specified and may apply not only to prospective participants, but also to those who are currently enrolled. Effective date **November 2017**. Changes are posted in the Admissions/Registration areas and, when possible, listed in the class schedule booklet. The College reserves the right to withdraw or change courses at any time. Falsification of information on any admission, financial aid, or other materials submitted to the College may result in denial of admission or immediate dismissal from the College. Students are expected to be familiar with all College policies and rules and will be held responsible for observance of such provisions. Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.

Everett Community College, 2000 Tower Street, Everett WA 98201 [www.everettcc.edu](http://www.everettcc.edu)

Printed: July 2016

# EMERGENCY MEDICAL TECHNICIAN APPLICATION

Completion of this application does not guarantee admission to the EMT class. Incomplete applications will not be accepted. Submit all required attachments. Be certain to sign application. Successful applicants will be notified by phone or e-mail and will receive permission to register.

## 1. APPLICANT INFORMATION:

**Please Print**

Name \_\_\_\_\_  
Address \_\_\_\_\_ Birth date \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone # \_\_\_\_\_ E-mail \_\_\_\_\_  
Cell # \_\_\_\_\_ Student ID # \_\_\_\_\_

Physically able to do work of an EMT  Yes  No

## 2. FIRE DEPARTMENT AFFILIATION:

Provide the following information from your affiliated emergency agency. NOTE: Participants who are not affiliated have one year from the completion of this course to meet the affiliation requirement to be certified by the State of Washington.

Agency/District \_\_\_\_\_  
Chief/Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Signature of Chief or Supervisor \_\_\_\_\_

***NOTE: Affiliated students must submit all attachments (current photo ID, high school diploma or GED certificate, verification of six immunizations, health insurance, whether or not the affiliating agency has the paperwork on file.)***

## 3. RELEASE AUTHORIZATION:

- a. Criminal Background, OIG (Office of Inspector General), GSA (General Services Administration) checks are processed on each incoming student. Your signature on the bottom of this form gives permission for Everett Community College to obtain background check information from various state and federal agencies. Refusal to allow such processing will result in clinical facilities denying access to the student. In addition, if a "less than satisfactory" rating is assigned to the student, clinical facilities will deny access to the student. While entrance to the EMT class will not be denied if a "less than satisfactory" rating results, without access to the clinical facilities, student will be unable to satisfactorily complete the EMT course.
- b. I request and authorize the Fire Science office to obtain on my behalf the information needed for entry into the EMT course. I am aware and agree that this information may be shared with the clinical sites that are a required part of this educational program,
- c. If applicable, I agree to allow the instructor(s) of this course to talk with the person listed above from the affiliating agency regarding my progress and performance in this course.
- d. I have reviewed the information presented on this form and I agree that it is correct as stated.

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### **Attach listed items with your Application:**

- Completed EMT application
- Copy of Placement exam score or unofficial transcript(s)
- Copy of current WA state driver's license or other photo ID
- Copy of high school diploma or GED certification
- Copy of (AHA) BLS Provider card which was issued within 6 months of the start of the EMT course.
- Copy of (6) immunization verifications from a doctor/clinic (provide immunization records for checklist)
- Copy of current health insurance coverage

**Submit application material to:**  
**Everett Community College**  
**Fire Science & EMT**  
**Liberty Hall, Room 262**  
**2000 Tower Street**  
**Everett WA 98201**  
**425-388-9591**  
**425-388-9135 (Fax)**

# EMERGENCY MEDICAL TECHNICIAN TRAINING

## IMMUNIZATIONS CHECKLIST

➤ Instructions: Because you will be completing a ride-along in an ambulance and observing in a hospital emergency room as part of this training, you are required to submit documentation of immunizations. Documentation consists of signed and dated records of the immunization administration from your health care provider regarding each immunization.

A “titer” is a blood test that shows whether or not you are immune to the disease.

➤ Clinical Rotation Requirements: You may need to provide verification of your immunizations to the rotation sites. Please make copies of your immunization records to take with you.

**Immunization verifications are required at the time you submit your application for the EMT class.**

Use this as a checklist and attach any verification forms with this checklist before submitting an application.

➤ Attach proof of immunizations to this form. This form is for office use only.

IMMUNIZATION REQUIREMENTS	<b>DO NOT WRITE IN <u>ANY</u> SECTION BELOW - OFFICE USE ONLY</b>	
<b># 1 HEPATITIS B Series</b> <b>Hep-B</b> <b>(or TwinRix A/B)</b>  <b>2 required or Titer test</b>	Guideline: Student must have verification of the first two doses at the time of application.	
	<b>1<sup>st</sup> dose administered</b>	
	<b>2<sup>nd</sup> dose is administered at least 30 days after the 1st dose</b>	
<b># 2 PPD—Tuberculosis</b> <b>TB Skin Test</b>  <b>1 required</b>	Guideline: Tuberculin skin test must be current within the <b>last 12 months</b> , unless a test has shown 10 or more mm of induration. (Tine test is NOT acceptable)	
	<b>If PPD test is positive</b> , have a chest x-ray and provide written results and personal statement of “no symptoms” of TB from your physician.	
<b>#3 VARICELLA (VZV)</b> <b>Varicella Zoster Virus/</b> <b>Chickenpox</b> <b>1 required for each or Titer test</b>	Guideline: A positive serology or two doses of Varicella vaccine 4 weeks apart is required.	
<b># 4 Measles, Mumps, Rubella</b> <b>MMR</b>  <b>1 required for each or Titer test</b>	Guideline: Injection + booster or positive serology ( <b>titer tests</b> ) are required.	
<b># 5 DIPHTHERIA/TETANUS</b> <b>TDAP, Booster</b>	Guideline: A booster every <b>10 years</b> is required. TDAP is required if tetanus is more than 2 years old for Healthcare Providers.	
<b># 6 INFLUENZA</b> <b>Flu Shot</b>	Guideline: Required for students taking the <b>January – March (winter quarter)</b> EMT class.	
<b>OFFICE CHECKLIST</b>		
<b>Placement Exam</b>	<b>Copy of Placement exam and scores (or transcripts)</b>	
<b>Pre-Test Score</b>	<b>Attach pre-test scores</b>	
<b>ID</b>	<b>Photo ID</b>	
<b>Diploma</b>	<b>High school diploma or GED (or transcripts)</b>	
<b>AHA BLS Provider card</b>	<b>AHA BLS Provider Card issued within 6 months of start of class</b>	
<b>Insurance</b>	<b>Copy of health insurance card</b>	



## GENERAL INFORMATION

EvCC offers a number of pathways toward technical careers. This curriculum guide focuses on the **Engineering Transfer Associate of Science** Degree, which is designed to prepare students for transfer to a four-year program. The first- and second-year engineering, math and science courses that form this degree serve as preparation for a variety of engineering majors, including aeronautical, biological, civil, chemical, electrical, mechanical and materials science.

The General Engineering Associate of Science checklist is also appropriate preparation for transfer to an **Engineering Technology** Bachelor of Science program at Central Washington University or Eastern Washington University. All curriculum guides for EvCC may be found around campus, on the Web at [everettcc.edu](http://everettcc.edu), or you may call 425-388-9219 to request specific copies.

Our Engineering faculty have established strong relationships with local universities to assure that our courses are transferable and prepare students for their major. In addition, our faculty can advise students about meeting the criteria for admission to selective engineering programs at the universities. Our engineering students have transferred to the UW, WSU, Seattle University, Cornell, Stanford, and CSU-Long Beach, to name a few.

Washington State University offers programs on the Everett Community College campus leading to a Bachelor of Science degree in either Mechanical or Electrical Engineering. Contact your advisor for transfer planning or call 425-259-8902.

## SUGGESTED PREPARATION

It is helpful to have the following traits: intellectual curiosity, technical aptitude, a solid mathematical and scientific foundation, interest in solving problems, perseverance, the ability to work accurately and systematically and a basic understanding of the economics and environmental context in which engineering is practiced. The ability to work in unusual locations, and the ability to work under pressure to meet deadlines or to solve problems can be valuable. Students should develop effective communication and interpersonal skills; cultivate opportunities to participate as a team member on job projects; and master relevant computer programs.

Although there are no specific admission requirements to begin your pre-engineering studies at EvCC, preparatory courses in chemistry, mathematics and physics are prerequisites for many of the required engineering courses. Students who have not completed these courses during their high school program should complete the equivalent college courses as soon as possible. See the quarterly class schedule and consult with an engineering advisor to determine specific requirements. Students wishing to transfer to the University of Washington or certain other four-year schools must also meet foreign language requirements.

APPROVED AT 4/24/2014 INSTRUCTIONAL COUNCIL

## Engineering is fascinating!

Whether it's living buildings, solar energy, 3D printers, biomedical implants, or the next big video game, engineers are behind the life changing technologies you hear about every day. Engineers are problem solvers who search for quicker, better, and less expensive ways to use the forces and materials of nature to meet today's challenges. Engineering can take you from the depths of the ocean to the far reaches of outer space, and from within the microscopic structures of the human cell to the top of the tallest skyscrapers. Students have their pick of many disciplines including electrical, computer, civil, mechanical, industrial, material science, aeronautical, and biomedical. With more career options and higher starting salaries than nearly any other discipline, Engineering is a practical choice that can lead to an exciting and rewarding career.

## CAREER OPTIONS

Engineering is a very broad field, embracing many aspects of everyday life, ranging from agriculture, aerospace and medicine to electrical, mechanical, structural and even chemical and bioengineering. People employed in this field are typically involved in design and implementation of systems, structures and devices to streamline production, make operations more uniform and to address certain technical and mechanical challenges. Most engineers specialize in a certain area within the broader field. Typically, at least a Bachelor's Degree is required for work in this profession. A good description of the Engineering field is available on the web site of American Society for Engineering Education:

[www.asee.org/precollege](http://www.asee.org/precollege)

## PROGRAM ADVISORS

Frequent contact with an advisor is highly recommended. Students should also consult closely with department advisors at the university to which they wish to transfer, to keep abreast of possible changes.

### Engineering and Engineering Technology Transfer:

To set up an appointment with an advisor, please go to [https://evcc\\_engineering.youcanbook.me](https://evcc_engineering.youcanbook.me)

You may also email [engineering@everettcc.edu](mailto:engineering@everettcc.edu) or call 425-405-0055 for more information.

### Engineering Technology and Drafting:

Contact 425-388-9570 or email [mfg@everettcc.edu](mailto:mfg@everettcc.edu)

Distinguish yourself by choosing to participate in the **EvCC Honors Program** and gain an edge in transferring to competitive engineering departments at Washington's universities. Plan early to complete the honors program requirements in the context of your Associate of Science in Pre-Engineering coursework. See the honors program section on the college website for more details: <http://www.everettcc.edu/honors>

## UNIVERSITY OPTIONS

Further information about Engineering majors, and transfer requirements can be found at these websites: [November 2019]

- Washington State University: <http://vcea.wsu.edu>
- University of Washington: [www.engr.washington.edu/](http://www.engr.washington.edu/)
- Seattle University: [www.seattleu.edu/scieng/](http://www.seattleu.edu/scieng/)
- Eastern Washington University: <https://www.ewu.edu/cstem/engineering/>
- Western Washington University: [www.wvu.edu/engd/](http://www.wvu.edu/engd/)

## EVCC'S ENGINEERING CLUB WANTS YOU!

Join the fun and gain practical engineering design experience by participating in the Engineering Club. The club focuses its efforts on sending student teams to regional, national, and international design competitions. Recent efforts have been focused on an electric race car for the Electrathon America racing series. The club competed successfully in five races since spring 2012 and continues to design and implement improvements to the car for future races.

In previous years EvCC's teams have brought home the honors by placing 10<sup>th</sup> in an international competition with a human-powered submarine, 4<sup>th</sup> in international competition with their Frisbee Launcher, and 1<sup>st</sup> in Washington with their project presentation in the Human Powered Paper Vehicle. Design project experience looks great when you are applying to internships and university engineering programs. We hope you take advantage of the opportunity and put yourself and EvCC on the map.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students are required to complete entry advising prior to registering for first quarter classes. Contact:

- Enrollment Services, Parks Student Union, Room 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier 104, 425-388-9339

## This curriculum guide contains checklists for three different degree paths:

- Mechanical, Civil, Aeronautical, Industrial, Materials Science
- Computer and Electrical Engineering
- General Engineering (customizable plan for other transfer goals)

If you are missing a checklist, please go to: [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides) and click on "Engineering Transfer"

Engineering at EvCC:  
Creating a better world through  
engineering.

Small classes  
Personal attention  
Hands-on  
Teamwork  
Career guidance

## Outstanding Alumni

Engineering alums Euneka Robinson-McCutchen, Quang Nguyen, and Leif Johansen met in Engineering class at EvCC, and have been friends ever since. Each graduated from a 4-year college after leaving EvCC; Euneka is finishing her masters in Civil Engineering at University of Washington; Quang graduated from University of Washington and now works as a civil engineer at the Washington State Dept. of Transportation; Leif graduated from Washington State University and now works for Reid Middleton in Snohomish. Says Quang, "I thought I was going to be an electrical engineer. But after taking Civil Engineering from Eric Davishahl-that was more interesting-we got to solve engineering problems hands-on." Says Leif, "I took classes that interested me, and EvCC is a great place to explore. Eventually I figured out what interested me was engineering."



"My overall experience as an engineering student at Everett Community College was excellent. The quality of education offered at EvCC prepares students to excel at any university; students are well prepared to handle the work load and have the technical background necessary to be competitive at the university level. I can not thank the engineering and mathematics departments enough for how well they have prepared me. I am grateful to have had the opportunity to learn from the professors at EvCC while earning my associates degree."

HeatherAnn Baxter  
Graduated with High Honors  
Associate of Science - Civil Engineering  
Associate of Arts & Sciences - DTA

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **MARCH 2015**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate of Science – Pre-Engineering

## Mechanical, Civil, Aeronautical, Industrial, Materials Science

This checklist is targeted at transfer students with an interest in one of the above engineering majors at the University of Washington or Washington State University. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

**Note:** Prior to starting some or all of the following courses, students should:

- |  |   |
|--|---|
| <input type="checkbox"/> Complete ENGR 101 (formerly 109) recommended for all students considering an engineering major<br><input type="checkbox"/> Complete ENGL 098 or earn a placement score into ENGL& 101<br><input type="checkbox"/> Complete MATH& 144 or MATH&142 or place into MATH& 151<br><input type="checkbox"/> Complete PHYS& 114 or physics placement test | <input type="checkbox"/> Complete PHYS 130 before PHYS& 233<br><input type="checkbox"/> Complete CHEM& 140 or place into CHEM& 161<br><input type="checkbox"/> Complete ENGR 121 and PHYS& 241/231 before ENGR& 214<br><input type="checkbox"/> Complete ENGR 111 and MATH& 142 before ENGR 121 |
|--|---|

**Student:** \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)		(Year Completed)	(Grade)
Course Number	Course Title	Credits	Quarter Completed	Grade
<b>COMMUNICATIONS SKILLS (5 credits) <sup>1</sup></b>				
ENGL& 101	English Composition I	5	_____	_____
<b>MATHEMATICS (Pre-requisite Math courses may also be required.)</b>				
MATH& 151	Calculus I	5	_____	_____
MATH& 152	Calculus II	5	_____	_____
MATH& 163	Calculus 3	5	_____	_____
MATH 260	Linear Algebra	5	_____	_____
MATH 261	Differential Equations	5	_____	_____

**HUMANITIES AND SOCIAL SCIENCE (15 credits, in three different disciplines. One course must be selected from Humanities, and another from Social Sciences. The third course may be from Humanities or Social Sciences. For acceptable courses, see course list for the Associate of Science – see separate guide. See Notes 1 and 2.)**


**SCIENCE AND ENGINEERING**

CHEM& 161	General Chemistry I	5.5	_____	_____
CHEM& 162	General Chemistry II	5.5	_____	_____
ENGR 111 (see Note 3)	Intro to Engineering 1	5	_____	_____
ENGR& 214	Statics	5	_____	_____
ENGR& 215	Dynamics	5	_____	_____
ENGR& 225	Mechanics of Materials	5	_____	_____
PHYS& 241/231	Engineering Physics I	5.5	_____	_____
PHYS& 242/232	Engineering Physics II	5.5	_____	_____
PHYS& 243/233	Engineering Physics III	5.5	_____	_____

**SPECIALIZATION COURSES (minimum 16 credits; select minimum **four** courses as appropriate for intended major and transfer institution. Please see the last page of this guide for course recommendations by intended transfer institution.)**

CS& 131	Computer Science 1	5	_____	_____
ENGR& 114	Engineering Graphics	4	_____	_____
ENGR 121	Intro to Engineering 2: Design	5	_____	_____
ENGR 201	Fundamentals of Materials Science	5	_____	_____
ENGR& 204	Electrical Circuits	5	_____	_____
ENGR 216	Integrated Computer Aided Design	4	_____	_____
ENGR 220	Breaking Lab	2	_____	_____
ENGR& 224	Thermodynamics	5	_____	_____
ENGL& 230	Technical Writing	3	_____	_____
ENGR 240	Applied Numerical Methods	5	_____	_____
MATH& 264	Calculus 4	4	_____	_____

**Total: minimum 108.5 credits required, minimum 2.0 GPA. See Note 2.**

**Note 1:** Use one of these courses to satisfy the diversity requirement.

**Note 2:** Students transferring to WSU should take ECON& 202 AND either HIST 103D, HIST 170D ANTH 116D, ANTH&206D or HUM 110D.

**Note 3:** ENGR 111 may be waived, at the Engineering faculty’s discretion, for students transferring to EvCC with advanced standing in engineering.





# Associate of Science – Pre-Engineering

## General Engineering Transfer

This checklist is targeted at transfer students with an interest in an **engineering** or **engineering technology** major at a university other than University of Washington or Washington State University or in majors not included on the previous checklists. Students should work with an advisor to develop a customized plan specific to their intended major and transfer destination and should maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

**Note:** Prior to starting some or all of the following courses, students should:

- |  |   |
|--|---|
| <input type="checkbox"/> Complete ENGR 101 (formerly 109) recommended for all students considering an engineering major<br><input type="checkbox"/> Complete ENGL 098 or earn a placement score into ENGL& 101<br><input type="checkbox"/> Complete MATH& 144 or MATH&142 or place into MATH& 151<br><input type="checkbox"/> Complete PHYS& 114 or physics placement test | <input type="checkbox"/> Complete PHYS 130 before PHYS& 233<br><input type="checkbox"/> Complete CHEM& 140 or place into CHEM& 161<br><input type="checkbox"/> Complete ENGR 121 and PHYS& 241/231 before ENGR& 214<br><input type="checkbox"/> Complete ENGR 111 and MATH& 142 before ENGR 121 |
|--|---|

**Student:** \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)		(Year Completed)	(Grade)
Course Number	Course Title	Credits	Quarter Completed	Grade
<b>COMMUNICATIONS SKILLS</b> (5 credits) <sup>1</sup>				
ENGL& 101	English Composition I	5	_____	_____
<b>MATHEMATICS</b> (Pre-requisite Math courses may also be required.)				
MATH& 151	Calculus I	5	_____	_____
MATH& 152	Calculus II	5	_____	_____
MATH& 163	Calculus 3	5	_____	_____

**HUMANITIES AND SOCIAL SCIENCE** (15 credits, in three different disciplines. One course must be selected from Humanities, and the other from Social Sciences. The third course may be from Humanities or Social Sciences. For acceptable courses, see course list for the Associate of Science – see separate guide. See Notes 1 and 2.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SCIENCE AND ENGINEERING**

CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
ENGR 111 (see Note 3)	Intro to Engineering I	5	_____	_____
PHYS& 241/231	Engineering Physics I with Lab	5.5	_____	_____
PHYS& 242/232	Engineering Physics II with Lab	5.5	_____	_____
PHYS& 243/233	Engineering Physics II with Lab	5.5	_____	_____

**SPECIALIZATION COURSES** (minimum 31 credits; select as appropriate for intended major and transfer institution)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA. See Note 2.**

**Note 1:** Use one of these courses to satisfy the diversity requirement.

**Note 2:** Students transferring to WSU should take ECON& 201 or 202 AND either HIST 103D, HIST 170D ANTH 116D, ANTH&206D or HUM 110D.

**Note 3:** ENGR 111 may be waived, at the Engineering faculty’s discretion, for students transferring to EvCC with advanced standing in engineering.

**Associate of Science in Pre-Engineering**  
**Specialization Courses for EvCC Engineering Students**

<b>Major</b>	<b>University of Washington</b>	<b>Washington State University</b>
Mechanical	ENGL& 230 ENGR& 114 ENGR 121 ENGR 240 MATH& 264 ENGR 201* ENGR& 204*	ENGL& 230 ENGR& 114 ENGR 121 ENGR 240 MATH& 264 ENGR 201* ENGR& 204* ENGR 216* ENGR 220* ENGR& 224*
Civil & Environmental	ENGL& 230 ENGR &114, 201, &204 or &224 ENGR 121 ENGR 240	ENGR 121 ENGR &204 or &224 ENGR 220 ENGR 240 MATH& 264 ENGL& 230
Aeronautics & Astronautics	ENGL& 230 ENGR 121 ENGR& 224 ENGR 240 MATH& 264	N/A
Industrial	CS& 131 ENGL& 230 ENGR 121 ENGR& 204 MATH& 264	N/A
Materials Science	ENGL& 230 ENGR 121 ENGR 201 ENGR 240 MATH& 264	ENGR 121 ENGR 201 ENGR 220 ENGR 240 MATH& 264 ENGL& 230
Electrical	CS 143 ENGL& 230 ENGR 121 MATH& 264  <b>Choose <u>2</u> from:</b> CHEM& 162 ENGR 202 ENGR& 214 ENGR& 215 ENGR& 224 ENGR 240	CS 132 ENGL& 230 ENGR 121 ENGR 205 MATH& 264 ENGR 202*  <b>Choose <u>2</u> from:</b> ENGR& 214 ENGR& 215 ENGR& 224 ENGR 240
Computer	CS 143 ENGL& 230 ENGR 121 ENGR 202 Choose <b>1</b> more	CS 132 ENGL& 230 ENGR 121 ENGR 202 MATH& 264 CS 233*

\* Course required for BS degree, but typically taken in junior year and not required to transfer with junior standing. Completion at EvCC recommended if there is space in your schedule for improved junior year preparation.

## GENERAL INFORMATION

A major in English involves a focus on the English language, including such topics as college-level writing, the research paper, the critical paper, creative writing, technical writing, and linguistics; and an in-depth concentration on literature, including such topics as Shakespeare, classical through modern European literature, literature of other cultures, genres such as science fiction or poetry, and American literature. Related studies may include journalism or the broader field of communications, or other languages.

You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university for a bachelor's degree, and then perhaps a master's degree. Many students take an English bachelor's degree directly into the job market, or combine an English minor with another field.

At EvCC, students interested in English are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences - DTA Direct Transfer Guide.

Universities identify an "English major" in several ways. We encourage you to review the catalogs of a variety of colleges and universities, looking for such majors or departments as English, Linguistics, Literature, Writing, Creative Writing, Rhetoric, Comparative Literature, Humanities, or Communications, for example. Requirements will differ with each institution, so you should examine catalogs from potential transfer institutions. In reviewing the catalogs, you will discover if special courses should be taken in the first and second year in order to prepare for entering the major as a Junior. In many cases, first- and second-year courses that may be prerequisite for the major may be taken within the AAS-DTA degree plan; the "Suggested Preparation" section that follows lists those types of courses. For further clarification, advisors can be helpful to you. They are listed on the reverse side.

## WRITING ENDORSEMENT

Our English Department offers a **Writing Endorsement** which acknowledges achievement in completing 20 credits in specific writing courses. This endorsement is available to all students who wish to strengthen their writing skills, whether they are majoring in English, or pursuing other areas.

## SUGGESTED PREPARATION

Completing a wide variety of electives, writing for on-campus publications, developing speaking, writing and debating skills and achieving desk-top publishing proficiency could be helpful additional preparation for English majors. In some cases, foreign language skills may be useful or required.

Students pursuing the AAS-DTA degree should consider the following suggested courses when planning their program using the AAS-DTA checklist:

**BASIC COMMUNICATION SKILLS:** (10 credits)

ENGL& 101: English Composition I (5 credits)

ENGL& 102: Composition II or ENGL 103: Critical Paper (5 credits)

ENGL 105: Creative Nonfiction (5 credits)

**HUMANITIES:** We recommend that you include one of these 5-credit courses: ENGL &111, &113, 120D, 135D, 171, 173, 175D, 183, &254D, or any 200-level course listed below.

**ELECTIVES:** We recommend at least 15 credits selected from the following: ENGL &230, 203, 205, 206, 208, 209, 211, &246, &224, 229, 233, &225, 240, 247, 251, 252, 253 and at least 15 credits in a non-English language.

**NOTE:** Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

The complete AAS – DTA degree checklist is available in display racks around campus, and online at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides)  
The degree requirements are also listed in the catalog.

## CAREER OPTIONS

Certainly, teaching or writing are major options for those with an English major. Writing opportunities range from technical to creative writing, as well as free-lance journalism and writing for newspapers, trade publications and advertising agencies. Other opportunities include positions such as library and information specialists, translators or jobs in the media and publishing industries. Careers in law, research, education, and public service can benefit from studies in English. Some of the most interesting people we know have a degree in English!

Check with Counseling & Student Success on the 3<sup>rd</sup> floor of the Parks Student Union, for additional information on career options.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising with the Advising Center. Contact::

Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier 108, 425-388-9339

## WE HAVE A VARIETY OF COURSES FOR YOU...

ENGL& 101	English Composition I *
ENGL& 102	Composition II *
ENGL 103	The Critical Paper
ENGL 105	Creative Nonfiction
ENGL& 111	Intro to Literature *
ENGL& 113	Intro to Poetry
ENGL 120D	Native American Literature
ENGL 135D	Introduction to Cultural Studies
ENGL 173	Science Fiction
ENGL 175D	Introduction to African American Literature and Culture
ENGL 180D	
ENGL 183	Children's Literature *
ENGL 203	Young Adult Literature *
ENGL 211	Advanced Composition
ENGL& 224, 225	Shakespeare I and II
ENGL 229	Survey of British Literature
ENGL& 230	Technical Writing
ENGL 233	Modern British Literature *
ENGL 240	Intro to American Literature*
ENGL& 246	American Literature III*
ENGL 247	Modern Grammar
ENGL 251	Myth & Literature of Greece & Rome
ENGL 252	Medieval and Renaissance Literature
ENGL 253	Modern European Literature
ENGL& 254D	World Lit I: Themes
ENGL 263D	The Holocaust in Literature
ENGL 165 and 205	Creative Nonfiction II and III
ENGL 106, 166, 206	Poetry I, II, III
ENGL 108, 168, 208	Fiction I, II, III
ENGL 109, 169, 209	Screen and Playwriting I, II, III

*Looking for related programs?  
Check out these curriculum guides:  
Humanities, Written Arts, Journalism, Education*

Some courses may be offered only once per year, or every other year. Please consult with an English advisor. Asterisked (\*) courses may be offered on an online basis, as well as on-campus.

## PROGRAM ADVISORS

Any advisor listed below can answer questions about composition and general literature courses.

Keith Aubrey, Gray Wolf 310, 425-388-9391, [kaubrey@everettcc.edu](mailto:kaubrey@everettcc.edu)

Jennifer Beebe, Gray Wolf 315, 425-388-9180, [jbeebe@everettcc.edu](mailto:jbeebe@everettcc.edu)

Kevin Craft, Gray Wolf 215, 425-388-9395, [kcraft@everettcc.edu](mailto:kcraft@everettcc.edu)

Richard Davis, Gray Wolf 348, 425-388-9313, [rdavis@everettcc.edu](mailto:rdavis@everettcc.edu)

Ann Harrington, Gray Wolf 306, 425-388-9309, [aharrington@everettcc.edu](mailto:aharrington@everettcc.edu)

Rich Ives, Gray Wolf 305, 425-388-9409, [rives@everettcc.edu](mailto:rives@everettcc.edu)

Gary Newlin, Gray Wolf 347, 425-388-9145, [gnewlin@everettcc.edu](mailto:gnewlin@everettcc.edu)

Jessica Edwards, Gray Wolf 309, 425-388-9513, [jedwards@everettcc.edu](mailto:jedwards@everettcc.edu)

Phebe Shen, Gray Wolf 216, 425-388-9410, [pshen@everettcc.edu](mailto:pshen@everettcc.edu)

If there is no answer, please call the Division Office at 425-388-9387.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **APRIL 2014**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Environmental Science/Studies

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Environmental Science/Studies includes the study of living organisms in relation to their environments and the impact of human society and technology on those ecosystems. Students interested in global sustainability issues will find this an appropriate program of study. Environmental science may be approached with an emphasis in the biological sciences, in legal issues, in economics, or in computer-modeled systems. In all of these cases, the student will need to finish a baccalaureate (4-year) degree, which may be a Bachelor of Science (BS) or a Bachelor of Arts (BA). The first two years of courses (or more if pre-college level courses are required) can be taken at the community college, and the junior and senior year completed at a 4-year college or university.

For those students planning to transfer to a 4-year college or university within the state of Washington, Everett Community College offers two pathways as options towards transfer to a university. Depending on the ultimate career goal, students can pursue a degree in Environmental Science or Environmental Studies. Both of these degrees are AAS-DTA degrees, but the specific coursework for each varies. Students are strongly encouraged to discuss their interests with an advisor early in their studies at EvCC. Each of them requires advance planning to meet prerequisites.

- **The Associate in Arts and Sciences – DTA** meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major public universities in Oregon. The degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. Depending upon the student's intended major, this option may or may not meet all of the prerequisites for the major. It is very important to discuss this with an advisor.

### CAREER OPTIONS

Students pursuing an undergraduate (baccalaureate) degree in Environmental Science/Studies have a broad variety of career options. Sample career fields in Environmental Science include: Sustainable Forest Management, Wildlife Conservation, Wildlife Biologist, Fisheries or Marine Biologist, Park Ranger or Toxicologist. Students interested in fields such as urban planning, GIS database manager, Environmental Advocate or Environmental Education, Planning and Policy, Geography, Economics or Journalism would be more likely to follow the Environmental Studies options. Students interested in being a Park Ranger can follow either pathway. Combined degrees with economics, journalism or education are also available. Career options are also available in law, business and industry. In some cases, there may be opportunities for traveling or living abroad. More career information is available through EvCC's Counseling & Student Success office, Third Floor, Parks Student Union.

**Approved by Instructional Council March 2017. DTA checklist effective January 2017.**

### SUGGESTED PREPARATION

High school study in math, biology, chemistry and physics is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Any degree in the Environmental Science/Studies requires a solid background in English (2 quarters), Math and Chemistry, as well as introductory Biology (see suggested courses below). Some transfer institutions will also require two to three quarters of college level foreign language; in some cases study of a foreign language in high school will be accepted as a substitute. For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC advisor (next page) AND contact the transfer institution.

Students choosing Environmental Studies at WWU will take non-majors' biology and chemistry courses. Environmental Studies requires majors level biology & chemistry at UW and WSU.

Many options for majors at a variety of institutions exist for students. The earlier in their academic career that students seek advising, the more opportunity exists to explore career options in Environmental Studies or Environmental Science.

Please contact a Program Advisor (see below) prior to the first quarter of enrollment, if at all possible.

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you select which degree pathway to follow, and to map out your program of study.

- René Kratz, Shuksan 121, 425-388-9503, rkratz@everettcc.edu

## WEBSITES

The following are websites of biology or environmental science departments at common transfer institutions:

- The Evergreen State College: [www.evergreen.edu/](http://www.evergreen.edu/)
- University of Washington: [www.cfr.washington.edu/index.shtml](http://www.cfr.washington.edu/index.shtml)
- University of Washington: <https://envstudies.uw.edu/>
- University of Washington – Tacoma: [www.tacoma.uw.edu/sias/sam/test](http://www.tacoma.uw.edu/sias/sam/test)
- Washington State University: <http://www.wsu.edu> or <http://cahnrs.wsu.edu/soe/>
- Washington State University (Vancouver): <http://cas.vancouver.wsu.edu/environmental-science>
- Western Washington University: <http://www.wwu.edu> or <https://huxley.wwu.edu/>

(March 2017)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must meet with an advisor to select classes prior to first quarter registration..

Contact:

Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising, Rainier Hall 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## COMMON COURSE NUMBERING

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an environmental science degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require 2 or 3 quarters of foreign language for admission or for graduation.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits total, at least 5 in English Composition)

ENGL& 101	English Composition I	5		
ENGL& 102 or ENGL 103	_____	5		

**BASIC QUANTITATIVE SKILLS** (5 credits)

MATH& 141	Pre-calculus: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

ECON& 201	Micro Economics	5		
POLS& 101 or POLS& 202	_____	5		

**SCIENCE AND MATH** (Minimum 15 credits. See Notes 1 and 2.)

BIOL& 221	Majors Ecology/Evolution	5		
BIOL& 222	Majors Cell/Molecular	5		
BIOL& 223	Majors Organismal Phys	5		
CHEM& 161	General Chemistry with Lab I	5.5		
CHEM& 162	General Chemistry with Lab II	5.5		
CHEM& 163	General Chemistry with Lab III	5.5		
GEOG 205	Physical Geography	5		
MATH& 151 (WWU) or MATH& 148 (UWT)	_____	5		

**SUGGESTED ELECTIVES**

ENVS& 101 or ENVS& 100		5		
GEOL 102 (UWT)	Intro to Geological Science I	5		
PHYS& 114 (WSU)	General Physics I	5		
PHYS& 115 (WSU)	General Physics II	5		
PHYS& 241/231 (UWT)	Engineering Physics I	5.5		
	Engineering Physics I Lab	5.5		

**Minimum 90 credits required, with minimum 2.0 GPA. (See Note 3.)**

Note 1: Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science & Science.

Note 2: Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to get placement at EvCC in English and math. All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 99 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261, 262, 263 is offered in a sequence of Fall, Winter, Spring only; students must start in the Fall. Students who initially place in a high level math course do not need to take math courses below that level.

Note 3: Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **environmental studies** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require 2 or 3 quarters of foreign language for admission or for graduation.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits total, at least 5 in English Composition)

ENGL& 101	English Composition I	5		
ENGL& 102 or ENGL 103	_____	5		

**BASIC QUANTITATIVE SKILLS** (5 credits)

MATH& 141	Pre-calculus: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)

CMST& 220 (UW-ESRM)	Public Speaking	5		
_____	_____	_____		
_____	_____	_____		

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

ECON& 201	Micro Economics	5		
POLS& 101 or POL& 202	_____	5		
_____	_____	_____		

**SCIENCE AND MATH** (See Notes 1 and 2.)

BIOL& 221 (UW, WSU)	Majors Ecology/Evolution	5		
BIOL& 222 (UW, WSU)	Majors Cell/Molecular	5		
BIOL& 223 (WSU)	Majors Organismal Phys	5		
<u>OR</u> BIOL& 100 WWU	Survey of Biology	5		
CHEM& 121 WWU	Introduction to Chemistry	5		
CHEM& 161 (UW, WSU)	General Chemistry with Lab I	5.5		
CHEM& 162 (UW, WSU)	General Chemistry with Lab II	5.5		
Additional lab science (WWU)	_____	_____		
GEOG 205 (WWU, UW)	Physical Geography	5		
GEOL 102 (UWT)	Intro to Geological Science I	5		
MATH& 148	Business Calculus	5		
MATH& 146	Introduction to Statistics	5		

**SUGGESTED ELECTIVES**

ENVS& 101 or ENVS& 100		5		
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**Minimum 90 credits required, with minimum 2.0 GPA. (See Note 3.)**

Note 1: Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science & Science.

Note 2: Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to get placement at EvCC in English and math. All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 99 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261, 262, 263 is offered in a sequence of Fall, Winter, Spring only; students must start in the Fall. Students who initially place in a high level math course do not need to take math courses below that level.

Note 3: Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.





## GENERAL INFORMATION

The Fire Science Program is designed to prepare students for competitive entry into fire science careers as well as professional advancement opportunities within those fields.

This program may include courses in online, hybrid, or condensed/intensive formats. **Please check each course offering for the quarter in question for schedule, tuition, and registration details. The Fire Science AAS-T degree is approved for Financial Aid and Veterans Benefits.**

## CAREER OPPORTUNITIES

Fire service careers include firefighting; administration; fire inspection, building codes, and investigation; fire equipment sales and repair; fire science education, testing, and certification; and emergency medical services within the fire service. The public safety sectors are growing along with the rapidly increasing population of Washington State, especially in Snohomish County. The majority of entry-level positions in Washington State are part-time, which are an entryway to more competitive, full-time positions. Most fire departments require EMT and Firefighter Academy certificates prior to employment. Students who also complete the Fire Science AAS-T degree gain a further competitive edge in applying for available positions in Washington and other states, and with this degree, will have further promotion opportunities once employed.

### Fire Science Associate in Applied Science-Transfer Degree

Both the EMT and Firefighter Academy courses may be used as courses toward the Fire Science AAS-T. The Fire Science AAS-T is transferrable to: Central Washington University's Information Technology & Administrative Management (ITAM) bachelor; Eastern and Western Oregon Universities' Fire Service Administration bachelor; University of Alaska Fairbanks & Homeland Security and Emergency Management bachelor.

### Emergency Medical Technician (EMT) Certificate (EMS 151 course)

This EvCC certificate is a 1-quarter intensive course, offered in Fall, Winter, and Spring quarters, that students may also apply as an elective to a degree, including the Fire Science AAS-T and Associate of Arts-DTA (Students should inquire with their advisor as to the eligibility of EMT as an elective and check the course's eligibility for Financial Aid). Students who successfully complete the course are eligible to take the National Registry EMT (NREMT) professional certification examination. **Important Note:** The Public Safety program recommends that students test for NREMT certification and gain employment with a Basic Life Support provider within 12 months of completing the course to avoid lapsed certification and/or additional steps. For this reason, it is recommended that Fire Science degree students either complete the EMT course early in their course sequence and work as an EMT while they complete their degree, or take this course in their final 1–2 quarters. This is an intensive course and reliable attendance is necessary for successful completion. In addition, students will be required to complete clinical (ER ridealong) hours and organize study group practice outside of class hours. **An approved application is required for entry. The application and full details are available at:**

[www.everettcc.edu/ems](http://www.everettcc.edu/ems)

### Firefighter Academy (FIRE 100 course)

This is one-quarter intensive course that students may also apply as an elective to the Fire Science AAS-T degree. It is recommended that students take the course in their final 1–2 quarters. The Firefighter Academy prepares students for Washington State certification exams for Firefighter I, Firefighter II, Hazardous Materials Awareness, and Hazardous Materials Operations. The course is usually held at off-campus locations, including area fire departments and at the Washington State Fire Academy in North Bend. Class sessions may include full weekday and weekend days of hands-on practical application, and weekday evening classes of technical knowledge and theory. **An approved application is required and entry is competitive. The application and full details are available at:**

[www.everettcc.edu/fire100](http://www.everettcc.edu/fire100)

### GETTING STARTED AT EvCC: [everettcc.edu/enrollment/get-started](http://everettcc.edu/enrollment/get-started)

Our Enrollment Services Office provides general information about application, advising, orientation, and registration for new and continuing students. New students must complete English and math placement testing, online orientation, and complete entry advising with the Advising Center prior to registering for courses.

- Enrollment Services: [admissions@everettcc.edu](mailto:admissions@everettcc.edu), 425-388-9219, Parks Student Union, 2<sup>nd</sup> Floor [everettcc.edu/getstarted](http://everettcc.edu/getstarted)
- Advising Center: [advising@everettcc.edu](mailto:advising@everettcc.edu), 425-388-9339 Rainier Hall 108 [everettcc.edu/students/advising](http://everettcc.edu/students/advising)
- Veterans' Resource Center: 425-288-9277, Baker Hall 203, [everettcc.edu/students/financial/veterans-center/](http://everettcc.edu/students/financial/veterans-center/)
- Financial Aid: [fin\\_aid@everettcc.edu](mailto:fin_aid@everettcc.edu), Parks Student Union, 3<sup>rd</sup> Floor, [everettcc.edu/students/financial/financial-aid/](http://everettcc.edu/students/financial/financial-aid/)

## PROGRAM INFORMATION

Further program, course, and application information may be found on the program webpages. Public Safety staff are also available for program information.

- Webpage: [www.everettcc.edu/firescience](http://www.everettcc.edu/firescience) | Email: [firescience@everettcc.edu](mailto:firescience@everettcc.edu) | Phone: 425-388-9591 | Liberty Hall 262  
**Office hours: Monday–Friday, 8:00am–5:00pm**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271.

# FIRE SCIENCE ASSOCIATE IN APPLIED SCIENCE-TRANSFER DEGREE (AAS-T)

Before their third quarter of courses, Fire Science students are required to meet with a Fire Science advisor. Students should also meet with a Fire Science advisor 1–2 quarters prior to their expected graduation, to confirm the student's remaining courses and to have an advisor sign a completed copy of this form to submit with the student's graduation application.

Student Name \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**COMPLETION of Diversity Course** \_\_\_\_\_  
(Course Number and Title) (Year Completed) (Grade)

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>GENERAL EDUCATION REQUIREMENTS (20 credits)</b>				
ENGL& 101 or 101D	English Composition I	5	_____	_____
MATH& 107 (or higher)	Math in Society	5	_____	_____
CMST& 210	Interpersonal Communication	5	_____	_____
PSYC& 100	General Psychology	5	_____	_____
<b>Total Credits</b>		<b>20</b>		

<b>FIRE SCIENCE CORE (30 credits)</b>				
FIRE 101	Introduction to Fire Science	5	_____	_____
FIRE 104	Fire Department Community Relations	3	_____	_____
FIRE 110	Fire Suppression Systems	3	_____	_____
FIRE 120	Pump Operations/Hydraulics	5	_____	_____
FIRE 200	Fire Company Strategy and Tactics	5	_____	_____
FIRE 203	Building Construction for Fire Protection	5	_____	_____
FIRE 246	Fire Codes & Inspections	4	_____	_____
<b>Total Credits</b>		<b>30</b>		

**ELECTIVES (40 credits):**  
 For elective courses, students must complete a minimum of 20 elective credits from courses FIRE, FSA, FSM, EMS not already included in the Fire Science Core. The remaining elective credits may be either FIRE, FSA, FSM, EMS or from the AAS-DTA list (both List A and List B classes accepted). Only 3 credits for PEHW activity courses, numbered 100 and above, may be applied toward the degree.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>FIRE, FSA, FSM, EMS Elective Credits (20 minimum–40 maximum)</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>Remaining Elective Credits from AAS-DTA List</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Elective Credits</b>		<b>40</b>		
<b>Total Credits Fire Science AAS-T</b>		<b>90</b>		

**TO EARN A FIRE SCIENCE ASSOCIATE IN APPLIED SCIENCES-TRANSFER DEGREE: 90 CREDITS**

- NOTE:** For students who wish to submit professional certificates or college transcripts for transfer credit:
- A maximum of 60 credits may be transferred toward this degree; a maximum of 30 of these 60 credits may be awarded from professional (non-academic) certificates.
  - Transfer courses must be directly equivalent to EvCC courses and have advisor approval in order to apply toward this degree.
  - **A minimum 2.0 cumulative GPA is required the Fire Science AAS-T degree.**
  - **A grade of C or higher is required for any prerequisite courses in this degree.**





# Information about... Funeral Service Education

## GENERAL INFORMATION

Funeral science utilizes skills from the fields of science, health occupations, public relations and business. Three main job activities of a funeral service professional are embalming, funeral direction and management (mhcc.edu). As described on the Web page of the National Funeral Directors Association ([www.nfda.org](http://www.nfda.org)) [2010], a funeral service professional:

- Provides support to the bereaved during initial stages of their grief.
- Arranges and directs funeral ceremonies.
- Arranges for removal of the deceased from the place of death.
- Prepares the body according to the wishes of the survivors and requirements of the law.
- Secures information for legal documents.
- Files death certificates and other legal papers.
- Assists survivors with details for filing claims for death benefits.
- Helps individuals adapt to changes in their lives following a death through post-death counseling and support group activities.
- Is involved in the community

Typically, students may complete about nine to twelve EvCC courses to prepare for transfer to a mortuary science program, depending on the transfer institution. Students may also remain enrolled at EvCC for more courses in order to complete an Associate degree at EvCC, but it is not necessary. Consult with an advisor concerning the appropriate degree program.

Regional Funeral Service Education programs:

Lake Washington Institute of Technology  
[www.lwtech.edu/explore\\_our\\_programs/funeral\\_service\\_education](http://www.lwtech.edu/explore_our_programs/funeral_service_education)  
This program requires high school graduation or GED and at least 9 credits of college level (above 100) courses.

Mt. Hood Community College: phone 503-491-7272  
[www.mhcc.edu/funeralserviceeducation](http://www.mhcc.edu/funeralserviceeducation)  
Advisor: Doug Ferrin, [Doug.Ferrin@mhcc.edu](mailto:Doug.Ferrin@mhcc.edu)

Lake Washington Institute of Technology has the only Funeral Services Education program in the state of Washington. The program is completed in 2 years (including prerequisites, which can be taken before transfer).

Mount Hood Community College is a regional program serving students from the Pacific Northwest, California and Nevada. A limited number of students are accepted each year with preference given to applicants who have experience working as an apprentice at a funeral home or related facility. About 25% of the students admitted to the program already have a Bachelor's degree.

## PROGRAM ADVISORS

It is helpful to consult with Funeral Service Education college advisors, as well as EvCC advisors. Please contact an EvCC advisor to help you map out your program of study:

- ◆ Jackie Hedgpeth, SHK 123, 425-388-9482  
[jhedgpeth@everettcc.edu](mailto:jhedgpeth@everettcc.edu)

## CAREER OPTIONS

Students interested in this field should be prepared to work with a diversity of clients on a flexible schedule. Their written, verbal and personal communications skills should be strong.

A degree in Funeral Service Education or Mortuary Science can be used for a career in embalming or in owning or managing a funeral home. The occupational outlook for graduates of mortuary science programs is positive, as the number of graduates is lower than the growing demand. The increasing move toward corporate ownership of funeral homes is allowing for more career opportunities, as well as specialization toward specific clientele.

Generally, following completion of a mortuary science program, a state license exam must be passed. In Washington, prospective funeral directors are required to complete one year (1800 hours) of intern training under the supervision of a licensed funeral director.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks Student Union 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu);
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## RECOMMENDED COURSES (for admission as a second year student at MHCC or LWIT)

ENGL& 101, English Composition I  
 MATH 098 and &107  
 CHEM& 121, Intro to Chemistry  
 HLTH 102, Applied Anatomy and Physiology  
 CL 101, Computer Literacy  
 PEHW 203, Lifetime Health and Wellness  
 CMST &210 or &220 or 204D (communications)  
 ACCT 110, Small Business Accounting or ACCT& 201, Principles of Accounting I  
 BUS& 201, Business Law  
 CMST& 220, Public Speaking  
 HLTH 100, Medical Terminology (MHCC only)  
 PSYC& 100, Intro to Psychology (MHCC only)  
 One additional Social Science course  
 Two additional Humanities courses

## SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses.

Fall	Winter	Spring	Summer
MATH 098 ENGL& 101 or 101D CL 101	MATH& 107 HLTH 100 PSYC& 100	CMST &210, &220 or 204D CHEM& 121 ACCT 110 or &201	HLTH 102 BUS& 201 PEHW 203

These courses are required by Mt Hood Community College. Students interested in attending LWIT are encouraged to contact the transfer institution to apply there directly.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **AUGUST 2015**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



## GENERAL INFORMATION

Geoscientists study the composition, structure, and other physical aspects of the Earth. Geoscientists usually study, and are subsequently classified in, one of several closely related fields of geoscience, including geology, geophysics, and oceanography. Geologists study the composition, processes, and history of the Earth. They try to find out how rocks were formed and what has happened to them since formation. They also study the evolution of life by analyzing plant and animal fossils. Geophysicists use the principles of physics, mathematics, and chemistry to study not only the Earth's surface, but also its internal composition; ground and surface waters; atmosphere; oceans; and its magnetic, electrical, and gravitational forces. Oceanographers use their knowledge of geology and geophysics, in addition to biology and chemistry, to study the world's oceans and coastal waters and how their physical and chemical properties affect coastal areas, climate, and weather.

Geoscientists can spend a large part of their time in the field identifying and examining rocks, studying information collected by remote sensing instruments in satellites, conducting geological surveys, constructing field maps, and using instruments to measure the Earth's gravity and magnetic field. For example, they often perform seismic studies, which involve bouncing energy waves off buried rock layers, to search for oil and gas or understand the structure of subsurface rock layers. Seismic signals generated by earthquakes are used to determine the earthquake's location and intensity. Seismic technology is also used by geoscientists employed in the mining, oil or gas industries.

In laboratories, geologists and geophysicists examine the chemical and physical properties of specimens. They study fossil remains of animal and plant life or experiment with the flow of water and oil through rocks. Some geoscientists use two- or three-dimensional computer modeling to portray water layers and the flow of water or other fluids through rock cracks and porous materials. They use a variety of sophisticated laboratory instruments, including x ray diffractometers, which determine the crystal structure of minerals, and petrographic microscopes, for the study of rock and sediment samples.

Quoted and adapted from the Occupational Outlook Handbook, April 2016  
<http://www.bls.gov/ooh/life-physical-and-social-science/geoscientists.htm>

➔ **Getting started in the sciences? Look for a special option at EvCC called Learning Communities. Geology and Oceanography are linked with ENGL& 101 and 102, enabling you to build well-rounded science skills and knowledge. Ask your advisor!**

## OPTIONS

Start your pursuit of the geological sciences at EvCC, then transfer to a university for your bachelor's degree. Advanced degrees are usually needed to work as a professional. Study in Geoscience is also valuable to support other majors, such as environmental studies or certain fields in engineering. Because of our unique location in the Pacific Northwest, study in Geoscience can also enhance your personal enjoyment and understanding of the natural world around us, including ancient sedimentary deposits, glaciers, volcanoes and earthquake zones.

EvCC offers two degrees that are part of a statewide agreement that smooths the transfer process for students. Both degrees offer qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of these degrees to be appropriate.

The **Associate of Science** degree requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student will be eligible for junior level science courses, but will need to complete the remaining distribution requirements before graduation with a baccalaureate degree.

The **Associate of Arts and Sciences - DTA** degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. However, the student will have to take additional freshman and sophomore level science courses at the university before being eligible for junior level courses in a science major.

## CAREER OPTIONS

Research, teaching, natural resource exploration, environmental studies, and engineering are some of the fields where geologists find employment. According to the Occupational Outlook Handbook, the median salary for geologists is about \$82,500; variation is great due to differing professional qualifications and types of employment. The average starting salary for college graduates is about \$43,820.

## SUGGESTED PREPARATION

To begin college study in the geological sciences, students should have solid writing and communication skills, a strong algebra background, and high school courses in biology, chemistry and physics. Students who do not have that background may gain it at the community college before starting the courses that will count toward their degree.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through Advising Center prior to registering for first quarter classes. Contact:

Enrollment Services, Parks 201,  
425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall 108,  
425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## PROGRAM ADVISORS

To plan your course of study and discuss your interests, we strongly encourage you to contact an advisor:

Steve Grupp, Whitehorse 214, 425-388-9450,  
[sgrupp@everettcc.edu](mailto:sgrupp@everettcc.edu)

## TRANSFER INFORMATION

Preparing for transfer in the sciences requires careful attention to the requirements of the university you wish to attend. We strongly recommend that you review catalogs of a variety of schools, as well as their websites. Work with your advisor at EvCC to discuss which courses to take, and which degree option is best for you.

Everett Community College is now part of the Pacific Northwest Seismograph Network (PNSN), a joint venture of the U.S. Geological Survey, the U.S. Dept of Energy, and the State of Washington. The seismograph was installed in an underground location, north of Baker Hall, and sends data to U.W. via an Internet connection. You can monitor our location, using the following Website address:

<http://www.pnsn.org/>

[APRIL 2016]

## SUGGESTED PLAN OF STUDY

<u>First Year</u>			<u>Second Year</u>		
CHEM& 161, 162, 163	General Chemistry with Lab I, II, III	16.5	PHYS& 114, 115, 116 or PHYS& 241/231, 242/232, 243/233	General Physics, or Engineering Physics with Lab	15-16.5
GEOL 102	Intro to Geological Science I	5	Mathematics	Mathematics through Calculus, consult with your advisor	5-15
GEOL 104	Intro to Geological Science II	5			
Mathematics	Mathematics through Calculus, consult with your advisor	5-15	GEOL& 103	Historical Geology	5
ENGL& 101	English Composition I	5	Humanities and Social Sciences	See Associate of Science Distribution List	5-15
ENGL& 102 or ENGL 103	Composition II or Critical Paper	5			
Humanities and Social Sciences	See Associate of Science Distribution List	5-15			

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **JANUARY 2014**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate of Science

This checklist is targeted at transfer students with an interest in **Geology**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.  
For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)		(Year Completed)	(Grade)
Course Number	Course Title	Credits	Quarter Completed	Grade
<b>COMMUNICATIONS SKILLS</b> (5 credits)				
ENGL& 101 or 101D	English Composition I	5	_____	_____
<b>MATHEMATICS</b> (10 credits selected from MATH& 151, 152, 153, 254, 146; including at least one of MATH& 153, 254, 146.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>HUMANITIES AND SOCIAL SCIENCE</b> (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science – see separate guide.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>SCIENCE</b> (See Note 1.)				
GEOL 102	Intro to Geological Science I	5	_____	_____
GEOL 104	Intro to Geological Science II	5	_____	_____
GEOL& 103	Historical Geology	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
PHYS& 114, 115, 116 or				
PHYS& 241/231, 242/232, 243/233	_____	_____	_____	_____
<b>ELECTIVES</b> (Selected with advisor guidance, depending upon university requirements.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA. See Note 2.**

**Note 1:** Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to take the EvCC English and Math placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 099 or equivalent placement, as well as completion of CHEM& 140 or higher or a high school chemistry course. Some science classes are offered only in certain quarters of the year; please consult with an advisor to determine when classes are available. Students who initially place in a high level math course do not need to take math courses below that level. The Associate of Science degree requires the completion of at least 15 credits in Math, including completion of MATH& 153, 254, 146.

**Note 2:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.



# Associate of Arts and Sciences – DTA

This checklist is targeted at transfer students with an interest in **Geology**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.

For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROFICIENCY in Intermediate Algebra**

\_\_\_\_\_  
(Where Completed/Course Title) (Year Completed) (Grade)

**COMPLETION of Diversity Course**

\_\_\_\_\_  
(Where Completed/Course Title) (Year Completed) (Grade)

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>BASIC COMMUNICATIONS SKILLS</b> (Minimum of 10 credits from approved list.)				
ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or 102D	Composition II	5	_____	_____
<b>BASIC QUANTITATIVE SKILLS</b> (5 credits from the DTA approved Quantitative Skills list.)				
_____	_____	_____	_____	_____
<b>HUMANITIES</b> (15 credits from the DTA approved Humanities List. See Note 1.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>SOCIAL SCIENCE</b> (15 credits from the DTA approved Social Science List. See Note 1.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>SCIENCE AND MATH</b> (See Notes 1 and 2.)				
GEOL 102	Intro to Geological Science I	5	_____	_____
GEOL 104	Intro to Geological Science II	5	_____	_____
GEOL& 103	Historical Geology	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
MATH& 254	Calculus IV	5	_____	_____
PHYS& 114, 115, 116 or	_____	_____	_____	_____
PHYS& 241/231, 242/232, 243/233	_____	_____	_____	_____
<b>ELECTIVES</b> (Selected with advisor guidance, depending upon university requirements.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 3.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to take EvCC placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of CHEM& 140 or one year of high school chemistry, and MATH 099 or higher. Students who initially place in a high level math courses do not need to take math courses below that level. Some baccalaureate institutions require completion of Engineering Physics instead of General Physics.

**Note 3:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

Global education provides for the study of international issues within a multidisciplinary frame work. An education that focuses on the interdependence of communities fuels your ability to contribute to important decision-making processes. Each **Endorsement** is designed as an introduction to cultural, political, and economic perspectives of processes at the global level.

There are four areas where an **Endorsement** can be earned:

1. Global Citizenship **Endorsement**
2. Global Health **Endorsement**
3. Policy and Conservation **Endorsement**
4. Social Entrepreneurship **Endorsement**

Each **Endorsement** outlines a different set of courses and is usually associated with a course of study to be pursued once the student reaches the university setting. While you might take some courses in each of the **Endorsements**, you must ultimately choose *at least one Endorsement*. You may be able to achieve more than one **Endorsement** if you plan your classes carefully. It is strongly suggested that you meet with a Global Studies advisor to best determine the courses that will form this educational foundation.

Typically, students follow-up their community college studies at the bachelor's degree level, and then at the master's level. Enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center prior to first quarter registration.

Contact:

- Enrollment Services, Parks Student Union, (425) 388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier 108, (425) 388-9339

### YOU HAVE OPTIONS

Any student at Everett Community College can complete the courses required for an **Endorsement** in one or more of the four **Endorsements**. As an emphasis, Global Studies is relevant to many types of careers and interests.

After the final quarter of study, submit an **Endorsement Application (c/o Catherine Groger, Gray Wolf Hall, Room 318, (425) 388-9320, Communication and Social Sciences Division office)**. Please note that the **Endorsement** does not appear on your transcript, so retention of your documentation paperwork is critical.

Completion of an entire associate degree is not required. However, the Global Studies **Endorsements** do fit very well into the requirements of the **Associate in Arts and Sciences (AAS-DTA)**. This degree meets statewide guidelines for smooth transition to most of Washington's colleges and universities, and several in Oregon. Upon obtaining the degree you will have completed most or all of the lower division, general education typically required within a bachelor's degree. The complete description of the specific degree program you have chosen is provided in the Associate of Arts and Sciences Direct Transfer Guide. A checklist for the Global Studies **Endorsement** within the Associate in Arts and Sciences degree is provided on the fourth page of this guide.

Alternatively, the **Associate in Business (DTA)** is also a good match for the Social Entrepreneurship **Endorsement**.

These are several careers and personal interest areas that benefit from a Global Studies **Endorsement**:

- |                                  |                   |
|----------------------------------|-------------------|
| ● Government                     | ● Business        |
| ● Non-governmental organizations | ● Media           |
| ● Cultural organizations         | ● Retail          |
| ● Environmental policy           | ● Education       |
| ● Field or Lab research          | ● Lobbying        |
| ● International corporations     | ● Law             |
| ● Entrepreneurial business       | ● Self-employment |

## ~GLOBAL CITIZENSHIP ENDORSEMENT~

Today's world is more interconnected than ever before due to technological changes, faster means of travel, international business agreements, and political treaties. The Global Citizenship **Endorsement** broadens cultural horizons so that you can become culturally proficient with global perspectives.

### ADVISORS

To find out more about the Global Citizenship **Endorsement**, please contact:

- Elke Dinter, Gray Wolf Hall 226, (425) 388-9465; [edinter@everettcc.edu](mailto:edinter@everettcc.edu);
- Steven Horn, Gray Wolf Hall 323, (425) 388-9394; [shorn@everettcc.edu](mailto:shorn@everettcc.edu)
- Lori Wisdom-Whitley, Gray Wolf Hall 346, (425) 388-9379; [lwisdom@everettcc.edu](mailto:lwisdom@everettcc.edu)

### SUGGESTED PREPARATION

Strong reading and writing skills are essential. Immersion in a diverse environment and a willingness to interact with people and in social organizations are helpful. Foreign language skills will be useful and may be required. Attending cultural festivities (music, dance), performances, or religious ceremonies of another culture might be helpful. Participation in volunteer programs such as ESL tutoring, mentoring through the EvCC Diversity and Equity Center, and EvCC Refugee Forum is encouraged.

### CAREER OPTIONS

Graduates of the Global Citizenship **Endorsement** will be prepared to pursue careers or further study in government, business, non-governmental organizations, education, law, media, and cultural organizations.

### GLOBAL CITIZENSHIP ENDORSEMENT COURSES:

#### REQUIRED COURSES:

- THREE (3) COURSES IN A SINGLE WORLD LANGUAGE.
- POLS& 203
- GS 101D OR GS 105D
- CMST 204D
- ONE COURSE FROM SUGGESTED ELECTIVES LIST

## ~GLOBAL HEALTH ENDORSEMENT~

Improving global health and providing equal access to health care are areas of interest to the person working in international settings. The Global Health **Endorsement** introduces this broad area of study.

