South Puget Sound Community College’s equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, sexual identity, age, religion, Vietnam-era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA). The college’s ADA coordinator is the chief human resources officer, 2011 Mottman Rd SW, Olympia WA 98512, (596-5360).

Photography and Videotaping at South Puget Sound Community College
South Puget Sound Community College takes photographs and videotapes on campus throughout the year. These images often include students, employees, and guests in classrooms, computer labs, athletic events and other campus activities. South Puget Sound Community College reserves the right to use these photographs and videotapes as part of its educational, public interest, publicity and marketing efforts. Those who attend, visit or work at South Puget Sound Community College do so with the understanding that these photographs and videotapes might include them and might be used in college publications, newspapers and other media. As a condition of attendance, visiting or working at South Puget Sound Community College, you are consenting to the college’s use of such photos or videos, which may include your likeness, and waive any privacy interests you may have in such photos or videos.

Limitations of Liability
The college’s total liability for claims arising from a contractual relationship with a student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes and programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earning or profit.
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GENERAL INFORMATION

Welcome to Campus
South Puget Sound Community College offers a world of educational opportunities. Our caring faculty, small classes and state-of-the-art facilities provide an outstanding learning environment for residents of the greater Thurston County area as well as students from more than a dozen nations. As a comprehensive community college, we offer transfer degrees to four-year colleges and universities, as well as professional-technical programs.

We are located in Olympia, the Washington state capital and the county seat of Thurston County. A growing city at the southern edge of the Puget Sound, Olympia is noted for its unique blend of small-town friendliness, business and political activities, and natural beauty. The college serves students in two locations in Thurston county: at our Mottman Road campus in Olympia and at our Hawks Prairie Center in our neighboring city of Lacey. The cities of Seattle and Portland are within easy driving distance of Thurston County.

A College with a Mission
South Puget Sound Community College’s mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region.

Our vision
South Puget Sound Community College is recognized in the South Sound region for student success, active partnership in community development, and innovative use of technology to enhance learning.

Our values
South Puget Sound Community College:
• Pursues excellence – We use our resources responsibly and ethically in pursuit of excellence. We continuously improve our programs, services, and operations.
• Operates in an atmosphere of accountability and respect – We work cooperatively in taking on challenges, making good decisions, helping each other be successful, and promoting a respectful, open, and safe communication.
• Responds to and partners with the communities we serve – We continually monitor and are responsive to the community’s changing needs in an increasingly global economy. We seek opportunities for effective partnerships with community members, businesses, and organizations.
• Fosters inclusiveness at our campuses – We honor diversity and encourage compassion for individual expression. We promote inclusiveness and equity on our campus and in the community.
• Provides student-centered education – We facilitate student success by maximizing learning opportunities and reducing barriers. We provide resources to support students in achieving their goals.

Growing with the Community
Just as Thurston County has grown dramatically over the last fifty years, so too has South Puget Sound Community College. When we first opened our doors in 1962 as Olympia Vocational Technical Institute, 95 students pursued varied occupational programs. From 1970 — when we joined the community college system — to 1981, we were the only community college in the state devoted entirely to vocational and technical education. In response to Thurston County’s rapid growth, in the early 1980s we began offering a comprehensive curriculum. To reflect our broadened mission and our service area, in 1984 we changed our name to South Puget Sound Community College. Our current service area, District 24, encompasses all of Thurston County except Rochester School District, Tenino School District and the Thurston County portion of the Centralia School District.

To meet the needs of the fastest growing part of Thurston County, in 1995 South Puget Sound Community College opened our Hawks Prairie Center. Serving Lacey and northern Thurston County, the Hawks Prairie Center has classrooms, a science lab, computer labs and student services spaces. The center offers credit classes, adult basic education and English as a Second Language instruction, and houses many of the college’s non-credit, life-long learning programs.

Technology Supporting Learning
Online, hybrid, and web-enhanced courses at South Puget Sound Community College require a student technology fee and use a Learning Management System (LMS) to assist in delivering course content.

All online, hybrid, and web-enhanced courses are instructor led. They have regular schedules and deadlines, and students must meet the due dates for assignments as established by the instructor. The advantage of online and hybrid classes is that they allow flexibility, but students cannot skip instructional content or miss deadlines.

A prolonged absence from an online or hybrid class has the same impact as a prolonged absence from a face-to-face class, and instructors in online and hybrid classes cannot accommodate students who plan to be absent from class because of vacations or other obligations.

