WINTER 2011 CLASS SCHEDULE
January 3 – March 18

www.everettcc.edu

New Campus in Monroe, page 2

Getting Started page 5
Written Arts pages 37-38
Aviation Maintenance page 23
Paying for College page 9
Hi everyone,

When I started at Everett Community College, I was excited to find out EvCC offers classes in Monroe.

The college’s new East County Campus in Monroe at the Lake Tye Building (just off of Highway 2) is about five minutes away from where I live, my work, and my daughter’s daycare. It’s very convenient.

I also like that the Monroe location is smaller than a full college campus - with one building, it’s very easy to get to my classes. But it’s still the same college education that you’d get in Everett. You can take all the classes for your associate’s degree in Monroe.

In addition to convenience, I chose EvCC because of the lower cost compared to a four-year school. After checking out another community college, I also thought EvCC had more of a mix of different kinds of students. I like that my classes include people who are younger and older and from different cultural backgrounds.

After I get my associate’s degree, I plan to earn my bachelor’s degree in education through Western Washington University’s Everett campus, with a focus on special education and early childhood education - again, staying close to home.

If you live in east Snohomish County, I’d encourage you to check out the classes EvCC offers in Monroe. Find out more info at www.everettcc.edu/eastcounty

Good luck,
Sam (Samantha)
EvCC Class of 2011
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Join the literary adventure, and take a class in fiction, poetry or creative nonfiction. You could write for Poetry Northwest magazine, located right here at EvCC.

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Get EvCC Emergency Info & Announcements at:

- **EvCC Website:** [www.everettcc.edu](http://www.everettcc.edu)
- **Text Message:** Sign up at [www.everettcc.edu/emergency](http://www.everettcc.edu/emergency)
- **Phone:** Message at 425-388-9100
- **News:** [www.schoolreport.org](http://www.schoolreport.org)

No message means EvCC is open regular business hours.
Every effort will be made to post closure information by 6 a.m. for day classes and 4 p.m. for evening classes.

More info: [www.everettcc.edu/emergency](http://www.everettcc.edu/emergency)

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**Eight Universities. Endless Opportunities.**

Bachelor’s and master’s degrees in Everett

Located at Everett Community College
[www.uceverett.org](http://www.uceverett.org)
Getting Started Checklist

☐ Learn about the college. Take time to browse the EvCC website: learn about programs, student services, and activities. Note the things that interest you. **Flip to page 57 for a web directory.**

☐ Apply. The earlier the better. Apply online at www.everettcc.edu/admissions. If you are unable to complete the online application, please call 425-388-9219 and press 0. Former students see page 7. When you receive your email or letter of admission, it will include your Student ID Number and PIN.

☐ Apply for Financial Aid. Fill out your Free Application for Federal Student Aid (FAFSA) as soon as you can. You can fill it out online at www.fafsa.ed.gov

☐ Complete New Student Orientation. New students must complete orientation. Orientation is online at www.everettcc.edu/orientation You will need your Student ID Number to take the orientation. If you are unable to complete the orientation online or need accommodations, e-mail orientation@everettcc.edu or call 425-388-9106.

☐ Take the Placement Tests. The COMPASS placement test is offered on a regular weekly schedule, listed on page 7. Testing information is available at www.everettcc.edu/testing

☐ Be Advised! Advisors know which classes you need to take to make the most of your time and money, and to help you accomplish your educational goals. For more information on advising, see page 10.

☐ Register for Classes. After getting your Student ID and PIN, taking the placement test and completing orientation you can register online at www.everettcc.edu/kiosk You can also register in person in the Enrollment Services Office in Jackson Center.

☐ Pay your Tuition and Fees. There are several payment options available; see the payment policies and options, page 9. Pay your tuition in Jackson Center or online at www.everettcc.edu/creditcardpay

☐ Arrange for Transportation, Parking and Child Care. You can purchase a parking pass in Jackson Center. Information on parking and public transportation is available at www.everettcc.edu/parking or on page 10 of this schedule. Check out EvCC's Early Learning Center for kids ages 1-5 (see page 63). Visit www.everettcc.edu/elc

☐ Buy your Books. Visit the EvCC Bookstore in the Parks Student Union or buy your books online at www.evccbookstore.com

☐ Go to Class! Winter classes start January 3.

☐ Need Help? Visit the Enrollment Services Office in Jackson Center or call 425-388-9219 and press 0 or send your questions to admissions@everettcc.edu
### Dates & Deadlines

#### WINTER 2011 EXAM SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday March 15</th>
<th>Wednesday March 16</th>
<th>Thursday March 17</th>
<th>Friday March 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 - 9:50am</td>
<td>Classes that meet at 8am daily, four days/week, three days/week M/W, M or W or F</td>
<td>Classes that meet at 9am daily, four days/week, three days/week M/W, M or W or F</td>
<td>Classes that meet at 9am, T/Th, T or Th</td>
<td>Classes that meet at 7am</td>
</tr>
<tr>
<td>10 - 11:50am</td>
<td>Classes that meet at 10am, T or Th</td>
<td>Classes that meet at 11am, T or Th</td>
<td>Classes that meet at 10am daily, four days/week, three days/week M/W, M or W or F</td>
<td>Classes that meet at 11am daily, four days/week, three days/week M/W, M or W or F</td>
</tr>
<tr>
<td>12 - 1:50pm</td>
<td>Classes that meet at noon daily, four days/week, three days/week M/W, M or W or F</td>
<td>Classes that meet at 12pm daily, four days/week, three days/week M/W, M or W or F</td>
<td>Classes that meet at noon, T/Th, T or Th</td>
<td>Classes that meet at 1pm, T or Th</td>
</tr>
<tr>
<td>2 - 3:50pm</td>
<td>Classes that meet at 2pm, T or Th</td>
<td>Classes that meet at 3pm, T or Th</td>
<td>Classes that meet at 2pm daily, four days/week, three days/week M/W, M or W or F</td>
<td>Classes that meet at 3pm daily, four days/week, three days/week M/W, M or W or F</td>
</tr>
</tbody>
</table>

Final exams for evening courses will be held according to this schedule:

- Classes that meet M, M-W, M-F — during the scheduled class time on March 16.
- Classes that meet T, T-Th, T-W-Th, T-F — during the scheduled class time on March 15.

### Important Dates to Remember

**NOTE**: The deadlines below apply to most college-credit courses that span a full term. Deadlines for non-standard, non-credit, and self-support classes may be different and are listed in the course description in this publication. Contact 425-388-9208 for details about deadlines. Special deadlines are listed with specific classes in this schedule.

#### WINTER QUARTER 2011

- Graduation application deadline for Winter: November 5
- Graduation application deadline for Spring: February 4
- Begin early current student registration by appointment: November 9
- Begin early new student registration for this term by appointment: November 15
- Begin early open continuous registration for this term: November 18
- Deadline to pay tuition: 5 working days from date of registration
- First day of classes, official first day of the Quarter: January 3
- WAOI classes begin this day: January 3
- Last day to add with instructor permission: January 5
- 100% refund deadline, 4:30pm: January 7
- Last day to register or to add a class or drop with no record: January 7
- 50% refund deadline, 4:30pm: January 21
- Payment deadlines for 20-40 Plan, 4:30pm: January 21 and February 11
- Last day to drop with a W or change audit status: February 25
- Classes end: March 14
- Final examinations: March 15-18
- Grades posted to transcripts: March 23
- College holidays: November 11, 25, 26, December 24, 31, January 17, February 21
- No day or evening classes: November 2, 24

*These deadlines are different for self-support and non-standard classes.

There is no 50% refund for self-support classes.

### Annual Calendar

- **Fall Quarter 2010**: September 20 - December 9
- **Winter Quarter 2011**: January 3 - March 18
- **Spring Quarter 2011**: March 28 - June 10
- **Summer Quarter 2011**: June 20 - August 11

### Information Sessions

#### Aviation Maintenance
Paine Field Building C-80 at 2:30pm
November 4, December 9, January 13, February 10, March 10, April 14, May 12, June 9

#### Computer Information Systems
Shuksan Hall, Room 232
November 3, 1-2pm, General Advising

#### Cosmetology
9315 State Ave., Suite G, Marysville
All sessions: 6:30pm
November 4, February 17, May 12
Open House December 2, 3-6pm

#### Early Childhood Education
Gray Wolf Hall, Room 326, 1pm
November 1, February 11, May 4

#### Education K-12
Gray Wolf Hall, Room 326, 1pm
November 1, February 14, May 9

#### Fire Science and Emergency Medical Technician
Index Hall, Room 100
November 17, 11am and 5:30pm
December 8, 11am and 5:30pm

#### Health Sciences
Index Hall, Room 138
November 17, 1pm
Advisapalouza, November 2, 8am-3pm

#### Human Resource Management
2333 Seaway Blvd., Everett
December 6, 6-7:30pm

#### Lean Six Sigma Certificate
2333 Seaway Blvd., Everett
December 14, 6-7:30pm

#### Management Certificate
2333 Seaway Blvd., Everett
December 15, 6-7:30pm

#### Medical Coding
MC Chat Room, Tuesdays during the quarter, at 4-5pm Pacific Time. Log on to http://chatzy.com/802124631657
Enter your name and the case-sensitive password “EvCCoder.”

#### Medical Transcription
MT Chat Room, every Wednesday during the quarter, 4-5pm Pacific Time. Log on to http://chatzy.com/777441000748
Enter your name and the case-sensitive password “MTWannaB”

#### Nursing
Whitehorse Hall, Room 105
November 29, 12-3pm
January 31, 12-3pm
March 7, 12-3pm
April 25, 12-3pm

#### Project Management
2333 Seaway Blvd., Everett
December 2, 6-7:30

#### University Center of North Puget Sound
425-259-8900
For information about Bachelor’s and Master’s degrees in Everett, visit www.uceverett.org

#### Welding
Monte Cristo, Room 110
Registration

CURRENT AND FORMER STUDENTS START HERE

CURRENT STUDENTS
If you are attending EvCC now, or have attended within the past two quarters, you have a registration access date/time in our system, and you may be able to register now. See “In Person” and “Online” registration information on the next page.

WHO CAN ENROLL?
If you are age 18 or older, or if you have a high school diploma or GED, you are eligible to register in classes. Some programs will require a high school diploma or GED.

If you are younger than 18, or have not yet graduated from high school, review our “Teens in College” options at www.everettcc.edu/teensincollege

If you are a junior or senior in high school and interested in our Running Start program, call 425-388-9211 or send an email to knitter@everettcc.edu

If you are interested in ESL, GED, or high school completion, call 425-388-9291.

If you are an international student on an F-1 visa, call 425-388-9220 or send an email to intadm@everettcc.edu

HOW DO I START?
It is best for you to apply for admission at least 60-90 days before the quarter starts in order to gain an early registration access date/time. There is no application fee. Computers are available in the Jackson Center hallway for new students to use to apply for admission.

It is necessary to apply for admission in order to register. Students who are admitted early generally receive priority in registration. Walk-in students will be delayed if they have not yet applied, taken our placement test, completed orientation, met with an advisor, or if the classes they want are full.

MANDATORY ORIENTATION
All students who are new to Everett Community College are required to complete orientation before registering for classes. Orientation is available online at www.everettcc.edu/orientation. If you are unable to complete online orientation or need accommodations, please contact Enrollment Services at 425-388-9206 or orientation@everettcc.edu. Senior citizens using the senior audit waiver are not required to complete orientation. Details about the senior citizen tuition waiver can be found on page 77.

PLACEMENT TESTING AND ASSESSMENT
RESULTS HELP YOU TAKE THE RIGHT CLASSES
The Testing Center is located in Glacier Hall. Various tests are offered on a regular basis; call 425-388-9288 for a schedule or go to www.everettcc.edu/testing. The current schedule (valid January 3–March 25, 2011) is listed below. Arrive early; space is limited.

Entry placement is required for all new students taking more than seven credits and/or Math and English courses.

• COMPASS test: Monday 8:30am–6:30pm (all testing ends at 6:30pm), Thursday 8:30am–5:00pm (all testing ends at 5:00pm).

• Fee: $30, which must be paid in advance at the Cashiers Office in Jackson Center. Bring the receipt to the Testing Center to take the test.

• Persons who have more than 45 college credits, or who have completed college composition classes at another college (with a grade of C or higher), may submit a copy of their college transcript to the Enrollment Services office with a written request for a placement test waiver. The form is at www.everettcc.edu/studentforms. Waiver of the placement test does not necessarily satisfy course prerequisites.

Special Test Requirements:
• A foreign language placement test may be required for placement in a foreign language course. Contact the Testing Center for testing times. No Fee.
• GED testing is also offered in the Testing Center by appointment only on Tuesday and Wednesday. Call 425-388-9288 for schedule and fees or go to www.everettcc.edu/testing

WHEN DO I HAVE TO PAY?
You are expected to pay within five working days of your registration or before the last business day before the beginning of the quarter, whichever comes first. Once classes begin, payment is due immediately. The College reserves the option to drop or bill unpaid students. Students who are receiving financial aid, a scholarship, or third-party payment must make prior arrangements with the Financial Aid and Cashiers Office in order to avoid being dropped or billed.

IS FINANCIAL AID AVAILABLE? OR A PAYMENT PLAN?
Please read the description about tuition, fees and payment on page 9 very carefully. If you feel you need assistance to pay for your college costs, contact our Financial Aid Office immediately, or go to www.everettcc.edu/sfs for information about grants, loans, and scholarships. Please apply for aid early. You may complete the federal financial aid application form online - go to www.fafsa.ed.gov

Need a payment plan? You may submit an application for our “20-40 Plan” which sets payment deadlines as follows: 50% by the regular deadline and the remaining amount split between payments by the 20th calendar day and by the 40th calendar day. Go to the Cashiers Office for the “20-40 Plan” application after you register. You do not need to be eligible for financial aid to participate. For more information go to: www.everettcc.edu/2040plan

FORMER STUDENTS
If you have not attended within the past two quarters, it is easy to update your record for re-enrollment. Go to www.everettcc.edu/studentforms, print the Adjustment to Status form and submit it promptly to the Enrollment Services Office. Or, you may call 425-388-9219 and ask us to mail you the form. When we receive your completed form, we will send you registration information. If it is close to the beginning of the quarter, you may simply come into the Enrollment Services Office to start the registration process. Call 425-388-9219 for more information.

NEW STUDENTS START HERE

Questions? Go to www.everettcc.edu or call Enrollment Services: 425-388-9219

Registration
Registration

IN PERSON

Enrollment Services is open 7:30am-6:30pm on Mondays and Tuesdays, and 9am-4:30pm on Wednesdays, Thursdays, and Fridays. Enrollment Services will be closed February 11. Current, former, and new students may register on or after their registration access date. Check the student Kiosk, www.everettcc.edu/kiosk for your registration date. International students and ABE/GED students are some of the categories of students who must register in person. Most other students can also register on the Web.

ONLINE

You may register on the Web:

• If you have been admitted as a new student for the upcoming quarter.
• If you are currently attending or if you attended within the past two quarters.
• On or after your registration access date/time or during Open Registration.
• If you have been absent for a while and register during Open Registration.
• If you know your Student Identification (SID) number and your PIN.
• Running Start students, underage students, International students, ABE/ESL students, and some other categories of students may not be able to register on the web.

TO START: GO TO www.everettcc.edu/kiosk

• Be prepared with a list of courses you have already identified as the courses you want.
• Click “Online Registration.”
• Type your SID and PIN, select the correct quarter, and click on register.
• On the left, type the 4-digit item number of the course(s) you have selected and click submit.
• When your registration is complete, click FINISH. It is not submitted until you do that!
• View and print your schedule to be sure you entered the courses correctly and you know the amount due.
• You cannot register in classes that meet at the same time or in classes that are full.
• You cannot register for an overload of classes of more than 21 credits.
• For registration in a variable credit class, register in person to ensure accurate credits.
• Check “Audit” if you do NOT want to receive credit or a grade, otherwise, don’t.
• For registration in a class that requires instructor permission, you need either a five-digit entry code issued by the instructor, or you must register in person in Enrollment Services with the instructor’s signature on your registration form or a signed permission card.
• If the class is full, you may be asked if you want to get on the waitlist, if one exists. See “waiting list procedures” for details.
• To view and/or change your address click on View My Address.
• You can view your class schedule and amount owed by clicking on Student Schedule.
• You can drop a class for which you have already registered. Click on Online Registration, enter your SID and PIN and view your schedule. Note the 4-digit item number of the class you want to drop and type the four-digit item number on the left hand screen, click Submit, and the course will disappear from your list of classes. You can also add one or more classes. You may add classes until 7:30pm, January 5. You may drop classes until 4:30pm January 7. Always go back and view your Student Schedule to be sure that any action you have taken is reflected.

When you register, you owe tuition and fees. See page 9

DO YOU MEET THE COURSE PREREQUISITE?

A prerequisite describes the skills and/or knowledge the student must have before taking a class. Prerequisites are listed in the catalog and class schedule. Students are expected to satisfy all prerequisites prior to starting the course. If a student has not met the stated prerequisite(s), the student may be asked to leave the class.

WAITING LIST PROCEDURES

If a class is full, your name may be placed on a waitlist. Not all classes maintain a waitlist. If you get on a waitlist, we cannot guarantee the instructor will accept you into the class.

As vacancies occur in a class, the top name on the waitlist will move into the actual class until we close the waitlist. You are responsible for monitoring your waitlist status and paying for the course if enrolled. If enrolled, standard tuition deadlines apply. We will NOT notify you if we move you into a class. You may check on your waitlist status by going on the student kiosk, www.everettcc.edu/kiosk. If you are on a waitlist you must go to the first class in order to be considered for the class.

Students on a waitlist will NOT have the waitlist course credit added to their total, and might NOT show the full tuition amount due. This will affect financial aid students most of all, so read the section marked Financial Aid below. This will also affect students on Veterans’ benefits, and students who may have an employer or agency paying their tuition.

Financial Aid students: If you have been awarded a full-time aid package, it will not be activated until you are registered in courses that add up to full-time, or a minimum of 12 credits. If you are on a waitlist, your aid check will be delayed until you get off a waitlist and into a class so that your total credits equal at least 12. Advisors can help you explore alternatives.

Veterans: Your best bet is to register as early as you can, so that you can register full-time and send in the paperwork to VA so that your checks can be released.

If an employer or agency is paying your tuition: Go to the Cashier’s Office after you register and submit payment authorization forms, otherwise you risk being dropped due to non-payment. If your agency or employer needs proof that you are registered full-time, your best bet is to register early, and work with an advisor if your classes are waitlisted. If you are moved from the waitlist into a class, you must pay immediately.

COURSE REPEAT POLICY

Courses may be repeated to improve the grade earned, but credit is earned only once. To repeat a course, the student must register for the course, submit a course repeat card at the time of registration, and pay all necessary fees. A course may only be repeated twice. See the College Catalog for specific procedures. The course repeat form is also available on the web at www.everettcc.edu/studentforms. Students registered in distance courses who live more than 30 miles from campus should call 425-388-9357 to discuss options. Course repeats must be filed within one academic year of the quarter of enrollment in the repeated course.

FIRST WEEK ATTENDANCE REQUIRED

Students must attend all classes in which they are registered the first week of the quarter. In courses with a waiting list, a student who does not attend the first day and has not made prior arrangements with the instructor may be dropped from the class at the beginning of the second class meeting. A student who is not withdrawn by the College or does not officially withdraw himself/herself may be issued a failing grade by the instructor based on non-attendance.

JUST IN TIME REGISTRATION

If the first day of the quarter is just around the corner or if classes have already started, contact the Enrollment Services Office by phone to discuss how to register. Call 425-388-9219 or 9208.

FULL-TIME STATUS

Enrollment in 12 or more credits per quarter constitutes “full-time” status.
Tuition and Payment

**Tuition for Winter Quarter, 2011**

Note: Fees for self-support classes vary. See description below, as well as the specific course listings for unique fees. See “When to Pay” section for the payment schedule and deadlines. Winter tuition is estimated to be:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident</th>
<th>Discount*</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>1-10</td>
<td>$87.00 per credit</td>
<td>$139.75 per credit</td>
<td>$259.00 per credit</td>
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<tr>
<td>11</td>
<td>$905</td>
<td>$1,434.27</td>
<td>$2,630</td>
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<td>$940</td>
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<td>$1,306.80</td>
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* Tuition reduced for US citizens and permanent residents. Contact Enrollment Services.

Tuition options for seniors, state employees and military and residency criteria for tuition purposes are described on page 77.

**Tuition and Fees**

**State-Supported Classes**: Most of EvCC's classes are “state-supported.” State-supported classes are charged according to the state-regulated tuition rate listed above; lab fees or other specific fees may be charged in addition to tuition. Typically, classes that are state-supported do not specify the tuition cost in the class listing.

**Self-Support Classes**: A number of EvCC classes are “self-support” and do not utilize state funding to cover their instructional costs. Therefore, the tuition schedule above does not apply to self-support classes. The class listing will identify the course as self-support and announce the cost per class. Winter Quarter self-support classes are estimated to be $87 per credit.

Students who take a mixture of state-support and self-support classes should carefully evaluate their total tuition and fees. For example, a resident student taking 12 credits in state-supported classes and 5 credits in a self-support class may be charged $940 plus $435. Alternatively, a student taking 17 credits in state-support classes may be charged $1,115.

**Fees**: All students - regardless of the type of courses being taken - will be charged other fees, such as a lab fee and parking fee, depending on their use. Students taking credit courses will be charged a Technology Fee of $3.50 per credit, up to a maximum of $35 per quarter. Students taking credit courses will be charged a fee of $5.00 per credit, up to a maximum of $50 per quarter.

**Refunds/Drops/Withdrawals**

Refund deadlines vary, depending on the type of class.

For State-Supported Classes, the refund deadlines are stated on page 6. Courses that have unusual start and end dates will have different deadlines.

For Self-Support Classes, refund deadlines are stated in class descriptions.

All students are subject to the following:

For State-Supported Classes, a refund is considered only when a student officially drops or withdraws from a class or from the College. The date of such action is noted if it is done via the online web registration system, or in person in Jackson Center or with Corporate and Continuing Education Center. All drop transactions must be completed by the close of business on the deadline day. (For most classes, drops/withdrawals after the 5th day of the term must be handled in person in Enrollment Services.) A refund, if due, is mailed to the student’s address on file or credited back to the credit card or agency. Refunds can take up to five weeks to process. Refunds for under $10 will only be processed with a written request from the student.

Refunds for students who are receiving financial aid may also be calculated in accordance with state/federal rules. These formulas are published in the Financial Aid procedures manual. Financial Aid students should note that early departure could trigger a request for repayment of their aid funds.

**Fines and Debts**

The college may block registration and/or withhold services until all outstanding fines and debts are resolved. Student accounts should be cleared at least 24 hours prior to registration.

**When to Pay**

By registering, you are taking personal responsibility to pay tuition and/or fees. Non-attendance does not constitute a reason to avoid payment.

**State-Supported Classes**: Payment is due within 5 working days or before the last business day before beginning of the quarter, whichever comes first. Once classes begin, payment is due immediately.

**Self-Support Classes**: Typically, payment is due at the time of registration. The specific payment deadline is noted in the class listing.

All students are subject to the following:

For Self-Support Classes, payment deadlines are stated in class descriptions. Refunds, cancelled credit cards, employer refusal to pay, ineligibility or lateness for financial aid and other reasons for non-payment may result in a direct bill to the student and/or referral to a collection agency.

**How to Pay**

You may pay in person at the Cashiers Office in Jackson Center. You may send a check to the Cashiers Office, please include your Student Identification number (SID). You may pay by credit card on the web; go to www.everettcc.edu/creditcardpay.

Students who wish to postpone their payment pending receipt of financial aid, scholarship, VA or other funds must sign a “HOLD” agreement with the Financial Aid Office prior to the payment deadline. EvCC offers the “20-40 Plan.” Students may make three payments: The first payment of $1/3 the tuition and fees is due by the normal deadline. The second and third payments are due by the 20th calendar day and the 40th calendar day. There is a $10 fee for this service. Students start the process by going to the Cashiers Office and asking for the “20-40 Plan” form. This option is not available to students enrolled in self-support classes.

Students receiving funding from an external agency or from financial aid should read “Is Someone Else Paying Your Tuition?” below.

**Is Someone Else Paying Your Tuition?**

If you are depending upon an employer, agency or other third party to pay your tuition bill at EvCC, please read this carefully.

After registration you must go immediately to the Cashiers Office, located in the Jackson Center. The Cashiers Office is the only office that can manage your student account to show payment from another source, so that your classes are not dropped due to non-payment. We must receive a payment voucher from your employer or agency by the payment deadline. You are responsible for submitting that voucher to us. It must be submitted immediately after registration. Generally, this means that you must gain eligibility well in advance of registration so that the voucher can be generated in time.

**Trade Act Students**: You must see Debra Lockard in Worker Retraining with your initial application, in order to complete an Independent Training Plan (CT-3 Form), cost estimate, etc. Immediately after registration each quarter you must go to the Cashiers Office and identify yourself as a Trade Act student so that your student account is properly created. If the Trade Act fails to cover your tuition, you are responsible for payment.

**Financial Aid, Veterans and Scholarship Students**: In most cases, the Financial Aid Office is able to use your financial aid to cover your tuition. However, you must coordinate this with the Financial Aid Office in advance of the payment deadline and sign a request to have your student account put on HOLD. Please do not assume automatic payment. Note: The VA will not pay for on-line or hybrid classes if they are below 100 level. In some cases, VA benefits will not cover self-support classes. Please work with the Veterans’ Coordinator. Classes that are below 100 level must be taken on campus.

**Opportunity Grant**: These are offered to students in designated career programs and must be validated quarterly through those program coordinators. Charges not covered by these grants are the responsibility of the student. For more information visit www.everettcc.edu/og.

Questions? Go to www.everettcc.edu or call Enrollment Services: 425-388-9219
ADVISING

Research shows that students who work with an advisor to plan their courses, overcome challenges, and solve problems do better than those who do not.

- New students: meet with an educational planner in the Counseling, Advising and Career Center.
- Current students: attend advising week, November 1-5 and February 14-18. See www.everettcc.edu/advising
- Attend an information session (see page 6).
- Obtain a curriculum guide in your interest area and meet with one of the advisors listed in the guide. Go to www.everettcc.edu/cguides
- Go to www.everettcc.edu/advising for more tips.

MANDATORY ADVISING-CURRENT STUDENTS

Complete Mandatory Advising* and prepare for Winter Quarter registration. Meet with faculty advisors to talk about your major, select your classes for next quarter, and create your Degree Plan to help you “stay on track” to graduate. Check out the college website www.everettcc.edu/advising for more information about Mandatory Advising and a calendar of scheduled advising sessions.

*All new students who started Summer Quarter are required to meet with a faculty advisor prior to winter registration to create a Degree Plan. All other new students (starting Fall 2010 and beyond) must complete this requirement prior to 3rd quarter registration.

MANDATORY ORIENTATION

All new students are required to complete mandatory orientation online at www.everettcc.edu/orientation
You must complete orientation before you can register for classes.
If you cannot access the online orientation or you need accommodations, please call 425-388-9206.

Getting to Campus

PARKING ON CAMPUS

To park in EvCC parking lots:
- Buy a parking pass at the Cashiers Office in Jackson Center ($21.84 part-time students, $32.76 full-time students, plus tax). You need a permit every quarter.
- Hang your permit from your rearview mirror. Permits must be up by the first day of the second week of the quarter.
- Visit www.everettcc.edu/parking to see a map of student parking spaces.
- Parking lots are located by Rainier, Whitehorse, Early Learning Center, College Plaza, EvCC Gym, at Cosmetology in Marysville, at the Corporate & Continuing Education Center and at the Paine Field Aviation Program.
- During the first two weeks of every quarter, arrive at least 25 minutes early to find a parking place, or save time and money looking for a spot and get chauffeured to college. Park at the Everett Transit station located off of Pacific Avenue and catch a ride on either Route 9 or Route 29 to the College Station. The bus ride averages only 15 minutes and arrives directly in front of the campus.
- Vehicles parked illegally are subject to ticketing and fines.

VISITOR PARKING

Visitor parking is located in Parking Lot 1, on the west side of Gray Wolf Hall. Rates are $2 for two hours of parking. Pay at the yellow pay parking machine or at the Cashier’s Office located inside Jackson Center.

RIDE THE BUS

Everett Community College main campus is served by both Everett Transit and Community Transit. EvCC’s North Everett Campus is located across the street from Everett Transit’s College Station transit center. Special routes are available from Marysville, Stanwood/Camano, and Skagit County. Orca passes are available at the Cashiers Office for $20 per quarter.

For more information:
Community Transit: 425-353-7433
www.commtrans.org

Everett Transit: 425-257-7777
www.everettwa.org

Everett Transit will be able to answer questions concerning the free Marysville bus as well.

MAPS AND DIRECTIONS

For location and parking maps to all Everett Community College sites, please see page 78 & 79 of this schedule or visit the directions web page at www.everettcc.edu/directions
TRANSFORMATIONS

The college experience involves a series of marked changes, or transformations, on the journey to adult fulfillment and success. These transformations are shifts in how we think and view the world, our place in it, and how we can better understand ourselves and others. Learn how to make real transformations in your life and the college experience through practical application of the study of psychology and college success strategies, as well as discuss global transformations in culture and society.

PSYC& 100 LC – General Psychology (5 credits)
DEVED 105 LC – Study Skills for College Success (5 credits)
Register in Item #7628 for the full 10 credits.

MOUNTAINS TO THE SEA: HUMAN ATTEMPTS TO CONTROL NATURE

Flourish in a fun and supportive community of learners who will study the Earth from a variety of perspectives, perform hands-on lab experiments, observe the Earth’s processes on field trips (including a required weekend field trip), and connect those activities through writing and research projects. This course combines the study of the dynamic processes of the earth’s surface (landscape formation, rivers, glaciers, coasts, oceans and other geologic features) with the study of the dynamic process of writing effective essays. Enhance your knowledge of the Earth by exploring it through a variety of essay formats, and hone your writing skills by focusing on an in-depth study of the Earth.

OPTION I

ENGL 101 LC – English Composition I (5 credits)
GEOL 104 – Introduction to Geological Science II (5 credits)
Register in Item #3710 for the full 10 credits.

OPTION II

ENGL 102 LC – Composition II (5 credits)
GEOL 104 – Introduction to Geological Science II (5 credits)
Register in Item #3746 for the full 10 credits.

FYI: FIRST-YEAR INTELLIGENCE

College can seem like a trek through the jungle. Join a team that will help you on the journey. The FYI (First-Year Intelligence) Learning Community gives you a map for navigating this new world, clues for better writing, and skills for effective studying to guide you through the college culture.

DEVED 094 LC – Reading for College Success (5 credits)
DEVED 095 LC – Study Skills for College Survival (5 credits)
Register in Item #3151 for the full 10 credits.

ORCA: OCEAN RESEARCH COLLEGE ACADEMY

ORCA is EvCC’s early college, designed to meet high school graduation requirements and the Associate in Arts and Sciences degree requirements. Students are dually enrolled in EvCC’s Running Start Program support by their sponsoring high school. Core general education courses are integrated through the study of the local marine environment. This full-time, interdisciplinary program weaves math, science, English and history classes together in a dynamic mix of problem-based learning, complemented by frequent field trips and quarterly research projects assessing the health of the local estuarine environment.

This program requires a year-long commitment in order to complete all coursework. Classes are taught by a team of faculty and all classes must be taken together. Classes are located at the Corporate and Continuing Education Center, and are scheduled from 9am to 2:15pm (plus 2-3 later-afternoon field trips).

To find out more about this program, please attend an open house at the Corporate and Continuing Education Center at 2333 Seaway Blvd, Everett, WA 98201.

Thursday, Dec 9, 2010 – 6:00 p.m.
Thursday, March 17, 2011 – 6:00 p.m.
Thursday, April 21, 2011 – 6:00 p.m.

Courses in this unique and nationally-recognized program lead to an Associate in Arts and Sciences – Direct Transfer (the university transfer degree). Instructor permission is required. Visit www.everettcc.edu/orca or contact Ardi Kveven at akveven@everettcc.edu for more information.

Coming Spring 2011

Living on the Edge
(PSYC& 100 / DEVED 104)

With Liberty and Justice for All: The 20th Century in American History and Literature
(HIST& 148 / ENGL 246 or ENGL 102)
Steps to eLearning Success

1. Determine if eLearning is for you:
   - I can organize my time well, even when managing multiple demands.
   - I have good reading and writing skills.
   - I use the Internet, email and word processing software regularly.
   - I can spend 10-15 hours a week on each course.
   - I am self-motivated, self disciplined and organized.

   If you answered “yes” to most of these statements, online or hybrid courses may be a good option for you.

2. Check out the eLearning webpage at:
   - www.everettcc.edu/elstart for information about
     - Getting Started in ANGEL
     - ANGEL How To’s
     - Technical Requirements

3. Learn to use ANGEL
   To get a feel for what ANGEL is like for an EvCC class, login to our tutorial, An Introduction to ANGEL. Simply follow these instructions:
   1. Go to http://everett.angellearning.com
   2. Username: AngelTutorial
   3. Password: EvCC_ANGEL
   4. Select Introduction to ANGEL Tutorial from the course list
   5. Click on the Lessons tab and select a task to get started

   To get a feel for what ANGEL is like for a WAOL class follow these instructions:
   1. Go to http://waol.org
   2. Click on Angel Week Zero Tutorial

For more information contact eLearning at 425-388-9367, toll free at 1-866-575-9027, or elearning@everettcc.edu, or visit us on the web at www.everettcc.edu/elearning

Class Formats & Fees

- **Online** classes require no face-to-face contact between you and your instructor. $2.50 per credit.
- **Hybrid** classes combine traditional face-to-face classroom time with the flexibility of online learning. $2.50 per credit.
- **Web Enhanced** classes are face-to-face courses that require the use of ANGEL or other web-based tools. $2.50 per credit.
- **WAOL** classes are delivered fully online via the Washington State Online Consortium (WAOL). $2.50 per credit.
For Hybrid Courses see pages 20-56 and look for the 

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<td>FILM 100 Introduction to Film</td>
<td>ACCT&amp; 202 Principles of Accounting II</td>
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<td>GRAPH 120 History of Graphic Design</td>
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<td>BUS&amp; 101 Introduction to Business</td>
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<td>EDUC 165 Positive Guidance in ECE/Elem Ed</td>
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<td>ENGL 098 Intro to College Writing</td>
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<td>GS 101D Introduction to Global Studies</td>
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<td>HIST 100 Ancient/Medieval Worlds</td>
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<td>HIST 103D World Civilization</td>
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<td>HIST&amp; 147 US History II</td>
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<td>PHIL&amp; 106 Introduction to Logic</td>
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<td>POLS&amp; 101 Introduction to Political Science</td>
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<td>POLS&amp; 202 American Government</td>
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<td>PSYC&amp; 100 General Psychology</td>
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<td>PSYC&amp; 200 Lifespan Psychology</td>
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<td>PSYC&amp; 220 Abnormal Psychology</td>
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<td>SOC&amp; 101 Introduction to Sociology</td>
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**Developmental Education**

| DEVED 100 Bridge Lab Study Skills |
| DEVED 104 Powerful College Reading |
| DEVED 105 Study Skills for College |

**Health Sciences/Public Safety**

| CJ& 101 Intro to Criminal Justice |
| CJ& 112 Criminology |
| CJ 202 Child Abuse Investigation |
| HLTH 100 Medical Terminology |
| HLTH 102 Applied A & P |
| HLTH 107 Admin Skills-Computer Apps |
| HLTH 130 Disease and Pathology |
| HLTH 205 Medical Law and Ethics |
| HLTH 207 Law, Hlthcare, Patient Safety |
| HLTH 210 Principles of Pharmacology |
| PEHW 203 Lifetime Health/Wellness |
| PEHW 235 Consumer Health |

**Math/Science/Engineering**

| BIOL 105 Disease in Modern Society |
| ENVS& 100 Sustaining Our Earth |
| GEOL 106 Survey of Earth Science |
| MATH 091 Elem/Intermediate Alg I |
| MATH 099 Intermediate Algebra |
| MATH& 107 Math in Society |
| MATH& 146 Introduction to Statistics |
| NUTR& 101 Nutrition |

Check the Online Class Schedule for current openings at www.everettcc.edu/classes
EvCC East County Campus

Closer to Monroe than Everett? Day and evening classes are now offered in Monroe. Earn your associate degree, take a Running Start class, complete high school, get your GED, improve your writing and reading skills or learn English close to home.