### ADVISORS

If you are interested in learning more about the Global Health **Endorsement**, please contact:

- Rene Kratz, Shuksan 121, (425) 388-9503; [rkratz@everettcc.edu](mailto:rkratz@everettcc.edu);

### SUGGESTED PREPARATION

Strong science and math skills are very useful as are writing skills. Consider coursework in anthropology, sociology, economics and biology in particular. Participation in volunteer programs such as ESL tutoring, in medical settings, and EvCC Refugee Forum is encouraged.

### CAREER OPTIONS

Graduates of the Global Health **Endorsement** will be prepared to pursue careers or further study in government, business, and non-governmental organizations such as the WHO.

### GLOBAL HEALTH ENDORSEMENT COURSES:

#### REQUIRED COURSES:

- BIOL 105
- GS 101D OR GS 105D
- POLS& 203
- ANTH/SOC 255D
- MATH & 146
- TWO COURSES FROM SUGGESTED ELECTIVES LIST

## ~POLICY & CONSERVATION ENDORSEMENT~

The Policy and Conservation **Endorsement** includes the study of living organisms in relation to their environments and the impact of human society and technology on those ecosystems. Policy and Conservation may be approached with an emphasis in the biological sciences, in legal issues, in economics, or in computer-modeled systems.

### ADVISORS

If you are interested in learning more about the Policy and Conservation **Endorsement** please contact:

- Pamela Pape-Lindstrom, Shuksan 118 (425) 388-9480; [ppape@everettcc.edu](mailto:ppape@everettcc.edu)
- Fayla Schwartz, Shuksan 117, (425) 388-9451; [fschwartz@everettcc.edu](mailto:fschwartz@everettcc.edu)

### SUGGESTED PREPARATION

You should have solid writing and communication skills, a strong algebra background, and high school courses in biology, chemistry and physics. If you do not have that background, you may gain it at the community college before starting the courses that will count toward your degree.

### CAREER OPTIONS

Public environmental policy, environmental education, environmental and resource management, lobbying, law, government, business, non-governmental organizations, field or lab research, and education are some of the areas in which graduates may pursue careers.

### POLICY & CONSERVATION ENDORSEMENT COURSES

#### REQUIRED COURSES:

- BIOL& 100 OR BIOL 221 [WWU: BIOL 101, BIOL 204]
- CHEM& 161 [WWU: CHEM 121]
- MATH& 141 OR MATH& 148 [WWU: MATH 114 OR 156]
- POLS& 202 [WWU: PLSC 250]
- ECON& 201 [WWU ECON 206]
- GEOG 205 [WWU: ENVS 203]
- ENVS& 100 [WWU: ENVS 202]
- TWO COURSES FROM SUGGESTED ELECTIVES LIST

**The first 7 courses listed here are based on preparation suggested by the Huxley College at Western Washington University. Courses in brackets are the course numbers at WWU. FYI: WWU's ENV 201 is not available at EvCC.**

## ~SOCIAL ENTREPRENEURSHIP ENDORSEMENT~

The Entrepreneurship program at Everett Community College is designed to produce graduates who have the knowledge, experience and skills to launch their own businesses. This degree provides coursework needed to pursue self-employment, enhance existing business skills or to further prepare for entry or advancement in the global workforce. Students will learn how to operate a business in a globally competitive market.

### ADVISOR

If you are interested in learning more about the Social Entrepreneurship **Endorsement** please contact:

🌀 Lynne Muñoz, Olympus 216, (425) 388-9175  
lmunoz@everettcc.edu

### SUGGESTED PREPARATION

Strong skills in writing and mathematics are helpful. In addition, students should have computer literacy skills and library research skills. The ability to “think outside the box,” filter and organize information, and work in teams are helpful characteristics.

### CAREER OPTIONS

Graduates of this program may become business owners or use new knowledge and skills to grow and manage an existing business or organization. Entrepreneurial skills and global competence may be used in any type of company or organization from retail to education to social non-profit organizations.

### SOCIAL ENTREPRENEURSHIP ENDORSEMENT COURSES

#### REQUIRED COURSES:

1. BUS &101 or BUS 105
2. BUS 150
3. ECON &201 or ECON &202
4. POLS& 203
5. GS 101D or GS 105D
6. TWO COURSES FROM SUGGESTED ELECTIVES LISTS

### SUGGESTED ELECTIVES LIST

**Humanities:** ART 124D; ENGL 135D; GS 105D; GS 187D; HUM 160, HUM 166D; HUM 247D; MUSC 110D; WORLD LANGUAGES (3 QUARTERS COLLEGE/ 3YEARS HIGH SCHOOL

**Social Sciences:** ANTH 116D; ANTH& 206D, ANTH 234D; ANTH 255D; ECON 101D; ECON& 202; GEOG 201D; GS 185D; GS 186D; GS 187D; HIST 103D; POLS& 203; SOC 230; SOC 233; SOC 255D; SOC 257D.

**Natural Sciences:** BIOL 105; BIOL& 260; BOT 115D; ENVS& 100; ENVS& 101; GEOG 205, NUTR& 101; NUTR 180

Note 1: Courses on this list that fulfill a Endorsement requirement can't be selected.

Note 2: Courses used to fulfill the requirements of one Endorsement may not be counted as having met the requirements of a second Endorsement.

Note 3: It is strongly urged that you consult a Global Studies advisor prior to selecting your electives.

## ~TAKING YOU PLACES~

### USEFUL WEBSITES

The Websites listed below provide information about various options for persons interested in Global Studies, International Studies or Interdisciplinary Studies:

**The East-West Center** in Hawaii offers both short-term and long-term fellowships to persons interested in the Pacific Islands and Asian countries. [www.eastwestcenter.org/](http://www.eastwestcenter.org/)

**The World Affairs Council** of Seattle, Washington describes itself as a non-profit, non-partisan organization which promotes greater understanding of global affairs in the Pacific Northwest. Internships are also available. [www.world-affairs.org/](http://www.world-affairs.org/)

### UNIVERSITY WEBSITES

The Websites listed below provide information about Washington State universities with programs in Global Studies, International Studies or Interdisciplinary Studies:

- Central Washington University -- Asia/Pacific Studies:  
<http://www.cwu.edu/programs/asian-studies>
- Central Washington University -- Latin American Studies:  
<http://www.cwu.edu/latino-latin-american/>
- Eastern Washington University -- International Affairs:  
<http://www.ewu.edu/css/programs/international-affairs>
- The Evergreen State College:  
<http://www.evergreen.edu/studyabroad/>
- University of Washington, Bothell -- Global Studies:  
<http://www.uwb.edu/globalstudies>
- University of Washington, Seattle -- International Studies  
<http://jsis.washington.edu/>
- Washington State University -- International Area Studies:  
<http://admission.wsu.edu/academics/fof/public/field.castle?id=1639>
- Western Washington University -- Huxley College:  
[www.wwu.edu/huxley/](http://www.wwu.edu/huxley/)
- Western Washington University -- E. Asian Studies:  
<https://chss.wvu.edu/east-asian-studies>
- Western Washington University -- International Studies minor:  
<http://international.wvu.edu/>

**Want to pursue a Study Abroad opportunity?  
Visit with your advisor to discuss this option.  
Each year EvCC organizes trips to a number  
of exciting locales.**

**Be Alert! Look for courses numbered 182, such  
as Anthropology 182 or Sociology 182. They  
allow participation in the community and are  
strongly encouraged.**

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **Global Studies** or related degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences - DTA”, which lists all the courses which are approved for the various categories of requirements. Note: **Though courses in a foreign language are not required in the AAS-DTA degree, for the student interested in Global Citizenship Endorsement, World Language skills are a requirement and are strongly recommended for the other two Endorsements.**

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, selected from the list of approved [Communications courses on the AAS-DTA List](#))

ENGL& 101	English Composition I	5		
ENGL& 102 (Recommended)	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA List](#).)

MATH& 141 (Recommended)	Precalculus I: College Algebra	5		
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**HUMANITIES** (15 credits from the [AAS-DTA approved Humanities List](#). See Note 1. See the recommended courses in this guide.)


**SOCIAL SCIENCE** (15 credits from the [AAS-DTA approved Social Science List](#). See Note 1. See the recommended courses in this guide.)


**NATURAL SCIENCE** (15 credits from the [AAS-DTA approved Natural Science List](#). See Note 1. See the recommended courses in this guide.)  
(Lab)


**ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the A and B lists on the [AAS-DTA checklist](#); a maximum of 15 credits from the B list may be used. See Recommended Courses listed in this guide, as well as any 182 course in Service Learning.)

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Completed	Course	Cr.	Qtr Completed
			Any 182 course (Recommended)	1-6	

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines within each distribution. No more than 10 credits total in any one discipline may be used across the Humanities, Social Science, and Natural Science distributions. For Global Studies students, it is strongly recommended that diversity-designated (D) courses be selected whenever possible.

**Note 2:** If you have had two or more years of a foreign language in high school, please consult with the Global Studies advisor.

**Note 3:** If you wish to substitute another college level math class for MATH& 141, consult with the Global Studies advisor.

**Note 4:** Courses used to fulfill the requirements of one **Endorsement** may not be counted as having met the requirements of a second **Endorsement**.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Graphic Design and Web Design ATA Degree Endorsements and Certificates

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## GENERAL INFORMATION

Our programs in the fine arts emphasize study and skill development in a specific discipline while integrating many different media and perspectives. This distinctive approach builds an understanding of the rich relationships inherent in the world of the arts and enhances your ability to function as an artist in today's complex world. Our emphasis is on the development of a portfolio of work for consideration by transfer colleges and universities, or by employers, or for your personal goals. Instructors work closely with students in the studio, in the lab, and in the classroom. Fieldwork is often a component of our arts program.

## ABOUT THE ARTS AT EVCC

The Arts at EvCC include individual programs in photography, studio art, graphic and web design, music, theatre, film, journalism, and the written arts. Students are encouraged to take coursework in more than one discipline.

## PROGRAM ADVISORS

It is essential to follow program advisor guidance for the Visual Communications Design program. Contact the program advisor listed below to help you select which degree pathway to follow, and to map out your program of study.

Chris Larson chlanson@everettcc.edu

- Division Office: 425-388-9501

Students interested in university transfer in the arts should work closely with an advisor, since admission and transfer to art programs may require special planning.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising with the Advising Center before registering for first quarter classes.

- Enrollment Services, Parks 201, 425-388-9219  
admissions@everettcc.edu

- Advising Center, Rainier Hall Room 108,  
425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

For more information about our graduation rates, the median debt of student who completed the program, and other important information, please visit our website at, [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

## Approved by Instructional Council October 2019

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **FEBRUARY 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## DEGREE OFFERED

- **GRAPHIC DESIGN and WEB DESIGN ASSOCIATE IN TECHNICAL ARTS** The tools of a graphic designer are varied, but the most important are the use of image and typography. In the hands of a graphic designer, whether with pencil or pixel, the goal is the same—to convey a message between client and audience in print and electronic media using color, type, illustration, photography, animation, and various print and layout techniques. They also produce promotional materials, packaging, design distinctive logos and develop material for Internet Web pages, interactive media, and multimedia projects. Web designers create graphic design for web and mobile devices that are interactive, unique and user-friendly. One of the most important aspects of interactive design is the user interface (UI), the way in which users of a website navigate and use a website. Interactive designers rely on the collaboration of individuals within integrated cross-disciplinary teams to create products that offer functional benefits and emotional resonance to target audiences. Students majoring in Graphics and web design study graphic design, photography, user interface design (UI) and programming while building computer skills leading to the production of several comprehensive interactive website projects.
- **Students in degrees and certificates** learn how to work with clients and also develop a personal portfolio of their work by the end of the second year. The primary focus of the graphic and interactive web design degrees is job preparation, though a number of the courses within the degree are transferable. The Evergreen State College has approved the ATA as an Upside Down Degree.

All students follow the First Year Foundation Courses, and then select their option for their second year. All students must take BUS 130 or MATH& 107 or above. This degree requires 91-94 total credits. A diversity "D" course in English or Communication Studies or Human Relations satisfies the diversity requirement.

## EXPAND YOUR CAREER OPPORTUNITIES

Students may receive multiple certificates by combining the course requirements, thereby improving career options. To add some related and specialized skills, additional sequences of courses in the following areas can be arranged: studio art, photography, programming and networking, and small business management.

### Notes for All Endorsements, Certificates and Degrees

**Endorsements** represent the first steps of the Certificate and Degree programs. Endorsements may be completed without completing the certificates or degrees. It is essential to work with a program advisor to discuss options and course selection. When close to completion, obtain an Endorsement Application from your advisor and submit along with this Program Checklist to the Division Office in Whitehorse 209.

**Certificates and Degrees:** Students should meet with a program advisor and maintain their checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment office.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSE NUMBER	COURSE TITLE	CREDITS	QUARTER	GRADE
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**Web Design (20 credits)**

GRAPH 172	Visual Digital Tools	5	_____	_____
GRAPH 130	Graphic Design for the Web	5	_____	_____
GRAPH 240	Website Design	5	_____	_____
GRAPH 242	Content Management Systems	5	_____	_____

**Graphic Design (20 credits)**

GRAPH 172	Visual Digital Tools	5	_____	_____
GRAPH 113	Graphic Design and Typography	5	_____	_____
GRAPH 115	Infographic Design	5	_____	_____
GRAPH 202	Advertising Design	5	_____	_____

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COURSE NUMBER	COURSE TITLE	CREDITS	QUARTER	GRADE
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**Web Design Certificate  
(37 credits)**

GRAPH 172	Visual Digital Tools	5	_____	_____
GRAPH 113	Graphic Design and Typography	5	_____	_____
GRAPH 118	Design Process	5	_____	_____
GRAPH 130	Coding for Web Design	5	_____	_____
GRAPH 201	Advertising Design	5	_____	_____
GRAPH 240	Graphic Design for the Web	5	_____	_____
GRAPH 242	Content Management Systems	5	_____	_____
GRAPH 292	Business Practices for Graphic Design	2	_____	_____

**Graphic Design Certificate  
(37 credits)**

GRAPH 172	Visual Digital Tools	5	_____	_____
GRAPH 113	Graphic Design and Typography	5	_____	_____
GRAPH 115	Infographic Design	5	_____	_____
GRAPH 118	Design Process	5	_____	_____
GRAPH 201	Advertising Design	5	_____	_____
GRAPH 231	Advanced Typography	5	_____	_____
GRAPH 252	Booklab	5	_____	_____
GRAPH 292	Business Practices for Graphic Design	2	_____	_____

**(92-94 Credits) ASSOCIATE IN TECHNICAL ARTS: Graphic and Web Design**

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Diversity Course** BUS 110D, ENGL 098D, ENGL& 101D, CMST 204D (Choose one)

COURSE NUMBER	COURSE TITLE	CREDITS	QUARTER	GRADE
<b>BASIC COMMUNICATION SKILLS</b>				
ENGL 098, ENG 098D, ENG&101 or ENG& 101		5	_____	_____
<b>BASIC QUANTITATIVE SKILLS</b>				
BUS 130 or MATH& 107 or above		5	_____	_____
<b>HUMAN RELATIONS</b>				
BUS 110D, CMST& 230 or CMST&204D or CMST&210, H DEV 155		3-5	_____	_____
<b>COLLEGE SUCCESS 101</b>				
		2	_____	_____

**FIRST YEAR: FOUNDATIONS (40 credits)**

ART 110	Visual Foundation Design	5	_____	_____
GRAPH 172	Visual Digital Tools	5	_____	_____
GRAPH 113	Graphic Design and Typography	5	_____	_____
GRAPH 115	Infographic Design	5	_____	_____
GRAPH 118	Design Process	5	_____	_____
GRAPH 120	History of Graphic Design	5	_____	_____
GRAPH 130	Coding for Web Design	5	_____	_____
BUS 150	Principles of Marketing	5	_____	_____

**SECOND YEAR: EMPHASIS (32 credits)**

GRAPH 240	Graphic Design for the Web	5	_____	_____
GRAPH 242	Content Management Systems	5	_____	_____
GRAPH 201	Advertising Design	2	_____	_____
GRAPH 292	Business Practices for Graphic Design	5	_____	_____
ART 295	Professional Practices	5	_____	_____

**One From**

GRAPH 231	Advanced Typography	5	_____	_____
GRAPH 252	Booklab	5	_____	_____

**One From**

GRAPH 271	Dynamic Media Design	5	_____	_____
GRAPH 213	Brand Identity	5	_____	_____

**ELECTIVES (2-5 Credits)**

ART 115		5	_____	_____
PHOTO 110		5	_____	_____
JOURN 101		5	_____	_____
Any GRAPH Course numbered 200 or above not listed above		2-5	_____	_____

**TOTAL CREDITS Minimum 92** \_\_\_\_\_



# Healthcare Risk Management



## PROGRAM INFORMATION

Everett Community College offers three classes targeted at clinical and administrative healthcare professionals – for those preparing for employment as well as those currently practicing. Courses provide skills and knowledge that enable professionals to reduce risk and establish a safe working environment. As concerns grow about reducing liability, these courses will focus on strategies for reducing errors and establishing practices that will safeguard healthcare workers and their clients.

Upon successful completion of each class, a student will receive five college credits (fifteen credits for all three classes), which may be used as re-licensure continuing education units that are required for many healthcare professionals.

Each course will be presented as an online class. For minimum computer requirements to take this online class go to [www.everettcc.edu/distance](http://www.everettcc.edu/distance) and click on “prospective students”.

One class is offered each term. Classes may be taken in any order. Students must pass all three classes with a grade of 2.0 or higher in each class to receive the certificate.

## COURSES

Health 206 - Introduction to Healthcare Risk Management, 5 credits  
Health 207 - Law, Healthcare, and Patient Safety, 5 credits  
Health 208 - Healthcare Risk Management and Liability, 5 credits

## ADVISOR

Christine Malone MBA, MHA, CMPE, CPHRM, FACHE  
Liberty Hall 362, [cmalone@everettcc.edu](mailto:cmalone@everettcc.edu), 425-259-8294

## HOW TO REGISTER

New students should submit college application materials online at [www.everettcc.edu/admissions](http://www.everettcc.edu/admissions). In order to register online for classes, students must know their SID and PIN numbers. **Current students** generally receive a special registration appointment and instructions, and may register online or in-person on or after their appointment.

For more information about admissions and registration, please contact Enrollment Services at 425-388-9219 or [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

## RELATED PROGRAMS

Everett Community College offers a variety of certificate and degree programs leading to healthcare careers:

- Nursing
- Medical Assistant
- Phlebotomy

For more information about these programs, go to: [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides) and select the programs that interest you. Or you may contact Enrollment Services, phone 425-388-9219.

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## Associate in Arts & Sciences – Direct Transfer (DTA)

*Historians conduct research and analysis for governments, businesses, nonprofits, historical associations and other organizations. They use a variety of sources in their work, including government and institutional records, newspapers, photographs, interviews, films, and unpublished manuscripts such as personal diaries and letters. Most historians present and interpret history for the public. In government, some historians do research to provide historical context for current policy issues. Many people with a background in history become professors and teachers.*

<http://www.bls.gov/ooh/life-physical-and-social-science/historians.htm>  
OCTOBER 2012

### GENERAL INFORMATION

Typically, students pursue a history major at the bachelor's degree level, and then at the master's level. You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

At EvCC, students interested in History are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Guide. A specific checklist for a History major is on the reverse side.

We encourage you to review the catalogs and History departments of a variety of colleges and universities. In reviewing the catalogs you will discover if special courses should be taken in the first and second year, in order to prepare for entering the major as a Junior. For example, courses in US, European, Non-Western, and/or World History may be recommended or required. In many cases, first and second year courses that may be prerequisite for the major may be taken within the AAS-DTA degree plan. Please work with an advisor to map out a plan that is best for you. EvCC's History advisors are listed to the right.

Approved by Instructional Council March 2017; retroactive to January 2017 in accordance with previously approved DTA update.

### SUGGESTED PREPARATION

Strong reading and writing skills are essential. A willingness to interact with people and in social organizations is helpful. Foreign language skills may be useful or required.

### CAREER OPTIONS

History majors can qualify for employment in many different fields: government service, museums, archives, writing, research and education. A study of history can be preparatory for further studies in law, librarianship, and public administration.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier 108, 425-388-9339

### PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

- ◆ Jason Ripper, Gray Wolf Hall 333, 425-388-9171  
[jripper@everettcc.edu](mailto:jripper@everettcc.edu)

If there is no answer, please call the Division Office at 425-388-9387.

The Websites listed below provide information about various approaches to a History major.

- ◆ WSU: <https://history.wsu.edu/>
- ◆ WWU: <https://chss.wwu.edu/history>
- ◆ UW: <http://depts.washington.edu/history/>

[June 2018]

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **History** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, see list of DTA Communication Skills, must include at least 5 credits in composition.)

ENGL& 101	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from MATH& 107, MATH 138 or PHIL& 120.)

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**HUMANITIES** (15 credits from the DTA approved Humanities List. See Note 1. Recommend the following: ENGL& 245, ENGL 251, 252, 253; HIST 111, 112, &146, &147, &148; MUSC 115; foreign language.)


**SOCIAL SCIENCE** (15 credits from the DTA approved Social Science List. See Note 1. Recommend the following: ANTH& 206D; GEOG 101; HIST 111, 112, &146, &147, &148; POLS& 101, 202; SOC& 101.)


**NATURAL SCIENCE** (15 credits from the DTA approved Natural Science List, including at least one lab science. See Note 1. Recommend ENV& 100.)

Lab: \_\_\_\_\_


**ELECTIVES** (Selected from Humanities, Social Science, Natural Science and Elective courses listed on the DTA guide. Include HIST 111, 112, &146, &147, &148, if not completed above.)

List A				List B (maximum 15 credits)			
Course	Credits	Qtr Completed	Grade	Course	Credits	Qtr Completed	Grade

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.

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## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

- ❖ The Humanities ask questions about meaning, value, and significance.
- ❖ The Humanities include all disciplines that employ interpretive, non-quantitative methodologies to probe and express the human condition.
- ❖ Some subjects, such as art, history, music, religious studies, philosophy, and literature, lie almost entirely within the Humanities domain, while others, such as education and the social and behavioral sciences, have significant Humanities components.
- ❖ The Humanities embrace one another across boundaries, stressing the importance of interdisciplinary study and collaboration, striving to connect disparate fields and to integrate knowledge around the experience of being human.
- ❖ The Humanities are also a primary vehicle of cultural memory. They preserve, transmit, and critique the experiences of humanity.
- ❖ The Humanities prize the clear transmission of ideas in oral and written discourse, translating specialized “jargon” and employing accessible language in all forms of interpersonal communications, including writing, conversation, and dialogue.

What Are The  
Humanities?

Why Do They  
Matter?

The EvCC Humanities program aims to enhance the interdisciplinary integration of learning, thereby promoting engaged, critical, and creative thinking that prepares you for a future that demands breadth as well as depth of preparation. Cathy N. Davidson and David Theo Goldberg argue, “Engaged Humanities make a contribution to the quality of human life, civic engagement, and public value that is so essential that they deserve maximum support from our universities and our societies. Humanistic research can produce knowledge as beneficial and urgently needed as anything that comes out of a science lab.” Furthermore, interdisciplinary study in the Humanities provides you with an arena for the integration of learning during the time when you are meeting your general education requirements, focusing the smorgasbord of general education courses into a more coherent and integrated foundation for your later academic endeavors.

You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university for a Bachelor’s degree in a number of fields in the arts and sciences. The breadth you will attain with a Humanities transfer degree complements the depth you may develop in a particular major and can make you an attractive candidate to graduate schools in business, education, law, and medicine as these programs seek students whose expertise is matched with an integrative education in Humanities. Alternatively, you may consider pursuing a Bachelor’s or even Master’s degree in Humanities or a related field.

At EvCC, students interested in Humanities are encouraged to pursue the Associate in Arts and Sciences - DTA. This degree meets statewide guidelines for smooth transfer to most of Washington’s colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a Bachelor’s degree. A checklist for this degree is provided in this guide.

### THE HUMANITIES CENTER

The Humanities Center orchestrates a multi-layered focus on Humanities, fitting our students’ skill levels, involving coordinated efforts by a variety of faculty, and suiting the unique characteristics of the larger Everett community. The Center’s mission is to foster the Humanities at EvCC in a variety of ways, such as sponsoring an annual student Humanities conference on campus, coordinating service-learning opportunities with Humanities and arts organizations, encouraging faculty collaboration on planning new courses for the Humanities program, facilitating campus- and community-wide discussions of relevant themes from a Humanities perspective, and assisting faculty to voluntarily incorporate these selected themes into their courses.

### CAREER OPTIONS

Careers in almost any field, such as law, medicine, business, research, education, and public service can benefit from studies in the Humanities. Many students take a Humanities Bachelor’s degree directly into the job market, or combine a Humanities minor with another field or advanced degree, giving them the advantage of training in creative problem-solving (“thinking outside the box”) as well as the ability to synthesize and communicate clearly across the boundaries of different academic disciplines. Recent research demonstrates that employers value the trainability of Humanities graduates, whose transferable skills in areas such as thinking critically, solving problems, communicating effectively, and identifying values involved in decision-making distinguish them from the mere specialist.

Check with Counseling, Advising & Career Center, Third Floor, Parks, for additional information on career options and educational requirements.

## RELATED WEB SITES

A special website devoted to the Humanities is:

<http://edsitement.neh.gov>

Universities may identify a “Humanities major” in several ways or offer similar interdisciplinary programs. We encourage you to review the catalogs and websites of a variety of colleges and universities, looking for such majors or departments as Humanities, Interdisciplinary Studies, History of Ideas, or Liberal Studies, for example. Requirements will differ with each institution. In reviewing the websites you will discover if special courses should be taken in the first and second year, in order to prepare for entering the major as a Junior. In many cases, first-and second-year courses that may be prerequisite for the major may be taken within the AAS - DTA degree plan. For further clarification, advisors can be helpful to you.

Western Washington University, Bachelor’s in Humanities (Department of Liberal Studies)

<https://chss.wvu.edu/liberal-studies>

Washington State University, College of Liberal Arts, Bachelor’s in Humanities

<http://admission.wsu.edu/academics/fos/Public/field.castle?id=1626>

Eastern Washington University, Bachelor’s in Humanities

<https://www2.ewu.edu/cale/programs/humanities>

Seattle University, Bachelor’s in Humanities

<http://www.seattleu.edu/matteo-ricci/>

University of Puget Sound, Bachelor’s in Humanities

[www.pugetsound.edu/academics/departments-and-programs/undergraduate/humanities/](http://www.pugetsound.edu/academics/departments-and-programs/undergraduate/humanities/)

University of Washington, Bothell, Bachelor of Arts in Interdisciplinary Studies

[www.uwb.edu/ias/](http://www.uwb.edu/ias/)

University of Washington, Bachelor’s in the Comparative History of Ideas

[www.washington.edu/students/genecat/academic/chid.html](http://www.washington.edu/students/genecat/academic/chid.html)

The Evergreen State College, Interdisciplinary degrees and programs

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

[April 2019]

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. All new students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

◆ Enrollment Services, Parks 201, 425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)

◆ Advising Center, Rainier 108, 425-388-9339

## PROGRAM ADVISORS

For advising concerning EvCC’s Humanities program, contact:

Kevin Craft, Gray Wolf Hall 215, 425-388-9395,  
[kcraft@everettcc.edu](mailto:kcraft@everettcc.edu)

Mike VanQuickenborne, Gray Wolf Hall 311,  
425-388-9385,  
[mvanquickenborne@everettcc.edu](mailto:mvanquickenborne@everettcc.edu)

Sandy Lepper, Whitehorse Hall 310, 425-388-9445,  
[slepper@everettcc.edu](mailto:slepper@everettcc.edu)

Jason Ripper, Gray Wolf Hall 333, 425-388-9171  
[jripper@everettcc.edu](mailto:jripper@everettcc.edu)

Or call the Division Office at 425-388-9387.

## RECOMMENDED COURSES

The Associate in Arts and Sciences – Direct Transfer Agreement (“DTA”) is the recommended pathway toward further study at a university. The following are recommendations that will assist you in selecting courses. Please refer to the Guide titled “Associate in Arts and Sciences – DTA” for a complete list of courses in the Humanities.

- ◆ Students new to college study are strongly encouraged to enroll in a “**Learning Community**” which provides an integrated, multi-disciplinary learning experience in a variety of subjects. Learning Communities also focus on topics of interest to more advanced students. For more information, go to [www.everettcc.edu/lc](http://www.everettcc.edu/lc).
- ◆ Complete three courses from one or more of these historical sequences: American Literature (ENGL& 240 and 246), American History (HIST& 146, 147, 148), Art History (ART 220, 221, 222, 224), European Literature (ENGL 251, 252, 253), and History of Western Civilization (HIST 111, 112).
- ◆ Complete at least one course in Humanities performance skills (art, music, theater, creative writing, photography, & journalism, as listed in the “Humanities restricted list - performance skills” section of the AAS-DTA guide) OR Humanities service learning (HUM 182) for a minimum of 2 credits.
- ◆ Additional Humanities credits should be taken from any courses listed in the AAS - DTA Humanities distribution area and should include at least one course in non-Western Humanities.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student’s responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing the **Humanities** at a four-year institution. The student should maintain this checklist each quarter while at EvCC. The quarter before expected completion the student submits this checklist, a grade transcript and a diploma application to his/her faculty advisor for approval; it is then sent to Enrollment Services for graduation review. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation. Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#) \_\_\_\_\_  
 \_\_\_\_\_ Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

**COMPLETION** of Diversity Course \_\_\_\_\_  
 (Recommend DRMA 107D) \_\_\_\_\_ Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** - 10 credits selected from the list of approved courses in [Communications on the AAS-DTA](#) list; at least 5 of those credits must be in composition courses.

ENGL& 101	English Composition I	5	_____	_____
_____	_____	_____	_____	_____

**BASIC QUANTITATIVE SKILLS** - 5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA](#) list.

MATH& 107 (Recommended)	Math in Society	5	_____	_____
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**HUMANITIES** - 15 credits. Select from: ART 220, 221, 222, 224, ENGL &240, &246, 251, 252, 253, HIST 111, 112, &146, &147, &148. See Note 1.

HUM& 101	Intro to Humanities	5	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCE** - 15 credits from the [DTA approved Social Science List](#). Select one from: HIST 111, 112, &146, &147, &148 if not taken above. See Note 1.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCE** - 15 credits from the [DTA approved Natural Science List](#), including at least one Lab course. See Note 1.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SUGGESTED ELECTIVES** – A maximum of 30 credits may be completed in electives, selected from the A and B lists on the DTA checklist; a maximum of 15 credits from the B list may be used. Complete at least one course in Humanities performance skills (art, music, theater, creative writing, photography, & journalism, as listed in the “Humanities restricted list - performance skills” section of the AAS-DTA guide) OR the Humanities Service Learning (HUM 182) course for a minimum of 2 credits. Select also from: ART 220, 221, 222, 224, ENGL &240, &246, 251, 252, 253, and HIST 111, 112, &146, &147, &148, if not taken above. See Recommended Courses on previous page.

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Compl	Course	Cr.	Qtr Compl
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Human Services is a broadly defined field that includes multi-disciplinary training with an emphasis on prevention, program development and service to improve the quality of people's lives. The populations served vary across the spectrum of human diversity and require assistance with issues of health care, mental health, disability, substance abuse, criminal justice, low income, housing, education, unemployment, recreation, social welfare, and elderly and youth concerns.

Depending on the employment setting and the population served, working conditions and titles vary greatly. Though work in the Human Services field can be obtained by people of varying educational backgrounds, better positions, income and opportunities can be found if you possess at least a bachelor's degree.

You may pursue a major in Human Services by following the **Associate in Arts and Sciences – Direct Transfer (“DTA”)** degree which leads to transfer to a college or university in order to pursue a bachelor's degree. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate of Art and Sciences - DTA guide.

Also, since every college or university may have different requirements for entering and completing a Human Services program, you are advised to pay special attention to the comments below and in the Recommended Courses section of this guide, and to be in direct contact with advisors at EvCC and at the intended transfer university.

**Bachelor's  
degree close  
to home...**

EvCC and Western Washington University offer a cooperative program leading to a Bachelor of Arts degree in Human Services from Western Washington University's Woodring College of Education. Students who earn an Associate in Arts and Sciences

- DTA Degree, at EvCC with a grade point average of 2.75 or higher (though exceptions are considered) may apply for transfer to the two-year, 90-credit, upper division Western program. The upper division (junior & senior level) classes are taught on the EvCC campus as well as in Bellingham and Bremerton. WWU at EvCC is located in the University Center at Gray Wolf Hall Room 254, 425-259-8919.

### CAREER OPTIONS

Human Service professionals usually work in formal organizations, such as clinics, hospitals, agencies, bureaus, centers and group homes. Work may be in an office, or may require traveling to visit homes and communities. Starting salaries can range from \$17,900 to \$43,510. For career mobility and higher income, it is wise to anticipate the need for post-graduate training in more specialized fields such as social work, counseling, management and public policy. For more information, go to:

[www.bls.gov/ooh/community-and-social-service](http://www.bls.gov/ooh/community-and-social-service) [2/16]

Check with the Counseling and Student Success, Third Floor, Parks Student Union, for exploring additional career or educational information, phone 425-388-9263.

**Approved by Instructional Council March 2017. DTA checklist effective January 2017.**

### SUGGESTED PREPARATION

Desirable traits of an effective Human Service professional include a strong desire to help others, patience, empathy, cognitive ability, integrity, time management and communication skills. Emotional health and professionalism are also essential. Students interested in this field would benefit from volunteer or employment experience in a service organization prior to pursuing the major at the university level.

### RECOMMENDED COURSES

Ascertaining specific institutional requirements is your responsibility. Since specific requirements for a Bachelor of Arts in Human Services degree vary according to institution, you should confer regularly with an EvCC Human Services (transfer) advisor to insure that you meet the entry requirements of your chosen upper division college or university.

On the reverse side of this guide is an outline of the general requirements of the Associate in Arts and Sciences - DTA. Within that degree, we recommend that you consider including some of the following courses to meet distribution requirements:

- HUMS 101 (List A: Academic Elective)
- Psychology, especially Life Span or Abnormal Psychology (up to 1 Social Science Distribution)
- Sociology, Anthropology, Economics or Political Science (Social Science Distribution)
- Communication Studies or HUM 110D, (Humanities Distribution)
- Spanish or ASL (Humanities Distribution)
- MATH& 107 or PHIL& 120 (Quantitative Skills)
- Environmental Studies, Nutrition (Natural Science Distribution)
- Advanced English Composition

### PROGRAM ADVISORS

For specific guidance about the Human Services program, contact these advisors:

- ♦ Christine Sullivan, Gray Wolf 211, 425-388-9267, [csullivan@everettcc.edu](mailto:csullivan@everettcc.edu)
- ♦ Earl Martin, Whitehorse 320B, 425-388-9268, [emartin@everettcc.edu](mailto:emartin@everettcc.edu)
- ♦ Deanna Skinner, Liberty 261, 425-388-9178, [dskinner@everettcc.edu](mailto:dskinner@everettcc.edu)
- ♦ Gina Myers, Rainier 108B, 425-388-9266, [gmyers@everettcc.edu](mailto:gmyers@everettcc.edu)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about applying, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center.

- ♦ Enrollment Services, Parks 201, 425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ♦ Advising Center, Rainier Hall Room 108. 425-388-9339

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:  
<http://www.everettcc.edu/administration/instruction/research/index.cfm?id=15766>

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **Human Services** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits total, at least 5 in English Composition)

ENGL& 101	English Composition I	5		
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**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in Quantitative Skills on the AAS-DTA List. Recommend MATH&107 or PHIL& 120)

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**HUMANITIES** (15 credits from the DTA approved Humanities List. See Note 1. Recommend Philosophy, Spanish, CMST, ASL)


**SOCIAL SCIENCES** (15 credits from the DTA approved Social Science List. See Note 1. Recommend Psychology, Sociology, Political Science, Anthropology, Economics)


**NATURAL SCIENCES** (15 credits from the DTA approved Natural Science List, including at least one lab science class. See Note 1. Recommend Environmental Studies, Nutrition)

Lab:


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be allowed in electives, selected from the A and B lists on the DTA checklist; a maximum of 15 credits from the B list may be used. See Recommended Courses on the other side of this checklist. )

**List A: Transfer Electives**

Course	Credits	Qtr Completed	Grade
HUMS 101 (optional)	3		

**List B: Applied Electives (max 15 credits)**

Course	Credits	Qtr Completed	Grade

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

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## GENERAL INFORMATION

The Information Technology (IT) program at EvCC covers ranges of IT technical and soft skills for students preparing to enter the IT career field. Our Certificates prepare you for entry-level positions in computer support, information security, and server and network administration careers. Associate degrees point you to more employment options and may also prepare them for transferring into a bachelor's degree program.

### Associate in Applied Science - Transfer in IT (AAS-T/IT).

The intent of this degree is to provide you with a balanced technical background in information technology while earning valuable industry certifications from [Microsoft](#), [Cisco](#), and [CompTIA](#). You will be building in a greater number of college-transferrable credits to provide transfer efficiency. This degree is designed specifically for transfer to Central Washington University's Bachelor of Applied Science degree in Information Technology and Administrative Management (ITAM), currently offered in Everett. For more information, go to: <http://www.cwu.edu/it-management/bas-overview>

### Associate in Technical Arts (ATA) in IT.

This degree is focused on preparing you for entry-level career positions in computer support networking, security, and server administration jobs. You also earn valuable industry certifications from [Microsoft](#), [Cisco](#), [CompTIA](#), and the [Linux Professional Institute](#) as you advance through our program.

Technical core skills dominate this degree and may not fully transfer to 4 year programs. With proper course selection, it is transferable [to Central Washington University's ITAM program](#), [Whatcom Community Colleges BAS in IT Networking](#) and to [The Evergreen State College's Upside Down Degree Program](#).

### Computer Support Specialist Certificate Server Administrator Certificate Cybersecurity Support Technician Certificate Network Administrator Certificate

These certificates provide foundations in skilled jobs relating to computer support, networking, system management, cloud, mobile applications and information security. These classes include industry certifications as part of our program.

Information Technology places an emphasis on teamwork. Several courses require team projects aimed at finding real-world solutions to business problems. Internships provide actual work experience. Careers in IT value logic, attention to detail, and communicating effectively. IT is a dynamic field, and change is constant. Successful technicians must be strongly motivated self-learners

## CAREER OPPORTUNITIES

The employment outlook for IT professionals is strong. As of March 2017, Computer occupations are the most in demand jobs in WA. Job growth for IT jobs is expected to be growing at 12% each year. That is projected to be 88,000 jobs a year in Washington alone. The median pay for Computer Support Specialists is \$52,160 a year and Network and Computer Systems Administrators are averaging \$79,700 a year.

Almost every business or organization has IT support. Each year more devices are becoming connected and requiring professional to assist with their integration into different networks and IT systems.

IT professionals can work in small and large business. The larger the organization the more likely you are to become specialized in a few types or technology, where smaller businesses require their IT staff to be knowledgeable at many things.

## PROGRAM ADVISORS

For more information or to make an appointment, please contact our program advisers at [advisingcis@everettcc.edu](mailto:advisingcis@everettcc.edu) or call 425.388.9420. Our classes and program advisers are located in [Shuksan Hall](#) on the main campus.

## GETTING STARTED AT EVCC

Enrollment Services Office provides information about application, orientation and registration for new and continuing students.

New students are required to complete entry advising prior to registering for first quarter classes.

### Contact:

- [Enrollment Services](#), Parks 201, 425.388.9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- [Advising Center](#), Rainier Hall 104, 435.388.9339
- [Veterans Center](#), Baker Hall 203, 425.288.9277

## COMPUTER SUPPORT SPECIALIST CERTIFICATE

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate provides a foundation in computing, networking, and security concepts aimed at jobs in an IT career pathway. Students will complete certification testing for Microsoft Technology Associate in [Network](#), [Mobility](#), and [Security](#) Fundamentals, and CompTIA [IT Fundamentals](#) and [A+](#) certifications. These industry certifications are administered as part of the college coursework to enhance your resume when seeking employment.

Course Number	Course Title	Credits	Quarter Completed	Grade
IT 111	Network Fundamentals	5	_____	_____
IT 115	Mobility and Device Fundamentals (PR)	5	_____	_____
IT 161	Computer Hardware & Technical Support (PR)	4	_____	_____
IT 162	Computer Operation & Troubleshooting (PR)	4	_____	_____
IT 180	Information Security Fundamentals (PR)	5	_____	_____

Total: 23 credits, with a minimum 2.0 GPA

## SYSTEMS ADMINISTRATOR CERTIFICATE

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate provides a foundation in computer server systems concepts. You will complete certification testing for Microsoft Technology Associate in [Windows Server](#), Linux Professional Institute's [Linux Essentials](#), and the CompTIA [Cloud Essentials](#) industry certifications. These industry certifications are administered as part of the college coursework to enhance your resume when seeking employment.

Prerequisite: Computer Support Specialist Certificate

Course Number	Course Title	Credits	Quarter Completed	Grade
IT 202	Server Administration Fundamentals (PR)	5	_____	_____
IT 210	Network Application Support (PR)	5	_____	_____
IT 240	Linux Systems Administration (PR)	5	_____	_____
IT 261	Cloud Computing (PR)	5	_____	_____

Total: 43 credits, with a minimum 2.0 GPA

## NETWORK ADMINSTRATOR CERTIFICATE

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate provides more advanced computer network systems. You will complete certification testing for the Cisco [Certified Entry-Level Network Technician \(CCENT\)](#) and [Cisco Certified Networking Associate \(CCNA\)](#) certifications. These industry certifications are administered as part of the college coursework to enhance your resume when seeking employment.

Course Number	Course Title	Credits	Quarter Completed	Grade
IT 117	CCNA 1: Introduction to Networks (PR)	5	_____	_____
IT 122	CCNA 2: Routing & Switching (PR)	5	_____	_____
IT 217	CCNA 3: Scaling Networks (PR)	5	_____	_____
IT 222	CCNA 4: Connecting Networks (PR)	5	_____	_____

Total: 20 credits, with a minimum 2.0 GPA

## CYBERSECURITY SUPPORT TECHNICIAN CERTIFICATE

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate provides the baseline knowledge and technical skills required for students to analyze computer and network vulnerabilities. You will learn methods to detect and remove malicious code within a network and tools used by hackers to gain access into networks. You will complete certification testing for the CompTIA [Cybersecurity Analyst \(CySA+\)](#) certificate. These industry certifications are administered as part of the college coursework to enhance your resume when seeking employment.

Course Number	Course Title	Credits	Quarter Completed	Grade
IT 145	Digital Forensics	5	_____	_____
IT 245	Network Defense (PR)	5	_____	_____
IT 280	Ethical Hacking and Countermeasures' (PR)	5	_____	_____

Total: 15 credits, with a minimum 2.0 GPA

# INFORMATION TECHNOLOGY ASSOCIATE IN TECHNICAL ARTS (ATA) DEGREE

This degree provides more advanced computer network systems and computer security training. You will complete certification testing for CompTIA, Cisco, Linux Professional Institute and Microsoft Technology Associate certification. All industry certifications are administered as part of the college coursework to enhance your profile when seeking employment. This degree is considered non-transferable.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Completion of a College Success Course or Waiver See Note 1 below
- Completion of a Diversity Course (BUS 110D or CMST 204D recommended)

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>GENERAL EDUCATION REQUIRED COURSES (20 credits minimum)</b> College Level English, Human Relations, Math and General Elective(s)				
ENGL 098 (PR) or &101 (PR)	_____	5	_____	_____
Select one (R): BUS 110D (PR); BUS 165; CMST& 210 (PR); CMST& 230; HDEV 155	_____	3-5	_____	_____
MATH 086 or higher	_____	5	_____	_____
General Elective(s)	_____	5-7	_____	_____
	_____		_____	_____

**TECHNICAL REQUIRED COURSES (60 credits)** See Note 2 below

IT 111	Network Fundamentals	5	_____	_____
IT 115	Mobility and Device Fundamentals	5	_____	_____
IT 117	CCNA 1: Introduction to Networks	5	_____	_____
IT 122	CCNA 2: Routing & Switching	5	_____	_____
IT 161	Computer Hardware & Technical Support	4	_____	_____
IT 162	Computer Operation & Troubleshooting	4	_____	_____
IT 180	Information Security Fundamentals	5	_____	_____
IT 202	Server Administration Fundamentals	5	_____	_____
IT 210	Network Application Support	5	_____	_____
IT 240	Linux Systems Administration	5	_____	_____
IT 245	Network Defense	5	_____	_____
IT 251	Information Technology Internship	2	_____	_____
IT 261	Cloud Computing	5	_____	_____

**TECHNICAL ELECTIVES (10 Credits)** (Networking or Security Tracks preferred) See Note 3 Below

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**MINIMUM REQUIRED CREDITS: 90**

**Minimum grade of C [2.0] in all required classes.**

Option A: Networking Track	Option B: Security Track	Other Accepted Technical Electives
IT 217 - CCNA 3: Scaling Networks (PR) IT 222 - CCNA 4: Connecting Networks (PR)	IT 145 - Digital Forensics IT 280 - Ethical Hacking and Countermeasures (PR)	IT 101, IT 251, IT 252, CL 101, CL 102, CL 103, CL 104, CL 105, CL 106, CL 107, CL 110, BT 100, BT 105, BT 219, BT 240, BT 242, ENGR 111, ENGR 121, CS 110, CS& 131, CS 132, CS& 141, CS 143

# INFORMATION TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE (AAS-T) TRANSFER DEGREE

Students should meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College requirements for earning a certificate or degree is contained in the College catalog. **SPECIAL NOTE: This degree is designed to transfer to Central Washington University's (CWU) Information Technology and Administrative Management degree. Transfer to CWU requires a cumulative GPA of 2.3 or higher. At least a C- in each course is required in order to meet admission criteria. Course substitutions require the approval of Central Washington University.** See note 1 for information on transfer to other BAS programs.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Completion of a College Success Course or Waiver** See Note 1 below
- Completion of a Diversity Course**

### GENERAL EDUCATION REQUIRED COURSES (20 credits)

Course Number	Course Title	Credits	Quarter Completed	Grade
ENGL& 101 (PR)	English Composition I	5	_____	_____
MATH (Select one) MATH &107, &141, &142, &144, &148 or &151 (Q)	_____	5	_____	_____
Natural Science (Select one course from below; CWU recommends a lab [L] course)	_____	5	_____	_____
Reasoning (Select one): PHIL& 115 or 120	_____	5	_____	_____

Fundamental Disciplines of Physical/Biological	Patterns & Connections in Natural World	Applications of Natural Science
BIOL&100L CHEM& 121L, CHEM& 161L (5.5), GEOL 102L, NAT S 107L, PHYS& 114L or 241L and 231L(5.5)	ANTH& 215L, ASTR& 101L or 115L, ASTR 122L, BIOL& 232, ENV&S 100 or 101L, GEOG 205L, GEOL& 208L, NAT S 105L	ATM S 101, CHEM& 110L, GEOL 106L or &110L, NUTR& 101, OCEA& 101L

### TECHNICAL REQUIRED COURSES (60 credits) See Note 2 below

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>COMPUTER SUPPORT SPECIALIST CERTIFICATE (23 Credits)</b>				
IT 111	Network Fundamentals	5	_____	_____
IT 115	Mobility and Device Fundamentals	5	_____	_____
IT 161	Computer Hardware & Tech Support (PR)	4	_____	_____
IT 162	Computer Operation & Troubleshooting (PR)	4	_____	_____
IT 180	Information Security Fundamentals (PR)	5	_____	_____
<b>INFORMATION TECHNOLOGY FOUNDATION COURSES (36-40 Credits)</b>				
CS 110	Introduction to Programming (PR)	5	_____	_____
CS& 131	Computer Science I C++ (PR)	5	_____	_____
IT 117	CCNA 1: Introduction to Networks (PR)	5	_____	_____
IT 122	CCNA 2: Routing & Switching (PR)	5	_____	_____
IT 251	Information Technology Internship	2	_____	_____
IT 202	Network Server Administration (PR)	5	_____	_____
IT 210	Network Application Support (PR)	5	_____	_____
CJ 203	Introduction to Cyber Warfare	5	_____	_____

### GENERAL EDUCATION ELECTIVES (10 credits). Please note that CWU will accept up to 105 transfer credits from a community college. The full list of courses can be found in the CWU General Education Transfer Guide

Select one Arts and Humanities:

A: ENGL&111W, 113 or 254D, HUM& 101; B: ART& 100, DRMA& 101W, FILM 100, MUSC& 105, MUSC 110D, 115 or 116; C: World Languages &221/221, &222/222, &223/223 or &121/121\*, &122/122\*, or &123/123\*(\* = any 1), HUM 247D, PHIL &101(W) PHIL 110(W), 215(W) or 267(W) SOC 257

5

Select one from Social and Behavioral Sciences

A: ECON 101 or ECON& 201 CHCST 105 HIST& 146(W), 147(W) or 148(W) HIST 170 HUM 110 or 210(W), POLS& 202 SOC& 201(W)

B: ANTH 116 or ANTH& 206 GEOG 101 or 102, HIST 100(W), 103, 111(W) or 112(W) POLS& 203; C: ANTH& 204 GEOG 201 POLS& 101(W) PSYC& 100 SOC& 101(W), BUS 101\*

5

**MINIMUM REQUIRED CREDITS 90 (minimum grade of C [2.0] in all required classes)**



## Associate in Arts & Sciences – Direct Transfer (DTA)

### About our program

Students interested in newspaper and magazine reporting, broadcasting, advertising, public relations, public affairs, sociology, or the law are among those who consider concentrating in Journalism or mass communication studies.

This program serves five main functions:

- Train students for careers in Journalism and related communications work, such as public relations and writing for the Web.
- Train students to work on the College newspaper, *The Clipper*, the major outlet for campus news. Training includes print and Web publication.
- Help students improve writing, editing and critical-thinking skills.
- Help students achieve media literacy and a better understanding of the mass media and the role of communication in society.
- Help students achieve or update computer proficiencies in writing, editing, multimedia storytelling, and publication design.

The recommended course of study in Journalism includes JOURN 101, Newswriting; JOURN 102, Copy Editing; JOURN 110, Media Writing; JOURN 111, Multimedia Journalism; CMST& 102, Mass Media; JOURN 170, College Newspaper; and JOURN 195, Portfolio Review.

Students are encouraged to seek internships for college credit and practical experiences.

Students who enroll in JOURN 170 participate in production of *The Clipper*, the campus newspaper and news Website. This course may be repeated for credit and affords a variety of practical experience in news reporting and production, including writing, editing, page design, photo journalism, advertising management and Web production.

Students interested in newspaper design would benefit from GRAPH 201 and 202, and the GRAPH section of JOURN 170. Students interested in photojournalism would benefit from PHOTO 110.

### Planning your future

EvCC's two-year program in Journalism and mass communications is designed chiefly for students who plan to **transfer** to four-year colleges and universities. Most students seek bachelor's degrees.

At EvCC, students interested in Journalism are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to Washington's colleges and universities, and to some Oregon universities. With this degree, students will have completed most or all lower-division, general-education courses typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in this Associate in Arts and Sciences – DTA specific checklist for a Journalism major is on the reverse side.

Students will be best positioned to make wise choices for their program of study if they seek early consultation with the Journalism advisor. Students who plan to transfer after completing their program at EvCC should also familiarize themselves, as early as possible, with the graduation requirements of the four-year college or university to which they hope to transfer. For example, certain math and/or world language courses may be required.

### Program advisor

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

- ◆ Andrew Wahl, Whitehorse 212, 425-388-9419, [awahl@everettcc.edu](mailto:awahl@everettcc.edu)
- ◆ Division Office: 425-388-9501.

### Getting started at EvCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must meet with an entry advisor to select first quarter classes. Contact:

Enrollment Services, Parks 201, 425-388-9219,  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall Room 108, 425-388-9339,  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

# Suggested Sequence of Courses

The following sequence of courses for the first year may help you understand the optimum way to pursue coursework in Journalism. We strongly urge you to consult with an advisor to discuss the best plan of study for you. EvCC does not offer all courses every quarter. The following suggested sequence assumes full-time enrollment, and will differ for the part-time student. Some courses have prerequisites, which are outlined in the College Catalog.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/cen](http://www.everettcc.edu/cen)

## FIRST-YEAR COURSES:

	<u>Course Number</u>	<u>Course title</u>	<u>Credits</u>
<b><u>Fall</u></b>	JOURN 101	Newswriting	5
	JOURN 170	College Newspaper (This course can be taken the first quarter of the first year with instructor permission.)	3
	ENGL& 101	English Composition I	5
<b><u>Winter</u></b>	JOURN 102	Copy Editing	3
	JOURN 110	Media Writing	5
	JOURN 170	College Newspaper	3
	Math or Science (See DTA list)		5
<b><u>Spring</u></b>	CMST& 102	Intro to Mass Media	5
	JOURN 170	College Newspaper	3
	JOURN 111	Multimedia Journalism	5
	JOURN 195	Foundation Portfolio Review	2
	Social Science (See DTA list)		5

## SECOND-YEAR COURSES:

In addition to working on the college newspaper, students should complete the remainder of the AAS – DTA requirements in basic skills, humanities, social sciences, and natural sciences, as well as approved electives, especially GRAPH 201, PHOTO 110 and the continuation of JOURN 170.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **Journalism** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

For more information, go to [www.everettcc.edu/cen](http://www.everettcc.edu/cen)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, selected from the list of approved [Communications courses on the AAS-DTA list](#), including at least 5 credits in composition.)

ENGL& 101	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, from the [DTA approved Quantitative Skills list](#).)

MATH& 107 (Recommended)	Math in Society	5		

**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)

JOURN 101	News Writing	5		

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

CMST& 102	Intro to Mass Media	5		

**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#), including at least one lab class. See Note 1.)

Lab: \_\_\_\_\_


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used.)

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Compl	Course	Cr.	Qtr Compl
JOURN 170	1-18	_____	GRAPH 201	5	_____
JOURN 102	3	_____	JOURN 195	2	_____
JOURN 110	5	_____	_____	_____	_____
JOURN 110	5	_____	_____	_____	_____
PHOTO 110	5	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.



# Kinesiology/Exercise Science

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

The Physical Education Department offers a fully transferable program of study for students who wish to fulfill their lower division requirements at EvCC prior to transferring to a university for a major in Exercise Science, Kinesiology, Exercise Physiology, Athletic Training, Health and Fitness, Human Performance, or a related area.

The **Associate in Arts and Sciences - DTA** degree leads to transfer to a college or university in order to pursue a bachelor's degree. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate of Art and Sciences - DTA Guide. On the reverse side of this guide is a checklist with specific recommendations for classes to get student major-ready.

Also, since every college or university may have different requirements for entering and completing majors, students should consult university catalogs and an EvCC advisor to make wise selections of courses at EvCC.

### TRACKS IN KINESIOLOGY/EXERCISE SCIENCE

#### Performance Track

Physical Education (K-12)

Strength and Conditioning ([National Strength & Conditioning Association – Certified Strength & Conditioning Specialist, CSCS](#))

Sports Science

Personal Training/Group Fitness (AAS-DTA is the only degree required, NSCA or ACSM Certification recommended)

Sports Management

#### Clinical Track

Physical Therapy (Requires a Doctor of Physical Therapy Degree and licensing)

Athletic Trainer (Requires Bachelors or Master's Degree from an accredited athletic training education program)

Exercise Physiology ([American College of Sports Medicine- Certified Exercise Physiologist, ACSM EP-C](#))

Sports Psychology (Requires Psychology Master's Degree)

Pre-Medicine (Requires Doctor of Medicine Degree)

Pre-Chiropractic (Requires Doctor of Chiropractic Degree)

### TRANSFER DESTINATIONS

[Washington State University - Kinesiology](#)

[Western Washington University - Kinesiology](#)

[Central Washington University – Exercise Science](#)

[University of Washington – Rehabilitation Medicine](#)

[Eastern Washington University – Physical Education, Health & Recreation](#)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising to select first quarter classes. Contact:

Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall Room 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

For specific information about Kinesiology/Exercise Science courses, contact Melissa Uftring, FIT 203, 425-388-9321., [muftring@everettcc.edu](mailto:muftring@everettcc.edu)

#### Approved May 2018 Instructional Council.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **June 2018**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **Exercise Science, Kinesiology, Exercise Physiology or Athletic Training** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student Email: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
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**BASIC COMMUNICATIONS SKILLS** (10 credits selected from the list of approved courses in [Communications on the AAS-DTA list.](#))

ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or 102D	Composition II	5	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits from the [DTA approved Quantitative Skills list.](#))

MATH& 141	Precalculus I: College Algebra	5	_____	_____
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**HUMANITIES** (15 credits from the [DTA approved Humanities List.](#) See Note 1.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List.](#) See Notes 1 and 2.)

PSYC& 100	General Psychology	5	_____	_____
SOC& 101	Intro to Sociology	5	_____	_____

**SCIENCE AND MATH** (See Notes 1, 3, 4 and 5.)

BIOL& 221 (WWU, UW)	Majors Ecology/Evolution	5	_____	_____
BIOL& 222 (WWU, UW)	Majors Cell/Molecular	5	_____	_____
BIOL& 223 (WWU)	Majors Animal/Plant Physiology	5	_____	_____
BIOL& 211 (EWU)	Majors Cellular Biology	5	_____	_____
BIOL& 231	Human Anatomy	5	_____	_____
BIOL& 232	Human Physiology	5	_____	_____
BIOL& 260	Microbiology	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
MATH &142	Precalculus II: Trigonometry	5	_____	_____
MATH& 146	Intro to Statistics	5	_____	_____
NUTR& 101 (WWU)	Nutrition	5	_____	_____
PHYS& 114	General Physics I	5	_____	_____
PHYS& 115	General Physics II	5	_____	_____
PHYS& 116	General Physics III	5	_____	_____

**SUGGESTED ELECTIVES** (See Note 6)

CMST& 210	Interpersonal Communication	5	_____	_____
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**Minimum 90 credits required, with minimum 2.0 GPA. See Note 4.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** We strongly recommend courses in Sociology and Anthropology.

**Note 3:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 99 or 92 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course within the last three years. CHEM& 161 must be taken as a pre-requisite or a co-requisite to BIOL& 221. High school biology or BIOL& 100 is also required.

**Note 4:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

**Note 5:** Students considering a B.S. in Physiology at the University of Washington may find they also need to take BIOL&223, CHEM& 261, 262, 263 and MATH& 151, 152, 153. Some schools may only require two quarters of some lab sciences, instead of a year-long sequence. Please check with an advisor

**Note 6:** A maximum of 3 credits may be counted toward electives from PEHW activity classes.

## SUGGESTED COURSE SEQUENCE

Fall	Winter	Spring	Summer
CHEM& 161 BIOL& 221 ENGL& 101 or 101D	CHEM& 162 BIOL& 222 MATH& 141	CHEM& 163 PSYC& 100 or BIO& 223 MATH& 142	ENGL& 102 HUMANITIES SOC& 101
Fall	Winter	Spring	Summer
BIOL& 231 PHYS& 114 NUTR& 101(WWU only)	BIOL& 232 PHYS& 115 MATH& 146	PSYC& 220 PHYS& 116 BIOL& 260	HUMANITIES HUMANITIES SOCIAL SCIENCE

## PREREQUISITES FOR COURSES IN DEGREE

**ENGL& 101** – Placement into ENGL& 101 OR ENGL 97 → ENGL 98

**MATH& 141** – Placement into MATH& 141 OR MATH 79/76 → MATH 86 → MATH 96

**MATH& 146** – Placement into MATH& 146 or MATH 79/76 → MATH 86

**CHEM& 161** – Eligibility for ENGL& 101 AND MATH 092, MATH 096, or MATH 099, or eligibility for MATH& 141 via a math assessment. CHEM& 140 with a grade of C or higher, or one year of high school chemistry with a C or better within the last three years, or pass the chemistry placement test, or MATH& 152 with a B+ or higher.