Regular access to a computer and high-speed internet connection and are required to work in any eLearning environment. Student conduct in online classrooms is governed by the policies set forth in the instructor’s syllabus and specified in the South Puget Sound Community College Code of Student of Student Rights and Responsibilities.

1. Web-enhanced, face-to-face classes use a learning management system to support a class where instruction happens in a classroom on campus. The LMS can also serve as an alternative way to deliver instruction in the event of an emergency situation. Web-enhanced, face-to-face classes will use the learning management system for communication between the instructor and students, collaboration amongst students and to post course documents including syllabi, assignments, and required and recommended readings.

2. Hybrid classes transfer a percentage of face-to-face learning to online instruction, replacing classroom lectures with video lectures or in-class discussions with discussion forums, for instance. The percentage of the instruction offered online depends on the course. Students are expected to attend face-to-face class sessions in a hybrid course and complete online instruction and assignments as specified in the instructor’s syllabus.

3. Online courses offer instruction that is entirely online, though they may also require tests to be taken at proctored sites. Online classes may sometimes require synchronous online sessions, when all the students in a class will be required to log in at specific times. Any online classes that
Who Attends South Puget Sound Community College

Our student population reflects the diversity of Thurston County – and the entire world. Students from all walks of life and every age group come to South Puget Sound to gain access to a world of educational opportunities.

**Fall 2011 Enrollment**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Hispanic</th>
<th>African American</th>
<th>American Indian/Alaska Native</th>
<th>Multi-racial</th>
<th>International</th>
<th>Undeclared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>6,372</td>
<td>8%</td>
<td>3%</td>
<td>1%</td>
<td>6%</td>
<td>2%</td>
<td>14%</td>
</tr>
<tr>
<td>(5,293 state supported)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>55%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>44%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Reported</td>
<td>2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median age</td>
<td>28.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**By Type of Student**

<table>
<thead>
<tr>
<th>Type</th>
<th>Total</th>
<th>Thurstton County</th>
<th>Lewis County</th>
<th>Mason County</th>
<th>Grays Harbor County</th>
<th>Other, including International students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>45%</td>
<td>85%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workforce</td>
<td>41%</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Skills</td>
<td>6%</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>8%</td>
<td>3%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**By Ethnicity**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>62%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>9%</td>
</tr>
</tbody>
</table>

In 2011, students from more than a dozen nations attended South Puget Sound Community College.

**Those students come from:**

- Albania
- Japan
- Nigeria
- Canada
- Korea
- Philippines
- China
- Libya
- Saudi Arabia
- Czech Republic
- Macau
- Spain
- France
- Malaysia
- Taiwan
- Germany
- Mexico
- Hong Kong
- Mongolia
- Indonesia
- Nepal
- Italy
- New Zealand

include proctored tests or synchronous class sessions will indicate those requirements in the online and printed course schedules.

Students can complete all the requirements for an Associate in Arts degree entirely online. See the college’s quarterly schedule of more information about online offerings. Students can also take online courses from other community colleges in Washington State through a consortium called Washington Online (WACL). Go to waol.org for details about courses offered at other community colleges.

Books for your online course may be purchased at the campus bookstore or you can order books online at www.spsccbookstore.com.

**Lecture Capture**

In addition to online offerings, many instructors now make lectures available to students for review through the Tegrity Lecture Capture System. So whether you are taking a traditional face-to-face course or learning in a virtual classroom, you may be able to reinforce your understanding of the material, or review for a quiz by watching recorded lectures from your home or mobile device.

**Correspondence courses**

For students who cannot attend classes on campus, a limited selection of correspondence courses are available each quarter. Each student works at his/her own pace to successfully complete the coursework. Most course requirements may be handled long distance. For details, see quarterly class schedule listings.

**Learning Communities**

South Puget Sound Community College offers students opportunities to participate in learning communities. A learning community combines, or “links,” two or more courses in the same classroom. Students register and earn credits for each of the courses linked in the learning community. The courses are often taught by multiple professors, each bringing their own discipline and expertise to the learning community. Students spend all of their class time together, integrating different disciplines and subjects (such as Psychology and English). Learning communities increase student engagement and deeper learning, creating a cohesive and supportive community of students and professors. See quarterly online and print schedules, list for courses offered as a learning community.

**The Community Helps Guide the College**

To make sure that we are continuing to meet the ever-changing needs of the community, South Puget Sound Community College provides numerous opportunities for citizen involvement. Our programs have advisory committees made up of a cross section of interested and committed individuals. Advisory committees for professional/technical programs, for example, represent partnerships with local business and labor representatives to provide recommendations leading to state-of-the-art education for the workforce of tomorrow.