Locations

New Location – 14090 Fryelands Blvd. SE in Monroe (on Lake Tye across from Sky Valley YMCA)

Information Sessions Nov. 10

Learn more about taking classes at EvCC’s East County Campus at an information session at noon and 5:30 p.m. on Nov. 10 at East County Campus, 14090 Fryelands Blvd., SE in Monroe.

More Information: www.everettcc.edu/eastcounty or contact Sheila Dunn at 425-239-8017 or sdunn@everettcc.edu

Finish High School with a Diploma or GED

Classes meet at Park Place Middle School, 1408 W. Main St., beginning Jan. 3. Call Jan Beatty-Adams, East County Coordinator, at 425-259-8732 for more information.

Students may register in the classroom during the first class. The Adult Basic Education/GED classes cost $25 per quarter; however, some individuals may qualify to take the classes at no cost. Tuition for adult diploma classes is calculated on an individual basis.

Adult Basic Education/GED Classes

Monday and Wednesday beginning Jan. 3, 6-8:50 pm
Park Place Middle School, Rooms A-1 and A-2

Adult High School Diploma

Tuesday and Thursday beginning Jan. 4, 6-8:50 pm
Park Place Middle School, Room C-13
EvCC East County Campus

English as a Second Language (ESL) Classes

Monroe
ESL classes meet Tuesday and Thursday, 6-8:50 p.m. Jan. 4-March 15 at Park Place Middle School. Registration is in Room A-4. Cost is $25 per quarter, however some students may qualify to take classes at no cost. Classes are for beginning, intermediate, and advanced students. For more information, contact Jan Beatty-Adams at 425-259-8732.

Sultan
ESL classes meet on Monday and Wednesday 6-8:50 p.m. Jan. 3-March 16 at Sultan Elementary School Library, 501 Date Ave. For more information, contact Karen Gilbert at 425-870-6663.

College Credit Classes

CHEM& 121 Introduction to Chemistry 5
Atomic structure, chemical bonding, nomenclature, states of matter, solutions, acids, bases and salts, reaction rates and chemical equilibrium. For students majoring in liberal arts, nursing, preoccupational therapy, and dental hygiene. Not recommended for students planning to continue beyond CHEM 131; see chemistry series. Lab fee. Prereq: ENGL 098 with grade of C or higher, and MATH 082, MATH 088, or MATH 090 with a grade of C or higher, or placement into MATH 099. Lab fee: $37.50.

ENGL& 101 English Composition I 5
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.) Prereq: Placement by assessment score on the writing portion or a grade of C or higher in ENGL 098 or ESL 098 or IELP 098.

MATH 080 Preparation for Algebra 5
Fractions, decimals, percents, order of operations, scientific notation, formulas, signed numbers, exponents, radicals, geometric figures, and applications. Prereq: MATH 070 or MATH 070V with a C (2.0) or higher OR permission of a math instructor.

MATH 082 Elementary Algebra II 5
Second half of sequence in beginning algebra. Solving linear systems by graphing, substitution and elimination, factoring polynomials, adding, subtracting, multiplying, dividing and simplifying rational expressions, solving rational equations and applications, simplifying integer exponent expressions, radical expressions, solving quadratic equations and applications. Prereq: MATH 081 or MATH 087 with a C (2.0) or higher OR permission of a math instructor.

HIST& 147 US History II 5
Second of a three-part survey of American history. Slavery, the Civil War, Reconstruction, industrialization and urbanization, the late 19th centuryagrarian protest movement, America’s development as a world power, the Progressive movement and America’s involvement in World War I.

ENGL& 102 Composition II 5
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.) Prereq: Completion of ENGL& 101 with a grade of C or higher.

SPAN& 122 Spanish II 5
Beginning sequence of courses to practice functional elements of Spanish pronunciation, grammar and culture in the context of practical conversational Spanish. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. Prereq: SPAN& 121, placement test or instructor’s permission.

ENVS& 100 Survey of Environmental Science: Sustaining Our Earth 5
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. Prereq: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with a grade of C or higher or skills assessment at ENGL 101 or higher level.

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.
The University Center of North Puget Sound offers:

- Bachelor’s & Master’s Degrees
- Evening & weekend classes
- In-person, online or hybrid classes
- Located on EvCC’s Campus

8 Universities. Endless Opportunities.

B.A. ENVIRONMENTAL POLICY & PLANNING
Gain the knowledge and skills to understand environmental processes and problems. Employment opportunities in analysis, assessment, monitoring, and administration.

Contact: Nancy Bluestein-Johnson
nancy.bluestein-johnson@wwu.edu or 360.417.6521

B.S. ENVIRONMENTAL SCIENCES
The knowledge of how natural systems work is applied to solving problems largely created by human activities. Career paths include government, universities and private sector.

Contact: Nancy Bluestein-Johnson
nancy.bluestein-johnson@wwu.edu or 360.417.6521

B.A. ELEMENTARY EDUCATION
Earn your teaching degree, certificate or add a Special Education or Elementary Education Endorsement to an existing WA teaching certificate. Take evening classes while you continue to work.

Contact: Sue Burke
Eled.everett@wwu.edu or 425.259.8918

B.A. HUMAN SERVICES
Prepare to assist people in fulfilling their physical, mental and emotional needs. Gain the knowledge and skills to work with a range of community agencies. Career options: Youth and Family Services, Mental Health, Non-profit Management, etc.

Contact: Program Coordinator
HS.everett@wwu.edu or 425.259.8919

WEEKEND MBA PROGRAM
Master of Business Administration - For active managers, professionals and executives with significant experience. Prepare to advance your career with class focus on analytical, theoretical, and interpersonal skills.

Contact: Garry Daniel
Weekendmba@wwu.edu or 360.650.7780

MASTER IN TEACHING DEGREE PROGRAM
Secondary Education - for students who wish to complete a Master’s degree while gaining State of Washington Residency certification. B.A. and specific academic prep required.

Contact: Bobbie Rogers
Bobbie.Rogers@wwu.edu or 425.259.8891

M.A. REHABILITATION COUNSELING
Prepares rehabilitation professionals to assist individuals with disabilities in attaining independence, employment and full community participation. Career opportunities exist in hospitals, state agencies, rehabilitation centers, etc.

Contact: Alexa Burns
RC.info@wwu.edu or 425.259.8921

M. ED. CONTINUING AND COLLEGE EDUCATION
Prepare to teach, train, and administer education programs in community or technical colleges, universities, continuing education, business and industry, and non-profit organizations.

Contact: Tony Jongejan
Tony.jongejan@wwu.edu or 360.650.3381

B.S. MECHANICAL ENGINEERING
Engineering education covering both breadth and depth of mechanical engineering theory, design and practice; to conduct applied research in support of local and regional industries. ABET accredited. Contact us for information about Civil or Electrical Engineering.

Contact: Jeanne Kraske
jkraske@stmartin.edu or 425.259.8893

Interested in Civil or Electrical Engineering? Let us Know!
A degree is closer than you think!

**B.S. INTERDISCIPLINARY STUDIES - SOCIAL SCIENCES**

Designed for students looking for broader degree options. Can be individualized to the student’s personal interests.

Contact: **Ed Kingston**

kingstoe@cwu.edu or 425.259.8933

**B.S. INTERDISCIPLINARY STUDIES - SOCIAL SCIENCES**

A degree is closer than you think!

**B.S. INTERDISCIPLINARY STUDIES - SOCIAL SCIENCES**

Designed for students looking for broader degree options. Can be individualized to the student’s personal interests.

Contact: **Ed Kingston**

kingstoe@cwu.edu or 425.259.8933

**B.A. LIBERAL ARTS – RESERVATION BASED**

Located at the Tulalip Reservation, this community-determined program serves those who live/work on a reservation or have social/cultural ties to tribal communities.

Contact: **Renee Swan-Waite**

swanwaire@evergreen.edu or 360.920.7745

**B.S. INFORMATION TECHNOLOGY & ADMINISTRATIVE MANAGEMENT (ITAM)**

2 Specializations

**Administrative Management – Tech A.T.A. Required**

For those interested in advancing their business careers in management, government and not-for profit sectors.

**Information Technology – A.T.A. Required**

For those wanting a productive and challenging career in information technology and administrative management.

Contact: **Terry Linkletter**

Linklett@cwu.edu or 425.259.8934

**ONLINE BACHELOR’S & MASTER’S PROGRAMS**

HIU is a Christian University dedicated to providing a challenging and rewarding educational experience. Online or dual delivery model with occasional seminars.

- B.S. Human Development
- B.S. Business Administration
- B.S. Christian Ministry
- B.S. Intercultural Studies/Missions
- Master of Business Administration
- Master of Science in Management

Contact: **Bruce Sanders**

bsanders@hiu.edu or 360.402.0520

**MASTER OF SOCIAL WORK**

Prepares social workers for practice in the public sector or private agencies which address the needs of oppressed and disadvantaged populations.

Contact: **Nancy Fagan**

nfagan@ewu.edu or 425.259.8925

**RN TO BSN**

This one day a week, 5 quarter program is suited for nurses who have completed an Associate Degree or Diploma nursing program and who already have their RN license.

Contact: **Kerri Hatfield**

khatfield@uwb.edu or 425.352.3530

**B.A. LIBERAL ARTS – RESERVATION BASED**

Located at the Tulalip Reservation, this community-determined program serves those who live/work on a reservation or have social/cultural ties to tribal communities.

Contact: **Renee Swan-Waite**

swanwaire@evergreen.edu or 360.920.7745

**ONLINE BACHELOR’S & MASTER’S PROGRAMS**

- Business Administration
- Human Development
- Social Sciences
- Criminal Justice
- Humanities
- M.S. Agriculture
- Nursing
- M.S. Engineering Management

Go to http://distance.wsu.edu for program information.

**Get Started Today - It’s Easy!**

1. View program materials at:

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

2. Attend an Information Session -
   - Meet with faculty
   - Learn about the program
   - Discover next steps
   - Dates posted on the website

3. Call for an advising appointment:

   425.259.8900
**ADULT EDUCATION**

**ADULT BASIC EDUCATION**

Adult Basic Education (ABE) focuses on basic reading, writing, and math skills from beginning to intermediate levels. Students work with the areas that need improvement and progress until they meet their own goals. An initial assessment is given to knoe where to begin. For more information, contact the Adult Education Department at 425-388-9291.

**ENGLISH AS A SECOND LANGUAGE**

Everett Community College offers English as a Second Language (ESL) courses for immigrants and refugees with limited English ability who want to improve their English speaking, reading, and writing skills. To sign up for ESL courses, contact Learning Services 425-388-9291.

**CAREER DEVELOPMENT**

All students in Adult Education programs are eligible to receive FREE aptitude and career exploration services from Everett Community College. Already know what career you are interested in? Ask the Career Center about starting salaries and training requirements at 425-388-9263.

**GED PREPARATION**

This is a FREE program that provides educational opportunities with a strong connection to career development and professional technical training to out-of-school youth. Students may be eligible if they are 16 through 21 years of age, have not earned a high school diploma, have at least an 8th grade reading level, and have been out of school for at least 60 days. Call Youth Re-engagement Office, 425-259-8738.

**YOUTH RE-ENGAGEMENT**

This is a FREE program that provides educational opportunities with a strong connection to career development and professional technical training to out-of-school youth. Students may be eligible if they are 16 through 21 years of age, have not earned a high school diploma, have at least an 8th grade reading level, and have been out of school for at least 60 days. Call Youth Re-engagement Office, 425-259-8738.

**HIGH SCHOOL COMPLETION PROGRAM**

If you left high school before you earned your diploma, you can still complete this “unfinished business.” Whether you were originally in high school 20 or 30 years ago, or if you dropped out last week, Everett Community College can help you pick up the pieces and earn a Washington State Adult High School Diploma.

**WHO CAN PARTICIPATE?** Any adult who is 16 years old or older is eligible. Students 18 years of age and under or whose high school class has not graduated, must have the permission of their local high school to enter this program.

**HOW DO YOU GET STARTED?** You must secure an official copy of your high school transcript in a sealed envelope from your last school of attendance. Then you can make an appointment with an Everett Community College high school completion advisor to review your previous credits and determine which classes you need to take in order to graduate. To make an appointment, call 425-388-9291.

**WHAT DOES IT COST?** If you are 19 years old, or older, and a Washington State resident, you may qualify for a tuition waiver. For those who qualify, Everett Community College will waive 75% of the regular tuition for classes that fulfill high school diploma requirements. Students under 19 years of age pay full College tuition. All students must pay for their textbooks, special fees, and lab fees.

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### DAYTIME ABE/GED CLASSES AT EVERTON COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 013</td>
<td>ABE Math Level 1</td>
<td>MTWTh 9-10:20am</td>
<td>BAK 113</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>ABE 023</td>
<td>ABE Math Level 2</td>
<td>MTWTh 9-10:20am</td>
<td>BAK 113</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>ABE 033</td>
<td>ABE Math Level 3</td>
<td>MTWTh 9-10:20am</td>
<td>BAK 113</td>
<td>Jan 3</td>
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</tr>
<tr>
<td>ABE 043</td>
<td>ABE Math Level 4</td>
<td>MTWTh 9-10:20am</td>
<td>BAK 208</td>
<td>Jan 3</td>
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</tr>
<tr>
<td>GED 053</td>
<td>GED Math Level 5</td>
<td>MTWTh 9-10:20am</td>
<td>GWH 366</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>ABE 021</td>
<td>ABE Comm Level 2</td>
<td>MTWTh 10:30-11:50am</td>
<td>BAK 113</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>ABE 031</td>
<td>ABE Comm Level 3</td>
<td>MTWTh 10:30-11:50am</td>
<td>BAK 113</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>ABE 041</td>
<td>ABE Comm Level 4</td>
<td>MTWTh 10:30-11:50am</td>
<td>BAK 208</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>GED 051</td>
<td>GED Comm Level 5</td>
<td>MTWTh 10:30-11:50am</td>
<td>GWH 366</td>
<td>Jan 3</td>
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<tr>
<td>ABE 013-040</td>
<td>ABE Computer Assisted Level 1-4</td>
<td>MTW 1-2:30pm</td>
<td>RAI 203</td>
<td>Jan 3</td>
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<tr>
<td>GED 050</td>
<td>GED Computer Assisted Level 5</td>
<td>MTW 1-2:30pm</td>
<td>RAI 203</td>
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### EVENING ABE/GED CLASSES AT EVERTON COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start</th>
</tr>
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<tbody>
<tr>
<td>ABE 013</td>
<td>ABE Math Level 1</td>
<td>TTh 6-7:20pm</td>
<td>OLY 131</td>
<td>Jan 4</td>
<td></td>
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<tr>
<td>ABE 023</td>
<td>ABE Math Level 2</td>
<td>TTh 6-7:20pm</td>
<td>OLY 131</td>
<td>Jan 4</td>
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</tr>
<tr>
<td>ABE 033</td>
<td>ABE Math Level 3</td>
<td>TTh 6-7:20pm</td>
<td>RAI 202</td>
<td>Jan 4</td>
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<tr>
<td>ABE 043</td>
<td>ABE Math Level 4</td>
<td>TTh 6-7:20pm</td>
<td>RAI 202</td>
<td>Jan 4</td>
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<tr>
<td>GED 053</td>
<td>GED Math Level 5</td>
<td>TTh 6-7:20pm</td>
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<tr>
<td>ABE 021</td>
<td>ABE Comm Level 2</td>
<td>TTh 7:30-8:50pm</td>
<td>OLY 131</td>
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<tr>
<td>ABE 031</td>
<td>ABE Comm Level 3</td>
<td>TTh 7:30-8:50pm</td>
<td>OLY 131</td>
<td>Jan 4</td>
<td></td>
</tr>
<tr>
<td>ABE 041</td>
<td>ABE Comm Level 4</td>
<td>TTh 7:30-8:50pm</td>
<td>RAI 202</td>
<td>Jan 4</td>
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<tr>
<td>GED 051</td>
<td>GED Comm Level 5</td>
<td>TTh 7:30-8:50pm</td>
<td>RAI 200</td>
<td>Jan 4</td>
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### EVENING ESL CLASSES AT EVERTON COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
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<th>Start</th>
</tr>
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<tr>
<td>ESL 010</td>
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<td>Jan 3</td>
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<tr>
<td>ESL 020</td>
<td>ESL Level 2</td>
<td>MTWTh 9-11:50am</td>
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<tr>
<td>ESL 030</td>
<td>ESL Level 3</td>
<td>MTWTh 9-11:50am</td>
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<td>Jan 3</td>
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<tr>
<td>ESL 040-050</td>
<td>ESL Level 4 &amp; 5</td>
<td>MTWTh 9-11:50am</td>
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<td>Jan 3</td>
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<tr>
<td>ESL 010-020</td>
<td>ESL Levels 1 &amp; 2</td>
<td>MTWTh 12:2-50pm</td>
<td>MON 212</td>
<td>Jan 3</td>
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</tr>
<tr>
<td>ESL 030-040</td>
<td>ESL Levels 3 &amp; 4</td>
<td>MTWTh 12:2-50pm</td>
<td>MON 211</td>
<td>Jan 3</td>
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<tr>
<td>ESL 040-050</td>
<td>ESL Levels 4 &amp; 5</td>
<td>MTWTh 12:2-50pm</td>
<td>RAI 200</td>
<td>Jan 3</td>
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### EVENING ESL CLASSES IN ARlington

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<thead>
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<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start</th>
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<tbody>
<tr>
<td>ESL 010</td>
<td>ESL Level 1</td>
<td>MW 6-8:50pm</td>
<td>RAI 201</td>
<td>Jan 3</td>
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<tr>
<td>ESL 020</td>
<td>ESL Level 2</td>
<td>MW 6-8:50pm</td>
<td>OLY 126</td>
<td>Jan 3</td>
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<td>ESL 030</td>
<td>ESL Level 3</td>
<td>MW 6-8:50pm</td>
<td>BAK 104</td>
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<td>ESL 050</td>
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<td>MW 6-8:50pm</td>
<td>OLY 131</td>
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### EVENING ESL CLASSES IN SULTAN

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<thead>
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<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>ESL 010</td>
<td>ESL Level 1</td>
<td>MW 6-8:50pm</td>
<td>RAI 201</td>
<td>Jan 3</td>
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<tr>
<td>ESL 020</td>
<td>ESL Level 2</td>
<td>MW 6-8:50pm</td>
<td>OLY 126</td>
<td>Jan 3</td>
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</tr>
<tr>
<td>ESL 030</td>
<td>ESL Level 3</td>
<td>MW 6-8:50pm</td>
<td>BAK 104</td>
<td>Jan 3</td>
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<tr>
<td>ESL 040</td>
<td>ESL Level 4</td>
<td>MW 6-8:50pm</td>
<td>RAI 200</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>ESL 050</td>
<td>ESL Level 5</td>
<td>MW 6-8:50pm</td>
<td>OLY 131</td>
<td>Jan 3</td>
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### EVENING ESL CLASSES IN MARSHVILLE

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<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start</th>
</tr>
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<tbody>
<tr>
<td>ESL 010</td>
<td>ESL Level 1</td>
<td>TTh 6-8:50pm</td>
<td>Park Place Middle School</td>
<td>Jan 4</td>
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### EVENING ESL CLASSES AT MARINER

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 010</td>
<td>ESL Level 1-5</td>
<td>TTh 6-8:50pm</td>
<td>Park Place Middle School</td>
<td>Jan 4</td>
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### EVENING HIGH SCHOOL COMPLETION CLASSES AT EVERTON COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>Social Studies</td>
<td>DAILY 8-8:50pm</td>
<td>RAI 207</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>High School Science</td>
<td>DAILY 8-8:50pm</td>
<td>RAI 207</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>High School English</td>
<td>DAILY 8-8:50pm</td>
<td>RAI 207</td>
<td>Jan 3</td>
<td></td>
</tr>
</tbody>
</table>

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### HIGH SCHOOL COMPLETION CLASSES OFF-CAMPUS

High School Completion classes are offered at Park Place Middle School in Monroe and at Weston High School in Smokey Point. Call 425-388-9291 for more information.
HOW TO READ CLASS LISTINGS

Read the descriptions CAREFULLY! A lot of the classes have different fees and prerequisites for each individual section. This means that ENGL& 101 could have eight sections and two could have fees, two could be taught in a lab, and four could have different prerequisites. Don’t think that because the name of the course is the same that the same rules and fees apply every time.

1. Look for the fees – such as lab fees, class fees, fees per credit, studio fees, and special fees. They’ll all be listed in the description, so be aware of fees. You’re responsible for paying fees up front, and you don’t want to be surprised when you go to pay for your classes.

2. If a prerequisite, corequisite, or fee applies to a specific section, it will say so here and have an asterisk. It’s important to know that if there is a prerequisite, corequisite, or fee without an asterisk at the front, then it applies to EVERY section of that course. In the example shown to the left, the grade of C or higher prerequisite applies to every section, from A to C because it has no asterisk. The lab fee applies only to section C because it has an asterisk.

3. Some classes are split, like the Section C class shown to the left. The class meets in one room on some days, and in another room on other days. Split classes may meet at different times, in different places, or with different instructors. Make note of any split classes on your schedule, so you can keep track of your class.

SYMBOLS

OL Online course. EvCC Online courses begin January 3. WAOL Online courses begin January 6. Online fee: $2.50 per credit. See pages 12 and 13 for more information.

H Hybrid course; a portion of the work is done online. You must have reliable Internet access or you may use an EvCC open student computer lab. Class meets weekly on campus. Online fee: $2.50 per credit.

WE Web Enhanced classes are face-to-face courses that require the use of ANGEL or other web-based tools. Web enhanced classes: $2.50 per credit.

T In Telecourses students use a set of DVDs or video tapes that are checked out from the College library. In a telecourse, you also purchase textbooks from the College Bookstore and attend on-campus class sessions throughout the quarter.

ABBREVIATIONS

BUILDINGS

AHS Arlington High School
ASC Arlington/Stillaguamish Senior Center
BAK Baker Hall
BRC Broadway Center
CCEC Corporate & Continuing Education Center
CHS Cascade High School
COS Cosmetology
DHS Darrington High School
EHS Everett High School
ELC Early Learning Center
EWH Edmonds-Woodway High School
GHS Granite Falls High School
GWH Gray Wolf Hall
HAW Hawthorne Elementary School
HRZ Horizon Elementary School
HRH Horizon Program at Boeing
IND Index OQuad
JHC Jackson Center
KHS Kamiak High School
LHS Lakewood High School
LKH Lake Stevens High School
LMC Library Media Center
LYH Lynnwood High School
MAT Marysville Arts & Tech HS
MIHS Monroe High School
MNV Marysville Mountain View HS
MON Monte Cristo Hall
MRH Mariner High School
MSC Monroe Senior Center
MYH Marysville-Pilchuck High School
MYS Marysville Senior Center
NBI Nippon Business Institute
ODS Oly’s Dance School
OLY Olympic Hall
OFF Off-campus site
PFC Boeing Field Aviation Complex
PLP Pilchuck Hall
PPM Park Place Middle School
PSU Parks Student Union
RAI Rainier Hall
RLC Rainier Learning Center
SHH Shorecrest High School
SHK Shukaba Hall
SKY Sky Valley Education Center, Monroe
SNS Snohomish High School
SNO Sno-Isle Skills Center
SSC Stanwood Senior Center
STD Stanwood Elementary School
STH Stanwood High School
SUI VIDA Sky Valley Resource Center, Sultan
TFC Trojan Fitness Center

OTHER ABBREVIATIONS

CR Corequisite
HY Hybrid Course
LC Learning Community
OL Online course
PR Prerequisite
TBA To Be Arranged
TC Telecourse

425-388-9219
www.everettcc.edu
 ACCOUNTING

For additional courses in Accounting and Bookkeeping see Corporate & Continuing Education Center.

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, financial statements and worksheets. Not intended for transfer. PR: MATH 070 or BUS 130 with a grade of C- or higher.

H 1110 MTWTh 10am-10:50am OLY 126  Reed B
Q 1114 OL Online Coughlin P

ACCT 112  Business Taxation  5
Fundamentals of federal income taxes for sole proprietorship form of business. Includes overview of federal law governing payroll taxes. Not intended for transfer. PR: ACCT 110 or ACCT&201 with a grade of C or higher. MATH 070 or BUS 130 with a grade of C- or higher.

H 1120 HY MTWTh 12pm-12:50pm OLY 126 Coughlin P

ACCT 113  Personal Finance  3
Introduction to planning, analyzing, managing, investing, growing and protecting personal financial resources. Includes money management, credit management, insurance, and investing. No prerequisites required. However, working familiarity with MS Word and Excel would be very helpful.

Q 1122 OL Online Reed B

ACCT&201 Principles of Accounting I  5
Introductory transfer-level accounting course. Required for all business administration transfer students. Explores processes, principles, and concepts governing preparation and interpretation of financial statements. PR: Recommended sophomore standing or completion of ACCT 110 or instructor permission.

* Section A (1136) is held at Tulalip Tribal Court, 6103 – 31st Ave. NE, Building B, Tulalip.

H 1130 HY1 MTWTh 9am-9:50am OLY 126 Reed B
Q 1134 HY2 MTWTh 1pm-1:50pm OLY 126 Coughlin P

ACCT&202 Principles of Accounting II  5
Continuation of ACCT&201. Focuses on issues and choices involved in asset valuation, income determination, and financial statement preparation. PR: Grade of C or higher in ACCT&201 or instructor permission.

H 1140 HY1 MTWTh 11am-11:50am OLY 131 Reed B
H 1144 HY2 T 7pm-9:30pm OLY 126 Keranen C
Q 1146 OL Online Coughlin P

ACCT&203 Principles of Accounting III  5
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 and analysis. PR: Grade of C or higher in ACCT&202 or instructor permission.

H 1152 HY MTWTh 11am-11:50am OLY 126 Coughlin P

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

Q 1154 OL Online Coughlin P

AMERICAN SIGN LANGUAGE

See the World Languages and Corporate & Continuing Education Center sections of this schedule.

ANTHROPOLOGY

ANTH& 115  Our Place in Nature  5
General study of the field of archaeology, which studies human cultures through an examination of material remains and the field of biological anthropology which looks at humans’ place in the natural world. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101.

Q 1502 OL Online Clarke C

ANTH 116D  Cultures in Context  5
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. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101.

Q 1503 OL Online Karnbacher K

ANTH 182  Service Learning  1-2
Combine volunteerism with academic applications of social, economic, and political issues important to the local community. Real-life application of skills and knowledge in the community. A maximum of six credits may be earned.

GWH 276 Clarke C

ANTH& 206D  Cultural 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. PR: Completion of ENGL 101 with a grade of C or higher or instructor permission.

* All sections of ANTH& 206D require 10 hours of Service Learning as part of the class contact hours and are arranged through the instructor to accommodate the student’s schedule.

* Section WA (1513) and Section WB (1515) are linked with a 1-credit ENGL 201W class and they must be taken currently.

ANTH& 215  Bioanthropology with Lab  5
Study of primates and hominids, including human evolution based upon evidence from genetics, comparative morphology, the fossil record and primate behavior. This course satisfies the Natural Science lab distribution credits. PR: Completion of ENGL 101 with a grade of C or higher AND completion of MATH 081 with a grade of C or higher or skills assessment at MATH 082 or higher level. Lab fee: $18.15.

H 1516 A MTW 8am-9:50am GWH 276 Clarke C
ANTH & 234D  Religion and Culture  5  Anthropological study of religious systems; compare belief systems through symbolism, rituals, doctrines, myths, religious specialists, personal, ecological, and social meaning. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL 101.

ANTH 255D  Medicine across Cultures  5  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 ANTH 255D and SOC 255D. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL 101.

**ART**

For additional courses in Art see Corporate & Continuing Education Center.

**ART & 100  Art Appreciation**  5  Introductory course in exploration of the language, processes and role of art in many media. Study of critical methods for understanding, analyzing and interpreting imagery. Art history and cultural art. Gallery and museum visit. Field trip fee: $10.50.

**ART 104  Beginning Painting**  3  Designed for the non-major. Introduces materials and techniques of oil painting with emphasis on representation of the visual world through form, shape, color, value, and technique. Introduction to the language of the visual arts. Self-support, non-tuition class. Class cost: $261. Lab fee: $25.65. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: ART 104.

**ART 105  Intermediate Painting**  3  Designed for the non-major. Emphasizes form, shape, color, value, and texture. May include an exploration of expression and style, and an investigation of styles, movements, and material in painting through history. Purchase art kit and supplies at the campus bookstore. Self-support, non-tuition class. Class cost: $261. Lab fee: $25.65. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: ART 104.

**ART 106  Advanced Painting**  3  Advanced course designed for the non-major. Further exploration of style, expression, investigation of movements, styles and material in painting through history. Purchase art kit and supplies at the campus bookstore. Self-support, non-tuition class. Class cost: $261. Lab fee: $25.65. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: ART 106.

**ART 107  Beginning Ceramics**  3  First of a sequence of courses for the non-major designed to develop fundamental skills to manipulate the ceramic medium. Introduction to the language of the visual arts as it pertains to ceramics. Lab fee: $31.20.

**ART 108  Intermediate Ceramics**  3  Second in a series of courses for the non-major designed to develop fundamental skills to manipulate the ceramic medium. Could include wheel throwing and glazing techniques. PR: ART 107. Lab fee: $31.20.

**ART 109  Advanced Ceramics**  3  Last of a sequence of courses for the non-major designed to develop fundamental skills to manipulate the ceramic medium, including wheel throwing and advanced glazing techniques. PR: ART 108. Lab fee: $31.20.
ART 124D Understanding World Art  
Study of visual language. Discussion and study of art across world cultures for the student with little experience in the visual arts.

* Section A (1603) includes a Field trip fee: $10.50.

**ART 202 Painting I**  
Fundamental painting skills through traditional imagery using the media of oil paint. Develops skills, style and expression. Advanced courses include contemporary modes of painting, mixed media, professional development and presentation. Lab fee: $42.75.

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**ART 201 Painting II**  
Fundamental painting skills through traditional imagery using the media of oil paint. Develops skills, style and expression. Advanced courses include contemporary modes of painting, mixed media, professional development and presentation. PR: ART 200. Lab fee: $42.75.

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**ART 200 Painting III**  
Fundamental painting skills through traditional imagery using the media of oil paint. Develops skills, style and expression. Advanced courses include contemporary modes of painting, mixed media, professional development and presentation. PR: ART 201. Lab fee: $42.75.

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**ART 203 Painting IV**  
Advanced studio practice of painting skills using the media of oil paint, including contemporary modes of painting, mixed media techniques, professional development and presentation. PR: ART 202. Lab fee: $42.75.

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**ART 221 Western Art History: 15-18th Century**  
Survey of 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. Field trip fee: $10.50.

**ART 240 Printmaking I**  
Beginning study of printmaking techniques including monotype, intaglio, and chine collage. Students develop skills in the print process, technical information, and the language of printmaking. PR: ART 115 or instructor permission. Lab fee: $25.65.

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**ART 241 Printmaking II**  
Continued focus on the development of printmaking skills with emphasis on principles and elements of art as they apply to printmaking. PR: ART 240 or instructor permission. Lab fee: $25.65.

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**ART 270 Ceramics I**  
Beginning instruction in the development of skills needed to manipulate the ceramic medium. The use of various forming methods, technical information, and language of the ceramic medium. Lab fee: $52.

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**ART 271 Ceramics II**  
Continued focus on the development of skills with emphasis on principles and elements of art as they apply to ceramics. PR: ART 270. Lab fee: $52.

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**ART 272 Ceramics III**  
Continued focus on development of skills in the ceramic medium, including wheel throwing, glazing and firing techniques. Projects develop physical skills, style, and an understanding of functional and sculptural aesthetics. PR: ART 271. Lab fee: $52.

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**ART 294 Studio Practice**  
Students develop a body of work with emphasizing personal exploration, contemporary issues, research on materials and techniques, and presentation. For advanced students with substantial coursework or who are near degree completion. Self-support, non-tuition class. Cost: $174. Lab fee: $17.10. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: Minimum of 20 credits of Studio Art or instructor permission.

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**ASTRONOMY**

**ASTR& 115 Stars, Galaxies & Cosmos**  
Introduction to the current state of research into the structure, origin and evolution of the universe. PR: ENGL 098 with a grade of C or higher (or equivalent) and MATH 099 or equivalent. Lab fee: $29.50.

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**ATMOSPHERIC SCIENCE**

ATM S 101 Weather 5
Earth’s atmosphere, with emphasis on weather observations and forecasting. PR: ENGL 098 or equivalent and MATH 080 or equivalent. Lab fee: $37.50.
* Self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

| 1750 A MWF 10am-11:50am WHI 238 | Walker D |

**AVIATION MAINTENANCE**

For A & P Test Prep see Corporate & Continuing Education Center.

All new Aviation Maintenance students must attend an information session on November 4, December 9, January 13, February 10, or March 10. Sessions are held at 2:30pm at Paine Field, Building C-80. If you have any questions, please call 425-388-9533.

AVA 102 Powerplant Technology 20
Theory and Practice: Aircraft engine electrical and ignition systems, maintenance and overhaul of aircraft reciprocating engines. Students inspect, check, service and repair opposed and radial engine installations. Instructor permission only. PR: ENGL 098 and MATH 075 or higher via an assessment test score. High school graduate, or equivalent; 18 years old; Able to read, write, speak and understand English in accordance with FAR 65.71.

* Section J (1832) has a lab fee of $63.10.

| 1830 A Daily 8am-10am PFC 8010 Ballard A |
| 1832 J Daily 10am-2:30pm PFC 8101 Ballard A |

AVA 199 Special Project 1-5
Projects will be assigned by the instructor. PR: Instruction Permission Only.

| 1834 A TBA PFC 8008 Porter A |

AVA 203 Airframe Technology 20
Theory and Practice: Principles and techniques of maintenance and repair of aircraft sheet metal structures, fuel systems, welding, and assembly and rigging of aircraft. Instructor permission only. PR: ENGL 098 and MATH 075 or higher via an assessment test score. High school graduate, or equivalent; 18 years old; Able to read, write, speak and understand English in accordance with FAR 65.71.