**BIOL& 221** - CHEM& 161 (may be taken concurrently) or equivalent with a grade of C (2.0) or higher.

**BIOL& 231** - BIOL& 211, or BIOL& 221 and BIOL& 222; and CHEM& 121 or CHEM& 161 and CHEM& 162 or higher all with a grade of C or higher.

## NOTES

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## Legal Office Support Legal Office Assistant Business Technology ATA

(Transfers to CWU toward Information Technology & Admin Management BAS Degree)

### GENERAL INFORMATION

Legal Office Assistants prepare correspondence and legal papers such as complaints, motions, responses, and subpoenas under the supervision of professional staff. They may use transcription equipment and a computer to transcribe correspondence, pleadings, legal documents, and forms used in litigation. They also assist with filing, reception, and general office duties; they may also review legal journals and assist with legal research.

Legal Office Assistants are not paralegals and do not assist in actual case research and preparation or in legal proceedings.

Because Legal Office Assistants usually work with other office staff, they should be cooperative and able to work as part of a team. In addition, they should have good communication skills, be detail-oriented, and adaptable. Good English grammar and punctuation skills are required, as well as familiarity with personal computers and word processing software. Keyboarding speed of at least 60 words per minute is essential, depending upon the position.

The certificates and degree are offered online. Every course is not offered each quarter. Please consult the class schedule and a program advisor to plan course selection. With verifiable evidence of previously acquired skills, waivers may be granted; they can only be granted by one of the program advisors listed in this curriculum guide. Waivers do not reduce the number of credits required. Students entering the program should key at least 20 words per minute using the touch method (with no more than one error per minute) on a three-minute typing test or complete BT 100 Beginning Keyboarding in his/her first quarter in the BT program.

BT ATA Degree can be applied toward a Bachelor of Applied Science in Information Technology and Administrative Management (ITAM) through Central Washington University on the EvCC campus. For more information, go to [www.uceverett.org](http://www.uceverett.org).

### PROGRAM ADVISORS

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact one of the EvCC advisors listed below to help you select which degree/certificate pathway to follow and to create your Degree Audit Plan. If no answer, call the division office at 425.388.9243.

Theresa Markovich	OLY 217	425.388.9241	tmarkovich@everettcc.edu
Kathy Kneifel	OLY 215	425.388.9155	kkneifel@everettcc.edu
Kathryn Willestoff	OLY 218	425.388.9242	kwillestoff@everettcc.edu

### GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising prior to registering for first quarter classes and should contact Enrollment Services, Parks 201, 425.388.9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu). New students must complete entry advising prior to first quarter registration. For advising, visit the Advising Center, Rainier Hall 108, 425.388.9339.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

### Approved May 25, 2017 Instructional Council

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **JUNE 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu).

# BUSINESS TECHNOLOGY LEGAL CERTIFICATES AND DEGREE



Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at <http://www.everettcc.edu/catalog/>

<b>BUSINESS TECHNOLOGY CORE REQUIREMENTS FOR ALL CERTIFICATES AND DEGREE (18 CREDITS)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
CL 101	Computer Literacy	5			
BT 105	Keyboarding Speed and Accuracy	3			
BUS 104	Business English	5			
BUS 165	Service Essentials for Business	5			
<b>LEGAL OFFICE SUPPORT CERTIFICATE (43 CREDITS)</b>					
<input type="checkbox"/> Completion of Core Requirements above plus the 25 credits below					
Course	Course Title	Credits	Grade	Quarter	Year
BT 115	Records Management	5			
BT 145	Civil Litigation	5			
BT 146	Wills, Probate, and Domestic Relations	5			
BT 147	Bankruptcy and Corporate Law	5			
BT 219	Introduction to Microsoft Word	5			
<b>LEGAL OFFICE ASSISTANT CERTIFICATE (73 CREDITS)</b>					
<input type="checkbox"/> Completion of Core and Legal Office Support Requirements above plus credits below					
Course	Course Title	Credits	Grade	Quarter	Year
BT 162	Job Search & Professional Development	5			
BT 240	Access	5			
BT 242	Excel	5			
BUS 110D	Business Communications	5			
BUS 130	Business Computations	5			
CL 110	Managing Internet Communication	5			
<b>BUSINESS TECHNOLOGY DEGREE ( 90 CREDITS)</b>					
<input type="checkbox"/> Completion of Above Requirements for Certificates			<input type="checkbox"/> Completion of Diversity Requirement		
<input type="checkbox"/> Completion of Degree Requirements Below			<input type="checkbox"/> Completion of Program Approved Electives		
BT 252	Internship	1-4			
BT 248	Advanced Legal Office Procedures	5			
ENGL 98 or ENGL& 101	Introduction to College Writing English Composition 1	5			
Elective					
Elective					

## PROGRAM ELECTIVES

<b>Medical Emphasis</b>			<b>Accounting Emphasis</b>			<b>General Electives</b>		
Choose individual courses or all			Choose individual courses or all					
HLTH 100	Medical Terminology	5	ACCT 110	Small Business Accounting	5	BT 100	Beginning Keyboarding	5
BT 180	Principles of Medical Insurance	5	ACCT 112	Business Taxation	5	BUS 101	Introduction to Business	5
BT 181D	Diversity in Law & Ethics for Health Care Occupations	5	ACCT 210	Payroll	5	BUS 154	Fundamentals of Supervision	5
BT 182	Electronic Health Records for the Front Office	5	ACCT 215	Computer Accounting	5	BUS 230	Introduction to Hospitality	5
MC 120	Healthcare Vocabulary	4				BT 243	Advanced Excel	5
MC 136	Structure & Functioning of the Human Body	4				COLL 101	College Success	2
MC 145	Coding with ICD-10-CM/PCS	6				CL 102	Using the Computer and Managing Files	2
MC 150	Principles of Procedure Coding	6				CL 103	Word Processing	2
						CL 104	Spreadsheets	2
						CL 105	Databases	2
						CL 106	PowerPoint	2
						CL 107	Fundamental Concepts of Basic Computer Systems	2

# Mastercam Machining Certificate

## GENERAL INFORMATION

This short term certificate is designed as an introduction to machining on a three axis machine using Mastercam with the necessary skills to gain employment as programmers. Students will gain conceptual, technical, and practical knowledge of programming applications in the manufacturing industry and will perform hands-on exercises to promote learning.

This certificate may be considered a stand-alone credential for people seeking to gain entry within precision machining industries which use Mastercam software as a programming tool or as part of a stackable set of certificates leading to a degree in the EvCC Advanced Manufacturing program.

## PROGRAM OUTCOMES

- Solve technical mathematical problems
- Utilize basic engineering graphics with 2D CAD
- Create multi-view drawings using 2D
- Create drawings from 2D models
- Design for producability and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

## PROGRAM ADVISORS

For specific guidance about this certificate, contact:

- ◆ David Primacio, 425-267-0160 [dprimacio@everettcc.edu](mailto:dprimacio@everettcc.edu)

### Certificate: Mastercam Machining (17 credits)

This checklist is targeted at students with an interest in entry level programming. Courses have prerequisites. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
<b>REQUIRED COURSES</b>					
ENG T 100	Introduction to Engineering Graphics CAD	4	_____	_____	_____
ENG T 185	Intro to CAD with CATIA 3D Experience	4	_____	_____	_____
MFG T 101 or MFG T 113	Introduction to Machining	5	_____	_____	_____
MFG T 107	Machining with Mastercam	4	_____	_____	_____
<b>TOTAL:</b>		<b>17 credits</b>	<b>Minimum 2.0 GPA</b>		

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## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

You may be considering a major in mathematics. If so, this curriculum guide is for you. It focuses on first- and second-year degree requirements which serve as preparation for majoring in mathematics at a four-year college or university.

In electing to major in mathematics, you are choosing one of the oldest and most fundamental of disciplines, yet one which is dynamic and rapidly growing in reaction to developments in technology, physical and biological sciences, and social sciences.

Mathematics majors at universities have a number of options from which to choose. Included are Actuarial Sciences, Applied Statistics, Computational Mathematics, Mathematical Modeling/Applied Analysis, Operations Research, Secondary Teaching of Mathematics, and Theoretical Mathematics.

Everett Community College offers the following degree path leading to a university major in mathematics:

**The Associate in Arts and Sciences – Direct Transfer Agreement (“DTA”)** meets guidelines for direct transfer to most colleges and universities in Washington, as well as the major public universities in Oregon. The degree enables the student to complete most or all of the general distribution requirements in Quantitative Skills, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study in mathematics.

Please review the checklist inside this guide. It outlines the requirements for the AAS – DTA degree with special recommendations for math majors.

Students who enjoy and excel in math should also review these related fields: Astronomy, Business, Computer Science, Education, Engineering, Operations Research, Physics, and Statistics.

### CAREER OPTIONS

Options for mathematics majors are many, and often lead to well-paid and interesting careers in business, industry, or the sciences. For example, the insurance and financial securities industries employ actuaries to perform research, planning and forecasting. Applied statisticians work with data collected by other investigators and provide analysis within a variety of contexts. Many employment opportunities in the computer sciences rely on an extensive knowledge of mathematics. Teaching at the secondary or college level requires an extensive math background.

“The median annual wage for mathematicians was \$111,110 in May 2015. The lowest 10 percent earned less than \$56,200, and the top 10 percent earned more than \$167,250. Employment of mathematicians is projected to grow 21 percent from 2014 to 2024, much faster than the average for all occupations. The amount of digitally stored data will increase over the next decade as more people and companies conduct business online and use social media, smartphones, and other mobile devices. As a result, businesses will increasingly need mathematicians to analyze the large amount of information and data collected. Analyses will help companies improve their business processes, design and develop new products, and even advertise products to potential customers. Mathematicians will also be needed to help information security analysts create data-security systems to protect the confidentiality and personal information of individuals.” (Source: *Occupational Outlook Handbook*, <http://www.bls.gov/ooh/math/mathematicians.htm#tab-5>), Bureau of Labor Statistics, July 2016).

### SUGGESTED PREPARATION

A strong program of high school study in math and science is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important. All new students registering in more than 7 credits and/or registering in English and Math courses must complete EvCC’s skills assessment exams which provide recommendations for appropriate course placement based on skill levels.

For specific requirements in your area of interest at the college or university to which you wish to transfer, it is strongly recommended that you contact an EvCC math advisor, listed below, and contact the transfer institution.

### GETTING STARTED AT EVCC

Enrollment Services provides information about application, advising, orientation and registration for new and continuing students. New degree seeking students must complete entry advising prior to registering for first quarter classes. Contact:

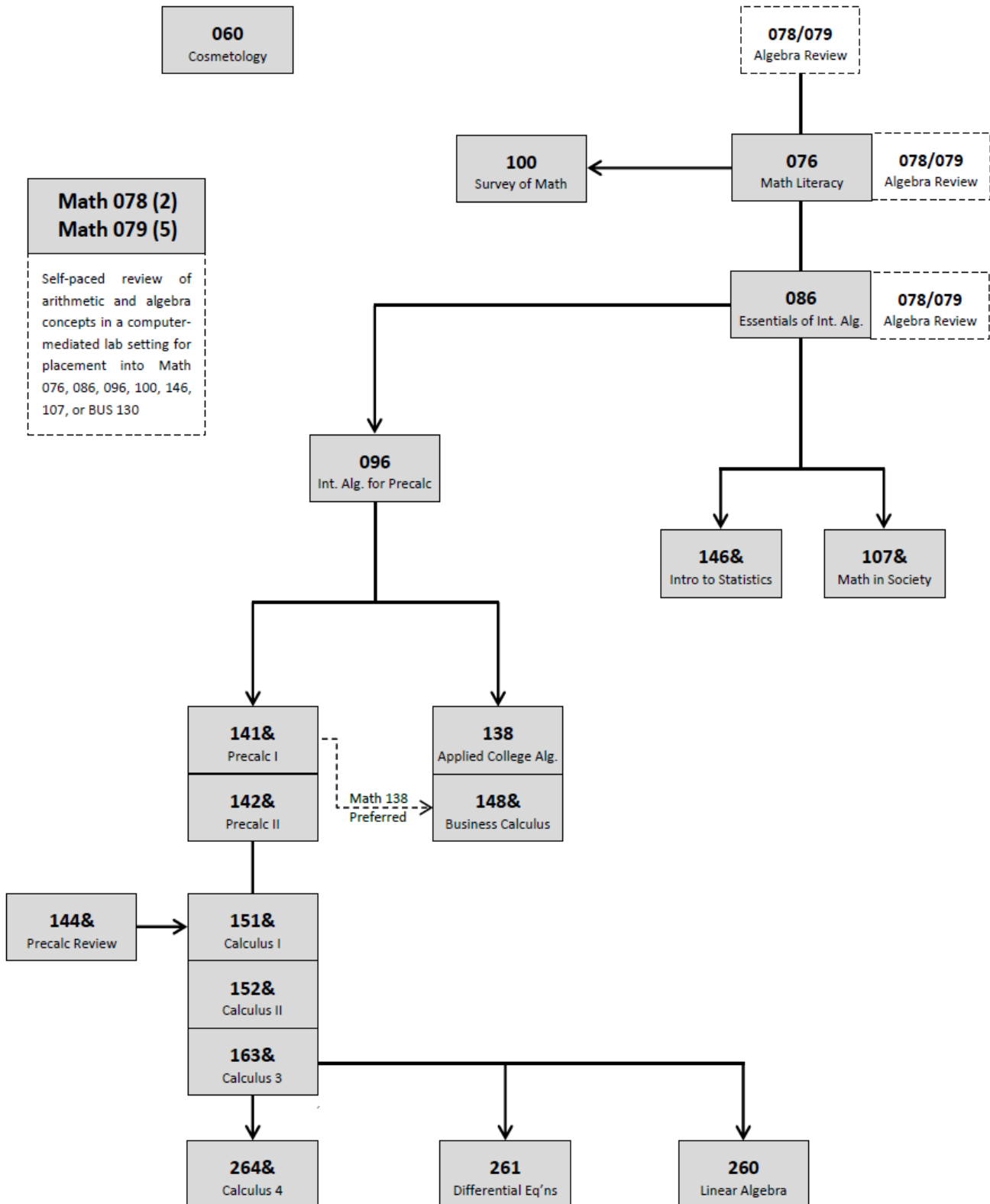
- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall, Room 108, 425-388-9339

Approved by Instructional Council March 2017. DTA checklist effective January 2017. Non-degree checklist/clerical updates December 2019.

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you select which degree pathway to follow, and to map out your program of study. (The area code is 425.)

Kevin Bolan	Rainier 340, 388-9368, <a href="mailto:kbolan@everettcc.edu">kbolan@everettcc.edu</a>	Chris Killingstad	Rainier 341, 388-9475, <a href="mailto:ckillingstad@everettcc.edu">ckillingstad@everettcc.edu</a>
Andrea Cahan	Rainier 337, 388-9075, <a href="mailto:acahan@everettcc.edu">acahan@everettcc.edu</a>	Michael Nevins	Rainier 342, 388-9363, <a href="mailto:mnevins@everettcc.edu">mnevins@everettcc.edu</a>
Wendy Houston	Waterfront 210, 267-0152, <a href="mailto:whouston@everettcc.edu">whouston@everettcc.edu</a>	Mike Story	Rainier 347, 388-9590, <a href="mailto:mstory@everettcc.edu">mstory@everettcc.edu</a>
Alys Hugo	Rainier 346, 388-9393, <a href="mailto:ahugo@everettcc.edu">ahugo@everettcc.edu</a>	Heidi Weiss-Green	Rainier 339, 388-9252, <a href="mailto:hweiss@everettcc.edu">hweiss@everettcc.edu</a>
		Sharon Wellman	Rainier 329, 388-9964 x7372, <a href="mailto:swellman@everettcc.edu">swellman@everettcc.edu</a>





# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **MATHEMATICS** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation. Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course  
(Recommend DRMA 107D)

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (Minimum 10 credits, at least 5 credits in English Composition, selected from [Communications Skills on the AAS – DTA list.](#))

ENGL& 101	English Composition	5	_____	_____
_____	_____	_____	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in [Quantitative Skills on the AAS-DTA list.](#))

MATH& 151	Calculus I	5	_____	_____
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**HUMANITIES** (15 credits from the [AAS-DTA approved Humanities List](#), in at least three different disciplines; No more than 5 credits from foreign languages and performance skills.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCE** (15 credits from the [AAS-DTA approved Social Sciences List](#), in at least three different disciplines.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCE** (15 credits from the [AAS-DTA approved Natural Sciences List](#), in at least three different disciplines.)

Course from Part A (Lab)	_____	_____	_____	_____
Course from Part A or B (Non-Lab)	_____	_____	_____	_____
MATH& 152	Calculus II	5	_____	_____

**RECOMMENDED FOR MATHEMATICS MAJORS**

MATH& 163	Calculus 3	5	_____	_____
MATH& 264	Calculus 4	4	_____	_____
MATH 260	Linear Algebra with Applications	5	_____	_____
MATH 261	Differential Equations	5	_____	_____

**SUGGESTED ELECTIVES**

MATH& 146	Introduction to Statistics	5	_____	_____
PHIL& 120	Symbolic Logic	5	_____	_____
PHYS& 241/231, 242/232, 243/233	Engineering Physics I, II, III with lab	_____	_____	_____
CS 110, &131, 132, &141, 143, 233	_____	_____	_____	_____

**ELECTIVES** (Electives may be selected from the A and B lists on the DTA checklist. A maximum of 15 credits from the B list may be used.)

Course	Credits	Qtr Completed	Grade	Course	Credits	Qtr Completed	Grade
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum cumulative GPA.**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **APRIL 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Advanced Manufacturing Technology Mechatronics

## GENERAL INFORMATION

Everett Community College offers a number of pathways toward technical careers, using stackable certificates and degrees. The first level, for students seeking entry into the technical world would be the **Manufacturing Pre-Employment Certificate**, a credential that would allow one to work in entry-level manufacturing. The next level up would be to take classes leading to a **Skills-Oriented Certificate**. And for those seeking a higher level of education, and the job skills and responsibilities that go with it, EvCC offers skills oriented **ATA Degrees**. This Advanced Manufacturing Technology curriculum guide describes all three levels in the Technical Design discipline. This program also provides a flexible framework for the incorporation of credit from prior learning in industry or government. An early conference with one of the designated advisors is strongly suggested for success.

## THE PROGRAM

The Advanced Manufacturing Technology – Mechatronics Program is part of a cluster of programs. Five **Associate in Technical Arts degrees** and nine **certificates in Advanced Manufacturing Technology** are offered, and may be pursued on a full-time or part-time basis at Everett Community College (EvCC).

### ATA degree Programs:

- **Advanced Manufacturing Tech – Precision Machining\***
  - **Advanced Manufacturing Tech – Technical Design (CAD)\***
  - **Advanced Manufacturing Tech – Composites\***
  - **Advanced Manufacturing Tech - Welding and Fabrication\***
  - **Advanced Manufacturing Tech--Mechatronics**
- \* Described in a separate guide.

### Certificate Programs :

- **Manufacturing Pre-Employment Precision Machining \***
  - **Engineering Technology (CAD) \***
  - **CATIA 3D Experience \***
  - **Composites \***
  - **Welding and Fabrication \***
  - **Mechatronics (19 credits)**
  - **Introduction to Composites \***
  - **Introduction to Robotics**
- \* Described in a separate guide.

The program outcomes for students pursuing the degree will prepare them to perform the following tasks:

- Understand and explain the principal operations of the mechatronics subsystems in a complex system.
- Understand how these subsystems work together.
- Recognize potential or impending malfunctions, and contact expert assistance in order to keep the production line functioning, and to prevent production loss.
- Perform routine, preventative maintenance; localize and identify causes and sources of malfunctions where possible.
- Read and understand the technical documents, reports and outlines specific to systems and subsystems; be able to consult with experts; and be able to document malfunctions.
- Work effectively as a team member and coordinate the activities with upstream and downstream operations.
- Understand and implement safety regulations required for operation of the system.

## CREDIT FOR PRIOR LEARNING

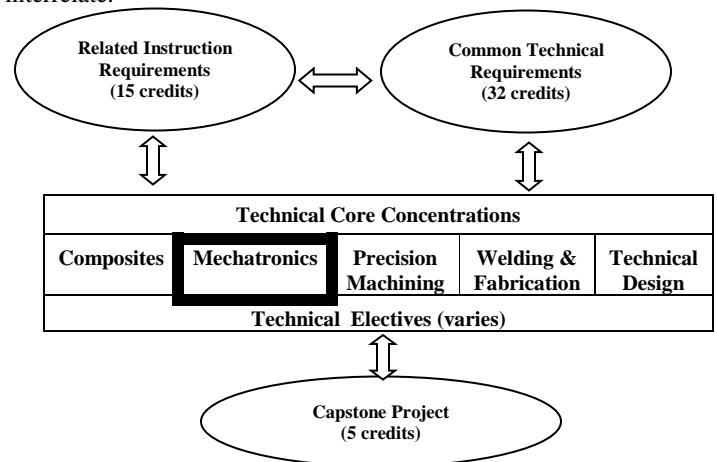
Adults with work experience or completion of industry training programs may be eligible for college credit by following “External Credit” evaluation procedures. Students currently in high school may take selected technical courses while in high school and apply at that time for college credit.

External Credit: Contact Enrollment Services  
Call: 425-388-9219

Tech Prep: [www.everettcc.edu/techprep](http://www.everettcc.edu/techprep)  
Or contact your high school counselor

## THE COURSES

The courses for this program may be divided into four categories: related instruction requirements (15 credits), common technical requirements (32 credits), technical core concentration classes (28 to 40 credits), technical electives (credit varies) and the final capstone class (5 credits). Students seeking an ATA degree will take the number of credits shown in each area plus a number of technical elective classes until the total credit accumulations meets or exceeds the degree requirement. Note that a minimum of 28-40 credits need to come from any one technical concentration to qualify for that particular degree. The actual courses are listed further on in this curriculum guide. See the diagram below for an understanding of how the courses interrelate.



## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Students interested in the program should talk to an advisor prior to selecting classes for the first quarter:

Advising	425-388-9339
Enrollment Services	425-388-9219
Precision Machining (Darin Chase)	425-388-9390
CAD (David Primacio)	425-267-0160
CAD (Sean Auger)	425-388-9534
Welding (Robert White)	425-388-9457
Welding (Karl Fulton)	425-388-9447
Composites (Michael Patching)	425-388-9092
Mechatronics (Ken Ackerman)	425-388-9290

Approved at Instructional Council March 2020



# Advanced Manufacturing Tech - Mechatronics ATA Degree

The courses required for an **Associate in Technical Arts Degree in Advanced Manufacturing Tech – Mechatronics** are listed below. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. EvCC does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this degree, a cumulative GPA of 2.0 or higher must be maintained.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION of Diversity Course**  
(BUS 110D, ENGL 098D or ENGL& 101D suggested)

\_\_\_\_\_  
(Where Completed/Course Title) (Year Completed) (Grade)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Planned</u>	<u>Quarter completed</u>	<u>Grade</u>
<b>RELATED INSTRUCTION (15 credits)</b>					
ENG T 101 (or MATH 086 or higher)	Introduction to Graphics and Measurements	5	_____	_____	_____
ENGL 98/98D or ENGL& 101/101D	Intro to College Writing or English Composition I	5	_____	_____	_____
BUS 110D, BUS 165, CMST& 210, or CMST 230	Human Relation Course from this group. Business 110D Recommended	5	_____	_____	_____
<b>COMMON TECHNICAL REQUIREMENTS (32 credits)</b>					
MFG T 100	Preparation for Success and Safety in Industry	5	_____	_____	_____
CT 101	Introduction to Composites	5	_____	_____	_____
MFG T 117	Blueprint Reading and Schematics	3	_____	_____	_____
ENG T 100 or 108 or 185	Engineering Graphics: Intro to CAD	4	_____	_____	_____
MFG T 101 or MFG T 113	Introduction to Machining	5	_____	_____	_____
WELD 101 or Higher	Introduction to Welding	5	_____	_____	_____
MECH 119 or Higher	Introduction to Robotics	5	_____	_____	_____
<b>MECHATRONICS TECHNICAL CORE REQUIREMENTS (32 credits)</b>					
MECH 118	Predictive Maintenance and Operations Efficiency	2	_____	_____	_____
MECH 120	Electrical Components	5	_____	_____	_____
MECH 121	Mechanical Components & Electrical Drives	5	_____	_____	_____
MECH 122	Electro-Pneumatic and Hydraulic Control Circuits	5	_____	_____	_____
MECH 123	Digital Fundamentals and PLCs	4	_____	_____	_____
MECH 124	Controls and Instrumentation	5	_____	_____	_____
MECH 295	Mechatronics Internship 1	3	_____	_____	_____
MECH 296	Mechatronics Internship 2	3	_____	_____	_____
<b>TECHNICAL ELECTIVES (6-12 credits - see last page for suggestions)</b>					
MFG T 102 (recommended)	Manufacturing Employment Readiness	12	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**CAPSTONE PROJECT REQUIREMENTS (5 credits – select one class from the list below. Generally follows all other classes.)**

MFG T 229 or MFG T 230 Manufacturing Team Project 5 \_\_\_\_\_

**MINIMUM REQUIRED CREDITS 90 Min 2.0 cumulative GPA**

## Interested in transferring to a university?

Students completing this ATA degree can transfer directly to the Information Technology and Administrative Management (ITAM) program at Central Washington University or to the Manufacturing Operations program at Clover Park Technical College to pursue a Bachelor of Applied Science (BAS) degree. Go to [www.cwu.edu/it-management/bas-overview](http://www.cwu.edu/it-management/bas-overview) or [www.cptc.edu/programs/basmo](http://www.cptc.edu/programs/basmo) for more information.

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## GENERAL INFORMATION

The Mechatronics Systems Certificate program is designed to provide students with the basic skills in electrical, mechanical and computerized components in an industrial mechatronic system used for manufacturing and assembly. The hands-on training and instruction will view the components or devices in terms of their roles within the system, with an emphasis on the system running at maximum capacity.

Upon completion, the student will function as a well-grounded machine operator in a complex system, with responsibility for efficient operation of the equipment, with minimal down-times. Students will be able to assist in identifying where malfunctions are occurring and communicate with experts who can carry out the required repairs.

This certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates in the EvCC Advanced Manufacturing degree pathway.

## PROGRAM INFORMATION

The certificate program will focus on skills used in plant assembly sites, warehouse and service operations which utilize complex mechatronics systems. The foundational skill set for these integrated systems are interrelated in a variety of industries – aerospace, automotive, farming, mining, pharmaceuticals, power and energy, and food processing.

Mechatronics combines the study of mechanics, electronics, pneumatics, and digital control technology with a focus on an integrated systematic approach. By studying the system as a whole, students gain understanding of the intertwined system. They learn how the electronics, mechanics and digital control interact; how to analyze operations; and how to trouble shoot to solve problems.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219
- ◆ Advising Center, Rainier Hall 108, 425-388-9339

## COURSE INFORMATION

### MFG T 120 - Electrical Components

Basic functions and physical properties of electrical components, and the roles they play within a complex mechatronics system.

### MFG T 121 – Mechanical Components and Electrical Drives

Based upon a physical system, basic functions and physical properties of mechanical components, electrical drives (AC/DC), flow of energy, trouble shooting, and preventative maintenance.

### MFG T 122 – Electro-Pneumatic and Hydraulic Control Circuits

Basics of pneumatic, electro-pneumatic and hydraulic control circuits in a complex machatronic system; properties and documentation of same.

### MFG T 123 – Digital Fundamentals and Programmable Logic Controllers

Fundamentals of digital logic and introduction to PLCs with a focus on the automation system and appropriate programming software; basic PLC elements; and trouble shooting strategies.

## CERTIFICATE OUTCOMES

- Understand and explain the principal operations of the mechatronics subsystems in a complex system;
- Understand how these subsystems work together;
- Recognize potential or impending malfunctions, and contact expert assistance in order to keep the production line functioning; prevent production loss;
- Perform routine, preventative maintenance; localize, and identify causes and sources of malfunctions where possible;
- Read and understand the technical documents, reports and outlines specific to the systems and subsystems; be able to consult with experts; and be able to document malfunctions;
- Work effectively as a team member and coordinate the activities with upstream and downstream operations;
- Understand and implement safety regulations required for operation of the system.

## Certificate: Mechatronics Systems (19 Credits)

This checklist is targeted at students with a Mechatronics interest. Courses have prerequisites. 12 weeks prior to the anticipated receipt of this certificate, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
<b>REQUIRED COURSES</b>					
MECH 120	Electrical Components	5	_____	_____	_____
MECH 121	Mechanical Components & Electrical Drives	5	_____	_____	_____
MECH 122	Electro-Pneumatic and Hydraulic Control Circuits	5	_____	_____	_____
MECH 123	Digital Fundamentals and PLCs	4	_____	_____	_____
<b>TOTAL:</b>		<b>19 credits</b>	<b>Minimum 2.0 GPA</b>		

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# Robotics Foundations Certificate

## GENERAL INFORMATION

The Robotics Foundations Certificate is designed as a general introduction to the basics of robotic operation, basic programming, interfacing, and material handling in a complex mechatronics system. Students will gain conceptual, technical, and practical knowledge of robotic applications and how robotics is applied to industrial tasks using hands-on, interactive robotic devices. The Robotics Foundations Certificate is designed to prepare students for entry-level positions using robotics in a manufacturing facility and the aerospace industry.

The robotics certificate serves as an introduction to components in an industrial mechatronics system used for manufacturing and assembly. The certificate is recommended for anyone seeking to understand the basics of robotic operation, manual operation, end effector operation, interfacing, material handling, basic robotic programming, editing, positioning and homing in a mechatronic system. Students will perform hands-on exercises to promote learning and to build skills required by industry.

The certificate may be considered as a stand-alone credential for people seeking to enter the manufacturing field, or as the first

level of a stackable set of certificates in the Advanced Manufacturing Technology ATA degree pathway.

## PROGRAM CERTIFICATE OUTCOMES

- Describe what comprises basic robotics in a mechatronic system or module;
- Understand the role of automation and robotics in manufacturing and assembly operations;
- Demonstrate understanding of terms such as homing, looping, end effector operation, and I/O interfacing;
- Discuss and demonstrate manual operations and basic robotic commands;
- Identify and use basic robotic programming, editing, positioning and homing in a mechatronic system;
- Apply safety rules while working on the system;
- Transfer the knowledge learned from one robotic system to another robotic system;
- Be prepared for successful employment.

## PROGRAM ADVISOR

For specific guidance about this certificate, contact:

- ◆ Robert White, 425-388-9457 rowwhite@everettcc.edu

## Certificate: Robotics Foundations Certificate 5 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
MECH 119	Introduction to Robotics	5	_____	_____	_____
		<b>TOTAL: 5 credits</b>	<b>Minimum 2.0 GPA</b>		

## REQUIRED COURSES

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **SEPTEMBER 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## GENERAL INFORMATION

The Manufacturing Pre-Employment certificate is a one-quarter program designed to prepare students to work at the entry level in a manufacturing facility and the aerospace industry.

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

This certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. All prospective students are invited to contact the Educational Planning Center if they would like to speak one-to-one with an educational planner. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
admissions@everettcc.edu

- ◆ Educational Planning Center, Third Floor, Parks Student Union, 425-388-9339

## PROGRAM CERTIFICATE OUTCOMES

- Understand and solve basic technical mathematical problems;
- Communicate orally and in writing about technical activities;
- Be prepared for successful employment;
- Understand and work with entry level technical and mechanical systems;
- Perform work using basic computer skills;
- Meet industry requirements for safety and first aid.

## PROGRAM ADVISOR

For specific guidance about this certificate, contact:

- ◆ Advanced Manufacturing Training & Education Center (AMTEC) 425-388-9570, mfg@everettcc.edu

## Certificate: Manufacturing Pre-Employment 12 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
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### REQUIRED COURSES

MFG T 102	Manufacturing Employment Readiness	12			
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**TOTAL: 12 credits Minimum 2.0 GPA**

**This certificate satisfies the requirements for MFG T 100 and Technical Electives of the Advanced Manufacturing ATA Degree.**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **SEPTEMBER 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## **DEGREE ELECTIVES**

You may complete elective credits to satisfy the ATA degree requirements in this program. These should be technical in nature, but need not be if your selection enhances your ultimate employability. Any college level English course, for example, would enhance your communication skills and be considered acceptable. Please browse through the college catalog and examine the wide variety of courses offered at EvCC. The following list is presented for your convenience and represents some of the more **commonly selected elective courses**.

### **COMPOSITES TECHNOLOGY**

CT 161	Materials and Processes
CT 202	Composites
CT 120	Composite Fabrication
CT 125	Composite Assembly
CT 130	Composite Repair
CT 145	Composite Special Projects
CT 101	Introduction to Composites

### **WELDING/FABRICATION TECHNOLOGY**

WELD 111	Basic Layout
WELD 150	Blueprint Reading for Industry
WELD 151	Carbon Steel Metallurgy for the Trades
WELD 152	Welding Base Materials: Processes & Procedures
WELD 153	Non-Ferrous Metallurgy for the Trades
WELD 190	Oxyacetylene
WELD 191	Basic Arc
WELD 192	Advanced Arc
WELD 193	Basic Pipe
WELD 194	Gas Tungsten Arc Welding (TIG)
WELD 195	Gas Metal Arc/Flux Core Arc Welding
WELD 196	Flux Core Arc Welding
WELD 210	Heavy Plate Fabrication
WELD 211 or WELD 217	Sheet Metal Fabrication or Aerospace Sheet Metal Fabrication
WELD 212	Pipefitting & Pipe Systems Fabrication
WELD 213	Practical Fabrication & Adv. Welding Techniques
WELD 214	Sub-Arc Welding
WELD 216	Advanced Tig Welding
WELD 225	Welding Skills Building
WELD 285 or WELD 286	CNC Plasma Cutting or Aerospace CNC Plasma Cutting
WELD 287	CNC Waterjet Cutting
WELD 295	Work Experience Internship

### **ENGLISH COURSES**

You may select any English course, ENGL& 101 or higher, or any Communications course (CMST).

### **HUMAN RELATIONS (R)**

You may take any human relations course listed on Page 2

### **INTERNSHIP**

MFG T 171  
MFG T 172

### **MANUFACTURING TECHNOLOGY**

MFG T 102	Manufacturing Employment Readiness
MFG T 104	Machine Operator I
MFG T 105	Machine Operator II
MFG T 113	CNC Cutting Solutions
MFG T 202	Lean and Operations Management

### **TECH DESIGN (CAD)**

ENG T 100	Introduction to Engineering Graphics and 2D AutoCAD
ENG T 103	Introduction to Revit
ENG T 196	Advanced Workbenches with CATIA v5

### **OTHER SUGGESTIONS**

BT 100	Beginning Keyboarding
ACCT 110	Small Business Accounting
BT 100	Beginning Keyboarding
BUS& 101	Introduction to Business
BT 162	Job Search & Professional Development
BT 242	Excel
BT 243	Advanced Excel
IT 117	CCNA 1: Introduction to Networking
ECON 101D	Understanding Economics
ENG T 104	Mechanical Blueprint Reading
ENGR& 104	Introduction to Design
ENVS 150	Land Use Planning & Regulation
GEOG 205	Physical Geography with GIS, GPS, and Remote Sensing labs
GRAPH 100	Intro to Digital Studio
GRAPH 110	Foundations of Graphic Design
GRAPH 113	Graphic Design and Typography
PHOTO 110	Photography I: Basic Elements

### **MATHEMATICS COURSES**

MATH 086 is particularly recommended for the degree, if you haven't taken a higher level course in Technical Geometry and Trigonometry.

### **SCIENCE COURSES**

You may select any physics, chemistry, or engineering course

### **BUSINESS COURSES**

You may select any business course

# Medical Assistant



## CAREER INFORMATION

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience. They work in many types of ambulatory care settings, including physicians' offices, clinics, and laboratories. Medical Assistants' duties vary from office to office. In small practices, they are "generalists," handling both administrative and clinical duties. In larger practices, they tend to specialize within a wide range of areas from clinical to administrative.

Good written and oral communication skills, knowledge of anatomy and physiology, microbiology, medical terminology, disease pathology, pharmacology, emergency procedures, and medical front office duties are important skills for successful job placement.

Medical Assistants must respect the confidential nature of medical information, adhere to the ethical and legal standards of medical practice, demonstrate professionalism, and be capable of responding to medical emergencies.

Some of the material above has been quoted and adapted from the Occupational Outlook Handbook, January 2018 Edition.  
<http://stats.bls.gov/oco/ocos164.htm>

## COMPUTER COMPETENCE

Students are strongly advised to possess computer skills that include word-processing, file-saving and transfer, internet and e-mail use. Lack of competence in these skills may result in inability to complete program requirements. Students who wish to improve their skills may benefit from successfully completing CL 101, Computer Literacy.

## SUMMARY OF OCCUPATIONAL EXPOSURE

Students planning to enter the Medical Assistant program are advised that as a health care provider they are at risk for exposure to blood borne pathogens. Tasks and procedures performed by the health care professional involve risks classified by the Center for Disease Control in the following way:

- *Category I* – Direct contact with blood or other bodily fluids to which universal precautions apply.
- *Category II* – Activities performed without blood exposure but exposure may occur in emergencies.
- *Category III* – Task/activity does not entail predictable or unpredictable exposure to blood.

The Health Sciences programs have implemented an online background check and immunization records system. Your immunization must be complete and uploaded prior to taking HLTH 211 and HLTH 212. The background check must be completed prior to taking HLTH 251. Instructions are available at [www.everettpassport.com](http://www.everettpassport.com)

## PROGRAM OPTIONS

Our program has attained accreditation from the Commission on Accreditation of Allied Health Education Programs\* in cooperation with the American Association of Medical Assistants. Upon successful completion of an accredited Medical Assistant certificate program the graduate is eligible to write for national certification. Although there is no licensing for Medical Assistants, employers prefer to hire certified workers who have passed the national examination indicating that the Medical Assistant meets defined standards of competence.

EvCC offers a **nationally accredited** Medical Assistant certificate program. Medical Assistants work under the supervision of a physician or other licensed health care provider. As defined by Washington State law, a Medical Assistant is an unlicensed person who assists a licensed health care practitioner in providing health care to patients.

The Medical Assistant program has three options:

- **Certificate in Medical Assisting – 85 credits**
- **Associate in Technical Arts (ATA) – 90 credits**
- **Associate in Applied Science (AAS-T) – 110 credits**

Though the certificate and degree are designed for direct career entry, the degree may also be transferable to certain bachelor's degree programs. On EvCC's campus, Central Washington University offers the Bachelor of Applied Science in Information Technology and Administrative Management (ITAM), and accepts the AAS-T in Medical Assisting in transfer. Please check with an advisor.

## PROGRAM ADVISING

Please attend a Health Sciences Information Session. For the dates and times go to: [www.everettcc.edu/ma](http://www.everettcc.edu/ma) or call 425-388-9461. Program advising is available during quarterly Advising and Late Advising days.

[Our Advising Team:](#)

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\*The Everett Community College Medical Assisting Certificate program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs (1361 Park Street, Clearwater, FL 33756. 727-210-2350).



## Program Content & Entry-Level Competencies

### Notification to Entering Students

Students who successfully complete the Certificate in Medical Assisting will be provided instruction in the following content and competency/skill areas (complies with AAMA-MAERB 2015 standards). The following is a representative listing. The entire document may be found on the EvCC website (Medical Assisting), the MA Student Handbook or on the AAMA website.

<b><i>I. Anatomy and Physiology</i></b> Anatomy and physiology Pharmacology Medical terminology Disease & Pathology Life span issues in health & well being	<b><i>II. Applied Mathematics</i></b> Apply computations to solve equations Dosage calculations Analyze data for healthcare results	<b><i>III. Infection Control</i></b> Asepsis and infection control Specimen collection & processing Explore OSHA CLIA regulations
<b><i>IV. Nutrition</i></b> Describe dietary nutrients Define functions of dietary supplements Identify the special dietary needs for various chronic health conditions	<b><i>V. Concepts of Effective Communications</i></b> Styles and types of communication Adapt to individual communication needs Professional writing skills Identify professional roles & boundaries	<b><i>VI. Administrative Functions</i></b> Appointment Management Systems Medical Records Management Electronic Medical Records Office Management Issues
<b><i>VII. Basic Practice Finances</i></b> Basic bookkeeping computations Accounting procedures Billing and payment procedures Legislation affecting practice finances	<b><i>VIII. Third Party Reimbursement</i></b> Types and models of insurance Referral processes Describe periodic financial reports Discuss physician fee schedules	<b><i>IX. Procedural &amp; Diagnostic Coding</i></b> Use current procedure coding systems Discuss coding procedures to be avoided Use current diagnostic coding systems Use the most current HCPCS coding
<b><i>X. Legal Implications</i></b> Discuss legal scope of practice Explore issues of confidentiality Describe HIPAA implications Describe legal aspects of patient care	<b><i>XI. Ethical Considerations</i></b> Describe legal, ethical and moral concepts Compare personal and professional ethics Discuss cultural & social influences on ethics	<b><i>XII. Protective Practices</i></b> Identify preventative safety techniques Explore elements of emergency planning Describe CPR & Basic First Aid principles

### Sample of Competencies - 2015 MAERB Core Curriculum

The entire document may be found on the EvCC website (Medical Assisting), the MA Student Handbook or on the AAMA website.

<b><i>I Anatomy &amp; Physiology</i></b> Measure/record vital signs      Administer medications Perform EKG/spirometry      Perform first aid procedures	<b><i>VII Basic Practice Finances</i></b> Perform accounts receivable procedures Obtain accurate patient billing information
<b><i>II Applied Mathematics</i></b> Calculate dosages      Review lab results Growth chart documentation	<b><i>VIII Third Party Reimbursement</i></b> Verify eligibility for services      Obtain precertification Complete an insurance claim form
<b><i>III Infection Control</i></b> Bloodborne pathogen training      Handwashing/Gloving CDC healthcare regulations      Prepare surgical trays	<b><i>IX Procedural and Diagnostic Coding</i></b> Perform procedural coding      Perform diagnostic coding Utilize medical necessity guidelines
<b><i>IV Nutrition</i></b> Explain special dietary plans Work with patient concerns regarding dietary changes	<b><i>X Legal Implications</i></b> Apply HIPAA rules      Locate WA State's MA scope of practice Document patient care      Protect the integrity of the medical record
<b><i>V Concepts of Effective Communication</i></b> Demonstrate respect for diversity      Coach patients Respond to verbal and nonverbal messages	<b><i>XI Ethical Considerations</i></b> Recognize the impact of personal ethics Demonstrate appropriate response(s) to ethical issues
<b><i>VI Administrative Functions</i></b> Create/maintain patient files      Schedule appointments Utilize an EMR      Schedule procedures	<b><i>XII Protective Practices</i></b> Participate in a mock exposure event      Use proper body mechanics Comply with safety signs/symbols      Use proper equipment safely

## MEDICAL ASSISTANT CERTIFICATE AND DEGREE CHECKLIST

Students should meet with an advisor and maintain this certificate checklist while at Everett Community College. Instructor permission and/or prerequisites are required for many courses. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Must be completed prior to enrolling in any Administrative Skill class:**

**Medical Assisting Demographics and criminal History Disclosure Form submitted to the Health Professionals Service Center – LBH 251**

**Declared '381' with Enrollment Services**

**Date Completed:** \_\_\_\_\_

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>Level I: Academic Core Courses</b>				
ENGL& 101	English Composition I	5	_____	_____
MATH 076 or MATH 086 (or higher) or BUS 130	Prep for Algebra or Business Math	5	_____	_____
HLTH 080 (or equivalent 7-hr HIV Certificate)	HIV/AIDS Training	0.7	_____	_____
<b>LEVEL II: Medical Core Courses</b>				
HLTH 100	Medical Terminology	5	_____	_____
HLTH 102	Applied A&P	5	_____	_____
HLTH 104	Critical Inquiry in Healthcare	3	_____	_____
HLTH 106	Administrative Skills – Office Management	5	_____	_____
HLTH 107	Administrative Skills – Computer Applications	3	_____	_____
HLTH 108	Administrative Skills – Practice Finances	4	_____	_____
HLTH 130	Disease and Pathology	5	_____	_____
<b>Anytime Courses (Courses require completion of ENGL&amp; 101. All courses must be completed prior to Clinical Externship.)</b>				
HLTH 140	Emergency Care Procedures (AHA BLS CPR REQUIRED)	2	_____	_____
HLTH 150D	Intercultural Communication in Health Care	5	_____	_____
HLTH 205	Medical Law and Ethics	4	_____	_____
<b>Level III: Clinical Core Courses (All Level I courses completed/One Administrative Skills class required)</b>				
HLTH 191	Clinical Skills: Surgical	4	_____	_____
HLTH 192	Clinical Skills: Clinical Microbiology	5	_____	_____
HLTH 210	Principles of Pharmacology	4	_____	_____
HLTH 213	Medical Charting & EMR	2	_____	_____
<b>Level IV: PEG Courses (Instructor permission required)</b>				
HLTH 211	Medication Administration	4	_____	_____
HLTH 212	Principles of Phlebotomy	4	_____	_____
HLTH 214	Clinical Skills - Ambulatory	5	_____	_____
<b>LEVEL V (Instructor permission required)</b>				
HLTH 251	Medical Assisting Clinical Practicum	6	_____	_____
		<b>MINIMUM REQUIRED CREDITS FOR CERTIFICATE:</b>	<b>85</b>	

**To earn an ASSOCIATE IN TECHNICAL ARTS (ATA), you must successfully complete all of the above requirements, plus additional credits as listed below. A minimum of 90 credits is required. The following courses can be taken at any time.**

**Electives (100 level or above to total 90 credits):**

\_\_\_\_\_

**MINIMUM REQUIRED CREDITS FOR ATA DEGREE: 90 (minimum 2.0 cumulative GPA required)**

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## MEDICAL ASSISTANT ~ ASSOCIATE IN APPLIED SCIENCE - T

This checklist provides a guide to students who wish to transfer to **Central Washington University's Information Technology and Administrative Management (ITAM) program, leading to a Bachelor of Applied Science, or City U of Seattle Bachelor of Health Administration (BSHA)**. Students should meet with an advisor and maintain this checklist while at Everett Community College. Instructor permission and/or prerequisites are required for many courses. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Must be completed prior to enrolling in any Administrative Skill class:**

**Medical Assisting Demographics and criminal History Disclosure Form submitted to the Health Professionals Service Center – LBH 251**

**Declared '381' with Enrollment Services**

Date Completed: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>Level I: Academic Core Courses</b>				
ENGL& 101	English Composition I	5	_____	_____
MATH 076 or MATH 086 (or higher) or BUS 130	Prep for Algebra or Business Math	5	_____	_____
HLTH 080 (or equivalent 7-hr HIV Certificate)	HIV/AIDS Training	0.7	_____	_____
<b>LEVEL II: Medical Core Courses</b>				
HLTH 100	Medical Terminology	5	_____	_____
HLTH 102	Applied A&P	5	_____	_____
HLTH 104	Critical Inquiry in Healthcare	3	_____	_____
HLTH 106	Administrative Skills – Office Management	5	_____	_____
HLTH 107	Administrative Skills – Computer Applications	3	_____	_____
HLTH 108	Administrative Skills – Practice Finances	4	_____	_____
HLTH 130	Disease and Pathology	5	_____	_____
<b>Anytime Courses (Courses require completion of ENGL&amp; 101. All courses must be completed prior to Clinical Externship.)</b>				
HLTH 140	Emergency Care Procedures (AHA BLS CPR REQUIRED)	2	_____	_____
HLTH 150D	Intercultural Communication in Health Care	5	_____	_____
HLTH 205	Medical Law and Ethics	4	_____	_____
<b>Level III: Clinical Core Courses (All Level I courses completed/One Administrative Skills class required)</b>				
HLTH 191	Clinical Skills: Surgical	4	_____	_____
HLTH 192	Clinical Skills: Clinical Microbiology	5	_____	_____
HLTH 210	Principles of Pharmacology	4	_____	_____
HLTH 213	Medical Charting & EMR	2	_____	_____
<b>Level IV: PEG Courses (Instructor permission required)</b>				
HLTH 211	Medication Administration	4	_____	_____
HLTH 212	Principles of Phlebotomy	4	_____	_____
HLTH 214	Clinical Skills - Ambulatory	5	_____	_____
<b>LEVEL V (Instructor permission required)</b>				
HLTH 251	Medical Assisting Clinical Practicum	6	_____	_____
<b>MINIMUM REQUIRED CREDITS FOR CERTIFICATE:</b>		<b>85</b>	(minimum 2.0 GPA required in each course)	

**Additional requirements for ITAM transfer, or BSHA transfer listed from A-G below. May be taken at any time**

A) ENGL& 102 or 103	_____	5	_____	_____
B) Choose one from: MATH 100, &107, &141, &142, &144, &151	_____	5	_____	_____
C) Choose one from CS& 131 or PHIL& 120	_____	5	_____	_____
D) Choose one from BIOL& 100, CHEM& 121, 161, GEOL 102, NAT S 107, PHYS& 114, 241/231	_____	_____	_____	_____
<b>Choose one from E, F, or G below:</b>	_____	5	_____	_____
E) BUS& 101 (preferred)	_____	5	_____	_____
F) ART& 100, DRMA& 101, ENGL& 111, FILM 100, HUM& 101, MUSC& 105, 110D, 115, 116	_____	_____	_____	_____
G) Any course that meets CWU General Education requirements and is approved by your advisor	_____	_____	_____	_____
<b>Total for the AAS-T degree</b>		<b>110</b>	<b>credits</b>	

Notes: A 2.3 minimum GPA is required for consideration for admission to the ITAM program and a 2.0 minimum GPA is required for admission to City U. CWU and City U. accept up to 105 community college credits. Requirements A-G satisfy general education and ITAM/BSHA program requirements despite adding up to over 105 credits.

# Medical Assistant Demographics

**Instructions:**

1. Apply for admission to Everett Community College and complete Online Orientation. Visit [www.EverettCC.edu/enrollment/future-students/get-started](http://www.EverettCC.edu/enrollment/future-students/get-started) for all necessary steps.
2. Declare Medical Assisting as intended program of study. The program code is 381.
3. Pay the current program application fee to the EvCC Cashier. Provide a copy of the receipt along with this completed 2-page application to the Health Professions Service Center, Liberty Hall, Rooms 251 & 253.

**Name**

\_\_\_\_\_

Last	First	Middle	Previous Last Names
------	-------	--------	---------------------

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Street	City/State	Zip	
--------	------------	-----	--

**Student ID Number (SID):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Personal Email:** (EvCC communicates mainly via email)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

**In case of emergency, contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_ Year: \_\_\_\_\_ GED completion date: \_\_\_\_\_ Location: \_\_\_\_\_

**Previous College/University:**

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Official Transcript evaluations are required for any courses transferred to EvCC. Submit requests to Enrollment Services.

**Review the following statements and sign below:**

- I attest that the information presented on this form is correct as stated.
- I request and authorize the Health Professions Service Center to obtain and release, on my behalf, information needed for entry into and completion of the Medical Assisting Program.
- I am aware and agree that this information will be shared with clinical sites as a requirement of the MA program.
- I understand that I will need to complete the online criminal background check the quarter prior to Externship.
- I further understand that having a criminal record may limit my ability to pursue a career in health care.
- I declare that I have a High School diploma or GED.
- I am aware the Medical Assisting Student Handbook is available on Everett Community College website.
- I acknowledge that I am obligated to comply with all policies and procedures contained in the MA Handbook.
- I am aware that all program information forms are available on the Everett Community College website.
- In order to complete my clinical externship, I am aware that I may have to travel, at my own expense, up to 35 miles to and from my assigned site.
- I also acknowledge it is EvCC's responsibility to secure an appropriate clinical site for me.
- I am aware the clinical externship requires 160 unpaid hours, that I am expected to be available Monday through Friday, up to 8 hours per clinical day.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Medical Assistant Program  
Everett Community College  
Health Science  
Criminal History/Conviction Information**

Criminal history/conviction records for current Health Science Students are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public. Such records may be required to be verified by background check in order to continue enrollment. Please complete this record to include previous information and any information which would not have been known when you entered the Health Sciences Department.

**Name (Last)** \_\_\_\_\_ **(First)** \_\_\_\_\_ **(MI)** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Date of Birth (Mo, Day, Yr)** \_\_\_\_\_

**1. Crimes against persons and crimes related to financial exploitation:**

Have you ever been convicted of any of the crimes listed below.

Yes  No If yes, check all that apply and describe in the box below.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Arson, (1 <sup>st</sup> degree)  | <input type="checkbox"/> Custodial Interference (1 <sup>st</sup> /2 <sup>nd</sup> Degree)       | <input type="checkbox"/> Promoting Prostitution (1 <sup>st</sup> Degree)                             |
| <input type="checkbox"/> Assault, Custodial   | <input type="checkbox"/> Extortion (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> * Degree) | <input type="checkbox"/> Prostitution  |
| <input type="checkbox"/> Assault, Simple (or 4 <sup>th</sup> degree)                                    | <input type="checkbox"/> Forgery*   | <input type="checkbox"/> Robbery (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                           |
| <input type="checkbox"/> Assault (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> degree)             | <input type="checkbox"/> Incest   | <input type="checkbox"/> Rape (1 <sup>st</sup> / 2 <sup>nd</sup> /3 <sup>rd</sup> Degree)            |
| <input type="checkbox"/> Assault of a child (1 <sup>st</sup> /2 <sup>nd</sup> / 3 <sup>rd</sup> degree) | <input type="checkbox"/> Indecent Exposure-Felony   | <input type="checkbox"/> Rape of a Child (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Degree)  |
| <input type="checkbox"/> Burglary (1 <sup>st</sup> degree)  | <input type="checkbox"/> Kidnapping (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                   | <input type="checkbox"/> Selling/Distributing Erotic Material to a Minor                             |
| <input type="checkbox"/> Child Abandonment  | <input type="checkbox"/> Malicious Harassment   | <input type="checkbox"/> Sexual Exploitation of a Minor  |
| <input type="checkbox"/> Child Abuse or Neglect<br>(RCW 26.44.0200)                                     | <input type="checkbox"/> Manslaughter (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                 | <input type="checkbox"/> Sexual Misconduct with a Minor<br>(1 <sup>st</sup> /2 <sup>nd</sup> Degree) |
| <input type="checkbox"/> Child Buying or Selling  | <input type="checkbox"/> Murder, Aggravated   | <input type="checkbox"/> Theft (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Degree)          |
| <input type="checkbox"/> Child Molestation (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Degree) | <input type="checkbox"/> Murder (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                       | <input type="checkbox"/> Unlawful Imprisonment   |
| <input type="checkbox"/> Communication with a Minor   | <input type="checkbox"/> Patronizing a Juvenile Prostitute                                      | <input type="checkbox"/> Vehicular Homicide  |
| <input type="checkbox"/> Criminal Abandonment   | <input type="checkbox"/> Promoting Pornography  | <input type="checkbox"/> Violation of Child Abuse Restraining Order                                  |
| <input type="checkbox"/> Criminal Mistreatment (1 <sup>st</sup> , 2 <sup>nd</sup> Degree)               |   |  |

**2. Drug Related Crimes**

Have you ever been convicted of a crime related to the manufacture, delivery of, or possession with intent to manufacture or deliver a controlled substance?

Yes  No

**3. Related Proceedings**

Have you ever been found in a dependency action, domestic relations proceeding, disciplinary board hearing, or protection proceeding to have: sexually assaulted or exploited, sexually or physically abused, a minor or developmentally disabled person OR to have financially exploited or abused a vulnerable adult?

Yes  No

**4. Medicare-Medicaid/Healthcare Related Crimes**

Have you ever been convicted of any crime related to the delivery of service under Medicare/Medicaid or any state or federal healthcare program, or convicted of any crime connected with the delivery of a healthcare item or service?

Yes  No

Have you ever been judged liable for civil monetary penalties for conduct related to the delivery of services, supplies, or other participation in Medicare/Medicaid or any other state or federal healthcare program?

Yes  No

Have you ever been excluded from providing services or supplies under Medicare, Medicaid or any other federal funded healthcare program?

Yes  No

**5. For all items checked in 1, 2, or 3 above**, specify the conviction or action date(s), sentence(s), or penalty(ies) imposed, prison release date(s) and current standing. For all items with an asterisk (\*) above, provide a description of the victim including the victim's age. Write on the back of this paper if needed.

**6. General Conviction Information:**

Aside from those crimes listed above, within the past 10 years have you been convicted of or released from jail/prison for any crimes (including misdemeanors and felonies), excluding parking tickets/traffic citations?

Yes  No If Yes, indicate all conviction dates, jail/prison release date(s), and the nature of the offense(s). (Use back of page)

**Signature**

Under penalty of perjury, I certify that the above-stated information is true, correct, and complete. I understand that I can be required to support the information with background checks and that I can be discharged from the Program for any misrepresentation or omission in the above-stated information.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Medical Coding Certificate

## Medical Billing Specialist Certificate

### Medical Coding and Billing ATA

#### PROGRAM DESCRIPTION

Medical coders and billers may work in an office or from home analyzing patient charts to assign universal numeric codes for reporting and billing purposes. Knowledge of health care, disease process, and treatments is used to expertly determine these codes. Also, knowledge of medical insurance and government payer expectations are used for reimbursement. Critical thinking, attention to detail, and accuracy are essential in this field.

Anyone with a felony conviction should reconsider the program choice because a conviction could prevent employment in the medical field.

#### PROGRAM INFORMATION AND COSTS

Everett Community College offers a Medical Coding program that is completely online and charges “fees” to students for their classes instead of tuition. This enables students from outside Washington State to complete the online program at a reasonable cost. The Medical Billing Specialist program is also offered online. However, the Medical Billing Specialist program charges “tuition” for each required class. Students who are not Washington State residents may have to pay out-of-state tuition. Information about tuition and fees can be found at <https://www.everettcc.edu/enrollment/tuition/tuition-rates/> and <http://www.everettcc.edu/programs/health-safety/health-sciences/medical-coding/>

Students earning a C- or lower in required classes will need to repeat the class; additional fees or tuition apply. Financial Aid is available for eligible students to assist in meeting the costs of the programs. Students are encouraged to apply for Financial Aid early.

A certificate or degree is awarded once students have completed the required course work with a C or better in each required class and after an application for each certificate or degree is approved by the college.

#### PROGRAM ADVISORS

It is essential to contact a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact

- Medical Coding: Health Sciences Department, [MCadvising@everettcc.edu](mailto:MCadvising@everettcc.edu), 425.259.8931
- Medical Billing: Business Technology Department, Kathy Kneifel, [kkneifel@everettcc.edu](mailto:kkneifel@everettcc.edu), OLY 215, 425.388.9155

#### GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students <http://www.everettcc.edu/enrollment/future-students/get-started/>. New students requiring advising should contact a program advisor above or the Advising Center, Rainier Hall, Room 104, 425.388.9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising).

#### APPLYING FOR GRADUATION

Two quarters before expected completion, the certificate/degree checklist should be submitted with a diploma application to the Enrollment Services Office.

For information about graduation rates, the median debt of students who complete the program, and other important information, please visit the EvCC web site at [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment). Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective April 2020. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## MEDICAL CODING CERTIFICATE

Students planning to complete both the Medical Coding and the Medical Billing Specialist Certificates should complete the Medical Coding first. Courses with (PR) are subject to prerequisites. Students must earn a C or higher in all required courses; a class earning a C- or lower would need to be repeated.

<b>MEDICAL CODING CERTIFICATE (44 CREDITS)</b>						
Course		Course Title	Credits	Grade	Quarter	Year
MC 103		Introduction to Medical Coding and Billing	2			
MC 117		Foundations in Health Information Management	4			
MC 120		Healthcare Vocabulary	3			
MC 137		Structure and Function of the Human Body	3			
MC 139 (PR)		Pathophysiology (PR)	4			
MC 141 (PR)		Basics of Pharmacology	2			
MC 147 (PR)		Diagnosis Coding with ICD-10-CM	7			
MC 151 (PR)		Principles of CPT and HCPCS Coding	7			
MC 161 (PR)		Advanced Coding with ICD-10-CM	1			
MC 171 (PR)		Procedure Coding with ICD-10-PCS	4			
MC 181 (PR)		Medical Coding Practicum	7			
		<b>Total credits</b>	<b>44</b>			

Students who have earned the Medical Coding certificate from EvCC, can take BT 180, BT 181D, and BT 182 to also earn the Medical Billing Specialist certificate. The MC 120 and MC 137 classes will be used in the Medical Billing Specialist program to replace Health 100 and Health 102.