Community members also play a pivotal role in the College Foundation. Volunteers serve on the Foundation Board of Directors and hundreds of Thurston County residents and businesses contribute to Foundation funds, providing scholarships, faculty development opportunities, equipment and program support.

The college is governed by a five-person Board of Trustees consisting of community leaders appointed by the governor.

**Accreditation Means Excellence**

The college is accredited by the Northwest Commission on Colleges and Universities; 8060 165th Ave. NE, Suite 100, Redmond, WA 98052. The Washington State Board for Community and Technical Colleges and the State Approving Agencies for the Training of Veterans have approved programs offered by the college. The Associate Degree in Nursing program is approved by the Washington State Nursing Care Quality Commission and is accredited by the National League for Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia, 30326, (1-404-975-5000). The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756 (727-210-2350) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The Associate in Applied Science Degree
in the Dental Assisting Technology Program is accredited by the Commission on Accreditation of Dental Programs. The Automotive Technology Program is certified by the National Automotive Technicians Education Foundation in seven of eight possible areas. The Associate in Applied Science Degree in the Culinary Arts Program is accredited by the American Culinary Federation. Federal financial aid programs are administered at the direction of the U.S. Department of Education.

Equal Opportunity Policy

The equal opportunity policy of South Puget Sound Community College prohibits discrimination in education and employment against any person on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; sexual identity; age; religion; Vietnam era or disabled veteran status; or the presence of any sensory, physical or mental disability except in the case of a bona fide occupational qualification.

South Puget Sound Community College also endeavors to maintain program accessibility consistent with the rules and regulations of the Americans with Disabilities Act (ADA).

Qualifying persons of disability who wish assistance in attending the college should contact the Disability Support Services Office at (360) 596-5455 or (360) 596-5468 to request auxiliary aids and services.

If you have other concerns, the college’s ADA, Section 504, Title IX Coordinator is the Chief Human Resources Officer at (360) 596-5360.

ADA Accommodation Procedures

South Puget Sound Community College offers appropriate accommodations to qualified students with disabilities to assure them access to all programs and services at the college. A copy of the college’s procedures and appeal process for accommodating students with disabilities under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act (ADA) can be accessed online at www.spscc.ctc.edu on the Current Student page or in hard copy at the Olympia campus at Student Life, Building 27, second floor; and at the Hawks Prairie Center at the lobby area, front desk.

ADA Grievance Procedures

South Puget Sound Community College has an institutional commitment to providing reasonable accommodations for all of its programs and services for individuals with disabilities. Procedures for lodging disability discrimination complaints under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act (ADA) can be accessed online at www.spscc.ctc.edu on the Current Student page or in hard copy at the Olympia campus at Student Life, Building 27, second floor; at the Olympia campus at the Human Resources Office, Building 25, second floor; and at the Hawks Prairie Center at the lobby area, front desk.

Students Rights and Responsibilities

The college provides for the rights of the individual student and the college community through official college policies. The codification of these policies protects individuals and groups of students with procedures that deal effectively with issues of individual and community rights. Students are expected to respect the laws of local, state and federal authorities. Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the college community, and that they will not interfere with legitimate college affairs.

Copies of the code setting forth student rights and responsibilities as adopted by the Board of Trustees are available on reserve in the library, from the vice president for Student Services, from the Office of Student Life and online at www.spscc.ctc.edu, Current Student.

Information regarding the Student Grievance Policy can be found online on the Current Student page by scrolling down to Rights, Responsibilities, Policies and selecting Student Rights & Responsibilities. Student Handbooks are provided at all new student advising sessions and are available in the Office of Student Life or online on the Current Students page.

South Puget Sound Community College

Nondiscrimination Notice

South Puget Sound Community College is committed to the principle of equal opportunity in education and employment. The College does not discriminate against individuals on the basis of race, creed, color, national origin, gender, sexual orientation, age, marital status, religion, disability, or on any other unlawful basis. The College is committed to preventing and stopping discrimination, including harassment, on any of these unlawful bases and any associated retaliatory behavior. All employees and students must be allowed to work and learn in an environment free from discrimination.

Any person who believes that he or she has been discriminated against may pursue an institutional complaint and/or may pursue other remedies provided by law. Procedures for filing discrimination complaints on the basis of disability discrimination or denial of accommodations are addressed separately by the South Puget Sound Community College Procedures and Appeals Process for Accommodating Students with Disabilities and Disability Discrimination Complaints.