* Section J (1842) has a lab fee of $63.10.

| 1840 A Daily 8am-10am PFC 8008 Porter A |
| 1842 J Daily 10am-2:30pm PFC 8101 Porter A |

**BIOLOGY**

BIOL 105 Disease in Modern Society 5
General concepts of infectious disease, the process of science, and application of biology to human beings and society. For non-science majors. PR: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with grade of C or higher or skills assessment at ENGL& 101 or higher level.

| 1990 A MTWF 9am-9:50am SHK 134 Kratz R |
| 1992 OL Online Cabral S I |

BIOL& 100 Survey of Biology 5
General concepts of living organisms, the process of science, and application of biology to human beings and society. For non-science majors. PR: ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher; and MATH 080 or skills assessment at MATH 081 or higher, and CHEM& 121 or higher or one year of high school chemistry within the last five years with a grade of C or higher. Lab fee: $29.50.

| 1980 A MTWF 11am-11:50am SHK 232 Staff |

BIOL& 211 Majors Cellular 5
Principles of cellular biology as they apply to organisms. PR: ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher, and MATH 080 or skills assessment at MATH 081 or higher. Lab fee: $29.50.

| 2030 A MF 8am-8:50am SHK 145 Schwartz F |
| 2032 B MF 8am-8:50am SHK 145 Schwartz F |
| 2034 C MF 10am-10:50am SHK 141 Staff |
| 2036 D MF 10am-10:50am SHK 141 Staff |
| 2038 E MTThF 12pm-12:50pm SHK 232 Staff |
| 2040 S MW 6pm-7:50pm SHK 141 Staff |

**ATMOSPHERIC SCIENCE**

ATM S 101 Weather 5
Earth’s atmosphere, with emphasis on weather observations and forecasting. PR: ENGL 098 or equivalent and MATH 080 or equivalent. Lab fee: $37.50.

See page 19 for more information about these symbols.
BIOL& 211P  P/S Majors Cellular  1
Problem session to accompany BIOL& 211. In-depth analysis of concepts and course content, lab report preparation. Non-transferable. CR: Concurrent enrollment in BIOL& 211 required.

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<th>Section</th>
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<td>2046</td>
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<td>SHK 232</td>
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BIOL& 221  Majors Ecology/Evolution  5
Mendelian genetics, evolution, biodiversity of life forms, and ecology. For students intending to major in the sciences. PR: CHEM& 161 with a grade of C or higher, or concurrent enrollment in CHEM& 161, or instructor permission. Lab fee: $37.50.

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BIOL& 221P  P/S Majors Ecology/Evolution  1
Problem session to accompany BIOL& 221. In-depth analysis of concepts and course content, lab report preparation. Non-transferable. CR: Concurrent enrollment in BIOL& 221 required.

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BIOL& 222  Majors Cell/Molecular  5
Metabolism and energetics, structure and function of biomolecules, cell structure and function, current applications of biotechnology and molecular biology. For students intending to major in the sciences. PR: BIOL& 221 with a grade of C or higher and CHEM& 162 with a grade of C or higher or concurrent enrollment in CHEM& 162, or instructor permission. Lab fee: $29.50.

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BIOL& 222P  P/S Majors Cell/Molecular  1
Problem session to accompany BIOL& 222. In-depth analysis of concepts and course content, lab report preparation. Non-transferable. CR: Concurrent enrollment in BIOL& 222 required.

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<td>Pape-Lindstrom P</td>
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BIOL& 231  Human Anatomy  6
Detailed examination of the structure of the human body using charts, models, and computer programs, fresh animal specimen dissection, and the preserved cat. For biology and allied health professional majors. PR: BIOL& 211 with a grade of C or higher, and CHEM& 121 at a grade of C or higher. Lab fee: $60.

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BIOL& 232  Human Physiology  6.5
Detailed study of the functioning and interrelationships of the organ systems of the human body using diagnostic lab exercises and computer software. BIOL& 211 with a grade of C or higher, and CHEM& 121 or higher, or one year of high school chemistry within the last five years with a grade of C or higher, and BIOL& 231 with a grade of C or higher. Lab fee: $37.50.

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BIOL& 260  Microbiology  5
Survey of microorganisms and their biological activities, with special emphasis on bacteria. PR: BIOL& 211 or BIOL& 222 and BIOL& 223 or BIOL& 232, all with a grade of C or higher. Lab fee: $117.20.

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BUSINESS
For additional courses in business related fields see, Medical Coding, Medical Transcription, Corporate & Continuing Education Center, Computer Science, and Computer Literacy.

The Business/Accounting/Econ/Entrepreneurship program will do a general advising session in Olympus Hall 125 on November 3 from 9-10 am followed by individual appointments. All full-time faculty advisors will be there: Dongwa Hu, Bill Reed, Chad Lewis, Pat Coughlin, and Lynne Munoz.

BUS& 101  Introduction to Business  5
Survey of, and orientation to, the American business system. Overview of business environment, private enterprise system and management processes. Introductory course for students majoring in any field of study.

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BUS 104  Business English  5
Focuses on standards and conventions of written English. Includes proofreading and editing.

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<td>Markovich T</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td></td>
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</tr>
<tr>
<td>BUS 105</td>
<td>Small Business Essentials</td>
<td>The study of entrepreneurship, with emphasis on identifying market opportunities and the development of marketing and business plans to meet these opportunities. Major business functions and the business lifecycle will be explored.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 110D</td>
<td>Business Communications</td>
<td>Study of business communications principles within the global workplace. Includes writing and speaking assignments to diverse audiences. Also includes listing skills and interpreting nonverbal communication within varying cultures. PR: Recommended: BUS 104 and placement in ENGL 098.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 130</td>
<td>Business Computations</td>
<td>Apply mathematical concepts Excel to complete basic math operations, fractions, percent, percent increase/decrease, bank reconciliation, payroll, taxes and insurance, discounts, interest, mortgages, and depreciation. PR: Strong working knowledge of arithmetic or completion of MATH 070 or equivalent recommended. CL 101 or equivalent recommended.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 150</td>
<td>Principles of Marketing</td>
<td>Introductory course in marketing concepts. Study of business activities that direct the flow of goods and services. Also includes promotion, distribution and pricing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 165</td>
<td>Service Essentials for Business</td>
<td>Theory and skills relating to internal and external customer service. Elements of service culture, behavioral styles, verbal and nonverbal communication, diversity, customer loyalty, and service recovery.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 190</td>
<td>Business Seminar</td>
<td>Seminar covers various subjects in the areas of management, marketing, and operations. Seminar topics will be current issues/events in these fields that are in the published curriculum. Small group discussion and hands-on application are emphasized in this learner-centered course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 191</td>
<td>Business Internship</td>
<td>Provides students with a supervised work environment to apply their management, marketing and operations knowledge in either a for-profit for non-profit organization, to foster professional growth, and to gain self-confidence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 200</td>
<td>Principles of Management</td>
<td>Intro to basic principles of good business management. Consideration of basic management functions of organizing, planning, directing, staffing, and controlling.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 205</td>
<td>Entrepreneurship I</td>
<td>The first in a two-course series immersing students in the world of business. Focus on inventing, developing, launching and managing a new business. This hands-on course involves off campus activities and online interaction. Students will work in teams to set goals for successful implementation of the new venture. PR: BUS 105 or instructor permission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 210</td>
<td>Essentials of Public Relations</td>
<td>Introduces students to the multifaceted world of public relations and the process that drives PR: research, planning, analysis and persuasion. Students apply concepts and skills required influencing public opinion over the brand, relevance and image of a business. PR: BUS 110D or ENG 101.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUSINESS TECHNOLOGY**

For additional courses in business-related fields see Medical Coding, Medical Transcription, Corporate & Continuing Education Center, Computer Science, and Computer Literacy.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 100</td>
<td>Beginning Keyboarding</td>
<td>Introduces key-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.</td>
</tr>
<tr>
<td>BT 105</td>
<td>Keyboard--Speed/Accuracy</td>
<td>Improves 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. PR: BT 100, typewriting by touch or instructor permission.</td>
</tr>
<tr>
<td>BT 115</td>
<td>Records Management</td>
<td>Creation, maintenance, and disposition of records. Retrieving and storing records utilizing manual methods and computer database programs.</td>
</tr>
</tbody>
</table>

See page 19 for more information about these symbols.
BT 130  Editing/Transcription  5
Develops transcription and editing skills; understanding of the mechanics of good writing. Business correspondence is transcribed using WAV files and appropriate software. PR: Touch keyboarding proficiency and BUS 104 or concurrent enrollment or instructor permission.

* Section HY (2340) has a lab fee: $25.75.
* Section HY9 (2344) has a lab fee: $41.

H 2340 HY TTh 12pm-12:50pm OLY 129 Markovich T
H 2344 HY9 TTh 7pm-9:15pm OLY 129 Porter K

BT 145  Civil Litigation  5
Focus on general legal terminology and vocabulary as well as pretrial and trial procedure. Proofreading and writing mechanics are emphasized. Transcribe correspondence and pleadings using WAV files and appropriate hardware/software. PR: Touch keyboarding and BUS 104 or concurrent enrollment or instructor permission.

* Section HY (2350) has a lab fee: $25.75.

H 2350 HY TTh 12pm-12:50pm OLY 129 Markovich T
OL 2352 OL Online Markovich T

BT 146  Will/Probate/Domestic Relations  5
Develops transcription and editing skills; focuses on wills, probate, and family law procedures. Transcribe correspondence, legal documents and forms. Documents are transcribed using WAV files and appropriate software. PR: Touch keyboarding and BUS 104 or concurrent enrollment or instructor permission.

* Section HY (2354) has a lab fee: $25.75.

H 2354 HY TTh 12pm-12:50pm OLY 131 Markovich T
OL 2356 OL Online Markovich T

BT 162  Job Search & Professional Development  5
Focuses on skills, attitudes, and practices needed for effective job search. Includes self-assessment, employer research, resume creation, cover and follow-up letters, and interview techniques.

H 2360 HY TTh 11am-11:50am BAK 111 Lusier L

BT 180  Principles of Medical Insurance  5
Introduction of the medical billing cycle. Explanation of health insurance policies, analysis of insurance forms, and recognition of legal issues and medical confidentiality (HIPAA).

H 2366 HY TTh 11am-12:50pm GWH 162 Kneifel K

BT 182  Medical Office Reception  5
Preparation to perform reception, telephone and administrative tasks in a medical front office setting. Introduction to working in the electronic health record. PR: CL 101, HLTH 100.

H 2374 HY TTh 10am-10:50am GWH 162 Sandvik D

BT 219  Introduction to MS Word  5
Introduces word processing functions and applications using Microsoft Word. PR: CL 101 recommended.

* Section HY (2400) has a lab fee: $25.75.
* Section HY9 (2406) has a lab fee: $41.

H 2400 HY TTh 9am-9:50am OLY 129 Willestoft K
H 2406 HY9 TTh 7pm-9:15pm OLY 129 Porter K

BT 229  Advanced Microsoft Word  5
Comprehensive study of the advanced functions of Microsoft Word and an introduction to Microsoft Office Publisher. PR: BT 219 or instructor permission.

* Section HY (2402) has a lab fee: $25.75.
* Section HY9 (2408) has a lab fee: $41.

H 2402 HY TTh 9am-10:50am OLY 129 Willestoft K
H 2408 HY9 TTh 7pm-9:15pm OLY 129 Porter K

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. PR: CL 101 or equivalent. Lab fee: $41.

H 2414 HY TTh 5:30pm-6:50pm OLY 130 Porter K

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. PR: CL 101 or instructor permission. Lab fee: $25.75.

H 2416 HY TTh 9am-9:50am OLY 130 Markovich T

BT 252  Internship  1-4
On-the-job work experience in occupations directly related to student’s career choice. Internships arranged with private industry, governmental agencies, and non-profit organizations. May be repeated up to a total of four credits. PR: Instructor Permission Only.

H 2422 HY9 TTh 5:30pm-6:50pm OLY 130 Porter K

BT 261  Advanced Office Procedures  5
Build and refine skills in office management, travel arrangements, human relations, telephone techniques, electronic scheduling, and keyboarding. Use integrated software to create databases, spreadsheets, documents, and presentations. PR: CL 101, BT 115, 219, 240, 242, BUS 104, 110, 130 and instructor permission. Recommended: BT 162 and BT 229.

OL 2429 OL Online Markovich T

CHEMISTRY

CHEM& 121 Introduction to Chemistry  5
Atomic structure, chemical bonding, nomenclature, states of matter, solution, acids, bases and salts, reaction rates and chemical equilibrium. PR: ENGL 098 with a grade of C or higher, or placement into MATH 082, MATH 088 or MATH 090 with a grade of C or higher, or placement into MATH 099 via an assessment test score. Lab fee: $37.50.

* Section MO (2510) is being taught at Monroe High School and is open to all interested students who meet the eligibility requirements.
* Sections A (2500), B (2502 and MO (2510) are self-support, non-tuition classes.

Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

M 2500 A TTh 10am-11:50am WHI 103 Staff
M 2502 B TTh 10am-11:50am WHI 103 Staff
M 2504 C MTWTh 10am-11:50am WHI 104 Brockett A
M 2506 D MTWTh 11am-12:50pm WHI 104 Powell S
M 2508 E MTWF 8am-8:50am WHI 103 Staff
M 2510 MO MW 4:50pm-7:40pm MHS 709 Staff
M 2512 S MW 5pm-6:50pm WHI 103 Kantulis M
T 5pm-6:50pm WHI 332
See the World Languages section of this schedule.
COMPOSITE TECHNOLOGY

CT 121  Materials 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, the purposes and properties of core materials and Non-Destructive Inspection (NDI.)

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.

* Sections HY1 (2750), HY2 (2751), HY3 (2752), HY4 (2753), HY7 (2759) have a lab fee: $25.75.
* Section A (2754) is held at Tulalip Tribal Court, 6103 – 31st Ave. NE, Building B, Tulalip.

CL 102  Computer Use & File Management  2
Overview of the basic functions of a computer and its operating system. Includes understanding of the computer environment, working with basic windows tasks, managing files, understanding viruses, and dealing with printer setup and output. Lab fee: $10.20.

CL 103  Word Processing  2
Overview of Word. Includes creating and formatting documents and duplicating and moving text within and between documents, creating standard tables, using pictures and images in a document, and using mail merge tools. Lab fee: $10.20.

CL 104  Spreadsheets  2
Provides an 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. Lab fee: $10.20.

CL 105  Databases  2
Provides an overview of Access. Includes creating and modifying Access tables, queries, forms, and reports; creating relationships between tables and retrieving and manipulating information by using queries and sort tools. Lab fee: $10.20.

CL 106  PowerPoint Presentations  2
Provides an overview of PowerPoint. Includes creating, formatting, modifying and preparing presentations using different slide layouts, duplicating and moving text, pictures, images, and using slide show effects. Lab fee: $10.20.

CL 107  Basic Computer Systems  2
Focus is on providing an 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. Lab fee: $10.20.

COMPUTER SCIENCE

CS 108  Introduction Operating Systems  5
Introductory course focusing on the fundamentals of computer operating systems and the user interface. PR: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready. Lab fee: $41.

CS 110  Introduction to Programming  5
This course is designed for the student who has no or very little programming knowledge and experience. The goal is for the student to gain an understanding of programming concepts, constructs, and terminology using a variety of programs. PR: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready. Lab fee: $41.

CS 117  Introduction to Computer Networking  5
Provides an introduction to computer networks including both theory and practical experience. Emphasizes fundamentals of server/client, wired and wireless network management. PR: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready. Lab fee: $41.

CS 120  Beginning Web Pages  5
Beginning course in web page construction using a markup or document oriented language. A brief introduction to XML will be included. Will also include the use of scripting language such as JavaScript. PR: Completion of DEVED 104 with grade of C or higher or assessment score in reading indicating student is college-ready. CL 101 or instructor permission. Lab fee: $41.

CS 122  LAN Architecture  5
Presents the concepts and configuration skills involved in designing, installing, and maintaining a Cisco switched Local Area Network. Lab work will focus on using hubs and switches to create a segmented network. PR: CS 117 or instructor permission. Lab fee: $41.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 126</td>
<td>Relational Database Mgmt</td>
<td>5</td>
<td>Converting Relational Data Models to physical databases using SQL Server and Access. PR: CS 124 or instructor permission. Lab fee: $41.</td>
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</tr>
<tr>
<td>CS 131</td>
<td>Computer Science I C++</td>
<td>5</td>
<td>Course in development of software skills using C++ programming language. Introduces programming concepts, variable declarations and assignment statements. PR: MATH 100 with a grade of C (2.0) or higher, or CS 110 or instructor permission. Lab fee: $41.</td>
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</tr>
<tr>
<td>CS 161</td>
<td>PC Technician I</td>
<td>5</td>
<td>Focus will be on primary hardware features, types, and components of PC’s and workstations as related to the A+ Certification Test. PR: CS 108 and DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready. Lab fee: $41.</td>
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</tr>
<tr>
<td>CS 162</td>
<td>PC Technician II</td>
<td>5</td>
<td>Advanced topics in PC operating systems with an emphasis on gaining technical expertise in preparation for A+ certification testing. PR: CS 108 or instructor permission. Lab fee: $41.</td>
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</tr>
<tr>
<td>CS 195</td>
<td>Computer Careers Internship</td>
<td>1-5</td>
<td>Provides students with a safe, supervised work environment to apply their academic skills. Allows students to put into practice administrative and technical skills. PR: CS 161 or CS 120 or CS 124 or instructor permission. Class will meet only 1st day of class in Jackson.</td>
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</tr>
<tr>
<td>CS 210</td>
<td>Application Tech Support</td>
<td>5</td>
<td>Familiarizes Information Technology students with the applications of the Microsoft Office suite from a user perspective, and prepares them to offer technical support based on this enhanced understanding. PR: CS 162 or instructor permission. Lab fee: $41.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 222</td>
<td>WAN Architecture</td>
<td>5</td>
<td>Presents the theory and skills relating to Wide Area Networks (WANs). Connecting multiple networks to create a large network environment is emphasized. Advanced TCP/IP configuration and implementation are major topics. PR: CS 117 and CS 122 or instructor permission. Lab fee: $41.</td>
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</tr>
<tr>
<td>CS 282</td>
<td>Project Management Software</td>
<td>5</td>
<td>Fundamental skills and knowledge to use Microsoft Project, a software tool used in project management. Includes scheduling, tracking, budgeting, task management processes, and portfolio modeling. PR: DEVED 104 with grade of C or higher, or assessment score in reading indicating student is college-ready. Lab fee: $41.</td>
<td></td>
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</tr>
<tr>
<td>CS 295</td>
<td>CIS Advanced Internships</td>
<td>5</td>
<td>On-the-job work experience in occupations directly related to student’s career choice. This advanced internship reinforces the students’ expertise gained in the 100 level Computer Information Systems courses. PR: CS 195 or instructor permission.</td>
<td></td>
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</tr>
</tbody>
</table>

More Info: [www.everettcc.edu/sfs](http://www.everettcc.edu/sfs)

Need Help Paying for School?

- Financial Aid — Fill out your Federal Aid Application (FAFSA)
- Loans
- Grants
- Scholarships
- Visit EvCC’s Financial Referral Center, Parks Student Union 3rd Floor

See page 19 for more information about these symbols.
COSMT 205 Lab/Shop Practice V 1-19
Continuation of supervision in services performed by cosmetologists. Students practice independently on models, mannequins, and each other. PR: Instructor permission; COSMT 204; 1200 clock hrs. Lab fee: $4.05 per credit.
2948 A MTWF 8am-4pm COS 101 Evans T
Th 12pm-8pm COS 101

COSMT 206 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. PR: Instructor permission; COSMT 205; 1400 clock hrs. Lab fee: $4.05 per credit.
2950 A MTWF 8am-4pm COS 101 Evans T
Th 12pm-8pm COS 101

COSMT 251 Internship 1-5
The Cosmetology Internship is an on-the-job training that focuses on practical work experience in the cosmetology industry, meeting curriculum requirements. PR: Instructor permission; 1300 hours of instruction.
2990 A TBA Evans T

COSMT 299 Special Projects 1-5
May be used to complete curriculum, for special interest projects, and/or to acquire additional hours as set by Department of Licensing to meet state standards for out-of-state license, and those wanting to refresh and update their skills. Course is an additional quarter and is optional. PR: Instructor Permission. Lab fee: $4.05 per credit.
3000 A TBA Evans T

CRIMINAL JUSTICE

For more information regarding Criminal Justice, Law Enforcement and Corrections, call 425-388-9545 or 425-388-9517 or visit our web site at www.everettcc.edu/criminaljustice

CJ& 101 Introduction to Criminal Justice 5
Philosophical and historical review of the American criminal justice system. Open to non-Criminal Justice majors as an elective. Required course for Criminal Justice majors.
3060 A Daily 9am-9:50am IND 101 Leonard R
3061 B Daily 11am-11:50am IND 100 Davis T
3062 OL Online Leonard R

CJ 102 Police Patrol Operations 5
Patrol procedures, officer safety, communication, interviews, control of suspects, emergency tactics and practical field exercises. PR: CJ& 101 or permission of Criminal Justice coordinator.
3068 A Daily 9am-9:50am IND 103 Stewart J

CJ 107 Criminal Evidence 3
Course identifies various kinds of evidence and rules governing the admissibility of evidence in court. Case law, practical handling procedures and other evidence-related techniques are studied. PR: CJ& 101 or permission of Criminal Justice coordinator.
3080 A MW 10am-11:15am IND 101 Leonard R

CJ 108 Arrest/Search/Seizure 3
The class studies constitutional restrictions and statutory limitations on governmental powers of arrest, search and seizure, particularly as they relate to Washington State. PR: CJ& 101 or permission of Criminal Justice coordinator.
3084 A MW 11:30am-12:45pm IND 101 Leonard R

CJ& 112 Criminology 5
Explores the nature and extent of crime and delinquency, examines criminological theories of causes and solutions, analyzes law and the criminal justice system. PR: Successful completion of ENGL 098 with grade of C or higher or eligibility for ENGL 101. Successful completion of CJ& 101 for Criminal Justice majors only. SOC& 101 strongly recommended.
3088 OL Online Farb B
**DEVED 094  Reading for College**  
For students who desire improvement and basic skill building for success in college-level reading. Emphasis is on reading comprehension, vocabulary and improved speed.

* Section A (3150): Self-support, non-tuition class. Class cost: $435. Last day to drop with 100% refund is January 7. There is no 50% refund option.
* Section LC (3151) is part of the “First Year Intelligence” Learning Community and must be taken concurrently with DEVED 095 LC (3152).

**DEVED 095  FYI Study Skills**  
Focus on college success and basic study skills. Identify learning styles, manage time, utilize student support services, read textbooks, take notes, take tests, and use library and Internet resources.

* Section LC (3152) is part of the “First Year Intelligence” Learning Community and must be taken concurrently with DEVED 094 LC (3151).

**DEVED 096  Computer Comfort**  
Basic computer confidence and skill building, including learning strategies to help students succeed in college-level classes. No computer experience necessary; for students new to computers and hesitant about technology used in college. Lab fee: $41.

**DEVED 099  Bridge Lab Modules**  
2 credit modules in pre-college level reading, learning strategies, study skills support, and basic computer technology for academic success in college classes.
DIVERSITY

Students must complete a diversity requirement for all EvCC degrees. A Diversity course explores different cultural viewpoints through history, literature, the arts, communication and other perspectives. An approved Diversity course has a “D” in the course number. Often a “D” course also satisfies a degree requirement, such as a social science, communication or humanities course.

Look for these courses in this schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1503</td>
<td>ANTH 116D: Cultures in Context</td>
</tr>
<tr>
<td>1512</td>
<td>ANTH&amp; 206D: Cultural Anthropology</td>
</tr>
<tr>
<td>1513</td>
<td>ANTH&amp; 206D: Cultural Anthropology</td>
</tr>
<tr>
<td>1514</td>
<td>ANTH&amp; 206D: Cultural Anthropology</td>
</tr>
<tr>
<td>1515</td>
<td>ANTH&amp; 206D: Cultural Anthropology</td>
</tr>
<tr>
<td>1520</td>
<td>ANTH&amp; 234D: Religion and Culture</td>
</tr>
<tr>
<td>1526</td>
<td>ANTH 255D: Medicine across Cultures</td>
</tr>
<tr>
<td>1608</td>
<td>ART 124D: Understanding World Art</td>
</tr>
<tr>
<td>2130</td>
<td>BOT 115D: Global Ethnobotany</td>
</tr>
<tr>
<td>2210</td>
<td>BUS 110D: Business Communications</td>
</tr>
<tr>
<td>2366</td>
<td>BT 181D: Diversity in Law/Ethics for Health Care Prof.</td>
</tr>
<tr>
<td>2648</td>
<td>CMST 204D: Intercultural Communication</td>
</tr>
<tr>
<td>3338</td>
<td>ECON 101D: Understanding Economics</td>
</tr>
<tr>
<td>3370</td>
<td>EDUC&amp; 115D: Child Development</td>
</tr>
<tr>
<td>3676</td>
<td>ENGL 098D: Introduction to College Writing</td>
</tr>
<tr>
<td>3692</td>
<td>ENGL 101D: English Composition I</td>
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<tr>
<td>3694</td>
<td>ENGL 101D: English Composition I</td>
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<tr>
<td>3700</td>
<td>ENGL 101D: English Composition I</td>
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<tr>
<td>3708</td>
<td>ENGL 101D: English Composition I</td>
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<tr>
<td>3739</td>
<td>ENGL 102D: Composition II</td>
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<tr>
<td>3740</td>
<td>ENGL 102D: Composition II</td>
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<td>3741</td>
<td>ENGL 102D: Composition II</td>
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<td>3742</td>
<td>ENGL 102D: Composition II</td>
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<tr>
<td>3744</td>
<td>ENGL 102D: Composition II</td>
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<tr>
<td>3758</td>
<td>ENGL 102D: Composition II</td>
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<tr>
<td>3820</td>
<td>ENGL 183D: Children’s Literature</td>
</tr>
<tr>
<td>3834</td>
<td>ENGL 203D: Young Adult Literature</td>
</tr>
<tr>
<td>4516</td>
<td>GEOG 102D: World Regional Geography</td>
</tr>
<tr>
<td>4522</td>
<td>GEOG 201D: Cultural Geography</td>
</tr>
<tr>
<td>4640</td>
<td>GS 101D: Introduction to Global Studies</td>
</tr>
<tr>
<td>4642</td>
<td>GS 101D: Introduction to Global Studies</td>
</tr>
<tr>
<td>4772</td>
<td>HLTH 150D: Intercultural Communication in Health Care</td>
</tr>
<tr>
<td>4806</td>
<td>HIST 103D: World Civilizations</td>
</tr>
<tr>
<td>4986</td>
<td>HUM 110D: Introduction to American Cultural Studies</td>
</tr>
<tr>
<td>4996</td>
<td>HUM 247D: Introduction to World Religions</td>
</tr>
<tr>
<td>6154</td>
<td>MUSC 110D: World Music</td>
</tr>
<tr>
<td>7898</td>
<td>SOC 255D: Medicine across Cultures</td>
</tr>
</tbody>
</table>

DRAMA

DRMA& 101 Introduction to the Theatre 5
Introduction to significant forms and styles of theatre; nature of dramatic event; theatre as artistic expression; basic trends and movements in theatre; and organizations and nature of theatre productions.

H 3180 HY MTWTh 10am-10:50am BAK 120 Peterson B

DRMA 102 Beginning Acting 5
Techniques and terminology of approaches to acting including the Stanislavski method. Definitive theatre exercises, improvisation, character development, scene analysis.

H 3182 HY MTWTh 11am-11:50am BAK 120 Peterson B

Learn from Anywhere

eLearning at EvCC
See page 12
425-388-9367, Toll Free
1-866-575-9027
www.everettcc.edu/elearning
## EARLY CHILDHOOD EDUCATION

All new students who are interested in the Early Childhood Education program should attend the following information session:
Nov. 1 and February 11 at 1 pm in Gray Wolf Hall, Room 326.
Call Louise Vlasic at 425-388-9301 for more information. For additional courses applicable to Early Childhood Education certificate and/or degree options, see the Education section of this schedule.

### ECE 132  Practicum Lab II  4
Continuation of ECE 131 where students strengthen their personal and professional skills and practical knowledge in an early childhood setting. PR: ECE 131 and instructor permission.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3250</td>
<td>HY</td>
<td>T</td>
<td>5:30pm-7pm</td>
<td>GWH 152</td>
<td>Hiblar L</td>
</tr>
</tbody>
</table>

### ECE 160  Plan for EC Environment  3
Focuses on the role of the teacher in establishment of developmentally appropriate and culturally relevant environments for young children. This course includes laboratory requirements.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3274</td>
<td>OL</td>
<td>Online</td>
<td></td>
<td></td>
<td>Soukup M</td>
</tr>
</tbody>
</table>

### ECE 207  Applied Math/Science in ECE Lab  5
Hands-on exploration of Math and Science for young children. Highly recommended for Elementary Education majors. PR: Completion of or concurrent enrollment in any of the following courses: BIOL 107, GEOL 107, MATH& 107 or NAT S 107; or instructor permission.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3275</td>
<td>HY</td>
<td>T</td>
<td>4pm-6pm</td>
<td>GWH 152</td>
<td>Vlasic L</td>
</tr>
</tbody>
</table>

### ECE 220  Child Development in Action  5
Observation and study of the physical, social, emotional, creative and cognitive development of children ages prenatal to age eight. Provides foundational child development knowledge while practicing observational skills. Includes laboratory requirements. PR: Concurrent enrollment or completion of EDUC& 115D (or the former ECE 120D) or instructor permission.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>3276</td>
<td>OL</td>
<td>Online</td>
<td></td>
<td></td>
<td>Vlasic L</td>
</tr>
</tbody>
</table>

### ECON& 201  Micro Economics  5
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. PR: Completion of MATH 099 or equivalent; or placement in MATH 138 or MATH& 141 required.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
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<td>3342</td>
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<td>WHI 352</td>
<td>Hu D</td>
</tr>
<tr>
<td>3344</td>
<td>OL</td>
<td>Online</td>
<td></td>
<td></td>
<td>Hu D</td>
</tr>
</tbody>
</table>

### ECON& 202  Macro Economics  5
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? ECON 101 may be substituted for ECON& 202 in vocational/technical business degree programs.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
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<th>Time</th>
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<td>OL</td>
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</table>

### EDUCATION

All new students who are interested in any of the Education programs should attend the following information session:
Nov. 1 and February 14 at 1 pm. in Gray Wolf Hall, Room 326.
Call Ken White at 425-388-9498 for more information.

### EDUC 115D  Child Development  5
Study of physical, social, emotional, and cognitive development of children from prenatal to age eight. This course includes a laboratory requirement.

<table>
<thead>
<tr>
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<th>Type</th>
<th>Days</th>
<th>Time</th>
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</table>

### EDUC 124  Home/School/Community  3
Study of the interrelationships and interactions between the family, school and community and their influence on the development of the child, ages birth to eighth grade.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
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<td>Online</td>
<td></td>
<td></td>
<td>Vlasic L</td>
</tr>
</tbody>
</table>

### EDUC 165  Positive Guidance in EC & Elem Education  3
Emphasis on the role of the teacher/caregiver in the guidance of young children. Weekly observations are required.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</table>

### EDUC& 202  Introduction to Education  5
Survey of the historical, sociological and philosophical aspects of American education.

<table>
<thead>
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<th>CRN</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>3375</td>
<td>HY1</td>
<td>TTh</td>
<td>12pm-1:50pm</td>
<td>GWH 152</td>
<td>White K</td>
</tr>
<tr>
<td>3376</td>
<td>HY2</td>
<td>M</td>
<td>4:50pm-5:50pm</td>
<td>GWH 152</td>
<td>White K</td>
</tr>
</tbody>
</table>

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### JOIN THE WRITING ADVENTURE!

Daytime and evening written arts classes

- Poetry
- Creative Writing
- Fiction
- Non-Fiction

[www.everettcc.edu/writtenarts](http://www.everettcc.edu/writtenarts)

See page 19 for more information about these symbols.
EDUC 210  Education Philosophies  2
Readings and discussions about educational philosophies within the context of education as social construction. PR: EDUC& 202 or instructor permission.
H  3377  HY  M  10am-10:50am  GWH 152  White K

EDUC 250  Education in Action  1-4
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. May be taken 3 times for credit under EDUC 250,251,252. PR: Completion of or concurrent enrollment in EDUC& 202. CR: Concurrent enrollment in EDUC 256 HY1 is required.
3378  A  TBA  White K

EDUC 251  Education in Action  1-4
See course description under EDUC 250. May be taken 3 times for credit under EDUC 250,251,252. PR: Completion of or concurrent enrollment in EDUC& 202. CR: Concurrent enrollment in EDUC 256 HY2 is required.
3379  A  TBA  White K

EDUC 252  Education in Action  1-4
See course description under EDUC 250. May be taken 3 times for credit under EDUC 250,251,252. PR: Completion of or concurrent enrollment in EDUC& 202. CR: Concurrent enrollment in EDUC 256 HY3 is required.
3380  A  TBA  White K

EDUC 256  Education in Action Seminar  2
Weekly seminar to support cooperative work experience in a field-based setting for education majors (see Education 250-252). PR: Completion of or concurrent enrollment in EDUC& 202.
* Section A (3382) requires concurrent enrollment in EDUC 250 A.
* Section B (3384) requires concurrent enrollment in EDUC 251 A.
* Section C (3386) requires concurrent enrollment in EDUC 252 A.

eLEARNING
Some departments have “eLearning” courses offered this quarter. To identify these courses look for “OL,” “HY,” and “TC” in the section column after the item number. See page 12 and 13 for more details about eLearning.

EMERGENCY SERVICES
Attending an Information Session will give you an overview of the Fire Science Program, the EMT and Fire 100 course entry requirements, and advise you how to get started. We suggest you allow enough time before or after a session to visit Financial Aid for forms and information.
Contact Russell Colmore at 425-388-9161 or Della Leaf at 425-388-9545 for more information. For information sessions, see page 6 of this schedule.

EMS 151  Emergency Medical Technician Training  11
Prepares participants in all phases of pre-hospital emergency care as needed for employment as an EMT. Content includes lecture and hands-on practice in emergency care, bleeding, shock, soft tissue injuries, environmental and childbirth emergencies, HIV/AIDS education, lifting and moving patients and other topics. Successful participants are eligible for WA State EMT-B and National Registry Exams. PR: Approved course application. Completed pre-class work. Instructor permission. Self-support, non-tuition class; class fees $938.85. Begins January 3, 2011; ends March 21, 2011. Last day to register December 20, 2010; payment due at registration. Last day for 100% refund is January 7, 2011. No 50% refund for self-support classes.

ENGINEERING
Call Eric Davishahl at 425-388-9246 for more information.

ENGR& 104  Introduction to Design  5
Explores role of creativity, teamwork, and communication in promoting innovative design. Students work in teams to complete projects and present experiences and results through various communication formats. PR: ENGL 098 or placement into ENGL& 101, or instructor permission. Lab fee: $29.50.

ENGR 109  Engineering Orientation  2
Intro to functions, professional responsibilities, and characteristics of engineers. Lab fee: $22.95.

ENG T 101  Introduction to Scientific Computing  2
Introduction to modern scientific computing applied to problems in engineering, mathematics and science. Introductory instruction using MATLAB software with topics including array and matrix manipulation, functions, graphical analysis, and basic script programming. PR: MATH& 142 or MATH& 144 or instructor permission. Lab fee: $25.75.

ENG 204  Electrical Circuits  5
Introduction to basic circuit and systems concepts. Self-support, non-tuition class. Class cost: $405. Last day to drop with 100% refund is Jan 19. There is no 50% refund option. A technology fee may apply. PR: MATH& 153, PHYS& 222 or instructor permission.

ENGR& 114  Engineering Graphics  4
Depicting 3-D objects and communicating design information. Emphasis on using parametric solid modeling software as a design tool. Use freehand sketching to develop visualization skills, design conceptualization and communication. PR: MATH 095 or high school geometry, or previous drafting/CAD experience, or ENGR 100, or instructor permission. Lab fee: $41.