Students interested in continuing the Medical Coding path can view the options on the last page.

## MEDICAL BILLING SPECIALIST CERTIFICATE

The Medical Billing Specialist certificate is a tuition-based program. Out-of-state tuition may apply to students living outside of Washington State.

Students must earn a C or higher in all required courses; a class earning a C- or lower would need to be repeated. Courses with (PR) are subject to prerequisites.

**CL 101, Computer Literacy, is a prerequisite to BT182 and may be waived by instructor permission.**

<b>BUSINESS TECHNOLOGY MEDICAL BILLING SPECIALIST CERTIFICATE (37-40 CREDITS)</b>						
Course		Course Title	Credits	Grade	Quarter	Year
<input type="checkbox"/> Eligibility for MATH 076 or higher <input type="checkbox"/> Completion of CL 101 or waiver by instructor permission						
MC 103		Introduction to Medical Coding	2			
HLTH 100* or MC 120		Medical Terminology (5 credits) or Healthcare Vocabulary (4 credits)	4-5			
HLTH 102* or MC 137		Applied A&P (5 credits) or Structure and Function of the Human Body (3 credits)	3-5			
MC 147 (PR)		Diagnosis Coding with ICD-10-CM	7			
BT 181D*		Diversity in Law and Ethics for Health Occupations	5			
BT 180* (PR)		Principles of Medical Insurance	5			
MC 151 (PR)		Principles of CPT and HCPCS Coding	7			
BT 182* (PR)		Medical Front Office	3			
		<b>Total credits</b>	<b>36-39</b>			

\*Out-of-state tuition may apply

\*\* The MC120 and MC137 will be used in the Medical Billing Specialist program to replace Health 100 and Health 102.

## MEDICAL CODING AND BILLING ATA DEGREE

The Medical Coding certificate and Medical Billing Specialist certificate must be earned before completing the ATA degree.

BUSINESS TECHNOLOGY MEDICAL CODING AND BILLING ATA DEGREE (90 CREDITS)					
Course	Course Title	Credits	Grade	Quarter	Year
	<input type="checkbox"/> Completion of Medical Coding certificate <input type="checkbox"/> Completion of Medical Billing Specialist certificate	58			
BUS 165*	Service Essentials (HR)	5			
ENGL 098* or ENGL& 101*	Introduction to College Writing OR English Composition I	5			
BUS 130* or MATH/TS 076* or higher	Business Computations Math Literacy	5			
Electives	Choose from list below, or instructor permission	18			
	<b>Total credits</b>	<b>90</b>			

Electives	Course Title	Credits		
CL 101*	Computer Literacy	5		
CL 104*	Spreadsheets	2		
CL 110* (PR)	Managing Internet Communications	5		
ACCT 100*	Accounting for Non-Accountants	2		
ACCT 110* (PR)	Small Business Accounting	5		
BT 162*	Job Search and Professional Development	5		
BT 219* (PR)	Word	5		
BT 242* (PR)	Excel	5		
BT 252*	Internship	1-4		
BUS 110D* (PR)	Business Communications	5		
CMST& 210* (PR)	Interpersonal Communications	5		
HLTH 150D* (PR)	Intercultural Communication in Health Care	5		
HLTH 208* (PR)	Healthcare Risk Management and Liability	5		

\*Out-of-state tuition may apply

With verifiable evidence of previously acquired skills, waivers may be granted; they can only be granted by the program advisors listed in this curriculum guide. Waivers do not reduce the number of credits required for earning the certificates or degree. Should a class be waived, a class from the list of electives above can be used to meet the required certificate credits.

### Transfer Information for the Medical Coding Certificate

- Transfers to Spokane Community College toward their Health Information Management AAS Degree Program; graduates are eligible to take the RHIT certification exam. (35 credits transfer in)
- Transfers to Shoreline Community College toward their Health Information Technology AAS Degree Program; graduates are eligible to take the RHIT national exam and go on for a bachelor's degree to get the RHIA. (39 credits transfer in.)
- Continuing at EvCC to earn the ATA, students will need to complete 13 additional credits to earn the Medical Billing Specialist certificate, and then continue on with "gen ed" and other degree requirements including specific electives for 28 more credits with a total of 90 credits for the Medical Coding and Billing ATA Degree Program. (All 44 MC credits carry forward to the ATA degree.)



# Medical Spanish Interpreter



## PROGRAM INFORMATION

Everett Community College's Health Sciences Department offers a 10-credit department certificate in Medical Spanish Interpreter. The program covers the medical vocabulary, phraseology, and expressions necessary to translate the most common medical signs, symptoms, and illness-related terminology used during patient-provider interactions. Students will be trained in the linguistic skills required of medical interpreters to successfully perform their interpreting duties in a medical setting. Native-like fluency in both Spanish and English is required. It is highly recommended that HLTH 100, Medical Terminology, be taken prior to HLTH 160, Medical Interpreting – Spanish.

Persons who successfully complete these two classes with a grade of 2.0 or higher will receive a department certificate in Medical Spanish Interpreter.

HLTH 100, Medical Terminology, is offered quarterly in both traditional and online format. HLTH 160, Medical Interpreting – Spanish, is offered annually in the Spring Quarter.

Medical Interpreters provide a vital function in the health care setting. They bridge the gap between the healthcare provider and the patient, striving to improve communication so that optimal patient care can be given. The role of the Medical Spanish Interpreter includes cultural advocacy as well as English-Spanish and Spanish-English translation. The person taking this program is one who seeks excellence in communication, who has native-like fluency in both English and Spanish, and one who either works in or seeks to work in a healthcare facility that serves a multicultural clientele. That individual might be employed as a Medical Spanish Interpreter specifically, or as a patient care provider where skill in translation is a plus.

## COURSES

Health 100 – Medical Terminology, 5 credits  
Health 160 – Medical Interpreting – Spanish, 5 credits

## ADVISORS

Beth Adolphsen, 425-388-9467  
Christine Malone, 425-388-8294  
Karla Pouillon, 425-388-9571

## HOW TO REGISTER

Submit college application materials to Enrollment Services. Contact the Health Sciences Department for additional information @ 425-388-9461.

## RELATED PROGRAMS

Everett Community College offers a variety of certificate and degree programs leading to healthcare careers:

- Nursing
- Medical Assistant
- Phlebotomy Technician

For more information about these programs, go to: [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides) and select the programs that interest you. Or you may contact Enrollment Services, phone 425-388-9219.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs and activities or employment. The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9216. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **DECEMBER 2013**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Medical Receptionist Medical Administrative Support Business Technology ATA

## GENERAL INFORMATION

Completion of the Medical Receptionist and Medical Administrative Support certificates help students develop computer literacy in Microsoft Office software, medical terminology, insurance reimbursement, front office registration, and patient communication skills. These certificates and the degree are designed to prepare students to successfully enter the workforce. Good English, oral and written communication skills, excellent human relations skills, and a typing speed of at least 40 words per minute for medical receptionists and 60 words per minute for medical administrative support personnel are strongly recommended for successful job placement. Employment opportunities for trained medical receptionists and medical administrative support personnel are expected to experience faster than average growth. Employment is generally found in health-related office environments such as physicians' offices, hospitals, clinics, group medical practices, and other medical-care facilities.

Medical receptionists and medical administrative support personnel perform such duties as greet patients and family members, maintain patient records, process insurance, schedule appointments, file, communicate using telephone and written communication, type, and manage the office and personnel.

Anyone with a felony conviction should reconsider the program choice because it could prevent employment in the medical field.

The certificates and degree are offered online as well as on campus. Every course is not offered each quarter, so please consult the class schedule and a program advisor to plan course selection. Students entering the program should have basic keyboarding (type by touch) and basic math skills. Eligibility for Math 76 or higher is recommended. Students entering the program without basic keyboarding skills should take BT100.

## PROGRAM ADVISORS

It is essential to meet with a program advisor and maintain the certificate or degree checklist while at Everett Community College. Contact one of the EvCC advisors listed below to help you select which degree/certificate pathway to follow and to create your Degree Audit Plan. If no answer, call the division office at 425-388-9243.

Kathy Kneifel	OLY 215	425.388.9155	kkneifel@everettcc.edu
Theresa Markovich	OLY 217	425.388.9241	tmarkovich@everettcc.edu

## GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu). New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising).

## APPLYING FOR GRADUATION

Two quarters before expected completion, the certificate/degree checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the college requirements for earning a certificate or degree is contained in the college catalog.

For information about graduation rates, the median debt of students who complete the program, and other important information, please visit the EvCC web site at [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment). Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **April 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# BUSINESS TECHNOLOGY MEDICAL CERTIFICATES AND DEGREE



Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at <http://www.everettcc.edu/catalog/>

\*\*Students planning to earn the ATA degree should take COLL 101 within the first two quarters.

<b>BUSINESS TECHNOLOGY CORE REQUIREMENTS FOR ALL CERTIFICATES AND DEGREE (18 CREDITS)</b>					
Course	Course Title	Credits	Grade	Quarter	Year
CL 101	Computer Literacy	5			
BT 105	Keyboarding Speed and Accuracy	3			
BUS 104	Business English	5			
BUS 165	Service Essentials for Business	5			

## MEDICAL RECEPTIONIST CERTIFICATE (41 CREDITS)

Complete Core Requirements above plus the 23 credits below

Course	Course Title	Credits	Grade	Quarter	Year
BT 115	Records Management	5			
BT 180	Principles of Medical Insurance	5			
BT 181D	Diversity in Law & Ethics for Health Care Occupations	5			
BT 182	Medical Reception	3			
HLTH 100	Medical Terminology	5			

## MEDICAL ADMINISTRATIVE SUPPORT CERTIFICATE (71 CREDITS)

Complete Core and Medical Receptionist Requirements above plus the 30 credits below

Course	Course Title	Credits	Grade	Quarter	Year
BT 162	Job Search & Professional Development	5			
BT 219	Introduction to Microsoft Word	5			
BT 242	Excel	5			
BUS 110D	Business Communications	5			
BUS 130	Business Computations	5			
CL 110	Managing Internet Communication	5			

## BUSINESS TECHNOLOGY DEGREE ( 90 CREDITS)

Completion of Above Requirements for Certificates

Completion of Diversity Requirement

Completion of Degree Requirements Below

Completion of Program Approved Electives, if needed

**COLL 101	College Success	2			
BT 240	Access	5			
BT 252	Internship	1-4			
BT 261	Advanced Office Procedures	5			
ENGL 98 or ENGL& 101	Introduction to College Writing English Composition 1	5			
Elective		0-3			

## PROGRAM ELECTIVES

### Medical Emphasis

HLTH 102	Applied A&P	5
HLTH 130	Disease & Pathology	5
HLTH 208	Healthcare Risk Management	5

### Accounting Emphasis

ACCT 110	Small Business Accounting	5
ACCT 112	Business Taxation	5
ACCT 210	Payroll	5
ACCT 215	Computer Accounting	5

### Legal Emphasis

BT 145	Civil Litigation	5
BT 146	Wills, Probate, Domestic Relations	5
BT 147	Bankruptcy and Corporate Law	5
BT 148	Advanced Legal Procedures	5

### General Electives

BT 100	Beginning Keyboarding	5
BUS 101	Introduction to Business	5
BUS 154	Fundamentals of Supervision	5
BUS 230	Introduction to Hospitality	5
BT 243	Advanced Excel	5
CL 102	Using the Computer and Managing Files	2
CL 107	Fundamental Concepts of Computer Systems	2

## GENERAL INFORMATION

Medical transcriptionists (MTs) and medical transcription editors (MTEs) translate and edit dictation recorded by healthcare providers regarding patient assessment and treatment. Working on a computer using headsets, transcribing equipment, and possibly editing software, MT/MTEs transcribe and edit a variety of medical reports about many aspects of patient care including but not limited to routine office visits, emergency care, diagnostic imaging studies, operations, chart reviews, and hospital summaries. These reports become part of the patient's permanent medical record. The MT/MTE is a vital part of the healthcare team.

In order to accurately produce reports in a format that is clear and comprehensible, MT/MTEs must understand the language of medicine, anatomy and physiology, disease and pathology, diagnostic procedures and treatment, as well as be familiar with commonly prescribed medications. MT/MTEs must also be able to translate medical jargon and abbreviations into their expanded forms.

Most healthcare providers record dictation using digital equipment. These digital voice files can be transmitted via the Internet to the MT/MTEs who can transcribe the work and return it to the provider via the Internet. Because of this, an MT/MTE can provide transcription and editing services for providers anywhere in the country.

Using "back-end speech recognition" technology, many doctors are now dictating directly into the computer. When this happens, the MTE listens to the voice file while proofing and editing the doctor's words on the computer screen. This allows for production of an accurate medical record in less time than with traditional transcription.

## PREPARATION

In the past, most MTs trained "on the job." Today, however, completion of a specialized program in medical transcription and editing is recommended, if not required. As the industry changes and speech recognition (SR) technology becomes more widely used, the demand for MTEs is increasing, with many employers interested in recent graduates who

are trained (as ours are) for this new technology.

In addition to the essential understanding of medical terminology and anatomy and physiology, good English grammar and punctuation skills are required, as well as familiarity with personal computers and word processing software. Eventual keyboarding speed between 70 and 80 words per minute is recommended. Good listening skills are necessary, especially for environments where healthcare providers may speak English as a second language.

After successful completion of an MT/MTE educational program, graduates may elect to sit for the Registered Healthcare Documentation Specialist (RHDS) exam. Passing this exam can be taken as evidence of entry-level competency on the part of the MT/MTE. This exam is administered by AHDI, the Association for Healthcare Documentation Integrity, the nonprofit professional association representing the individuals and organizations in healthcare documentation. The EvCC Medical Transcription and Editing Program is one of their approved and recommended programs.

The MT/MTE with two years of acute care experience may voluntarily take an exam given by AHDI in order to be recognized as a Certified Healthcare Documentation Specialist (CHDS). While it is not required that an MT/MTE be certified to work in this field, holding this credential is generally recognized as the sign of a well-rounded, competent MT or MTE.

## CAREER OPTIONS

Medical transcriptionists and editors work as employees in hospitals, doctors' offices, or for medical transcription services. Both full-time and part-time work is available. Many MT/MTEs telecommute from home-based offices as employees, statutory employees, or as self-employed independent contractors.

In the past, several years of experience were required before an MT or MTE could hope to work from home. However, due to the current shortage of qualified MT/MTEs, some employers, notably some medical transcription services, are now willing to test program graduates for possible immediate placement working from home. An increasing

number of MT/MTEs are now home-based, whether working for themselves or others.

With experience, MT/MTEs can advance to supervisory, editing, or consulting positions. With additional education or training, some become teachers, medical records technicians, medical coders, or medical records and health information administrators.

## JOB OUTLOOK

According to the US Department of Labor's [Occupational Outlook Handbook](#), employment of medical transcriptionists is projected to grow 8% from 2012 to 2022, about as fast as the national average. This will be spurred by a growing and aging population who receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can easily be shared among providers, third party payers, regulators, and consumers. Growing numbers of MT/MTEs will be needed to amend patients' records, edit for grammar, and identify discrepancies in medical records. Furthermore, contracting out transcription work overseas and advancements in speech recognition technology are not expected to significantly reduce the need for well-trained medical transcriptionists domestically.

## COMPENSATION

In 2012, the median hourly earnings for MTs was \$16.36. Compensation methods vary. Some MT/MTEs are paid hourly, some are paid based on their production, and some are paid based on a combination of the two. Independent contractors and transcription service employees usually receive production-based pay. Often initial earnings for new MT/MTEs who are paid solely by production are low, with higher wages coming with experience and increased productivity.

*A large part of the information above was adapted and quoted from the [Occupational Outlook Handbook](#), 2014-15.*

**Approved by Instructional Council  
May 22, 2014**

## PROGRAM DESCRIPTION

Everett Community College's Health Sciences Division offers a Medical Transcription and Editing Certificate program which utilizes state-of-the-art software and online text materials used exclusively for the training of medical transcriptionists and editors.

A Certificate is awarded upon successful completion of the **43 credits** program of study. The program may be entered at the beginning of any quarter. Students utilize their own computer and can anticipate workloads that vary depending on the course load taken. Customized tracks are available so your course load is ideally suited for your available study time. Financial aid is available for qualified students in all enrollment tracks.

Classes are **completely online**, totally self-contained, and focus on providing the training required to obtain an entry-level position as a medical transcriptionist or editor. Only Medical Transcription and Editing Program students should enroll in these classes.

Following completion of the program, students may sign up for MTE 099, Medical Transcription & Editing Test Preparation. This is a 5-week, non-credit, pass-fail class, which is designed to prepare the Career Step Graduate Services placement program, an option available to program graduates, as well as customary preemployment testing for MT/MTE jobs. The cost of the test prep class is included in the overall program fee.

## ENTRY TESTING and SELF-ASSESSMENTS

No formal entry testing is required, although the program does require a typing speed of 35 WPM or better. More details and free self-assessments are available on the [EvCC MTE Self-Assessment](#).

### Getting Started in

## MEDICAL TRANSCRIPTION AND EDITING at EvCC

Interested students are encouraged to contact our Medical Transcription and Editing Student Services Specialist for assistance with the application and registration processes, as well as for information about financial aid options.

**Call toll-free 1-866-304-EvCC  
or send an e-mail to  
[success@everettcc.edu](mailto:success@everettcc.edu)**

**Additional information is  
available at  
[EvCC MTE Program](#)**

## COST

Because of the special nature of this program, the comprehensive class fee for this program is currently \$4,982.84. Financial aid is available for eligible students to assist in meeting the costs of enrollment, and prospective students are encouraged to apply for financial aid early. Note that the Medical Transcription and Editing Program financial aid deadlines are different from those of the college in general.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

## COMPUTER and SOFTWARE REQUIREMENTS

A PC is required for the MTE Program. While the Career Step courseware we use in general performs better in a Windows environment, the program also uses the AnyModal Edit software by M\*Modal that requires use of Internet Explorer and does not work on a Mac.. Because of this, you **MUST** have a PC. Despite the Mac's ability to meet or exceed all other program requirements except this one software incompatibility, you may be told a Mac might work. It will not. You need to be working on or have regular access to a PC where you are able to make modifications and install software in order to complete our program.

A fully functional version (not a substitution or trial version) of Microsoft Word 2000 or higher is **REQUIRED**, as well as Microsoft Internet Explorer.

An active Internet connection is required; a high speed or broadband connection is recommended.

## PROGRAM ADVISOR

Advisor guidance is available to you throughout program. Please contact:

Sue Krajewski, CMT, AHDI-F  
[skrajewski@everettcc.edu](mailto:skrajewski@everettcc.edu)

Elizabeth (Betsy) Stam  
[estam@everettcc.edu](mailto:estam@everettcc.edu)

General questions about the College may also be addressed to:

Enrollment Services  
Parks Student Union Room 201  
425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **JUNE 2014**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## Medical Transcription and Editing Certificate – 43 credits

Students should be in contact with the Medical Transcription and Editing Program advisor and maintain this checklist while in this program. As you near completion of the program requirements (about 15 weeks prior to completion, roughly halfway through your next-to-last quarter), you should submit the application for graduation online via the student kiosk. Go to [www.everettcc.edu/kiosk](http://www.everettcc.edu/kiosk) and scroll until you see the Graduation Application link. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

A grade of C (2.0) or higher is required in ALL classes. Each class may be repeated a maximum of two (2) times. Costs for retakes are prorated, based on the number of credits for the individual class. There cannot be a lapse of more than 2 academic quarters between classes or the program will need to be restarted from the beginning.

Each quarter of medical transcription courses must be taken as a cluster of classes and needs to be taken in the order arranged in advance with the Program Advisor. There are many different options for program completion ranging from part to full time. Microsoft Word 2000 (or higher) is the required software for this program, as well as access to a PC, the ability to install software, and Internet Explorer.

**Only students enrolled in the Medical Transcription and Editing Certificate program are permitted to register for MT/MTE classes.**

Course Number	Course Title	Credits	Quarter Completed	Grade
MTE 110	Medical Records and the MT/MTE	3	_____	_____
MTE 120	Language of Medical Transcription and Editing	2	_____	_____
MTE 140	Grammar Essentials for MT/MTE	3	_____	_____
MTE 170	Anatomy, Physiology, & Disease Processes – MT/MTE	4	_____	_____
MTE 190	Pharmacology, Lab Data, and Physical Exam – MT/MTE	2	_____	_____
MTE 210	Introduction to Speech Recognition Editing - MTE	2	_____	_____
MTE 220	Focus on Medical Specialties for MT/MTE	3	_____	_____
MTE 260	Shortcuts/Technology/Employment – MT/MTE	3	_____	_____
MTE 200	Beginning Medical Transcription – Clinic Notes	6	_____	_____
MTE 240	Intermediate Medical Transcription – Acute Care	6	_____	_____
MTE 280	Advanced Medical Transcription – Adv. Acute Care	6	_____	_____
MTE 290	Speech Recognition Editing, Clinic & Acute Care	3	_____	_____
MTE 099	Medical Transcription & Editing Test Prep	0	(optional)	_____
<b>Required Credits</b>		<b>43</b>		

### BEFORE YOU BEGIN

**Prior to beginning Medical Transcription and Editing courses, students should have English comprehension, spelling, and usage competency equivalent to that of a high school graduate; a typing speed of at least 35 wpm; a working knowledge of Microsoft Word; and intermediate computer skills. Students who do not currently possess these skills should consider completing the following courses as needed before beginning the Medical Transcription and Editing courses:**

CL 101	Computer Literacy	BT 219	Introduction to Microsoft Word
BT 100	Beginning Keyboarding	BUS 104	Business English
BT 105	Keyboarding for Speed and Accuracy (not to be taken concurrently with BT 100)		

**The following classes may also be taken to augment the program:**

BT 145	Civil Litigation	BT 147	Bankruptcy and Corporate Law
BT 146	Will/Probate/Domestic Relations	BT 181D	Diversity in Law and Ethics for Health

# Medicine & Dentistry

## Associate in Arts & Sciences – Direct Transfer (DTA) Associate of Science

### GENERAL INFORMATION

Dentists work to prevent dental problems, fill and repair teeth, treat gum disease, perform surgical operations on the teeth, jaws and gums, and make devices such as dentures, partials and implants. Dentists may have a general practice, or may specialize as orthodontists, surgeons, periodontists, or endodontists, for example. Typically, dentists set up their own practice, or join small independent clinics as associates or partners. In May 2012, the median income of salaried dentists was \$149,310. Income can vary widely due to location, size of practice, and specialization.

Physicians take medical histories, determine and administer treatment or refer patients to other health care professionals. They coordinate work with nurses, social workers, rehabilitation therapists, pharmacists and psychologists. They may specialize in fields such as pediatrics or orthopedics, or may enter general practice.

Three types of physicians are most well known: The M.D. (Doctor of Medicine), the D.O. (Doctor of Osteopathic Medicine), and the N.D. (Naturopathic Doctor). M.D.s are also known as allopathic physicians. While both M.D.s and D.O.s may use all accepted methods of treatment, including drugs and surgery, D.O.s place special emphasis on the body's musculoskeletal system, preventive medicine, and holistic patient care. About a third of M.D.s—and more than half of D.O.s—are primary care physicians. They practice general and family medicine, general internal medicine, or general pediatrics and are usually the first health professionals patients consult. Primary care physicians tend to see the same patients on a regular basis for preventive care and to treat a variety of ailments. General and family practitioners emphasize comprehensive health care for patients of all ages and for the family as a group. Those in general internal medicine provide care mainly for adults who may have problems associated with the body's organs. General pediatricians focus on the whole range of children's health issues. When appropriate, primary care physicians refer patients to specialists, who are experts in medical fields such as obstetrics and gynecology, cardiology, psychiatry, or surgery.

Naturopathic Doctors (N.D.) practice a unique and comprehensive approach to improving health and treating illness. It is based on the healing power of nature, which supports and stimulates the body's ability to heal itself. It uses a combination of natural medicines and gentle hands-on techniques. Naturopathic doctors are trained in acupuncture, botanical medicine, clinical nutrition, homeopathy, physical treatments and coaching for healthy living choices. Therapies are often combined for their synergistic effects.

*The information above, and more, can be found in the Department of Labor Occupational Outlook Handbook at the following site:*

(<http://stats.bls.gov/oco>)

**Approved by Instructional Council March 2017. DTA checklist effective January 2017.**

**Pre-medicine and Pre-dentistry** are not majors at colleges or universities. Students planning to enter professional schools after earning a baccalaureate degree may major in any field of study they desire, providing they complete minimum course requirements in math and sciences. Many pre-medical or dental students major in some area of the biological sciences (Biology, Zoology, Microbiology, Genetics or Biochemistry), but majors in the social sciences or humanities, for example, may be just as valid as long as the basic science/math sequences are included.

Admission committees for medical and dental schools prefer individuals with high academic achievement and test scores, who have completed the essential science and math courses, who have demonstrated interest and experience in their intended field, who have strong communication skills, and who have a well-rounded background – which may include a major in the liberal arts and/or other avocational interests.

**Everett Community College offers two pathways as options toward transfer to a university. Each transfer institution prefers a different degree option, so it is important to talk with an advisor during your first year at community college!**

**The Associate in Arts and Sciences – DTA** meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major public universities in Oregon. The degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. Depending upon the student's intended major, this option may or may not meet all of the prerequisites for the major. It is very important to discuss this with an advisor. This degree is recommended for pre-medicine and pre-dentistry students only if they are transferring into a social science baccalaureate program (such as Psychology) or if their transfer institution prefers it.

**The Associate of Science** is another degree option for science majors and requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student will be eligible for junior level science courses, but will need to complete the remaining general education requirements before graduation with a baccalaureate degree.

### CAREER OPTIONS

Both dentists and physicians frequently set up their own private practices. Some choose to work in hospital or clinic settings, to work for public health offices, in research facilities, or as teachers or hospital administrators.

There are a number of careers closely related to dentistry and medicine. Please see an advisor, as prerequisites are quite different than those for medicine and dentistry. Please refer to our guides for chiropractic, nursing and dental hygiene for examples. Also, the fields of nurse practitioner and physician assistant may be of interest to those who have had at least 2 years of full-time experience in the medical field and a bachelor's degree; more information can be obtained by contacting:

Univ of Washington, MEDEX Northwest, Physician Assistant Program  
4245 Roosevelt Way NE, Seattle, WA, 98105, Phone: 206-598-2600

## SUGGESTED PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Students interested in health fields should be prepared to work with a diversity of clients. Their written, verbal and personal communication skills should be strong.

Although medical schools do not specify that students applying for admission have a science degree, UW Medical School requires that a student complete 12 quarter credits of biology, 18 quarter credits of chemistry, 6 quarter credits of physics and 12 additional science quarter credits before applying. In addition to these credit requirements, students are required to have an understanding of basic concepts of molecular biology, proteins and enzymes, and metabolism. It is also expected that students have a broad background in the humanities and liberal arts. Students accepted into UW Medical School in Fall 2003 scored high on the MCAT (Medical College Admission Test) and had a mean GPA of 3.73.

Dental schools require applicants to have at least 2 years of pre-dental coursework, fairly similar to that outlined above. Most dental school students possess a baccalaureate degree. Dental school applicants must present scores from the DAT (Dental Admissions Test), transcripts, and letters of recommendation, as well as other convincing evidence.

Any baccalaureate degree in the biological sciences requires a solid background in English (2 quarters), Math (calculus and statistics) and Chemistry (one year inorganic and one year organic), as well as a year of introductory Biology (see suggested courses below). Most transfer institutions may also require for admission two to three quarters of college level foreign language or two years of high school foreign language. For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC biology advisor and contact the transfer institution.

### Websites of biology departments at common transfer institutions

Bastyr University: <a href="http://www.bastyr.edu">www.bastyr.edu</a> (Natural Health Sciences)	The Evergreen State College: <a href="http://www.evergreen.edu">www.evergreen.edu</a>
Central Washington University: <a href="http://www.cwu.edu/biology/">http://www.cwu.edu/biology/</a>	UW Dental School: <a href="http://www.dental.washington.edu/">www.dental.washington.edu/</a>
Eastern Washington University: <a href="http://www.ewu.edu/cstem/departments/biology">http://www.ewu.edu/cstem/departments/biology</a>	UW Medical School: <a href="http://www.uwmedicine.washington.edu">www.uwmedicine.washington.edu</a>
University of Washington: <a href="http://www.washington.edu">www.washington.edu</a> or <a href="http://www.biology.washington.edu/">www.biology.washington.edu/</a>	Medical College Admissions Test: <a href="http://www.aamc.org/students/mcat/">www.aamc.org/students/mcat/</a>
Washington State University: <a href="http://www.wsu.edu">www.wsu.edu</a> or <a href="http://sbs.wsu.edu/">http://sbs.wsu.edu/</a>	Dental Admission Test <a href="https://www.ada.org/en/education-careers/dental-admission-test">https://www.ada.org/en/education-careers/dental-admission-test</a>
Western Washington University: <a href="http://www.wwu.edu">www.wwu.edu</a> or <a href="https://cse.wwu.edu/biology">https://cse.wwu.edu/biology</a>	

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors about pre-medical and pre-dental studies. Please contact one of these EvCC advisors to help you select which degree pathway to follow, and to map out your program of study.

- ◆ René Kratz, SHK 121, 425-388-9503, [rkratz@everettcc.edu](mailto:rkratz@everettcc.edu)
- ◆ Jason Ripper, GWH 333, 425-388-9171, [jripper@everettcc.edu](mailto:jripper@everettcc.edu)
- ◆ Heather Marrs, SHK 142, 425-388-9971, [hmarrs@everettcc.edu](mailto:hmarrs@everettcc.edu)

## SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses. Most students take 3 years to complete all of these courses, due to any lower level English or Math courses they may have to take as prerequisites.

Note that the two degrees require basically the same courses, with the difference being the amount of math and the number of Humanities and Social Science courses required. ENGL& 102 is not required for the AS degree, but it is strongly recommended before transfer to a university.

Fall	Winter	Spring	Summer
CHEM& 161 BIOL& 221 MATH& 141	CHEM& 162 BIOL& 222 MATH& 142	CHEM& 163 BIOL& 223 MATH& 151	ENGL& 101 or 101D HUMANITIES or SOCIAL SCIENCE
Fall	Winter	Spring	Summer
MATH& 152 CHEM& 261 PHYS& 114	MATH& 146 CHEM& 262 PHYS& 115	BIOL& 260 optional CHEM& 263 ENGL& 102 or 102D	HUMANITIES SOCIAL SCIENCE



# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest transferring to a four-year institution to complete a bachelor's degree and then continuing on for a graduate school degree in **medicine or dentistry**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require 2 or 3 quarters of foreign language for admission or for graduation.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits, with at least 5 in English composition)

ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or 102D	Composition II	5	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits)

MATH& 141	Precalculus: College Algebra	5	_____	_____
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)

English Literature Course	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Notes 1 and 2.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SCIENCE AND MATH** ( See Notes 3 and 4)

BIOL& 221	Majors Ecology/Evolution	5	_____	_____
BIOL& 222	Majors Cell/Molecular	5	_____	_____
BIOL& 223	Majors Organismal Physiology	5	_____	_____
BIOL& 260 (dentistry)	Microbiology	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
CHEM& 261	Organic Chemistry with Lab I	6	_____	_____
CHEM& 262	Organic Chemistry with Lab II	6	_____	_____
CHEM& 263	Organic Chemistry with Lab III	6	_____	_____
MATH& 142 or 144	Pre-Calculus II or Pre-Calculus I &	5	_____	_____
MATH& 151	Calculus I	5	_____	_____
MATH& 152	Calculus II	5	_____	_____
MATH& 153 or 146	Calculus III or Intro to Statistics	5	_____	_____
PHYS& 114 *	General Physics I	5	_____	_____
PHYS& 115 *	General Physics II	5	_____	_____
PHYS& 116 *	General Physics III	5	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 4.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** We strongly recommend courses in Sociology, Anthropology, and Psychology.

**Note 3:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of Math 92 or equivalent placement, as well as completion of CHEM& 140 or a year of high school chemistry, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. High school biology or BIOL&100 is also required. BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261, 262, 263 are offered in a sequence of Fall, Winter, Spring only; students must start in the Fall. \* It may be advisable to complete Physics in the junior year.

**Note 4:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

# Associate of Science

This checklist is targeted at transfer students with an interest in **pre-medicine and pre-dentistry who are transferring to the University of Washington only**. Other universities in Washington prefer the AAS degree (see above). Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: Though courses in a foreign language are not required in the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION of Diversity Course**

	Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**COMMUNICATIONS SKILLS** (5 credits)

ENGL& 101 or 101D	English Composition	5	_____	_____
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**MATHEMATICS** (15 credits. Select from MATH& 151, 152, 153, 254, 146 including at least one from MATH& 153, 254, 146.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**HUMANITIES AND SOCIAL SCIENCE** (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science degree.)

English Literature course	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SCIENCE** (See Note 1.)

BIOL& 221	Majors Ecology/Evolution	5	_____	_____
BIOL& 222	Majors Cell/Molecular	5	_____	_____
BIOL& 223	Majors Organismal Physiology	5	_____	_____
BIOL& 260 (dentistry)	Microbiology	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
CHEM& 261	Organic Chemistry with Lab I	6	_____	_____
CHEM& 262	Organic Chemistry with Lab II	6	_____	_____
CHEM& 263	Organic Chemistry with Lab III	6	_____	_____
+PHYS& 114	General Physics I	5	_____	_____
+PHYS& 115 (See Note 2)	General Physics II	5	_____	_____
+PHYS& 116 (See Note 2)	General Physics III	5	_____	_____

**Additional Electives** may be required for students who opt out of BIOL& 260 and the Physics sequence, in order to accrue the minimum 90 credits.

If needed, list here:

ENGL& 102 or 102D \_\_\_\_\_

**Minimum 90 credits required, with minimum 2.0 GPA. (See Note 2.)**

**Note 1:** All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 096 or equivalent placement, as well as completion of CHEM& 140 or a year of high school chemistry, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. High school biology or BIOL& 100 is also required. BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261, 262, 263 are offered in a sequence of Fall, Winter, Spring only; students must start in the Fall.

**Note 2:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead, and are marked with a + sign. Please consult with an advisor to decide the best option for you.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## Associate in Arts & Sciences – Direct Transfer (DTA) Associate in Arts & Sciences – Option I

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### GENERAL INFORMATION

Students interested in pursuing music studies at EvCC will find a number of opportunities in private instruction and performance groups, in addition to foundation coursework in music appreciation, history and theory. Two degree options are available:

**Associate of Arts and Sciences – Option I.** This option is preferable for students intending to major in Music. This individually designed program is designed for students who wish to complete as many core music courses, required during the first two years at a four-year school, and as many general undergraduate requirements as possible during the six-quarter framework. It is also designed to offer a 90 credit program in the general music area, but is not a direct transfer option. Courses will be evaluated by four-year colleges on an individual basis.

**Associate in Arts and Sciences – DTA.** This degree leads to transfer to a college or university, and is designed to meet statewide guidelines for transfer. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences - DTA Guide.

Since every college or university may have different requirements for entering and completing a music program, you are advised to pay special attention to the recommendations in this guide, and to be in direct contact with advisors at EvCC and at the intended university.

### CAREER OPTIONS

Individuals with a background in music perform in instrumental groups including symphonies, dance bands, small ensembles, jazz bands, as well as solo performances. Anyone can benefit from vocal training as it builds self confidence, communication skills, and the ability to project effectively when speaking to groups. It specifically prepares students to participate in musical theatre productions, opera and operettas, and concert performance opportunities. Other career possibilities include teaching in schools, giving private lessons, operating your own recording studio, working for recording companies or even for radio and television stations doing sound mixing, editing and voice-overs.

Check with the Counseling & Student Success office, Third Floor, Parks, for additional information on career options and considerations. See also the curriculum guide for *Education* if you are considering teaching music in elementary or secondary school.

### SUGGESTED PREPARATION

Music students should be aware that many music departments admit students to music major programs only upon successful completion of voice or instrument audition. We suggest that a student strengthen his or her performance abilities and knowledge with private lessons.

Joining campus music groups to gain performance experience, taking opportunities to perform in churches, for weddings, parties or for other civic events, taking classes in broadcasting and communication, working for on-campus radio stations, developing a broad knowledge of composition, harmony, arrangement and theory are all positive ways of developing a strong foundation for a music career. Additionally, consider obtaining teaching certification.

### RECOMMENDED COURSES

Ensemble credits are usually required at four-year institutions, so we recommend participation in music ensembles when available at Everett Community College.

Music schools also require demonstrated competency in piano and vocal performance. Students are advised to complete class piano or private piano instruction, and class voice or private voice instruction.

### PROGRAM ADVISORS

Richard Waldron, Baker 106, 425-388-9456  
[rwaldron@everettcc.edu](mailto:rwaldron@everettcc.edu)

Division Office: 425-388-9501

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students complete entry advising through the Advising Center. Contact:

Enrollment Services, Parks 201, 425-388-9219,  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall, Room 108, 425-388-9339  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

**See page 4 for a description of EvCC's performance classes and ensembles.**

# Associate in Arts and Sciences - Option I

This checklist is for students with an interest in **MUSIC**. It should be maintained by the student while at Everett Community College. This checklist should be submitted with a diploma application to the Enrollment Services Office the quarter before completion. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the Option I degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.  
For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course**  
(Recommend MUSC 110D)

\_\_\_\_\_ (Where Completed/Course Title) \_\_\_\_\_ (Year Completed) \_\_\_\_\_ (Grade)

Course Number	Course Title	Credits	Quarter Completed	Grade
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**COMMUNICATION AND QUANTITATIVE SKILLS (15 Credits)**

**Basic Communications Skills (5 or 10 credits, selected from DTA approved Communications List.)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Basic Quantitative Skills (5 or 10 credits, selected from DTA approved Quantitative Skills List.)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**GENERAL EDUCATION (15 credits from the DTA approved Humanities, Social Sciences and Natural Sciences List. See Note 1.)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REQUIRED (51 credits; see footnotes below.)**

MUSC& 141	Music Theory I	5	_____	_____
MUSC& 105	Music Appreciation	5	_____	_____
MUSC 117	Class Piano – Elementary	2	_____	_____
MUSC 118	Class Piano - Intermediate	2	_____	_____
Private Instruction *	_____	2	_____	_____
Private Instruction *	_____	2	_____	_____
Private Instruction *	_____	2	_____	_____
Private Instruction *	_____	2	_____	_____
Private Instruction *	_____	2	_____	_____
Private Instruction *	_____	2	_____	_____
Music Theory *	_____	(5)	_____	_____
Music Theory *	_____	(5)	_____	_____
Music Theory *	_____	(5)	_____	_____
Music Theory *	_____	(5)	_____	_____
Music Theory *	_____	(5)	_____	_____

(\*For Private Instruction, see a Music advisor for permission to enroll. \*Intermediate Music Theory courses are not available at EvCC, but may be transferred in from another college.)

**ELECTIVES (A minimum of 9 credits, selected from the following:)**

MUSC 110D	World Music	5	_____	_____
MUSC 115	Popular Music in America	5	_____	_____
MUSC 116	Survey of Jazz	5	_____	_____
MUSC 124, 125	Class Voice	5	_____	_____
MUSC 217	Composition/Improvisation	2	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science. Natural Science distribution requires one lab science course.

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **MUSIC** degree at a four-year institution. It should be maintained by the student while at Everett Community College. This checklist should be submitted with a diploma application to the Enrollment Services Office the quarter before completion. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation. Also note: All of the courses listed below, except ENGL& 101, are recommended only.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits total, at least 5 credits in English Composition.)

ENGL& 101	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in [Quantitative Skills on the AAS-DTA list.](#))

MATH& 107	Math in Society	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List.](#) See Note 1.)

CMST& 220	Public Speaking	5		
MUSC 110D	World Music	5		
DRMA& 101	Intro to Theatre	5		

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List.](#) See Note 1.)

CMST& 102	Intro to Mass Media	5		

**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List,](#) including lab science. See Note 1.)

(Lab): \_\_\_\_\_


**ELECTIVES** (Select Music courses with the assistance of a program advisor. No more than 15 credits may be selected from the B List Electives on the [DTA curriculum guide.](#))

MUSC& 141	Music Theory I	5		
MUSC& 105	Music Appreciation	5		
MUSC 117	Class Piano, Elementary	2		
MUSC 118	Class Piano, Intermediate	2		
MUSC 124	Class Voice	3		

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science. Natural Science distribution requires one lab science course.

## About Our Performance Classes and Ensembles

### *Everett Youth Symphony (MUSC 147):*

Founded in 1965, the mission of the Everett Youth Symphony is to educate and train young musicians in the knowledge of orchestral literature, as well as to promote high quality musical performance in the greater Everett community. Participation is open to students, up to age 21, by audition. Under the direction of Tam Osborne, the Youth Symphony performs standard orchestral literature and full symphonies.

### *About the Arts at EvCC*

The Visual and Performing Arts at EvCC include individual programs in photography, studio art (drawing, design, painting, ceramics), visual communications (graphic arts, illustration and web design), music, theatre, film, journalism, and the written arts. All students are encouraged to take coursework in more than one discipline. Students pursuing the AFA degree select one area of concentration and also complete coursework in at least three related fields. The result is a unique cross-disciplinary experience with extensive personal attention to the development of each individual student. This distinctive approach builds an understanding of the rich relationships inherent in the world of the arts. For up-to-date information, visit our website at

[www.everettcc.edu/arts](http://www.everettcc.edu/arts)

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **JANUARY 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



# Nippon Business Institute

## U.S. – Japan Intercultural Fundamentals

### Associate in Arts & Sciences – Direct Transfer (DTA)

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#### GENERAL INFORMATION

Politically, socially, and economically, the nations of the world are developing closer relations. One of the most important international relationships is that between the U.S. and Japan. Yet when agencies, organizations, or businesses from the U.S. and Japan meet, news reports often talk about friction and a cultural gap. Many of the friction points could be reduced or eliminated by building bridges across the cultural gap - bridges that lead to a better mutual understanding of culture, history, business practices, communication styles, and economic issues.

It is up to the people within agencies, organizations, and businesses to try to bridge the cultural gap. You are one of those people because now, or in the near future, every resident in the State of Washington will interact with Japanese people on some level. Interactions might be with an important customer, a major vendor, a business partner, a competitor, or even a neighbor. Developing the skills to succeed in this exciting and challenging environment is the mission of the Nippon Business Institute (NBI).

#### PROGRAMS

The NBI offers a Concentration in U.S.-Japan Intercultural Fundamentals upon completion of 30 credits in required courses. Students study Japanese language, culture, history and Japanese business/management practices.

The concentration courses may also be used to meet some of the requirements for EvCC's transfer degree, the **Associate in Arts and Sciences – DTA**. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. This guide includes two checklists for the DTA degree with recommendations about using selected courses toward either a liberal arts major or a business major.

#### RELATED PROGRAMS

EvCC offers several other programs for students interested in building global competency skills. Please consult the guides for World Languages and Study and Travel Abroad.

Approved by Instructional Council March 2017, DTA checklist effective January 2017. Updated November 2017.

#### STUDY & TRAVEL ABROAD PROGRAMS

The Nippon Business Institute (NBI) Japan Study Programs include a range of study abroad experiences for students with some Japanese language ability

Programs usually take place during summer months. Students often live with host families and take part in traditional Japanese cultural activities such as tea ceremony and calligraphy classes, visits to companies and museums, and field trips with students and staff members from our partner schools and Japan.

Program costs vary depending on program content and duration and usually include program fees, travel insurance, accommodations, most meals, admissions, and event fees. Airfare is not included in the base cost of the program. Personal purchases are the responsibility of the individual.

Participants need to have successfully completed a minimum of 45 credits at EvCC including two quarters of Japanese language. Students not meeting program criteria will be considered on an individual basis. Please contact NBI Director Miki Asprey for more details and current programs.

#### ADVISORS

If you are interested in learning more about the Japanese language and culture programs, please contact:

Peggy Hardt, 425-388-9928, [phardt@everettcc.edu](mailto:phardt@everettcc.edu)  
Masashi Kato, 425-388-9199, [mkato@everettcc.edu](mailto:mkato@everettcc.edu)  
Keith Takechi, 425-388-9195, [ktakechi@everettcc.edu](mailto:ktakechi@everettcc.edu)  
Takako Wolf, 425-388-9319, [twolf@everettcc.edu](mailto:twolf@everettcc.edu)

Or call the NBI at 425-388-9380 or the EvCC Communication and Social Science Division Office at 425-388-9387.

#### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks Student Union 201, 425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall 108, 425-388-9339

## CROSS-CULTURAL COURSES

A number of language, communications, and social science courses provide opportunities to gain skills and build knowledge and understanding in cross-cultural areas. The following courses form part of the required courses for the Endorsement, and are recommended for inclusion in the Associate in Arts and Sciences – DTA degree.

### JAPAN& 121, 122, 123. Japanese I, II, III (5, 5, 5)

Beginning sequence of courses to practice the functional elements of Japanese pronunciation, grammar, vocabulary, reading and writing, and sentence patterns in the context of practical conversational Japanese with correct understanding of cultural and social background. Prerequisite: None for JAPAN 121 ; JAPAN& 121 or instructor's permission for 122; JAPAN& 122 or instructor's permission for 123.

### JAPAN& 221, 222, 223. Japanese IV, V, VI (5, 5, 5)

Continuation of JAPAN& 121, 122, 123. Acquisition of listening, speaking, reading and writing skills through a variety of activities to handle common situations. Reading and writing of essays, diaries, and stories. Prerequisite: JAPAN& 123 or instructor's permission for 221; JAPAN& 221 or instructor's permission for 222; JAPAN& 222 or instructor's permission for 223.

#### Notes for students with prior Japanese Language credit or experience:

1. Students may transfer up to 15 credits of Japanese language courses with numbers equivalent to or exceeding &121,& 122, AND &123 to EvCC from accredited higher education institutions and receive equivalent language credit toward receiving an NBI Endorsement.
2. Students capable of demonstrating skill in Japanese language equivalent to JAPAN& 121, 122, and 123 may earn course credit by successfully completing the course challenge process, following the procedures outlined in the Catalog.

**HUM 160D. Japanese History and Culture (5)** Analysis of the historical development of Japan and its effects on modern-day Japanese society, as well as the study of Japanese values and behaviors, to better understand communication styles, social and business relations and management styles. Prerequisite: Completion of English 098 or eligibility for English 101.

### ANTH& 206D. Principles of Sociocultural Anthropology (5)

Introduction to the study of culture and society; cross-cultural perspective is employed to gain better understanding of family life, kinship, economic, political and religious systems in various non-Western societies and in American culture and society. Includes training in fundamentals of social and cultural anthropology. Prerequisite: Completion of English 101 with a grade of C or higher.

### GEOG 102D. World Regional Geography (5)

Globalization and diversity of the major geographical regions of the world. Study of cultural coherence and diversity, population and settlement, geopolitical framework, environmental geography and economic and social development of each region.

### ART 228D

Introduction to the history, culture and artists who developed Japanese Manga and Anime. Focuses on the historical influences, artists of the "Golden Era" and the cutting edge developments by modern day artists. Examines the cross inspiration between Japanese and Western artists to understand how international this art form has become.

### POLS& 204. Comparative Government (5)

Introductory comparative analysis of national political systems, including those identified as Western Democratic, Authoritarian and Transitional levels of development; ideologies; constitutions; forms of participation; structures of government; policies. Completion of English 098 with a grade of C or higher or eligibility for English 101.

### CMST 204D. Intercultural Communication (5)

Introduction to communication between people from different cultures. Focuses on application of research and theory in intercultural communication. Explains the roles of verbal and nonverbal codes in the development of intercultural interpersonal relationships. Describes obstacles to intercultural communication and develops skills to overcome them. PR: Completion of English 098 with a C or higher or eligibility for English 101.

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## Concentration in U.S. – Japan Intercultural Fundamentals

A concentration represents completion of courses focused on U.S. – Japan Intercultural Fundamentals. The courses required for this concentration may also be used to fulfill requirements for the Associate in Arts and Sciences – DTA degree. It is essential to work with an advisor to discuss options and course selection. During the final quarter of study, submit this checklist to Ms. Mayumi N. Smith of the NBI.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>JAPANESE LANGUAGE</b> (15 credits minimum)				
JAPAN& 121	Japanese I	5	_____	_____
JAPAN& 122	Japanese II	5	_____	_____
JAPAN& 123	Japanese III	5	_____	_____
<b>HISTORY AND CULTURE</b>				
HUM 160D	Japanese History and Culture	5	_____	_____
<b>CROSS-CULTURAL</b> (Select one of the following: ANTH& 206D; ART 228D; GEOG 102D; POLS& 204; or CMST 204D.)				
_____	_____	5	_____	_____
<b>BUSINESS</b> (Select one of the following: BUS& 101, MATH& 146; ACCT& 201, 202, 203; or ECON& 201 following advisor approval.)				
_____	_____	5	_____	_____
<b>TOTAL</b>		<b>30</b>	<b>Minimum 2.0 cumulative GPA required.</b>	



# Associate in Arts and Sciences - DTA

This checklist is targeted at **transfer students with an interest in a business major that includes intercultural competence**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, submit a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Students must meet degree requirements described in the Catalog. Note: EvCC also offers an Associate in Business DTA, specifically designated as a transfer degree.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
------------------------------	----------------	-------

Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits, see list of [AAS-DTA Communication Skills](#). Must include at least 5 credits in composition.)

ENGL& 101	English Composition I	5	_____	_____
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**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in [Quantitative Skills in the AAS-DTA guide](#). Depending on your intended university, select from: MATH& 141, 144, 148, 151, or 152.)

_____	_____	5	_____	_____
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**HUMANITIES** (15 credits from 3 different disciplines. See list of approved [Humanities courses in the AAS-DTA guide](#). See Note 1.)

JAPN& 123 (See Note 2)	Japanese III	5	_____	_____
HUM 160D	Japanese History and Culture	5	_____	_____
ART 228D	The World of Japanese	5	_____	_____
_____	Manga/Art	_____	_____	_____

**SOCIAL SCIENCE** (15 credits, see list of approved [Social Sciences courses in the AAS-DTA guide](#). See Note 1.)

ECON& 202	Macro Economics	5	_____	_____
Cross-cultural course: ANTH& 206D, GEOG 102D; POLS& 204	_____	5	_____	_____
_____	_____	5	_____	_____

**NATURAL SCIENCES** (15 credits, see list of [Natural Science courses in the AAS-DTA guide](#). Must include at least one lab science. See Note 1.)

Must include MATH& 148 unless used to satisfy Basic Quantitative Skills requirement.)

MATH& 148 or higher	Business Calculus	5	_____	_____
Lab Science: _____	_____	5	_____	_____
_____	_____	5	_____	_____

**RECOMMENDED ELECTIVES** (35 credits):

ACCT& 201 (See Note 3)	Principles of Accounting I	5	_____	_____
ACCT& 202 (See Note 3)	Principles of Accounting II	5	_____	_____
ACCT& 203 (See Note 3)	Principles of Accounting III	5	_____	_____
MATH& 146 (See Note 3)	Introduction to Statistics	5	_____	_____
ECON& 201 (See Note 3)	Micro Economics	5	_____	_____
BUS&201 (See Note 3)	Business Law	5	_____	_____
JAPN& 121	Japanese I	5	_____	_____
JAPN& 122	Japanese II	5	_____	_____
CMST 204D	Intercultural Communication	5	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum cumulative GPA. Must earn C or higher in all required courses. (See Note 4)**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.

**Note 2:** The University of Washington places restrictions on the use of first-year language courses to meet general education requirements. See advisor.

**Note 3:** Required for admission with junior standing to business school.

**Note 4:** For Temple University in Japan, every grade must be a C- or higher.

# Associate in Arts and Sciences - DTA

This checklist is targeted at **transfer students with an interest in a liberal arts major that includes intercultural competence**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Students must meet degree requirements described in the Catalog.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits, see list of [DTA Communication Skills](#), must include at least 6 in composition.)

ENGL& 101	English Composition I	5	_____	_____
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**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in [Quantitative Skills in the AAS – DTA guide](#).)

MATH 138 (Recommended)	Applied College Algebra	5	_____	_____
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**HUMANITIES** (15 credits, see list of approved courses in [Humanities in the AAS – DTA guide](#). See Note 1.)

JAPAN& 123 (See Note 2.)	Japanese III	5	_____	_____
HUM 160D	Japanese History and Culture	5	_____	_____
ART 228D	The World of Japanese Manga/Art	5	_____	_____

**SOCIAL SCIENCE** (15 credits, see list of approved courses in [Social Sciences in the AAS – DTA guide](#). See Note 1. Select at least one from:

ANTH& 206D; GEOG 102D; POLS& 204)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCES** (15 credits, see list of approved courses in [Natural Sciences in the AAS – DTA guide](#). See Note 1.)

Lab:	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used. )

A LIST			B LIST (Maximum of 15 credits)			
Course	Cr.	Qtr Compl	Course	Cr.	Qtr Compl	Qtr Compl
JAPAN& 121	5	_____	_____	_____	_____	_____
JAPAN& 122	5	_____	_____	_____	_____	_____
BUS& 101	5	_____	_____	_____	_____	_____
CMST& 204D	5	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum cumulative GPA.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.

**Note 2:** The University of Washington places restrictions on the use of first-year language courses to meet general education requirements. See advisor.

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# Nursing

## Associate in Nursing DTA/MRP

Starting Winter Quarter 2019, students will only be admitted to the Nursing program with the prerequisites on this checklist.

### GENERAL INFORMATION

Nursing is a profession that requires a high level of both academic and interpersonal skills and a strong commitment to a career focused on helping others. Both nursing education and entry level RN positions require the provision of direct hands-on care to others and a schedule that includes work on nights, weekends and holidays. Prerequisite course work includes rigorous science courses, math skills, and selected social science and humanities courses. For those committed to entering a caring profession, nursing is a challenging, rewarding and multi-faceted career. We highly recommend that you review the essential qualifications of a nursing student: [www.everettcc.edu/programs/health-safety/nursing/qualifications](http://www.everettcc.edu/programs/health-safety/nursing/qualifications).

EvCC offers several options for students interested in becoming registered nurses. Though it is still possible to enter the nursing profession with only an Associate's Degree in Nursing DTA/MRP (ADN), it is becoming increasingly necessary to get a Bachelor of Science in Nursing (BSN) in order to be assured of continued employment. We are committed to graduating well-prepared ADN nurses as well as providing opportunities for a seamless progression to the BSN. Following are the options available at EvCC:

**Option 1:** The ADN at EvCC is an Associate in Nursing Direct Transfer Agreement/Major Related Program degree and prepares students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This degree includes both the nursing prerequisites and the nursing coursework (the Nursing Program). The Nursing Program portion is six quarters and only accepts a limited number of students. After completing the degree and passing the NCLEX, the ADN nurse is qualified to apply for entry level nursing positions. To learn more about the EvCC ADN Nursing Program, please visit: [www.everettcc.edu/programs/health-safety/nursing/about-our-program](http://www.everettcc.edu/programs/health-safety/nursing/about-our-program).

**Option 2:** The Pre-Nursing Transfer degree, provides prerequisite coursework that prepares students to apply to a university program as a transfer student where they take their nursing coursework and earn a BSN before taking the NCLEX-RN. For more information about a nursing transfer degree, look at the Pre-Nursing Transfer curriculum guide at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides).

**Option 3:** For a student wishing to enter a program as a first-year college student and start on a direct path to the BSN, please refer to our First Year Entry partnership program with University of Washington Bothell: [www.bothell.washington.edu/fyebns](http://www.bothell.washington.edu/fyebns).

### PROGRAM APPROVAL AND ACCREDITATION

The EvCC Nursing Program is **approved** by:  
Washington State Nursing Care Quality Assurance Commission  
PO Box 47864, Olympia, WA 98504-7877  
360-236-4700  
[www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission.aspx](http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission.aspx)

The EvCC Nursing Program is **accredited** by:  
Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

### GETTING STARTED STEP 1 – Apply to Everett Community College

The Nursing Program is a selective entry program within Everett Community College. You must first be admitted to the College and have completed the prerequisites before you can apply for admission to the Nursing Program. To apply to the College, please review the information and complete the required steps on the website: [www.everettcc.edu/getstarted](http://www.everettcc.edu/getstarted). Financial Aid application information is available online at [www.everettcc.edu/fa](http://www.everettcc.edu/fa). As part of the process of applying to the College, you will receive your Student ID Number (SID), which is *required as part of the Nursing advising and application process*. Admission to the College does **not** guarantee admission into the Nursing Program.

Enrollment Services and the Advising Center can assist you with the admission process for the College.

Enrollment Services  
Parks Student Union, Room 201  
425-388-9219 or [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center  
Rainier Hall, Room 104  
425-388-9339 or [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### GETTING STARTED STEP 2 – Prepare to Apply to the Nursing Program

- **Online Program Overview Video:** For an overview of the EvCC Nursing Program, entry requirements, and the application process, please review the [Nursing Department's Information Video](#). Students who are interesting in becoming a nurse should review this information prior to seeking advising.
- **Nursing Advising Sessions:** [www.everettcc.edu/programs/health-safety/nursing/information-sessions](http://www.everettcc.edu/programs/health-safety/nursing/information-sessions)
- **Required Nursing Pre-Application Course:** [www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/pre-application-class.pdf](http://www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/pre-application-class.pdf)
- **Nursing Program Admission and Preparing for the Application:** [www.everettcc.edu/programs/health-safety/nursing/nursing-admissions-procedure](http://www.everettcc.edu/programs/health-safety/nursing/nursing-admissions-procedure).

### PROGRAM COSTS

The following link provides estimates: [www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/nursing-program-costs.pdf](http://www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/nursing-program-costs.pdf)

### ADVANCED PLACEMENT

Transfer students seeking advanced placement may occasionally be considered from other nursing programs on a space available basis and after individual evaluation. For information on how to apply to the Nursing Program as an Advanced Placement transfer, please visit: [www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/advanced-placement-transfer.pdf](http://www.everettcc.edu/files/programs/health-sciences-public-safety/nursing/advanced-placement-transfer.pdf).

# PATHWAYS TO A NURSING CAREER

## Licensed Practical Nurse (LPN)

Licensed Practical Nurses work under the direction of a Registered Nurse (RN). The practice of an LPN is of a more routine, consistent, and non-urgent nature. Students who desire to work as LPNs either in the community or in long-term or acute care settings are advised to contact an LPN school and to pursue a pathway designed by that school. Often this education has fewer and less stringent entry requirements. Many LPN programs can be completed in four quarters\* One important caveat is that an LPN who later wishes to continue his/her education as an RN will be required to meet the prerequisite course and program requirements of the RN school. Several schools in Washington State are LPN schools or have LPN program options:

- Edmonds Community College
- Skagit Valley College-Whidbey Campus
- North Seattle College
- Renton Technical College
- Bates Technical College

\* Note: After four quarters of the Nursing Program at Everett Community College, students may elect to take the LPN licensing exam so that they can work as an LPN while continuing their RN education."

## "Basic" Registered Nurse Program --Associate Degree (ADN) Program:

Students who wish to pursue an education that leads to a Registered Nursing License and who prefer an education at a community or technical college will want to consider an ADN program as their initial (basic) nursing education. This type of education provides the largest number of RNs, and is available through EvCC.

Entry into nursing practice occurs after completion of the ADN program and passage of the licensing exam.

Prerequisite requirements for such programs vary across the state but follow very similar templates. Entry processes also vary. Students are wise to investigate the differences in programs and to select a program carefully. Nursing Advisors can be very helpful in this process. There are many such programs across the state. Several local programs are:

- **Everett Community College**
- Whatcom Community College
- Skagit Community College
- Shoreline Community College
- Bellevue College
- Seattle Central College

**To learn more about this program at EvCC, go to:  
[www.everettcc.edu/nursing](http://www.everettcc.edu/nursing)  
and click on  
"Nursing Curriculum Guide"**

Several schools offer a sequential approach to the Associate Degree by separating the LPN and RN sections of their programs. Entry requirements for the LPN programs are generally consistent with other LPN programs which a separate RN level of the program exists with more stringent entry and progression requirements. Programs in our area that follow this model are:

- North Seattle College
- Renton Technical College

## "Basic" Registered Nurse Program -- Bachelor's Degree in Nursing Program

Students who wish to pursue an education that leads to a Registered Nursing License and who prefer to attend a four-year institution will want to consider a Bachelor of Science in Nursing (BSN) Program. This type of education includes taking one's prerequisites at a 4-year institution (usually 2 years in length) and then applying for and being accepted into the 2 remaining years of university Nursing School. Entry into nursing practice begins after the attainment of the BSN and passage of the licensing exam.