Those procedures may be found at the College’s Disability Support Services Office, at the College’s Human Resources Office, and at the Hawks Prairie campus front desk, and online at www.spscc.ctc.edu/current-students. Procedures for filing all other discrimination complaints may be found online at: www.spscc.ctc.edu/current-students. Hard copies of the policy and procedures are available at the Office of the Chief of Human Resources, the Office of the Vice President of Student Services, and the Hawks Prairie campus front desk.

The Chief of Human Resources Office (Chief “HRO”) is the designated employee responsible for the College’s compliance with anti-discrimination laws and investigations of discrimination complaints. Contact information for the Chief HRO is: (360)596-5360, 2011 Mottman Road S.W., Olympia, Washington 98512.
Programs of Study

As a student at South Puget Sound Community College, you’ll find a variety of options available as you design your program of study. You can learn skills to prepare you for employment in an occupational field or complete the first two years of a bachelor's degree. The college offers basic skills and pre-college courses to help improve reading, writing and math skills. Continuing Education and student-funded courses meet a variety of educational needs in the community. The breadth of the programs we offer illustrates why we are called a “comprehensive community college.”

Associate in Arts Degree

An Associate in Arts Degree at South Puget Sound Community College enables you to complete the first two years of course work for a bachelor's degree prior to transferring to a four-year college or university. At South Puget Sound, you can fulfill your general education requirements at a much lower cost and with greater convenience than you’ll find at many four-year colleges or universities. South Puget Sound offers college transfer courses in most fields. For those who would like to concentrate their studies in a particular discipline or pursue a bachelor's degree in the discipline specified, several Associate in Arts Degrees with Emphasis are available: Anthropology, Criminal Justice, Digital Cinematography Performance, Digital Cinematography Production, Digital Media, International Intercultural Studies and Political Science-Economics.

We strongly recommend discussing your academic plans with a South Puget Sound advisor or counselor to learn how best to prepare for the four-year institution of your choice.

For details, see transfer information on page 12 and the Associate in Arts information including degree emphases in the Programs of Study section on page 33.

Associate in Science Degree

An Associate in Science Degree at South Puget Sound Community College enables you to complete the lower-division prerequisites needed for transfer into upper-division math and science classes at a four-year college or university.

Two study options are available under the Associate in Science degree. Track 1 focuses on chemistry, biology, environmental and natural resource sciences and geology and earth sciences. Track 2 focuses on computer science, engineering, physics and atmospheric sciences.

To complete the Associate in Science Degree, you must meet with a faculty advisor each quarter before registration. We strongly recommend discussing your academic plans with a South Puget Sound advisor or counselor to learn how best to prepare for the four-year institution of your choice.

For details, see transfer information on page 12 and the Associate in Science information in the Programs of Study section on page 46.

Associate in General Studies Degree

This two-year degree is for students who want to design their own programs. It provides flexibility for students to take courses that fit their lifestyles and interests.

The AGS degree is not designed to transfer to a four-year college or university. We strongly recommend meeting with a South Puget Sound advisor or counselor to plan the specific coursework for your AGS.

For details, see degree requirements on page 20 and the Associate in General Studies information in the Programs of Study section on page 48.

Associate in Biology Degree – Direct Transfer Agreement/Major Related Program

The Associate in Biology Direct Transfer Agreement/Major Related Program is designed for students planning to transfer to an upper division biology bachelor’s degree program. The Direct Transfer Agreement/Major Related Program is intended to provide a better transfer for students pursuing a bachelor's degree in biology programs in Washington State. For details, see degree requirements on page 19 and the Associate in Biology Direct Transfer information in the Programs of Study section on page 43.

Associate in Business Degree - Direct Transfer Agreement

The Associate in Business Direct Transfer Agreement (DTA) is designed for students interested in a pathway to transfer to a four-year school of business in Washington State. For details, see degree requirements on page 19 and the Associate in Business Direct Transfer information in the Programs of Study section on page 42.

Associate in Applied Science-T Degree

The Associate in Applied Science (AAS-T) is a professional-technical degree with a core of general education courses commonly accepted transfer to a specified four-year college. In general, professional-technical degrees are not designed for transfer to other colleges or universities. However, several four-year colleges and universities have specific bachelor’s degree programs that accept the Associate in Applied Science-T (AAS-T) degree. South Puget Sound Community College offers AAS-T degrees in the following program areas: Computer Information Technology-Programming Emphasis, Computer Network Administration, Culinary Arts, Early Childhood Education, Horticulture Technology and Land Surveying & Geomatics Technology. For details, see Programs of Study section.