ENGR 120  Introduction to Scientific Computing  2
Introduction to modern scientific computing applied to problems in engineering, mathematics and science. Introductory instruction using MATLAB software with topics including array and matrix manipulation, functions, graphical analysis, and basic script programming. PR: MATH& 142 or MATH& 144 or instructor permission. Lab fee: $25.75.

ENG T 259  Engineering Graphics: 3D CAD-Cam  4
A 3D parametric CAD modeler is used to produce flat patterns, weldment, machining drawings, bills of material, title blocks and other administrative drawing entities. A 3D CAA package is also used to drive a 3-axis bench milling machine. PR: ENGR& 114 or equivalent, or instructor permission. Lab fee: $41.

ENG T 102  Technical Problem Analysis  5
Applications of algebra, geometry and trigonometry to practical problems in manufacturing. Use of spreadsheet to perform calculations. Lab fee: $41.

ENG T 105  Precision, Fits, Tolerance  4
Theory and application of dimension and tolerance in a CAD environment per ASME Y14.5. Use of standard tolerances with a further emphasis on precision fits and geometric dimension and tolerance on engineering production drawings. PR: ENGR& 114. Lab fee: $41.

ENGR 298  Introduction to 3D solid modeling using Catia v5. Focus on basic design, drafting and assembly workbenches using industry best practices. PR: ENGR T 100 or equivalent with an introduction to CAD; or instructor permission. Lab fee: $41.

ENGR 193  IntermediateCAD w/CATIA v5  4
Explores Catia v5 to model surfaces, for sheet metal design, additional assembly techniques and parametric modeling. PR: ENGR T 185. Lab fee: $41.

ENGL 090  English as a second language and who are not yet ready for ENGL 097, should refer to the Enrollment Services Office two weeks prior to registration. Students who have completed or ENGL& 230) you should bring a copy of your transcript and course description to enroll in a course that has a prerequisite (ENGL& 101, ENGL& 102, 103, 201, 211, or 230) is by earning a grade of C or higher in ENGL& 101. For a weekly testing schedule, call 425-388-9288 or go to www.everetttc.edu/testing.

If you have English credits from another college or university and you plan to enroll in a course that has a prerequisite (ENGL 101, ENGL 102, 103, 201, 211, or ENGL 230) you should bring a copy of your transcript and course description to the Enrollment Services Office two weeks prior to registration. Students who have English as a second language and who are not yet ready for ENGL 097, should refer to the next section for ESL 097.

ENGL 090  Writing Center Practical Writing  5
A basic writing and reading course with an instructor and peer tutoring support designed to improve fundamental academic writing and reading skills. Useful for non-native English speakers who need to further language skills in order to be successful in their classes. PR: ENGL 092 or EFL 090, or ABLE 093.

ENG T 203  CAD - AutoCAD  4
Examination of tools used in AutoCAD for creation of 2D engineering drawings. PR: ENGR T 100 and ENGR T 101 or instructor permission. Lab fee: $41.

ENGL 101  Introduction to Scientific Computing  2
Introduction to basic circuit and systems concepts. Self-support, non-tuition class. Class cost: $405. Last day to drop with 100% refund is Jan 19. There is no 50% refund option. A technology fee may apply. PR: MATH& 153, PHYS& 222 or instructor permission.

ENGR& 215  Dynamics  5
Kinematics and dynamics of particles, systems of particles and rigid bodies, including energy and momentum methods. PR: ENGR& 214, MATH& 152 or concurrent enrollment, or instructor permission.

ENGR 298  Engineering Design Projects  1-2
Design projects open to all students in design and manufacturing fields. Students are engaged in all aspects of their project regardless of home program or discipline. Optional lab session provides access to college fabrication facilities. PR: Instructor permission.

ENGR& 114  Engineering Graphics  4
Depicting 3-D objects and communicating design information. Emphasis on using parametric solid modeling software as a design tool. Use freehand sketching to develop visualization skills, design conceptualization and communication. PR: MATH 095 or high school geometry, or previous drafting/CAD experience, or ENGR 100, or instructor permission. Lab fee: $41.

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ENGL 092  Practical Grammar
A thorough introduction to the mechanics of the sentence. Especially useful for native speakers preparing for ENGL 097 and ENGL 098. PR: Placement by assessment score on the writing portion of the assessment test.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
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<td>3650</td>
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<td>GWH 368</td>
<td>Storms M</td>
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<tr>
<td>3652</td>
<td>Daily</td>
<td>9am-9:50am</td>
<td>GWH 376</td>
<td>Davis R</td>
</tr>
<tr>
<td>3654</td>
<td>Daily</td>
<td>10am-10:50am</td>
<td>GWH 376</td>
<td>Davis R</td>
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<tr>
<td>3656</td>
<td>MW</td>
<td>12pm-2:15pm</td>
<td>GWH 152</td>
<td>Zull R</td>
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<tr>
<td>3658</td>
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<td>12pm-2:15pm</td>
<td>GWH 280</td>
<td>Beebe J</td>
</tr>
<tr>
<td></td>
<td>Th</td>
<td>12pm-2:15pm</td>
<td>GWH 164</td>
<td></td>
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<tr>
<td>3664</td>
<td>S</td>
<td>4:50pm-6:50pm</td>
<td>GWH 372</td>
<td>Zull R</td>
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</tbody>
</table>

**ENGL 097  Beginning Grammar & Writing**
Practice in writing skills built on clear, correct sentences, well-developed paragraphs, and coherent short essays. Study of grammar and punctuation skills needed for effective writing. PR: Placement by assessment score on the writing portion or completion of ENGL 092 with a grade of C or higher or successful completion of ESL 080 (see English as a Second Language).

<table>
<thead>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>3650</td>
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<td>3652</td>
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<td>9am-9:50am</td>
<td>GWH 376</td>
<td>Davis R</td>
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<tr>
<td>3654</td>
<td>Daily</td>
<td>10am-10:50am</td>
<td>GWH 376</td>
<td>Davis R</td>
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<tr>
<td>3656</td>
<td>MW</td>
<td>12pm-2:15pm</td>
<td>GWH 152</td>
<td>Zull R</td>
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<tr>
<td>3658</td>
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<td>12pm-2:15pm</td>
<td>GWH 280</td>
<td>Beebe J</td>
</tr>
<tr>
<td></td>
<td>Th</td>
<td>12pm-2:15pm</td>
<td>GWH 164</td>
<td></td>
</tr>
<tr>
<td>3664</td>
<td>S</td>
<td>4:50pm-6:50pm</td>
<td>GWH 372</td>
<td>Zull R</td>
</tr>
</tbody>
</table>

**ENGL 098  Introduction to College Writing**
Practice in prewriting, organizing, revising, editing, and polishing essays. Some review of grammar and punctuation skills needed for effective writing. PR: Placement by assessment score on the writing portion or a grade of C or higher in ENGL 097 or ESL 097 or IELP 097.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
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</tr>
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<td>OL2</td>
<td>Online</td>
<td></td>
<td>Ripper Diane E</td>
</tr>
<tr>
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<td>A</td>
<td>Daily</td>
<td>GWH 378</td>
<td>Fischer C</td>
</tr>
<tr>
<td>3674</td>
<td>B</td>
<td>Daily</td>
<td>GWH 368</td>
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<td>MWF</td>
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<td>J</td>
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<td>K</td>
<td>TTh</td>
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<td>S</td>
<td>TTh</td>
<td>GWH 372</td>
<td>Davis R</td>
</tr>
<tr>
<td>3690</td>
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<td>MW</td>
<td>GWH 372</td>
<td>Zull R</td>
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</table>

**ENGL 101  English Composition I**
Instruction in college writing with emphasis on form and critical thinking. Frequent papers and critical analysis of representative readings. PR: Placement by assessment score on the writing portion or a grade of C or higher in ENGL 098 or ESL 098 or IELP 098.

* Section OLI (3692), Section OLO (3694), Section HY1 (3700) and Section HY2 (3708) are all DIVERSITY courses.
* Section LC (3710) is part of the “Mountains to the Sea” Learning Community and must be taken concurrently with GEO 104 LCI (4562).
* Section OL4 (3697), Section K (3718), Section P (3726), Section Q (3728), Section R (3729), Section T (3733) and Section V (3736) are all self-support, non-tuition classes. Class cost: $435. Last day to drop with a 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

* Section MO (3732) is being taught at Monroe High School and is open to all interested students who meet the eligibility requirements.
* Section C (3702) and Section T (3733) have a lab fee of $25.75.
* Section U (3734) is being taught at the Tulalip Tribal Court building at 6103 31st Ave NE, Bldg. B; Tulalip WA and is open to all interested students who meet the eligibility requirements.

<table>
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<th>Time</th>
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</table>
ENGL 102 Composition II

Writing documented research papers, using MLA or similar citation system, with emphasis on research methods and information evaluation. PR: ENGL& 101 with a grade of C or higher.

- Section OL3 (3739), Section OL4 (3740), Section A (3741), Section HY1 (3742), Section HY2 (3744), and Section J (3758) all are DIVERSITY courses.
- Section OL4 (3740), Section J (3758) and Section S (3762) are all self-support, non-tuition classes. Class cost: $435. Last day to drop with a 100% refund is January 7. There is no 50% refund option. A technology fee may apply.
- Section LC (3746) is part of the “Mountains to the Sea” Learning Community and must be taken concurrently with GEOL 104 LC2 (4564).
- Section MO (3743) is being taught at the Lake Tye Building at 14090 Fryelands Blvd SE in Monroe WA and is open to all interested students who meet the eligibility requirements.
- See page 19 for more information about these symbols.

Diversity techniques presented and applied to original student work.

Introduction to the writing, constructive analysis, and revision of fiction. Terms and techniques presented and applied to original student work.

ENGL 103 The Critical Paper

Writing critical analysis of culture and the arts, including film, music, art, and popular culture. PR: ENGL 101 with a grade of C or higher.

ENGL 105 Creative Non-Fiction

Introduction to the writing, constructive analysis and revision of creative non-fiction.

ENGL 106 Poetry I

Introduction to the writing, constructive analysis, and revision of poetry.

ENGL 108 Fiction I

Introduction to the writing, constructive analysis, and revision of fiction. Terms and techniques presented and applied to original student work.

ENGL 111 Introduction to Literature

Introduction to literary appreciation, close reading, and analysis in poetry, fiction, and drama.

ENGL 150 Tutor Training/Practice

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. PR: Grade B or higher in ENGL 101 and approval of Writing Center Coordinator.

ENGL 151 Tutor Training/Practice

See course description under ENGL 150. PR: ENGL 150 or approval of Writing Center Coordinator.

ENGL 152 Tutor Training/Practice

See course description under ENGL 150. PR: ENGL 151 or approval of Writing Center Coordinator.

ENGL 155 Non-Fiction II

Intermediate course in techniques of fiction, poetry and drama as applied to non-fiction using constructive criticism. PR: ENGL 105 or instructor permission.

“A book is an axe to break the frozen sea within us.”

-Franz Kafka

Thaw out this Winter. Take a literature course on campus and enjoy the warmth and excitement of face-to-face discussions.

- ENGL& 111: Introduction to Literature
- ENGL 173: Science Fiction
- ENGL 252: Medieval & Renaissance European Literature
ENGL 166  Poetry II  5
Intermediate course in structural and content analysis as applied to student and professional examples of poetic techniques. PR: ENGL 106 or instructor permission.
3804  A  Daily  9am-9:50am  GWH 282  Ives R

ENGL 168  Fiction II  5
Intermediate development of written skills, constructive analysis, and revision skills in fiction with exercises and comparative examples of original creative work by the students. PR: ENGL 108 or instructor permission.
3806  OL  Online  Craft K

ENGL 173  Science Fiction  3
Study of short science fiction novels by contemporary writers such as Cherryh, Gibson, and LeGuin. Familiarity with science fiction not necessary.
3810  A  Daily  10am-10:50am  GWH 150  Berger R

ENGL 183D  Children’s Literature  5
Introduction to the rich literary tradition of books for children. Access to a library with a substantial children’s book collection is REQUIRED.
3820  OL  Online  Huntington M

ENGL 201W  Writing Across the Curriculum  1
Advanced study in composition designed to apply writing skills to academic subject disciplines. Offered in conjunction with courses designated as W (Writing Intense) courses or by instructor permission. PR: ENGL 101 with a grade of C or higher.

* Section A (3826) requires concurrent enrollment in ANTH& 206D WA (1513).
* Section B (3828) requires concurrent enrollment in ANTH& 206D WB (1515).

ENGL 203D  Young Adult Literature  5
A study of the novels (The Giver, Out of the Dust, The Contender, Jacob Have I Loved and more) read by young adults.

* Self-support, non-tuition class. Class cost: $435. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

ENGL 205  Non-Fiction III  5
Advanced development of writing, constructive analysis and revision skills in creative non-fiction. PR: ENGL 165 or instructor permission.

ENGL 206  Poetry III  5
Advanced development of writing, constructive analysis, and revision skills in poetry. PR: ENGL 166 or instructor permission.
3842  A  Daily  9am-9:50am  GWH 282  Ives R

ENGL 208  Fiction III  5
Continuation of ENGL 168 to include advanced development of written skills, constructive analysis, and revision skills utilized in fiction writing. PR: ENGL 168 or instructor permission.
3844  OL  Online  Craft K

ENGL& 230  Technical Writing  3
Writing memorandums, business letters, and technical reports. Includes study of tone, style, unity, audience, and purpose in business and technical communication. PR: ENGL& 101 with a grade of C or higher.
3848  OL  Online  Woodard M

ENGL 252  Medieval/Renaissance Literature  5
Study of major works of European literature from the Middle Ages, Renaissance, and Enlightenment (AD800-1800).
3860  A  Daily  11am-11:50am  GWH 382  Walker J

ENGLISH AS SECOND LANGUAGE
See additional ESL classes listed on page 18 of this schedule.

ESL 081  ESL Conversation 1  2-6
This course is designed to encourage students to participate in class room discussions on different topics.
0726  A  MTWTh  10am-11:30am  IND 168  Radford M

ESL 082  ESL Conversation 2  2-6
This course is designed to provide additional preparation to help students be comfortable speaking and listening to a variety of situations. Additional emphasis is given to fluency and accuracy in the usage of vocabulary, idiomatic expressions, and pronunciation.
0728  A  MTWTh  10am-11:30am  IND 168  Radford M

ESL 097  Academic Reading/Writing  12
Continuation of ESL 050. Academic reading and writing for non-native speakers with emphasis on paragraph development.
0712  A  MTWTh  12pm-2:50pm  RAI 202  Castro M

ESL 097  Academic Reading/Writing  6
Continuation of ESL 050. Academic reading and writing for non-native speakers with emphasis on paragraph development.
0724  S  NW  6pm-8:50pm  RAI 202  Bruemmer J

ESL 098  Academic Writing II  5
Continuation of ESL 097. This course is designed to provide non English speakers with required writing skills for successful transition into college with a focus on strengthening essay writing skills.
0968  A  MTWTh  1pm-2:05pm  MON 202  Manley J
0974  B  MTWTh  1pm-2:05pm  BAK 102  Staff

ENVIRONMENTAL SCIENCE

ENVS& 100  Survey Enviro. Science: Sustaining our Earth  5
Biological and ecological principles and how they pertain to current issues of population growth and control, diminished food supply, water, air pollution, and similar environmental issues. MATH 080 or skills assessment at MATH 081 or higher; ENGL 098 with a grade of C or higher or skills assessment at ENGL 101 or higher.

* Section MO (3951) is being taught at the Lake Tye Building at 14090 Fryelands Blvd SE in Monroe WA and is open to all interested students who meet the eligibility requirements.

* Section OL (3954) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

38 WINTER 2011 CREDIT COURSES  Register Now!  See pages 7-8 or visit www.everettcc.edu/kiosk
FIRE 100  Introduction to Film  5

* Section OL (4200), is self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

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<td>TTh 6pm-10pm</td>
<td>WHI 341</td>
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<td>4216 S</td>
<td><strong>Fire Suppression Systems</strong></td>
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<td>TTh 6pm-10pm</td>
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<td><strong>Hazardous Materials/Operations Level</strong></td>
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FIRE 200  Fire Company Operations II  3

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<td>TTh 6pm-10pm</td>
<td>HY</td>
<td>Kreiman K S</td>
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</table>

See page 19 for more information about these symbols.
GEOL 104 Introduction to Geological Science II 5
Emphasis on the forces that shape Earth’s surface features: rivers, glaciers, groundwater and deserts. How humans interact with Earth; geological hazards, environmental geology and resource management. Required field trip Jan 22-24, 2011. PR: MATH 080 or skills assessment at MATH 081 or higher level; ENGL 098 with a grade of C or higher, or skills assessment at ENGL 101 or higher level. Lab Fee: $73.10. Field trip fee: $40.

* Section LC1 (4562) is part of the “Mountains to the Sea” Learning Community and must be taken concurrently with ENGL 101 LC (3710).

* Section LC2 (4564) is part of the “Mountains to the Sea” Learning Community and must be taken concurrently with ENGL 102 LC (3746).

GEOL 106 Survey of Earth Science 5
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. PR: MATH 080 or skills assessment at MATH 081 or higher; ENGL 098 with a grade of C or higher, or skills assessment at ENGL 101 or higher level.

* Section OL2 (4572) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

GRAPH 100 Introduction to Digital Studio 3
Tools, terms and techniques of visual imagery and design. Includes the Macintosh operating system and related equipment such as printers, scanners, and back-up media. Overview of the technology available in the digital studio with focus on the primary software programs used. Required for students in the Visual Communications Program. Lab fee: $72.20.

GRAPH 110 Digital Illustration I 5
Study of design concepts emphasizing formal compositional issues, investigation of visual communication and typography design. Investigates the medium’s potential, limitations, relationship to drawing and photography, and color theory. PR: GRAPH 100 or instructor permission. Lab fee: $93.

GRAPH 113 Digital Illustration II 5
Explores vector-based illustration methods for creating graphics, technical illustrations, and visual presentation of information and data. Product illustration and use of photography’s, type, diagrams, charts, graphs, tables and maps. PR: GRAPH 110 with grade C or higher or instructor permission. Lab fee: $93.

GRAPH 120 History Graphic Design 5
Overview of the origins of visual and written communication and the development of graphic design. Emphasis on printed work from 1880 to 1990 and new media design to the present day. Lab fee: $93.
GRAPH 213  Professional Projects: Graphic Design  5
Current trends, professional issues and practices. Creation of real-world web design projects. Project planning, studio practice, contracts and invoicing. Working with design associates and clients. Co-listed as MULTI 213. Self-support, non-tuition class. Class cost: $435. Lab fee: $93. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: GRAPH 101 with grade C or higher or instructor permission. 4704 CA TBA Kammer G

GRAPH 250  Graphic Arts Internship  1-5
Supervised work experience as an intern with a qualified employer or in a project with a private or public agency. Students must have completed most of the required Graphic Arts coursework. Self-support, non-tuition class; class cost: $87 for 1 credit; $174 for 2 credits; $261 for 3; $348 for 4; $435 for 5. Lab fee: $20.60 for 1 credit; $31 for 2 credits; $72.20 for 3; $82.60 for 4; $93 for 5. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: Instructor permission required. 4708 CA TBA Kammer G

GRAPH 251  Publication Design I  5
Fundamentals of art publication design producing the annual art and literary publication of student works, Vibrations Magazine. Layout, digital pre-press, digital image preparation, planning, and working with a printer. PR: GRAPH 201 or instructor permission. Lab fee: $93.

HLTH 080  HIV/AIDS Training  0.7
Meets 7-hour HIV/AIDS training required by the State of Washington for health care professionals. This is a one day class. Student packet must be purchased and read prior to class day. Deadline for 100% refund is January 21, 2011. Lab fee: $107.45. 4740 A F 8am-4pm JCR 100 Mooney F

HLTH 100  Medical Terminology  5
Study of medical terminology, relating terms to the anatomy and physiology of the body. 4744 HY1 MWTh 11am-11:50am IND 152 Staff
4745 HY2 MW 2pm-3:50pm IND 152 Staff
OL 4746 OL1 Online Pouillon K
OL 4748 OL2 Online Pouillon K
OL 4749 OL3 Online Pouillon K

HLTH 102  Applied A & P  5
Emphasizes the relationship between the structures of the human body, their functions related to that structure, and clinical applications in both healthy and unhealthy states. Familiarity with medical terminology is desired. 4750 HY TWTh 8am-8:50am IND 167 Adolphsen E
F 8am-9:50am IND 138
OL 4752 OL Online Pouillon K

HLTH 104  Critical Inquiry  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. 4754 A TWTh 10am-10:50am IND 167 Davis/Wolfe M

HLTH 107  Administrative Skills/Computer Applications  3
Course covers computer applications as they apply to the medical office. PR: Completion of ENGL 101, MATH 120 and HLTH 100, all with grade of C or higher. 4756 OL Online Staff

HLTH 108  Administrative Skills: Practice-Finance  4
Covers aspects of medical practice finances, including bookkeeping systems, third-party billing, coding systems, accounting and banking procedures, and employee payroll. PR: Completion of ENGL 101, MATH 120 and HLTH 100, all with grade of C or higher. 4758 FY 4pm-5:50pm IND 152 Staff

HLTH 130  Disease & Pathology  5
Overview of the disease process of major conditions, including infectious diseases, major neoplastic conditions, and major congenital diseases. The etiology, signs and symptoms, diagnosis, treatment and prognosis of each disease are studied. 4760 HY TTh 4:50pm-6:50pm IND 152 Staff
4762 OL Online Freal T

HLTH 140  Emergency Care  3
Focuses on emergency care assessments and procedures. Identifies methods, roles and philosophies of emergency preparedness. CPR/AED & First Aid cards will be awarded after successful completion of the course. 4764 A TTh 5pm-6:30pm IND 167 Badger C/ Marshall R

HLTH 141  Industrial Safety  3
Reviews key elements and requirements of a safety and health management program in today’s manufacturing environment. PR: Successful completion of ENGL 098 or equivalent or instructor permission. 4766 A F 3pm-5:40pm IND 115 Murphy P

HLTH 150D  Intercultural Communications/Health Care  5
Introduction to intercultural communication in the health care setting. Examines verbal and nonverbal codes, cultural competence, obstacles to intercultural communication, behaviors and attitude within the health care delivery system. 4770 HY TTh 2pm-3:50pm IND 152 Staff

HLTH 190  Clinical Skills-Ambulatory  5
Covers clinical skills performed by medical assistant at general medical practice; professionalism, communication, triage, patient history, physical assessment, equipment and diagnostic procedures, charting for medical record documentation. PR: Completion of ENGL&101; MATH 120 and HLTH 102 and 130, all with grade of C or higher. Lab fee: $67.85. 4772 A M 2pm-3:50pm IND 167 Staff
WF 2pm-3:50pm IND 138

HLTH 191  Clinical Skills-Surgical  4
Covers OSHA requirements, equipment prep, identification/sterilization, pre-surgical procedures, wound care management, orthopedic and rehabilitation needs, radiologic and diagnostic imaging procedures, preparation for patient education. PR: Completion of ENGL&101; MATH 120; and HLTH 102 and 130, all with grade of C or higher. 4774 A T 8am-9:50am IND 152 Staff
NW 8am-9:50am IND 138
HLTH 192  Clinical Skills-Lab  5  Covers skills needed to perform duties of medical assistant in the lab of a general outpatient medical practice. Laboratory concepts of safety, quality assurance, precautions, specimen collection, handling and processing. Instructor permission required to repeat course. PR: Completion of ENGL&101; MATH 120; and HLTH 102 and 130, all with grade of C or higher.

HLTH 205  Medical Law & Ethics  4  Designed to incorporate the principles of critical thinking. Focus on pertinent laws at federal and state levels. Covers confidentiality, HIPPA regulations, release of patient information, licensure, malpractice, risk management. PR: Successful completion of ENGL 101 with grade of C or higher.

HLTH 207  Law/Health/Patient Safety  5  Overview of applicable federal, state and local health and safety laws relevant to the practice of healthcare risk management. PR: Completion of or concurrent enrollment in ENGL 098 or higher.

HLTH 210  Principles/Pharmacology  3  Addresses the forms and classifications of medications, drug actions and uses, the effects of drugs on the body systems and possible side effects of medications. PR: Completion of ENGL 101, MATH 120, and HLTH 130, all with grade of C or higher.

HLTH 211  Medication Administration  5  Emphasizes the methods and procedures used for calculating, preparing, and administering medications to patients across the lifespan. PR: Instructor permission. Lab fee: $81.90.

HLTH 212  Principles of Phlebotomy  3  Psychomotor instruction in phlebotomy procedures and techniques for students with no prior experience in drawing blood for diagnostic testing. PR: Instructor permission. Lab fee: $111.65.

HLTH 220  Phlebotomy Tech Prep  7  Prep to sit for national certification exam sponsored by American Society for Clinical Pathologists (ASCP). Designed for those with no prior knowledge of phlebotomy techniques/procedures. Includes 120 hour clinical externship. Current CPR for Health Provider card. Proof of medical insurance. Instructor permission. PR: 18 yrs of age or older, high school diploma o GED, ENGL 098 or ENGL&101, HLTH 080 (or 7-hour HIV certificate). HLTH 100, 102. Current and completed immunizations prior to enrollment in HLTH 220.

HLTH 251  Clinical Externship  6  Provides students with supervised clinical work environment to apply theories and practice administrative and clinical skills in the role of a Medical Assistant. Internet access required. PR: Instructor permission.

HSC 014  Math for Life-Workplace  5  Review of basic math concepts; applications related to consumer activities. Prime factorization, operations on rational numbers, ratios, proportions and percents. Credit may not be earned in both HSC 014 & MATH 070 exceeding 5 total credits. Not intended for ABE students.

HSC 031  US History I  5  From the early explorers to 1865. Class analyzes the important themes in American social and political history from pre-Revolutionary America to our contemporary period.

HSC 033  US History II  5  From 1865 to the present. This course analyzes the important themes in American social and political history.

Women, Religion & Society

When is veiling really liberation?
How can women submit and have power?
Do Goddess worshippers really have more fun?

We will discuss these and many other interesting topics. Brighten up your winter by enrolling in this fascinating class.

Take for either Humanities or Social Science Credit (HUM 248 or SOC 248)
Diversity in the workplace.

See page 19 for more information about these symbols.
HUMANITIES

HUM& 101 Introduction to the Humanities 5
Interdisciplinary introduction to the Humanities as they probe, transmit, and critique human experiences, and raise questions of meaning, value, and significance.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4980</td>
<td>A</td>
<td>Daily 12pm-12:50pm</td>
<td>GWH 382</td>
<td>Walker J</td>
</tr>
<tr>
<td>4982</td>
<td>B</td>
<td>Daily 12pm-12:50pm</td>
<td>GWH 386</td>
<td>Ripper J</td>
</tr>
<tr>
<td>4984</td>
<td>C</td>
<td>Daily 12pm-12:50pm</td>
<td>GWH 388</td>
<td>Fischer C</td>
</tr>
</tbody>
</table>

HUM 110D Introduction to American Cultural Studies 5
An interdisciplinary introduction to American Cultural Studies as an analysis of issues, concepts and theories of the Americanization process and American cultural values. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL 101.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4996</td>
<td>HY</td>
<td>TWTh 4:50pm-6:50pm</td>
<td>GWH 268</td>
<td>Lovelace J</td>
</tr>
</tbody>
</table>

HUM 170 Berlin--City of the Future 5
Berlin’s historical significance, role in politics, literature, language, art, film, music and future position as a vibrant metropolis of the European Union. Optional follow-up trip to Berlin gives interested students a chance to discover Berlin’s new identity in person. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL 101.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4990</td>
<td>A</td>
<td>Daily 11am-11:50am</td>
<td>GWH 274</td>
<td>Dinter E</td>
</tr>
</tbody>
</table>

HUM 247D Introduction to World Religions 5
Survey of the world’s major religions including Islam, Judaism, Christianity, Hinduism, Buddhism, and others.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4996</td>
<td>HY</td>
<td>MW 10am-10:50am</td>
<td>GWH 280</td>
<td>Riordan M</td>
</tr>
</tbody>
</table>

HUM 248 Women, Religion & Society 5
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. Cross listed as SOC 248; credit cannot be earned in both.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4998</td>
<td>HY</td>
<td>MWF</td>
<td>GWH 280</td>
<td>Riordan M</td>
</tr>
</tbody>
</table>

INFORMATION LITERACY

INFO 102 Research/Information Age 5
Skills and techniques for locating, evaluating, and applying information resources in the research process. Discussion of related issues including intellectual property, censorship, and freedom of information.

<table>
<thead>
<tr>
<th>CRN</th>
<th>OL</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5422</td>
<td>Online</td>
<td>5:05pm</td>
<td>WAOL</td>
<td>Faculty</td>
</tr>
</tbody>
</table>

INTENSIVE ENGLISH LANGUAGE PROGRAM

IELP 070 English for Success 12
This course is an interactive class designed to introduce and strengthen basic academic English and enhance communication skills of new international students. PR: Passing a writing and reading test given by the ESL/IELP faculty.

* Section A (0960): Self-support, non-tuition class. Cost: $1884.00. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0960</td>
<td>A</td>
<td>MTWTh 12:30pm-3:20pm</td>
<td>BAK 208</td>
<td>McWilliams D</td>
</tr>
</tbody>
</table>

IELP 081 IELP Conversation 1 6
This course is designed to help international students participate in discussions on several different topics.

* Section A (0962): Self-support, non-tuition class. Class cost: $942. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0962</td>
<td>A</td>
<td>MTWTh 12pm-11:30am</td>
<td>BAK 104</td>
<td>Castro M</td>
</tr>
</tbody>
</table>

IELP 082 Intensive Conversation 6
This course is designed to have students participate in discussions on different topics from reading materials, current news, and everyday experiences.

* Section A (0964): Self-support, non-tuition class. Class cost: $942. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0964</td>
<td>A</td>
<td>MTWTh 12pm-11:30am</td>
<td>BAK 104</td>
<td>Castro M</td>
</tr>
</tbody>
</table>

IELP 097 Academic Reading/Writing 12
Reading and writing course designed to provide the fundamental English skills required for successful transition into college English classes comprised of non-English speakers. PR: Instructor permission required.

* Section B (0966) and Section C (0972): Self-support, non-tuition class. Class cost: $1524. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0966</td>
<td>B</td>
<td>MTWTh 1pm-3:50pm</td>
<td>GWH 282</td>
<td>Willcox J</td>
</tr>
<tr>
<td>0972</td>
<td>C</td>
<td>MTWTh 1pm-3:50pm</td>
<td>GWH 282</td>
<td>Staff</td>
</tr>
</tbody>
</table>

IELP 098 Academic Writing II 5
This course is designed to provide non English speakers with required writing skills for successful transition into college with a focus on strengthening essay writing skills.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0970</td>
<td>B</td>
<td>MTWTh 1pm-2:05pm</td>
<td>MON 202</td>
<td>Manley J</td>
</tr>
<tr>
<td>0976</td>
<td>C</td>
<td>MTWTh 1pm-2:05pm</td>
<td>BAK 102</td>
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</tbody>
</table>

ITALIAN

See the World Languages section of this schedule.

JAPANESE

See the World Languages section of this schedule.

JOURNALISM

JOURN 102 Copy Editing 3
Instruction and practice in editing news stories, writing headlines, and critical analysis of news.

Basic-level companion course to Journalism 101 for majors. Lab fee: $72.20.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>5312</td>
<td>A</td>
<td>MTW 9am-9:50am</td>
<td>WHI 264</td>
<td>Otanez A</td>
</tr>
</tbody>
</table>

JOURN 110 Media Writing 5
Study and exercises in writing with the special constraints and style demands of radio and television news, advertising, and electronic communications. Emphasis on writing with word economy, often using words with broad symbolic value.

PR: Grade C or higher in ENGL 098 or placement in ENGL 101. Lab fee: $93.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>5314</td>
<td>HY</td>
<td>MTWTh 10am-10:50am</td>
<td>WHI 264</td>
<td>Otanez A</td>
</tr>
</tbody>
</table>
JOURN 170  College Newspaper 3
Practice of newspaper journalism in production of the student newspaper The Clipper. Course is offered in sections: A) reporting and editing, B) photography, C) graphic design, and D) multimedia. PR: JOURN 101, JOURN 102, GRAPH 201, MULTI 210 or instructor permission. Lab fee: $72.20.

MFG T 110  Introduction to Manufacturing 3
Provides historical overview of manufacturing systems and organizations. Addresses elements contained in a lean manufacturing operation. PR: ENGL 098 with grade of C or higher or placement in ENGL 101.

MFG T 171  Manufacturing Internship I 5
50-250 clock-hour internship 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. PR: Instructor permission.

MATH Classes
Winter Quarter Only

MATH 100 Survey of Mathematics

MATH& 148 Business Calculus (evening)

MATH& 151 Calculus/Analytic Geometry I (evening)

NEW: MATH 091 Elementary and Intermediate Algebra Part I: The first quarter of a new sequence for qualified students to review elementary algebra AND complete intermediate algebra. Math 91 will be followed by Math 92 in the spring quarter.

MATH 075 Professional/Technical Math-Aviation/Welding/PM 5
Course designed to meet the needs of the aviation/welding/precision machining student. Topics in arithmetic, algebra, geometry, right triangle trigonometry and applications. PR: MATH 070 or with a grade of C (2.0) or higher or placement into MATH 080 or higher via an assessment test score or permission of a math instructor.