There are seven university "basic" nursing programs in Washington State:

- University of Washington—Seattle Campus
- Washington State University -- Pullman & Spokane (ICNE)
- Seattle Pacific University
- Seattle University
- Northwest University
- Pacific Lutheran University
- Gonzaga University

## **RNB Program**

Students who wish to continue their education after having chosen the Associate Degree (ADN) pathway to becoming a Registered Nurse will want to choose an RNB program (Bachelor's degree for an RN). Bachelor's programs for RNs have become very prominent and well respected. Many employers require or strongly encourage and/or provide incentives for higher degrees. Practicing nurses hold the point of view that continuing education and higher education degrees are desired. RNB programs are usually 1 year (4 quarters) in length and often have prerequisite courses. There are several RNB programs in Washington State:

- University of Washington -- Bothell Campus
- Seattle Pacific University
- Seattle University
- University of Washington -- Tacoma Campus
- Pacific Lutheran University
- Washington State University
- Bellevue College

## **Pre-Nursing Direct Transfer Degree – see Pre-Nursing curriculum guide**

While not a nursing program, the pre-nursing direct transfer (DTA) degree provides a standardized method and set of prerequisites which students can complete at a community college, with transferability to those universities within Washington State which have agreed to accept the degree. The coursework within the degree will equate with the 2 years of courses which a student could have taken at a university in preparation for entry into a "Basic" RN Bachelor's Degree Program. While attaining the transfer degree does not guarantee acceptance into any university program, it does allow application and competition for acceptance. Students who choose this option may want to simultaneously be considering a "Basic" ADN program in order to increase their opportunities for acceptance.

## **Accelerated Nursing Programs**

Some students desire a 'faster track' to nursing education. Accelerated nursing programs range in length from 4-5 consecutive quarters with no break. Requirements for entry include a bachelor's degree in a related field and excellent grades in the required sciences and social sciences. An expected outcome of an accelerated nursing program is a BSN degree and the ability to test for the RN licensing exam. It is highly recommended that student do not work and have very few personal responsibilities since these programs are often very time and energy intensive. In some situations accelerated programs have a Master's Degree in Nursing (MN) as an endpoint. These programs have similar entry requirements but range in length from 2-3 years with no breaks. Benchmarks for such programs are the ability to test for licensure after 4-5 quarters and the awarding of a MN degree within a defined specialty after 2-3 years. Accelerated Nursing Programs are often costly. In our area such programs exist at:

- The University of Washington – Seattle Campus
- Seattle University

# Associate in Nursing (DTA/MRP) Degree Checklist

This checklist prepares students for licensure as a registered nurse, as well as for entry into a Bachelor of Science in Nursing completion degree. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of Diversity Course Course Title: \_\_\_\_\_ Year Completed: \_\_\_\_\_ Grade: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>COMMUNICATIONS SKILLS</b> (10 credits. Listed courses are required.)				
ENGL& 101 or 101D	English Composition I	5	_____	_____
ANTH& 206D (see note 1)	Cultural Anthropology	5	_____	_____
<b>QUANTITATIVE SKILLS</b> (5 credits. Listed course is required. See note 2.)				
MATH& 146	Introduction to Statistics	5	_____	_____
<b>HUMANITIES</b> (15 credits. Courses listed are required. Final 5 credits are embedded in Nursing core requirements below. See note 3.)				
PHIL &101, 110, &115, 215 or 267	_____	5	_____	_____
CMST& 210	Interpersonal Communication	5	_____	_____
<b>SOCIAL SCIENCES</b> (15 credits. Courses below are required. Final 5 credits are embedded in Nursing core requirements below.)				
PSYC& 100	General Psychology	5	_____	_____
PSYC& 200	Lifespan Psychology	5	_____	_____
<b>NATURAL SCIENCES</b> (30 credits minimum. Courses below are required. Final 5 credits are embedded in Nursing core requirements below.)				
CHEM& 121	Introduction to Chemistry	5	_____	_____
BIOL& 211	Majors Cellular	5	_____	_____
BIOL& 231	Human Anatomy	5	_____	_____
BIOL& 232	Human Physiology	5	_____	_____
BIOL& 260	Microbiology	5	_____	_____
<b>NURSING CORE CURRICULUM – QUARTER 1</b>				
NURS 110	Nursing Therapeutics I: Intro to Nursing & the Client	11	_____	_____
NURS 114/PHIL 114	Ethics & Policy in Healthcare I	2	_____	_____
<b>NURSING CORE CURRICULUM – QUARTER 2</b>				
NURS 120	Nursing Therapeutics II: Chronicity & Rehabilitation	8	_____	_____
NURS 125/PSYC 125	Psychosocial Issues in Healthcare I	2	_____	_____
NURS 126/NUTR 126	Nutrition in Healthcare I	2	_____	_____
<b>NURSING CORE CURRICULUM – QUARTER 3</b>				
NURS 130	Nursing Therapeutics III: Acute Illness	12	_____	_____
NURS 136/NUTR 136	Nutrition in Healthcare II	1	_____	_____
<b>NURSING CORE CURRICULUM – QUARTER 4</b>				
NURS 210	Nursing Therapeutics IV: Family Health & Reproduction	11	_____	_____
NURS 214/PHIL 214	Ethics & Policy in Healthcare II	1	_____	_____
NURS 216/NUTR 216	Nutrition in Healthcare III	1	_____	_____
<b>NURSING CORE CURRICULUM – QUARTER 5</b>				
NURS 220	Nursing Therapeutics V: Multi-System Disorders	9	_____	_____
NURS 225/PSYC 225	Psychosocial Issues in Healthcare II	2	_____	_____
NURS 226/NUTR 226	Nutrition in Healthcare IV	1	_____	_____
<b>NURSING CORE CURRICULUM – QUARTER 6</b>				
NURS 230	Nursing Therapeutics VI: Role Transition into Professional Nursing	9	_____	_____
NURS 234/PHIL 234	Ethics & Policy in Healthcare III	2	_____	_____
NURS 235/PSYC 235	Psychosocial Issues in Healthcare III	1	_____	_____

**NURSING DTA/MRP Minimum 135 credits, with minimum 2.0 GPA. (See GPA Notes)**

**GPA Notes:** All prerequisite courses (listed above under Communication Skills, Quantitative Skills, Humanities, Social Sciences and Natural Sciences) must be completed with a minimum 2.0 grade in each course. In addition, the four biology courses and chemistry course must be completed with a minimum cumulative GPA of 3.0 or higher.

**Note 1:** ANTH& 206D must be taken at Everett Community College to apply to this degree.

**Note 2:** The University of Washington has math and foreign language requirements for admission. Refer to [University of Washington Admissions](#) for information about these requirements.

**Notes on university admissions:** Admission application deadlines vary; students must meet the specific deadline for the university or universities to which they plan to apply for transfer admission. Certain schools may have additional “university-specific” requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. Admission to specific upper division Nursing programs is competitive; therefore, no particular GPA can guarantee admission to any specific program.

## GENERAL INFORMATION

Nursing is a dynamic, exciting and fulfilling health care career opportunity. Nurses in all learning settings are educated to become professionals who are required to think carefully, act thoughtfully, and care deeply.

The Nursing Profession is very unique in that it offers many different pathways of entry to the profession. This Pre-Nursing Direct Transfer Curriculum Guide serves as a guide to a career pathway into Nursing, and also as an educational tool which provides information about the many avenues which are available as one seeks the education required to enter a professional nursing career.

## GETTING STARTED AT EVCC

[Enrollment Services](#) will provide information about applying to the college, assessment testing, orientation to the college, referral to financial aid services, and direction to advising. Call 425-388-9219.

### Nursing Advising

Students who have: 1) a Student ID Number; and 2) watched the online Information Session, may attend drop-in nursing advising. There are not appointments available. The current drop-in advising schedule is available at [Everettcc.edu/nursing](http://Everettcc.edu/nursing). You can obtain a Student ID Number by applying online for admission to Everett Community College at [Everettcc.edu/admissions](http://Everettcc.edu/admissions)

### INSIDE THIS CURRICULUM GUIDE

Descriptions of pathways to:

- Licensed Practical Nurse (LPN)
- LPN-RN Sequential Program
- ADN Program followed by Registered Nurse (RN) Licensure (“Basic” program)
- BSN Program at a university followed by RN licensure (“Basic” program)
- Bachelor’s Degree program for the RN (RNB program)
- Pre-Nursing Direct Transfer Degree
- Accelerated Nursing Program

## CAREER OPTIONS

Nurses are employed in a wide variety of settings: community, health organizations, private industry, public health, homes of clients, the military, schools, the judicial system, state and federal agencies, long term care settings, adult living settings, outpatient settings, hospitals and clinics. Since a significant shortage of nurses exists and is expected to continue for many, many years, the employment outlook is very favorable.

## SUGGESTED PREPARATION

High school study in math, biology, chemistry, and other sciences is highly recommended. Writing and communication skills are very important as well.

Entry into schools of nursing is often very competitive and usually requires excellent grades as well as volunteer, job shadow, or work experience. In some situations, entry testing, interviews, and recommendations are required. Students are advised to maintain a high GPA (at least 3.0, sometimes as high as 3.8) in all science course work. It is important to do well the very first time you take a course as repeated courses often reflect negatively on an application. Students are advised to work closely with a Nursing Advisor to plan a course of study.

Required course work will vary between schools. All nursing schools in Washington State will require Human Anatomy, Human Physiology, Developmental Psychology, Math and English Composition. Additional requirements for Chemistry, Cell Biology, Microbiology, Speech, Sociology, Psychology, Quantitative Reasoning, Statistics, and Nutrition will vary among schools. It is highly advised that students narrow their anticipated choice schools to several with similar requirements, and then directly contact those schools to identify specific school requirements.

# PATHWAYS TO A NURSING CAREER

## **Licensed Practical Nurse (LPN)**

Licensed Practical Nurses work under the direction of a Registered Nurse (RN). The practice of an LPN is of a more routine, consistent, and non-urgent nature. Students who desire to work as LPNs either in the community or in long-term or acute care settings are advised to contact an LPN school and to pursue a pathway designed by that school. Often this education has fewer and less stringent entry requirements. Many LPN programs can be completed in four quarters\* One important caveat is that an LPN who later wishes to continue his/her education as an RN will be required to meet the prerequisite course and program requirements of the RN school. Several schools in Washington State are LPN schools or have LPN program options:

- Edmonds Community College
- Skagit Valley College-Whidbey Campus
- North Seattle College
- Renton Technical College
- Bates Technical College

\* Note: After four quarters of the Nursing Program at Everett Community College, students may elect to take the LPN licensing exam so that they can work as an LPN while continuing their RN education."

## **“Basic” Registered Nurse Program --Associate Degree (ADN) Program:**

Students who wish to pursue an education that leads to a Registered Nursing License and who prefer an education at a community or technical college will want to consider an ADN program as their initial (basic) nursing education. This type of education provides the largest number of RNs, and is available through EvCC.

Entry into nursing practice occurs after completion of the ADN program and passage of the licensing exam.

Prerequisite requirements for such programs vary across the state but follow very similar templates. Entry processes also vary. Students are wise to investigate the differences in programs and to select a program carefully. Nursing Advisors can be very helpful in this process. There are many such programs across the state. Several local programs are:

- **Everett Community College**
- Whatcom Community College
- Skagit Community College
- Shoreline Community College
- Bellevue College
- Seattle Central College

**To learn more about this program at EvCC, go to:  
[www.everettcc.edu/nursing](http://www.everettcc.edu/nursing)  
and click on  
“Nursing Curriculum Guide”**

Several schools offer a sequential approach to the Associate Degree by separating the LPN and RN sections of their programs. Entry requirements for the LPN programs are generally consistent with other LPN programs which a separate RN level of the program exists with more stringent entry and progression requirements. Programs in our area that follow this model are:

- North Seattle Community College
- Renton Technical College

## **“Basic” Registered Nurse Program -- Bachelor’s Degree in Nursing Program**

Students who wish to pursue an education that leads to a Registered Nursing License and who prefer to attend a four-year institution will want to consider a Bachelor of Science in Nursing (BSN) Program. This type of education includes taking one’s prerequisites at a 4-year institution (usually 2 years in length) and then applying for and being accepted into the 2 remaining years of university Nursing School.

Entry into nursing practice begins after the attainment of the BSN and passage of the licensing exam.

There are seven university “basic” nursing programs in Washington State:

- University of Washington—Seattle Campus
- Washington State University -- Pullman & Spokane (ICNE)
- Seattle Pacific University
- Seattle University
- Northwest University
- Pacific Lutheran University
- Gonzaga University



## RNB Program

Students who wish to continue their education after having chosen the Associate Degree (ADN) pathway to becoming a Registered Nurse will want to choose an RNB program (Bachelor's degree for an RN). Bachelor's programs for RNs have become very prominent and well respected. Many employers require or strongly encourage and/or provide incentives for higher degrees. Practicing nurses hold the point of view that continuing education and higher education degrees are desired. RNB programs are usually 1 year (4 quarters) in length and often have prerequisite courses. There are several RNB programs in Washington State:

- University of Washington -- Bothell Campus
- Seattle Pacific University
- Seattle University
- University of Washington -- Tacoma Campus
- Pacific Lutheran University
- Washington State University
- Bellevue College

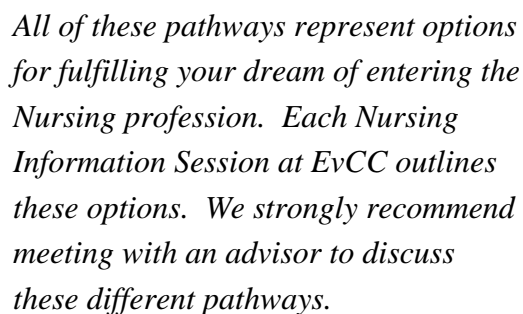
## Pre-Nursing Direct Transfer Degree - See checklist on back page.

While not a nursing program, the pre-nursing direct transfer (DTA) degree provides a standardized method and set of prerequisites which students can complete at a community college, with transferability to those universities within Washington State which have agreed to accept the degree. The coursework within the degree will equate with the 2 years of courses which a student could have taken at a university in preparation for entry into a "Basic" RN Bachelor's Degree Program. While attaining the transfer degree does not guarantee acceptance into any university program, it does allow application and competition for acceptance. Students who choose this option may want to simultaneously be considering a "Basic" ADN program in order to increase their opportunities for acceptance.

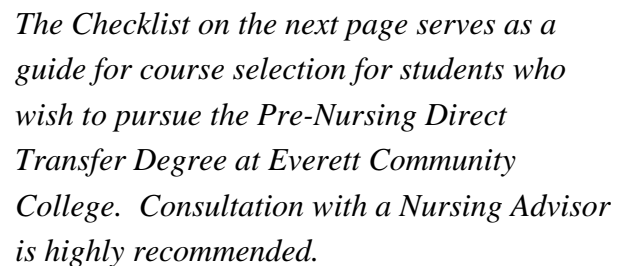
## Accelerated Nursing Programs

Some students desire a 'faster track' to nursing education. Accelerated nursing programs range in length from 4-5 consecutive quarters with no break. Requirements for entry include a bachelor's degree in a related field and excellent grades in the required sciences and social sciences. An expected outcome of an accelerated nursing program is a BSN degree and the ability to test for the RN licensing exam. It is highly recommended that student do not work and have very few personal responsibilities since these programs are often very time and energy intensive. In some situations accelerated programs have a Master's Degree in Nursing (MN) as an endpoint. These programs have similar entry requirements but range in length from 2-3 years with no breaks. Benchmarks for such programs are the ability to test for licensure after 4-5 quarters and the awarding of a MN degree within a defined specialty after 2-3 years. Accelerated Nursing Programs are often costly. In our area such programs exist at:

- The University of Washington – Seattle Campus
- Seattle University



*All of these pathways represent options for fulfilling your dream of entering the Nursing profession. Each Nursing Information Session at EvCC outlines these options. We strongly recommend meeting with an advisor to discuss these different pathways.*



*The Checklist on the next page serves as a guide for course selection for students who wish to pursue the Pre-Nursing Direct Transfer Degree at Everett Community College. Consultation with a Nursing Advisor is highly recommended.*

# Associate in Pre-Nursing (DTA/MRP) Degree Checklist

This checklist is targeted at transfer students with an interest in **transferring to a “Basic” RN- Bachelor’s Degree Nursing program at a four-year college or university in Washington State**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the Associate in Pre-Nursing (DTA/MRP) degree, some universities may require two years of high school language or two or three college quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of Diversity Course

	Where completed/Course Title		Year Completed	Grade
<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>BASIC COMMUNICATIONS SKILLS</b> (10 credits selected from the list of approved courses in Communications on the AAS-DTA list.)				
ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or 102D	Composition II	5	_____	_____
<b>BASIC QUANTITATIVE SKILLS</b> (5 credits from the DTA approved Quantitative Skills list.)				
MATH& 146 (See Note 1)	Introduction to Statistics	5	_____	_____
<b>HUMANITIES</b> (15 credits from the DTA approved Humanities List, limit of 5 credits from the Humanities performance category. The third course may not be a CMST course.)				
CMST& 220 (required)	Public Speaking	5	_____	_____
CMST& 210 (recommended)	Interpersonal Communication	5	_____	_____
<b>SOCIAL SCIENCE</b> (15 credits from the DTA approved Social Science List.)				
PSYC& 100	General Psychology	5	_____	_____
PSYC& 200	Lifespan Psychology	5	_____	_____
SOC& 101 OR ANTH& 206D depending upon transfer destination. Consult with an advisor.	Intro to Sociology or Cultural Anthropology	5	_____	_____
<b>SCIENCE AND MATH</b> (35 credits minimum.) (See Note 1.)				
CHEM& 121	Introduction to Chemistry	5	_____	_____
CHEM& 131	Intro to Organic/Biochemistry	5	_____	_____
BIOL& 211	Majors Cellular	5	_____	_____
BIOL& 231	Human Anatomy	5	_____	_____
BIOL& 232	Human Physiology	5	_____	_____
BIOL& 260	Microbiology	5	_____	_____
NUTR& 101	Nutrition	5	_____	_____
<b>ELECTIVES</b> (Minimum 10 additional credits from the DTA approved lists of Humanities, Social Sciences or Natural Sciences. ANTH& 206D and CMST 204D are recommended.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA.**

**Note 1:** Seattle University and UW-Seattle also require an additional 5 credits in Quantitative Skills: MATH &141, 142, or 144. Math and science courses generally require pre-requisite coursework in math, writing and chemistry, and/or minimum placement test scores. Please review the catalog description of these courses and speak with an advisor in order to plan your coursework.

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### BACKGROUND INFORMATION

Dietitians plan food and nutrition programs. They help to prevent and treat illnesses by promoting healthy eating habits and recommending dietary modifications, such as the use of less salt for those with high blood pressure or the reduction in saturated fat for those with high cholesterol.

Dietitians manage food service systems for institutions such as hospitals and schools, promote sound eating habits through education, and conduct research. Major areas of practice include clinical, community, management, and consultant dietetics.

High school students interested in becoming a dietitian should take courses in biology, chemistry, mathematics, health, and communications. Dietitians need at least a bachelor's degree in dietetics, foods and nutrition, food service systems management, or a related area. College students in these majors take courses in foods, nutrition, institution management, chemistry, biochemistry, biology, microbiology, and physiology. Other suggested courses include business, mathematics, statistics, computer science, psychology, sociology, and economics.

Of the 46 States and jurisdictions with laws governing dietetics, 33 require licensure, 12 require certification, and 1 requires registration. The Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (AND) awards the Registered Dietitian (RD) credential to those who pass a certification exam after completing their academic coursework and supervised experience/internship. Because practice requirements vary by State, interested candidates should determine the requirements of the State in which they want to work before sitting for any exam.

Experienced dietitians may advance to assistant director, associate director, or director of a dietetic department or may become self-employed. Some dietitians specialize in areas such as renal or pediatric dietetics. Others may leave the occupation to become sales representatives for equipment, pharmaceutical, or food manufacturers.

Information taken from <http://www.bls.gov/oco/ocos077.htm> [2013]

### Registered Dietitians work in:

- *Hospitals, HMOs or other health care facilities*, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- *Sports nutrition and corporate wellness programs*, educating clients about the connection between food, fitness, and health.
- *Food and nutrition-related businesses and industries*, working in communications, consumer affairs, public relations, marketing, or product development.
- *Private practice*, working under contract with health care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, or athletes, nursing home residents, or company employees.
- *Community and public health settings* teaching monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.
- *Universities and medical centers*, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- *Research areas* in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

**Approved by Instructional Council March 2017.  
DTA checklist effective January 2017. Non-degree-related updates August 2019.**

## SALARIES AND JOB OUTLOOK

According to AND's 2007 Dietetics Compensation and Benefits Survey, average salary for dietitians is \$53,000 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDs. Salaries increase with years of experience.

According to the U.S. Bureau of Labor Statistics, employment of dietitians is expected to grow about 8.6% between 2006 and 2016.

## PROGRAM ADVISOR

Laura Wild, Shuksan 114  
425-388-9056  
lwild@everettcc.edu

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center. Contact:

◆ Enrollment Services, Parks 201, 425-388-9219  
admissions@everettcc.edu

◆ Advising Center, Rainier Hall Room 108  
435-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

Registered dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by the Accreditation Council for Education in Nutrition and Dietetics <http://www.eatright.org/ACEND/> (ACEND) of The Academy of Nutrition and Dietetics (AND).
- Complete a CADE-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies. Typically, a practice program will run six to twelve months in length.
- Pass a national examination administered by the [Commission on Dietetic Registration](http://www.cdr.org/) (CDR).
- Complete continuing professional educational requirements to maintain registration.

Some RDs hold additional certifications in specialized areas of practice, such as pediatric or renal nutrition, nutrition support, and diabetes education. These certifications are awarded through CDR, the credentialing agency for AND, and/or other medical and nutrition organizations and are recognized within the profession, but are not required.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

Information taken from [www.eatright.org](http://www.eatright.org) dated 04/07

## Websites of universities in Washington state with programs in nutrition and dietetics:

Bastyr University

<https://bastyr.edu/academics/nutrition>

Central Washington University

[www.cwu.edu/health-science/](http://www.cwu.edu/health-science/)

Washington State University

<https://medicine.wsu.edu/nutrition-and-exercise-physiology-degree-program/>

Seattle Pacific University

[www.spu.edu/depts/fcs/food\\_nutrition/dietetics.html](http://www.spu.edu/depts/fcs/food_nutrition/dietetics.html)

[AUGUST 2019]

For information about nutrition programs in every state:  
Academy of Nutrition and Dietetics  
[www.eatright.org](http://www.eatright.org)

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **Nutrition** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Qtr Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits total, at least 5 in English Composition)

ENGL& 101	English Composition I	5		
ENGL& 102 (recommended)	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits from the [DTA approved Quantitative Skills](#) list.)

MATH 138 (&141 OK)	Applied College Algebra	5		
MATH& 146 (WSU and CWU)	Introduction to Statistics	5		

**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)

CMST& 220	Public Speaking	5		
PHIL 110 or &101 (WSU only)	Social Ethics or Intro to Philosophy	5		

**SOCIAL SCIENCES** (15 credits from the [DTA approved Social Sciences List](#). See Note 1.)

ANTH& 206D (Note 3)	Cultural Anthropology	5		
ECON 101D (Note 3)	Understanding Economics	5		
PSYC& 100	General Psychology	5		

**NATURAL SCIENCES** (15 credits from the [DTA approved Natural Sciences List](#), including at least one lab science class. See Note 1.)

CHEM& 161 (or possibly &121*)		5		
CHEM& 162 (or possibly &131*)		5		
NUTR& 101	Nutrition	5		
BIOL& 211 (or BIOL& 222)	Majors Cellular	5		
BIOL& 231 (WSU only)	Human Anatomy	6		
BIOL& 232 (WSU only)	Human Physiology	6.5		
BIOL& 260 (WSU, Bastyr only)	Microbiology	5		

\*Note: Bastyr University and other universities require CHEM& 161 and 162. CHEM& 140 is a prerequisite for CHEM& 161. Check with your advisor for more details.

**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives. All electives may be selected from the [DTA A list](#), or from a combination of the A and B lists; a maximum of 15 credits from the B list may be used.)

A List			B List		
Course	Credits	Qtr Completed	Course	Credits	Qtr Completed
ACCT& 201 (Note 2)	5				

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

**Note 2:** Accounting courses are required at some universities (SPU).

**Note 3:** Required at some universities.

# Occupational Therapy

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Occupational Therapy has a vital role in a well-rounded rehabilitation program adding quality back into the patient's life after a trauma. The occupational therapist evaluates a patient's current level of function in a diverse series of activities of daily living, and is then primarily involved in developing a treatment program that will foster independence in personal care and daily function.

Students wishing to eventually apply for admission to Occupational Therapy Schools (Master's degree program) may take the first two years of courses (or more if pre-college level courses are required) at the community college. In the Pacific Northwest, the Master of Science degree in Occupational Therapy is offered at Eastern Washington University, the University of Washington, University of Puget Sound, and Pacific University (Oregon) to students who already have a Bachelor's degree in any field. Eastern Washington University and Pacific University also have "3+2" Bachelor's plus Master's programs in Occupational Therapy. Prerequisite courses for both degree programs are very similar.

Everett Community College offers preparation for transfer to a 4-year college or university, with preparation in science and social science courses. Students are encouraged to follow the **Associate in Arts and Sciences – DTA** degree, which meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major public universities in Oregon. The degree enables the student to qualify for priority admission, to complete most or all basic distribution requirements in Math, English, Humanities, Social Science and Science, and to begin the major course of study. As outlined on the reverse side of this guide, courses that are preparatory for further study in occupational therapy can be included in this degree.

### CAREER OPTIONS

See the American Occupational Therapy Association (AOTA) website for extensive information about education and careers in occupational therapy: [www.aota.org](http://www.aota.org).

Occupational therapists work with speech and physical therapists in a variety of settings including hospital neonatal and rehabilitation units, public schools, convalescent and rehabilitation centers, home health care agencies and skilled nursing facilities. Occupational therapists spend a great deal of time on their feet, and the work can be physically demanding. Part-time and full-time employment is generally available. The national median wage was \$75,400 in May 2012, and employment opportunities are expected to increase over the next 10 years (Bureau of Labor Statistics, [www.bls.gov/ooh/healthcare/occupational-therapists.htm](http://www.bls.gov/ooh/healthcare/occupational-therapists.htm))

Please note that there are also career opportunities for occupational therapy assistants, but EvCC does not offer such a program. We refer you to Lake Washington Institute of Technology, Green River Community College.

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

### SUGGESTED PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Students interested in occupational therapy should be prepared to work with a diverse clientele, and in a team environment. Their written and verbal communications skills should be strong.

Most occupational therapy programs require that the applicant has completed a minimum of the following undergraduate courses: one quarter of general college chemistry, one quarter each cellular biology, human anatomy, and human physiology, one quarter of statistics, and one to two quarters of psychology. In addition, the student must take basic college level English and math classes. EWU also requires public speaking and medical terminology. Some experience working with an occupational therapist is also required. For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC biology advisor (below) and contact the transfer institution.

Websites of occupational therapy departments at common transfer institutions:

Eastern Washington University:

[www.ewu.edu/chsph/programs/occupational-therapy](http://www.ewu.edu/chsph/programs/occupational-therapy)

Pacific University (Oregon): [www.pacificu.edu/ot](http://www.pacificu.edu/ot)

University of Puget Sound: [www.pugetsound.edu/OT](http://www.pugetsound.edu/OT)

University of Washington: <http://rehab.washington.edu/education/degree/OT>

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students are required to complete entry advising through the Advising Center prior to registering for first quarter classes. Contact:

◆ Enrollment Services, Parks Student Union 201,  
425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

◆ Advising Center, Rainier 108, 425-388-9339,  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you map out your program of study.

◆ Jackie Hedgpeth, Shuksan 123, 425-388-9482,  
[jhedgpeth@everettcc.edu](mailto:jhedgpeth@everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest transferring to a four-year institution to complete a bachelor's degree and then continuing on for a graduate school degree in **Occupational Therapy**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require 2 or 3 quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

**Student name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of College Success Course**

Where completed/Course Title	Year Completed	Grade
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**COMPLETION of Diversity Course**

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits selected from the list of approved courses in [Communications on the AAS-DTA list.](#))

ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits from the [DTA approved Quantitative Skills list.](#))

MATH 138 or	Applied College Algebra or			
MATH& 141-142 if taking PHYS& 114	Pre-Calculus I and II			

**HUMANITIES** (15 credits from the [DTA approved Humanities List.](#) See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List.](#) See Notes 1 and 2.)

PSYC& 100	General Psychology	5		
ANTH& 206D	Cultural Anthropology	5		
SOC& 101	Introduction to Sociology	5		

**SCIENCE AND MATH** (Minimum 15 credits from the [DTA approved Science List.](#) See Notes 1 and 3.)

CHEM& 121	Introduction to Chemistry	5		
BIOL& 211	Majors Cellular	5		
BIOL& 231	Human Anatomy	5		
BIOL& 232	Human Physiology	5		
MATH& 146	Introduction to Statistics	5		

**ELECTIVES** (Selected from the [DTA approved "A" list.](#))

PSYC & 220	Abnormal Psychology	5		
PHYS& 114 (optional – recommended for EWU only)	General Physics I	5		
PSYC& 200	Lifespan Psychology	5		

**ELECTIVES** (Selected from the DTA approved "B" list.)

HLTH 100 (for Pacific U & EWU)	Medical Terminology	5		
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**Minimum 90 credits required, with minimum 2.0 GPA.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.

**Note 2:** We strongly recommend courses in Sociology and Anthropology, as well as Psychology

**Note 3:** All science courses require completion of ENGL 098 or placement into ENGL& 101. CHEM&121 requires completion of MATH 086 or equivalent placement. One quarter of college chemistry is required before taking BIOL& 211, 231, 232.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



“Oceanographers use their knowledge of geology and geophysics, in addition to biology and chemistry, to study the world’s oceans and coastal waters. They study the motion and circulation of the ocean waters; the physical and chemical properties of the oceans; and how these properties affect coastal areas, climate, and weather. Oceanographers are further broken down according to their areas of expertise. For example, *physical oceanographers* study the tides, waves, currents, temperatures, density, and salinity of the ocean. They examine the interaction of various forms of energy, such as light, radar, sound, heat, and wind, with the sea, in addition to investigating the relationship between the sea, weather, and climate. *Chemical oceanographers* study the distribution of chemical compounds and chemical interactions that occur in the ocean and on the sea floor. They may investigate how pollution affects the chemistry of the ocean. *Geological and geophysical oceanographers* study the topographic features and the physical makeup of the ocean floor. Their knowledge can help companies find oil and gas off coastal waters. *Biological oceanographers*, often called marine biologists, study the distribution and migration patterns of the many diverse forms of sea life in the ocean.”

Adapted from The Occupational Outlook Handbook: <http://www.bls.gov/ooh/life-physical-and-social-science/geoscientists.htm#tab-2>

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising prior to registering for first quarter classes. Contact:

- Enrollment Services, Parks 201  
425-388-9219,  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier Hall 108  
425-388-9339  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## GENERAL INFORMATION

Start your pursuit of Oceanography at EvCC, then transfer to a university for your bachelor’s degree. Advanced degrees are usually needed to work as a professional.

EvCC offers the **Associate of Science Degree**, designed as part of a transfer agreement with a variety of universities in Washington. The degree offers qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of this degree to be appropriate.

The **Associate of Science Degree** requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student will be eligible for junior level science courses, but will need to complete the remaining distribution requirements before graduation with a baccalaureate degree. Please discuss your interests and course selection with an advisor.

## SUGGESTED PREPARATION

To begin college study in the sciences, students should have solid writing and communication skills, a strong algebra background, and high school courses in biology, chemistry and physics. Students who do not have that background may gain it at EvCC before starting the courses that will count toward their degree.

## PROGRAM ADVISORS

To plan your course of study and discuss your interests, we strongly encourage you to contact an advisor. Transfer requirements need careful attention.

- Steve Grupp, Whitehorse Hall 214, 425-388-9450, [sgrupp@everettcc.edu](mailto:sgrupp@everettcc.edu)

## SUGGESTED PLAN OF STUDY\*\*

<u>First Quarter</u>		<u>Fourth Quarter</u>	
ENGL& 101	5	CHEM& 161	5.5
GEOL 102	5	MATH& 152	5
MATH& 141	5	PHYS& 241/231	5.5
		Foreign Language*	5
<u>Second Quarter</u>		<u>Fifth Quarter</u>	
GEOL 104	5	CHEM& 162	5.5
MATH& 144	5	MATH& 153	5
ENGL& 102 or ENGL 103	5	PHYS& 242/232	5.5
		Foreign Language*	5
<u>Third Quarter</u>		<u>Sixth Quarter</u>	
OCEA& 101	5	CHEM& 163	5.5
MATH& 151	5	Social Science	5
Humanities	5	PHYS& 243/233	5.5
		Foreign Language or Humanities or Social Science*	5

\* Completion of Foreign Language classes depends upon previous background and university requirements; consult closely with an advisor.

\*\*Please see Note 1, next page.



# Associate of Science - Oceanography

This checklist is targeted at transfer students with an interest in Oceanography, and is designed to meet most or all of the minimum prerequisites of an Oceanography program at a 4-year college or university. This degree may not necessarily include completion of other degree requirements, such as additional courses in humanities and social sciences. This checklist should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)	(Year Completed)	(Grade)	
Course Number	Course Title	Credits	Quarter Completed	
<b>BASIC COMMUNICATIONS SKILLS</b>				
ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or 102D	Composition II	5	_____	_____
<b>MATHEMATICS</b> (15 credits selected from MATH& 151, 152, 153, 254, 146; must include at least one of MATH& 153, 254, 146.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>HUMANITIES AND SOCIAL SCIENCE</b> (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science – see separate guide.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>SCIENCE</b> (See Note 1.)				
OCEA& 101	Intro to Oceanography	5	_____	_____
GEOL 102	Intro to Geological Science I	5	_____	_____
GEOL 104	Intro to Geological Science II	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
PHYS& 241/231	Engineering Physics I	5.5	_____	_____
PHYS& 242/232	Engineering Physics II	5.5	_____	_____
PHYS& 243/233	Engineering Physics II	5.5	_____	_____
<b>ELECTIVES</b> (Recommended with advisor approval: BIOL& 211, 212; Foreign Language.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 2.**

**Note 1.** This program of study assumes the student has college level English and math skills. All new students are required to take EvCC placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 096 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course. Some science classes are offered only in certain quarters of the year; please consult with an advisor to determine when classes are available. Students who initially place in a high level math course do not need to take math courses below that level. The Associate of Science degree requires the completion of at least 15 credits in Math, including completion of MATH& 153 or 254 or 146.

**Note 2:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **JANUARY 2014**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Optometry

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Optometrists examine the eyes and other parts of the visual system. They also diagnose, and treat visual problems, and manage diseases, injuries, and other disorders of the eyes. They prescribe eyeglasses or contact lenses as needed.

Optometrists work in private practices, multidisciplinary medical practices, hospitals, teaching institutions, research positions, community health centers and the ophthalmic industry, while others choose careers in the military, public health or government service. There is a need for optometrists in all types of practice as well as in all parts of the country.

Optometrists are required to complete a four-year post-graduate degree program to earn their **doctor of optometry (O.D.)** title. The four-year program includes classroom and clinical training in geometric, physical, physiological and ophthalmic optics, ocular anatomy, ocular disease, ocular myotology, ocular pharmacology, neuroanatomy and neurophysiology of the vision system, color, form, space, movement and vision perception, design and modification of the visual environment, and vision performance and vision screening. Unique to the educational requirements for optometrists is the advanced study of optics, the science of light and vision, and extensive training in lens design, construction, application and fitting.

Since optometrists are members of the primary health care team, optometric education also includes a thorough study of human anatomy, general pharmacology, general pathology, sensory and perceptual psychology, biochemistry, statistics and epidemiology.

After graduation from an accredited school or college of optometry, optometrists must successfully complete a state board examination to become licensed to practice in that state. Median pay was \$111,790 in May 2018.

*The text above has been adapted/quoted from: [www.bls.gov/ooh/healthcare/optometrists.htm](http://www.bls.gov/ooh/healthcare/optometrists.htm) Bureau of Labor Statistics Occupation Outlook Handbook, 2019*

For further information about the profession of Optometry, go to:  
 American Optometric Association:  
[www.aoa.org/](http://www.aoa.org/)  
 Association of Schools & Colleges of Optometry: [www.opted.org](http://www.opted.org)

### PREPARING FOR TRANSFER

The information in this guide is prepared to guide students toward admission into the Optometry Program at Pacific University in Forest Grove, OR. This is the only School of Optometry in the Pacific Northwest. Enrollment in the College of Optometry is limited and admission is highly selective.

During the time you are completing the prerequisite requirements at EvCC, you should contact Pacific University to obtain an Optometry Application Packet:

Pacific University, College of Optometry  
[www.pacificu.edu/optometry/](http://www.pacificu.edu/optometry/)  
 (503) 352-2202  
[admissions@pacificu.edu](mailto:admissions@pacificu.edu)

The application deadline occurs in January or February of each year, and new classes begin each September. No mid-year applications are considered. You are expected to take the Optometry Admissions Test (OAT) in October of the year you apply; exam applications are due in September.

### ASSOCIATE DEGREE AT EVCC

This guide outlines a two-to-three-year program of study that prepares students for transfer to an optometry program. The **Associate in Arts and Sciences - DTA** contains the specific courses that meet most or all of the course prerequisites for admission to an optometry program. (Please note: in addition to completing pre-requisite courses, applicants must also demonstrate volunteer or work experience within a clinical setting, and other aspects of superior achievement.) Typically, students will spend 4-5 more years after their associate degree pursuing their doctor of optometry degree; a Bachelor's degree is required either before applying or to be completed during the first two years of enrollment in the Doctor of Optometry program. Pacific University will consider for admission students who have completed three years of community college courses, as long as the following are included:

- 2 qtrs English
- 3 qtrs Humanities
- 3 qtrs Social Sciences
- 1 qtr Calculus
- 1 qtr Statistics
- 1 year Physics
- 1 year General Chemistry
- 1 year Organic Chemistry
- 4 qtrs Biology: Cell, Anatomy, Physiology, Microbiology

Please consult with an advisor to plan your course of study:

- ◆ Jackie Hedgpath, SHK 123, 425-388-9482, [jhedgpath@everettcc.edu](mailto:jhedgpath@everettcc.edu)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students are required to complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses. Note that in order to finish this program in two years, the student will have to enroll in three classes during both of the summers – above a full load. Another option would be to take one extra quarter of classes in the third year.

Fall	Winter	Spring	Summer
CHEM& 161 BIOL& 211 MATH& 141	CHEM& 162 BIOL& 231 ENGL& 101 or 101D	CHEM& 163 BIOL& 232 MATH& 146	PSYC& 100 ENGL& 102 or 102D HUMANITIES
Fall	Winter	Spring	Summer
CHEM& 261 PHYS& 114 MATH& 148	CHEM& 262 PHYS& 115 BIOL& 260	CHEM& 263 PHYS& 116 SOCIAL SCIENCE	HUMANITIES SOCIAL SCIENCE HUMANITIES

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest transferring to a four-year institution to complete a bachelor's degree and then continuing on for a graduate school degree in **Optometry**. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits selected from the list of approved courses in Communications on the AAS-DTA list.)

ENGL& 101	English Composition I	5	_____	_____
ENGL& 102	Composition II	5	_____	_____

**BASIC QUANTITATIVE SKILLS** (MATH& 141 and MATH&142 are prerequisites for PHYS& 114.)

MATH& 141	Precalculus I: College Algebra	5	_____	_____
MATH&142	Precalculus II: Trigonometry	5	_____	_____

**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1. )

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1. )

PSYC& 100	General Psychology	5	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCES** (See Notes 1 and 2.)

BIOL& 211	Majors Cellular	5	_____	_____
BIOL& 231	Human Anatomy	5	_____	_____
BIOL& 232	Human Physiology	5	_____	_____
BIOL& 260	Microbiology	5	_____	_____
CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
CHEM& 261	Organic Chemistry with Lab I	6	_____	_____
CHEM& 262	Organic Chemistry with Lab II	6	_____	_____
CHEM& 263	Organic Chemistry with Lab III	6	_____	_____
PHYS& 114	General Physics I	5	_____	_____
PHYS& 115	General Physics II	5	_____	_____
PHYS& 116	General Physics III	5	_____	_____
MATH& 146	Introduction to Statistics	5	_____	_____
MATH& 151 (Pacific U.)	Calculus I	5	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 3.**

**Note 1:** Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.

**Note 2:** All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 096 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course within the last three years. One quarter of college chemistry is required before taking BIOL& 211, 231, 232, 260. Students may need to take additional math courses, such as MATH& 141 and 142 in order to meet the prerequisites for MATH& 151 and PHYS 114.

**Note 3:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

Pharmacists dispense drugs prescribed by physicians and other health care practitioners. They also provide information about prescribed medications and over-the-counter drugs and give advice about medical equipment and home health care supplies. Additionally, they advise physicians and other health care practitioners on selection, dosage, interactions and side effects of drugs. A license to practice is required in all states, District of Columbia and U.S. territories.

The Doctor of Pharmacy (Pharm.D.) degree is a four-year professional degree program that can be entered directly after completion of three years of community college prerequisites and a few upper division university courses. A baccalaureate degree is not required at UW, but may help in admission. WSU does require a bachelors degree before application to the Pharm D program. Pharm. D. programs are offered at the University of Washington, WSU, and other out-of-state universities such as Oregon State University. A pharmacy student is required to serve an internship under a licensed pharmacist, to graduate from an accredited college of pharmacy and to pass the State Board Exam.

PharmCAS is a centralized online application service that allows a student to apply to multiple Pharmacy programs with a single application. (Go to [www.pharmacas.org](http://www.pharmacas.org).) All application materials must be received by PharmCAS and by the UW School of Pharmacy by early January of the year the student hopes to enter Pharmacy School in Autumn Quarter. Admission is based on cumulative and prerequisite GPA, PCAT score, written and oral communication skills (essays and interview). On average there are 400 applicants for 86 positions in the UW Pharmacy program each year, with an average GPA of 3.5 – 3.6. The PCAT must have been completed within two years of the application for admission, and before January of the year of admission. PCAT information can be found on the following website: <http://pcatweb.info>.

EvCC's **Associate of Arts and Sciences - DTA** degree enables the student to complete the prerequisite courses needed to apply to a pharmacy program Note: there is no foreign language requirement for the UW School of Pharmacy.

### CAREER OPTIONS

Pharmacists dispense prescription medications to patients and offer expertise in the safe use of prescriptions. They also may provide advice on how to lead a healthy lifestyle, conduct health and wellness screenings, provide immunizations, and oversee the medications given to patients. Pharmacists work in community retail pharmacies, hospitals, clinics, managed care organizations or long term care facilities. They may consult with nursing homes or other facilities to monitor people's drug therapy. With further education, careers in pharmaceutical or medical research are also possible.

Traditionally, pharmacists generally work in comfortable and clean settings, but spend most of the day on their feet, and may work long hours, evenings and weekends. Part time employment is a viable option. Increasingly, pharmacists are

working in non-traditional ways and areas, such as with online pharmaceutical companies and in pharmaceutical research.

Go to this website for more information:

<http://www.bls.gov/ooh/healthcare/pharmacists.htm>

### SUGGESTED PREPARATION

Students interested in health fields should be prepared to work with a diverse clientele. Their written, verbal and personal communications skills should be strong.

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. UW strongly recommends that all college science courses be completed within the last five years. Additionally, writing and communication skills are important. The most important college-level courses to prepare for a pharmacy career are those in chemistry, especially organic chemistry. Other courses in science, math, social sciences and humanities are also required. For specific requirements for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC science advisor (below) and contact the transfer institution. For example, the University of Washington requires a GPA of at least 2.9 - 3.0, with all prerequisites completed by the end of the Spring Quarter before entry into the Pharm. D. program. Some Pharmacy work experience is also highly recommended. WSU requires a Biochemistry course that must be taken at the upper-division level, not at the community college level. Although a bachelors' degree is not absolutely required for admission into the UW Doctor of Pharmacy program, 92% of applicants and 90-95% of admitted students have completed bachelors' degrees before admission.

Websites of some pharmacy programs are:

University of Washington:

<http://sop.washington.edu/pharmd/>  
206-543-6100, [pharminf@uw.edu](mailto:pharminf@uw.edu)

Washington State University:

[www.pharmacy.wsu.edu/prospectivestudents](http://www.pharmacy.wsu.edu/prospectivestudents), 509-368-6605

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must meet with a new student advisor prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks Student Union 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you map out your program of study:

- ◆ Sharon Wellman, RAI 329, 425-388-9964, [swellman@everettcc.edu](mailto:swellman@everettcc.edu)
- ◆ Heather Marrs, SHK 142, 425-388-9971, [hmarrs@everettcc.edu](mailto:hmarrs@everettcc.edu)
- ◆ Jackie Hedgpeh, SHK 123, 425-388-9482, [jhedgpeh@everettcc.edu](mailto:jhedgpeh@everettcc.edu)
- ◆ Valerie Mosser, WHI 121, 425-388-9964 x7385, [vmosser@everettcc.edu](mailto:vmosser@everettcc.edu)

*Approved by Instructional Council March 2017. DTA checklist effective January 2017.*

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# Associate in Arts and Sciences – DTA

This checklist is targeted at transfer students with an interest in **pre-pharmacy**, and is designed to meet most or all of the minimum prerequisites of a College of Pharmacy. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Note: 6-12 credits of Biochemistry is also required, and can be taken at some other community colleges or a 4-year institution. **NOTE:** WSU has several pre-requisite courses that are not needed for UW. See list below.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of Diversity Course

	Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits total, at least 5 in English Composition)

ENGL& 101	English Composition I	5	_____	_____
ENGL& 102	Composition II	5	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits from the [DTA approved Quantitative Skills List.](#))

MATH& 151	Calculus I	5	_____	_____
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). **Select courses based on College of Pharmacy requirements.**)

CMST& 210 or 220	Interpersonal Comm. or Public Speaking	5	_____	_____
PHIL 215 (WSU)	Ethics	5	_____	_____

**SOCIAL SCIENCES** (15 credits from the [DTA approved Social Science List](#). **Select courses based on College of Pharmacy requirements. See Note 1.**)

ECON& 201 (UW)	Micro Economics	5	_____	_____
PSYC& 100 (WSU)	General Psychology	5	_____	_____

**V. NATURAL SCIENCES** (15 credits from the [DTA approved Natural Sciences List](#), including at least one lab science class. See Note 2.)

CHEM& 161	General Chemistry with Lab I	5.5	_____	_____
BIOL& 221	Majors Ecology/Evolution	5	_____	_____
MATH& 146	Introduction to Statistics	5	_____	_____

**SUGGESTED ELECTIVES** – A maximum of 30 credits may be completed in electives which may be selected from Communication Skills, Quantitative Skills, Humanities, Social Sciences, Natural Sciences, and [List A Transfer Electives](#). Within these electives, a maximum of 15 credits from the List B Applied Electives may be used. No more than 3 PE activity credits may be used as electives.

CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
CHEM& 261	Organic Chemistry with Lab I	6	_____	_____
CHEM& 262	Organic Chemistry with Lab II	6	_____	_____
CHEM& 263	Organic Chemistry with Lab III	6	_____	_____
BIOL& 222	Majors Cell/Molecular	5	_____	_____
BIOL& 223	Majors Organismal Phys	5	_____	_____
BIOL& 231 (WSU only)	Human Anatomy	5	_____	_____
BIOL& 232 (WSU only)	Human Physiology	5	_____	_____
BIOL& 260	Microbiology	5	_____	_____
MATH 141-142 or 144	Precalculus/College Algebra	5	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 3.**

**Note 1:** ECON& 201 is required for University of Washington School of Pharmacy. For other schools, check individual College of Pharmacy requirements.

**Note 2:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 99 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. High school biology or BIOL&100 is also required. BIOL& 222 and 223 must be taken after CHEM 161 Chemistry 261, 262, 263 is offered in a sequence of Fall, Winter, Spring only; students must start in the Fall. Students may need to take additional math courses in order to meet prerequisites for math.

**Note 3:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

**SUGGESTED COURSE SEQUENCE:** This plan assumes the student is academically ready for college level Math, English and Chemistry courses.

Fall	Winter	Spring	Summer
CHEM& 161 ENGL& 101 or 101D MATH 141	CHEM& 162 BIOL& 221 MATH& 142	CHEM& 163 BIOL& 222 MATH&151	PSYC& 100 ENGL& 102 or 102D
Fall	Winter	Spring	Summer
CHEM& 261 BIOL& 223 MATH& 146	CHEM& 262 BIOL& 231 (WSU) CMST& 210 or 220	CHEM 263 BIOL& 232 (WSU) ECON& 201	PHIL or other humanities BIOL& 260

# Philosophy

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

To study Philosophy is to pursue the truth. It is a discipline which asks “why?” and probes for deeper answers. It requires an open mind and a desire to evaluate argumentation for its reasonableness. Philosophical investigation applies to every other discipline, from art to science, so whatever you plan to major in, Philosophy may be of interest to you.

### PLANNING YOUR STUDIES

Typically, students interested in Philosophy pursue their study through the bachelor’s degree level, and then through the master’s level. You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

At EvCC, students interested in Philosophy should pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Guide. A sample checklist is provided on the reverse side.

Any Philosophy course would be helpful to your pursuit of a Bachelor’s degree. All Philosophy courses (other than PHIL& 120, Symbolic Logic) recommend readiness for college-level composition (ENGL& 101) prior to enrollment. For further clarification, advisors can be helpful to you; see the Program Advisor section on this page.

### CAREER OPTIONS

Those with a degree in Philosophy can find rewarding careers in social and community service, research, and communications, and in nonprofit organizations, museums, libraries and communications. A degree in Philosophy is also useful to those who choose to enter the clergy or go into counseling, teaching, law, business or writing. Additional training may be necessary in some of these areas, but an undergraduate degree in Philosophy provides a sound foundation for each of these careers. Check with the Philosophy program advisor listed below or the Counseling, Advising & Career Center, Third Floor, Parks, for additional information on career options and considerations.

### PROGRAM ADVISOR

For information and advising about Philosophy, contact:

Mike VanQuickenborne, Gray Wolf Hall 311, 425-388-9385,  
[mvanquickenborne@everettcc.edu](mailto:mvanquickenborne@everettcc.edu)

You may also call the Division Office at 425-388-9387.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

Enrollment Services, Parks 201, 425-388-9219,  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier 108, 425-388-9339,  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

**Approved by Instructional Council March 2017. DTA checklist effective January 2017.**

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **PHILOSOPHY** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits; of which at least 5 credits must be in composition.)

ENGL& 101	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list](#).)

PHIL& 120 (Recommended)	Symbolic Logic	5		

**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)


**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1.)


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used.)

**List A**

**List B**

Course	Credits	Qtr Compl	Grade	Course	Credits	Qtr Compl	Grade

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

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# Phlebotomy Technician Training

## GENERAL INFORMATION

This program is designed for students with no prior knowledge of phlebotomy techniques and procedures. Anatomy and physiology of the blood and circulatory system, phlebotomy skills, quality assurance, and medical laboratory information are stressed. All procedures meet standards for phlebotomy training developed by the Clinical Laboratory Standards Institute.

Upon successful completion of classroom and clinical externship training, the student meets eligibility requirements to sit for the national certification exam sponsored by the American Society of Clinical Pathologists (ASCP).

## ABOUT PHLEBOTOMY

Phlebotomy is the act of drawing or removing blood from the circulatory system through a cut (incision) or puncture in order to obtain a sample for analysis and diagnosis. Phlebotomy is also done as part of the patient's treatment for certain blood disorders.

Phlebotomists are trained to work with infectious specimens. When proper methods of infection control and sterilization are followed, few hazards exist. Protective masks, gloves, and goggles are often necessary to ensure the safety of personnel.

Hours and other working conditions of clinical laboratory technologists and technicians, such as phlebotomists, vary with the size and type of employment setting. In large hospitals or in independent laboratories that operate continuously, personnel usually work the day, evening, or night shift and may work weekends and holidays. Laboratory personnel in small facilities may work on rotating shifts, rather than on a regular shift. In some facilities, laboratory personnel are on call several nights a week or on weekends, in case of emergency.

Laboratories and patient areas usually are well lighted and clean; however, specimens, solutions, and reagents used in the laboratory sometimes produce fumes. Phlebotomists may spend a great deal of time on their feet.

Hourly wages and salaries vary according to location and type of medical setting, and average around \$29,730 per year.

<http://www.bls.gov/ooh/healthcare/phlebotomists.htm>  
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*

**Occupational Exposure:** Students planning to enter the Phlebotomy Tech Program need to know that as a health care provider they are at risk for exposure to bloodborne pathogens. Tasks and procedures performed by health care professionals involve risks classified by the Center for Disease Control in the following way:

- *Category I* – Direct contact with blood or other bodily fluids which universal precautions apply.

## HEALTH 220 ENROLLMENT PROCEDURES

Complete the Phlebotomy Technician Application and return it to the Health Professions Service Center, Liberty Hall Room 251; 425-388-9461.

If you have previous college classes that need evaluation, turn in a placement test waiver with unofficial transcripts to Enrollment Services for a review of your transcript for placement and prerequisites. Once you are enrolled in a class at EvCC, request an official evaluation with official transcripts through Enrollment Services.

## PREREQUISITES FOR PHLEBOTOMY TECHNICIAN

The following criteria must be met prior to admission to Phlebotomy Technician:

- Completion of high school or GED
- Placement into or completion of ENGL& 101
- Adequate manual dexterity and physical ability, including but not limited to adequate vision, hearing, and physical stamina.
- Create a Complio account at [www.everettccpassport.com](http://www.everettccpassport.com) where you will upload your immunization records and other documents that are required for the program
- A national background check will need to be completed online at [www.everettccpassport.com](http://www.everettccpassport.com)

**Computer Competence:** Students are strongly advised to possess computer skills that include word-processing, file-saving and transfer, internet and e-mail use. Lack of competence in these skills may result in inability to complete program requirements. Students who do not possess these skills may benefit from successfully completing CL 101, Computer Literacy.

## PROGRAM ADVISING

Please attend a Health Sciences Information Session. For dates and times go to [www.everettcc.edu/phlebotomy](http://www.everettcc.edu/phlebotomy)

Beth Adolphsen, BA, CMA (AAMA), CCMA (NHA) Liberty Hall 364, 425-388-9467, [eadolphsen@everettcc.edu](mailto:eadolphsen@everettcc.edu)

Christine Malone, MHA, MBA, CMPE, CPHRM, FACHE, Liberty Hall 362, 425-259-8294, [cmalone@everettcc.edu](mailto:cmalone@everettcc.edu)

**Approved May 25, 2017 Instructional Council; Approved by SBCTC June 2017. NDS only updated August 2019.**

Everett Community College offers a variety of health-related programs and courses:

- Phlebotomy
- Medical Assisting
- Nursing
- Medical Spanish Interpreter
- Healthcare Risk Management
- Pre-Radiologic Tech in coordination with Bellingham Technical College

Contact an advisor for more information!



# PHLEBOTOMY CHECKLIST

Students should meet with an advisor and maintain this checklist while at Everett Community College. Not every course is offered every quarter, and instructor permission and/or prerequisites are required for some courses. Upon successful completion of classroom and clinical externship training, the student meets eligibility requirements to sit for the national certification exam sponsored by the American Society of Clinical Pathologists (ASCP).

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- HIV Certificate (HEALTH 80)
- Transcript Evaluation (if applicable) completed through Enrollment Services.
- Declared program code "382" with Enrollment Services
- National Background Check completed
- Complio immunization account created and compliant in all categories
- Completion of ENGL 098 or placement into ENGL& 101

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
HEALTH 100	Medical Terminology	5	_____	_____
HEALTH 102	Applied A&P	5	_____	_____
HEALTH 220	Phlebotomy Technician Training	5	_____	_____
HEALTH 221	Phlebotomy Practicum	4	_____	_____
		19	<i>(minimum 2.0 GPA required in each course)</i>	

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For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



**Everett Community College Health Science  
Criminal History/ Conviction Information**

Criminal history/conviction records for current Health Science Students are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public. Such records may be required to be verified by background check in order to continue enrollment. Please complete this record to include previous information and any information which would not have been known when you entered the Health Sciences Department.

**Student Name (Last)** \_\_\_\_\_ **(First)** \_\_\_\_\_ **(MI)** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Date of Birth (Mo, Day, Yr)** \_\_\_\_\_

**1. Crimes against persons and crimes related to financial exploitation:**

Have you ever been convicted of any of the crimes listed below?

Yes  No If yes, check all that apply and describe in the box below.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Arson, (1 <sup>st</sup> degree)  | <input type="checkbox"/> Custodial Interference (1 <sup>st</sup> /2 <sup>nd</sup> Degree)       | <input type="checkbox"/> Promoting Prostitution (1 <sup>st</sup> Degree)                            |
| <input type="checkbox"/> Assault, Custodial   | <input type="checkbox"/> Extortion (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> * Degree) | <input type="checkbox"/> Prostitution   |
| <input type="checkbox"/> Assault, Simple (or 4 <sup>th</sup> degree)                                    | <input type="checkbox"/> Forgery*   | <input type="checkbox"/> Robbery (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                          |
| <input type="checkbox"/> Assault (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> degree)             | <input type="checkbox"/> Incest   | <input type="checkbox"/> Rape (1 <sup>st</sup> / 2 <sup>nd</sup> /3 <sup>rd</sup> Degree)           |
| <input type="checkbox"/> Assault of a child (1 <sup>st</sup> /2 <sup>nd</sup> / 3 <sup>rd</sup> degree) | <input type="checkbox"/> Indecent Exposure-Felony   | <input type="checkbox"/> Rape of a Child (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Degree) |
| <input type="checkbox"/> Burglary (1 <sup>st</sup> degree)  | <input type="checkbox"/> Kidnapping (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                   | <input type="checkbox"/> Selling/Distributing Erotic Material to a Minor                            |
| <input type="checkbox"/> Child Abandonment  | <input type="checkbox"/> Malicious Harassment   | <input type="checkbox"/> Sexual Exploitation of a Minor   |
| <input type="checkbox"/> Child Abuse or Neglect<br>(RCW 26.44.0200)                                     | <input type="checkbox"/> Manslaughter (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                 | <input type="checkbox"/> Sexual Misconduct with a Minor (1 <sup>st</sup> /2 <sup>nd</sup> Degree)   |
| <input type="checkbox"/> Child Buying or Selling  | <input type="checkbox"/> Murder, Aggravated   | <input type="checkbox"/> Theft (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> * Degree)       |
| <input type="checkbox"/> Child Molestation (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Degree) | <input type="checkbox"/> Murder (1 <sup>st</sup> /2 <sup>nd</sup> Degree)                       | <input type="checkbox"/> Unlawful Imprisonment  |
| <input type="checkbox"/> Communication with a Minor   | <input type="checkbox"/> Patronizing a Juvenile Prostitute                                      | <input type="checkbox"/> Vehicular Homicide   |
| <input type="checkbox"/> Criminal Abandonment   | <input type="checkbox"/> Promoting Pornography  | <input type="checkbox"/> Violation of Child Abuse Restraining Order                                 |
| <input type="checkbox"/> Criminal Mistreatment (1 <sup>st</sup> , 2 <sup>nd</sup> Degree)               |   |   |

**2. Drug Related Crimes**

Have you ever been convicted of a crime related to the manufacture, delivery of, or possession with intent to manufacture or deliver a controlled substance?