See page 19 for more information about these symbols.
MATH 078  Review Arithmetic & Algebra  2
Self-paced review of arithmetic and algebra concepts in a computer-mediated lab setting. May be taken concurrently with other Math classes. Lab fee: $25.75.
5700 A  MW 12:30pm-1:45pm RAI 351 Cahan A
5702 B  MW 1:45pm-3pm RAI 351 Cahan A

MATH 080  Preparation for Algebra  5
Fractions, percents, order of operations, formulas, signed numbers, exponents, radicals, geometric figures, and applications. PR: MATH 070 or MATH 070V with a grade of C (2.0) or higher or permission of a math instructor.
* Section CP (5721) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund.
* Section MO (5723) is being taught at Monroe High School and is open to all interested students who meet the eligibility requirements.
* Section CP (5721) and MO (5723) are taught in a computer-mediated lab setting. Lab fee: $41.
5710 A Daily 9am-9:50am MON 202 Cleveland H
5714 B Daily 9am-9:50am MON 220 Quattles C
5718 C Daily 10am-10:50am BAK 102 Mazzawi L
5721 CP Daily 10am-10:50am RAI 351 Killingstad C
5725 D Daily 11am-11:50am MON 201 Kissler R
5726 E Daily 12pm-12:50pm MON 220 Quattles C
5723 MO MTTh 8:30am-10am TYE 303 Cahan A
5728 S MW 4:30pm-6:50pm MON 202 Kingsley R

MATH 081  Elementary Algebra I  5
First half of sequence in beginning algebra. PR: MATH 080 or MATH 080V with a C (2.0) or higher, or placement into MATH 081 via an assessment test score, or permission of a math instructor.
5730 A Daily 9am-9:50am MON 201 Kissler R
5731 B Daily 9am-9:50am MON 203 Baxter L
5732 C Daily 10am-10:50am MON 201 Kissler R
5733 D Daily 10am-10:50am MON 120 Wentink L
5734 E Daily 11am-11:50am MON 212 Cahan A
5736 F Daily 12pm-12:50pm IND 108 Killingstad R
5738 S MW 7pm-9:30pm IND 115 Kloster K

MATH 082  Elementary Algebra II  5
Second half of sequence in beginning algebra. PR: MATH 081 or MATH 087 with a C (2.0) or higher, or permission of a math instructor.
* Section MO (5748) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.
* Section MO (5748) is being taught at Monroe High School and is open to all interested students who meet the eligibility requirements.
5740 A Daily 8am-8:50am RAI 300 Balachowski M
5742 B Daily 9am-9:50am RAI 351 Nguyen H
5744 C Daily 10am-10:50am RAI 300 Nevins M
5746 D Daily 11am-11:50am MON 202 Kingsley R
5747 E Daily 12pm-12:50pm BAK 102 Wikman C
5748 MO MW 7:40pm-9:55pm NHS 709 Lucero E
5750 S TTh 7pm-9:30pm IND 115 Kloster K

MATH 087  Programmed Elementary Algebra I  1-5
Review sequence taught in a self-paced environment, designed to help students review or improve their skills in Elementary Algebra I topics. PR: Permission card from a MATH 087 instructor.
5760 A Daily 8am-8:50am RAI 349 Cleveland H
5762 B Daily 9am-9:50am RAI 349 Wikman C
5764 C Daily 10am-10:50am RAI 349 Lucera E
5765 D Daily 11am-11:50am RAI 349 Baxter L
5766 E Daily 12pm-12:50pm RAI 349 Mazzawi L
5768 S MW 5pm-6:40pm RAI 349 Wellman S
Th 5pm-5:50pm RAI 349

MATH 088  Programmed Elementary Algebra II  1-5
Review sequence taught in a self-paced environment, designed to help students review or improve their skills in Elementary Algebra II topics. PR: MATH 087 and permission card from a MATH 088 instructor.
5770 A Daily 8am-8:50am RAI 349 Cleveland H
5772 B Daily 9am-9:50am RAI 349 Wikman C
5774 C Daily 10am-10:50am RAI 349 Lucera E
5775 D Daily 11am-11:50am RAI 349 Baxter L
5776 E Daily 12pm-12:50pm RAI 349 Mazzawi L
5778 S MW 5pm-6:40pm RAI 349 Wellman S
Th 5pm-5:50pm RAI 349

MATH 091  Elementary/Intermediate Algebra I  5
First quarter of a seamless two-quarter sequence covering topics from beginning and intermediate algebra, for qualified students who have completed beginning algebra and need to review and extend their skills. PR: Completion of one year of beginning algebra or MATH 082 or equivalent with a C (2.0) or higher OR placement into MATH 090 or higher via an assessment test score OR instructor permission.
* Section OL (5788) is an online class which starts January 6. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.
5780 A Daily 9am-9:50am BAK 209 Weiss-Green H
5782 B Daily 10am-10:50am MON 209 Herrmann E
5784 C Daily 11am-11:50am MON 204 McPherson G
5786 D Daily 12pm-12:50pm MON 204 McPherson G
5788 OL Online Weiss-Green H
5790 S MW 4:30pm-6:50pm RAI 300 Cahan A

MATH 095  Essentials of Geometry  2
Basic concepts in geometry including properties of points, lines, planes, angles, triangles, polygons and circles. PR: MATH 082, MATH 088 or MATH 090 with a grade of C (2.0) or higher, or placement into MATH 099 or higher via an assessment test score, or permission of a math instructor. Concurrent enrollment in MATH 090 is allowed with instructor permission.
5800 A TBA 8am-8:50am RAI 349 Cleveland H
5802 B TBA 9am-9:50am RAI 349 Wikman C
5804 C TBA 10am-10:50am RAI 349 Lucera E
5805 D TBA 11am-11:50am RAI 349 Baxter L
5806 E TBA 12pm-12:50pm RAI 349 Mazzawi L
5808 S MW 5pm-6:40pm RAI 349 Wellman S
Th 5pm-5:50pm RAI 349
MATH 100 Intermediate Algebra
Polynomials, rational expressions, exponents, radicals, linear and quadratic equations, inequalities, systems of equations, logarithms, distance and midpoint formulas, lines and circles. PR: MATH 082, MATH 088 or MATH 090 with a grade of C (2.0) or higher, or placement into MATH 099 via an assessment test score, or permission of a MATH 099 instructor or math program advisor. Plane geometry recommended but not required.

* Section D (5816) is linked with ENGL 098 I (3684) and they must be taken concurrently.

* Section OL (5822) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

* Section OL (5822) On-campus attendance required 7-9pm in RAI 351 for Orientation Mon, Jan. 3; Exam 1 Mon, Feb. 7; and Final Exam Mon, Mar. 14.

Section OL (5802) On-campus attendance required 7-8:30pm in MON 120 for Orientation Wed, Jan. 5; Exam 1 Wed, Jan 26; Exam 2 Wed, Feb. 16; and Final Exam Wed, Mar. 16.

Section D (5816) is linked with ENGL 098 I (3684) and they must be taken concurrently.

Section OL (5822) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

Section OL (5822) On-campus attendance required 7-9pm in MON 120 for Orientation Mon, Jan. 3; Exam 1 Mon, Feb. 7; and Final Exam Mon, Mar. 14.

Section OL (5902) On-campus attendance required 7-9pm in RAI 351 for Orientation Mon, Jan. 3; Exam 1 Mon, Feb. 7; and Final Exam Mon, Mar. 14.

MATH 105 Trigonometry
Trigonometric ratios and function, solving right and oblique triangles, vectors, circle concepts, graphing trigonometric functions, basic identities and applications. PR: MATH 080, MATH 088 or MATH 090 with a grade of C (2.0) or higher, or placement into MATH 100 or higher via an assessment test score, or permission of a math instructor.

MATH 100 Survey of Mathematics
Selected topics that include history of math, logic, sets, abstract systems, geometry, number systems, computers, probability and applications to other disciplines. Intended for liberal arts and education majors. PR: MATH 090 with a grade of C (2.0) or higher, or placement into MATH 099 via an assessment test score, or permission of a MATH 099 instructor or math program advisor. Plane geometry recommended but not required.

MATH 107 Math in Society
College-level coverage of practical applications of mathematics methods to areas of management, social sciences, biology and other fields. For students not preparing for calculus or the sciences. PR: MATH 090 or equivalent with a grade of C (2.0) or higher, or placement in MATH 107 or higher via an assessment test score, or permission of a math instructor.

* Section OL (5842) On-campus attendance required 7-9pm in MON 202 for Orientation Thurs, Jan. 6; Exam 1 Wed, Feb. 9; and Final Exam Wed, Mar. 16.

MATH 120 Math for Business
Topics include invoices, trade discounts, mark-up and mark-down, payroll and payroll taxes, inventory valuation methods, analysis of financial statements, percent value, annuities, sinking funds, and basic statistical measures. PR: MATH 070 with a grade of C (2.0) or higher, or placement into MATH 080 or higher via an assessment test score, or permission of a math instructor.

MATH 138 Applied College Algebra
Graphs, equations, and functions (polynomial, rational, exponential, logarithmic); matrices, linear programming, mathematics of finance. For students of business, social science or some life sciences. (Not intended for math/science/engineering majors.) Graphing calculator required. PR: MATH 099 or equivalent with a grade of C (2.0) or higher, or placement into MATH 138, or permission of a math instructor.

MATH 141 Precalculus I: College Algebra
First of a two-course sequence for students intending to take calculus beginning with MATH& 151. PR: MATH 099 or equivalent with a grade of C (2.0) or higher, or placement into MATH& 141 or higher via an assessment test score, or permission of a math instructor.

MATH 142 Precalculus II: Trigonometry
A college level trigonometry course. The second course in two-course series for students who intend to take calculus beginning with MATH& 151. PR: MATH& 141 or equivalent with a grade of C or higher, or placement into MATH& 142 or higher via an assessment test score, or permission of a math instructor.

MATH& 146 Introduction to Statistics
Introductory course. Descriptive methods, probability, sampling distributions, hypothesis testing, confidence intervals, correlation, ANOVA, chi-square tests. For students in any major. PR: MATH 138 OR MATH& 141 with a grade of C (2.0) or higher, or placement into MATH& 146 or higher via an assessment test score, or permission of a math instructor.

* Section OL (5902) is a self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

* Section OL (5902) On-campus attendance required 7-8:30pm in MON 120 for Orientation Wed, Jan. 5; Exam 1 Wed, Jan 26; Exam 2 Wed, Feb. 16; and Final Exam Wed, Mar. 16.

See page 19 for more information about these symbols.
MATH& 148  Business Calculus  5
One-quarter short course in calculus. For students of business, biological sciences, social sciences, or disciplines requiring only one introductory quarter of calculus. PR: MATH 130 or MATH& 141 with a grade of C (2.0) or higher, or placement into MATH& 148 or higher via an assessment test score, or permission of a math instructor.

MATH 261  Linear Algebra  5
Emphasis on theory and applications. PR: MATH& 153 or equivalent with a grade of C (2.0) or higher, or permission of a math instructor.

MATH 260  Calculus III  5
Second course in calculus sequence. For majors in engineering, science, mathematics and others requiring more than two quarters of calculus. PR: MATH& 152 or MATH& 144 with a grade of C (2.0) or higher, or permission of a math instructor.

MATH& 152  Calculus II  5
Third course in calculus sequence. For majors in engineering, science, mathematics and others requiring more than one quarter of calculus. PR: MATH& 151 or equivalent with a grade of C (2.0) or higher, or permission of a math instructor.

MATH& 153  Calculus III  5
Fourth course in calculus sequence. For majors in engineering, science, mathematics and others requiring more than three quarters of calculus. PR: MATH& 152 or equivalent with a grade of C (2.0) or higher, or permission of a math instructor.

MATH& 254  Calculus IV  5
Theory and applications. PR: MATH& 153 or equivalent with a grade of C (2.0) or higher, or permission of a math instructor.

MATH 261  Differential Equations  5
Introductory course in ordinary differential equations. PR: MATH& 254 or equivalent with a grade of C (2.0) or higher, or concurrent enrollment in MATH& 254, or permission of a math instructor.
### MUSIC

#### MUSC 105 Music Appreciation 5
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 105</td>
<td>MTWTh</td>
<td>9am-9:50am</td>
<td>BAK 111</td>
<td>Waldron R</td>
</tr>
<tr>
<td>MUSC 105</td>
<td>Online</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MUSC 110D World Music 5
Classical and folk traditions of Asia, traditional practices of Africa and Native American and folk and regional styles of Europe and Latin America. History, evolution, and performance practices of music in non-Western cultures.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 110D</td>
<td>MTWTh</td>
<td>10am-10:50am</td>
<td>BAK 111</td>
<td>Waldron R</td>
</tr>
</tbody>
</table>

#### MUSC 111D Popular Music in America 5
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 111D</td>
<td>MTWTh</td>
<td>11am-11:50am</td>
<td>BAK 116</td>
<td>Waldron R</td>
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</tbody>
</table>

#### MUSC 117 Class Piano-Elementary 2
Class instruction in piano. Open to all students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>MUSC 117</td>
<td>TTh</td>
<td>11am-11:50am</td>
<td>BAK 116</td>
<td>Waldron R</td>
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</tbody>
</table>

#### MUSC 118 Class Piano-Intermediate 2
Class instruction in piano. Open to all students. PR: MUSC 117 or examination.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 118</td>
<td>TTh</td>
<td>11am-11:50am</td>
<td>BAK 116</td>
<td>Waldron R</td>
</tr>
</tbody>
</table>

#### MUSC 119 Class Piano-Intermediate 2
Class instruction in piano. Open to all students. PR: MUSC 118 or examination.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MUSC 119</td>
<td>TTh</td>
<td>11am-11:50am</td>
<td>BAK 116</td>
<td>Waldron R</td>
</tr>
</tbody>
</table>

#### MUSC 124 Class Voice 3
Basic principles and techniques for good singing and performance. Performance of songs from memory. Open to students at any performance level.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 124</td>
<td>MW</td>
<td>1pm-2:15pm</td>
<td>BAK 111</td>
<td>Kammer G</td>
</tr>
</tbody>
</table>

#### MUSC 125 Class Voice II: Intermediate 3
Continued development of singing and performance techniques as introduced in MUSC 124. Emphasizes more advanced repertoire and styles of singing. PR: MUSC 124 or instructor permission.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MUSC 125</td>
<td>MW</td>
<td>1pm-2:15pm</td>
<td>BAK 111</td>
<td>Kappus L</td>
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</tbody>
</table>

#### MUSC 147 Everett Youth Symphony 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 147</td>
<td>CS</td>
<td>M</td>
<td>6pm-8:30pm</td>
<td>OFF KHS</td>
</tr>
</tbody>
</table>

#### MUSC 151 Private Piano 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>MUSC 151</td>
<td>CA</td>
<td>TBA</td>
<td></td>
<td>Kammer G</td>
</tr>
</tbody>
</table>

#### MUSC 152 Private Voice 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

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<tbody>
<tr>
<td>MUSC 152</td>
<td>CA</td>
<td>TBA</td>
<td></td>
<td>Kammer G</td>
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</tbody>
</table>

#### MUSC 153 Private Strings 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

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<tr>
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<th>Instructor</th>
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<tbody>
<tr>
<td>MUSC 153</td>
<td>CA</td>
<td>TBA</td>
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<td>Kammer G</td>
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</tbody>
</table>

#### MUSC 154 Private Woodwinds 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

<table>
<thead>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MUSC 154</td>
<td>CA</td>
<td>TBA</td>
<td></td>
<td>Kammer G</td>
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</tbody>
</table>

#### MUSC 155 Private Brass 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

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<tr>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MUSC 155</td>
<td>CA</td>
<td>TBA</td>
<td></td>
<td>Kammer G</td>
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</tbody>
</table>

#### MUSC 156 Private Percussion 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

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<tbody>
<tr>
<td>MUSC 156</td>
<td>CA</td>
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<td>Kammer G</td>
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</tbody>
</table>

#### MUSC 157 Private Guitar 1-2
Individualized instruction in performance medium, to be arranged. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

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<tbody>
<tr>
<td>MUSC 157</td>
<td>CA</td>
<td>TBA</td>
<td></td>
<td>Kammer G</td>
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</tbody>
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See page 19 for more information about these symbols.
MUSC 217  Composition/Improvisation  1-2
Private instruction in composing music and improvising melodic lines relating to chord structures, harmonic progressions, and appropriate scales and modes. Self-support, non-tuition class. Class cost: $87 for 1 credit; $174 for 2 credits. Private lessons fee: $302 for 1 credit; $604 for 2 credits. There is no refund. A technology fee may apply. PR: Written permission from the chair of the Music Department.

6204  CA  TBA  Waldron R

NATURAL SCIENCE

NAT S 150  Science of Weight Loss  5
Physiological and environmental influences on weight; impact of weight on health. Scientific information on healthy weight loss; evaluation of popular weight loss techniques. PR: ENGL 098 or placement into ENGL& 101, AND MATH 080 or placement into MATH 081. Lab fee: $28.10.

6420  A  W  8am-9:50am  SHK 141  Stern/Vandenberg
T  8am-9:50am  WHI 343
6422  B  W  8am-9:50am  SHK 141  Stern/Vandenberg
Th  8am-9:50am  WHI 343

NAT S 107  Physical Science for Everybody  5
Hands-on exploration of how motion, energy and forces affect the way things work. For non-science majors. Highly recommended for elementary education majors. PR: ENGL 098 with a grade of C or higher or skills assessment at ENGL& 101 or higher level; MATH 080 or skills assessment at MATH 081 or higher level. Lab fee: $29.50.

* Self-support, non-tuition class. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.

6426  S  MW  5pm-7:50pm  WHI 250  Zuvich L

NURSING

NURS 095  Nursing Success Strategies  1
Assists the nursing student to prepare for classroom activities and test taking. Familiarizes the student with various approaches to problem solving as well as strategies for efficient study and intense practice with question analysis. PR: Admission to the Nursing Program, selection by the Nursing Admissions Committee.

6460  A  M  TBA  IND 118  Brasfield K
6462  B  M  TBA  IND 118  Brasfield K

NURS 100  Nursing Assistant  10
This course prepares students to function in a myriad of health care settings. HIV/AIDS and CPR training are included. Upon completion students may apply for OBRA certification in Washington State. PR: High school diploma or GED and completed student immunization record. Lab fee: $16.46.

6464  A  MT  12pm-4pm  IND 133  Sundberg D
Th  8:30am-12pm  TBA  Smith E F
W  12pm-4pm  IND 169  Sundberg D
6466  B  F  9am-1pm  IND 133  Sundberg D
TW  TBA  IND 169  Behan H

NURS 104  Critical Thinking/Nurses  2
Covers critical thinking skills necessary for nurses to be able to think clearly and creatively as professionals in a diverse workforce and a dynamic healthcare workplace. PR: Acceptance into the Nursing Program.

6468  A  M  TBA  IND 118  DavisWolfe M

NURS 110  Nursing Therapeutics I  13
Combination lecture and lab introducing caring as framework underlying nursing as a science and a profession. Four concepts examined: client, nursing, health, and environment. PR: Acceptance into the Nursing Program. Lab fee: $289.50.

6470  A  Daily  8am-5pm  IND 118  Wilner S/McLean G

NURS 120  Nursing Therapeutics II  13
Combination lecture and lab which presents integrated view of mind/body responses to altered health states. Content covers rationale for health care intervention, explores application of nursing principles and theories in variety of situations and the opportunity to develop skills essential to care of adult clients. PR: NURS 110. Lab fee: $228.10.

6480  A  Daily  8am-5pm  IND 117  Hansen V/Weber C

NURS 130  Nursing Therapeutics III  13
Combination lecture and lab course in continuation of NURS 120. Explores increasingly complex body system alterations and presents the nursing therapies connected with these alterations. PR: NURS 120. Lab fee: $228.10.

6490  A  Daily  8am-5pm  IND 123  Whedon C/Zoeller N

PHILOSOPHY

PHIL 150  Philosophy in the Cinema
This Hybrid course meets once a week and includes a podcast lecture each week. iPods welcome! Try a fun introduction to philosophy through film! We’ll watch a variety of movies such as The Matrix, The Seventh Seal, and Being John Malkovich, and read essays focusing on the philosophical questions they raise. Watching great movies and discussing timeless questions may be the best way to earn five credits in humanities on campus!

More info: Mike VanQuickenborne at mvanquickenborne@everettcc.edu
NURS 150  NCLEX Preparatory Course  2.5
Overview of the nursing knowledge base as applied to the NCLEX test plan. Five day intensive course. Class runs selected days TBA. No refund after class start date. PR: Successful completion of six quarters of the Nursing Program. Lab fee: $262.05.
  6500 A  TBA  9am-3pm  Brasfield K

NURS 210  Nursing Therapeutics IV  13
Presents integrated view of responses to normal growth and development from infancy through adolescence and the expanding family. Selected health related areas of women and children are examined in relation to epidemiology, risk factors, pathologic mechanisms, and clinical manifestations. PR: NURS 130. CR: Concurrent enrollment in one of the NURS 180 sections. Lab fee: $286.60.
  6550 A  Daily  8am-5:50pm  IND 127  Shannon C/Miller L

NURS 220  Nursing Therapeutics V  6
Combination lecture and lab course which explores multi-system physical and mental health alterations and related nursing therapies. PR: NURS 210. Lab fee: $228.35.
  6540 A  Daily  8am-5:50pm  IND 171  Corbin J/Weber C

NURS 230  Nursing Therapeutics VI-Transition  12
Addresses aspects of becoming a professional nurse through the exploration of personal values, nursing ethics, legal accountability, power politics, collective bargaining, and the business of the changing contemporary healthcare system. PR: NURS 220. Lab fee: $226.10.
  6550 A  Daily  8am-5:50pm  IND 169  Brasfield K

NURS 275  Post-Graduate Residency  12
  6560 A  TBA  TBA  Corbin J

NUTR 101  Nutrition  5
Basic principles of nutrition for infants, children, adolescents and adults; guidelines for healthy diet, nutrient functions and food sources; and the role of nutrition in health, physiological growth and development, and disease prevention. The on-line version of this class requires on-campus exams; dates to be scheduled. Out-of-area students may arrange test proctors. PR: ENGL 098 with a grade of C or higher or skills assessment at ENGL 101 or higher, and MATH 080 or skills assessment at MATH 081 or higher.

* Sections OL1 (6652) and OL2 (6654) are self-support, non-tuition classes. Class cost: $435. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply.
  6640 A  Daily  9am-9:50am  WHI 365  Gabrielsen K
  6642 B  Daily  10am-10:50am  WHI 353  Wild L
  6644 C  Daily  10am-10:50am  WHI 365  Gabrielsen K
  6646 D  Daily  11am-11:50am  WHI 353  Wild L
  6650 OL1 Online  9:30am-10:30am  Vandenberg N
  6652 OL2 Online  9:30am-10:30am  Gabrielsen K
  6654 OL3 Online  9:30am-10:30am  Gabrielsen K
  6648 S  TTh  4:30pm-6:50pm  WHI 353  Wild L

OCEA 101  Introduction to Oceanography  5
Intro to Earth’s oceans, including origin and evolution of ocean basins, composition and variability of seawater, oceanic structure and circulation patterns, and marine pollution. Required field trip on Feb 4-6, 2011. PR: MATH 080 or skills assessment at MATH 081; ENGL 098 with a grade of C or higher, or skills assessment at ENGL & 101 or higher level. Lab fee: $73.10. Field trip fee: $40.
  6750 A  TTh  8am-9:50am  WHI 238  Grupp S

PEW 100  Beginning Yoga  1-2
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.
  7120 A  MTWTh  8am-8:50am  TFC 231  Anderson B
  7122 B  MTWTh  9am-9:50am  TFC 231  Anderson B
  7123 C  MTWTh  11am-11:50am  TFC 231  Anderson B
  7126 S  T  5pm-6:40pm  TFC 231  Valentine M
  7128 T  T  7pm-8:40pm  TFC 231  Valentine M

PEW 101  Intermediate Yoga  1
Progressive training in yoga postures, special breathing techniques, breath control, relaxation, visualization, mental concentration, and meditation. PR: Previous experience or completion of PEW 100, or instructor permission.
  7130 S  M  7pm-8:40pm  TFC 231  Valentine M

PEW 102  Tai Chi  1
Classical Chinese exercise. Effortless, rhythmic art stressing slow breathing and relaxed postures and absolute calmness of mind. Promotes health and inner tranquility.
  7140 S  Th  7pm-8:40pm  TFC 231  Hallgren G

PEW 111  Kick Boxing Aerobics  1-2
A dynamic low impact aerobic workout combining punches, jabs, and variety of kicks to strengthen the upper and lower body. Effectively increases endurance, coordination, strength and balance.
  7156 A  MTWTh  10am-10:50am  TFC 231  Gstohl C
  7160 S  TTh  5pm-5:50pm  TFC 231  Gstohl C

PEW 116  Low-Impact Aerobics  2
Aerobic workout with music. This dynamic low-impact workout combines moves to strengthen the upper and lower body. No previous experience with aerobic exercise is necessary.
  7176 A  MTWTh  12pm-12:50pm  TFC 231  Webster K

PEW 119  Speed Agility Quickness  1-2
Training exercises to improve speed, agility and quickness. Warm-up, mechanics and movements in each category.
  7180 A  MTWTh  10am-10:50am  TFC 149  Willis S

PEW 121  Walk Jog Run  1-2
Walk, jog and run your way to improved fitness. Correct techniques, basic physiology, and training methods for walking, jogging and running.
  7190 A  TTh  9am-9:50am  TFC 149  Grigsby S
  7192 B  MTTh  1pm-2:05pm  TFC 148  Grigsby S
PEHW 125  Beginning Weight Training  3
Basic principles of weight training, exercise selection, safety, and fundamental techniques in lifting free and machine weights. Individual program designed for body building or toning.
  7202 A  MWTh  11am-12:40pm  TFC 148  Gstohl C
  7204 B  MWTh  1pm-2:40pm  TFC 148  Gstohl C

PEHW 126  Advanced Weight Training  3
Advanced weight lifting skills, added weights, repetitions and exercises. PR: PEHW 125.
  7206 A  MWTh  11am-12:40pm  TFC 148  Gstohl C
  7208 B  MWTh  1pm-2:40pm  TFC 148  Gstohl C

PEHW 128  Women on Weights  2
Individualized conditioning program for various components of fitness. Strength on the stability ball, free weights, circuits, and cardio/step with additional focus on learning principles of fitness to create personalized workouts.
  7210 S  TTh  4pm-5:40pm  TFC 148  Gstohl C

PEHW 144  Court Games  2
Fundamental techniques, terminology, rules, history, etiquette, and strategies of badminton and pickleball.
  7230 A  MTWTh  12pm-1:25pm  TFC 149  Grigsby S

PEHW 148  Volleyball  2
Practice and development of volleyball skills: serving, passing, setting, and spiking.
  7240 A  MTWTh  10am-11:50am  TFC 149  Hovde C

PEHW 150  Soccer  2
Rules, skills and strategies of soccer. Note: First class meeting at TFC. All other sessions meet at Jackson Park, 1700 State St., Everett.
  7250 A  MTWTh  11am-12:50pm  TFC 149  Willsie S

PEHW 203  Lifetime Health/Wellness  5
Dimensions of wellness, principles of and training for health-related fitness, the relationship of lifestyle habits to chronic disease. PR: Successful completion of ENGL 098 with grade of C or higher or eligibility for ENGL& 101.
  OL  7360 OL  Online  Grigsby S

PHOTOGRAPHY

PHOTO 110  Photography I: Basic Elements  5
For students majoring or seriously interested in photography. Introduces digital SLR camera, basic Photoshop techniques, image processing, output theory and practice, history of photographic materials and techniques. Lab fee: $93.
  MT  7020 A  MTTh  8am-9:50am  WHI 262/261  Guildner C
  MT  7022 B  TTh  1pm-3:50pm  WHI 262/261  Felsenthal E
  MT  7023 S  AM  4pm-6:50pm  WHI 262/261  Weller L

PHOTO 111  Photography II: B&W Imaging  5
Second course in the basic series. Digital black and white image production for intermediate level exposure and output. Zone System theory, use of the histogram, the RAW filter, image processing, printing and basic toning techniques. PR: PHOTO 110 or instructor permission. Lab fee: $93.
  MT  7024 A  AM  1pm-3:50pm  WHI 262/261  Felsenthal E

PHOTO 195  Foundation Portfolio Review  2
Portfolio review of student work from 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. Self-support, non-tuition class. Cost: $174. Lab fee: $31. Last day for 100% refund is January 7. There is no 50% refund. A technology fee may apply. PR: ART 110, GRAPH 110, PHOTO 110 and PHOTO 230 or instructor permission.
  MT  7038 CA  TBA  Felsenthal E

PHOTO 211  Photo V: Advanced Process  5
Advanced use of digital SLR camera, RAW capture, Photoshop RAW filter, layer application for advanced color correction, digital retouching, basic image composite methods, filters, blend modes, and image research. PR: PHOTO 210 or instructor permission. Lab fee: $93.
  MT  7040 A  TTh  4pm-6:50pm  WHI 262/261  Weller L

PHOTO 230  History of Photography  5
Overview of the history of photography with attention to the sociological and pictorial contexts. Enables the student to view photographs intelligently as both aesthetic experience and faculty report.
  MT  7042 HY  MWTh  10am-10:50am  WHI 341  Felsenthal E

PHOTO 244  Studio Photography II  5
Photographing people in studio and location environments using studio and location electronic flash systems and methods, traditional and non-traditional portraiture, set design and directing. Equipment provided. PR: PHOTO 243 or instructor permission. Lab fee: $93.
  MT  7048 S  TTh  1pm-3:50pm  WHI 261/279  Weller L
PHYSICS

PHYS& 121 General Physics I 5
Study of motion, force, and energy. PR: ENGL 098 with a grade of C or higher, MATH 138 or MATH& 142 or MATH& 144 or equivalent; or concurrent enrollment in MATH 138 or MATH& 142. Lab fee: $29.50.

TTh 7460 A 10am-11:50am WHI 250 Washburn K
TTh 7462 B 1pm-2:50pm WHI 207 Washburn K

PHYS& 122 General Physics II 5
Continuation of PHYS& 121. Periodic motion, sound and heat. PR: PHYS& 121. Lab fee: $29.50.

TTh 7470 A 8am-9:50am WHI 250 Washburn K

PHYS 130 Fabrication Skills & Safety 1
Introduces students to tools used in woodworking and metal fabrication, proper use of tools and safety protocols associated with tools and shop in general. Co-listed as ART 130. Credit cannot be earned in both PHYS 130 and ART 130. Lab fee: $17.20.

F 7480 A 1pm-2:50pm WHI 250 Taylor D

PHYS& 222 Engineering Physics II 4
Continuation of PHYS& 221. Mechanics and thermodynamics. PR: PHYS& 221 and MATH& 152.

** Self-support, non-tuition class. Class cost: $348. Last day for 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

TTh 7490 A TTh 8am-9:50am WHI 248 Gutierrez K

PHYS& 223 Engineering Physics III 4
Continuation of PHYS& 222. Electromagnetism. PR: PHYS& 222 and MATH& 153.

W 7500 A WF 8am-9:50am WHI 248 Vanture A

PHYS& 232 Engineering Physics II Lab 1.5
Offered concurrently with PHYS& 222. CR: PHYS& 222 or instructor permission. Lab fee: $29.50.

** Self-support, non-tuition class. Class cost: $130.50. Last day for 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

Th 7492 A 1pm-3:50pm WHI 250 Gutierrez K

PHYS& 233 Engineering Physics III Lab 1.5
Offered concurrently with PHYS& 223. In lieu of a lab fee, students will be required to purchase materials for individual lab projects. CR: PHYS& 223 or instructor permission.

M 7502 A M 8am-10:50am WHI 250 Vanture A
W 7504 B W 1pm-3:50pm WHI 250 Vanture A

POLITICAL SCIENCE

POLS& 101 Introduction to Political Science 5
Consideration of fundamental and enduring political questions: What is politics? What difference does it make? What is political control? Can morality inform politics?

OL 7540 OL Online Horn S
H 7541 HY TTh 12pm-1:10pm GWH 278 Horn S

POLS& 200 Introduction to Law 5
Legal institutions and processes, law as a system of social thought and behavior and a framework in which rival claims are resolved. Intended for UW Business transfer students, Pre-Law/Political Science.

A 7543 A Daily 8am-8:50am GWH 270 Newlin G

POLS& 202 American Government 5
Introductory analysis of the process by which policy is made at the national level in the United States.

OL 7546 OL Online Horn S
H 7548 HY MW 12pm-1:10pm GWH 278 Horn S

POLS& 204 Comparative Government 5
Introductory comparative analysis of national political systems, ideologies, constitutions, forms of participation, structures of government, and policies.

** Self-support, non-tuition class. Class cost: $435. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.

TTh 7556 S TTh 7pm-9:30pm GWH 382 Housner R

PSYCHOLOGY

PSYC& 100 General Psychology 5
Psychology as a science focusing on five major theoretical perspectives in contemporary psychology: biological, cognitive, humanistic, psychoanalytical and learning. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

** Section LC (7628) is part of the “Transformations” Learning Community and must be taken concurrently with DEVED 105 LC (3169).

OL 7620 OL Online Hamaoui K
W 7624 A MTWTh 7:50am-8:50am GWH 374 Smith D B
H 7626 HY1 MTWTh 9am-9:50am GWH 374 Smith D B
H 7627 HY2 MTWTh 11am-11:50am GWH 374 Smith D B
H 7628 LC MTWTh 12:15pm-1:30pm GWH 286/288 Hamaoui K
H 7630 HY3 MW 12pm-1:50pm GWH 374 Smith D B
H 7631 HY4 MTWTh 1pm-1:50pm GWH 284 Hamaoui K
H 7632 HY5 TTh 2pm-3:30pm GWH 374 Smith D B
H 7634 S MTh 4pm-5:30pm GWH 382 Bender S

PSYC& 200 Lifespan Psychology 5
Analysis of psychological and physiological development of the lifespan with emphasis on understanding physical, social, emotional and cognitive processes. PR: Completion of PSYC& 100 with a C or higher AND completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

** Section TC (7668) is a telecourse. Students will meet in class on the following dates: January 6 (orient), January 27, February 17 and March 3 (exams). Telecourse licensing/tape (DVD) rental fee: $60. See pages 12 and 13 for more information.

OL 7656 OL Online Brown D
H 7664 HY MTWTh 10am-10:50am GWH 374 Hamaoui K
T 7668 TC Th 7pm-9pm GWH 276 Veldink C

PSYC 205 Introduction to Personality 5
Examination of theoretical approaches to personality, major philosophical positions, experimental methods, and data used in evaluating various personality theories. PR: Completion of PSYC& 100 with a C or higher AND completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

A 7670 A TTh 12pm-2:15pm GWH 276 Smith D B

PSYC& 220 Abnormal Psychology 5
Description, development and dynamics of behavior disorders and personality as related to contemporary conditions of life. PR: Completion of PSYC& 100 with a C or higher AND completion of ENGL 098 with a grade of C or higher or eligibility for ENGL& 101 or instructor permission.

OL 7676 OL Online Smith D B
H 7678 HY W 4:50pm-6:50pm GWH 382 Bender S
**SOCIOL ogy**

**SOC 101 Introduction to Sociology**

Study of society; survey of cultural and social systems and their relationship to the lives of individuals. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL 101 or instructor permission.

Section TC (7889) is a telecourse. Students will meet in class on the following dates: January 6 (orient), January 20, February 10 and March 3 (exams). Telecourse licensing/tape (DVD) rental fee: $60. See pages 12 and 13 for more information.

**SOC 248 Women, Religion & Society**

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. Co-listed as HUM 248; credit cannot be earned in both SOC 248 and HUM 248.

**SOC 255D Medicine Across Cultures**

Cross-cultural analysis of the environmental, historical, biological and cultural contributions to illness and health. Co-listed with ANTH 255D. Credit cannot be earned in both SOC 255D and ANTH 255D. PR: Completion of ENGL 098 with a grade of C or higher or eligibility for ENGL 101.

**SPANIS H**

See the Corporate & Continuing Education and World Languages sections of this schedule.

**WELDING**

Washington Association of Building Officials (WABO) Testing is available to welding program students and to the general public every Friday by appointment. You must schedule an appointment by calling 425-388-9096.

**WELD 150 Blueprint Reading/Industry**

Overview of engineering drawing symbols used on blueprints and techniques used in their interpretation. PR: Basic arithmetic skills or concurrent enrollment in Math 30.

**WELD 152 Weld Base Materials: Process**

Base material classification systems, welding processes and procedures.
WELD 195  Gas Metal Arc/Flux Weld  5
Principles and techniques of gas Metal Arc and Flux Core Arc Welding processes on mild steel, stainless steel and aluminum. Lab fee: $62.95.

8475 A MTWTh 8am-10:05am  MON 110  Hustler D
8476 B MTWTh 10:20am-12:25pm  MON 110  Minzel D
8477 C MTWTh 3:15pm-5:20pm  MON 110  Hile D
8478 S MW 7pm-11:10pm  MON 110  White R L
8479 T TTh 7pm-11:10pm  MON 110  White R L

WELD 196  Flux Cored Arc Welding  5
Class covers the principals and techniques of the Flux Core welding processes on mild steel in all positions. PR: Instructor permission. Lab fee: $62.95.

8485 A MTWTh 8am-10:05am  MON 110  Hustler D
8486 B MTWTh 10:20am-12:25pm  MON 110  Minzel D
8487 C MTWTh 3:15pm-5:20pm  MON 110  Hile D
8488 S MW 7pm-11:10pm  MON 110  White R L
8489 T TTh 7pm-11:10pm  MON 110  White R L

WELD 200  Heavy Plate Fabrication  5
Introduces the development of complex structures, fitting processes and procedures of heavy plate fabrication. Uses standard lay-out techniques and set up and operation of press brake. Lab fee: $62.95.

8495 S MW 7pm-11pm  MON 110  Burton N J

WELD 210  Sheet Metal Fabrication  5
Sequences and methods of light gauge metal fabrication. Students plan and produce parts using forming machinery, joining and forming processes. Lab fee: $62.95.

8500 T TTh 7pm-11pm  MON 110  Holly M

WELD 211  Pipelining & Pipe Fabrication  5
Presents basic pipelining. Students will fabricate various pipe systems and manifolds working from blueprints. Lab fee: $62.95.

8505 A MTWTh 3:15pm-5:20pm  MON 110  White R L

WELD 225  Welding Skills Building  2
Designed for the student who is seeking practice time prior to taking a state welding certification test or for the student seeking to improve current welding skills through additional lab time. Lab fee: $27.70.

8515 A MW 12:30pm-2:10pm  MON 110  Hile D
8516 B TTh 12:30pm-2:10pm  MON 110  Hile D
8517 S MW 5:20pm-7pm  MON 110  Hile D
8518 T TTh 5:20pm-7pm  MON 110  Owens O

WELD 285  Computerized Torch Cutting  5
Programming and use of the computerized cutting system using Autocad. Lab fee: $62.95.

8520 A MTWTh 10:20am-12:25pm  IND 124  Hustler D

WELD 295  Work Experience Internship  1-5
Provides student with a safe, supervised work environment to apply their welding and fabrication skills, fostering professional growth and self-confidence in the welding industry. PR: Instructor permission.

8550 A TBA  Minzel D

WORLD LANGUAGES
For additional World Languages courses see the Corporate and Continuing Education sections of this schedule.
ITALIAN
ITAL 121 Italian I 5
Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Self-support, non-tuition class. Class cost is $462 which includes the hybrid fee; an additional technology fee may also apply. Payment is due at time of registration. Last day to register: December 27. Last day for 100% refund: January 7. There is no 50% refund option.
H 9460 CEH T 7pm-9pm GWH 264 Bertoldi R

ITAL 122 Italian II 5
Beginning sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. PR: ITAL 121 or instructor permission. Self-support, non-tuition class. Class cost is $462 which includes the hybrid fee; an additional technology fee may also apply. Payment is due at time of registration. Last day to register: December 27. Last day for 100% refund: January 7. There is no 50% refund option.
H 9461 CEH T 4.50pm-6.50pm GWH 264 Bertoldi R

SPANISH
SPAN 101B Elementary Spanish I-Part B 2
SPAN 101 B is equivalent to the second half of SPAN& 121. Slower-paced study of functional elements of Spanish pronunciation and grammar in the context of practical conversational Spanish. PR: SPAN 101A, Spanish placement test or instructor permission.
H 7974 A T 12pm-1:50pm GWH 264 Martin V

SPAN 111 Conversational Spanish I 2
Beginning sequence of oral communication courses designed to accompany SPAN& 121, 122 and 123. Practice and reinforcement of pronunciation, grammar and conversational patterns. CR: Concurrent enrollment in SPAN& 121 or SPAN 101B or instructor permission.
H 7980 S W 4:50pm-6:50pm GWH 266 Gibson D

SPAN 112 Conversational Spanish II 2
Beginning sequence of oral communication courses designed to accompany SPAN& 121, 122 and 123. Practice and reinforcement of pronunciation, grammar and conversational patterns. CR: Concurrent enrollment in SPAN& 122 or instructor permission.
H 7984 S W 7pm-9pm GWH 266 Gibson D

SPAN& 121 Spanish I 5
Beginning sequence of courses to practice functional elements of Spanish pronunciation and grammar in the context of practical conversational Spanish. Students with one year or more of high school study should take a placement test. * For additional grammar and pronunciation assistance, students enrolled in SPAN& 121 are encouraged to enroll in SPAN 111 above.
H 7987 A Daily 9am-9:50am GWH 266 Gibson D
H 7988 B Daily 11am-11:50am GWH 278 Granstrom S
H 7989 C Daily 12pm-12:50pm GWH 266 Carrillo-Martinez A
H 7990 HY T 7pm-9:30pm GWH 266 Martin V

SPAN& 122 Spanish II 5
Beginning sequence of courses to practice functional elements of Spanish pronunciation and grammar in the context of practical conversational Spanish. PR: SPAN& 121, Spanish placement test or instructor permission. * For additional grammar and pronunciation assistance, students enrolled in SPAN& 122 are encouraged to enroll in SPAN 112 above.
H 7992 A Daily 8am-8:50am GWH 266 Granstrom S
H 7993 B Daily 10am-10:50am GWH 266 Carrillo-Martinez A
H 7994 MO TTh 10:40am-12:40pm TYE 302 Gibson D
H 7996 D Daily 11am-11:50am GWH 266 Carrillo-Martinez A
H 7998 HY M 7pm-9:30pm GWH 266 Martin V

SPAN& 123 Spanish III 5
Beginning sequence of courses to practice functional elements of Spanish pronunciation and grammar in the context of practical conversational Spanish. PR: SPAN& 122, Spanish placement test or instructor permission.
H 8000 A Daily 10am-10:50am GWH 264 Granstrom S

SPAN& 222 Spanish V 5
Continuation of SPAN& 121, 122, and 123. Active and systematic review of grammar, building of vocabulary, greater emphasis on oral comprehension, compositions, readings, and discussions. PR: SPAN& 221, Spanish placement test or instructor permission.
H 8020 A MW 1pm-3:15pm GWH 266 Martin V

JAPANESE
JAPN& 121 Japanese I 5
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. Students with one year or more of high school study should meet with Mayumi Smith for proper placement. Call her at 425-388-9380 for an appointment.
H 5230 A Daily 9am-9:50am NBI 101 Nair M
JAPN& 122 Japanese II 5
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. PR: JAPN& 121 or instructor permission.
H 5232 A Daily 10am-10:50am NBI 101 Nair M
H 5234 B Daily 11am-11:50am NBI 101 Nair M
H 5236 S MW 7pm-9:05pm NBI 101 Goto H

JAPN& 222 Japanese V 5
Continuation of JAPN& 221. Acquisition of listening, speaking, reading and writing skills through a variety of activities to handle common situations. PR: JAPN& 221 or instructor permission.
* Self-support, non-tuition class. Class cost: $435. Last day to drop with 100% refund is January 7. There is no 50% refund option. A technology fee may apply.
H 5240 A Daily 12pm-1:50pm NBI 101 Nair M

RUSSIAN
RUSS& 122 Russian II 5
Beginning sequence of courses to practice functional elements of Russian pronunciation and grammar in the context of practical conversational Russian. PR: RUSS& 122 or instructor permission.
* Self-support, non-tuition class. Class cost: $462 which includes the hybrid fee; an additional technology fee may also apply. Payment is due at time of registration. Last day to register: December 27. Last day for 100% refund: January 7. There is no 50% refund option.
7772 A MW 1pm-3:15pm GWH 264 KashaniBranson M

SPANISH
SPAN 101B Elementary Spanish I-Part B 2
SPAN 101 B is equivalent to the second half of SPAN& 121. Slower-paced study of functional elements of Spanish pronunciation and grammar in the context of practical conversational Spanish. PR: SPAN 101A, Spanish placement test or instructor permission.
H 7974 A T 12pm-1:50pm GWH 264 Martin V
Tentative Spring Class Listings Online

The preliminary course information is as up-to-date as possible, but it is likely that some of the class times, days, and other details will change and other classes will be added, and some deleted. An updated listing of classes for Spring quarter will be in the Spring class schedule, which will be available in February.

For tentative Spring quarter class listings, visit www.everettcc.edu/classes

QUICK WEB REFERENCE

| Admissions Info and Application Process | www.everettcc.edu/admissions |
| Advising | www.everettcc.edu/advising |
| Bookstore | www.everettcc.edu/bookstore |
| Catalog | www.everettcc.edu/catalog |
| Credit Card Payment | www.everettcc.edu/creditcardpay |
| Curriculum Guides | www.everettcc.edu/cguides |
| Deadlines | www.everettcc.edu/deadlines |
| East County/Monroe | www.everettcc.edu/eastcounty |
| eLearning | www.everettcc.edu/elearning |
| Enrollment Services Forms | www.everettcc.edu/studentforms |
| External Credit/Transfer Credit Policies | www.everettcc.edu/transfercredit |
| Financial Aid | www.everettcc.edu/sfs |
| Learning Communities | www.everettcc.edu/lc |
| Parents | www.everettcc.edu/parents |
| Registration opening page | www.everettcc.edu/register |
| Running Start | www.everettcc.edu/runningstart |
| Student Kiosk | www.everettcc.edu/kiosk |
| Teens in College | www.everettcc.edu/teensincollege |
| Testing | www.everettcc.edu/testing |
| Tuition | www.everettcc.edu/tuition |
| University Transfer Information Center | www.everettcc.edu/transferinfo |
| Veterans’ Office | www.everettcc.edu/va |
EvCC's Corporate & Continuing Education Center provides workshops and training solutions to enhance your career, explore your life-long interests, and grow your business. Convenient and affordable workshops are available in a variety of topics including Aerospace & Manufacturing; Business and Professional Development; Certificate Programs and Certifications; Computers and Technology; Corporate and Customized Training; Health and Fitness; Online Learning; Personal Interest; and much more.

REGISTER EARLY
By registering early you can help prevent a class from canceling due to low enrollment. If there is enough interest early on, we may even add additional sections.

SATISFACTION GUARANTEED
If you are not completely satisfied with one of our workshops or were not able to attend due to an emergent situation, you may repeat it one time, tuition-free, for up to one year (as long as there is space available and the course is still offered). Valid picture identification required. Call the Corporate and Continuing Education Center at 425-267-0150 for prior approval and arrangements. (Online courses and credit-bearing courses are excluded from this policy).

CANCELLATIONS
Classes not meeting minimum enrollment will be canceled. The College will attempt to notify students 3 days prior to the class start date if a class is being canceled.

OUR REFUND POLICY
Cancellations or changes to your schedule need to be made at least 4 business days prior to first class to receive a full refund. There is no 50% refund option. Cancellations made by the College will be refunded 100%. Allow 30 days to process refunds. Also, see “Satisfaction Guaranteed” policy above. Credit-bearing courses have unique refund deadlines. Please see individual course description for deadlines.

ONLINE COURSE REFUND POLICY
Students may receive a full refund prior to course activation process completion. The activation process is complete once the student has received email confirming registration and procedures for using course materials. Exception to this policy are included in applicable course descriptions.

REGISTRATION CONFIRMATION
If you register at the Jackson Center, call the Corporate and Continuing Education Center office to receive your Registration Confirmation and any additional information you may need prior to the class start date.

Every effort is made to ensure that the information and fees in this publication are accurate. However, changes and corrections do occur. Therefore, the provisions of this publication are not to be construed as a contract between the student and Everett Community College Corporate and Continuing Education Center. The College reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes may apply not only to prospective students, but also to those currently enrolled. Advance notification will be given to students whenever possible.

AEROSPACE & MANUFACTURING
Blueprint Reading courses are also available. Please contact learn@everettcc.edu or call 425-267-0150 for information. For additional offerings in the Aerospace and Manufacturing industry see the following sections:

<table>
<thead>
<tr>
<th>Project Management</th>
<th>pg. 62</th>
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<tr>
<td>CATIA V5</td>
<td>pg. 68</td>
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BASIC ELECTRONICS AND TROUBLESHOOTING (7.2 CEUs)
This is a focused, intensive training for the specific skills and knowledge needed for troubleshooting electronic systems. Students will learn the fundamentals of electronic components, circuits and testing. Emphasis will be on component and circuit operations, analysis and documentation. Areas of study include: fundamentals of electricity, electronic configuration, passive and active components, analysis of passive circuits, frequency and time measurements, hands-on training with D.C. Power supplies, DMM, function generator and oscilloscope. The course includes hands-on labs. The course is divided into two modules. The first module provides the student with a fundamental knowledge of electronic components, circuits and testing. The second module covers techniques for analyzing and repairing failures in electronic equipment and systems. Topics include safety, signal tracing and troubleshooting methodology. Upon course completion, students will be able to identify, inspect, analyze and troubleshoot electrical and electronic circuits and components logically, and identify, perform and document necessary repairs. Class does not meet on Jan. 17 and Feb. 21. (Staff)

<table>
<thead>
<tr>
<th>Module 1 Dates</th>
<th>Module 2 Dates</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Jan. 10 – Apr. 6</td>
<td>11 Mondays &amp; 13 Wednesdays</td>
<td>9am-1pm</td>
<td>Fee $1200</td>
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<tr>
<td>9152-B013</td>
<td>CCEC 105</td>
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<tr>
<td>Jan. 31 – Apr. 25</td>
<td>12 Mondays &amp; 12 Wednesdays</td>
<td>3pm-6pm</td>
<td>Fee $1200</td>
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<tr>
<td>9153-B013</td>
<td>CCEC 105</td>
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LEAD FREE HANDS ON SOLDERING TRAINING AND ASSEMBLY (1.4 CEUs)
This course is designed to provide basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. This course provides an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40 percent lecture, 60 percent hands-on lab exercises using industry standard tools and materials. Certificate granted upon successful completion of all modules. All modules include comprehensive testing and grading of craftsmanship skills. A soldering kit will be completed in class. Class offered in partnership with Soldering Biz.

<table>
<thead>
<tr>
<th>Module 1 Dates</th>
<th>Module 2 Dates</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Feb. 7 – Feb. 8</td>
<td>1 Monday &amp; 1 Tuesday</td>
<td>8am-4pm</td>
<td>Fee $325</td>
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<tr>
<td>9146-B013</td>
<td>CCEC 102</td>
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</table>
BOOKKEEPING BASICS (.6 CEUs)
Whether for personal or business reasons, bookkeeping is a necessary part of life. This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). It is not meant to teach you how to become a bookkeeper. Topics include the bookkeeping cycle, starting with and introduction of basic bookkeeping terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You’ll also review how to reconcile bank account and create financial statements (profit and loss, owners equity, and balance sheet). Handouts included. Bring notepad and hand-held calculator. #8981-B013 meets in Monroe. (Pat Coughlin)

Jan. 14
8980-B013
1 Friday
CCEC 106
9am-4pm
Fee $159

Feb. 8 & Feb. 10
8981-B013
1 Tuesday & 1 Thursday
TYE 301
4pm-7pm
Fee $159

FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUs)
Feb. 9 — Mar. 9
8985-B013
5 Wednesdays
CCEC 108
6pm-9pm
Fee $295

SMALL BUSINESS

EMPOWERED NEGOTIATIONS: Play to win/win (.3 CEUs)
If getting what you want and need in life is important to you, then this workshop is for you! Learn powerful negotiating tips, techniques, and phrases that will save and make you money as well as improve your negotiating effectiveness and optimize results. Discover how to build a reputation as a trusted colleague and partner and develop leadership actions that will take you to the next level. This workshop is ideal for sales people, business owners and members of associations who want to increase their knowledge of the negotiating process. (Susan Collins)
Feb. 1
9000-B013
1 Tuesday
6pm-9pm
CCEC 108
Fee $129

THE FOUR SECRETS FOR MARKETING SUCCESS (.3 CEUs)
Join us for this workshop and discover the four secret weapons of effective marketing communications. If your marketing dollars are not generating a positive return on investment then this class is for you! Business owners and marketing staff will come away with the knowledge to significantly improve results from marketing. You will also learn how to improve your targeting and timing, as well as messaging and media choices. (Andrew Ballard)
Mar. 2
9099-B013
1 Wednesday
6pm-9pm
CCEC 104
Fee $69

FACEBOOK 101 FOR BUSINESS (.3 CEUs)
Establish yourself as an expert resource on the world’s most popular social networking site. Learn how to: create and customize your Facebook profile and business page; engage with customers and colleagues; integrate your blog and Twitter feed; promote your page, and budget your networking time. If your small business is not utilizing Facebook, this is the course for you! Taught by a social media marketing business owner who has a master’s degree in teaching. This class meets in Monroe. (Laura Christianson)
Mar. 1
9100-B013
1 Tuesday
2pm-5pm
TYE 303
Fee $69

ACCOUNTING & FINANCE

BOOKKEEPING BASICS (.6 CEUs)
Internationally-recognized certification to inspect completed printed circuit board assemblies. This course is currently recognized by the Department of Defense and is often used as a prerequisite when hiring for positions in electronics manufacturing. Determine what is an acceptable or defect condition on a printed circuit board as described in the IPC-A-610E manual. Tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) Assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification granted upon successful completion of the first three days of training. Certification valid for two years. Class offered in partnership with Soldering.Biz. One copy of an IPC-A-610E Manual included.
Jan. 24 – Jan. 26
9147-B013
1 Mon., 1 Tues., 1 Wed.
8am-4pm
CCEC 102
Fee $485

HANDS ON INSPECTION OF PRINTED CIRCUIT BOARD LAB (.7 CEUs)
This one-day class provides hands-on experience and support to the certification process. Examples provided in this lab are typical of Printed Circuit Board Assemblies currently built in the electronics industry. Boards include both RoHS compliant (Pb Free) and Sn/Pb assembly processes, Surface Mount Technology (SMT) and Plated Through Hole (PTH). Soldering.Biz certificate granted upon successful completion of lab modules. Prerequisite: IPC-A-610E Certification. Class offered in partnership with Soldering Biz.
Jan. 27
9154-B013
1 Thursday
8am-4pm
CCEC 102
Fee $100

WABO WELDING CERTIFICATION TESTING
Washington Association of Building Officials (WABO) Testing is available to welding program students and to the general public every Friday by appointment. You must schedule an appointment by calling 425-388-9096.

A&P TEST PREPARATION PROGRAM
Prepare to test for your Airframe and Powerplant license at EvCC’s Aviation Maintenance Technology School at Paine Field. This 2-4 week customizable program is open to those who have a signed 8610 form in hand. Learn more at www.everettcc.edu/ccec/apprep
Feb. 9
9097-B013
1 Thursday
6pm-9pm
CCEC 106
Fee $65

PHONE 101 FOR BUSINESS (.3 CEUs)
Learn to use your phone more effectively! Students will learn to use their phone to make a positive impression on customers and colleagues and how to set priorities and goals. This course is designed for anyone who uses a cell phone and wants to use it more efficiently. (Gail Grone)
Feb. 9
9098-B013
1 Thursday
6pm-9pm
CCEC 106
Fee $65
### BOOKKEEPING BASICS (.6 CEUs)

Whether for personal or business reasons, bookkeeping is a necessary part of life. This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e., QuickBooks, Peachtree, and others). It is not meant to teach you how to become a bookkeeper. Topics include the accounting cycle, starting with and introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You’ll also review how to reconcile your bank account and create financial statements (profit and loss, owners equity, and balance sheet). Handouts included. Bring notepad and hand-held calculator. #8981-B013 meets in Monroe. (Pat Coughlin)

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<th>Date</th>
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<tbody>
<tr>
<td>Jan. 14</td>
<td>9am-4pm</td>
<td>TYE 106</td>
<td>$159</td>
</tr>
<tr>
<td>Feb. 8 &amp; Feb. 10</td>
<td>4pm-7pm</td>
<td>TYE 301</td>
<td>$159</td>
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### QUICKBOOKS 2010 (1.2 CEUs)

QuickBooks is designed to help improve your business productivity by saving you time and money. Learn to manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. This course is designed for small business owners, bookkeepers, accountants, and others needing to learn how to use QuickBooks to manage their business efficiently. Textbook/desk reference included ($35 value). Prerequisites: Basic MS Windows knowledge. Bookkeeping Basics class is not required but highly recommended. This course qualifies for 12 CPE credits recognized by the Washington State Board of Accountancy. (Dan Cote)

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<tbody>
<tr>
<td>Jan. 24 – Feb. 2</td>
<td>6pm-9pm</td>
<td>CCEC 205</td>
<td>$295</td>
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### FINANCIAL INTELLIGENCE FOR NON-FINANCIAL MANAGERS (1.5 CEUs)


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<tbody>
<tr>
<td>Feb. 9 – Mar. 9</td>
<td>6pm-9pm</td>
<td>CCEC 108</td>
<td>$295</td>
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### COMMUNICATION & CUSTOMER SERVICE

#### ACTIVE LISTENING FOR RESULTS (.3 CEUs)

Few people have mastered the essential business skill of active listening. Genuine listening generates respect, rapport and trust. Employees respond better to supervisors who they think are listening to them. Listening well improves accuracy and confidence of both the listener and the talker. In this workshop, you’ll discover the five things that get in the way of listening and how to overcome them. You’ll learn to recognize where you go when you mentally check out and develop the skill of focusing your attention. (Pamela Ziemann)

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<tr>
<td>Jan. 18</td>
<td>6pm-9pm</td>
<td>CCEC 104</td>
<td>$89</td>
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#### ADDRESSING EMOTIONS AT WORK (.4 CEUs)

In today’s high-pressure work environment, emotions are bound to erupt. This workshop will equip you with the tools to prevent emotions from building to the point where they hinder rational and productive interactions. You’ll learn a process for handling your emotions in daily work situations by remaining calm and objective, recovering quickly, and helping others do the same. (Jonâ©le Sutton)

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<th>Date</th>
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<tbody>
<tr>
<td>Feb. 4</td>
<td>8am-12pm</td>
<td>CCEC 106</td>
<td>$89</td>
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</tbody>
</table>
COMMUNICATION STYLES ESSENTIALS (.3 CEUs)
Assess your communication style and learn how differing styles shape perceptions and sometimes inhibit effective communication. Learn practical tips and techniques to recognize and adjust your style to reduce misunderstandings, enhance listening skills, and improve personal and work relationships. *I Speak Your Language* text and questionnaire included. (Margaret Mullin)
Feb. 22 1 Tuesday 6pm-9pm
8996-B013 CCEC 106 Fee $149

STRESS MANAGEMENT IN THE WORKPLACE (.3 CEUs)
Stress management for the seriously swamped! These days, pressures and demands between work and personal life have us pulled in multiple directions. As a result, the consequences of stress in the workplace come from what is happening to each of us both on and off the job. Through highly interactive learning, apply brain-based stress-reduction for getting more done with less “falling through the cracks.” Join us and learn practical tools that produce immediate results for a positive impact on your stress level. (Beverly Parnell, MS Ed)
Feb. 15 – Feb. 16 1 Tuesday & 1 Wednesday 6pm-9pm
9067-B013 CCEC 106 Fee $129

NEXT LEVEL EXECUTIVE PRESENTATIONS (1.6 CEUs)
Get expert coaching and polish your presentation skills. This workshop is designed for executives, managers, those who present to them and anyone in the public eye. Discover how to reduce stage fright, plan for any audience, design remarkable presentations that promote business results, lead Q & A sessions with finesse and ease, minimize distracting behaviors, and motivate and persuade every audience. Participants will receive plenty of video-taped practice speaking and personal attention for improvement. (Pamela Ziemann)
Feb. 17 – Feb. 18 1 Thursday & 1 Fri. 7:30am-4:30pm
9068-B013 CCEC 204 Fee $449

NEXT LEVEL SUPERVISOR TRAINING (1.4 CEUs)
In this intensive two-day training, learn practical skills, techniques, and best practices you can put to use the next day. Class is for new supervisors and experienced managers and supervisors who want to enhance their skills. (Lynne Lazaroff)
Topics:
- Qualities of successful leaders
- Active listening
- Motivating employees
- Mistakes that feed negative behaviors
- Delegating work
- Performance feedback
- Building effective teams
- Goal-setting
- Dealing with challenging behaviors
- Communication styles
Feb. 3 – Feb. 4 1 Thursday & 1 Friday 8am-4pm
9050-B013 CCEC 102 Fee $275

NEXT LEVEL LEADERSHIP (2.4 CEUs)
Gain modern leadership skills and knowledge to take yourself and your team to the next level of performance. Develop your own leadership style based on your strengths and values, equip yourself with proven tools and strategies to inspire, motivate, and elevate employee performance; and learn how to communicate with credibility, persuasiveness, and passion to affect positive change. (Staff)
Jan. 5 – Feb. 23 8 Wednesdays 5-8:30pm
9067-B013 CCEC 104 Fee $850

CERTIFICATE PROGRAMS & CERTIFICATIONS

HUMAN RESOURCES MANAGEMENT
The Human Resources Management Certificate Program equips you with skills and knowledge that can be applied directly to the workplace. Classes are taught by practicing HR professionals.

HUMAN RESOURCES MANAGEMENT
CERTIFICATE PROGRAM INFORMATION SESSION
Learn about Everett Community College’s Human Resource Management Certificate Program. We’ll discuss getting started, the program requirements (core and elective classes), and career opportunities. Registration required.
Dec. 6 1 Monday 6pm-7:30pm
9077-B013 CCEC 103 Fee FREE

HUMAN RESOURCES ESSENTIALS (.9 CEUs)
This foundation class introduces the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession, learn the competencies required to be successful as an HR practitioner, and acquire information on HR industry certifications. This is the recommended starting point for the HR Certificate Program. Required textbook can be purchased at the EvCC Bookstore. (Robert L. Mathis and John H. Jackson, *Human Resource Management*, Publisher: South-Western College Publishing; 12th edition, ISBN: 978-0324542752 or 13th edition ISBN: 978-0538453158). (Claudia Malone, SPHR)
Jan. 4 – Jan. 18 3 Tuesdays 6pm-9pm
9078-B013 CCEC 108 Fee $135
TOTAL REWARDS (1.2 CEUs)
Employee compensation and benefits often represent an organization’s greatest expense. Learn how to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits. Prerequisite: Human Resources Essentials. (Claudia Malone, SPHR)
Jan. 6 – Jan. 27 4 Thursdays 6pm-9pm 9082-B013 CECE 104 Fee $165

WORKING WITH ORGANIZED EMPLOYEES (.6 CEUs)
Working within an organized environment requires unique skills and knowledge. Learn how and why employees unionize; the legal code governing unions (and the unionization process); steps in union certification; the collective bargaining process; grievance resolution; and steps an organization can take to remain union-free. Prerequisite: Human Resource Essentials. (Claudia Malone, SPHR)
Feb. 3 – Feb. 10 2 Thursdays 6pm-9pm 9085-B013 CECE 106 Fee $120

EMPLOYMENT LAW (1.2 CEUs)
The legal landscape for human resources is complex and ever-changing. Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations, and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations. Prerequisite: Human Resources Essentials.
Jan. 25 – Feb. 15 4 Tuesdays 6pm-9pm 9079-B013 CECE 103 Fee $165

HUMAN RESOURCES INTEGRATION CAPSTONE (.9 CEUs)
Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. You’ll apply a best practice framework to analyze scenarios, determine the issues and risks, and recommend steps for a solution. Prerequisites: Completion of the core classes in the Human Resources Certificate Program. (Claudia Malone, SPHR).
Feb. 17 – Mar. 3 3 Thursdays 6pm-9pm 9084-B013 CECE 104 Fee $135

TOTAL REWARDS (1.2 CEUs)
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HUMAN RESOURCES INTEGRATION CAPSTONE (.9 CEUs)
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Feb. 17 – Mar. 3 3 Thursdays 6pm-9pm 9084-B013 CECE 104 Fee $135

PRINCIPLES OF HIGH-PERFORMANCE MANAGEMENT (1.5 CEUs)
Learn how to manage in today’s competitive global environment. From problem definition to developing a plan of action, explore best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, diversity —and fitting it all together to achieve organizational goals. Required text can be purchased at the EvCC bookstore: (Harvard Business School Press, Harvard Business Review on Becoming a High-Performance Manager, ISBN-10:1591391296). Class will not meet on Jan. 17. (Staff)
Jan. 3 – Feb. 7 5 Mondays 6pm-9pm 9056-B013 CECE 108 Fee $295

MANAGEMENT INTEGRATION CAPSTONE (.6 CEUs)
This capstone course is the culminating course of the Management Certificate Program. You will apply, in a case study format, a comprehensive solution to common business challenges using the tools and techniques learned in the program’s core and elective courses, including project management, finance, lean, performance, and communication. Prerequisite: completion of core classes in the Management Certificate Program. (Staff)
Mar. 3 – Mar. 10 2 Thursdays 6pm-9pm 9058-B013 CECE 106 Fee $145

PROJECT MANAGEMENT

PROJECT MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION
Learn about the program, which electives are right for you, and different planning options for program completion. Meet your instructors, discuss CAPM® and PMP® certification, and learn about career opportunities in Project Management. Registration required.
Dec. 2 1 Thursday 6pm-7pm 9034-B012 CECE 102 Fee FREE

PROJECT MANAGEMENT ESSENTIALS (1.5 CEUs)
Project success doesn’t just happen - it requires careful planning and effective management skills. This course will equip you with professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. (Margaret Mullin, PMP, CSM)
Jan. 4 – Feb. 1 5 Tuesdays 6pm-9pm 9024-B013 CECE 102 Fee $295

PROJECT PLANNING AND SCHEDULING TECHNIQUES (1.5 CEUs)
Bringing your project in on time and on budget begins with effective planning and scheduling. Explore tools and strategies to define a new project or a new phase of an existing project, define initial scope and budget, develop the Project Charter, identify Stakeholders, and develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. No class on February 21. (Sal Thompson, PMP)
Feb. 14 – Mar. 21 5 Mondays 6pm-9pm 9025-B013 CECE 106 Fee $295

Learn how to earn a Human Resources Certificate at www.everettcc.edu/hrcert

Learn how to earn a Project Management Certificate at www.everettcc.edu/pmcert
PROJECT EXECUTION AND CONTROL (1.5 CEUs)
Explore tools and processes to monitor and control a project to meet project requirements of time, cost, and quality. Class will include hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources all the way through project closure. Prerequisite: Project Planning and Scheduling Techniques. No class on January 17. (Sal Thompson, PMP)
Jan. 3 – Feb. 7 5 Mondays 6pm-9pm
9026 -B013  CCEC 106  Fee $295

TEAM MANAGEMENT (1.5 CEUs)
Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills, and tools you need as Project Manager to achieve high project team performance. Understand how to improve communication, motivate, inspire, and manage conflict with techniques you can apply the next day. Prerequisite: Project Management Essentials or concurrent enrollment. I Speak Your Language text and questionnaire included. (Margaret Mullin, PMP, CSM)
Feb. 22 – Mar. 22 5 Tuesdays 6pm-9pm
9027 -B013  CCEC 106  Fee $310

MICROSOFT PROJECT 2007 FOR PROJECT MANAGERS (1.5 CEUs)
This course is designed to help you to use both the beginning and intermediate functionality of Project 2007 as a tool to manage projects. You will learn how to get started with Project; work with both PERT and GANTT charts; create a task list and organize them in a work breakdown structure; set up resources and assign those resources to tasks; format and print your plan and reports; track progress on tasks; import tasks from MS Excel; fine-tune your project; and finalize the project to implement the project plan. You will also create your own personal project of your choice. Prerequisite: Project Management Essentials or concurrent enrollment, and good working knowledge of Windows, Word and Excel highly recommended. This course is based on MS Office Project 2007 Step by Step by Carl Chatfield and Timothy Johnson. This 560-page workbook and CD ($30 value) are included. (Mikel Aldrich)
Mar. 3 – Mar. 31 5 Thursdays 6pm-9pm
8908-B013  CEEC 205  Fee $295

EARNED VALUE MANAGEMENT (.6 CEUs)
Earned value management provides Project Managers and stakeholders an extremely useful tool to monitor project progress and indicate when corrective actions are necessary. Learn important concepts, skills and tools a Project Manager needs to implement earned value management. Learn how to successfully plan the project earned value structure, monitor project performance using earned value techniques and more accurately predict final project cost and schedule performance. Required textbook can be purchased at the EvCC bookstore (Quentin W. Fleming & Joel Koppelman, Earned Value Project Management, 3rd Edition, ISBN 978-1930699892). (Jim Bowen)
Jan. 26 – Feb. 2 2 Wednesdays 6-9pm
9038-B013  CCEC 106  Fee $145

VIRTUAL TEAMS — Managing projects today (.6 CEUs)
Learn practical tools and techniques for managing projects in today’s global environment. Through case study analysis of real-life scenarios, identify common challenges and pitfalls of virtual teams and how to navigate them to ensure project success. (Jim Bowen)
Feb. 9 – Feb. 16 2 Wednesdays 6pm-9pm
9031-B013  CCEC 104  Fee $145

MANAGING SMALL PROJECTS (.6 CEU)
Learn Project Management Institute tools, templates and techniques to manage your small projects effectively. Whether you are an experienced project manager or new to managing small projects, you will learn practical skills that you can put to work immediately. Class focuses on projects that are one to six-months long for a single business unit with up to ten team members. Required text: (Sandra Rowe, Project Management for Small Projects, Publisher: Management Concepts, ISBN: 9781567261851). This class meets in Monroe. (Margaret Mullin, PMP, CSM)
Feb. 16 – Feb. 23 2 Wednesdays 2pm-5pm
9029-B013  TYE 301  Fee $149

Child Care on Campus

- EvCC Students enrolled in a minimum of 5 credits receive priority enrollment and a reduced rate
- Children 12 months–5 years old
- Accredited by National Association for the Education of Young Children

Early Learning Center, 820 Waverly Ave. (off of Tower Street)

www.everettcc.edu/elc

425-388-9121
QUALITY IMPROVEMENT OVERVIEW (1.5 CEUs)
Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. (Michael Froebe)

Jan. 27 – Feb. 24 5 Thursdays 6pm-9pm
9030-8013 CCEC 204 Fee $295

LEAN SIX SIGMA GREEN BELT CERTIFICATE
Certificate also prepares you to take the ASQ Six Sigma Green Belt certification exam. Select courses are delivered in partnership with Ceptara.

LEAN SIX SIGMA GREEN BELT CERTIFICATE INFORMATION SESSION
Lean Six Sigma techniques help professionals in any type of industry transform their organization into a leaner, more efficient business. The program also helps prepare participants to test for Green Belt certification. We’ll discuss getting started and the program requirements (core and elective classes). Registration required.

Dec. 14 1 Tuesday 6pm-7:30pm
9155-8013 CCEC 103 Fee Free

LEAN PRACTICES OVERVIEW (.35 CEUs)
This class provides participants with a basic understanding of Lean principles, and how they are applied to the workplace. Lean is a systematic management approach designed to improve the production process, and enhance the method of providing a product or service to a customer in the shortest time at the lowest cost. Lean focuses on reducing or eliminating the eight types of waste, which commonly account for 95 percent of the total process time. Course content provides an introduction to the Lean system, including Lean tools such as: Just in time, Kanban, Standard Work, 5S and 5 Whys. (Adina Suciu – Ceptara)

Jan. 11 1 Tuesday 6pm-9:30pm
9105-8013 CCEC 103 Fee $75

ADVANCED STATISTICS FOR CONTINUOUS IMPROVEMENT (2.1 CEUs)
This hands-on course builds on the Basic Statistics for Continuous Improvement course and covers some of the more complex and challenging aspects of statistics required for Six Sigma. Topics include: control charts, regression analysis, hypothesis testing, DMADV, and high-level and detailed design. Bring a basic calculator to class. Course taught by a Six Sigma Master Black Belt. Prerequisite: Basic Statistics for Continuous Improvement or equivalent. (Adina Suciu)

Jan. 12 – Feb. 7 3 Mondays & 4 Wednesdays 6pm-9pm
9107-8013 CCEC 107 Fee $425

LEAN SIX SIGMA GREEN BELT - Foundations (1.8 CEUs)
A practical approach to Six Sigma. Learn best practice approaches that can be applied immediately in your work and build a foundation for further understanding and development in the area of work process improvement. Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and the applicable tools and techniques. Understand quality principles and systems, strategy, process management, Lean principles in the organization, team management and best practices for continuous improvement. This course covers a foundation of learning applicable to the American Society for Quality (ASQ) Body of Knowledge for Six Sigma Green Belt (SSGB) certification. Students are advised to purchase the Six Sigma Green Belt Primer from Quality Council of Indiana. You may order by phoning 1-800-660-4215 or www.qualitycouncil.com. Classes are offered in partnership with Ceptara and are taught by Ceptara Six Sigma Black Belt instructors.