Yes  No

**3. Related Proceedings**

Have you ever been found in a dependency action, domestic relations proceeding, disciplinary board hearing, or protection proceeding to have: sexually assaulted or exploited, sexually or physically abused a minor or developmentally disabled person OR to have financially exploited or abused a vulnerable adult?

Yes  No

**4. Medicare-Medicaid/Healthcare Related Crimes**

Have you ever been convicted of any crime related to the delivery of service under Medicare/Medicaid or any state or federal healthcare program, or convicted of any crime connected with the delivery of a healthcare item or service?

Yes  No

Have you ever been judged liable for civil monetary penalties for conduct related to the delivery of services, supplies, or other participation in Medicare/Medicaid or any other state or federal healthcare program?

Yes  No

Have you ever been excluded from providing services or supplies under Medicare, Medicaid or any other federal funded healthcare program?

Yes  No

**5. For all items checked in 1, 2, or 3 above,** specify the conviction or action date(s), sentence(s), or penalty(ies) imposed, prison release date(s) and current standing. For all items with an asterisk (\*) above, provide a description of the victim including the victim's age. Write on the back of this paper if needed.

**6. General Conviction Information:**

Aside from those crimes listed above, within the past 10 years have you been convicted of or released from jail/prison for any crimes (including misdemeanors and felonies), excluding parking tickets/traffic citations?

Yes  No If Yes, indicate all conviction dates, jail/prison release date(s), and the nature of the offense(s). (Use back of page)

**Signature**

Under penalty of perjury, I certify that the above-stated information is true, correct, and complete. I understand that I can be required to support the information with background checks and that I can be discharged from the Program for any misrepresentation or omission in the above-stated information.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Photography

## Associate in Arts & Sciences – Direct Transfer (DTA) Associate in Fine Arts

### GENERAL INFORMATION

Photography is a part of the interdisciplinary Fine Arts program at EvCC. The program focuses on study and skill development in digital photography in addition to coursework in related disciplines of the fine arts. Students complete the program with a portfolio of work for consideration by transfer institutions, evaluation by potential employers for entry-level positions, or for personal use. The first year culminates with a portfolio review course, Photography 195, a review of work accomplished in the first three (3) quarters of study.

We offer a series of photography courses, attracting transfer students, interested community members, and students majoring in photography. Our program is housed in a new, fully equipped facility, complete with digital labs, wet labs, a digital print room, and a digital photography studio. Students will have access to digital tools, including SLR cameras, film and flatbed scanners, a variety of printers, a computerized mat cutting system, and computers to produce work that meets personal and professional expectations in contemporary photography. The department provides exhibition space for student work and we are actively involved in the college's Russell Day Gallery, a college exhibition facility with an active schedule of monthly shows. Our students may also participate in the student newspaper, *The Clipper*, and the student annual creative arts magazine, *Vibrations*. We also offer annual workshops in special subjects.

*The instructors at the college are world class. They allowed me freedom - with just the right amount of guidance to be successful. The photography program at EvCC is very intensive and well rounded. The technical portion of the program allowed me to explode with creativity and to not be afraid." Juliette*

The photography program strives to bridge the gap between the academic and the technical, the fine art and commercial applications of the medium. Students learn about important photographers and movements in the history of photography. They learn to compose images that draw attention and inform, and meet the standards of a highly demanding industry. They learn to see and to analyze, to make decisions about and critically evaluate their work. When students leave the program, they know how to work effectively with black & white and color digital processes, to set up studio lighting systems, and to process digital images. To succeed in photography, whether in industry, advertising, photojournalism, fine art, or at a university, our students must know their craft, its technical capabilities and its aesthetics. It is to this end that we are committed.

The Photography program at Everett Community College offers two pathways towards a degree:

**The Associate in Fine Arts (AFA) degree.** Students concentrate on a chosen program of study, such as Photography, while also taking courses in related disciplines (visual communications and studio arts). A portfolio is one of the requirements for the degree, and it is designed to help students seeking consideration by employers or transfer universities. The AFA degree is offered in the fields of Visual Communications, Photography, Studio Arts, and Written Arts. (Note: The Evergreen State College accepts the AFA degree as a block of 90 transfer credits).

**The Associate in Arts and Sciences – DTA** is designed for students with an intention to transfer to a university in Washington state to pursue a bachelor's degree. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree, as well as some photography classes. The complete description of this degree program, with a checklist, is provided in the Associate of Art and Sciences – Direct Transfer guide.

### WHAT TO EXPECT

**First year students** take foundation coursework in photography, emphasizing visual and technical theories. Effective digital camera operation, computer processing with Photoshop, visual theory, and design principles are emphasized in the initial course. Students then progress to the study of Zone System principles as applied to digital capture, digital black & white imaging, critical analysis, and various experimental processes. In addition, photography students explore the influences of photographic pioneers of the 19<sup>th</sup> and 20<sup>th</sup> centuries in Photo 230, the History of Photography.

**Second year students** enroll in a three-part series emphasizing advanced digital processes. These include color imaging, RAW image capture and processing, digital retouching and restoration, masking and compositing, experimental image making, advanced digital printing, High Dynamic Range (HDR) processes, and thematic image making. Other coursework includes the study of lighting and studio applications, along with an extended visual thesis project and professional portfolio development.

Students pay computer lab and digital arts lab fees. The fee amounts are based on anticipated equipment and supply use for the class.

### CAREER OPTIONS

Career opportunities in photography are as wide as are student objectives. Photography is a fine art, providing infinite personal meaning and growth. This is often the route taken by students interested in transferring to a university program or interested in gallery exhibiting. Photography is also an integral part of the advertising industry, all forms of journalism, portraiture on many levels, the fashion industry, numerous forms of scientific and medical research, and documentation, to name only a few.

The basic requirements for the photographer are essentially the same regardless of the goal. One must be comfortable with all forms of camera use and in full control of the processing software. One must also be fully aware of the historical influences on contemporary image making and the importance of photography as a visual language – the design elements that make communication with pictures possible and exciting. Regardless of your personal or professional goals, photography can be an integral and important part of your future.

**Approved by Instructional Council March 2017.  
DTA checklist effective January 2017.**

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

- Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- Advising Center, Rainier Hall 108, 425-388-9339

## PROGRAM ADVISORS

For specific guidance about the Photography program, contact:

- Ellen Felsenthal - [efelsenthal@everettcc.edu](mailto:efelsenthal@everettcc.edu) 425-388-9149, Whitehorse 215
- Nancy Jones – [njones@everettcc.edu](mailto:njones@everettcc.edu) 425-388-9366, Whitehorse 213
- Or contact the division office at 425-388-9501 in Whitehorse 209.

## ABOUT THE ARTS AT EVCC

The Visual and Performing Arts at EvCC include individual programs in photography, studio art (drawing, design, painting, ceramics), visual communications (graphic arts, illustration and web design), music, theatre, film, journalism, and the written arts. All students are encouraged to take coursework in more than one discipline. Students pursuing the AFA degree select one area of concentration and also complete coursework in at least three related fields. The result is a unique cross-disciplinary experience with extensive personal attention to the development of each individual student. This distinctive approach builds an understanding of the rich relationships inherent in the world of the arts. For up-to-date information, visit our website at:

[www.everettcc.edu/arts](http://www.everettcc.edu/arts)

## Associate in Fine Arts in Photography

### FIRST YEAR SUGGESTED SCHEDULE

Fall	Winter	Spring	Summer
PHOTO 110	PHOTO 111	PHOTO 112	Quantitative Skills course
ART 110	PHOTO 230*	PHOTO 195	
ENGL& 101	CMST& 102	GRAPH 110	
Diversity course		Communication Skills course	

### SECOND YEAR SUGGESTED SCHEDULE

Fall	Winter	Spring	Summer
PHOTO 210*	PHOTO 211*	PHOTO 212* ##	
PHOTO 243*	PHOTO 244*	ART 295*	
Natural Science course	Interdisciplinary Skills course	PHOTO 250 (optional)	

\* Note: Courses with an \* are usually offered only in the quarter indicated. Please work with an advisor in the program.

## Note: Thesis Project.

*I carry my experience at Everett Community College with me every day of my creative life. The atmosphere was very supportive and encouraging. The instructors were dedicated to helping students become the best visual artists they could be. They helped build a foundation that makes progress beyond college successful.... Every time I step foot in the darkroom or hold a camera to my eye, I am using and honing skills I learned through the photography and arts program at EvCC.*

*Regan Scheiber*

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **MARCH 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Fine Arts in Photography

This checklist is targeted at students with an interest in **PHOTOGRAPHY**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to courses listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)		(Year Completed)	(Grade)
<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>BASIC COMMUNICATIONS SKILLS - (10 credits total.)</b>				
ENGL& 101	English Composition I	5	_____	_____
Select additional credits from:				
CMST 103 or &220	_____	_____	_____	_____
ENGL& 102, ENGL 103, 201W	_____	_____	_____	_____
ENGL& 230	_____	_____	_____	_____
<b>BASIC QUANTITATIVE SKILLS - (5 credits.) Select from:</b>				
CS 110, ENGR 142, PHIL& 120, BUS 130,	_____	5	_____	_____
MATH 138, MATH& 107, 141, 148, 144, 151, 152, 146				
(Note: BUS 130 is not intended for transfer)				
<b>GENERAL EDUCATION - (15 credits from the AAS - DTA approved Humanities, Social Science and Natural Science lists.)</b>				
Humanities: PHOTO 230	History of Photography	5	_____	_____
Social Science: CMST& 102	Intro to Mass Media	5	_____	_____
Natural Science	_____	_____	_____	_____
<b>EMPHASIS SKILLS - (40 credits. The listed credits are required.)</b>				
PHOTO 110	Photo I: Basic Elements	5	_____	_____
PHOTO 111	Photo II: Black & White Imaging	5	_____	_____
PHOTO 112	Photo III: Creative Explorations	5	_____	_____
PHOTO 210	Photo IV: Adv Color Theory and Practice	5	_____	_____
PHOTO 211	Photo V: Advanced Processes	5	_____	_____
PHOTO 212	Photography VI: Visual Thesis	5	_____	_____
PHOTO 243	Studio Photography I	5	_____	_____
PHOTO 244	Studio Photography II	5	_____	_____
PHOTO 250 (optional)	_____	_____	_____	_____
<b>INTERDISCIPLINARY SKILLS - (15 credits.)</b>				
ART 110	Design I: 2 Dimensional	5	_____	_____
GRAPH 110	Digital Illustration I	5	_____	_____
Interdisciplinary elective:				
FILM 100, DRMA& 101 or				
ART 115, 111, 212, 270 or other Studio Art course – See advisor	_____	_____	_____	_____
<b>PORTFOLIO REVIEW - (2 credits.)</b>				
ART 195	Foundation Portfolio Review	2	_____	_____
<b>FINAL PRESENTATION - (5 credits.)</b>				
ART 295	Portfolio Presentation	5	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

# Associate in Arts and Sciences – Direct Transfer

This checklist is targeted at transfer students with an interest in pursuing a **PHOTOGRAPHY** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – Direct Transfer”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** - (10 credits total, at least 5 in English Composition.)

ENGL& 101	English Composition I	5		

**BASIC QUANTITATIVE SKILLS** - (5 credits, see list of approved courses in Quantitative Skills on the AAS-DTA list.)

		5		

**HUMANITIES** - (15 credits from the DTA approved Humanities List. See Note. **Recommend ART 110, PHOTO 230.**)


**SOCIAL SCIENCE** - (15 credits from the DTA approved Social Science List. See Note 1. **Recommend CMST& 102**)


**NATURAL SCIENCES** - (15 credits from the DTA approved Natural Science List, including lab science. See Note 1. )

Lab:


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be allowed in electives, selected from the A and B lists on the DTA checklist. A maximum of 15 credits can be from the B list. Please consult an advisor in order to select the courses best suited to your transfer needs.)

PHOTO 110	Photography I: Basic Elements	5		
PHOTO 111	Photography II: Black & White Imaging	5		
PHOTO 112	Photography III: Creative Explorations	5		
PHOTO 210	Photography IV: Advanced Color Theory & Practice	5		
PHOTO 211	Photography V: Advanced Processes	5		
PHOTO 212	Photography VI: Visual Thesis Project	5		

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

**Note:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science. No more than 5 Humanities credits may be earned from the Performance Skills Humanities courses.



# Physical Education

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

The Physical Education Department offers a fully transferable program of study for students who wish to fulfill their lower division requirements at EvCC prior to transferring to a university for a major in Physical Education, Exercise Science, Kinesiology, Health and Fitness, Human Performance, or a related area.

EvCC graduates have transferred to Western Washington University, Eastern Washington University, Central Washington University, University of Puget Sound, Seattle Pacific University, and Brigham Young University. EvCC graduates are working as elementary, middle school, and high school teachers and coaches, as youth sport coaches and leaders, as referees and umpires, as physical therapy assistants, and in local health and fitness facilities. Other related careers include athletic training, positions in community, worksite, and commercial fitness, wellness and recreation programs, and athletic administration.

The **Associate in Arts and Sciences - DTA** degree leads to transfer to a college or university in order to pursue a bachelor's degree. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate of Art and Sciences - DTA Guide. On the reverse side of this guide is a checklist with specific recommendations for Physical Education majors.

Also, since every college or university may have different requirements for entering and completing a Physical Education major, students should consult university catalogs and an EvCC advisor to make wise selections of courses at EvCC.

Whether you are pursuing a Physical Education major or simply seeking the opportunity and knowledge to establish and maintain a healthy lifestyle through physical activity, you will find enthusiastic instructors and a wide variety of courses in EvCC's PEHW department.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising to select first quarter classes. Contact:

Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall Room 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

For specific information about Physical Education, Health and Wellness courses, contact 425-388-9321

Interested in participating in  
Athletics at EvCC?

Go to:

[www.everettcc.edu/athletics](http://www.everettcc.edu/athletics)

or call 425-388-9328

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

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# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a **PHYSICAL EDUCATION or related** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**COMPLETION of [College Success Course](#)**

Where completed/Course Title	Year Completed	Grade
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**COMPLETION of Diversity Course**

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits, see list of [DTA Communication Skills](#), must include at least 5 credits in composition.)

ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in [Quantitative Skills on the AAS-DTA list](#). Recommend MATH& 107 or MATH 138.)

<b>HUMANITIES</b> (15 credits from the DTA approved Humanities List. See Note 1.)				
CMST& 210	Interpersonal Communication	5		

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

PSYC& 100	General Psychology	5		
SOC& 101	Intro to Sociology	5		

**NATURAL SCIENCES** (15 credits from the [DTA approved Natural Science List](#), including lab science. See Note 1.)

BIOL&175	Human Biology w/ Lab	5		
NUTR& 101	Nutrition	5		

**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used. Note: Only 3 PE Activity credits may be applied toward the degree.)

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Compl	Course	Cr.	Qtr Compl
PEHW 201	5				
PEHW 203	5				
PEHW 235	5				
BIOL& 211 (Strongly recommended)	5				
BIOL& 231 (Strongly recommended)	6				
BIOL& 232 (Strongly recommended)	6.5				
PEHW Activity (See Note 2)	1-3				

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

**Note 2:** A maximum of 3 PE Activity credits may apply toward a DTA degree.



# Physical Therapy

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

To enter the Physical Therapy profession, students must earn a doctoral degree in Physical Therapy (DPT), followed by passing a state licensing exam. Most physical therapy programs are very selective, so students must demonstrate a high level of achievement, earn a bachelor degree (usually in some area of biology, exercise science or psychology), and have actual work or volunteer experience in the physical therapy field. The 2014-15 classes accepted to the University of Washington DPT program had an average undergraduate GPA of 3.6 and each applicant had 100-200 hours of volunteer or paid work experience. The University of Washington accepts 45 students per year in its DPT program (out of 874 applicants in 2014).

A bachelors degree is required before applying to most DPT programs. Some universities (such as Western, Central and Eastern Washington Universities) offer pre-PT or Exercise Science bachelors programs, but others such as the University of Washington do not. Pre-PT students who attend UW may earn a bachelors degree in exercise science, kinesiology, psychology, physiology or biology, but a bachelor degree in any field is acceptable. **It is essential that you talk to an advisor here at EvCC while planning your courses so that you take prerequisites for your bachelor degree as well as for the eventual transfer to a physical therapy doctoral program.**

The Associate in Arts and Sciences – DTA meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major public universities in Oregon.

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you select which degree pathway to follow, and to map out your program of study.

- ◆ Heather Marrs, SHK 142, 425-388-9971, hmarrs@everettcc.edu
- ◆ Anne Brackett, WHI 309, 425-388-9039, abrackett@everettcc.edu
- ◆ Rene Kratz, SHK 121, 425-388-9503, rkratz@everettcc.edu

### CAREER OPTIONS

According to the [University of Washington School of Physical Therapy website](#):

Physical therapists help improve the function of people with movement and mobility problems, often lessening the need for surgery or pain medication. Physical therapists treat a variety of conditions, such as arthritis, back pain, carpal tunnel syndrome, stroke, cerebral palsy and traumatic brain injury. They work in hospitals, outpatient clinics, nursing homes, rehabilitation centers, home health agencies, schools, early intervention programs and other settings.

The median wage for physical therapists was \$86,850 in 2016, according to the U.S. Bureau of Labor Statistics.

### SUGGESTED PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

Students interested in physical therapy should be prepared to work with a diversity of clients. Their written and verbal communications skills should be strong.

**Approved by Instructional Council March 2017. DTA checklist effective January 2017. Non-degree checklist/clerical updates August 2019.**

## TRANSFER INFORMATION

The UW and EWU Doctor of Physical Therapy programs require that the applicant has completed a minimum of the following undergraduate courses (quarter system): 3 courses in general chemistry, 3 courses in physics, 1 course in anatomy, 1 course in physiology, 2 courses in psychology, and 1 course in statistics. In addition, UW requires at least 2 other courses in majors' biology (cellular biology, evolution/ecology, microbiology) and EWU requires 2 additional upper division biology courses (after transfer). The WWU pre-physical therapy major also requires a course in Nutrition and one in Computer Science. In addition, the student must take basic college level English and math classes at least through pre-calculus. Some transfer institutions will also require two to three quarters of college level foreign language or three years of high school foreign language. UW and EWU require a cumulative GPA of 3.0, including at least a 2.0 for each prerequisite course. Some experience (100-200 hours, paid or volunteer) working with a physical therapist is also required. All applicants must be U.S. residents or citizens (student visa not acceptable). For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC biology advisor and contact the transfer institution. As indicated in the section "General Information," admission can be very competitive, and simply meeting the minimum requirements may not be enough.

## WEBSITES

Websites of physical therapy and pre-physical therapy departments at common transfer institutions:

Eastern Washington University:	<a href="http://www.ewu.edu/chsph/physical-therapy/">www.ewu.edu/chsph/physical-therapy/</a>
Pacific University (Oregon):	<a href="http://www.pacificu.edu/future-undergraduates/academics/areas-study/pre-physical-therapy">http://www.pacificu.edu/future-undergraduates/academics/areas-study/pre-physical-therapy</a>
University of Puget Sound:	<a href="http://www.pugetsound.edu/pt.xml">www.pugetsound.edu/pt.xml</a>
University of Washington:	<a href="http://www.physicaltherapy.uw.edu/">www.physicaltherapy.uw.edu/</a>
Washington State University Pre-Physical Therapy	<a href="https://healthprofessions.wsu.edu/preparation-tracks/pre-physical-therapy/">https://healthprofessions.wsu.edu/preparation-tracks/pre-physical-therapy/</a>
Western Washington University Pre-Physical Therapy	<a href="http://www.wvu.edu/majors/pre-physical-therapy-preprof">www.wvu.edu/majors/pre-physical-therapy-preprof</a>

[August 2019]

## GETTING STARTED AT EVCC

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- ◆ Enrollment Services, Parks Student Union 201, 425-388-921, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses and intends to transfer to WWU for pre-PT studies.

Fall	Winter	Spring	Summer
CHEM& 161 BIOL& 221 ENGL& 101 or 101D	CHEM& 162 BIOL& 222 MATH& 141	CHEM& 163 PSYC& 100 or BIO& 223 MATH& 142	ENGL& 102 HUMANITIES SOCIAL SCIENCE
Fall	Winter	Spring	Summer
BIOL& 231 PHYS& 114 NUTR& 101(WWU only)	BIOL& 232 PHYS& 115 MATH& 146	PSYC& 220 PHYS& 116 BIOL& 260	HUMANITIES HUMANITIES SOCIAL SCIENCE

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in **PRE-PHYSICAL THERAPY** who aspire to transfer to the **Western Washington University, Washington State University or Pacific University Pre-Physical Therapy degree program**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements.

IF THE STUDENT PLANS TO TRANSFER TO A UNIVERSITY THAT DOES NOT HAVE A PRE-P.T. PROGRAM, IT IS ESSENTIAL TO TALK WITH AN ADVISOR TO PLAN A SERIES OF COURSES APPROPRIATE FOR THE STUDENT'S CHOSEN MAJOR.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits selected from the list of approved courses in [Communications on the AAS-DTA list.](#))

ENGL& 101 or 101D	English Composition I	5		
ENGL& 102 or 102D	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits from the [DTA approved Quantitative Skills list.](#))

MATH& 141	Precalculus I: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List.](#) See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List.](#) See Notes 1 and 2.)

PSYC& 100	General Psychology	5		

**SCIENCE AND MATH** (See Notes 1, 3, 4 and 5.)

BIOL& 221 (WWU, UW)	Majors Ecology/Evolution	5		
BIOL& 222 (WWU, UW)	Majors Cell/Molecular	5		
BIOL& 223 (WWU)	Majors Animal/Plant Physiology	5		
BIOL& 211 (EWU)	Majors Cellular Biology	5		
BIOL& 231	Human Anatomy	5		
BIOL& 232	Human Physiology	5		
BIOL& 260	Microbiology	5		
CHEM& 161	General Chemistry with Lab I	5.5		
CHEM& 162	General Chemistry with Lab II	5.5		
CHEM& 163	General Chemistry with Lab III	5.5		
MATH &142	Precalculus II: Trigonometry	5		
MATH& 146	Intro to Statistics	5		
NUTR& 101 (WWU)	Nutrition	5		
PHYS& 114	General Physics I	5		
PHYS& 115	General Physics II	5		
PHYS& 116	General Physics III	5		

**SUGGESTED ELECTIVES**

CMST& 210	Interpersonal Communication	5		
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**Minimum 90 credits required, with minimum 2.0 GPA. See Note 4.**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** We strongly recommend courses in Sociology and Anthropology.

**Note 3:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 96 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course within the last three years. CHEM& 161 must be taken as a pre-requisite or a co-requisite to BIOL& 221. High school biology or BIOL& 100 is also required.

**Note 4:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

**Note 5:** Students considering a B.S. in Physiology at the University of Washington may find they also need to take BIOL&223, CHEM& 261, 262, 263 and MATH& 151, 152, 153. Some schools may only require two quarters of some lab sciences, instead of a year-long sequence. Please check with an advisor.

# Physician Assistant

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

Physician assistants (PAs) practice medicine under the supervision of physicians and surgeons. They should not be confused with medical assistants, who perform routine clinical and clerical tasks. PAs are formally trained to provide diagnostic, therapeutic, and preventive healthcare services, as delegated by a physician. Working as members of the healthcare team, they take medical histories, examine and treat patients, order and interpret laboratory tests and x-rays, and make diagnoses. They also treat minor injuries by suturing, splinting, and casting. PAs record progress notes, instruct and counsel patients, and order or carry out therapy. In 48 States and the District of Columbia, physician assistants may prescribe medications.

Physician assistants work under the supervision of a physician. However, PAs may be the principal care providers in rural or inner city clinics, where a physician is present for only 1 or 2 days each week. In such cases, the PA confers with the supervising physician and other medical professionals as needed and as required by law. PAs also may make house calls or go to hospitals and nursing care facilities to check on patients and report back to the physician.

All States and the District of Columbia have legislation governing the qualifications or practice of physician assistants. All jurisdictions require physician assistants to pass the Physician Assistants National Certifying Examination, administered by the National Commission on Certification of Physician Assistants (NCCPA) and open only to graduates of accredited PA education programs. Only those successfully completing the examination may use the credential "Physician Assistant-Certified." In order to remain certified, PAs must complete 100 hours of continuing medical education every 2 years. Every 6 years, they must pass a recertification examination or complete an alternative program combining learning experiences and a take-home examination.

This information is adapted and quoted from [www.bls.gov/oco/ocos081.htm](http://www.bls.gov/oco/ocos081.htm) [November 2009]

### TRAINING PROGRAMS

#### MEDEX:

In the Pacific Northwest, MEDEX (associated with the University of Washington) provides education and training culminating in a Master's degree for Physician Assistant. The 4 quarter program combines didactic (classroom and lab) and clinical training. To be considered for admission, applicants must have:

- **Baccalaureate Degree** (no major preference)
- 10 quarter (6 semester) credits in Human Anatomy and Physiology (preferred with in the last 5 years) minimum GPA 3.0
- 15 quarter (9 semester) credits in other medically related sciences, i.e. biology, microbiology, chemistry. Minimum GPA 3.0, no lower than B- in each course.
- Overall GPA minimum 3.0 for the last 2 years of BA degree.
- Completion of GRE

The application process requires careful attention and early preparation. Go to the MEDEX website for more information:

MEDEX Northwest  
[www.depts.washington.edu/medex](http://www.depts.washington.edu/medex)  
Roosevelt Commons Building  
4311 11th Avenue NE, Suite 200  
Seattle, WA 98105-4608  
Phone: (206) 616-4001 Fax: (206) 616-3889  
Email: [medex@uw.edu](mailto:medex@uw.edu)

#### OTHER PROGRAMS:

Physicians Assistant programs outside of MEDEX do not require 2 years of full-time medical work experience. They do require more rigorous coursework in Math and Science. See the following websites and talk to an advisor for further information. Residents of Oregon are given preference in admission to these programs.

These programs require a minimum of 40 credits in biology, chemistry, and physics. Biology courses must include 2-3 quarters of Majors' Biology, Human Anatomy, Human Physiology, Microbiology. Other prerequisites are at least 2 quarters of General Chemistry, 1 course each in Psychology and Statistics. Some knowledge of Spanish is also preferred.

Oregon Health & Science University  
Division of Physician Assistant Education  
2730 SW Moody Ave, Mail Code: CL5PA  
Portland OR 97201  
503.494.3633 Email: [paprgm@ohsu.edu](mailto:paprgm@ohsu.edu)  
[www.ohsu.edu/pa](http://www.ohsu.edu/pa)

Master of Physician  
Assistant Studies

Pacific University  
2043 College Way  
Forest Grove OR 97116  
<http://www.pacificu.edu/pa> 503-352-7224  
Contact: Leah Baldwin, [leahbaldwin@pacificu.edu](mailto:leahbaldwin@pacificu.edu)

Master of Science in  
Physician Assistant  
Studies

- **Clinical Experience: 2 Years:** Minimum 2000 hours paid recent full-time hands-on experience in direct delivery of patient care (usually at least 5-6 years). Examples are nursing, medical assisting, emergency medical technician, paramedic, and military corpsman, community health aide, or physical therapist.

## OPTIONS AT EVCC

### MEDEX:

If you do not already have 2-7 years of full-time experience in the delivery of health care and current professional credentials, you may consider achieving a credential (certificate or degree) in one of EvCC's programs and then working for two years and completing a baccalaureate degree in order to meet the admission criteria for MEDEX. This should only be done after consultation with MEDEX advisors to determine if it is appropriate.

For example, you may consider EvCC's Nursing program, or the Radiologic Tech program offered in partnership with Bellingham Technical College.

In addition you can pursue courses or an associate degree program that will enable you to enter a university to complete your bachelor's degree.

## OTHER CAREERS IN HEALTHCARE

EvCC provides several pathways to careers in healthcare. Please review our curriculum guides in the following areas:

- Nurse Practitioner (DNP programs at UW, WWU and Seattle University). This career has similar duties and responsibilities to PA. Programs may require a BSN degree first, but in some cases any bachelors degree will be meet the prerequisites.
- Pre-Medicine, Pre-Dental
- Pre-Pharmacy
- Pre-Physical Therapy
- Nursing
- Nursing Assistant Certified
- Radiologic Technology  
(A Bellingham Tech program/partnership)
- Medical Assisting
- Phlebotomy

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students are required to complete entry advising in the Advising Center prior to first quarter registration. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339 [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

## PROGRAM ADVISING

Everett Community College does not offer a Physician Assistant program, though you may find that you can complete some courses at EvCC in preparation for such a program elsewhere. We encourage you to consult with an EvCC advisor to discuss options.

- ◆ Jackie Hedgpeth, SHK 123, 425-388-9482, [jhedgpeth@everettcc.edu](mailto:jhedgpeth@everettcc.edu)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in preparing for a career as a **Physician Assistant** through the MEDEX program. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require 2 or 3 quarters of foreign language for admission or for graduation.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, at least 5 in English composition)

ENGL& 101 or 101D	English Composition I	5		
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ENGL& 102 or 102D	Composition II	5		
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**BASIC QUANTITATIVE SKILLS** (5 credits)

MATH 138 or MATH& 141-142	Applied College Algebra or Precalculus I	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)

SPAN& 121	Spanish I	5		
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**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

SOC& 101	Introduction to Sociology	5		
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ANTH& 206D	Cultural Anthropology	5		
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PSYC& 100	Introduction to Psychology	5		
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**SCIENCE AND MATH** (Minimum 15 credits from the [DTA approved Natural Science List](#), selected with advisor assistance. See Notes 1 and 2.)

CHEM& 121	Introduction to Chemistry	5		
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BIOL& 211	Majors Cellular	5		
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BIOL& 231	Human Anatomy	5		
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BIOL& 232	Human Physiology	5		
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BIOL& 260	Microbiology	5		
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MATH& 146	Introduction to Statistics	5		
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**ELECTIVES** (Selected with advisor assistance, depending on the university and major planned.)


**Minimum 90 credits required, with minimum 2.0 GPA. (See Note 3.)**

**Note 1:** Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science & Science.

**Note 2:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 91 or placement into Math 92. One quarter of college chemistry is required before taking BIOL& 211, 231, 232, 260.

**Note 3:** Completion of all the recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

**Note 4:** Chemistry classes indicated here are the minimal ones required for the PA program. Depending on the student's major for their bachelor degree, they may need the higher level chemistry series. DISCUSS WITH AN ADVISOR before starting science classes.

# Physics & Astronomy

## Associate in Arts & Sciences – Direct Transfer (DTA) Associate of Science

### GENERAL INFORMATION

Everett Community College offers a transferable program of study designed for students who wish to fulfill their lower division requirements at EvCC. Students whose eventual goal is research in physics or astronomy, or to work in high-tech industry should work towards a baccalaureate degree in physics. The first two years of courses (or more if pre-college level courses are required) can be taken at the community college, and the junior and senior year completed at a 4-year college or university.

EvCC offers two degrees that are part of a statewide agreement that smooths the transfer process for students. Both degrees offer qualified students priority for admission with junior status at most 4-year institutions in Washington. Students interested in colleges and universities outside of Washington may also find the requirements of these degrees to be appropriate.

► The **Associate of Arts and Sciences - DTA** degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. However, the student will have to take additional freshman and sophomore level science courses at the university before being eligible for junior level courses in a science major.

► The **Associate of Science** degree requires that the student complete all freshman and sophomore math and science courses and a limited number of courses in English, Humanities and Social Science. Upon transfer, the student should be eligible for junior level science courses, but will need to complete the remaining distribution requirements before graduation with a baccalaureate degree. It is likely that the student will also have to complete additional pre-major courses in physics to qualify for some junior level courses at the transfer institution.

**Degree checklists are on pages 3 and 4 of this guide.**

### SUGGESTED PREPARATION

To begin college study in physics, students should have solid writing and communication skills, a strong algebra and calculus background, and high school courses in biology, chemistry and physics. Students who do not have that background may gain it at the community college before starting the courses that will count toward their degree.

During the first two years of college study, students should develop a strong background in English (2 quarters), Math (calculus) and Chemistry, as well as two years of physics (see recommended courses on the next page). Most transfer institutions will also require two to three quarters of college level foreign language or two to three years of high school foreign language. For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC physics advisor (below) and contact the transfer institution.

### PROGRAM ADVISOR

- Andrew Vanture, Whitehorse Hall 224, (425) 388-9556  
avanture@everettcc.edu
- Kristine Washburn, Whitehorse Hall 216, (425) 388-9431  
kwashburn@everettcc.edu

### WEBSITES

Websites of physics/astronomy departments at common transfer institutions:

[June 2018]

Central Washington University	<a href="http://www.cwu.edu/physics/">www.cwu.edu/physics/</a>
Eastern Washington University	<a href="http://www.ewu.edu/cstem/departments/physics">www.ewu.edu/cstem/departments/physics</a>
The Evergreen State College	<a href="http://www.evergreen.edu/">www.evergreen.edu/</a>
University of Washington	<a href="http://www.phys.washington.edu">www.phys.washington.edu</a> <a href="http://www.astro.washington.edu">www.astro.washington.edu</a>
Washington State University	<a href="http://www.physics.wsu.edu">www.physics.wsu.edu</a>
Western Washington University	<a href="https://cse.wvu.edu/physics">https://cse.wvu.edu/physics</a>
Pacific Lutheran University	<a href="http://www.plu.edu/physics">www.plu.edu/physics</a>
University of Puget Sound	<a href="http://www.pugetsound.edu">www.pugetsound.edu</a>
Seattle Pacific University	<a href="http://spu.edu/academics/college-of-arts-sciences/physics">http://spu.edu/academics/college-of-arts-sciences/physics</a>
Seattle University	<a href="http://www.seattleu.edu/scieng/physics">www.seattleu.edu/scieng/physics</a>

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to registering for first quarter classes.  
Contact:

Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)



## CAREER OPTIONS

*“Physics majors who seek employment at the Bachelor's Degree level may find that the job market for them is more promising than for graduates in many fields... . Employers value physics graduates for several reasons. Two are the breadth and adaptability physics training usually identifies. Another is the analytical ability traditionally associated with physics graduates. Still another is the experimental attitude and knowledge which come from thorough laboratory training.”*

Undergraduate Handbook for Physics at the University of Washington, Seattle

Adapted from The Occupational Outlook Handbook, (2008), provides the following information at this website: <http://stats.bls.gov/oco/ocos052.htm>

Physicists explore and identify basic principles and laws governing motion and gravitation, the macroscopic and microscopic behavior of gasses, and the structure and behavior of matter, the generation and transfer of energy, and the interaction of matter and energy. Some physicists use these principles in theoretical areas, such as the nature of time and the origin of the universe; others apply their physics knowledge to practical areas, such as the development of advanced materials, electronic and optical devices, and medical equipment.

Physicists design and perform experiments with lasers, particle accelerators, telescopes, mass spectrometers, and other equipment. On the basis of their observations and analysis, they attempt to discover and explain laws describing the forces of nature, such as gravity, electromagnetism, and nuclear interactions. Physicists also find ways to apply physical laws and theories to problems in nuclear energy, electronics, optics, materials, communications, aerospace technology, navigation equipment, and medical instrumentation.

Astronomy is sometimes considered a subfield of physics. Astronomers use the principles of physics and mathematics to learn about the fundamental nature of the universe, including the sun, moon, planets, stars, and galaxies. They also apply their knowledge to solve problems in navigation, space flight, and satellite communications and to develop the instrumentation and techniques used to observe and collect astronomical data.

Most physicists work in research and development. Some do basic research to increase scientific knowledge. Physicists who conduct applied research build upon the discoveries made through basic research and work to develop new devices, products, and processes. For example, basic research in solid-state physics led to the development of transistors and, then, integrated circuits used in computers.

Physicists also design research equipment. This equipment often has additional unanticipated uses. For example, lasers are used in surgery; microwave devices are used in ovens; and measuring instruments can analyze blood or the chemical content of foods. A small number of physicists work in inspection, testing, quality control, and other production-related jobs in industry.

Much physics research is done in small or medium-size laboratories. However, experiments in plasma, nuclear, and high-energy physics, as well as in some other areas of physics, require extremely large, expensive equipment, such as particle accelerators. Physicists in these subfields often work in large teams. Although physics research may require extensive experimentation in laboratories, research physicists still spend time in offices planning, recording, analyzing, and reporting on research.

Almost all astronomers do research. Some are theoreticians, working on the laws governing the structure and evolution of astronomical objects. Others analyze large quantities of data gathered by observatories and satellites and write scientific papers or reports on their findings. Some astronomers actually operate large space- or ground-based telescopes, usually as part of a team. However, astronomers may spend only a few weeks each year making observations with optical telescopes, radio telescopes, and other instruments. For many years, satellites and other space-based instruments, such as the Hubble space telescope, have provided prodigious amounts of astronomical data. New technology resulting in improvements in analytical techniques and instruments, such as computers and optical telescopes and mounts, is leading to a resurgence in ground-based research. A small number of astronomers work in museums housing planetariums. These astronomers develop and revise programs presented to the public and may direct planetarium operations.

Physicists generally specialize in one of many subfields: elementary particle physics, nuclear physics, atomic and molecular physics, physics of condensed matter (solid-state physics), optics, acoustics, space physics, plasma physics, or the physics of fluids. Some specialize in a subdivision of one of these subfields. For example, within condensed matter physics, specialties include superconductivity, crystallography, and semiconductors. However, all physics involves the same fundamental principles, so specialties may overlap, and physicists may switch from one subfield to another. Also, growing numbers of physicists work in interdisciplinary fields, such as biophysics, chemical physics, and geophysics.

A doctoral degree is the usual educational requirement because most jobs are in basic research and development; a bachelor's or master's degree is sufficient for some jobs in applied research and development.

For Physics careers, see: <http://www.aps.org/careers/>  
For Astronomy careers, see <http://aas.org/learn/careers-astronomy>

(February 2013)

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## NOTES FOR THE ASSOCIATE DEGREES

### Associate in Arts and Sciences – DTA and Associate of Science

These checklists are designed for transfer students with an interest in **Physics or Astronomy**. Students should meet with an advisor and maintain this checklist while at Everett Community College.

The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements.

Though courses in a foreign language are not required in the Associate degrees, some universities may require two or three quarters of foreign language for admission or for graduation.

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** Prerequisites: This program of study assumes the student has college level English and math skills. All new students are required to take EvCC placement tests. All science courses require completion of ENGL 098 or placement into ENGL& 101. Chemistry courses require completion of MATH 096 or equivalent placement, as well as completion of CHEM& 140 or a high school chemistry course.

**Note 3:** Completion of listed and recommended courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the more advanced courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

**Note 4:** PHYS& 114 is essential as a pre-requisite for Engineering PHYS& 241. If rigorous physics has been taken in high school, this requirement may be waived by passing a placement test. PHYS& 115 and 116 are suggested but not required.

**Note 5:** Any lab science course may be used here.

# Associate of Science – Physics & Astronomy

Please review the notes on page two.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Prior to starting some or all of the following courses, students should:

Complete PHYS 130

Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

COMPLETION of Diversity Course

Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Completed	Grade
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## COMMUNICATIONS SKILLS (5 credits)

*ENGL& 101 or 101D	English Composition I	5	_____	_____
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## MATHEMATICS (29 credits)

*MATH& 151	Calculus I	5	_____	_____
*MATH& 152	Calculus II	5	_____	_____
*MATH& 163	Calculus 3	5	_____	_____
*MATH& 264	Calculus 4	4	_____	_____
*MATH 260	Linear Algebra	5	_____	_____
*MATH 261	Differential Equations	5	_____	_____

\*HUMANITIES AND SOCIAL SCIENCE (15 credits, in three different disciplines, selected from both the Humanities and Social Science course list for the Associate of Science – see separate guide.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## SCIENCE (27 credits)

*PHYS& 241/231	Engineering Physics I with Lab	5.5	_____	_____
*PHYS& 242/232	Engineering Physics II with Lab	5.5	_____	_____
*PHYS& 243/233	Engineering Physics II with Lab	5.5	_____	_____
*CS& 131 or 141	Computer Science/Programming	5	_____	_____
*CHEM& 161 (See Note 5)	General Chemistry with Lab I	5.5	_____	_____

## SUGGESTED ELECTIVES (Select a minimum of 14 credits.)

CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
PHYS& 114 (See Note 4)	General Physics I	5	_____	_____
PHYS& 115 (See Note 4)	General Physics II	5	_____	_____
PHYS& 116 (See Note 4)	General Physics III	5	_____	_____
CS 132 or 143	Computer Science/Programming II	5	_____	_____
ENGR& 204	Electrical Circuits	5	_____	_____
ENGR& 224	Thermodynamics	4	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA. See Note 2.**

\* Courses with an asterisk (\*) constitute the minimum requirements for the AS degree. Other courses are taken in consultation with advisor.

# Associate in Arts and Sciences – DTA

Please review the notes on page two. This checklist is targeted at transfer students with an interest in pursuing a **PHYSICS OR ASTRONOMY** degree at a four-year institution. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation. Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMPLETION of [College Success Course](#) \_\_\_\_\_  
 Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

COMPLETION of Diversity Course \_\_\_\_\_  
 Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

Note: Prior to starting some or all of the following courses, students should:

COMPLETE PHYS 130 \_\_\_\_\_  
 Where completed/Course Title \_\_\_\_\_ Year Completed \_\_\_\_\_ Grade \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>BASIC COMMUNICATIONS SKILLS</b> (Minimum of 10 credits from approved list, including at least 5 credits in composition.)				
*ENGL& 101 or 101D	English Composition I	5	_____	_____
ENGL& 102 or ENGL 103	_____	5	_____	_____
ENGL& 230	Technical Writing	3	_____	_____
<b>BASIC QUANTITATIVE SKILLS</b> (5 credits)				
MATH & 141	Precalculus I: College Algebra	5	_____	_____
<b>*HUMANITIES</b> (15 credits from the <a href="#">DTA approved Humanities List</a> . See Note 1.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>*SOCIAL SCIENCE</b> (15 credits from the <a href="#">DTA approved Social Science List</a> . See Note 1.)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>SCIENCE AND MATH</b> (Minimum 15 credits following the <a href="#">Natural Sciences requirements of the DTA degree</a> . See Notes 1 and 2.)				
*MATH& 151	Calculus I	5	_____	_____
*MATH& 152	Calculus II	5	_____	_____
*MATH& 163	Calculus 3	5	_____	_____
*MATH& 264	Calculus 4	4	_____	_____
*MATH 260	Linear Algebra	5	_____	_____
*MATH 261	Differential Equations	5	_____	_____
*PHYS& 241/231	Engineering Physics I with Lab	5.5	_____	_____
*PHYS& 242/232	Engineering Physics II with Lab	5.5	_____	_____
*PHYS& 243/233	Engineering Physics III with Lab	5.5	_____	_____
*CS& 131 or CS& 141	Computer Science/Programming	5	_____	_____
*CHEM& 161 (See Note 5)	General Chemistry with Lab I	5.5	_____	_____
<b>SUGGESTED ELECTIVES</b>				
CHEM& 162	General Chemistry with Lab II	5.5	_____	_____
CHEM& 163	General Chemistry with Lab III	5.5	_____	_____
PHYS& 114 (See Note 4)	General Physics I	5	_____	_____
PHYS& 115 (See Note 4)	General Physics II	5	_____	_____
PHYS& 116 (See Note 4)	General Physics III	5	_____	_____
CS 132 or 143	Computer Science/Programming II	5	_____	_____
ENGR& 204	Electrical Circuits	5	_____	_____
ENGR& 224	Thermodynamics	4	_____	_____

**Minimum 90 credits required, with minimum 2.0 GPA. See Note 3.**

\* Courses with asterisk (\*) constitute the minimum requirements for AAS DTA degree with a physics major.

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

At EvCC, students interested in Political Science are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Guide. A specific checklist for a Political Science major is on the reverse side.

We encourage you to review the catalogs and Political Science departments of a variety of colleges and universities. In reviewing the catalogs you will discover if special courses should be taken in the first and second year, in order to prepare for entering the major as a Junior. In many cases, first and second year courses that may be prerequisite for the major may be taken within the AAS-DTA degree plan. Please work with an advisor to map out a plan that is best for you. EvCC's Political Science advisor is listed below.

### SUGGESTED PREPARATION

Strong reading and writing skills are essential. A solid background in math and computer applications will support later course work in research methods and statistics. Willingness to interact with diverse people in a variety of social settings is important. Foreign language skills, even when not required, are useful.

### CAREER OPTIONS

Political Science opens the way for numerous employment possibilities in the public or private sector in the United States as well as abroad. Since political science students have a broad-based general education, they may be attractive to employers in business as well as government. Government employment, at the local, state, or federal level typically requires a process of competitive examination; e.g., the Foreign Service Examination for the State Department. Some students may be drawn to activity that more directly draws on their political skills: they may choose to run for office themselves, to do campaign work for others, to serve as staff members for local, state, or federal legislators, or to be attached to committees, councils, or commissions as staff assistants. Interest groups hire political science graduates to represent them in the political process.

An undergraduate degree in Political Science may also be a stepping stone to advanced degrees and employment in such areas as law, public administration, or higher education. For instance, advanced degrees in Political Science may lead to teaching careers in two-year or four-year university settings. Moreover, students may elect to combine Political Science with related fields like economics, journalism, and communications to customize programs according to their own interests. This would be the case for a student who wishes to teach government at the junior high school or high school level, but would need to complete education courses as well as those in Political Science.

For more information, visit the American Political Science Association:  
<http://www.apsanet.org>

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### PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

- Steve Horn, Gray Wolf 221, 425-388-9394, [shorn@everettcc.edu](mailto:shorn@everettcc.edu)  
Or call the Division Office at 425-388-9387.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising with the Advising Center prior to registering for first quarter classes. Contact:

Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier 108, 425-388-9339, [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **POLITICAL SCIENCE** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** - 10 credits, selected from the list of approved [Communications courses on the AAS-DTA list](#), including at least 5 credits in composition.

ENGL& 101	English Composition I	5		
ENGL& 102 (Recommended)	Composition II	5		

**BASIC QUANTITATIVE SKILLS** - 5 credits, selected from MATH 138, MATH& 107 or 146, or PHIL& 120.

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**HUMANITIES** - 15 credits from the [DTA approved Humanities List](#). See Note 1. Recommend the following: a Literature course (preferably linked to a History class); HIST 111, 112, &146, &147, &148; CMST& 102, PHIL& 101, CMST& 220.


**SOCIAL SCIENCE** - 15 credits from the [DTA approved Social Science List](#). See Note 1. Recommend the following: ANTH& 206D; ECON 101, ECON& 202, 201; PSYC& 100; SOC& 101.

POLS& 101	Introduction to Political Science	5		

**NATURAL SCIENCE** - 15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1. Recommend ANTH& 215, ENV& 100, GEOG 205.


**SUGGESTED ELECTIVES** – A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used. We strongly suggest that you select courses from Humanities, Social Science, Natural Science and Elective courses listed on the DTA guide. Include POLS &101, &200, &202, &203, &204, 205, or 210D; GEOG 101; PHIL 215; PSYC 240; SOC &201, 230, 240; CMST& 220 if not completed above.

List A				List B (maximum 15 credits)			
Course	Credits	Qtr Completed	Grade	Course	Credits	Qtr Completed	Grade
POLS& 202	5						
POLS& 203	5						

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

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# ATA Degree: Advanced Manufacturing Tech – Precision Machining

## 90 credits

The courses required for an **Associate in Technical Arts Degree in Advanced Manufacturing Tech – Precision Machining** are listed below. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. EvCC does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this degree, a cumulative GPA of 2.0 or higher must be maintained.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course**  
(BUS 110D, ENGL 098D or ENGL& 101D suggested)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Qtr/Yr Completed</u>		<u>Grade</u>
			<u>Quarter Planned</u>	<u>Quarter completed</u>	
<b>RELATED INSTRUCTION (15 credits)</b>					
ENG T 101 or MATH 086 or higher	Introduction to Graphics and Measurements	5	_____	_____	_____
ENGL 98/98D or ENGL& 101/101D	Intro to College Writing or English Composition I	5	_____	_____	_____
BUS 110D, BUS 165, CMST& 210, CMST& 230	Human Relation Course from this group. Business 110D recommended	5	_____	_____	_____
<b>COMMON TECHNICAL REQUIREMENTS (31credits)</b>					
MFG T 100 or MFG T 130	Safety for Manufacturing or OSHA 30 Safety	4	_____	_____	_____
CT 101	Introduction to Composites	5	_____	_____	_____
MFG T 117	Blueprint Reading and Schematics	3	_____	_____	_____
ENG T 100, or 108, or 185	Engineering Graphics: Intro to CAD	4	_____	_____	_____
MFG T 101 or MFG T 113*	Introduction to Machining	5	_____	_____	_____
WELD 101 or higher	Introduction to Welding	5	_____	_____	_____
MECH 119 or higher	Introduction to Robotics	5	_____	_____	_____
<b>PRECISION MACHINING TECHNICAL CORE REQUIREMENTS (40 credits)</b>					
MFG T 104	Machine Operator I	20	_____	_____	_____
MFG T 105	Machine Operator II	20	_____	_____	_____
<b>TECHNICAL ELECTIVES (2 - 12 credits - see last page for additional suggestions)</b>					
MFG T 102 (recommended)	Manufacturing Employment Readiness	12	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**CAPSTONE PROJECT REQUIREMENTS (5 credits – select one class from the list below. Generally follows all other classes.)**

MFG T 229 or MFG T 230	Manufacturing Team Project	5	_____	_____	_____
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**MINIMUM REQUIRED CREDITS      90      Min 2.0 cumulative GPA**

\* If you already have the certificate, this class was embedded in the certificate and you don't need to take it. Additionally, the following courses may be substituted for MFG T 101: MFG T 107, 119, 113 or 202.

### Interested in transferring to a university?

Students completing this ATA degree can transfer directly to the Information Technology and Administrative Management (ITAM) program at Central Washington University or to the Manufacturing Operations program at Clover Park Technical College to pursue a Bachelor of Applied Science (BAS) degree. Go to [www.cwu.edu/it-management/bas-overview](http://www.cwu.edu/it-management/bas-overview) or [www.cptc.edu/programs/basmo](http://www.cptc.edu/programs/basmo) for more information.

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# Principles of Precision Machining: Certificate

## GENERAL INFORMATION

The Principles of Precision Machining Certificate program is designed to provide students with the basic skills necessary to gain employment as machine operators. Students will develop skills in applied machining including basic math, basic and advanced blueprint reading, conventional lathe and mill operations, small shop tools and operation, shop safety and teamwork. This certificate may be considered a stand-alone credential for people seeking to enter the Precision Machining field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program leading to a degree in Precision Machining.

There is a current need in Washington for more than 1,000 CNC operators. Graduates of this certificate program may work in companies of different sizes, from small shops to large aerospace companies. Indicators show the industry will remain strong beyond the year 2020.

## PROGRAM INFORMATION

The two- quarter program will focus on skills used in a modern machine shop. The first quarter focuses on machine shop math, blueprint reading, and conventional machine tool theory and lab. CNC is introduced. The second quarter builds upon skills gained in the first quarter, adds in geometric dimension and tolerance, applied math skills including geometry and trigonometry, and more CNC programming and operations.

## PROGRAM OUTCOMES

- Solve technical mathematical problems
- Read and understand basic engineering drawings
- Understand and utilize machine technology
- Write programs and setup CNC machines
- Operate and perform maintenance on CNC machines
- Document technical activities in written and verbal reports

- Be prepared for successful employment

## COURSE INFORMATION

### MFG T 104 Machine Operator 1

Applied machinist math including measurements, basic blue print reading, conventional lathe and mill operations, small shop tools operation and an introduction to CNC. Students are introduced to processes and procedures, and shop safety and teamwork.

### MFG T 105 Machine Operator 2

Develops skills in advanced blueprint reading including understanding of Geometric Dimensioning and Tolerance; applied math skills including geometry and trigonometry; technical core skills in CNC Machine programming and operation are further developed.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. If students have questions about applying or getting started they may contact Enrollment Services.

- ◆ Enrollment Services, Parks Student Union  
425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Room 108,  
425-388-9339

## PROGRAM ADVISORS

For specific guidance about this certificate, contact:

- ◆ Advanced Manufacturing Training & Education Center (AMTEC) 425-388-9570, mfg@everettcc.edu

## Certificate: Principles of Precision Machining (40 Credits)

This checklist is targeted at students with an interest CNC operator and machinist. Courses have prerequisites. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
MFG T 104	Machine Operator 1	20	_____	_____	_____
MFG T 105	Machine Operator 2	20	_____	_____	_____
<b>TOTAL: 40 credits</b>			<b>Minimum 2.0 GPA</b>		

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# Manufacturing Pre-Employment Certificate

## GENERAL INFORMATION

The Manufacturing Pre-Employment certificate is a one-quarter program designed to prepare students to work at the entry level in a manufacturing facility and the aerospace industry.

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

This certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Room 108, 425-388-9339

## PROGRAM CERTIFICATE OUTCOMES

- Understand and solve basic technical mathematical problems
- Communicate orally and in writing about technical activities
- Be prepared for successful employment
- Understand and work with entry level technical and mechanical systems
- Perform work using basic computer skills
- Meet industry requirements for safety and first aid

For specific guidance about this certificate, contact:

- ◆ Advanced Manufacturing Training & Education Center (AMTEC) 425-388-9570, mfg@everettcc.edu

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

## Certificate: Manufacturing Pre-Employment 12 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
<b>REQUIRED COURSES</b>					
MFG T 102	Manufacturing Employment Readiness	12	_____	_____	_____
		<b>TOTAL: 12 credits</b>	<b>Minimum 2.0 GPA</b>		

This certificate satisfies the requirements for MFG T 100 and Technical Electives of the Advanced Manufacturing ATA Degree.

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## **DEGREE ELECTIVES**

You may complete elective credits to satisfy the ATA degree requirements in this program. These should be technical in nature, but need not be if your selection enhances your ultimate employability. Any college level English course, for example, would enhance your communication skills and be considered acceptable. Please browse through the college catalog and examine the wide variety of courses offered at EvCC. The following list is presented for your convenience and represents some of the more commonly selected elective courses.

### **COMPOSITES TECHNOLOGY**

CT 161	Materials and Processes
CT 202	Composites
CT 120	Composite Fabrication
CT 125	Composite Assembly
CT 130	Composite Repair
CT 145	Composite Special Projects

### **WELDING**

WELD 111	Basic Layout
WELD 150	Blueprint Reading for Industry
WELD 151	Carbon Steel Metallurgy for the Trades
WELD 152	Welding Base Materials: Processes & Procedures
WELD 153	Non-Ferrous Metallurgy for the Trades
WELD 190	Oxyacetylene
WELD 191	Basic Arc
WELD 192	Advanced Arc
WELD 193	Basic Pipe
WELD 194	Gas Tungsten Arc Welding (TIG)
WELD 195	Gas Metal Arc/Flux Core Arc Welding
WELD 196	Flux Core Arc Welding
WELD 210	Heavy Plate Fabrication
WELD 211 or	Sheet Metal Fabrication or
WELD 217	Advanced Sheet Metal Fabrication
WELD 212	Pipefitting & Pipe Systems Fabrication
WELD 213	Practical Fabrication and Advanced Welding Techniques
WELD 214	Sub-Arc Welding
WELD 216	Advanced Tig Welding
WELD 225	Welding Skills Building
WELD 285 or	CNC Plasma Cutting or
WELD 286	Aerospace CNC Plasma Cutting
WELD 295	Work Experience Internship

### **MANUFACTURING TECHNOLOGY**

MFG T 102	Manufacturing Employment Readiness
MFG T 107	Machining with Mastercam
MFG T 113	CNC Cutting Solutions
MFG T 202	Lean and Operations Management

### **TECHNICAL DESIGN (CAD)**

ENG T 100	Introduction to Engineering Graphics and 2D AutoCAD
ENG T 103	Introduction to Revit
ENG T 196	Advanced Workbenches with CATIA 3D Experience
ENG T 203	Intermediate AutoCAD
ENG T 259	Engineering Graphics (SolidWorks II)
ENG T 193	Intermediate Catia
ENG T 217	CAD Projects

### **OTHER SUGGESTIONS**

BT 100	Beginning Keyboarding
ACCT 110	Small Business Accounting
BUS& 101	Introduction to Business
BT 162	Job Search & Professional Development
BT 242	Excel
BT 243	Advanced Excel
IT 117	CCNA 1: Introduction to Networking
ECON 101D	Understanding Economics
ENG T 104	Mechanical Blueprint Reading
ENGR& 104 or	Introduction to Design
BUS 102	
GEOG 205	Physical Geography with GIS, GPS, and Remote Sensing labs
GRAPH 100	Intro to Digital Studio
GRAPH 110	Foundations of Graphic Design
GRAPH 113	Graphic Design and Typography
PHOTO 110	Photography I: Basic Elements

### **ENGLISH COURSES**

You may select any English course, ENGL& 101 or higher, or any Communications course (CMST).

### **HUMAN RELATIONS (R)**

You may take any human relations course listed on page 2

### **INTERNSHIP**

MFG T 171
MFG T 172

### **MATHEMATICS COURSES**

MATH 086 is particularly recommended for the degree if you haven't taken a higher level course in Technical Geometry and Trigonometry.

### **SCIENCE COURSES**

You may select any physics, chemistry, or engineering course

### **BUSINESS COURSES**

You may select any business course

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# Pre-Law

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

Lawyers act as advocates, advisors, and negotiators for clients. As advocates, they represent their clients in civil or criminal trials by presenting evidence and arguing in court to support their client. As advisors, they counsel their clients concerning their legal rights and obligations and suggest a course of action. As negotiators, they facilitate their clients' interests through compromise and conciliation.

Most four-year colleges and universities do not prescribe a specific major for pre-law education. What law schools seek in their entering students is not mere memorization, but accomplishment in understanding, the ability to think critically, and the ability to express thoughts with clarity and force. (Goals of the Association of American Law Schools and Pre-Legal Education.)

For pre-law students, a well-balanced education is more valuable than a narrow focus on the law. According to the Official Guide to U.S. Law Schools, 1999, (page 6), "Law schools prefer that you reserve your legal study for law school and fill your undergraduate curriculum with broad, diverse, and challenging courses."

At EvCC, students interested in pre-law are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Agreement ("DTA") Guide. You can also use the checklist on the reverse side to plan your studies.

### CAREER OPTIONS

Lawyers tend to specialize in a certain aspect of the law. Some become criminal lawyers. Others become corporate, securities, tax, intellectual property, family, international, or environmental lawyers. With additional training and experience, some go on to become judges. While some work in individual practice, others seek employment as corporate lawyers or with public or nonprofit organizations. Check with Counseling & Student Success, Third Floor, Parks, for additional information on career options and considerations.

### SUGGESTED PREPARATION

The best preparation for law school is a well-balanced education. Students interested in legal study should get the most from their undergraduate education. A college education should stand on its own merits as preparation for a lifetime of active involvement in a diverse and changing society.

Law School admission committees are usually impressed by applicants who can convincingly demonstrate that they've challenged their thinking and reasoning skills in a diverse program of undergraduate study. Law schools prefer students who can think, read, and write well, and who have some understanding of what shapes human experience. Because a lawyer's work involves most aspects of our complex society, a broad liberal arts curriculum is the preferred preparation for law school (Ibid).

### RECOMMENDED COURSES

As stated earlier, there is no specific major required in preparation for law school. Nonetheless, you should identify the major course of studies that you will pursue at a baccalaureate institution. This may be in the Social Sciences, Humanities, Business or other fields. Since every college or university may have different requirements for entering and completing the major you identify, you should be in direct contact with advisors at EvCC and at your intended university.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, placement testing, orientation, and registration for new and continuing students. All new students must complete entry advising with the Advising Center prior to first quarter registration. Contact:

Enrollment Services, 425-388-9219 [admissions@everettcc.edu](mailto:admissions@everettcc.edu)  
Advising Center, Rainier 108, 425-388-9339

### PROGRAM ADVISOR

Students interested in Pre-Law should contact:

Steve Horn, Gray Wolf 221, 425-388-9394 [shorn@everettcc.edu](mailto:shorn@everettcc.edu)

or contact the Division Office at: 425-388-9387.

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest transferring to a four-year institution to complete a bachelor's degree and then continuing on for a graduate school degree in **Law**. It should be maintained by the student while at Everett Community College, in consultation with a faculty advisor. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.