Mar. 15 – Apr. 19 6 Tuesdays 6pm-9pm
9107-8014 CCEC 103 Fee $360

LEAN SIX SIGMA GREEN BELT - Advanced topics (1.8 CEUs)
Building on the Six Sigma Green Belt Foundations course, Advanced Topics introduces more concepts, tools and techniques for the phases of a six sigma improvement initiative, namely strategy, deployment and execution of a Six Sigma DMAIC project. Learn best practice approaches that can be applied immediately in your work. Enhance the understanding of the DMAIC (define, measure, analyze, improve and control) approach with additional concepts related to quality principles and systems, strategy, process management, Lean principles in the organization, team management and best practices for continuous improvement. Prerequisite: Lean Six Sigma Green Belt - Foundations. This course completes the coverage for the American Society for Quality (ASQ) Body of Knowledge. Classes are offered in partnership with Ceptara and are taught by Ceptara Six Sigma Black Belt instructors.

Apr. 26 – May. 31 6 Tuesdays 6pm-9pm
9103-B014 CCEC 103 Fee $360

LEAN SIX SIGMA GREEN BELT - Capstone (1.5 CEUs)
This course prepares participants with a comprehensive approach to running successful Six Sigma Green Belt projects. Using case studies and current projects, participants will utilize a framework for understanding, running, and fine-tuning six sigma projects for any industry sector. Prerequisite: Successful completion of Lean Six Sigma Green Belt Foundations and Advanced courses. Classes are offered in partnership with Ceptara and are taught by Ceptara Six Sigma Black Belt instructors. (Adina Suciu)

Feb. 8 – Mar. 8 5 Tuesdays 6pm-9pm
9108-B013 CCEC 105 Fee $295

CERTIFICATIONS
FLAGGING AND TRAFFIC CONTROL

FLAGGING AND TRAFFIC CONTROL CERTIFICATION (.6 CEUs)
This course fulfills the WA State training requirements for certification as a flagger. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. Pre-registration is required at least three days before class start date; however, it is recommended you register two weeks in advance. Payment is due at the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. (Michelle Foy)

Dec. 4 1 Saturday 8am-2:30pm
9145-B012 IND 115 Fee $59
Jan. 8 1 Saturday 8am-2:30pm
9145-B013 IND 115 Fee $59
Jan. 22 1 Saturday 8am-2:30pm
9139-B013 IND 115 Fee $59
Feb. 5 1 Saturday 8am-2:30pm
9141-B013 IND 115 Fee $59
Feb. 19 1 Saturday 8am-2:30pm
9138-B013 IND 115 Fee $59
Mar. 5 1 Saturday 8am-2:30pm
9137-B012 IND 115 Fee $59
Mar. 19 1 Saturday 8am-2:30pm
9144-B014 IND 115 Fee $59
HYPNOTHERAPY CERTIFICATION

This three-quarter class series, Basic, Intermediate, and Advanced Hypnosis is designed for those who wish to become a certified hypnotherapist or counselor, and for existing counselors, medical/dental professionals, and other practitioners wishing to incorporate hypnosis in their current practice. It is also ideal for those interested in hypnosis and/or self-hypnosis for personal growth. This is a hands-on, experiential training that will give you the skills to determine what creates the environments for healing and personal growth for your clients, and to confidently take clients through the next steps in their growth process. Approximately 20 hours of additional work is required outside of class consisting of self-study, several scripts, a 2,500 word essay, and a book report. These courses meet the national and international standards and are approved and accredited by the Association of Professional Hypnotists and Psychotherapists.

INTERMEDIATE HYPNOTHERAPY (2.4 CEUs)

This is the second of a three-course series for those who wish to become professional hypnotherapists and counselors. Emphasis is on hypnotic techniques used in therapy. Topics include the intake process, case analysis, regression, anchoring and triggers, parts and ego state therapy, timeline therapy, and many other tools for the professional toolbox. Handouts included. Prerequisite: Basic Hypnosis. Required textbooks (Transformation and the New Hypnotherapy Handbook) can be purchased at www.ronstubbs.com. Class does not meet on Jan. 17 or Feb. 21. (Ron Stubbs Cht, RC, CI)

BARTENDING CERTIFICATION

BARTENDING FOR THE PROFESSIONAL (1.2 CEUs)

With the increase in casinos, nightclubs, and entertainment venues, the job market for bartenders is steadily increasing. This course will give you a fun and exciting introduction to the dramatic and lucrative world of professional bartending! You will explore common bar equipment, customer service, and the names and recipes for over 100 drinks (both alcoholic and non-alcoholic). Discover how to “free-pour,” create layered and multi-liquor drinks, explore the most popular wines and microbrews and how a bartender helps guests to have a great time while watching out for their safety. Job search skills and strategies for increasing customer satisfaction (and tips!) will also be covered. Full-time or part-time, bartending is fun, dynamic, and exhilarating! Fee includes the “Bartending and Serving Licensing” class. No prior liquor knowledge required. You must be at least 18 years of age. Please bring valid picture ID to the class. Required textbook can be purchased at the EvCC bookstore (Chandler L. DeLove, Bartending for the Professional and Home Entertainer, Publisher: BarBack Books, Inc., ISBN: 0976219816). Please note the February 15th class will meet until 9:30pm. (Leiann Ronnestad)

BARTENDING AND SERVING LICENSING (.3 CEUs)

This class covers the legal aspects of bartending and serving. It is a required class for the license to serve alcohol. Topics will include how much to serve, when to stop serving, and the legal responsibilities of restaurants, bars, and the server or bartender. This class meets all of the requirements for licensing by the State of Washington, and is a required class for anyone who is working as a professional server or bartender. No prior bartending or liquor knowledge is required. You must be 21 or older for a Permit 12 (bartender), and 18 - 20 for a Permit 13 (server). Permits will be awarded by the Washington State Liquor Control Board (valid for 5 years) for those who successfully complete the class and pass the exam. Please bring valid picture ID to the class. (Leiann Ronnestad)

WEDDING & EVENT PLANNING CERTIFICATION

WEDDING AND EVENT PLANNER CERTIFICATION (4 CEUs)

A wedding and social or event planner plays an integral role in the planning of an important day. This training includes budgets, vendor relationships, contracts, revenue channels, wedding trends, bridal fashion, color themes, and signature wedding design. The certification goes beyond wedding and event planning and includes other skills necessary for success including business organization, logistics, networking, and client relationship management. You’ll walk away with all the tools necessary to successfully grow and run a professional wedding and event planning business. As a program graduate, you will have the option to participate in a customized internship that meets your career objectives — helping you start your own wedding and event planning business, or join an existing company. All textbooks and materials are included in the cost of the course.

WEDDING & EVENT PLANNING/PRESTON BAILEY SIGNATURE WEDDING & EVENT DESIGN — Discount Package (8 CEUs)

Take both wedding and event planning courses and receive a $295 discount! Fee $2,095

BOOKKEEPING BASICS (.6 CEUs)

Whether for personal or business reasons, bookkeeping is a necessary part of life. This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). It is not meant to teach you how to become a bookkeeper. Topics include the accounting cycle, starting with and introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You’ll also review how to reconcile the bank account and create financial statements (profit and loss, owners equity, and balance sheet). Handouts included. Bring notepad and hand-held calculator. (Pat Coughlin)
WINTER 2011 CONTINUING EDUCATION COURSES

FACEBOOK 101 FOR BUSINESS
Establish yourself as an expert resource on the world’s most popular social networking site. Learn how to: create and customize your Facebook profile and business page; engage with customers and colleagues; integrate your blog and Twitter feed; promote your page, and budget your networking time. If your small business is not utilizing Facebook, this is the course for you! Taught by a social media marketing business owner who has a master’s degree in teaching. (Laura Christianson)
Mar. 1
9100-B013
1 Tuesday
2pm-5pm
Fee $69

MANAGING SMALL PROJECTS (.6 CEU)
Learn Project Management Institute tools, templates and techniques to manage your small projects effectively. Whether you are an experienced project manager or new to managing small projects, you will learn practical skills that you can put to work immediately. Class focuses on projects that are one to six-months long for a single business unit with up to ten team members. Required text: Sandra Rowe, Project Management for Small Projects, Publisher: Management Concepts, ISBN: 9781567261851. ((Margaret Mullin, PMP, CSM)
Feb. 16 – Feb. 23
9029-B013
2 Wednesdays
2pm-5pm
Fee $69

CUSTOMER-CENTRIC SELLING:
Increase your sales and customer satisfaction (.3 CEUs)
Learn about the latest selling techniques of converting prospects into customers. This class on “consultative selling” is a must for anyone responsible for business development. It doesn’t matter whether you are in B2C or B2B sales, you’ll learn how to match the selling cycle to the buying process, identify and qualify your best prospects, align your sales presentation to customer needs, and close deals without applying any pressure. The instructor, Andrew Ballard from Marketing Solutions, has been teaching sales professionals how to increase their closing ratio since 1983. Includes a workbook ($20 value). (Andrew Ballard)
Jan. 19
9002-B013
1 Wednesday
2pm-5pm
Fee $69

INTRODUCTION TO INFORMATION AND COMPUTING SECURITY
Whether for home or small business use, protecting your computer against illegal and fraudulent activities is a must! This workshop is designed for everyday computer users with little or no background in information technology, concerned parents, business users, and corporate telecommuters. Topics cover protecting your computer against viruses; common threats and vulnerabilities; best practices and methodologies that IT professionals use; Trojans, hackers; safe online shopping on the Internet; steps to take to avoid web scams and fraud; identity protection; and the hazards with file sharing. We’ll also cover social networking and child safety. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. (Van Aguirre)
Jan. 22
8893-B013
1 Saturday
9am-4pm
Fee $159

WELCOME TO COMPUTERS: Using Windows 7
Get to know Windows 7 basics — even if you have limited or no computer experience. Explore the Windows 7 environment and general computer concepts. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; plus how to create, organize, and manage folders. Discover Windows 7 accessories, common tools and programs available and how to customize the desktop to suite your needs and add shortcuts. Textbook included ($20 value). (#8815 Christina Kelley; #8816 Mikel Aldrich)
Jan. 8
8815-B013
1 Saturday
9am-4pm
Fee $175
Jan. 10 — Jan. 12
8816-B013
1 Monday & 1 Wednesday
6pm-9pm
Fee $175

INTRODUCTION TO INFORMATION AND COMPUTING SECURITY
Whether for home or small business use, protecting your computer against illegal and fraudulent activities is a must! This workshop is designed for everyday computer users with little or no background in information technology, concerned parents, business users, and corporate telecommuters. Topics cover protecting your computer against viruses; common threats and vulnerabilities; best practices and methodologies that IT professionals use; Trojans, hackers; safe online shopping on the Internet; steps to take to avoid web scams and fraud; identity protection; and the hazards with file sharing. We’ll also cover social networking and child safety. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. (Van Aguirre)
Jan. 22
8893-B013
1 Saturday
9am-4pm
Fee $159

MS WORD
WORD 2007 LEVEL 1: Word processing basics
Using the latest version of Word, 2007, discover how to produce quality standard business documents. Topics include creating and editing a new document; entering text; opening and saving a document; printing; formatting text, including applying styles; selecting, inserting, moving, copying, and pasting text; formatting paragraphs; containing page appearance, including margins and borders; proofing, spell-check and thesaurus; creating and editing tables; and inserting graphics. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included ($20 value). (#8820 Sam Saunders; #8821 Christina Kelley)
Jan. 21
8820-B013
1 Friday
8:30am-4:30pm
Fee $175
Jan. 29
8821-B013
1 Saturday
8:30am-4:30pm
Fee $175

WORD 2007 LEVEL 2: Beyond Word basics
Do you have basic word processing skills and want to know more about the exciting tips and tricks of Microsoft Word? In this course, you will create complex documents in Microsoft Word. Topics include manage lists, customize tables and charts, customize formatting with styles and themes, modify pictures in a document, create customized graphic elements, insert content using Quick Parts, control text flow, use templates to format a document, and save a document; printing; formatting text, including applying styles; inserting, moving, copying, and pasting text; formatting paragraphs; containing page appearance, including margins and borders; proofing, spell-check and thesaurus; creating and editing tables; and inserting graphics. Prerequisite: Word Level 1 or equivalent. Textbook included ($20 value). (#8928 Sam Saunders; #8929 Mikel Aldrich)
Feb. 4
8828-B013
1 Friday
8:30am-4:30pm
Fee $175
Feb. 12
8829-B013
1 Saturday
8:30am-4:30pm
Fee $175

COMPUTERS AND TECHNOLOGY
Prerequisite: In order to apply your new skills after a workshop is completed, you will need to have access to a computer with the appropriate software applications. All computer software workshops use the Windows XP operating system except Windows 7.

COMPUTER BASICS & DESKTOP OPERATING SYSTEMS

QUICK KEYBOARDING
Do you have difficulty using your computer and “hunt and peck” the characters because your fingers just don’t know where the correct keys are? Whether for personal use or in your career correct keyboarding skills are a necessity. Discover to type the alphabet by touch and using the keyboard, and mouse or equivalent. Textbook included ($20 value). (#8928 Sam Saunders; #8929 Mikel Aldrich)
Jan. 18 – Jan. 20
8812-B013
1 Tuesday & 1 Thursday
6pm-8pm
CCEC 107
Fee $149

COMPUTERS AND TECHNOLOGY
WORD 2007 LEVEL 3: More complex documents
This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. Topics include using Word 2007 with other programs, adding reference marks and notes, creating forms, and using XML in Word. Prerequisite: Word Level 2 or equivalent. Textbook included ($20 value). (Sam Saunders)
Feb. 18 1 Friday 8:30-4:30pm
8836-B013 CCEC 205 Fee $175

EXCEL 2007 LEVEL 1: Spreadsheet basics
This class presents the basic concepts of spreadsheets with hands-on practice using Microsoft Excel. Topics include creating and modifying a worksheet, performing calculations; formatting a worksheet, including font size and type, number formats, merge cells, and applying formats and styles; developing a workbook, printing workbook contents; and customizing layout. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included ($20 value). (#8844 Cindy Kling; #8845 Sam Saunders)
Jan. 22 1 Saturday 8:30am-4:30pm
8844-B013 CCEC 107 Fee $175
Jan. 28 1 Friday 8:30am-4:30pm
8845-B013 CCEC 205 Fee $175

EXCEL 2007 LEVEL 2: Beyond Excel basics
You possess the basic skills of Excel and now want to produce advanced spreadsheets. Discover how easy it is to increase your productivity, streamline repetitive tasks, and enhance the visual effectiveness and appeal of your spreadsheets. Topics include creating and applying templates; charts; working with graphics; calculations and formulas; sorting and filtering data; and exporting data and publishing to the web. Prerequisite: Excel 2007 Level 1, or equivalent. Textbook included ($20 value). (#8851 Cindy Kling; #8852 Sam Saunders)
Feb. 11 1 Friday 8:30am-4:30pm
8852-AB013 CCEC 205 Fee $175
Feb. 19 1 Saturday 8:30am-4:30pm
8851-AB013 CCEC 107 Fee $175

EXCEL 2007 LEVEL 3: Complex workbooks
Develop skills necessary to create and edit macros; modify workbook properties; share and merge workbooks; audit and analyze worksheet data; work with multiple workbooks, including linking cells in different workbooks; incorporate multiple data sources; and import and export data. Prerequisite: Excel 2007 Level 1 and 2 or equivalent knowledge. Textbook included ($20 value). (#8858 Cindy Kling; #8860 Cliff Hanks)
Feb. 25 1 Friday 8:30am-4:30pm
8861-B013 CCEC 205 Fee $175
Mar. 5 1 Saturday 8:30am-4:30pm
8858-B013 CCEC 107 Fee $175

ACCESS 2007 LEVEL 2: Beyond the basics
In this course, you will consider how to maintain data consistency, how to customize database components, improve queries, forms, and reports; and how to share Access data with other applications. Prerequisites: Access 2007 Level 1 or equivalent experience. Textbook included ($20 value). (Cliff Hanks)
Feb. 28 – Mar. 7 2 Mondays 6pm-9:30pm
8873-B013 CCEC 107 Fee $175

MS ACCESS

ACCESS 2007 LEVEL 1: The basics
Managing large amounts of complex information is common in today’s business environment and, if done properly, can provide any business an edge over the competition. This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Topics include database management; adding and deleting records; sorting and updating records; running reports; creating and modifying tables; examining table relationships; querying the database; creating and designing forms; and creating and modifying reports. Prerequisite: Basic proficiency with Windows, keyboard, and mouse and good working knowledge of Word and Excel highly recommended. Textbook included ($20 value). (Cliff Hanks)
Feb. 7 – Feb. 14 2 Mondays 6pm-9:30pm
8866-B013 CCEC 205 Fee $175

BOOKKEEPING AND QUICKBOOKS

BOOKKEEPING BASICS (.6 CEUs)
Whether for personal or business reasons, bookkeeping is a necessary part of life. This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e. QuickBooks, Peachtree, and others). It is not meant to teach you how to become a bookkeeper. Topics include the accounting cycle, starting with an introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You’ll also review how to reconcile bank account and create financial statements (profit and loss, owners equity, and balance sheet). Handouts included. Bring notepad and hand-held calculator. #8981-B013 meets in Monroe. (Pat Coughlin)
Jan. 14 1 Friday 9am-4pm
8980-B013 CCEC 106 Fee $159
Feb. 8 & Feb. 10 1 Tuesday & 1 Thursday 4pm-7pm
8981-B013 YTE 301 Fee $159

POWERPOINT 2007: Level 1
Create more effective and engaging presentations. You will discover new skills to create a visually appealing presentation for your audience; edit an existing presentation; add images, charts and graphics; and improve your presentation preparation. PowerPoint 2007 is used, but this course is appropriate for users of other versions as well. Topics include layout; text additions, fonts and type sizes; uses of color; slide backgrounds; design templates; wizards; adding photos and graphics; creating, inserting and editing charts and tables; copying, resizing and grouping/ungrouping objects; and adding clip art and pictures. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included ($20 value). (Siri Cummins)
Feb. 26 1 Saturday 8:30am-4:30pm
8895-B013 CCEC 107 Fee $175

OUTLOOK

OUTLOOK 2007: LEVEL 1
This course will provide you with the skills you need to start sending and responding to email in Microsoft Outlook, as well as maintaining your calendar, scheduling meetings, and working with tasks and notes. Topics include creating, sending, and replying to messages; addressing and forwarding messages; printing messages; attaching files; scheduling appointments and meetings; managing tasks; using notes; and managing contacts. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included ($20 value). (Cliff Hanks)
Mar. 4 1 Friday 8:30am-4:30pm
8903-B013 CCEC 201 Fee $175

425-267-0150 (or see form on page 75)
QUICKBOOKS 2010 (1.2 CEUs)

QuickBooks is designed to help improve your business productivity by saving you time and money. Learn to manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. This course is designed for small business owners, bookkeepers, accountants, and others needing to learn how to use QuickBooks to manage their business efficiently. Textbook/desk reference included ($55 value). Prerequisites: Basic Microsoft Windows knowledge.

Bookkeeping Basics class is not required but highly recommended. This course qualifies for 12 CPE credits recognized by the Washington State Board of Accountancy. (Don Cote)

Jan. 24 – Feb. 2
2 Mondays & 2 Wednesdays
6pm-9pm
8963-B013
CCEC 205
Fee $295

MS PROJECT

MICROSOFT PROJECT 2007 FOR PROJECT MANAGERS (1.5 CEUs)

This course is designed to help you to use both the beginning and intermediate functionality of Project 2007 as a tool to manage projects. You will learn how to get started with Project; work with both PERT and GANTT charts; create a task list and organize them in a work breakdown structure; set up resources and assign those resources to tasks; format and print your plan and reports; track progress on tasks; import tasks from MS Excel; fine-tune your project; and finalize the project to implement the project plan. You will also create your own personal project of your choice. Prerequisite: Project Management Essentials or concurrent enrollment, and good working knowledge of Windows, Word and Excel highly recommended. This course is based on MS Office Project 2007 Step by Step by Carl Chatfield and Timothy Johnson. This 560-page workbook and CD ($30 value) are included. (Mikel Aldrich)

Mar. 3 – Mar. 31
5 Thursdays
6pm-9pm
8908-B013
CCEC 205
Fee $225

COMPUTER AIDED DESIGN

CATIA V5

CATIA Version 5 (V5) is Dassault Systemes’ computer aided drafting and computer-aided manufacturing (CAD/CAM) software solution.

- CATIA is predominately used by design, tooling, and manufacturing engineers; commercial and consumer designers; and users of other CAD/CAM software programs.
- CATIA enables users to tailor product development according to their industry-specific requirements.
- CATIA simulates the entire range of industrial design processes from marketing and initial concept to product design, analysis, assembly, and maintenance.
- CATIA software is the standard in the aircraft industry and widely used in the automotive industry across the U.S.

Those new to CATIA V5 and wish to become designers should consider taking all five of the following introduction classes:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamentals
- Part and Product Integration
- V5 Surfacing Operations
- Intro to V5 Surfacing
- V5 Drafting Fundamentals
- Assembly Design Advanced

Go to http://v5train.com to view full class descriptions, prerequisites, and hardware and software requirements. To experience a sample of the training methods go to http://v5train.com/coll/everettrcc.htm

Please note that once you register and your username and password are activated, there are no refunds.

CATIA V5 BOOT CAMP (2.5 CEUs)

Obtain the fundamentals of CATIA V5 in five weeks in the “hybrid” training method that combines instructor-led sessions with web-based training. Once a week you will meet at the CCEC lab in South Everett using live CATIA V5 software. After each classroom session you’ll have one week to reinforce skills using the online simulation training unit via the Internet. Course included all five of the introduction classes listed above.

Feb. 14 — Feb. 18
Daily
3pm-8pm
8910-B013
CCEC 107
Fee $2,779

CATIA V5 ONLINE “PACKAGE” (4.0 CEUs)

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll in and start a class at any time plus you have access to the web-based class materials for 21 days from the date of activation. If you are new to CATIA you may wish to enroll in the “Online Package” which includes the first five classes, for a saving of $200!

8923-B013
Online
Fee $1,725

INTRO TO CATIA (.8 CEUs)

8930-B013
Online
Fee $400

ASSEMBLY DESIGN FUNDAMENTALS (.8 CEUs)

8931-B013
Online
Fee $400

SKETCHER AND AUTO-CONSTRAINTS (.8 CEUs)

8932-B013
Online
Fee $400

PART DESIGN FUNDAMENTALS (.8 CEUs)

8933-B013
Online
Fee $400

PART AND PRODUCT INTEGRATION (.8 CEUs)

8934-B013
Online
Fee $400

DRAFTING FUNDAMENTALS (.8 CEUs)

8935-B013
Online
Fee $400

INTRODUCTION TO SURFACING (.8 CEUs)

8936-B013
Online
Fee $400

SURFACING OPERATIONS (.8 CEUs)

8937-B013
Online
Fee $400

ASSEMBLY DESIGN ADVANCED (.8 CEUs)

8938-B013
Online
Fee $400

FUNCTIONAL TOLERANCING AND ANNOTATION (.8 CEUs)

8939-B013
Online
Fee $400

WIREFRAME FUNDAMENTALS (.8 CEUs)

8940-B013
Online
Fee $400

MULTI-MEDIA, GRAPHICS, AND PUBLISHING

ADOBE PUBLISHING SKILLS

Learn to prepare effective, professional looking PDF forms and edit them with ease. There is much more within Adobe Acrobat than what is offered within the free, downloadable Reader utility from the Adobe website. This 1-day course you’ll explore Acrobat’s editing and commenting features, form creation, manually set form fields, export forms data, and document security settings. Prerequisites: Familiarity with the free Acrobat Reader utility required, familiarity with the Apple Macintosh operating system, Illustrator, InDesign, and MS Word helpful, but not essential. (James Kramer)

Mar. 5
1 Saturday
9am-4pm
8958-B013
WHI 355
Fee $179

68 WINTER 2011 CONTINUING EDUCATION COURSES
INTRODUCTION TO INDESIGN CS5
Adobe InDesign has become the desktop publishing application of choice of many graphic designers and production professionals. Explore the sophisticated layouts tools, automation features, and the ability to closely integrate print, online, and interactive layouts into a single file. You will finish this five-week course with an understanding of the application’s complex user interface, and the software’s layout features. Participants are welcome to bring projects from their business or education program for in-class discussion. Familiarity with Mac or Windows folder and file management. (James Kramer)
Feb. 5 – Feb. 26
8956-B013
4 Saturdays
WHI 355
9am-12pm
Fee $245

PHOTOSHOP 1: Cleaning up your image
This workshop is designed to reveal the mysteries of Photoshop as you discover how to obtain and manipulate a photographic image on a computer. Whether using a scanner, digital camera, or a Photo CD, rarely is a digital photo “just right.” Enhance the company newsletter, advertisement, slideshow, or web page by learning to brighten, correct color, adjust the contrast, remove unwanted portions, and much more. You will discover when and how to use different image formats and resolutions. The Photoshop skills gained in this class will apply to other photo software as well. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Handouts included; practice photos are available on the Internet. (Van Aguirre)
Feb. 5
8888-B013
1 Saturday
CCEC 205
9am-4pm
Fee $159

PHOTOSHOP 2: “WOW” Techniques
This class uncovers many of the remarkable tools and techniques that are available in Photoshop. We will cover in-depth selection procedures and tools including marquee, elliptical, freehand, polygonal, and magnetic lassos; magic wand; extract; and advanced combination methods. Controlling the tonal range and color cast of an image is practiced using RGB levels, grayscale, dodging, sponging, channel mixer, and duotones. Discover how to replace picture elements, plus embellish and correct specific aspects of an image by hands-on experience with Photoshop layers. “Bend” things around corners, transform and “nudge” objects into position. Prerequisite: Digital Photos I: Cleaning up your image. (Van Aguirre)
Feb. 26
8890-B013
1 Saturday
CCEC 205
9am-4pm
Fee $159

GEOGRAPHIC INFORMATION SYSTEMS - GIS 201 (5 credits)
This workshop will bring the power of spatial analysis to your business, organization, or community, as well as personal research or interests. Topics include producing professional quality charts, tables, and maps; complex data analysis in a workstation and group environment; using the principles of GIS design, implementation and operation; and the study of the collection, analysis, display, and archiving of spatially referenced data. You will also use ESRI’s ArcGIS 9.0 software, the world’s leading GIS software, through a series of easy-to-follow tutorials that are supported in an online environment. This is a hybrid class; a portion of the work is done online. You must have reliable internet access or you may use the EvCC open student computer lab. Class meets twice per week on campus. This course is a self-support, non-tuition class; class cost is $540 which includes lab fee and online fee; a technology fee may also apply. Payment is due at time of registration. Last day to register is December 27. Last day for 100% refund is January 7. There is no 50% refund option. (Kerry Lyste)
Jan. 3 – Mar. 14
9480-B013
Mondays & Wednesdays
GWH 164
12:15pm-2:15pm
Fee $540

GIS 250 GIS INTERNSHIP (GIS 250) (1-5 credits)
Supervised work experience; may be with a qualified employer or in a project with a public or private agency. Students must have completed most of the required coursework and receive instructor permission. It is the student’s responsibility to obtain the internship. Performance will be evaluated by the college instructor and the internship supervisor. Self-support, non-tuition class; class cost: $85 per credit; an additional technology fee may also apply. Payment is due at time of registration. Last day for 100% refund is 4 days after student’s original registration. There is no 50% refund option. Arranged
9482-B013
OFF SITE
Fee $85 per credit

HEALTH & FITNESS

HEALTH PROFESSIONALS

CPR: Basic life support for the health care provider (.4 CEUs)
This course is for healthcare providers, such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician’s assistants, residents or fellows, medical or nursing students in training, aides, medical or nursing assistants, police officers, and other allied health personnel who must have a credential documenting successful completion of CPR for healthcare provider course. Course teaches CPR skills for helping victims of all ages (including doing ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). This course follows the most current AHA healthcare provider guidelines. The certification is valid for two years. Due to the length of the class you may wish to bring beverage and snacks to eat during the short breaks; no formal meal break is scheduled. BLS Healthcare Provider textbook included ($10 value). Presented by “I Know CPR.” (Staff)
Jan. 5
9309-B013
1 Wednesday
4pm-8pm
CCEC 103
Fee $79

Feb. 9
9305-B013
1 Wednesday
4pm-8pm
CCEC 103
Fee $79

Mar. 9
9307-B013
1 Wednesday
4pm-8pm
CCEC 103
Fee $79

CPR RECERTIFICATION: For the health care provider (.3 CEUs)
This course is recertification of your current CPR for the healthcare provider certification. All participants must present a non-expired original AHA BLS Healthcare Provider certificate upon signing in on the roster. Since this is a retraining class all participants are expected to know the content with minimal prompting during the demonstration and testing sessions. This course follows the most current AHA healthcare provider guidelines. The certification is valid for two years. Presented by “I Know CPR.” (Staff)
Feb. 26
9312-B013
1 Saturday
9:30am-12:30pm
CCEC 103
Fee $59

PERSONAL TRAINER NATIONAL CERTIFICATION (3.6 CEUs)
Whether for a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. Fifteen hours of hands-on practical training prepares you to work with clients one-on-one. Fifteen hours of lecture includes anatomy, exercise physiology, nutrition, muscle and skeletal injuries, and health screening. The National Exam is held on the sixth week. You will then participate in a 30-hour internship program where you will have the opportunity to network with employers and get valuable experience applying your skills. You will receive your national certification after you have successfully completed the national exam, your internship, and proof of CPR/AED certification. For more information go to the following website: www.witseducation.com. To order required textbook go to www.witseducation.com or call 1-888-330-9487. It is recommended you order your textbook early and study the material immediately as this is a challenging course for the novice. Class meets 9am-noon at the Corporate & Continuing Education Center and 1-4pm at Mieko’s Fitness in south Everett. (Staff)
Feb. 12 – Mar. 19
9310-B013
6 Saturdays
9am-4pm
CCEC 105
Fee $499
COURSES

FITNESS

KENDO - JAPANESE FENCING
Kendo is the art of Japanese fencing using a shinai (bamboo sword) and traditional armor, which allows for full contact and competition with others. The emphasis in Kendo for beginners and advanced participants is correct footwork, posture, and hitting. Participants should expect 4-9 months of study and practice Kendo basics before wearing armor. New students will need to purchase a shinai for approximately $25-30. The shinai can be purchased from the instructor at the first class session. Appropriate for ages 16 and older. Interested students are encouraged to observe a session in the current quarter prior to enrolling in this quarter. Call 425-267-0150 for the schedule. (Rory Elliott)

IAIDO - CLASSICAL JAPANESE SWORDSMASHIP
Iaido is the art of drawing and cutting using the Japanese sword (katana). It is as much a spiritual art as it is a martial art with emphasis on a calm mind, proper etiquette, proper handling, and cutting using the katana. Iaido teaches the continual refinement of basic technique. Students, beginners or experienced, will study the 12 forms (kata) of Seiite Iaido and then Muso Shiniden Ryu as they advance. Kneepads are mandatory. Beginners will need to purchase a wooden bokken for approximately $25. The wooden bokken can be purchased from the instructor at the first class session. Appropriate for ages 16 and older. Interested students are encouraged to observe a session in the current quarter prior to enrolling in this quarter. Call 425-267-0150 for the schedule. Class does not meet on Jan. 17 or Feb. 21. (Brian Blomquist)

CIRCUIT FITNESS FOR SENIORS
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. (Cheryl Gstohl)

CARDIOVASCULAR EXERCISE THERAPY
RN supervised Phase III/IV rehabilitation exercise program for people with known coronary artery disease, or other risk factors like stress, high blood pressure, diabetes, a history of smoking or sedentary lifestyle. Participants use stationary bikes, Nordic track, Universal equipment, and treadmills. Course includes risk factor modification strategies and informal peer support. Prerequisite: Participants with high/low risks may need a physician’s referral. Class will not meet on Jan. 17 and Feb. 21. (Pat Ainsley/Mary Gleason)

PERSONAL INTEREST

BUSINESS, FINANCE & INVESTMENT

RETIREMENT PLANNING TODAY ®
You’ve worked hard to provide for your family and save for your future. Now, there is a course that teaches how to keep more of what you earn and make your money work harder for you. Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited so register today. (Thor McIlrath, CFP®, Registered Investment Advisor)

WORK AT HOME JOBS AND SCAMS TO AVOID
If you need extra ways to supplement your income but can’t figure out what is legitimate, then this class is for you! Learn how to identify scams, promote your talents, and find great companies to work for. Whether you need to get out of debt, save for vacation, or just need to get food on the table, you will learn what is available to achieve your goals. Internet and email familiarity is helpful. Class cost includes workbook ($25 value). (Bethany Mooradian)

TEA TASTING ADVENTURE FOR TEA ENTHUSIASTS
Come and sample premium quality fine tea blends as well as outrageously expensive exotic teas from around the globe, some valued up to $160 per pound. Learn how to select, store and serve a properly steeped cup of tea. Discover the rich history of the tea trade from the origins in China to the British influences of today. Learn the dos and don’ts of the fine art of tea tasting with information on how to decaffeinate tea without the use of chemicals. Class includes a formal tasting of several rare and exotic green, oolong and black tea with instruction on how to finesse the tea time foods while avoiding membership in “the tea drinkers Hall of Shame.” You will enjoy a tea etiquette presentation in the Victorian and Edwardian traditions. Discover the differences between a formal tea time experience and a family tea. See a demonstration of antique and unusual tea accessories while getting practical tips on purchasing antique and modern tea time equipment. Enjoy a cup of fine tea upon arrival, however no tea foods will be served. Handouts with tea samples included. Instructor can be contacted at her web site www.yourcupoftea.org. (Susan Springer, CFCS)

FOOD AND DRINK

TEA TASTING ADVENTURE FOR TEA ENTHUSIASTS
The ceremony of a Victorian afternoon tea was started in 1840 by Anna, the seventh Duchess of Bedford. Tea progressed from a simple “drink with jam and bread” into a full-blown social event. This class includes the latest in social etiquette with an appreciation of the cultural and historical significance of tea. Learn how to steep a perfect pot of green, oolong and black tea with instruction on how to finesse the tea time foods while avoiding membership in “the tea drinkers Hall of Shame.” You will enjoy a tea etiquette presentation in the Victorian and Edwardian traditions. Discover the differences between a formal tea time experience and a family tea. See a demonstration of antique and unusual tea accessories while getting practical tips on purchasing antique and modern tea time equipment. Enjoy a cup of fine tea upon arrival, however no tea foods will be served. Handouts with tea samples included. Instructor can be contacted at her web site www.yourcupoftea.org. (Susan Springer, CFCS)
### GROOMING THE FAMILY DOG

Grooming is an important part of your dog’s overall health, not just a way to make it look better. Join this hands-on class to practice the proper way to brush and comb your dog’s coat, clean its ears, and trim the nails. Also, learn what warning signs to look for that may indicate a visit to the vet is needed. Bring your dog (on leash) and a friend or family member (two people will be needed for the grooming process). You will need to bring grooming tools with you to class. A detailed list will be sent with your registration confirmation. You will also need to provide proof of current vaccinations at the time of registration. (Nichole Couffer)

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### SIMPLE STEPS TO ATTRACTING YOUR IDEAL MATCH

Are you new to the dating scene, just haven’t met that special someone yet, or attracting the wrong ones? If you are serious about exploring what it will take to meet your ideal partner — this is the class for you! Understanding yourself is as important as getting to know someone new. We will explore what makes your heart sing, what you are looking for in a mate, and what dynamics you will share in an ideal partnership. You will learn simple steps and practical tools to help you screen, select, and meet potential dates - and get you on your way to meeting your match in no time. (Gail Lennox-Van Eyck, M.A.)