For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, selected from the list of approved [Communications courses on the AAS-DTA list](#), including at least 5 credits in composition.)

ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits from the list of approved courses in [Quantitative Skills on the AAS-DTA list](#).)

MATH 138 (Recommended)				
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

POLS& 200	Introduction to Law	5		

**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1.)


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used.)

List A				List B (maximum 15 credits)			
Course	Credits	Qtr Completed	Grade	Course	Credits	Qtr Completed	Grade

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **January 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Psychology

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

EvCC offers the first two years of coursework toward a major in Psychology, or a related social science, such as counseling or social welfare, at a university. You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

At EvCC, students interested in Psychology are encouraged to pursue the **Associate in Arts and Sciences - DTA**.

This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Guide. A specific checklist for a Psychology major is on the reverse side.

We encourage you to review the catalogs and Psychology departments of a variety of colleges and universities. In reviewing the catalogs you will discover if special courses should be taken in the first and second year, in order to prepare for entering the major as a Junior. In many cases, first and second year courses that are prerequisites for the major may be taken within the AAS-DTA degree plan. Please work with an advisor to map out a plan that is best for you. EvCC's Psychology advisors are listed to the right.

### CAREER OPTIONS

Psychologists study the human mind and human behavior. Research psychologists investigate the physical, cognitive, emotional, or social aspects of human behavior. Psychologists in applied fields provide mental health care in hospitals, clinics, schools, or private settings.

Psychologists apply their knowledge to a wide range of endeavors, including health and human services, computer science, management, education, law, and sports. In addition to a variety of work settings, psychologists usually specialize in one of a number of different areas. Clinical psychologists usually work in counseling centers, independent or group practices, hospitals, or clinics. They help mentally and emotionally disturbed clients adjust to life and may help medical and surgical patients deal with illnesses or injuries.

Other fields in psychology include health, psychobiology, counseling, school counselor, organizational and developmental psychology, to name a few. Typically, the field of psychology requires at least a Master's degree, and sometimes a Ph.D., in order to pursue a professional career.

Employment may be found in clinics, social service agencies, business and industry, schools and universities, hospitals, corrections, and government services. Many psychologists are self-employed with their own private practice.

*The information above is adapted from the Occupational Outlook Handbook, February 2013  
<http://stats.bls.gov/oco/ocos056.htm>*

### SUGGESTED PREPARATION

Strong reading, writing and critical thinking skills are essential. A good background in math, biology, chemistry and computer applications will support further study in research methods and statistics. Foreign language skills may be useful or required.

### PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

- Diane S. Brown, GWH 304, 425-388-9444, [dbrown@everettcc.edu](mailto:dbrown@everettcc.edu)
- Gökçe Güngör-Muñoz, GWH 351, 425-388-9049, [ggungor@everettcc.edu](mailto:ggungor@everettcc.edu)
- Brett Kuwada, GWH 319, 425-388-9269, [bkuwada@everettcc.edu](mailto:bkuwada@everettcc.edu)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to first quarter registration. Contact:

- ◆ Enrollment Services, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall 108, 425-388-9339

**Approved by Instructional Council March 2017. DTA checklist effective January 2017.**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **JANUARY 2017**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Associate in Arts and Sciences – DTA

This checklist is targeted at transfer students with an interest in pursuing an **PSYCHOLOGY** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the Direct Transfer degree, some universities may require two or three quarters of foreign language for admission or for graduation. Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn).

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
------------------------------	----------------	-------

Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, see list of [DTA Communication Skills](#), must include at least 5 credits in composition.)

ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list](#).)

MATH 138 or &141 or higher (See Notes 2 & 3)

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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1. The following courses are recommended: CMST& 210 or 230, HUM& 101, PHIL 110 or 215.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1. The following courses are recommended: SOC &101 or 240, ANTH 116D or &206D.)

PSYC& 100	General Psychology	5		

**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1. The following courses are recommended: MATH& 142, 144 or 151, BIOL& 100, ANTH& 215, NUTR& 101, PHIL& 120.)

Lab: \_\_\_\_\_


**ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the A and B lists on the DTA checklist; a maximum of 15 credits from the B list may be used. Additional Psychology courses are strongly recommended. See Note 3.)

**A LIST – Transfer Electives**

**B List – Applied Electives**

<u>Course</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Course</u>	<u>Credits</u>	<u>Quarter Completed</u>
PSYC 209	5				
World Language I, II, III See Note 4.	15				
PSYC &200, 205, 210D, &220, 230 or 240 (limit to two additional PSYC electives)	10				

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

**Note 2:** Students transferring to the University of Washington must have MATH& 141 and 142 or 144 for the BA degree, or MATH& 151 for the BS degree.

**Note 3:** Prerequisite and graduation requirements vary from university to university. See a Psychology advisor for courses appropriate for your transfer destination.

**Note 4:** The University of Washington requires completion of the third college quarter of a foreign language for the BA and BS degree, placement testing into the 4<sup>th</sup> college quarter, or three years of a single foreign language in high school. World Language credits used for this requirement may not be used in the Humanities distribution for the DTA if transferring to the University of Washington.

## GENERAL INFORMATION

Radiologic technologists take x-rays and administer nonradioactive materials into patients' bloodstreams for diagnostic purposes.

Radiologic technologists also referred to as radiographers, produce x-ray films (radiographs) of parts of the human body for use in diagnosing medical problems. They prepare patients for radiologic examinations by explaining the procedure, removing jewelry and other articles through which x rays cannot pass, and positioning patients so that the parts of the body can be appropriately radiographed.

Radiologic technologists must follow physicians' orders precisely and conform to regulations concerning the use of radiation to protect themselves, their patients, and their coworkers from unnecessary exposure.

In addition to preparing patients and operating equipment, radiologic technologists keep patient records and adjust and maintain equipment. They also may prepare work schedules, evaluate purchases of equipment, or manage a radiology department.

Radiographers may specialize in Diagnostic Ultrasound, computed tomography (CT), or Magnetic Resonance Imaging. Another common specialty for radiographers specialize in is mammography.

Physical stamina is important in this occupation because technologists are on their feet for long periods and may lift or turn disabled patients.

Most full-time radiologic technologists work about 40 hours a week. They may, however, have evening, weekend, or on-call hours. Opportunities for part-time and shift work also are available.

## PROGRAM INFORMATION

Bellingham Technical College offers a Radiologic Technology degree in a program that can be completed on the Everett Community College campus. Everett also offers courses that prepare a student to enter any of the Radiologic Technology programs at other colleges.

Students have the option of transferring to one of three local programs:

Bellingham Technical College (BTC): 21 month program for Associate in Applied Science degree

[www.btc.edu/radiologictchnology](http://www.btc.edu/radiologictchnology)

Admissions advisor: Mark O'Conner, 360-752-8345.

Bellevue College (BC): 23 month program (8 quarters) for Associate of Arts degree

[www.bellevuecollege.edu/ratec](http://www.bellevuecollege.edu/ratec)

E-mail: [imagingprograms@bellevuecollege.edu](mailto:imagingprograms@bellevuecollege.edu)

Phone: 425-564-2316

**Note:** BTC and BC programs require that all science courses be completed by the time of application to the program. The BTC program accepts applicants based on time of application, and has a wait list that is currently two and a half years. The BC program accepts applications based on the quality of their applications (GPA, essay, etc.)

## CAREER OPTIONS

Radiologic technologists held about 196,000 jobs in 2006. More than 60 percent of all jobs were in hospitals. Most other jobs were in offices of physicians; medical and diagnostic laboratories, including diagnostic imaging centers; and outpatient care centers.

Employment of radiologic technologists is expected to increase by about 21 percent from 2012 to 2022, faster than the average for all occupations. Median annual earnings of radiologic technologists were \$55,910 in May 2012.

*Occupational Outlook Handbook, 2012 Edition,*  
[www.bls.gov/oco/ocos105.htm](http://www.bls.gov/oco/ocos105.htm) [June 2012]

## PROGRAM ADVISORS

For specific advising in Radiologic Technology programs, contact:

- ◆ Sharon Wellman, RAI 329, 425-388-9964,  
[swellman@everettcc.edu](mailto:swellman@everettcc.edu)
- ◆ Anne Brackett, WHI 309, 425-388-9039,  
[abrackett@everettcc.edu](mailto:abrackett@everettcc.edu)
- ◆ Heather Marrs, SHK 142, 425-388-9971,  
[hmarrs@everettcc.edu](mailto:hmarrs@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must meet with a new student advisor prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219,  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 104, 425-388-9339,  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

# TRANSFER PREREQUISITES

## Radiologic Technology

**PLEASE NOTE: This is NOT a degree or certificate from Everett Community College. This is a checklist for planning purposes only. Requirements listed for transfer to Bellingham Technical College (BTC, Note 1) and Bellevue College (BC, Note 2). Please see an advisor if you are considering this option.**

<u>COURSE</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>QUARTER COMPLETED</u>	<u>GRADE</u>
<b>COURSES FOR TRANSFER TO BTC AND BC</b>				
ENGL& 101	English Composition I	5	_____	_____
MATH 96 (BC)	Intermediate Algebra	5	_____	_____
MATH& 107 or higher (BTC)	Math in Society	5	_____	_____
CHEM& 121	Introduction to Chemistry (See Note 3)	5	_____	_____
BIOL& 211	Majors Cellular	5	_____	_____
BIOL& 231	Human Anatomy	5	_____	_____
BIOL& 232	Human Physiology	5	_____	_____
<b>COURSES FOR BTC ONLY</b>				
CL 101	Computer Literacy	5	_____	_____
HLTH 100	Medical Terminology	5	_____	_____
PSYC& 100	General Psychology	5	_____	_____
HLTH 080	HIV/AIDS training	0.7	_____	_____
ENGL& 102	Composition II	5	_____	_____
CMST& 220	Public Speaking	5	_____	_____
<b>COURSES FOR BC ONLY</b>				
CMST 204D	Intercultural Communication	5	_____	_____

**Note 1:** BTC requires minimum GPA of 2.7 in math and science classes and 2.0 in other classes. BIOL&231 and BIOL&232 must be completed within the last 3 years. Admission to this program is not selective: all qualified applicants will be admitted eventually (current wait list 2.5 years).

**Note 2:** BC requires minimum GPA of 2.7 in math and science classes, but prefers 3.0. BIOL&231 and BIOL&232 must be completed within the last 5 years. Admission to this program is selective: the best applicants will be selected each year.

**Note 3:** This course is a prerequisite for BIOL& 211.

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For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)



## GENERAL INFORMATION

The Robotics Foundations Certificate is designed as a general introduction to the basics of robotic operation, basic programming, interfacing, and material handling in a complex mechatronics system. Students will gain conceptual, technical, and practical knowledge of robotic applications and how robotics is applied to industrial tasks using hands-on, interactive robotic devices. The Robotics Foundations Certificate is designed to prepare students for entry-level positions using robotics in a manufacturing facility and the aerospace industry.

The robotics certificate serves as an introduction to components in an industrial mechatronics system used for manufacturing and assembly. The certificate is recommended for anyone seeking to understand the basics of robotic operation, manual operation, end effector operation, interfacing, material handling, basic robotic programming, editing, positioning and homing in a mechatronic system. Students will perform hands-on exercises to promote learning and to build skills required by industry.

The certificate may be considered as a stand-alone credential for people seeking to enter the manufacturing field, or as the first level of a stackable set of certificates in the Advanced Manufacturing Technology ATA degree pathway.

## PROGRAM CERTIFICATE OUTCOMES

- Describe what comprises basic robotics in a mechatronic system or module.
- Understand the role of automation and robotics in manufacturing and assembly operations.
- Demonstrate understanding of terms such as homing, looping, end effector operation, and I/O interfacing.
- Discuss and demonstrate manual operations and basic robotic commands.
- Identify and use basic robotic programming, editing, positioning and homing in a mechatronic system.
- Apply safety rules while working on the system.
- Transfer the knowledge learned from one robotic system to another robotic system.
- Be prepared for successful employment.

## PROGRAM ADVISOR

For specific guidance about this certificate, contact:

- ♦ Robert White, 425-388-9457 [rowhite@everettcc.edu](mailto:rowhite@everettcc.edu)

## Certificate: Robotics Foundations Certificate 5 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
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### REQUIRED COURSES

MFG T 119	Introduction to Robotics	5	_____	_____	_____
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**TOTAL: 5 credits      Minimum 2.0 GPA**

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# Sociology

## Associate in Arts & Sciences – Direct Transfer (DTA)

### GENERAL INFORMATION

*The science of social life*, Sociology encompasses all aspects of human life with a focus on social interactions and organizations. Sociology offers theoretical and methodological tools and substantive insights which can assist you in understanding social life, social organization, and action.

Topics and issues in Sociology include family, gender, race and ethnicity, human ecology, community, religion, government, globalization, social problems, social deviance, social welfare, social change and social stratification. Related studies may include psychology, anthropology, communications, geography, criminal justice, and cultural studies. A major in Sociology is strengthened by studies in research and statistics.

Typically, students pursue their study at the bachelor's degree level, and then at the master's level. You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

At EvCC, students interested in Sociology are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Guide. A specific checklist for a Sociology major is on the reverse side.

We encourage you to review the catalogs and Sociology departments of a variety of colleges and universities. In reviewing the catalogs you will discover if special courses should be taken in the first and second year, in order to prepare for entering the major as a Junior. In many cases, first and second year courses that are prerequisites for the major may be taken within the AAS-DTA degree plan; the checklist on the reverse side refers to those types of courses. For further clarification, advisors can be very helpful to you. They are listed to the right.

### SUGGESTED PREPARATION

Strong reading and writing skills are essential. A good background in math and computer applications will support further study in research methods and statistics. Foreign language skills may be useful or required.

### CAREER OPTIONS

Sociology majors can qualify for employment in many different fields: social services, community work, corrections, business, human resources, college settings, health services, publishing, public relations, government services and teaching. Knowledge of research design, data analysis, statistics and sociological concepts enables you to compete for positions in research, policy analysis, program evaluation, and non-profit and civic organizations. Sociology also serves as a foundation for further education and for professions such as law, education, medicine, social work and counseling.

The Occupational Outlook Handbook indicates that sociologists/social scientists generally work in Federal, State, and local governments, educational institutions, social service agencies, research and testing services, and management consulting firms. Other employers include international organizations, associations, museums, and historical societies. Median income for social scientists is about \$79,650. Check with the Counseling & Student Success, Third Floor, Parks, for additional information on career options and educational requirements.

<https://www.bls.gov/ooh/life-physical-and-social-science/sociologists.htm> June 2018)

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to registering for first quarter classes. Contact:

Enrollment Services, Parks 201, 425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Advising Center, Rainier Hall 108, 425-388-9339

### PROGRAM ADVISORS

Any advisor listed below can answer questions about Sociology:

- ◆ Margaret Riordan (**through August 23, 2018**), Gray Wolf Hall 309, 425-388-9384, [mrriordan@everettcc.edu](mailto:mrriordan@everettcc.edu)
- ◆ Omar Marquez (**beginning September 24, 2018**), [omarquez@everettcc.edu](mailto:omarquez@everettcc.edu)

If there is no answer, please call the Division Office at 425-388-9387.

**The Websites listed to the right provide information about various approaches to a Sociology major.**

◆ <https://soc.wsu.edu/>  
◆ <https://soc.washington.edu/>  
◆ <https://chss.wvu.edu/sociology>  
◆ <http://www.cwu.edu/sociology/sociology>

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing an **SOCIOLOGY** degree at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.  
For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course  
(Recommend DRMA 107D)

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits from [DTA Communication Skills list](#), including at least 6 in composition courses.)

ENGL& 101	English Composition I	5		
ENGL& 102	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list](#).)

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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). Recommend SOC& 101. See Note 1.)


**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1.)


**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used.)

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Compl	Course	Cr.	Qtr Compl

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Science.

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# Speech Communication

## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

Speech Communication is a discipline that focuses on improving the ability of individuals to communicate effectively in a variety of environments. Those who study speech communication get a detailed look at how people interact with each other in interpersonal and public settings.

EvCC offers introductory courses in Speech Communication for students interested in improving their skills in communicating with others. The primary courses offered are Interpersonal Communication, Public Speaking, and Intercultural Communication. These courses satisfy core requirements for a number of certificates and degrees. Please consult with your advisor.

Typically, students pursue their study at the bachelor's degree level, and then at the master's level. You can enjoy the benefits of smaller classes (and lower tuition) by beginning your college study at a community college and then transferring to a university.

At EvCC, students interested in Speech Communication are encouraged to pursue the **Associate in Arts and Sciences - DTA**. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities, and several in Oregon. With this degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor's degree. The complete description of this degree program, with a checklist, is provided in the Associate in Arts and Sciences Direct Transfer Guide. A specific checklist for a Speech Communication major is on the reverse side.

Fields of specialization at the university level include organizational communication, rhetoric and public address, interpersonal communication, intercultural communication, communication theory, public relations, and advertising. In many cases, first and second year courses that may be prerequisite for the major may be taken within the **AAS-DTA** degree plan. Please work with an advisor to map out a plan that is best for you. EvCC's Speech Communication advisors are listed to the right.

**Approved by Instructional Council March 2017. DTA effective January 2017.**

### SUGGESTED PREPARATION

Speech courses require strong reading and writing skills. Prerequisites exist in all speech communication courses. Students should also be prepared to participate actively in class discussions in order to demonstrate their communication skills.

### CAREER OPTIONS

Those who specialize in the field of speech communication can enter a wide variety of fields. Employers consistently ask for applicants who can demonstrate effective communication skills. Speech education can enhance the education students receive in other programs of study, including business, law, and medicine.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree seeking students must complete entry advising prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339

### PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

- ◆ Lori Wisdom-Whitley, Gray Wolf Hall 346, 425-388-9379, [lwisdom@everettcc.edu](mailto:lwisdom@everettcc.edu)
- ◆ Mark Murphy, Gray Wolf Hall 324, 425-388-9552, [mmurphy@everettcc.edu](mailto:mmurphy@everettcc.edu)
- ◆ Jo-Ann Sickles, Gray Wolf Hall 332, 425-388-9152, [jsickles@everettcc.edu](mailto:jsickles@everettcc.edu)

Or call the Division Office at 425-388-9387.

March 2017

#### University of Washington

[www.com.washington.edu](http://www.com.washington.edu)

#### Washington State University

<https://communication.wsu.edu/>

#### Eastern Washington University

<http://www.ewu.edu/css/programs/communication-studies>

#### Western Washington University

<https://chss.wvu.edu/communication-studies>

#### Central Washington University

<http://www.cwu.edu/communication/>

#### Seattle University

[www.seattleu.edu/arts/undergraduate-degrees/communication/](http://www.seattleu.edu/arts/undergraduate-degrees/communication/)

#### Seattle Pacific University

<http://spu.edu/academics/college-of-arts-sciences/communication-and-journalism>

#### The Evergreen State College

<http://evergreen.edu/studies/communication>

#### Gonzaga University

[www.gonzaga.edu/Academics/Colleges-and-Schools/College-of-Arts-and-Sciences/Majors-Programs/Communication-Studies/default.asp](http://www.gonzaga.edu/Academics/Colleges-and-Schools/College-of-Arts-and-Sciences/Majors-Programs/Communication-Studies/default.asp)

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in **Speech Communication**. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.  
For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course  
(Recommend DRMA 107D)

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** - 10 credits, see list of [DTA Communication Skills](#), must include at least 5 credits in composition.

ENGL& 101	English Composition I	5		
CMST& 220 or 223		5		

**BASIC QUANTITATIVE SKILLS** - 5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list](#).

MATH& 107 (Recommended)	Math in Society	5		
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**HUMANITIES** - 15 credits from the [DTA approved Humanities List](#). See Note 1. ENGL& 102 is recommended for certain universities. Work with your advisor to select appropriate classes.


**SOCIAL SCIENCE** - 15 credits from the [DTA approved Social Science List](#). See Note 1.


**NATURAL SCIENCE** - 15 credits from the [DTA approved Natural Science List](#), including at least one lab science. See Note 1. MATH& 146 is recommended for certain universities. Work with your advisor to select appropriate classes.

Lab science:


**ELECTIVES** – A maximum of 30 credits may be completed in electives, selected from the [A and B lists on the DTA checklist](#); a maximum of 15 credits from the B list may be used.

A LIST			B LIST (Maximum of 15 credits)		
Course	Cr.	Qtr Compl	Course	Cr.	Qtr Compl

Recommended Electives:  
 CMST& 210, Interpersonal Communication  
 CMST 104, Oral Interpretation of Literature  
 CMST 204D, Intercultural Communication  
 CMST& 230, Small Group Communication  
 CMST 182, Service Learning

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

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# Studio Arts

## Associate in Fine Arts

### Associate in Arts & Sciences – Direct Transfer (DTA)

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#### GENERAL INFORMATION

Studio Arts is part of an interdisciplinary fine arts program at EvCC. The program focuses on study and skill development within the studio arts in addition to coursework in related disciplines. Students complete the program with a portfolio of work for consideration by transfer institutions, evaluation by potential employers for entry-level positions, or for personal use.

#### ABOUT OUR PROGRAM

The Studio Arts program includes options for students who intend to transfer to four-year institutions or fine art schools as well as for individuals seeking life enrichment in the study and practice of art. All students begin with foundation courses in art appreciation, design, drawing and interdisciplinary courses including photography and graphic design. These courses provide a solid base for future exploration. Second year students choose from intermediate and advanced studies in drawing, painting, 3-D design, ceramics, printmaking, studio arts, art history, and gallery/exhibition technique that provide them with technical skills, aesthetic understanding and professional practices in the studio arts. Graduation requirements for all degree candidates includes presentation of a portfolio for review twice during the program.

**The Associate in Fine Arts (AFA) degree.** Students concentrate in a chosen program, such as Studio Arts, while also taking courses in related disciplines. The AFA degree also is offered in the fields of Graphic Design, Photography, and Written Arts. While this degree contains many courses that are transferable to a university, it is not designed primarily as a transfer degree. (Note: The Evergreen State College accepts the AFA degree as a block of 90 transfer credits.)

**The Associate in Arts and Sciences – Direct Transfer (“DTA”)** is designed for students with an intention to transfer to a university to pursue a bachelor’s degree. With the DTA degree, you will have completed most or all of the lower division, general education requirements typically required within a bachelor’s degree, as well as some basic arts classes. The complete description of this degree program, with a checklist, is provided in the **Associate of Art and Sciences - DTA Guide**.

#### WHAT TO EXPECT

Fine arts courses require time commitment outside of class meetings to complete the projects assigned. All courses are based on instructor-guided exercises to develop necessary skills, vocabulary and aesthetics.

Many courses include lab fees and most also require the purchase of art materials and supplies to complete coursework. The faculty in the EvCC Studio Arts program provide extensive personal attention to the development of the individual student, including open studio hours, student shows and publications, and information about competitions and local gallery contacts.

Approved at Instructional Council March 2020.

#### CAREER OPTIONS

Career options for students in the studio arts include teaching, working in gallery or museum settings, or employment as part of a team in such areas as graphics and photography. Knowledge gained through art courses are valuable skills for individuals who work with community art groups, associations and foundations as well as any organization that acquires works of art. Students who intend to work as professional artists should expect to pursue additional studies beyond an associate’s degree.

#### TRANSFER OPTIONS

Recent graduates have transferred to the following colleges and universities as well as other institutions:

Central Washington University  
Washington State University  
Western Washington University  
The Evergreen State College  
Pacific Northwest College of Art  
DigiPen Institute of Technology

#### THE ARTS AT EVCC

The Visual and Performing Arts at EvCC include individual programs in photography, studio art (drawing, design, painting, printmaking, ceramics), visual communications (graphic arts, illustration and web design), music, theatre, film, journalism, and the written arts. All students are encouraged to take coursework in more than one discipline. Students pursuing the AFA degree select area(s) of focus and complete coursework in at least three related fields. The result is a unique cross-disciplinary experience with extensive personal attention to the development of each individual student. This distinctive approach builds an understanding of the rich relationships inherent in the world of the arts. For up-to-date information, visit our website at [www.everettcc.edu/arts](http://www.everettcc.edu/arts)

**My instructors always encouraged me to look beyond the obvious to find my own way of expression. They gave me the freedom to explore. The love of study I developed there will continue for the rest of my life. It constantly gives my creativity new and fresh ground to play in.**

*Randy B (student)*

#### PROGRAM ADVISORS

For specific guidance about the Studio Arts program, contact:

- ◆ Thom Lee, Whitehorse Hall 217, 425-388-9442, [tlee@everettcc.edu](mailto:tlee@everettcc.edu)
- ◆ Sandra Lepper, Whitehorse Hall 310, 425-388-9445, [slepper@everettcc.edu](mailto:slepper@everettcc.edu)
- ◆ Linda Berkley, Whitehorse Hall 308, 425-388-9318, [lberkley@everettcc.edu](mailto:lberkley@everettcc.edu)
- ◆ Division Office: 425-388-9501

#### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center prior to first quarter registration. Contact: Enrollment Services, Parks 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu) or the Advising Center, Rainier Hall 108, 425-388-9339

## SUGGESTED SCHEDULE FOR THE ASSOCIATE IN FINE ARTS

AFA in Studio Arts	Fall	Winter	Spring	Summer
First Year	GRAPH 172 (Foundation) or ART 115 (CORE)	ART 124D (General Education: Humanities/Diversity)	PHOTO 111	
	ENGL& 101 or Quantitative	ENGL& 101 or Quantitative	ART (FOCUS)	
	ART 110 (CORE)(Foundation)	GRAPH 172 (Foundation) or ART 115 (CORE)	CMST& 102 (Gen Ed: Social Sciences)	
	COLL 101		ART 195	
AFA in Studio Arts	Fall	Winter	Spring	Summer
Second Year	ART (FOCUS)	ART (FOCUS)	ART 295 (CORE)	
	Basic Communication Skills	General Education: Natural Science	ART (FOCUS)	
	ART (FOCUS)	Interdisciplinary Skill	ART (FOCUS)	

## SUGGESTED SCHEDULE FOR ASSOCIATE IN ARTS AND SCIENCES – DIRECT TRANSFER

DTA Transfer (Studio Arts)	Fall	Winter	Spring	Summer
First Year	ART 110 (CORE)	ART 124D (Humanities/Diversity)	ART 195 (CORE 2 credit List B)	
	ENGL& 101 or Quantitative	ENGL& 101 or Quantitative	Natural Science/lab	
	ART 115 (CORE) or GRAPH 172(CORE List B)	ART 115 (CORE) or GRAPH 172(CORE List B)	PHOTO 110 (CORE) (Humanities P)	
	COLL 101		ART (FOCUS)	
DTA Transfer (Studio Arts)	Fall	Winter	Spring	Summer
Second Year	Natural Science	Natural Science	Social Science	
	ART (FOCUS)	Basic Communication Skills	Humanities or ART (FOCUS)	
	CMST& 102 (Social Sciences)	Humanities or ART (FOCUS)	Social Science	

### ART FOCUS/AFA or ART ELECTIVES/DTA DEGREES in Studio Arts:

ART 111, 112	Design II, III	ART 224	Contemporary Art
ART 113, 114	Life Drawing I, II	ART 228D	World of Manga/Anime
ART 116	Drawing II	ART 240, 241, 242	Printmaking I, II, III
ART 123	Intro to Studio Art	ART 270, 271, 272, 273	Ceramics I, II, III, IV
ART 200, 201	Painting I, II	ART 274	Ceramics Workshop
ART 205, 206	Watercolor I, II	ART 294	Advanced Studio Art
ART 221, 222	Western Art History	ART 297	Gallery and Exhibit Technique

### INTERDISCIPLINARY SKILLS FOR AFA DEGREE in Studio Arts:

Film: 100	Journalism: 101, 110, 111, 170
English: 105, 106, 108, 109	Music: &105, 110D, 115, 116
Drama &101, 102, 107D	

# Associate in Fine Arts in Studio Arts

This checklist is targeted at students with an interest in **STUDIO ARTS**. Students should meet with an advisor and maintain this checklist while at EvCC:

○ **COMPLETION** of [College Success Course](#)      COLL 101 \_\_\_\_\_  
 Where completed/Course Title      Year Completed      Grade

**BASIC COMMUNICATIONS SKILLS - (10 credits total)**

ENGL& 101	English Composition I	5	_____	_____
Select additional credits from:				
CMST 223 or &220	_____	_____	_____	_____
ENGL& 102, ENGL 103 (recommend 103)	_____	_____	_____	_____
ENGL& 235	Technical Writing	5	_____	_____

**BASIC QUANTITATIVE SKILLS - (5 credits)**

Select from:				
PHIL& 120	Symbolic Logic	5	_____	_____
MATH 138 MATH& 107, 141, 148, 151, 152, 146 or BUS 130	_____	_____	_____	_____
(Note: BUS 130 is not intended for transfer)				

**GENERAL EDUCATION - (15 credits from the DTA approved Humanities, Social Science and Natural Science lists.)**

Humanities: ART 124D (recommended)	<u>Understanding World Art</u>	_____	_____	_____
Social Science: CMST 102 (recommended)	<u>Introduction to Mass Media</u>	_____	_____	_____
Natural Science:	_____	_____	_____	_____

**CORE ART SKILLS**

**Foundation (20 credits.)**

ART 110 (Foundation)	Art Foundations and Design	5	_____	_____
GRAPH 172 (Foundation)	Visual Digital Tools	5	_____	_____
ART 115	Drawing I	5	_____	_____
PHOTO 110	Photography 1: Basic Elements	5	_____	_____

**ART FOCUS - (20 credits, selected from ART Focus courses listed on the previous page)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**INTERDISCIPLINARY SKILLS - (3-5 credits. Select from Interdisciplinary Skills courses listed on the previous page)**

_____	_____	_____	_____	_____
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**PORTFOLIO REVIEW- (2 credits.) (Prerequisite or Concurrent: ART 110, GRAPH 172, ART 115, PHOTO 110)**

ART 195	Foundation Portfolio Review	2	_____	_____
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**FINAL PRESENTATION - (5 credits.) (Prerequisite ART 195)**

ART 295	Professional Practices	5	_____	_____
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**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

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# Associate in Arts and Sciences – Direct Transfer

This checklist is targeted at transfer students with an interest in pursuing a **studio arts** degree at a four-year institution. Students should meet with an advisor and maintain this checklist, or preferably a checklist in one of the curriculum guides, while at Everett Community College. The quarter before expected completion, this checklist should be submitted, signed by student and advisor, with a diploma application to the Enrollment Services Office. This checklist refers to requirements and courses listed on page 2 of this guide. In addition to the requirements below, students should consider how to satisfy university admission requirements in foreign language; see an advisor for information about foreign language requirements for university transfer students. **All courses must be completed with a grade of 'D' or above.**

Student Name: \_\_\_\_\_

**COMPLETION** of [College Success Course](#) COLL 101 \_\_\_\_\_  
Where completed/Course Title Year Completed Grade

**COMPLETION** of Diversity Course ART 124D ([recommended](#)) \_\_\_\_\_  
Where completed/Course Title Year Completed Grade

Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits total, at least 5 in English Composition.)

ENGL& 101	English Composition I	5	_____	_____
_____	_____	_____	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits from the AAS-DTA approved [Quantitative Skills List](#).)

_____	_____	_____	_____	_____
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**HUMANITIES** (15 credits from the [AAS-DTA approved Humanities List](#); no more than 5 credits in Humanities Performance. See Note 1.)

ART 124D	Understanding World Art	5	_____	_____
PHOTO 110 (HP)	Photography I: Basic Elements	5	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCES** (15 credits from the [AAS-DTA approved Social Sciences List](#). See Note 1.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCES** (15 credits from the [AAS-DTA approved Natural Sciences List](#), including at least one lab science class. See Note 1.)

Part A (Lab – 5 credit min.)	_____	_____	_____	_____
Part A or B	_____	_____	_____	_____
Part A or B	_____	_____	_____	_____
Part C (5 cr max)	_____	_____	_____	_____

**ART FOCUS** – A maximum of 30 credits may be completed in electives which may be selected from Communication Skills, Quantitative Skills, Humanities, Social Sciences, Natural Sciences, and List A Transfer Electives. **Within these electives, a maximum of 15 credits from the List B Applied Electives may be used. No more than 3 PE activity credits may be used as electives.**

List A – Transfer Electives				List B – Applied Electives			
Course	Credit	Qtr Completed	Grade	Course	Credits	Qtr Completed	Grade
ART 110	5	_____	_____	COLL 101	2	_____	_____
GRAPH 172	5	_____	_____	_____	_____	_____	_____
ART 115	5	_____	_____	_____	_____	_____	_____
ART 195	2	_____	_____	_____	_____	_____	_____
ART 295	5	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum cumulative GPA.**

**Note 1:** Courses must be from 3 different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science altogether. No more than 5 credits may be used in any foreign language as part of the Humanities requirement.

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# Advanced Manufacturing Technology Technical Design (CAD)

## GENERAL INFORMATION

Everett Community College offers a number of pathways toward technical careers, using stackable certificates and degrees. The first level, for students seeking entry into the technical world would be the **Manufacturing Pre-Employment Certificate**, a credential that would allow one to work in entry-level manufacturing. The next level up would be to take classes leading to a **Skills-Oriented Certificate**. And for those seeking a higher level of education, and the job skills and responsibilities that go with it, EvCC offers skills oriented **ATA Degrees**. This Advanced Manufacturing Technology curriculum guide describes all three levels in the Technical Design discipline.

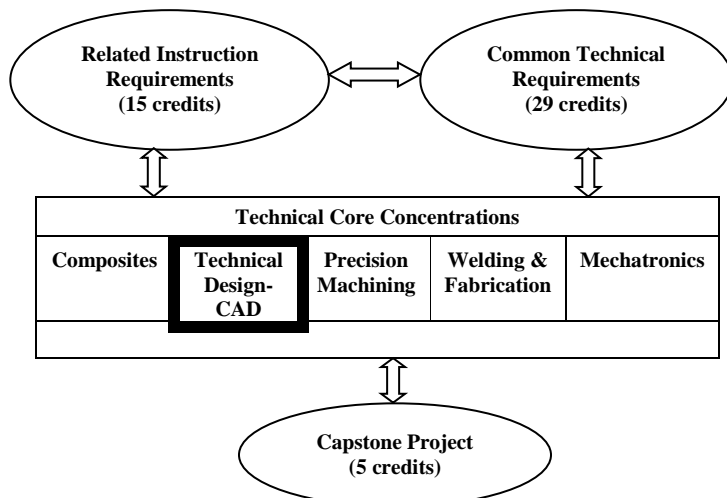
The overall program is designed for maximum flexibility, in that one may choose to take one or two courses to enhance their current skills, or pursue a certificate or degree, depending on their goals. The program outcomes for students pursuing this degree will prepare them to perform the following tasks:

- Solve technical mathematical problems
- Utilize basic engineering graphics with 2D CAD
- Create multi-view drawings using 2D and 3D CAD
- Create assembly drawings from 3D models
- Create complex surfaced part models using 3D CAD
- Design for producibility and manufacturing ease
- Document technical activities in written and verbal reports
- Be prepared for successful employment

## THE PROGRAM

The Advanced Manufacturing Technology – Technical Design (CAD) Program is part of a cluster of disciplines, which also includes Composites, Mechatronics, Precision Machining, and Welding. See the college web site for further information.

The courses for this program may be divided into four categories: related instruction requirements (15 credits), common technical classes (29 credits), and technical core concentration classes (40 to 46 credits), and the final capstone class (5 credits). Students seeking an ATA degree will take the number of credits shown in each area plus a number of technical elective classes if needed, until the total credit accumulations meets or exceeds the degree requirement. The actual courses are listed further on in this curriculum guide. See the diagram below for an understanding of how the courses interrelate.



## ADMISSION AND PROGRAM REQUIREMENTS

Admission to the degree program requires that the students place into MATH or TS 076 or higher and ENGL or TS 098 or higher, and be able to read, write, speak and understand the English language (ESL/ABE level 5). In addition, students should meet computer literacy requirements including file management and typing. The Technical Design (CAD) program provides information sessions throughout the year, attendance is recommended for prospective and new students. Please contact us at 425-388-9570 for information session dates and times or view the schedule at [www.everettcc.edu/cad](http://www.everettcc.edu/cad).

Prior to enrollment, students should complete placement testing and meet with an advisor.

Placement testing is available at the Testing Center on the main campus or students may take the CASAS assessment administered at the AMTEC facility. Check the website at [www.everettcc.edu/cad](http://www.everettcc.edu/cad) or call 425-388-9570 for information on the CASAS test.

## GETTING STARTED AT EVCC

The Enrollment Services Office, located in the Parks Student Union, provides many services for new, continuing and former students including registering for classes, applying for graduation, or locating grades, assistance is available in person or at 425-388-9219. Prospective students should complete the GETTING STARTED CHECKLIST at [Everettcc.edu/getstarted](http://Everettcc.edu/getstarted)

## PROGRAM ADVISORS

Advising	425-388-9339
Enrollment Services	425-388-9219
CAD (David Primacio)	425-267-0160
CAD (Sean Auger)	425-388-9534
Precision Machining (Darin Chase)	425-388-9390
Welding (Robert White)	425-388-9457
Welding (Karl Fulton)	425-388-9447
Composites (Michael Patching)	425-388-9092
Mechatronics (Ken Ackerman)	425-388-9290

## CREDIT FOR PRIOR LEARNING

Adults with work experience may be eligible for college credit by following the “Prior Experiential Learning” evaluation procedures. To start the Portfolio Review process, contact the Prior Learning Assessment Manager, Maureen O’Shaughnessy at 425-388-9071. Students currently in high school may take selected technical courses while in high school and apply at that time for college credit. Contact your high school counselor or [www.everettcc.edu/techprep](http://www.everettcc.edu/techprep).

## UNIVERSITY TRANSFER OPTIONS

Students completing this ATA degree have several transfer degree options; for more information visit [everettcc.edu/amtec](http://everettcc.edu/amtec).



# Advanced Manufacturing Tech - Technical Design (CAD) ATA Degree

The courses required for an **Associate in Technical Arts Degree in Advanced Manufacturing Tech – Technical Design (CAD)** are listed below. Note that program pre-requisites should be met. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. Everett Community College does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this degree, a cumulative GPA of 2.0 or higher must be maintained.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course**

(BUS 110D, CMST 204D or ENGL 098D/&101D suggested) (Quarter Completed/Course Title) (Year Completed) (Grade)

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Planned</u>	<u>Quarter completed</u>	<u>Grade</u>
<b>RELATED INSTRUCTION (15 credits)</b>					
ENG T 101 (or MATH 086 or higher)	Introduction to Technical Problem Solving	5	_____	_____	_____
ENGL 98/98D or ENGL& 101/101D	Intro to College Writing or English Composition I	5	_____	_____	_____
BUS 110D, BUS 165, CMST& 210, CMST 230, or CMST 204D	Human Relations (R) course from this group BUS 110D/ CMST 204D Recommended	5	_____	_____	_____
<b>COMMON TECHNICAL REQUIREMENTS (29 credits)</b>					
ENG T 100 (or higher)	Introduction to Engineering Graphics CAD	4	_____	_____	_____
MFG T 100	Preparation for Success and Safety in Industry	5	_____	_____	_____
CT 101 (or higher)	Introduction to Composites	5	_____	_____	_____
MFG T 101 (or higher)	Introduction to Machining	5	_____	_____	_____
WELD 101 (or higher)	Introduction to Welding	5	_____	_____	_____
MECH 119 (or higher)	Introduction to Robotics	5	_____	_____	_____
<b>COMPUTER AIDED DESIGN TECHNICAL CORE REQUIREMENTS (20 credits)</b>					
ENG T 108 (or ENGR& 114)	Engineering Graphics: 3D CAD (Solid Works 1)	4	_____	_____	_____
ENG T 185	Introduction to CATIA 3D Experience	4	_____	_____	_____
ENG T 204	Drafting using CAD	4	_____	_____	_____
ENG T 205	Precision, Fits, Tolerancing and GD&T	5	_____	_____	_____
ENG T 230 (or WELD 151)	Manufacturing Materials & Processes	3	_____	_____	_____
<b>TECHNICAL ELECTIVES (Select 21 credits for this category)</b>					
ENG T 102 (or MATH 092 or higher)	Technical Problem Analysis	5	_____	_____	_____
ENG T 103	Introduction to Revit	4	_____	_____	_____
ENG T 193	Intermediate CAD with CATIA 3D Experience	4	_____	_____	_____
ENG T 194	Tool Design and Product Structure	4	_____	_____	_____
ENG T 195	Advanced Surfacing with CATIA 3D Experience	4	_____	_____	_____
ENG T 196	Advanced Workbenches with CATIA 3D Experience	4	_____	_____	_____
ENG T 203	Computer Aided Design: 2D AutoCAD II	4	_____	_____	_____
ENG T 213 (or MATH 141 or higher)	Statics and Strength of Materials	5	_____	_____	_____
ENG T 217	Reverse Engineering CAD Design Project	4	_____	_____	_____
ENG T 225 (or ENG T 226)	CAD Skills Building I or II	2	_____	_____	_____
ENG T 259	Engineering Graphics: 3D CAD-CAM (Solid Works II)	4	_____	_____	_____
ENGR 101 (or higher)	College Success in Engineering	2	_____	_____	_____
MFG T 107 or MFG T 109	Introduction to NC Programming	4	_____	_____	_____
MFG T 202	Lean & Operations Management	5	_____	_____	_____
ENGL& 230 (or higher)	Technical Writing	3	_____	_____	_____
<b>CAPSTONE PROJECT REQUIREMENTS (5 credits – select one class from the list below. Generally, follows all other classes.)</b>					
MFG T 229 or MFG T 230	Manufacturing Team Project	5	_____	_____	_____
<b>MINIMUM REQUIRED CREDITS</b>		<b>90</b>	<b>Min 2.0 cumulative GPA</b>		

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# Engineering Technology (CAD) Certificate

## GENERAL INFORMATION

Advanced Manufacturing – Engineering Technology (CAD) Certificates are designed to provide the student with the foundational skills necessary to gain employment as a technical designer familiar with several design software packages in common use in industry.

Four certificates are offered. The first certificate – Engineering Technology (CAD) - offers recognition for those students who have taken classes in all of the EvCC CAD software. The remaining three certificates address specific CAD software. These certificates may be considered as stand-alone credentials for people seeking to gain entry level CAD employment, or as the first level of a stackable set of certificates in the Advanced Manufacturing Technology – Technical Design (CAD) Associates in Technical Arts degree pathway. Candidates should be aware that many businesses require a 2-year associate degree for employment in this field, and that this certificate by itself may not be sufficient to meet this goal.

## CERTIFICATE & COURSE INFORMATION

These certificates contain modules on 3D design modeling, 2D geometric constructions, and 2D production drawings. Traditional orthographic view placements as well as dimensioning and tolerance standards are examined. Specific protocols like fastener applications, flat pattern development, weldments, and machining are explored. The CAD software packages used include AutoCAD, Solid Works, CATIA 3D Experience Revit and Mastercam CAD/CAM.

## CERTIFICATE OUTCOMES

(these outcomes are a subset of the program outcomes)

- Utilize basic engineering graphics with 2D CAD
- Create multi-view drawings using 2D and 3D CAD
- Create assembly drawings from 3D models
- Create complex surfaced part models using 3D CAD

## PROGRAM ADVISORS

For specific guidance about this certificate, contact:

- David Primacio, 425-267-0160 dprimacio@everettcc.edu
- Sean Auger, 425-388-9534 sauger@everettcc.edu

## Certificate: Engineering Technology (CAD) – 39 Credits

This checklist is targeted at students with an interest in a CAD technical design certificate and represents a subset of the classes required for an Associates in Technical Arts Degree. Note that program pre-requisites should be met before starting these classes. Students should meet with an advisor and maintain this checklist while at Everett Community College. Note that to earn this certificate each of these courses must be completed with a grade of 2.0 or higher.

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
ENG T 100	Intro to Engineering Graphics and 2D AutoCAD	4	_____	_____	_____
ENG T 108 (or ENGR& 114)	Engineering Graphics: 3D CAD (Solid Works 1)	4	_____	_____	_____
ENG T 185	Introduction to CATIA 3D Experience	4	_____	_____	_____
ENG T 204	Drafting using CAD	4	_____	_____	_____

### TECHNICAL ELECTIVES

(Select classes from the list below to complete the remaining 23 credits):

ENG T 103	Introduction to Revit	4	_____	_____	_____
ENG T 193	Intermediate CAD with CATIA 3D Experience	4	_____	_____	_____
ENG T 194	Tool Design and Product Structure	4	_____	_____	_____
ENG T 195	Advanced Surfacing with CATIA 3D Experience	4	_____	_____	_____
ENG T 196	Advanced Workbenches with CATIA 3D Experience	4	_____	_____	_____
ENG T 203	Computer Aided Design: 2D AutoCAD II	4	_____	_____	_____
ENG T 205	Precision, Fits, Tolerancing and GD&T	5	_____	_____	_____
ENG T 217	Reverse Engineering CAD Design Project	4	_____	_____	_____
ENG T 225	Engineering Technology Skills Building	2	_____	_____	_____
ENG T 259	Engineering Graphics: 3D CAD-CAM (Solid Works II)	4	_____	_____	_____

**TOTAL: 39 credits**                      **Minimum 2.0 GPA**

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## Certificate: AutoCAD - 12 Credits

This checklist is targeted at students with an interest in AutoCAD and represents a subset of the classes required for an Associates in Technical Arts Degree. Students should meet with an advisor and maintain this checklist while at Everett Community College. Note that to earn this certificate, each of these courses must be completed with a grade of 2.0 or higher.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
ENG T 100	Introduction to Engineering Graphics and 2D AutoCAD	4	_____	_____	_____
ENG T 103	Introduction to Revit	4	_____	_____	_____
ENG T 203	Computer Aided Design: 2D AutoCAD II	4	_____	_____	_____
<b>TOTAL:</b>		<b>12 credits</b>	<b>Minimum 2.0 GPA</b>		

## Certificate: Solid Works - 17 Credits

This checklist is targeted at students with an interest in Solid Works and represents a subset of the classes required for an Associates in Technical Arts Degree. Students should meet with an advisor and maintain this checklist while at Everett Community College. Note that to earn this certificate, each of these courses must be completed with a grade of 2.0 or higher.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
ENG T 204	Drafting using CAD	4	_____	_____	_____
ENG T 205	Precision, Fits, Tolerancing and GD&T	5	_____	_____	_____
ENG T 108 (or ENGR& 114)	Engineering Graphics: 3D CAD (Solid Works I)	4	_____	_____	_____
ENG T 259	Engineering Graphics: 3D CAD-CAM (Solid Works II)	4	_____	_____	_____
<b>TOTAL:</b>		<b>17 credits</b>	<b>Minimum 2.0 GPA</b>		

## Certificate: CATIA 3D Experience - 33 Credits

This checklist is targeted at students with an interest in CATIA 3D Experience technical design certificate and represents a subset of the classes required for an Associates in Technical Arts Degree. Students should meet with an advisor and maintain this checklist while at Everett Community College. Note that to earn this certificate, each of these courses must be completed with a grade of 2.0 or higher.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
ENG T 185	Introduction to CATIA 3D Experience	4	_____	_____	_____
ENG T 193	Intermediate CAD with CATIA 3D Experience	4	_____	_____	_____
ENG T 194	Tool Design and Product Structure	4	_____	_____	_____
ENG T 195	Advanced Surfacing with CAITA 3D Experience	4	_____	_____	_____
ENG T 196	Advanced Workbenches with CATIA 3D Experience	4	_____	_____	_____
ENG T 204	Drafting using CAD	4	_____	_____	_____
ENG T 205	Precision, Fits, Tolerancing and GD&T	5	_____	_____	_____
ENG T 217	Reverse Engerineeing CAD Design Project	4	_____	_____	_____
<b>TOTAL:</b>		<b>33 credits</b>	<b>Minimum 2.0 GPA</b>		

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# Manufacturing Pre-Employment Certificate

## GENERAL INFORMATION

The Manufacturing Pre-Employment certificate is a one-quarter program designed to prepare students to work at the entry level in a manufacturing facility and the aerospace industry.

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

This certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Hall 108, 425-388-9339

## PROGRAM CERTIFICATE OUTCOMES

- Understand and solve basic technical mathematical problems;
- Communicate orally and in writing about technical activities;
- Be prepared for successful employment;
- Understand and work with entry level technical and mechanical systems;
- Perform work using basic computer skills;
- Meet industry requirements for safety and first aid.

## PROGRAM ADVISOR

For specific guidance about this certificate, contact:

David Primacio,  
425-267-0160  
[dprimacio@everettcc.edu](mailto:dprimacio@everettcc.edu)

## Certificate: Manufacturing Pre-Employment 12 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
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### REQUIRED COURSES

MFG T 102	Manufacturing Employment Readiness	12			
<b>TOTAL:</b>		<b>12 credits</b>		<b>Minimum 2.0 GPA</b>	

**This certificate satisfies the requirements for MFG T 100 and Technical Electives of the Advanced Manufacturing ATA Degree.**

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### GENERAL INFORMATION

Veterinarians care for the health of pets, livestock, zoo and lab animals. Their duties include diagnosis, vaccination, medication, treatment of disease and wounds, fractures and other injuries, and euthanization. Most veterinarians work in private practice and many primarily treat small, companion animals. Others, however, include treatment of larger animals.

Seven to eight years of study are required to obtain the Doctor of Veterinary Medicine (DVM) degree. Students should devote their first two years of study to completing the prerequisites for admission to a School of Veterinary Medicine; this may be done at a community college. Then, **a bachelor's degree must be completed** before beginning veterinary school, or in some cases during the first year of the four-year veterinary medicine program. Application is made online through the Veterinary Medical College Application Service (VMCAS).

Most Veterinary programs serve applicants who live in a certain region of the country. The College of Veterinary Medicine at Washington State University (WSU) serves students residing in Washington, Idaho, Utah, Montana, Arizona, Hawai'i, Nevada, New Mexico, North Dakota and Wyoming. The Veterinary program at Oregon State University requires Oregon residency.

**For those students planning to transfer, Everett Community College offers this degree pathway:**

**The Associate in Arts and Sciences – DTA** meets guidelines for direct transfer to most colleges and universities in Washington, as well as to the major public universities in Oregon. The degree enables the student to complete basic distribution requirements in Math, English, Humanities, Social Sciences and Natural Sciences, and to begin the major course of study. Depending upon the student's intended major, this option may or may not meet all of the pre-requisites for the major. It is very important to discuss this with an advisor.

### CAREER OPTIONS



Veterinarians may pursue a career in a variety of settings treating large or small animals. They may work in private small animal clinics, with livestock, or in zoos, aquariums or race tracks. Veterinarians may also work for the U.S. Department of Agriculture

or other state, local or federal departments to examine meat, fish, poultry and egg products, examine slaughtering

and processing plants, and enforce government regulations.

The career of veterinary aide or veterinary technician can be entered usually after a short-term training program of two years. EvCC does not offer such programs, but they may be found at other community colleges, such as Pierce College in Tacoma.

### SUGGESTED PREPARATION

High school study in math, biology and chemistry is very helpful, so that college level courses in these subjects can be immediately pursued. Additionally, writing and communication skills are important.

The WSU Veterinary Medicine program requires that a student applicant have completed a one year sequence of majors' biology, one year of inorganic and one year of organic chemistry, two quarters of physics, one semester (two quarters) of genetics, enough math to meet the prerequisites for the science courses, statistics, and 40 quarter credits of general education requirements and electives before applying. Suggested electives include statistics, microbiology, computer science and animal science. A minimum overall GPA of 3.2, a GPA of at least 3.5 in science courses, completion of the GRE (Graduate Record Exam), demonstration of desirable personal characteristics, and experience working with animals are all required at WSU. Applicants must be U.S. citizens or residents. Graduation from WSU also requires three quarters of college level foreign language or three years of high school foreign language.

For specific requirements in your area of interest or for the school to which you wish to transfer, it is strongly recommended that you contact an EvCC biology advisor (below) and contact the transfer institution. Websites of schools of veterinary medicine:

Washington State University:

<https://dvm.vetmed.wsu.edu/>  
509-335-1532

Oregon State University: <http://vetmed.oregonstate.edu/>

### PROGRAM ADVISORS

It is helpful to consult with university advisors, as well as EvCC advisors. Please contact one of these EvCC advisors to help you select which degree pathway to follow, and to map out your program of study.

- ◆ René Kratz, SHK 121, 425-388-9503, [rkratz@everettcc.edu](mailto:rkratz@everettcc.edu)
- ◆ Jackie Hedgpeth, SHK 123, 425-388-9482, [jhedgpeth@everettcc.edu](mailto:jhedgpeth@everettcc.edu)
- ◆ Heather Marrs, SHK 142, 425-388-9971, [hmarrs@everettcc.edu](mailto:hmarrs@everettcc.edu)

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center prior to registering for first quarter classes. Contact:

- ◆ Enrollment Services, , Parks Student Union 201,  
425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339  
[www.everettcc.edu/advising](http://www.everettcc.edu/advising)

### Pre-Veterinary Medicine DTA SUGGESTED COURSE SEQUENCE

This plan assumes the student is academically ready for college level Math, English and Chemistry courses.

Fall	Winter	Spring	Summer
CHEM& 161 BIOL& 221 MATH& 141	CHEM& 162 BIOL& 222 ENGL& 101 or 101D	CHEM& 163 BIOL& 223 MATH & 142	HUMANITIES MATH&151
Fall	Winter	Spring	Summer
CHEM& 261 PHYS& 114 ENGL& 102 or 102D	CHEM& 262 PHYS& 115 MATH& 146	CHEM& 263 optional PHYS& 116 (OSU) HUMANITIES	SOCIAL SCIENCE HUMANITIES
Fall	Winter	Spring	Summer
BIOL& 260 SOCIAL SCIENCE SOCIAL SCIENCE			

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# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest transferring to a four-year institution to complete a bachelor's degree and then continuing on for a graduate school degree in **Veterinary Medicine**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a foreign language are not required in the DTA degree, some universities may require 2 or 3 quarters of foreign language for admission or for graduation.

**Student name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION** of [College Success Course](#)

Where completed/Course Title	Year Completed	Grade
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**COMPLETION** of Diversity Course

Where completed/Course Title	Year Completed	Grade
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Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATIONS SKILLS** (10 credits selected from the list of approved courses in [Communications on the AAS-DTA list.](#))

ENGL& 101 or 101D	English Composition I	5		
ENGL& 102 or 102D	Composition II	5		

**BASIC QUANTITATIVE SKILLS** (5 credits, see list of approved courses in [Quantitative Skills on the AAS-DTA list.](#))

MATH& 141	Precalculus I: College Algebra	5		
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.)


**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)


**SCIENCE AND MATH** (See Notes 1 and 2.)

BIOL& 221	Majors Ecology/Evolution	5		
BIOL& 222	Majors Cell/Molecular	5		
BIOL& 223	Majors Organismal Physiology	5		
BIOL&260 (OSU)	Microbiology	5		
CHEM& 161	General Chemistry with Lab I	5.5		
CHEM& 162	General Chemistry with Lab II	5.5		
CHEM& 163	General Chemistry with Lab III	5.5		
CHEM& 261	Organic Chemistry with Lab I	6		
CHEM& 262	Organic Chemistry with Lab II	6		
CHEM& 263 (optional)	Organic Chemistry with Lab III	6		
PHYS& 114 *	General Physics I	5		
PHYS& 115 or 116* (both for OSU)	Gen Physics II, III	5-10		
MATH& 142	Pre-Calculus II	5		
MATH& 146	Introduction to Statistics	5		
MATH&151 (OSU)	Calculus I	5		

**Minimum 90 credits required, with minimum 2.0 GPA. (See Note 3.)**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science and Science.

**Note 2:** All science courses require completion of ENGL 98 or placement into ENGL& 101. Chemistry courses require completion of MATH 96 or equivalent placement, as well as completion of CHEM& 140 or a year of high school chemistry, completed within the last three years. BIOL& 221 may be taken after or concurrently with CHEM& 161. BIOL& 222 and 223 must be taken after CHEM& 161. CHEM& 261 is offered in fall and winter quarters only, so students should plan to start the Organic Chemistry series in one of those two quarters. It may be advisable to complete Physics in the junior year.

**Note 3:** Completion of all the listed courses may result in more than 90 credits being earned for the degree. The advantage is that the completion of these courses will enable you to progress more efficiently in your major at a university. Alternatively, some of the courses may be done at the university instead. Please consult with an advisor to decide the best option for you.

# Welding ATA



## GENERAL INFORMATION

The welding program at EvCC is designed to meet the expanding needs of the many occupations that utilize welding. The welding department provides a balanced course of study, including hands-on learning experiences, technical information and general education courses. Emphasis is on welding, torch burning techniques, and fabrication techniques, with opportunities for attaining these skills in a lab setting.

The welding program is competency based and is divided into separate skill blocks. Each skill block is based on a 100-hour period of laboratory time. An average student should be able to complete a skill block within that time. As a student completes a skill block and demonstrates mastery of those skills by passing an exit test for that skill block, he/she can receive credit for it and move to the next level of training. This permits students to move through the program at their own rate. All welding courses are available as either day or evening classes. Specialty courses of study may be arranged through a welding instructor. Welding labs are limited to eighteen (18) participants on average.

## CAREER OPPORTUNITIES

Today, welders use automated as well as manual methods of joining metal parts through a process of heating the metal pieces and then melting and fusing them together to form a permanent bond. Frequently, they plan their work based upon drawings and speculation figures. Knowledge of blueprint reading is important, along with knowledge of the properties of different materials, knowledge of applied techniques and expected results of heating and melding of various types

of metals. These skills and competencies are well addressed by EvCC's welding program.

Most employers will require the ability to lift and carry 50 pounds. Good eyesight, hand-eye coordination, manual dexterity and the ability to concentrate on detail work for long periods and work in awkward positions, at times, are important traits for a person considering this career.

Welders may find employment in places such as: manufacturing and repair shops, shipbuilding yards, the aerospace industry, construction of buildings, bridges and other structures; also joining pipes for pipelines, power plants, refineries and the high-tech sector using CNC controlled equipment. Welders can advance to more skilled jobs with additional training and experience. Opportunities exist to become supervisors, inspectors and instructors.

## PROGRAM OUTCOMES

1. Build practical skills toward industry standards
2. Build soft skill toward industry standards
3. Build skills toward State and National welding certifications
4. Demonstrate safe work, habits that reflect concern and care for self, others, and the environment.
5. Work as an effective team member; as well as independently.

## OPTIONS

**Technical Certification – Welding** – Designed for those wishing to enter the workforce as quickly as possible with certification in specific skills. Students acquire specific skills through experience and/or classes. Practice sessions are available in 24-hour blocks of time through EvCC's **Welding 225** course for 2 credits. Individuals having the welding skills necessary to weld to the standards required by the Washington Association of Building Officials (WABO) may participate in EvCC's certification testing service. WABO certification is available in the following skills:

- ◆ SMAW Stick electrode – unlimited plate
- ◆ FCAW Flux cored arc welding – unlimited plate
- ◆ FCAW Shop
- ◆ SMAW (Light gauge)
- ◆ FCAW (Light gauge)
- ◆ SMAW (Pipe)

To make an appointment for certification testing, please call 425-388-9096.

### Associate in Technical Arts (ATA) Degree in Welding

The ATA is a technical degree that includes emphasis in developing professional welding and fabrication skills as well as providing a grounding in general studies. This program is approximately two years in length for full-time involvement. It is a total of 90 credits. Upon completion of this ATA students will qualify and may apply for their High School Diploma from EvCC.

### Program Certificate

Certificates includes many of the same Welding and Fabrication classes as the ATA Degree. Completion of the Certificate in Welding totals 43 credits of Welding classes. Completion time is approximately 4 quarters with a full-time course load. In addition to the Certification in Welding there are several other minor certifications that, on average, require 1 quarter of full-time enrollment to achieve. These minor certifications stack-up to become part of the Certification in Welding.

### Job Improvement or Personal Interest Courses in Welding

Special welding courses for those people with a personal interest in welding or who are already involved in

welding and need specific skill upgrading for job improvement.

### Advanced Manufacturing Technology (AMT)

The AMT degree includes classes that focus on specific engineering technology skills used in the manufacturing sector. See the separate curriculum guide for *AMT: Welding and Fabrication*.

## COSTS

Besides tuition, there are some additional costs:

- **Book/lab fees**

Cost is dependent on the courses taken. Textbooks are usually under \$185 for the entire program. Lab fees are approximately \$800 for the complete program. For courses taken outside of the formal program, costs may differ.

- **Safety Equipment/Tools**

A welding student should expect to spend approximately \$500 during the course of the program on the required tools and safety equipment. A student in the Fabrication curriculum may have a larger requirement.

## GETTING STARTED AT EVCC

Enrollment Services provides information about application, orientation and registration for new and continuing students.

- Enrollment Services, Parks 2<sup>nd</sup> Floor, 425-388-9219
- Advising Center, Rainier Hall Room 108, 425-388-9339

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, [www.everettcc.edu/gainfulemployment](http://www.everettcc.edu/gainfulemployment)

## ADVISORS

You may contact any of the advisors listed below:

- ◆ Robert White, AMT 106, 425-388-9457  
[rowhite@everettcc.edu](mailto:rowhite@everettcc.edu)
- ◆ Karl Fulton, AMT 107, 425-388-9447  
[kfulton@everettcc.edu](mailto:kfulton@everettcc.edu)
- ◆ Jason Speicher, AMT 109, 425-388-9964  
x7315 [jspeicher@everettcc.edu](mailto:jspeicher@everettcc.edu)

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# ASSOCIATE IN TECHNICAL ARTS IN WELDING

This checklist is targeted at students with an interest in Welding. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. Note that to earn this degree, a cumulative GPA of 2.0 or higher must be maintained. For the ATA in welding, the minimum of 13 credits in General Education, including 5 credits of Diversity and the 21 credits of Technical Core Requirements. The remaining 57 credits may come from any combination of Welding/Fabrication classes or any pre-approved Discipline, with Instructor/Advisor approval. Superscript denotes stackable certificates.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of 5 credit Diversity Course

Course Number	Course Title	Credits	Quarter Completed	Grade
<b>GENERAL EDUCATION COURSES (13 Credits Minimum Required)</b>				
MATH 086 or TS 086 or ENG T 101	Introduction to Algebra OR Intro to Graphics/Measurement	5	_____	_____
ENGL 098/098D or TS 098 or CMST& 210	Intro to College Writing OR Interpersonal Communication	5	_____	_____
H DEV 155 or BUS 110D	Human Relations in the Workplace OR Business Communications	3-5	_____	_____

### TECHNICAL CORE CLASSES (77 credits Total)

#### TECHNICAL CORE REQUIREMENTS (21 Credits Required)

WELD 111 <sup>A,B,C,D,E</sup>	Basic Layout	5	_____	_____
MFG T 100 <sup>A,B,C,D,E</sup>	Preparation for Success and Safety in Industry	5	_____	_____
WELD 150 <sup>B,C,D</sup>	Blueprint Reading for Industry	5	_____	_____
WELD 151	Carbon Steel Metallurgy for the Trades	3	_____	_____
WELD 152	Welding Base Materials: Processes and Procedures	3	_____	_____
WELD 153	Non-Ferrous Metallurgy for the Trades	3	_____	_____

**(56 Credits required from any combination of the classes below. Some classes may be repeated for credit)**

#### WELDING CLASSES

WELD 190 <sup>E</sup>	Oxyacetylene	5	_____	_____
WELD 191 and 291 <sup>E</sup>	Basic Arc	5-30	_____	_____
WELD 192 and 292 <sup>A,E</sup>	Advanced Arc	5-30	_____	_____
WELD 193 <sup>E</sup>	Basic Pipe	5-15	_____	_____
WELD 194 and 294 <sup>B,E</sup>	Gas Tungsten Arc Welding	5-30	_____	_____
WELD 195 <sup>A,E</sup>	Gas Metal Arc/Flux Cored Arc Welding	5-15	_____	_____
WELD 196 and 296 <sup>E</sup>	Flux Core Arc Welding	5-30	_____	_____

#### FABRICATION CLASSES

WELD 210 <sup>E</sup>	Heavy Plate Fabrication	5-15	_____	_____
WELD 211 or WELD 217 <sup>D,E</sup>	Sheet Metal Fabrication OR Aerospace Sheet Metal Fabrication	5-15	_____	_____
WELD 212 <sup>E</sup>	Pipefitting and Pipe Systems Fabrication	5-15	_____	_____
WELD 213 <sup>E</sup>	Structural Steel Fabrication and Field Welding	5-15	_____	_____
WELD 214 <sup>C,D,E</sup>	Sub-Arc Welding/Press Brake Operation	5-15	_____	_____
WELD 216 <sup>B,D,E</sup>	Advanced Tig Welding	2-6	_____	_____
WELD 285 or WELD 286 <sup>D,E</sup>	Computer Numeric Controlled (CNC) Plasma Cutting OR Aerospace CNC Plasma Cutting	5-10	_____	_____

#### ELECTIVES

MFG T 119 <sup>E</sup>	Introduction to Robotics	5	_____	_____
WELD 101 <sup>E</sup>	Introduction to Welding	5	_____	_____
WELD 154 <sup>E</sup>	Industrial Safety for the Metal Trades	2	_____	_____
WELD 225 and 226 <sup>D,E</sup>	Welding Skills Building	2-12	_____	_____
WELD 287 <sup>E</sup>	CNC Waterjet Cutting	5-15	_____	_____
WELD 295 and 297 <sup>E</sup>	Work Experience Internship I and II	2-10	_____	_____

Stackable Certificates Superscript:

**A = Entry Level Welding Certification -19 Credits**

**B = Advanced TIG Welding – 21 Credits**

**C = Sub-Arc Welding – 19 Credits**

**D = Aerospace Fabrication and Welding -36 Credits E = Certification in Welding 43 Credits**

**TOTAL \_\_\_\_\_**

**90 Credits required**

**Minimum 2.0 GPA required**

## EvCC Welding Courses

### WELD 101 – Introduction to Welding

Introduction to welding, including safety, set-up, and operation of tools and equipment common to fabrication shop, common metallurgical terms, alloying elements used in the production of carbon steels and their effects. Perform various heat treatments on stainless steels and aluminum alloys, including the use of cryogenics. **Prerequisite:** Instructor's permission.

### WELD 111 – Basic Layout

Baseline radial cylindrical and triangulation layout techniques used to develop flat pattern, pipe intersections, and conical shapes. Flat pattern layout and basic lofting techniques covering use of base line, radial, cylindrical, and triangulation layout development for small units. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 150 – Blueprint Reading for Industry

Overview of engineering drawing symbols used on blueprints and techniques used in their interpretation. Course is heavily inclined toward machine and fabrication trades rather than construction. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 151 – Carbon Steel Metallurgy for the Trades

Metallurgical terms as applied to carbon steels, properties of metals, melting and solidification of metals including phase changes, weld bead metallurgy and heat-affected zones. Alloying elements and their effects on weld material. Distortion of materials and its control. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 152 – Welding Base Materials: Processes and Procedures

Base material classification systems, welding processes and procedures. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 153 – Non-Ferrous Metallurgy for the Trades

Basic metallurgy of stainless steel, cast iron, and aluminum. Heat treatment of non-ferrous materials, non-ferrous material designation systems, filler material designation systems, and welding procedures for aluminum and stainless steel. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 190 – Oxyacetylene

Principles and techniques of oxyacetylene welding, brazing, and flame cutting to develop entry-level skills required by industry. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 191 – Basic Arc

Principles and techniques of basic manual shielded metal arc welding as required to demonstrate skills necessary to make fillet welds acceptable to industry standards in all positions. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 192 – Advanced Arc

Continuation of WELD 191. Development of welding skills to level required for code standards and certification. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 193 – Basic Pipe

Principles and techniques of pipe welding using manual and semi-automatic arc processes, materials, joint preparation, filler metal selection, and acceptable shop practices. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 194 – Gas Tungsten Arc Welding

Fundamentals and techniques used in gas tungsten arc welding process needed to weld steel, stainless steel, and aluminum materials in all positions. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 195 – Gas Metal Arc/Flux Core Arc Welding

Principles and techniques of gas metal arc and flux core arc welding processes on mild steel, stainless steel and aluminum. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 196 – Flux Core Arc Welding

Principles and techniques of Flux-cored Arc Welding (FCAW). Development of the skills required for American Welding Society (AWS) D1.1 and/or Washington Association of Building Officials (WAB) 27-13 S standard qualification tests. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 210 – Heavy Plate Fabrication

Introduces the development of complex structures, fitting processes and procedures of heavy plate fabrication. Uses standard layout techniques and set-up and operation of press brake. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 211 – Sheet Metal Fabrication

Sequences and methods of light gauge metal fabrication. Students plan and produce parts using forming machinery, joining and forming processes. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 212 – Pipefitting and Pipe Systems Fabrication

Presents basic pipefitting. Students will fabricate various pipe systems and manifolds working from blueprints. May be repeated one time for credit.

### WELD 213 – Structural Steel Fabrication and Field Welding

Sequences and methods of structural steel fabrication and assembly. Students plan, fabricate and join various structural shapes and formed parts into a completed project. Students learn and apply the techniques of out-of-position welding where vision and accessibility are limited. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 214 – Sub-Arc Welding/Press Brake Operation

This course covers the basic safety, set up and operation of our 120 ton hydraulic press brake including bending sequences, bump rolling of pipe sections and basic maintenance of the equipment. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 216 – Advanced TIG Welding

Advanced TIG welding techniques used in specialized manufacturing such as Aero Space and the Nuclear Industry. Course will include use of water cooled torches, purge systems and gas lenses. The focus will be stainless steel plate and pipe and Certification through the Washington Association of Building Officials (W.A.B.O.) **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 225 – Welding Skills Building

Designed for the student who is seeking practice time prior to taking a state welding certification test or for the student seeking to improve current welding skills through additional lab time. May be repeated two times for credit. **Prerequisites:** Instructor's permission

### WELD 285 – Computerized Torch Cutting

Programming and use of computerized cutting system using AutoCAD. **Prerequisite:** Instructor's permission. May be repeated one time for credit.

### WELD 287 – CNC Waterjet Cutting

This course serves as an introduction to the waterjet cutting process. Students will program the machine based on CAD drawings and learn the setup, adjustments and operation of the CNC waterjet table on a variety of metals including ferrous and non-ferrous metals and carbon fiber composites. **Prerequisite:** Instructor's permission. May be repeated two times for credit.

### WELD 295 – Work Experience Internship

Provides students with a safe, supervised work environment to apply their welding and fabrication skills, fostering professional growth and self-confidence in the welding industry. May be repeated two times for credit. **Prerequisites:** Instructor's permission.

**Welding Certificate  
Suggested Course Sequence**

<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
MFG T 100	5	WELD ELECTIVE	5	WELD ELECTIVE	5
WELD 101	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 111	2	WELD 150	5	FABRICATION ELECTIVE	5
<b>Total Credits</b>	12		15		15

**Welding ATA  
Suggested Course Sequence Fall Start**

<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
WELD ELECTIVE	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 111	2	MFG T 100	5	FABRICATION ELECTIVE	5
ENGL 098	5	MATH 086	5	BUS 110D	5
<b>Total Credits</b>	12		15		15

<b>Fourth Quarter</b>		<b>Fifth Quarter</b>		<b>Sixth Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
WELD 151	3	WELD 152	3	WELD 153	3
WELD ELECTIVE	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 150	5	WELD ELECTIVE	5	FABRICATION ELECTIVE	5
WELD 225	2	WELD 216	2	WELD 225	2
<b>Total Credits</b>	15		15		15

**Welding ATA  
Suggested Course Sequence Winter Start**

<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
WELD ELECTIVE	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 111	2	MFG T 100	5	FABRICATION ELECTIVE	5
ENGL 98	5	MATH 86	5	BUS 110D	5
<b>Total Credits</b>	12		15		15

<b>Fourth Quarter</b>		<b>Fifth Quarter</b>		<b>Sixth Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
WELD 152	3	WELD 153	3	WELD 151	3
WELD ELECTIVE	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 150	5	WELD ELECTIVE	5	FABRICATION ELECTIVE	5
WELD 225	2	WELD 216	2	WELD 225	2
<b>Total Credits</b>	15		15		15

**Welding ATA  
Suggested Course Sequence Spring Start**

<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
WELD ELECTIVE	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 111	2	MFG T 100	5	FABRICATION ELECTIVE	5
ENGL 98	5	MATH 86	5	BUS 110D	5
<b>Total Credits</b>	12		15		15

<b>Fourth Quarter</b>		<b>Fifth Quarter</b>		<b>Sixth Quarter</b>	
COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS	COURSE / YEAR	CREDITS
WELD 153	3	WELD 151	3	WELD 152	3
WELD ELECTIVE	5	FABRICATION ELECTIVE	5	WELD ELECTIVE	5
WELD 150	5	WELD ELECTIVE	5	FABRICATION ELECTIVE	5
WELD 225	2	WELD 216	2	WELD 225	2
<b>Total Credits</b>	15		15		15

# CERTIFICATE IN WELDING (43 Credits)

## GENERAL INFORMATION

The welding program at EvCC is designed to meet the expanding needs of the many occupations that utilize welding. The welding department provides a balanced course of study, including hands-on learning experiences, technical information and general education. Emphasis is on welding, torch burning techniques, and fabrication techniques, with opportunities for attaining these skills in a lab setting.

The welding program is competency based and is divided into separate skill blocks. Each skill block is based on a 100 hour period of laboratory time. An average student should be able to complete a skill block within that time. As a student completes a skill block and demonstrates mastery of those skills by passing an exit test for that skill block, he/she can receive credit for it and move to the next level of training. This permits students to move through the program at their own rate. Specialty courses of study may be arranged through a welding instructor. Welding labs are limited to eighteen (18) participants.

## PROGRAM INFORMATION

The 43-credit certificate prepares participants for entry level positions in the field of Welding or to complement an existing craft knowledge base. This program provides participants with the basic knowledge of the safety, set up and operation of Welding systems.

## PROGRAM OUTCOMES

- ◆ Build skills towards industry standards

- ◆ Build skills towards state and national welding certifications
- ◆ Work as an effective team member; as well as independently.
- ◆ Demonstrate safe work, habits that reflect concern and care for self, others, and the environment.
- ◆ Develop the skills necessary to ensure employment

## PROGRAM ADVISORS

Permission of the instructor is required before entering any welding courses. You may contact the advisor listed below:

- ◆ Robert White, AMT 106, 425-388-9457  
[rowhite@everettcc.edu](mailto:rowhite@everettcc.edu)
- ◆ Karl Fulton, AMT 107, 425-388-9447  
[kfulton@everettcc.edu](mailto:kfulton@everettcc.edu)
- ◆ Jason Speicher, AMT 109, 425-388-9964 x7315  
[jspeicher@everettcc.edu](mailto:jspeicher@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students advising is available in our Advising Center: Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219 [admissions@everettcc.edu](mailto:admissions@everettcc.edu).
- ◆ Advising Center, Rainer Hall Room 104, 425-388-9339.

## Certification in Welding Outcome

Most entry level Welding jobs require a minimum of 2 years' experience in the metal trades. This Certificate in Welding is the culmination of working to obtain lower level welding certifications. Those lower level Welding certifications are designed to create a guided pathway from the student's 1st quarter through their final quarter with the EVCC Welding Program. These lower level certifications stack-up to become the Certification in Welding. The Certification in Welding then stacks-up to become part of the ATA in Welding and a High School diploma. Upon completion of this certificate the student will have demonstrated the equivalent of 1 years' experience in the metal trades.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **SEPTEMBER 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

This checklist is targeted at students with an interest in Welding. This certificate <sup>(E)</sup> is stackable with the ATA in Welding. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma/certificate application, to Enrollment Services. Superscript denotes stackable certificates.

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>CERTIFICATE IN WELDING <sup>(E)</sup> - 43 CREDITS</b>					
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>Quarter</b>	<b>Year</b>
ENGL 097 or TS 097 <sup>Note 1</sup>	Beginning Grammar and Writing, or placement into ENGL 098 or TS 098 or higher	0-5			
MATH 076 or TS 076 <sup>Note 1</sup>	Mathematical Literacy, or placement into MATH 086 or TS 086 or higher	0-5			
MFG T 100 <sup>A,B,C,D</sup>	Preparation for Success and Safety in Industry	5			
WELD 101	Introduction to Welding	5			
WELD 150 <sup>B,C,D</sup>	Blueprint Reading for Industry	5			
	Sub-total	15-25			
<b>In addition to the 15-25 credits above, choose any from the following Fabrication and Welding classes for a total of 43 credits:</b>					
<b>FABRICATION CLASSES</b>					
WELD 111	Basic Layout	2			
WELD 211 or 217 <sup>D</sup>	Aerospace Sheet Metal Fabrication	5-10			
WELD 212	Pipefitting and Pipe Systems Fabrication	5-10			
WELD 213	Practical Fabrication and Advanced Welding Techniques	5-10			
WELD 214 <sup>C,D</sup>	Sub-Arc Welding / Press Break Operation	5			
WELD 216 <sup>B,D</sup>	Advanced TIG Welding	2-4			
WELD 285 or 286 <sup>D</sup>	Computer Numeric Control (CNC) Plasma Cutting or Aerospace CNC Plasma Cutting	5			
	Sub-total				
<b>WELDING CLASSES</b>					
WELD 152 or ENG T 230	Welding Base Materials: Processes & Procedures or Manufacturing Materials & Processes	3			
WELD 190	Oxyacetylene	5			
WELD 191 and 291	Basic Arc	5-10			
WELD 192 and 292 <sup>A</sup>	Advanced Arc	5-10			
WELD 193	Basic Pipe	5-10			
WELD 194 and 294 <sup>B</sup>	Gas Tungsten Arc Welding	5-10			
WELD 195 <sup>A</sup>	Gas Metal Arc/Flux Cored Arc Welding	5-10			
WELD 196 and 296	Flux Core Arc Welding	5-10			
WELD 225 <sup>D</sup>	Welding Skills Building	2-6			
	Sub-total				
	<b>TOTAL</b>				
					<b>Must Total 43 credits</b>
					<b>Minimum 2.0 GPA</b>

**Superscript:**

**A = Entry Level Welding Certification – 19 credits**

**B = Advanced TIG Welding – 21 credits**

**C = Sub-Arc Welding – 19 credits**

**D = Aerospace Fabrication and Welding – 36 credits**

NOTE: actual classes may vary from the above described outline with Instructor's approval and permission. The total credits for the Program Certificate will always remain at 43.

Note 1: Students who place above ENGL or TS 097 and/or MATH or TS 076 are not required to take English and/or Math for this certificate.



# Advanced TIG Welding

## GENERAL INFORMATION

The welding program at EvCC is designed to meet the expanding needs of the many occupations that utilize welding. The welding department provides a balanced course of study, including hands-on learning experiences, technical information and general education. Emphasis is on welding, torch burning techniques, and fabrication techniques, with opportunities for attaining these skills in a lab setting.

The welding program is competency based and is divided into separate skill blocks. Each skill block is based on a 100-hour period of laboratory time. An average student should be able to complete a skill block within that time. As a student completes a skill block and demonstrates mastery of those skills by passing an exit test for that skill block, he/she can receive credit for it and move to the next level of training. This permits students to move through the program at their own rate. All welding courses are available as either day or evening classes. Specialty courses of study may be arranged through a welding instructor. Welding labs are limited to twenty (20) participants.

## PROGRAM INFORMATION

The 19-credit certificate prepares participants for positions in the area of Advanced Tungsten Inert Gas (TIG) Welding. This program provides participants with the basic knowledge of the safety, set up and operation of water-cooled TIG systems, purge blocks, and out-of-position welding.

## PROGRAM OUTCOMES

- ◆ Build skills towards industry standards
- ◆ Build skills towards state and national welding certifications
- ◆ Work as an effective and dependable team member as well as independently.
- ◆ Demonstrate safe work, habits that reflect concern and care for self, others, and the environment.
- ◆ Develop the skills necessary to ensure employment

## PROGRAM ADVISORS

You may contact any of the advisors listed below:

- ◆ Robert White, AMT 106, 425-388-9457  
[rowwhite@everettcc.edu](mailto:rowwhite@everettcc.edu)
- ◆ Karl Fulton, AMT 107, 425-388-9447  
[kfulton@everettcc.edu](mailto:kfulton@everettcc.edu)
- ◆ Jason Speicher, AMT 109, 425-388-9964 x7315  
[jspeicher@everettcc.edu](mailto:jspeicher@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students advising is available in our Advising Center: Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainer Hall Room 108, 425-388-9339

This checklist is targeted at students with an interest in TIG welding. This certificate <sup>(B)</sup> is stackable with the Certification in Welding and the ATA in Welding. The program is designed for students with some previous Welding experience. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CERTIFICATE – Advanced TIG Welding <sup>(B)</sup> - 19 CREDITS				
Course	Course Title	Credits	Grade	Qtr/Year
MFG T 100	Preparation for Success and Safety in Industry	5		
WELD 111	Basic Layout	2		
WELD 150	Blueprint Reading for Industry	5		
WELD 194	Gas Tungsten Arc Welding	5		
WELD 216	Advanced TIG	2		
	<b>TOTAL</b>	<b>19</b>	<b>Minimum 2.0 GPA</b>	

Approved at Instructional Council March 2020

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **SEPTEMBER 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Aerospace Fabrication & Welding Certificate

## GENERAL INFORMATION

The Aerospace Fabrication & Welding Certificate is a two-quarter program designed to prepare students to work at the entry level in a manufacturing facility and the aerospace industry. The courses serve as an introduction. The knowledge and skills acquired in these courses are required for entry level positions in diverse workplace scenarios with special emphasis on aerospace. Content includes sheet metal fabrication, press break operation, CNC plasma cutting, specialized TIG welding, blueprint reading and safety.

## PROGRAM INFORMATION

This 34-credit certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program.

## PROGRAM CERTIFICATE OUTCOMES

- ◆ Demonstrate technical skills to prepare for industry
- ◆ Communicate both in writing and verbally using technical terms
- ◆ Apply appropriate math tools and problem solving in work context work as an effective and dependable team member and independently demonstrate how and when to self-start.
- ◆ Operate ethically, integrating law, company rules and policy

- ◆ Demonstrate safe work habits that reflect the concern for self and others
- ◆ Use computing technology in direct support of design specific tasks
- ◆ Develop skills and experience necessary to secure employment

## PROGRAM ADVISOR

You may contact any advisor listed below:

- ◆ Rob White, AMT 106, 425-388-9457  
[rowhite@everettcc.edu](mailto:rowhite@everettcc.edu)
- ◆ Karl Fulton, AMT 107, 425-388-9447  
[kfulton@everettcc.edu](mailto:kfulton@everettcc.edu)
- ◆ Jason Speicher, AMT 109, 425-388-9964 x7315  
[jspeicher@everettcc.edu](mailto:jspeicher@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. All prospective students are invited to contact the Advising Center if they would like to speak one-to-one with an Entry Advisor. If students have questions about applying or getting started they may contact:

- ◆ Enrollment Services, Parks Student Union  
425-388-9219 or [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainer Hall 108, 425-388-9339

This checklist is targeted at students with an interest in aerospace fabrication and welding. This certificate<sup>(D)</sup> is stackable with the Certification in Welding and ATA in Welding. The quarter before expected completion, this checklist should be submitted with a diploma application to Enrollment Services.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CERTIFICATE – Aerospace Fabrication and Welding					
Course	Course Title	Credits	Grade	Quarter	Year
MFG T 100	Preparation for Success and Safety in Industry	5			
WELD 111	Basic Layout	2			
WELD 150	Blueprint Reading for Industry	5			
WELD 194	Gas Tungsten Arc Welding	5			
WELD 217 or 211	Aerospace Sheet Metal Fabrication or Sheet Metal Fabrication	5			
WELD 214	Sub-Arc Welding / Press Break Operation	5			
WELD 216	Advanced TIG Welding	2			
WELD 285 or 286	Computer Numeric Control (CNC) Plasma Cutting or Aerospace CNC Plasma Cutting	5			
<b>TOTAL</b>		<b>34</b>	<b>Minimum 2.0 GPA</b>		

Approved at Instructional Council March 2020

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **SEPTEMBER 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)

# Entry Level Welding Certificate

## GENERAL INFORMATION

The Entry Level Welding Certificate is a one quarter program designed to prepare students for entry-level positions in welding.

These courses serve as an introduction to the welding industry. Content includes 40 hours of lecture covering the safety for the welding industry, 48 hours of weld lab set-up, operation and adjustment of tools and equipment common to the metal trades in accordance to the Occupational Safety and Health Act; 100 hours in the welding laboratory learning the principles and techniques of the Gas Metal Arc Welding processes; 32 hours in the welding laboratory learning the principles and techniques needed to pass Washington State and employers welding test.

## PROGRAM INFORMATION

The 17-credit certificate prepares participants for positions in the area of Manual Arc Welding. This program provides participants with the basic knowledge of the safety, set up and operation of Gas Metal Arc Welding. Traditional students as well as I-BEST students are eligible for this certificate.

## PROGRAM OUTCOMES

- ◆ Build skills towards industry standards
- ◆ Build skills towards state and national welding certifications

- ◆ Work as an effective and dependable team member as well as independently.
- ◆ Demonstrate safe work, habits that reflect concern and care for self, others, and the environment.
- ◆ Develop the skills necessary to ensure employment

## PROGRAM ADVISORS

You may contact an advisor listed below:

- ◆ Robert White, AMT 106, 425-388-9457  
[rowwhite@everettcc.edu](mailto:rowwhite@everettcc.edu)
- ◆ Karl Fulton, AMT 107, 425-388-9447  
[kfulton@everettcc.edu](mailto:kfulton@everettcc.edu)
- ◆ Jason Speicher, AMT 109, 425-388-9964 x7315  
[jspeicher@everettcc.edu](mailto:jspeicher@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students advising is available in our Advising Center. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219; or [admissions@everettcc.edu](mailto:admissions@everettcc.edu).
- ◆ Advising Center, Rainer Hall Room 104, 425-388-9339.

Approved Instructional Council March 2020

This checklist is targeted at students with an interest in Sub-Arc welding. This certificate <sup>(A)</sup> is stackable with the Certificate in Welding and the ATA in Welding The program is designed for students with some previous Welding experience. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CERTIFICATE – Entry Level Welding <sup>(A)</sup> - 17 CREDITS					
Course	Course Title	Credits	Grade	Quarter	Year
MFG T 100	Preparation for Success and Safety in Industry	5			
WELD 101	Introduction to Welding	5			
WELD 111	Basic Layout	2			
WELD 195	Gas Metal Arc Welding / Flux Core Arc Welding	5			
	<b>TOTAL</b>	<b>17</b>	<b>Minimum 2.0 GPA</b>		

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## GENERAL INFORMATION

Everett Community College offers a number of pathways toward technical careers, using stackable certificates and degrees. The first level, for students seeking entry into the technical world would be the **Manufacturing Pre-Employment Certificate**, a credential that would allow one to work in entry-level manufacturing. The next level up would be to take classes leading to a **Skills-Oriented Certificate**. And for those seeking a higher level of education, and the job skills and responsibilities that go with it, EvCC offers skills oriented **ATA Degrees**. This Advanced Manufacturing Technology curriculum guide describes all three levels in the Welding and Fabrication discipline. This program also provides a flexible framework for the incorporation of credit from prior learning in industry or government. An early conference with one of the designated advisors is strongly suggested for success.

## THE PROGRAM

The Advanced Manufacturing Technology – Welding and Fabrication Program is part of a cluster of programs. Four **Associate in Technical Arts degrees** and nine **certificates in Advanced Manufacturing Technology** are offered, and may be pursued on a full-time or part-time basis at Everett Community College (EvCC).

### ATA degree Programs :

- **Advanced Manufacturing Tech – Composites\***
- **Advanced Manufacturing Tech – Mechatronics\***
- **Advanced Manufacturing Tech – Precision Machining\***
- **Advanced Manufacturing Tech – Technical Design (CAD)\***
- **Advanced Manufacturing Tech - Welding and Fabrication**

### Certificate Programs :

- **Manufacturing Pre-Employment**
- **Composites \***
- **Precision Machining \***
- **Engineering Technology (CAD) \***
- **CATIA 3D Experience \***
- **Welding and Fabrication**
- **Mechatronics \***
- **Introduction to Composites \***
- **Introduction to Robotics \***
- \* **Described in a separate guide.**

The overall program is designed for maximum flexibility, in that one may choose to take one or two courses to enhance their current skills, or pursue a certificate or degree, depending on their goals. The program outcomes for students pursuing the degree will prepare them to perform the following tasks:

- ◆ Solve Technical Mathematical Problems
- ◆ Demonstrate technical welding skills to prepare for industry certification or to be technically competent in a particular welding job or field.
- ◆ Document technical activities in written and verbal reports
- ◆ Work as an effective and dependable team member as well as independently.
- ◆ Demonstrate safe work habits that reflect concern and care for self, others and the environment.
- ◆ Develop the skills necessary to secure employment

Approved by Instructional Council March 2020

## CREDIT FOR PRIOR LEARNING

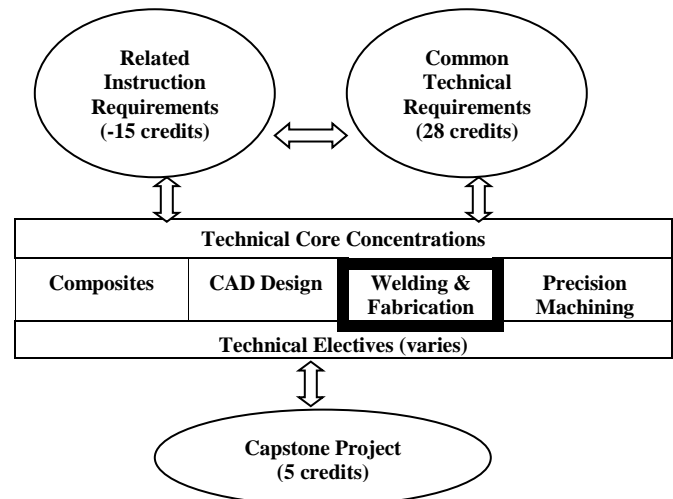
Adults with work experience or completion of industry training programs may be eligible for college credit by following “External Credit” evaluation procedures. Students currently in high school may take selected technical courses while in high school and apply at that time for college credit.

External Credit: Contact Enrollment Services  
Call: 425-388-9219

Tech Prep: [www.everettcc.edu/techprep](http://www.everettcc.edu/techprep)  
Or contact your high school counselor

## THE COURSES

The courses for this program may be divided into four categories: Related Instruction requirements (15 credits), common technical requirements (31credits), technical core concentration classes (28 to 40 credits), technical electives (credit varies) and the final capstone class (5 credits). Students seeking an ATA degree will take the number of credits shown in each area plus a number of technical elective classes until the total credit accumulations meets or exceeds the degree requirement. Note that a minimum of 28-40 credits need to come from any one technical concentration to qualify for that particular degree. The actual courses are listed further on in this curriculum guide. See the diagram below for an understanding of how the courses interrelate.



## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Students interested in the program should talk to an advisor prior to selecting classes for the first quarter:

Advising Center	425-388-9339
Enrollment Services	425-388-9219
AMTEC Reception	425-388-9570
CAD (David Primacio)	425-267-0160
CAD (Sean Auger)	425-388-9534
Welding (Robert White)	425-388-9457
Welding (Karl Fulton)	425-388-9447
Composites (Michael Patching)	425-388-9092
Precision Machining (Darin Chase)	425-388-9390
Mechatronics (Kenneth Ackerman)	425-388-9290

## ATA Degree: Advanced Manufacturing Tech – Welding and Fabrication 90 credits

The courses required for an **Associate in Technical Arts Degree in Advanced Manufacturing Tech – Welding and Fabrication** are listed below. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. EvCC does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this degree, a cumulative GPA of 2.0 or higher must be maintained.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course (recommend BUS 110D or ENGL 098D or &101D):** \_\_\_\_\_

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>(Course Title)</u>		<u>(Year Completed)</u>	
			<u>Quarter Planned</u>	<u>Quarter completed</u>	<u>Grade</u>	<u>Grade</u>
<b>RELATED INSTRUCTION (15 credits)</b>						
ENG T 101 (or MATH 086 or higher)	Introduction to Graphics and Measurements	5	_____	_____	_____	_____
ENGL 098/098D or ENGL& 101/101D	Intro to College Writing or English Composition I	5	_____	_____	_____	_____
BUS 110D, BUS 165, CMST& 210, CMST 230, H DEV 155	Human Relations (R) course from this group; Business 110D Recommended	3-5	_____	_____	_____	_____
<b>COMMON TECHNICAL REQUIREMENTS (31 credits)</b>						
MFG T 100*	Preparation for Success and Safety in Industry	5	_____	_____	_____	_____
CT 101 or Higher	Introduction to Composites	5	_____	_____	_____	_____
MFG T 117 or WELD 150	Blueprint Reading and Schematics	3-5	_____	_____	_____	_____
ENG T 108 or higher	Engineering Graphics: 3D CAD	4	_____	_____	_____	_____
MFG T 101 or higher	Introduction to Machining	5	_____	_____	_____	_____
WELD 101*	Introduction to Welding	5	_____	_____	_____	_____
WELD 111	Basic Layout	2	_____	_____	_____	_____
<b>WELDING AND FABRICATION TECHNICAL CORE REQUIREMENTS (28 credits)</b>						
<b>Required:</b>						
WELD 152	Welding Base Materials, Processes and Procedures	5	_____	_____	_____	_____
WELD 191	Basic Arc	5	_____	_____	_____	_____
WELD 193	Basic Pipe	5	_____	_____	_____	_____
WELD 195	Gas Metal Arc/Flux Core Arc Welding	5	_____	_____	_____	_____
WELD 194	Gas Tungsten Arc Welding	5	_____	_____	_____	_____
<b>Optional:</b>						
WELD 151	Carbon Steel Metallurgy	3	_____	_____	_____	_____
WELD 153	Non-ferrous Metallurgy for the Trades	5	_____	_____	_____	_____
WELD 192	Advanced Arc	5	_____	_____	_____	_____
WELD 210	Heavy Plate Fabrication	5	_____	_____	_____	_____
WELD 211 or WELD 217	_____	5	_____	_____	_____	_____
WELD 212	Pipefitting & Pipe Systems Fabrication	5	_____	_____	_____	_____
WELD 213	Practical Fabrication & Adv. Welding Techniques	5	_____	_____	_____	_____
WELD 214	Sub-Arc Welding /Press Brake Operation	5	_____	_____	_____	_____
WELD 225	Welding Skills Building	5	_____	_____	_____	_____
WELD 285 or WELD 286	_____	5	_____	_____	_____	_____
WELD 295	Work Experience Internship	2 - 5	_____	_____	_____	_____
<b>TECHNICAL ELECTIVES – select from the list above or see the last page for suggestions. (11-15 credits)</b>						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
<b>CAPSTONE PROJECT REQUIREMENTS (5 credits – select one class from the list below. Generally follows all other classes.)</b>						
MFG T 229 or MFG T 230	Manufacturing Team Project	5	_____	_____	_____	_____

**MINIMUM REQUIRED CREDITS 90 Min 2.0 cumulative GPA each class**

\* If you already have the certificate, this class was embedded in the certificate and you don't need to take it.

**Interested in transferring to a university?** Students completing this ATA degree can transfer directly to the Information Technology and Administrative Management (ITAM) program at Central Washinton University or to the Manufacturing Operations program at Clover Park Technical College to pursue a Bachelor of Applied Science(BAS) degree. Go to [www.cwu.edu/it-management/bas-overview](http://www.cwu.edu/it-management/bas-overview) or [www.cptc.edu/programs/basmo](http://www.cptc.edu/programs/basmo) for more information.

## Certificate: Advanced Manufacturing Tech – Welding and Fabrication 40 credits

The courses required for a **Certificate in Advanced Manufacturing Tech – Welding and Fabrication** are listed below and represent a subset of the classes required for an Associate degree. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. EvCC does not offer every course each quarter, so please consult a class schedule and an advisor to plan course selections. Note that to earn this certificate, each course must be completed with a grade of 2.0 or higher.

**Student Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Select a minimum of 40 credits from the following:**

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Planned</u>	<u>Quarter completed</u>	<u>Grade</u>
<b>Required:</b>					
WELD 152 or WELD 101	_____	5	_____	_____	_____
WELD 191	Basic Arc	5	_____	_____	_____
WELD 193	Basic Pipe	5	_____	_____	_____
WELD 194	Gas Tungsten Arc Welding	5	_____	_____	_____
WELD 195	Gas Metal Arc/Flux Core Arc Welding	5	_____	_____	_____
WELD 150 or ENG T 100	Blueprint Reading or Engineering Graphics	5	_____	_____	_____
MFG T 100	Safety for Manufacturing	4	_____	_____	_____
<b>Select Additional Classes:</b>					
WELD 111	Basic Layout	2	_____	_____	_____
WELD 151	Carbon Steel Metallurgy for the Trades	3	_____	_____	_____
WELD 153	Non-ferrous Metallurgy for the Trades	5	_____	_____	_____
WELD 192	Advanced Arc	5	_____	_____	_____
WELD 210	Heavy Plate Fabrication	5	_____	_____	_____
WELD 211 or WELD 217	Sheet Metal Fabrication	5	_____	_____	_____
WELD 212	Pipefitting & Pipe Systems Fabrication	5	_____	_____	_____
WELD 213	Practical Fabrication & Adv. Welding Techniques	5	_____	_____	_____
WELD 214	Sub-Arc Welding /Press Brake Operation	5	_____	_____	_____
<b>MINIMUM REQUIRED CREDITS</b>		<b>40</b>			

### Welding and Fabrication Certificate Suggested Course Sequence

<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
MFG T 100	5	WELD 101	5	WELD 150	5
WELD 191	5	WELD 194	5	WELD 195	5
ELECTIVE	5	WELD 193	5	ELECTIVE	5
<b>Total Credits</b>	<b>15</b>		<b>15</b>		<b>15</b>

### Welding and Fabrication ATA Suggested Course Sequence

<b>First Quarter</b>		<b>Second Quarter</b>		<b>Third Quarter</b>	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
MFG T 100	5	WELD 101	5	ENGL 098D	5
WELD 191	5	WELD 194	5	WELD 195	5
WELD 287	5	WELD 193	5	ELECTIVE	5
<b>Total Credits</b>	<b>15</b>		<b>15</b>		<b>15</b>
<b>Fourth Quarter</b>		<b>Fifth Quarter</b>		<b>Sixth Quarter</b>	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
WELD 152	5	ELECTIVE	5	MFG T 101	5
BUS 110D	5	ENG T 101	5	MFG T 229	5
ENG T 108	4	CT 101	5	ELECTIVE	5
ELECTIVE	5				
<b>Total Credits</b>	<b>19</b>		<b>15</b>		<b>15</b>



# Manufacturing Pre-Employment Certificate

## GENERAL INFORMATION

The Manufacturing Pre-Employment certificate is a one-quarter program designed to prepare students to work at the entry level in a manufacturing facility and the aerospace industry.

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

This certificate may be considered a stand-alone credential for people seeking to enter the manufacturing field, or as part of a stackable set of certificates and degrees in the EvCC Advanced Manufacturing Program.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. If students have questions about applying or getting started they may contact Enrollment Services. Contact:

- ◆ Enrollment Services, Parks Student Union, 425-388-9219  
admissions@everettcc.edu
- ◆ Advising Center, Rainier Hall 108, 425-388-9339

## PROGRAM CERTIFICATE OUTCOMES

- Understand and solve basic technical mathematical problems
- Communicate orally and in writing about technical activities
- Be prepared for successful employment
- Understand and work with entry level technical and mechanical systems
- Perform work using basic computer skills
- Meet industry requirements for safety and first aid

## PROGRAM ADVISOR

For specific guidance about this certificate, contact the Advanced Manufacturing Training & Education Center at 425-388-9570.

## Certificate: Manufacturing Pre-Employment 12 Credits

This checklist is targeted at students with an interest in an entry level manufacturing systems and/or the aerospace industry. Upon enrollment, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Course Title	Credits	Quarter Planned	Quarter Done	Grade
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## REQUIRED COURSES

MFG T 102	Manufacturing Employment Readiness	12	_____	_____	_____
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**TOTAL: 12 credits Minimum 2.0 GPA**

**This certificate satisfies the requirements for MFG T 100 and Technical Electives of the Advanced Manufacturing ATA Degree.**

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## **DEGREE ELECTIVES**

You must complete at least 11 elective credits to satisfy the ATA degree requirements in this program. These should be technical in nature, but need not be if your selection enhances your ultimate employability. Any college level English course, for example, would enhance your communication skills and be considered acceptable. Please browse through the college catalog and examine the wide variety of courses offered at EvCC. The following list is presented for your convenience and represents some of the more commonly selected elective courses.

### **MANUFACTURING TECHNOLOGY**

MFG T 104	Machine Operator I
MFG T 105	Machine Operator II
MFG T 202	LEAN Operations Management

### **COMPOSITE TECHNOLOGY**

CT 161	Materials and Processes
CT 202	Composites
CT 120	Composite Fabrication
CT 125	Composite Assembly
CT 130	Composite Repair
CT 145	Composite Special Projects

### **WELDING/FABRICATION TECHNOLOGY**

WELD 111	Basic Layout
WELD 150	Blueprint Reading for Industry
WELD 151	Carbon Steel Metallurgy for the Trades
WELD 152	Welding Base Materials: Processes & Procedures
WELD 153	Non-Ferrous Metallurgy for the Trades
WELD 190	Oxyacetylene
WELD 191	Basic Arc
WELD 192	Advanced Arc
WELD 193	Basic Pipe
WELD 194	Gas Tungsten Arc Welding (TIG)
WELD 195	Gas Metal Arc/Flux Core Arc Welding
WELD 196	Flux Core Arc Welding
WELD 210	Heavy Plate Fabrication
WELD 211 or 217	Sheet Metal Fabrication or Aerospace Sheet Metal Fabrication
WELD 212	Pipefitting & Pipe Systems Fabrication
WELD 213	Practical Fabrication & Adv. Welding Techniques
WELD 214	Sub-Arc Welding/Press Brake Operation
WELD 216	Advanced Tig Welding
WELD 225	Welding Skills Building
WELD 285 or 286	CNC Plasma Cutting or Aerospace CNC Plasma Cutting
WELD 295	Work Experience Internship

### **ENGLISH COURSES**

You may select any English course, ENGL& 101 or higher, or any Communications course (CMST).

### **HUMAN RELATIONS (R)**

You may take any human relations course listed on Page 2

### **INTERNSHIP**

MFG T 171
MFG T 172

### **TECHNICAL DESIGN (CAD)**

ENG T 100	Introduction to Engineering Graphics and 2D AutoCAD
ENG T 103	Introduction to Revit
ENG T 196	Advanced Workbenches with CATIA v5
ENG T 203	Intermediate AutoCAD
ENGR& 114	Engineering Graphics
ENG T 259	Engineering Graphics (SolidWorks II)
ENG T 193	Intermediate Catia
ENG T 217	CAD Projects

### **OTHER SUGGESTIONS**

ACCT 110	Small Business Accounting
BUS& 101	Introduction to Business
BT 100	Beginning Keyboarding
BT 162	Job Search & Professional Development
BT 242	Excel
BT 243	Advanced Excel
IT 117	CCNA 1: Introduction to Networking
ECON 101	Understanding Economics
ENG T 104	Electro-mechanical Blueprint Reading
ENGR& 104 [OR BUS 102]	Introduction to Design
ENVS 150	Land Use Planning & Regulation
GRAPH 100	Intro to Digital Studio
GEOG 205	Physical Geography with GIS, GPS, and Remote Sensing labs
GIS 200	Introduction to Computer Cartography
GIS 201	Introduction to Geographic Information Systems
GIS 205	Applications in Geographic Information Systems
GIS 250	Internship in Geographic Information Systems
GIS 299	Independent Study – Visual Basic for GIS
GRAPH 110	Foundations of Graphic Design
GRAPH 113	Graphic Design and Typography
PHOTO 110	Photography I: Basic Elements

### **MATHEMATICS COURSES**

You may select any Math course, Math 086 or higher. Math 095 and Math 131 are particularly recommended for the CAD degree.

### **SCIENCE COURSES**

You may select any physics, chemistry, or engineering course

### **BUSINESS COURSES**

You may select any business course



# Sub-Arc Welding

## GENERAL INFORMATION

The welding program at EvCC is designed to meet the expanding needs of the many occupations that utilize welding. The welding department provides a balanced course of study, including hands-on learning experiences, technical information and general education. Emphasis is on welding, torch burning techniques, and fabrication techniques, with opportunities for attaining these skills in a lab setting.

The welding program is competency based and is divided into separate skill blocks. Each skill block is based on a 100-hour period of laboratory time. An average student should be able to complete a skill block within that time. As a student completes a skill block and demonstrates mastery of those skills by passing an exit test for that skill block, he/she can receive credit for it and move to the next level of training. This permits students to move through the program at their own rate. All welding courses are available as either day or evening classes. Specialty courses of study may be arranged through a welding instructor. Welding labs are limited to twenty (20) participants.

## PROGRAM INFORMATION

The 19-credit certificate prepares participants for positions in the area of Sub-Arc Welding. This program provides participants with the basic knowledge of the safety, set up and operation of sub-arc systems.

## PROGRAM OUTCOMES

- ◆ Build skills towards industry standards

- ◆ Build skills towards state and national welding certifications
- ◆ Work as an effective and dependable team member as well as independently.
- ◆ Demonstrate safe work, habits that reflect concern and care for self, others, and the environment.
- ◆ Develop the skills necessary to ensure employment

## PROGRAM ADVISORS

You may contact any of the advisors listed below:

- ◆ Robert White, AMT 106, 425-388-9457  
[rowhite@everettcc.edu](mailto:rowhite@everettcc.edu)
- ◆ Karl Fulton, AMT 107, 425-388-9447  
[kfulton@everettcc.edu](mailto:kfulton@everettcc.edu)
- ◆ Jason Speicher, AMT 109, 425-388-9964 x7315  
[jspeicher@everettcc.edu](mailto:jspeicher@everettcc.edu)

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New students advising is available in our Advising Center. Contact:

- ◆ Enrollment Services, Parks Student Union  
425-388-9219 [admissions@everettcc.edu](mailto:admissions@everettcc.edu).
- ◆ Advising Center, Rainer Hall Room 104  
425-388-9339

This checklist is targeted at students with an interest in Sub-Arc Welding. This certificate<sup>(C)</sup> is stackable with the Certificate in Welding and the ATA in Welding. The program is designed for students with some previous Welding experience. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office.

Student: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CERTIFICATE – Sub-Arc Welding <sup>(C)</sup> - 19 CREDITS					
Course	Course Title	Credits	Grade	Quarter	Year
MFG T 100 OR 130	Safety for Manufacturing or OSHA Safety	4			
WELD 100	Preparation for Success in Industry	5			
WELD 150	Blueprint Reading for Industry	5			
WELD 214	Press Brake Operation / Sub-Arc Welding	5			
	<b>TOTAL</b>	<b>19</b>		<b>Minimum 2.0 GPA</b>	

Approved at Instructional Council 11/29/18

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## Associate in Arts & Sciences – Direct Transfer (DTA)

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### GENERAL INFORMATION

The study of another language enables you to not only gain fluency in another language, but to learn about the many aspects that make up other cultures. Personal and career opportunities abound for the person who is able to communicate in another language and who is able to function in diverse environments.

Currently EvCC offers first-year and, in selected languages, second-year courses in Arabic (Modern Standard), Chinese (Mandarin), French, German, Italian, Japanese, Spanish, Swahili, Russian and ASL (American Sign Language). Please note that ASL is accepted at a number of colleges and universities as foreign language proficiency for admission and graduation requirements.

EvCC students interested in world languages are encouraged to pursue the Associate in Arts and Sciences - DTA. This degree meets statewide guidelines for smooth transfer to most of Washington's colleges and universities. With the AAS-DTA you will have completed most or all of the lower-division, general education courses typically required within a bachelor's degree. For a specific checklist for world language majors, please see the reverse side of this curriculum guide.

Universities identify a "language major" in several ways. We encourage you to review the catalogs of other colleges and universities, looking for such majors or departments as Modern Language, Foreign Language, World Languages, Classical Studies, International or Area Studies, Linguistics, or French, German, Spanish, Japanese, etc. In reviewing the catalogs you will learn if special courses should be taken in the first and second year in order to prepare for entering the major as a junior. In many cases, first and second-year courses that may be prerequisites for the major may be taken within the AAS-DTA plan; the checklist on the reverse side refers to those types of courses. For example, world language majors should complete the second year of language study by the end of the sophomore year in order to be prepared for the advanced courses in their major department. For further clarification, the advisors listed on this page can be helpful to you.

Combining courses in business, global studies, humanities, political science, education, history, human services, and/or media will complement your language studies. It is strongly recommended that you consider study or travel abroad in order to strengthen your language skills and cultural understanding. For current study-abroad opportunities please visit [www.everettcc.edu/worldlang](http://www.everettcc.edu/worldlang).

### SPECIAL REQUIREMENTS

Language Placement Tests: Placement tests in French, German, or Spanish are recommended before enrollment for students with prior experience with any of these languages. Testing takes place in the Testing Center in Glacier Hall Room 108. For available times call 425-388-9288 or visit [www.everettcc.edu/testing](http://www.everettcc.edu/testing). For placement in other languages above the 121 level, please contact the instructor.

For admission, many universities require at least two years in a single foreign language at the high-school level or two quarters of a single foreign language at the college level. Some universities also require a third quarter in a foreign language as a graduation proficiency requirement, unless the student has already taken three full years of a single foreign language in high school. We strongly recommend that the third quarter be taken at the community college for continuity purposes instead of attempting it later at the university. In some cases the course taken to satisfy a proficiency requirement cannot also be used to meet a general education requirement. For transfer to the University of Washington, a world language course below the 221 level cannot be used to fulfill the university's VLP (Visual, Literary, and Performing Arts) requirement if the language is also used to satisfy the foreign language proficiency requirement of the university.

### CAREER OPTIONS

Employment options for those with foreign language skills include federal, state, and local government agencies, commercial media, international industry and commerce, as well as the travel and tourist industry, social work and human services, educational institutions, and places that require the services of a translator or interpreter. Salaries vary a great deal. For current information, please consult the Occupational Outlook Handbook at [www.bls.gov/oco](http://www.bls.gov/oco).

Advanced degrees are often required to enter and maintain a career in related fields, such as teaching, research, communications, etc. Check with Counseling and Student Success, Third Floor, Parks, for additional information on career options and educational requirements.

### GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. New degree-seeking students must complete entry advising through the Advising Center. Contact:

- ◆ Enrollment Services, Parks Room 201, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier 108, 425-388-9339, [advising@everettcc.edu](mailto:advising@everettcc.edu)

### PROGRAM ADVISORS

For specific advice about foreign language study, please contact:

Spanish: Vidal Martin, Gray Wolf 222, 425-388-9375, [vmartin@everettcc.edu](mailto:vmartin@everettcc.edu)  
Sarah Willoughby, Gray Wolf 219, 425-388-9401, [swilloughby@everettcc.edu](mailto:swilloughby@everettcc.edu)  
Denny Gibson, Gray Wolf 226, 425-388-9446, [dgibson@everettcc.edu](mailto:dgibson@everettcc.edu)  
Japanese: Takako Wolf, NBI Cultural Center, 425-388-9319, [twolf@everettcc.edu](mailto:twolf@everettcc.edu)  
German: Elke Dinter, Gray Wolf 226, 425-388-9465, [edinter@everettcc.edu](mailto:edinter@everettcc.edu)  
French: Isabelle Sarton-Miller, Gray Wolf 214, 425-388-9460, [imiller@everettcc.edu](mailto:imiller@everettcc.edu)  
Vidal Martin, Gray Wolf 222, 425-388-9375, [vmartin@everettcc.edu](mailto:vmartin@everettcc.edu)

Or call the Division Office at 425-388-9387.

Approved by Instructional Council March 2017. DTA checklist effective January 2017.

# Associate in Arts and Sciences - DTA

This checklist is targeted at transfer students with an interest in pursuing a degree in a **world language** at a four-year institution. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be submitted by the student, with a diploma application, to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled “Associate in Arts and Sciences – DTA”, which lists all the courses which are approved for the various categories of requirements. Note: Though courses in a world language are not required in the DTA degree, some universities may require two or three quarters of world/foreign language for admission or for graduation.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System.  
For more information, go to [www.everettcc.edu/cn](http://www.everettcc.edu/cn)

Student Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION** of College Success Course \_\_\_\_\_  
Where completed/Course Title Year Completed Grade

**COMPLETION** of Diversity Course \_\_\_\_\_  
Where completed/Course Title Year Completed Grade

Course Number	Course Title	Credits	Quarter Completed	Grade
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**BASIC COMMUNICATION SKILLS** (10 credits, see list of [DTA Communication Skills](#), must include at least 5 in English composition.)

ENGL& 101	English Composition I	5	_____	_____
_____	_____	_____	_____	_____

**BASIC QUANTITATIVE SKILLS** (5 credits, selected from the list of approved courses in [Quantitative Skills on the AAS-DTA list](#).)

_____	_____	_____	_____	_____
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**HUMANITIES** (15 credits from the [DTA approved Humanities List](#). See Note 1.) Consult with an advisor about which foreign language courses may be used in this category; no more than 5 credits of a foreign language can be used in this category.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SOCIAL SCIENCE** (15 credits from the [DTA approved Social Science List](#). See Note 1.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NATURAL SCIENCE** (15 credits from the [DTA approved Natural Science List](#). Must include at least one lab science. See Note 1.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SUGGESTED ELECTIVES** – (A maximum of 30 credits may be completed in electives. All electives may be selected from the A list, or from a combination of the A and B lists; a maximum of 15 credits from the B list may be used. Consult with an advisor about which foreign language courses may be used as electives.)

<u>Course</u>	<u>A List Credits</u>	<u>Qtr Completed</u>	<u>Course</u>	<u>B List Credits</u>	<u>Qtr Completed</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA**

**Note 1:** Courses must be from three different disciplines. No more than 10 credits in any one discipline may be used in Humanities, Social Science, and Natural Science.

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## GENERAL INFORMATION

The Written Arts program is part of an interdisciplinary fine arts program at EvCC. The program focuses on study and skill development in writing in addition to coursework in related disciplines.

The Written Arts program offers intensive study in literary art as well as opportunities for applying literary skills to related subject areas. The program is both an intense study of written creativity and an exploration of applications of those skills.

The Written Arts program at Everett Community College results in the **Associate in Fine Arts (AFA) degree**. Students concentrate in Written Arts while also taking courses in related disciplines. A final project is one of the requirements for the degree, and it is designed to help students seeking employment or transfer to a university. While this degree contains many courses that are transferable to a university, it is not designed primarily as a transfer degree. (Note: The Evergreen State College accepts the AFA degree as a block of 90 transfer credits.)

Students who have a clear intention to transfer to a university for an English, Education, Journalism, Communications or other major should also review the separate guide for the Associate in Arts and Sciences – DTA, which offers a fully transferable block of courses. Please work closely with a program advisor to determine the best plan for you.

## CAREER OPTIONS

A college degree is not necessarily required to pursue a career in writing. Individuals may write in their spare time, contract for freelance work, or become employed in a small or large enterprise. In some cases, a college degree is necessary if employment is competitive or in a professional organization. Opportunities for writing includes roles as: novelist/fiction writer, free lance article writer, screen writer, playwright, editor, and publisher.

## PROGRAM ADVISOR

For specific guidance about the Written Arts program, contact:

- ◆ Kevin Craft, Gray Wolf 215, 425-388-9395  
[kcraft@everettcc.edu](mailto:kcraft@everettcc.edu)
- ◆ Rich Ives, Gray Wolf 305, 425-388-9409  
[rives@everettcc.edu](mailto:rives@everettcc.edu)

## *Join the Writing Adventure at EvCC*

- Take classes with nationally recognized writers
- Learn the ins and outs of publication
- Participate in Literature Club, the Possession Sound Writer's Conference and Visiting Writer's Series
- Sharpen skills that will aid you in your professional and personal life far beyond college graduation

## ABOUT THE ARTS AT EVCC

The Visual and Performing Arts at EvCC include individual programs in photography, studio art (drawing, design, painting, ceramics), visual communications (graphic arts, illustration and web design), music, theatre, film, journalism, and the written arts. All students are encouraged to take coursework in more than one discipline. Students pursuing the AFA degree select one area of concentration and also complete coursework in at least three related fields. The result is a unique cross-disciplinary experience with extensive personal attention to the development of each individual student. This distinctive approach builds an understanding of the rich relationships inherent in the world of the arts.

## RELATED PROGRAMS

The AFA degree is also offered in the fields of Photography, Studio Arts and Visual Communication. Students may also wish to refer to the curriculum guides for English, Journalism, and Education if teaching is a goal.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, orientation and registration for new and continuing students. New students must complete entry advising through the Advising Center.

- ◆ Enrollment Services, Parks 201, 425-388-9219  
[admissions@everettcc.edu](mailto:admissions@everettcc.edu)
- ◆ Advising Center, Rainier Hall 108 425-388-9339  
[advising@everettcc.edu](mailto:advising@everettcc.edu)

# Associate in Fine Arts in Written Arts

This checklist is targeted at students with an interest in **WRITTEN ARTS**. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. This checklist refers to courses listed in the curriculum guide titled "Associate in Arts and Sciences – DTA", which lists all the courses which are approved for the various categories of requirements.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the Common Course Numbering System. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETION of Diversity Course**

Course Number	(Where Completed/Course Title) Course Title	Credits	(Year Completed) Quarter Completed	(Grade) Grade
<b>BASIC COMMUNICATIONS SKILLS - 10 credits total.</b>				
ENGL& 101	English Composition I	5	_____	_____
Select additional credits from:				
CMST& 210 or 220	_____	_____	_____	_____
ENGL& 102, ENGL 103, 105, 201W	_____	_____	_____	_____
ENGL& 230	_____	_____	_____	_____
<b>BASIC QUANTITATIVE SKILLS - 5 credits.</b>				
Select from:				
CS 110	_____	_____	_____	_____
ENGR 142	_____	_____	_____	_____
PHIL& 120	_____	_____	_____	_____
MATH& 107, 141, 148, 144, 151, 152, 146, or BUS 130	_____	_____	_____	_____
(Note: BUS 130 is not intended for transfer)				
<b>GENERAL EDUCATION - 15 credits from the DTA approved Humanities, Social Science and Natural Science lists.</b>				
Humanities: _____	_____	_____	_____	_____
Social Science: _____	_____	_____	_____	_____
Natural Science: _____	_____	_____	_____	_____
<b>EMPHASIS SKILLS - 40 credits total.</b>				
<b>Core</b> (30 credits selected from the following:)				
ENGL 105, 165, 205	Nonfiction	_____	_____	_____
ENGL 106, 166, 206	Poetry	_____	_____	_____
ENGL 108, 168, 208	Fiction	_____	_____	_____
ENGL 109, 169, 209	Screen and Play Writing	_____	_____	_____
ENGL 299	_____	5	_____	_____
<b>Electives - 10 credits selected from the following: ENGL&amp; 111, ENGL 120D, 173, 229, 240 ENGL&amp; 246, 224, 225, ENGL 233, 251, 252, 253, 263D</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>INTERDISCIPLINARY SKILLS - 15 credits, 5 credit courses only, from 3 different disciplines, see list of options below.</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>FINAL PRESENTATION OR PROJECT - 5 credits.</b>				
ENGL 299	_____	5	_____	_____

**Total: Minimum 90 credits required, with a 2.0 minimum GPA.**

### OPTIONS FOR INTERDISCIPLINARY SKILLS COURSES FOR THE AFA DEGREE

<b>Acting/Theatre:</b> DRMA 102, 107D, DRMA& 101 <b>Music:</b> MUSC& 105, 141, MUSC 110D, 115, 116 <b>Graphic Arts:</b> 201, 202, 120	<b>Photography:</b> PHOTO 110, 121, 151, 210, 230, 243 <b>Journalism:</b> CMST& 102, JOURN 101, 102, 110, 170A/B/C (writing, graphics, photo) <b>Studio Arts:</b> ART 110, 115, 124D, 200, 205, 270, &100	<b>Film:</b> 100
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**2000 Tower Street  
Everett, WA 98201-1390  
EverettCC.edu**

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