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### AN INTRODUCTION TO VOICEOVERS:

Getting started in voice acting

Have you ever wondered whose voice you are listening to on TV and radio commercials? How about documentaries or audiobooks? You, too, can become a professional voice over artist! This fun, informative, and empowering class will let you explore the basics of entering a successful career as a voiceover artist. We will discuss some of the many details of the voiceover industry, the importance of your voiceover demo, and much more. Be warned, many who have taken this class have gone on to become real, bona-fide, professional voice actors. Come ready to laugh and be inspired. (Voices for All, LLC)

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### PERSONAL GROWTH & DEVELOPMENT

### WORLD LANGUAGES

#### AMERICAN SIGN LANGUAGE

#### AMERICAN SIGN LANGUAGE (ASL) CONVERSATION AND CULTURE - LEVEL 2 (1.0 CEUs)

Continue to study ASL and expand skills using hands, face, eyes, body, and space to communicate personal information. Prerequisite: American Sign Language Level 1 or instructor permission. (Nick LeFors)

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<td>Feb. 15</td>
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#### AMERICAN SIGN LANGUAGE V (ASL& 222) (5 credits)

The second in a series of three intermediate courses focusing on developing ASL fluency. (Formerly ASL 202). PR: ASL & 123 or equivalent. Self-support, non-tuition class; class cost is $449; an additional technology fee may also apply Payment is due at time of registration. Last day to register is December 27. Last day for 100% refund is January 7. There is no 50% refund option. Class does not meet on Jan. 17 & Feb. 21. (Peggy Lee Lefors)

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#### FRENCH

#### FRENCH LEVEL 1 (1.0 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere! By the end of the class you will be able to form simple sentences, make small talk with a friend, order in a restaurant, identify everyday objects, and understand some of the French customs. Required textbook can be purchased at the EvCC Bookstore (Rudi Kost/Robert Valentin, French Visual Language Guide, Publisher: Barron’s, ISBN: 0764122819). Class does not meet on Jan. 17 & Feb. 21. (Carole Duchesne)

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<th>Date</th>
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<td>Jan. 10</td>
<td>Thursdays</td>
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<td>9166-B013</td>
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#### SURVIVAL FRENCH FOR TRAVELERS

Survival French for the traveler and tips about places to go in France. Students will learn necessary expressions to use while traveling, especially elements of politeness (bonjour, merci beaucoup, je vous en prie, excusez-moi, je suis perdus(e), etc.) Students will learn how to ask for train tickets, where the bank is, how to get to the restaurant, what to order. The students will also review various regions of France, their histories, their specialties and their secrets. Dr. Sarton Miller, is a French native of Versailles, French professor, and anthropologist. No prior knowledge of French required. (Dr. Isabelle Sarton-Miller)

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<tr>
<td>Mar. 12</td>
<td>Saturday</td>
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<td>9177-B013</td>
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#### ITALIAN

#### ITALIAN LEVEL 1 (1.0 CEUs)

This is an excellent course for those planning a trip to Italy, or who are just interested in learning about Italian language and culture. You will explore Italian phonetics and correct pronunciation. Although essential grammar will be covered, the aim of this course is to enable you to express simple everyday phrases in Italian, including introducing yourself, asking directions, and describing people. Cultural topics of discussion will include greetings in Italian, the Italian school system, and young people in Italy. Required textbooks can be purchased at the EvCC Bookstore (Marcel Danesi, Italian Now!, 3rd Edition, Publisher: Barrons Educational Series, ISBN: 0764130730 and Marcel Danesi, Italian On the Go with Audio CDs, 3rd edition, Publisher: Barrons Educational Series, ISBN: 0764177567). (Rachele Zorzi)

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ITALIAN I (ITAL 121) (5 credits)
Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. (Formerly ITAL 101). In addition to the weekly class session, students are expected to participate and submit assignments online. High-speed internet connection is highly recommended. Self-support, non-tuition class. Class cost is $462 which includes lab fee; an additional technology fee may also apply. Payment is due at time of registration. Last day to register: December 27. Last day for 100% refund: January 7. There is no 50% refund option. (Robert Bertoldi)
Jan. 4 – Mar. 8
10 Tuesdays
7pm-9pm
9460-B013
GWH 264
Fee $462

ITALIAN II (ITAL 122) (5 credits)
The second course in a series of courses in beginning Italian to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. (Formerly ITAL 102). PR: ITAL 121 or instructor permission. In addition to the weekly class session, students are expected to participate and submit assignments online. High-speed internet connection is highly recommended. Self-support, non-tuition class. Class cost is $462 which includes lab fee; an additional technology fee may also apply. Payment is due at time of registration. Last day to register: December 27. Last day for 100% refund: January 7. There is no 50% refund option. (Robert Bertoldi)
Jan. 4 – Mar. 15
11 Tuesdays
4:30pm-6:30pm
9461-B013
GWH 264
Fee $462

SPANISH

COMMAND SPANISH® EVERYDAY SPANISH – LEVEL 1
Now you’re talking! The unique Command Spanish® method of learning practical conversational Spanish will have you saying and comprehending everyday Spanish expressions in no time! With an emphasis on repeating key phrases rather than memorizing rules of grammar, this 16-hour fun-filled course will allow you to use common phrases of greeting, introduction, and complimenting others; practice giving directions, asking for clarification, making small talk, and much more. You’ll also explore many interesting aspects of the Latino culture including the Hispanic family structure, Hispanic surname system, gestures, and body language. Textbook and CDs included in the fee ($32 value).
(Vidal Martin)
Jan. 8 – Feb. 26
8 Saturdays
10am-12pm
9170-B013
GWH 266
Fee $169

SPANISH CONVERSATION AND CULTURE - LEVEL 1 (1.0 CEUs)
Give yourself a richer, more rewarding visit to a Spanish-speaking country by enrolling in this expanded and updated class! With a total of seven sessions, you can gain an even greater knowledge of basic Spanish conversational phrases and vocabulary - how to order food in restaurants, ask for assistance, and many other useful terms. This course will also include a video presentation and information on the diverse people and cultures of Latin America and Spain. No prior knowledge of Spanish is necessary. Required textbook can be purchased at the EvCC Bookstore (Kershul, Spanish in 10 Minutes a Day, Publisher: Bilingual Books, ISBN: 0944502598 or Kershul, Spanish in 10 Minutes a Day with Audio CDs, ISBN: 1931873860). (Beatriz Johnson)
Jan. 5 – Feb. 9
6 Wednesdays
6:30pm-8:30pm
9172-B013
GWH 152
Fee $119

TRAVEL

DISCOVERING FABULOUS FRANCE
Various regions of France, their histories, specialties and their secrets will be revealed to you. With expertise from your French-native instructor, you will be able to discover your dream destinations. You will also learn insider tips to aid your understanding of the French people and to help you experience a warm atmosphere while in France. The dos and don’ts for having a fantastic trip will be discussed. (Dr. Isobelle Barton-Miller)
Mar. 5
1 Saturday
10am-1pm
9174-B013
GWH 274
Fee $49

VISUAL ARTS

PHOTOGRAPHY

DIGITAL CAMERA FUNDAMENTALS: A basic workshop
Bring your digital SLR (DSLR) camera to this introductory class which will emphasize the basics of camera operation: exposure control, f-stops, shutter speeds, iso, white balance, and lenses. Note: cameras should be capable of taking interchangeable lenses. Tripod suggested. Instructor’s work has appeared in National Geographic publications. Class includes three Sunday afternoon field trips to the Bellevue Botanical Garden, Seattle Center, and the University of Washington campus (Jan. 30, Feb. 6, & Feb. 13 from 1:30pm-3:30pm). Required textbook available from local bookstores or online (Photography for the Joy of It by Patterson & Gallant - ISBN-13: 978-1552637937). (Robert Stahl, MA)
Jan. 22 – Feb. 19
5 Saturdays
12:30pm-2:30pm
Jan. 30 – Feb. 13
3 Sundays
1:30pm-3:30pm
9248-B013
CCCE 102
Fee $119

BASIC DIGITAL PHOTOGRAPHY: Without reading the manual
Do you want to take sharp photos without slogging through the manual that came with your camera? Then this class is for you! As a basic introduction to digital cameras we’ll start with the advantages of digital cameras, and then walk step-by-step through taking, uploading, and sharing your photographs off and online. We’ll cover the basics every camera owner needs to know, including camera settings, composition, moving images from camera to computer, removing red-eye, storing images on your computer, printing, and sharing photos with others. Bring your camera if you have one, but not required. (Cindy Shlebey)
Jan. 27
1 Thursday
6pm-9pm
9377-B013
CCCE 103
Fee $45

CREATIVE ARTS

BEGINNING CALLIGRAPHY
Calligraphy means the art of beautiful handwriting. Explore the old-world skill that adds a very personal touch to cards, envelopes, invitations, announcements, and holiday gifts. Whether you want to simply improve your own handwriting or to use calligraphy in a variety of applications, this class will open doors to the wonderful and useful world of lettering art. Supply list (approx. $10-$15) is available online. Appropriate for ages 13 and older. (Pam Koons)
Jan. 13 – Feb. 10
5 Thursdays
6:30pm-9:30pm
9250-B013
BAK 110
Fee $99

INTRODUCTION TO STAINED GLASS
Discover the time-honored craft of stained glass. You will explore the process of creating a stained glass panel. Students will progress at their own pace and develop projects appropriate to their skill levels - from light catchers to lampshades. Topics to be covered include design and color, as well as technical issues such as cutting, foiling and leading. Safety will be addressed in depth. All levels welcome. Basic materials are supplied (some glass, foil, lead, and solder; additional costs will vary depending on individual projects). (Robert Mitchell)
Jan. 3 – Feb. 14
6 Mondays
6pm-9pm
9251-B013
WHI 203
Fee $159
MOSAIC GLASS ART
Discover how to turn chipped and broken treasures into new and interesting art for your home or for gifts. Learn the step-by-step techniques for cutting glass, placement, and grouting while becoming familiar with all of the materials and tools required to create a beautifully finished mosaic piece. Design ideas will also be discussed. Each participant will make two projects; all materials provided ($30 value). No prior experience required.
(Robert Mitchell)
Jan. 5 – Feb. 9
9259-B013
6 Wednesdays
WHI 203
Fee $159

MOSAIC GLASS MIRROR
Learn the basics of simple mosaic techniques while creating a beautiful accent piece for your home. We'll help you design and make your own decorative one-of-a-kind mosaic mirror! Join us to play and learn the time-honored skill of gluing and grouting objects to create your mosaic masterpiece. Each participant will make one mirror; all materials provided ($15 value). No prior experience required.
Feb. 16 – Feb. 23
9258-B013
2 Wednesdays
WHI 203
Fee $69

STAINED GLASS BOXES
Join us and creating a stained glass box for trinkets, jewelry, or as gifts or keepsakes to friends and family, and the fact that they are handmade adds a personal touch. No prior experience necessary. Tools provided for your use; $20 due to the instructor the first class session for materials.
Mar. 2 – Mar. 9
9252-B013
2 Wednesdays
WHI 203
Fee $69

LITERARY ARTS

WRITING - ONLINE
Choose from any of these eleven-session classes to complete at your own pace. You’ll work directly with the instructor, a prolifically published columnist, feature writer, author, and editor of magazines and books. You can start these classes anytime. After registration, the course access information will be emailed to you. (Ariele Huff)

WRITING FOR CHILDREN - ONLINE
9268-B013
Fee $89

CHARACTER DEVELOPMENT IN WRITING - ONLINE
9269-B013
Fee $89

TRAVEL WRITING - ONLINE
9270-B013
Fee $89

FREELANCE WRITING - ONLINE
9271-B013
Fee $89

PLOT, THEME, SETTING, AND DIALOGUE, FOR FICTION - ONLINE
9272-B013
Fee $89

WRITE ABOUT YOUR LIFE - ONLINE
9273-B013
Fee $89

DO YOU WANT TO BE AN EDITOR? - ONLINE
9274-B013
Fee $89

CREATING A SELLING NOVEL - ONLINE
9275-B013
Fee $89

SELL YOUR NONFICTION BOOK - ONLINE
9276-B013
Fee $89

COMMAS TO CONTENT: Edit your own writing - ONLINE
9277-B013
Fee $89

WRITING WINNING LETTERS AND E-MAILS - ONLINE
9278-B013
Fee $89

MUSIC & DANCE

EVERETT CHORALE
Love to sing? If you are looking for an outlet for your passion, this is the program for you! Enjoy learning a variety of choral music and have the opportunity to perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. The 90 voice Everett Chorale performs at the Everett Performing Arts Center. The rehearsal location is Our Savior’s Lutheran Church, 215 W. Mukilteo Boulevard, Everett. Special performance dress is required. Deadline for 100% refund is January 7th. There is no 50% refund. For more information visit www.everettchorale.org.
Jan. 10 – Mar. 28
9294-B013
12 Mondays
OFFSITE
Fee $45
Apr. 3
1 Sunday

BLUES AND JAZZ GUITAR
Learn the basics of Blues and Jazz guitar chords, scales and rhythms. Learn how to navigate up the fretboard, chord melody, fingerstyle, funk, uptown blues, and bossa nova. We’ll cover standards and popular tunes. No note reading required but helpful. Music will be written in tablature and standard notation. Please bring an acoustic guitar. This class will take your playing to the next level! Prerequisite: one year of experience playing guitar and basic knowledge of 1st/open position chords in the keys of C,A,G,E and D. (Quinn Fitzpatrick)
Jan. 11 – Mar. 1
9297-B013
8 Tuesdays
BAK 110
Fee $99

GUITAR FOR ADULTS AND TEENS - LEVEL 1
Play the acoustic guitar! You’ll be introduced to the most common chords used in many popular songs. You’ll also discover how to make chord changes called progressions, use basic strumming patterns, and tune your guitar. No prior music experience is necessary. Although you will need to bring an acoustic guitar to class, these skills also apply to the electric guitar. Appropriate for ages 13 and older. (Eric Wood)
Jan. 11 – Mar. 1
9293-B013
8 Tuesdays
BAK 111
Fee $99

JOY OF BELLY DANCE
Join us and discover the wonders of the art of belly dance. We’ll travel the road of the Gypsies as we explore movements from Egypt, Spain, Turkey and India. You’ll have oodles of fun while incorporating grace and movement into your life, focusing on technique, posture, a healthy positive workout, and making new friends! Along the way, we’ll explore music and culture from the Middle East. Beginners of all shapes and sizes are welcome. Wear loose-fitting clothes. (Indigo)
Jan. 20 – Feb. 24
9286-B013
6 Thursdays
BAK 102
Fee $55

www.everettcc.edu/ccec
OLY'S DANCE

These classes are held at Oly's at the Dorothy Jayne Studio, 2931 Bond St., Everett, 98201. No prior dance experience needed. Class is taught by US National Professional Rising Star Finalists. Class includes a “Saturday Night Out” open dance following the last lesson. “Saturday Night Out” is a non-smoking, non-alcoholic environment. Appropriate for ages 16 and older. Wear smooth-soled shoes. Map and driving directions will be mailed with your registration confirmation.

SOCIAL BALLROOM FOR BEGINNERS
Jan. 4 – Mar. 8 10 Tuesdays 8:30pm-9:20pm 9290-B013 0DS Fee $99

LATIN DANCING FOR BEGINNERS
Jan. 4 – Mar. 8 10 Tuesdays 7:30pm-8:20pm 9291-B013 0DS Fee $99

NIGHT CLUB DANCING:
Swing, two-step, and hustle
Jan. 5 – Mar. 9 10 Wednesdays 8:30pm-9:20pm 9292-B013 0DS Fee $99

FLY FISHING

These classes are held at Pacific Fly Fishers, 1018 – 164th Street SE, Ste. A-22, Mill Creek, 98012. Map and driving directions will be emailed with your registration confirmation.

INTRODUCTION TO FLY FISHING
This introductory workshop is packed with information and designed to provide anglers with a solid foundation for fly fishing. Anglers will discover how to choose appropriate fly fishing equipment, identify and imitate particular insects, find fish in rivers and lakes, tie popular fly fishing knots, and basic casting techniques. We'll also explore fly fishing opportunities in Washington and good places to use your new skills. Each workshop includes two, two-hour (weekday) evening classroom sessions and one, two-hour morning on-the-water Saturday session. (Pacific Fly Fishers)

Feb. 23 – Feb. 24 1 Wednesday & 1 Thursday 7pm-9pm 9334-B013 OFF SITE Fee $75

FLY FISHING STILLWATERS

Washington has some of the best Stillwater fly fishing in the country. Lakes, however, can be challenging to master. In this workshop, anglers will gain valuable insight on finding fish in stillwaters, insects and other available food items, presentation techniques, equipment considerations, fly patterns and where to go in our local area. Then we'll put it all together in a half-day of fishing on one of our local lakes. Each workshop includes two, two-hour (weekday) evening classroom sessions and one, four-hour morning on-the-water Saturday session. (Pacific Fly Fishers)

FLY FISHING

STEELHEAD FLY FISHING
Explore the techniques to effectively fly fish for the Northwest’s most celebrated gamefish. The steelhead is perhaps the most challenging and revered fly rod quarry in all of North America and the knowledge of how to catch them with a fly does not come easily. In this workshop, anglers will discover the most successful techniques for fly fishing for steelhead and the very important skills of how to identify good steelhead holding water, presentation techniques, and fly patterns. We’ll also discuss the use of using Spey rods and timing steelhead runs on our local rivers. Each workshop includes two, two-hour (Weekday) evening classroom sessions and one, four-hour morning on-the-water Saturday session. (Pacific Fly Fishers)

Jan. 5 – Jan. 6 1 Wednesday & 1 Thursday 7pm-9pm 9334-B013 OFF SITE Fee $75

SKAGIT EAGLE WATCH
Nature’s splendor as few have seen it. Each winter, up to 300 Bald Eagles congregate in the Skagit Preserve. These magnificent and endangered birds are accustomed to seeing only the occasional riverboat in their protected habitat, so sightings are frequent. With wingspans of up to seven feet, the eagle is truly majestic from close range. You’ll float calmly and comfortably with other enthusiasts in astoundingly beautiful scenery, watching our national symbol feeding on the banks, soaring above or perched only a few yards away.

OUTDOOR RECREATION

Wildwater River Tours
Are you searching for the ultimate ride on a whitewater trip? Or maybe a family-friendly outing that is educational as well as entertaining? Wildwater River Tours, Inc. offers adventure on some of the wildest rivers in Washington as well as relaxing, scenic float trips. For river trips that are guaranteed to stimulate, we have the rafting trip for you. Directions, recommended clothing list, and pertinent trip information will be included in email registration.

Wildwater River Tours
Jan. 22 1 Saturday 11am-2:30pm 9425-B013 Off Site Fee $75
Jan. 30 1 Sunday 11am-2:30pm 9426-B013 Off Site Fee $75

Wildwater River Tours
Feb. 23 – Feb. 24 1 Wednesday & 1 Thursday 7pm-9pm 9335-B013 OFF SITE Fee $75
ONLINE LEARNING

ONLINE NON-CREDIT CLASSES: $99
Can’t make it to class on a regular schedule? In collaboration with Ed2Go, EvCC’s Corporate & Continuing Education Center now offers a wide variety of non-credit classes online. These courses are delivered over the Internet, and you can study from your home or office at any time of day or night. The courses are taught by instructors who are famous for their ability to create warm and supportive learning communities, plus are affordable, fun, fast, and convenient! We’ve listed the course categories we offer below. However, for a full list of course titles and descriptions visit the class web site www.ed2go.com/evcc and select “Courses.” While visiting the website, test drive a free sample class by selecting “demo” on the landing page!

How Online Classes Work: Each course costs $99 and is six weeks in length. Each class has a set beginning and end date. You have three class sessions to choose from for each quarter: Jan. 19 — Mar. 11, Feb. 16 — Apr. 8 or Mar. 16 — May 6

ONLINE LEARNING

ONLINE NON-CREDIT CLASSES: $99

Start Your Own Business
Sales and Marketing
Accounting
Business Administration
Test Prep
Personal Development
Personal Finance and Wealth Building
Health, Nutrition and Fitness
Personal Enrichment
Child Care and Parenting
Art, History, Psychology and Literature
Math, Philosophy and Science
Teaching and Instruction

EVERETT COMMUNITY COLLEGE CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR NON-CREDIT CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER.

Registration for: Winter 2011

Name: _______________________________ Student ID# _______________________________
First Middle Last

Mailing Address: ____________________________________________________________
Street
City State Zip

Phone Number: _______________________________

Birthday: Month _____ Day _____ Year _____ □ Female □ Male

Proof of completion required for a funding source? □ Yes □ No E-mail: __________________________

Item Number Course Number Course Title

Student Signature __________________________________ Date: ____________

METHOD OF PAYMENT: □ Credit Card payment: □ Visa □ Mastercard □ Discover
□ Check or money order attached Card number: ____________________________
Name on card: ____________ □ Signature: ____________________________
Exp. date: ____________

* The V-code is the last 3 digits of the number located on the back of your Visa, Mastercard. We now require the V-code in order to process your credit card. This new policy has been implemented in response to the increasing threat of credit card fraud. This policy is in place to protect you!

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Teaching and Instruction

EVERETT COMMUNITY COLLEGE CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR NON-CREDIT CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER.

Registration for: Winter 2011

Name: _______________________________ Student ID# _______________________________
First Middle Last

Mailing Address: ____________________________________________________________
Street
City State Zip

Phone Number: _______________________________

Birthday: Month _____ Day _____ Year _____ □ Female □ Male

Proof of completion required for a funding source? □ Yes □ No E-mail: __________________________

Item Number Course Number Course Title

Student Signature __________________________________ Date: ____________

METHOD OF PAYMENT: □ Credit Card payment: □ Visa □ Mastercard □ Discover
□ Check or money order attached Card number: ____________________________
Name on card: ____________ □ Signature: ____________________________
Exp. date: ____________

* The V-code is the last 3 digits of the number located on the back of your Visa, Mastercard. We now require the V-code in order to process your credit card. This new policy has been implemented in response to the increasing threat of credit card fraud. This policy is in place to protect you!
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>HOURS</th>
<th>LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>M-Th, 8am-5pm; F, 8am-4pm</td>
<td>Whitehorse Hall, Rooms 208 and 209</td>
<td>425.388.9501</td>
</tr>
<tr>
<td>Athletics/Sports</td>
<td>By appointment</td>
<td>Trojan Fitness Center</td>
<td>425.388.9328</td>
</tr>
<tr>
<td>Basic Skills &amp; Adult Education</td>
<td>M-Th, 8am-5pm; F, 8am-4pm</td>
<td>Rainier Hall, second floor, Room 227</td>
<td>425.388.9291</td>
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<tr>
<td>Bookstore</td>
<td>Parks Student Union: M-Th, 8am-7pm; F, 8am-3pm</td>
<td>Parks Student Union, main floor</td>
<td>425.388.9413</td>
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<td></td>
<td>Whitehorse Hall: M-Th, 8am-7pm; W-Th 8am-5pm; F 8am-3pm</td>
<td>Whitehorse Hall</td>
<td>425.388.9433</td>
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<tr>
<td>Business &amp; Workforce Education</td>
<td>M-F, 8am-5pm</td>
<td>Olympus Hall, Room 133</td>
<td>425.388.9243</td>
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<tr>
<td>Cashier</td>
<td>M, T, 7:30am-6:30pm; W-F, 9am-4:30pm</td>
<td>Jackson Center</td>
<td>425.388.9224</td>
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<tr>
<td></td>
<td>First 3 days of the quarter, 7:30am-7:30pm</td>
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<tr>
<td>Center for Disability Services</td>
<td>M-F, 8am-5pm</td>
<td>Parks Student Union, main floor</td>
<td>425.388.9272</td>
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<tr>
<td></td>
<td>First 2 days of the quarter, 8am-6:30pm</td>
<td>TTY 425.388.9438</td>
<td></td>
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<tr>
<td>Child Care</td>
<td>M-Th, 7:15am-5:15pm; F, 7:15am-3:15pm</td>
<td>Early Learning Center, 820 Waverly</td>
<td>425.388.9121</td>
</tr>
<tr>
<td>Communication (English, Speech, World Languages)</td>
<td>M-F, 8am-5pm</td>
<td>Gray Wolf Hall, Room 322</td>
<td>425.388.9387</td>
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<tr>
<td>Computer Lab</td>
<td>M-Th, 7:30am-8pm; F, 7:30am-3pm; Sat, 8am-4pm</td>
<td>Shuksan Hall, Room 231</td>
<td>425.388.9417</td>
</tr>
<tr>
<td>Corporate &amp; Continuing Education Center</td>
<td>M-F, 8am-5pm</td>
<td>Corporate &amp; Continuing Education Center, 2333 Saaway Blvd., Everett</td>
<td>425.267.0150</td>
</tr>
<tr>
<td>Counseling, Advising, and Career Center</td>
<td>M, 8:30am-6:30pm; T, 9am-4:30pm; W-F, 8:30am-4:30pm; First 2 days of the quarter, 8:30am-6:30pm</td>
<td>Parks Student Union</td>
<td>425.388.9263</td>
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<td>Walk-in advising hours: Please see <a href="http://www.everettcc.edu/cacc">www.everettcc.edu/cacc</a></td>
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<tr>
<td>Criminal Justice</td>
<td>M-F, 8am-5pm</td>
<td>Index Hall, Room 102</td>
<td>425.388.9545</td>
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<tr>
<td>Diversity &amp; Equity Center</td>
<td>M-F, 8:30am-4:30pm</td>
<td>Parks Student Union</td>
<td>425.388.9306</td>
</tr>
<tr>
<td>East County Campus (Monroe)</td>
<td>By appointment only M-Th, 8am-8pm</td>
<td>Laka Tye Building, Monroe</td>
<td>360.804.4523</td>
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<td>425.320.8434</td>
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<tr>
<td>eLearning</td>
<td>M-Th, 8am-5pm; F, 8am-4pm</td>
<td>Whitehorse Hall, Rooms 210 and 211</td>
<td>425.388.9367 or 9585 866.575.9027</td>
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<tr>
<td>Enrollment Services (Admissions and Registration)</td>
<td>M, T, 7:30am-6:30pm; W-F, 9am-4:30pm</td>
<td>Jackson Center</td>
<td>425.388.9219</td>
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<tr>
<td></td>
<td>First 3 days of the quarter, 7:30am-7:30pm</td>
<td></td>
<td>fax 425.388.9173</td>
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<tr>
<td>Financial Aid</td>
<td>M, 9am-6:30pm; T-Th, 9am-4:30pm; Closed Fridays for processing.</td>
<td>Parks Student Union</td>
<td>425.388.9280</td>
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<td></td>
<td>First week of the quarter, M-T, 8am-6:30pm</td>
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<td></td>
<td>W-F, 9am-4:30pm</td>
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<tr>
<td>Financial Referral Center</td>
<td>M, 8:30am-6:30pm; T-F, 8:30am-4:30pm</td>
<td>Parks Student Union</td>
<td>425.388.9278 or 9279 Worker Retraining 9547</td>
</tr>
<tr>
<td>Fire Science and EMT</td>
<td>M-F, 8am-5pm</td>
<td>Index Hall, Room 102</td>
<td>425.388.9545</td>
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<tr>
<td>Food Services</td>
<td>TBA</td>
<td>TBA</td>
<td>425.388.9400</td>
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<tr>
<td>Health Sciences &amp; Public Safety</td>
<td>M-F, 8am-5pm</td>
<td>Health Science, Index Quad, Room 134 Nursing, Index Quad, Room 140</td>
<td>425.388.9461</td>
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<td>425.388.9463</td>
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<tr>
<td>Library-Media Center</td>
<td>M-Th, 7:30am-8pm; F, 7:30am-4:4pm; Sat, 12pm-4pm: Closed Sun. Schedule varies during holidays and quarter breaks. Call 425.388.9353 for schedule.</td>
<td>Parks Student Union, lower floor</td>
<td>425.388.9353</td>
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<td>Reference 425.388.9354</td>
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<tr>
<td>Math &amp; Science</td>
<td>M-F, 8:30am-5pm</td>
<td>Shuksan Hall, Room 120</td>
<td>425.388.9429</td>
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<tr>
<td>Paperclip - Student Service Center</td>
<td>M-Th, 8am-7pm; F, 8am-4pm</td>
<td>Parks Student Union, Room 203</td>
<td>425.388.9258</td>
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<tr>
<td>Parking &amp; Security</td>
<td>M-F, 7:30am-5pm</td>
<td>Parks Student Union, Room 224</td>
<td>425.388.9990</td>
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<td>Emergency 425.388.9998</td>
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<td>Social Sciences</td>
<td>M-F, 8am-5pm</td>
<td>Gray Wolf Hall, Room 322</td>
<td>425.388.9387</td>
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<tr>
<td>Student Activities</td>
<td>M-Th, 8am-7pm; F, 8am-4pm</td>
<td>Parks Student Union, Room 209</td>
<td>425.388.9561</td>
</tr>
<tr>
<td>Student Services Administration</td>
<td>M-F, 8am-5pm</td>
<td>Olympus Hall, Room 224</td>
<td>425.388.9588</td>
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<tr>
<td>TRiO-Student Support Services</td>
<td>M, 8:30am-6pm; T-F, 8:30am-4:30pm</td>
<td>Parks Student Union</td>
<td>425.388.9275</td>
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<tr>
<td>Testing Services</td>
<td>Testing hours are listed on page 7</td>
<td>Glacier Hall</td>
<td>425.388.9288</td>
</tr>
<tr>
<td>University Center</td>
<td>M-Th, 8am-8pm; F 8am-4:30pm; Sat, 9am-3pm</td>
<td>Gray Wolf Hall, North Wing first floor</td>
<td>425.259.8900</td>
</tr>
<tr>
<td>Veterans</td>
<td>M-Th, 9am-4:30pm; Closed Fridays for processing. Monday evening 4:30pm-6:30pm by appt only. First week of the quarter, M-T, 8am-4:30pm; W-F, 9am-4:30pm.</td>
<td>Parks Student Union</td>
<td>425.388.9277</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>M, 9am-6:30pm; T-Th, 9am-4:30pm. Closed Fridays.</td>
<td>Parks Student Union</td>
<td>425.388.9547</td>
</tr>
<tr>
<td>Youth Re-engagement</td>
<td>M-Th, 8am-5pm; F, 8am-3pm</td>
<td>Rainier Hall, Room 217</td>
<td>425.259.8738</td>
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</table>
Residency For Tuition Purposes

For tuition purposes, students eligible for resident tuition rates are defined as follows:

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. OR

Dependents of parents or legal guardians who are domiciled residents of the State of Washington. OR

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. OR

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. OR

Members of selected regional tribes. OR

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 State since earning the high school diploma or its equivalent. Contact Linda Baca in Enrollment Services to determine eligibility for this resident tuition status.

All other students are considered to be non-residents for tuition-paying purposes. Special Note: US citizens and permanent residents who have not yet gained residency in Washington State may be eligible for a partial tuition reduction. Contact Enrollment Services for more information.

Any current non-resident student who wishes to be reclassified as a resident student must complete a Residency Questionnaire for determination of eligibility. Applications for reclassification in the current quarter must be submitted to the Enrollment Services Office before the 30th calendar day of the quarter. If the College discovers an error in the student’s residency status during the quarter, the Dean of Enrollment and Student Financial Services will determine whether or not additional tuition and fees are due.

Tuition Reduction Programs

For state-supported classes, several types of students may be eligible for tuition reduction.

Senior Citizens, age 60 or older, may audit one or two classes, at a 75% discount, on a space available basis, beginning the 6th day of the term. Contact the Enrollment Services Office. Registration prior to the 6th day causes disqualification.

State employees and educators in the K-12 public schools may contact EvCC’s Human Resources Office to seek eligibility for registration, at a 75% discount, on a space-available basis, beginning the 6th day of the term. Registration prior to the 6th day causes disqualification.

Certain non-residents may be eligible for a discount on the non-resident tuition. Contact Enrollment Services for eligibility criteria.

Military veterans, current members of the National Guard, and some dependents of deceased or permanently disabled veterans may be eligible for a tuition discount. Must be Washington residents. Contact the EvCC Veterans’ Coordinator, Parks Student Union Third Floor, 425-388-9277 for certification. An approved certification card must be submitted at the time of registration.

Active-duty military and dependents, and dependents of National Guard members, may be eligible for resident tuition if they are otherwise classified as non-residents. A copy of active duty orders and dependent card (or other verification) is required at the time of registration.

Typically, tuition reduction programs do not apply to self-support classes. All lab fees, special fees, books and supplies must be paid. For information about other tuition reduction programs, contact Enrollment Services.

STATE SUPPORT OF HIGHER EDUCATION STUDENTS

The State of Washington contributes to the cost of students through support of basic instructional cost and state-supported financial aid. For the academic year 2009-10, the instructional cost per full-time equivalent student was $6706. A Washington resident, when he/she pays tuition, funds about 33% of the instructional cost. The state supports the remaining instructional cost. Students at community colleges also receive state-supported financial aid including that provided from each college’s financial aid fund (3.5% of tuition). The total state financial aid support per full-time equivalent student amounts to $785 for the year.

EMERGENCY CLOSURE ADVISORY

EvCC will cancel classes and close offices if severe weather or other emergency conditions on the main North Everett campus are determined to be unsafe. Every effort will be made to post closure information by 6am for day classes and 4pm for evening classes.

Messages will be posted on the main college phone line at 425-388-9100; on an opening screen of the EvCC website at www.everettcc.edu; sent via text message and email for subscribers (sign up at www.everettcc.edu/emergency); and online through the Public Schools Emergency Communication System at Schoolreport.org

If the college closes, all campuses are closed (unless otherwise noted).


Messages will only be posted if the college is closed. If a message is not posted, the college is operating with normal business hours.
Everett Community College offers various college courses at locations in Snohomish County. Check the class listings in this schedule for a complete listing of courses offered at these locations. Maps and directions are available online at www.everettcc.edu/maps
Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran 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.

DIRECTIONS TO CAMPUS

FROM INTERSTATE 5 NORTHBOUND, take Exit 195 and turn left onto E. Marine View Drive. Go one half mile to 16th Street and turn left. Follow 16th Street to Broadway. Turn right onto Broadway and continue to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance. Follow the driveway to Gray Wolf Hall; visitor parking is on the right. Visitor parking permits are $2 for two hours.

FROM INTERSTATE 5 SOUTHBOUND, take Exit 198 and follow the highway south into Everett to Tower Street and turn right. Follow Tower Street two blocks and turn left to the main college entrance. Follow the driveway to Gray Wolf Hall; visitor parking is on the right. Visitor parking permits are $2 for two hours.

FROM DOWNTOWN EVERETT, take Broadway north to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance. Follow the driveway to Gray Wolf Hall; visitor parking is on the right. Visitor parking permits are $2 for two hours.
Mandatory Advising - Meet with a Faculty Advisor Before Your Third Quarter

New students who started summer quarter are required to meet with a faculty advisor prior to winter registration to create a Degree Plan. All other new students (starting Fall 2010 and beyond) must complete this requirement before registering for third quarter.

Questions: 425-388-9263
www.everettcc.edu/advising

Advising Week Nov. 1-5

Complete Mandatory Advising and prepare for winter quarter registration. Meet with faculty advisors to talk about your major, select your classes for next quarter, and create your Degree Plan to help you stay on track to graduate.

www.everettcc.edu/advising