Associate in Elementary Education Direct Transfer Agreement/Major Related Program Degree

The Associate in Elementary Education Direct Transfer Agreement/Major Related Program is designed for students planning to transfer to an upper division elementary education bachelor’s degree program in Washington State. For details, see degree requirements on page 19 and the Associate in Elementary Education Direct Transfer information in the Programs of Study section on page 44.

Associate Degree in Nursing

The Associate Degree in Nursing program represents the successful completion of the college modified career-ladder nursing program. After passing the National Council for Licensure Examination (NCLEX-RN) and obtaining a state registered nurse license, graduates can practice as registered nurses. For details, see requirements on page 20 and the Associate Degree in Nursing information in the Programs of Study section on page 84.

Associate in Pre-Nursing Major Related Program/ Direct Transfer Agreement Degree

The Associate in Pre-Nursing Direct Transfer Agreement/Major Related Program is designed for students interested in a pathway to transfer to a four-year school of nursing in Washington State. For details, see degree requirements on page 20 and the Associate in Pre-Nursing Direct Transfer information in the Programs of Study section on page 45.
Associate in Applied Science Degrees and Certificates

South Puget Sound Community College offers professional and technical programs designed to help you gain the skills and knowledge you need for direct employment or career advancement in business and industry. Associate in Applied Science degrees and/or certificates of completion, proficiency and achievement are offered in these areas:

Accounting
- Associate in Applied Science
- Accounting Clerk Certificate of Completion

Automotive
- Beginning Automotive Technology Certificate of Proficiency
- Intermediate Automotive Technology Certificate of Proficiency
- Advanced Automotive Technology Certificate of Proficiency

Baking and Pastry Arts Certificate of Completion

Business Administration
- Associate in Applied Science
- Business Operation Coordinator Certificate of Completion

CAD-BIM Technologies
- Associate in Applied Science
- CAD Certificate of Achievement
- Certificates of Proficiency and Completion:
  - Architectural Drafting
  - Mechanical Drafting
  - Civil Drafting

Building Information Modeling

Computer Network Administration
- Associate in Applied Science

Computer Programming
- Associate in Applied Science
- Web Design Certificate of Proficiency

Computerized Manufacturing Technology
- Computerized Manufacturing Technology I
  - Certificate of Achievement
- Computerized Manufacturing Technology II
  - Certificate of Achievement

Culinary Arts
- Associate in Applied Science
- Certificate of Completion

Database Management
- Associate in Applied Science

Dental Assisting Technology
- Associate in Applied Science
- Certificate of Completion

Early Childhood Education
- Associate in Applied Science
- Family Advocate Certificate of Achievement
- Infant Toddler Certificate of Achievement

Lead Preschool Certificate of Achievement
- School-Age Certificate of Achievement

Medical Assisting
- Associate in Applied Science
- Certificate of Completion

Nursing
- Practical Nursing Certificate of Completion
- Nursing Assistant Certificate of Achievement

Office Administration
- Associate in Applied Science
- Office Assistant Certificate of Completion
- Clerk/Receptionist (Customer Service Specialist)
  - Certificate of Proficiency

Paralegal
- Associate in Applied Science
- Family Advocate Certificate of Achievement
- Lead Preschool Certificate of Achievement
- School-Age Certificate of Achievement

Professional Selling and Customer Relationships
- Certificate of Achievement

Retail Management Certificate of Completion

Sustainable Plant Production
- Certificate of Proficiency

Sustainable Small Scale Food Production
- Certificate of Proficiency

Turfgrass Management
- Associate in Applied Science

Welding Technology
- Associate in Applied Science
- Beginning Welding Certificate of Proficiency
- Intermediate Welding Certificate of Proficiency
- Advanced Welding Certificate of Proficiency

Further information on certificate and degree programs can be found in the degree requirements section on page 18 and the Programs of Study section beginning on page 33.
Cooperative Work Experience/Internships

Cooperative Work Experience is the internship program at South Puget Sound Community College. It offers students an opportunity to receive college credit for paid and unpaid work experience related to their educational goals. This program allows students to explore career choices, apply newly learned classroom skills and gain valuable work experience. Call (360) 596-5359 for more information.

Adult Basic Education

Adult Basic Education (ABE) classes are designed to improve basic language arts, math, science, social studies and technical skills in preparation for taking the GED test or to brush up on basic skills. Each student’s learning level is assessed prior to entry. The college also offers English as a Second Language (ESL) classes. ABE and ESL courses are non-credit. Tuition is $25 per quarter. For details, contact Basic Education at (360) 596-5317 or 596-5315.

GED Testing

South Puget Sound Community College is an official General Education Development (GED) testing center. The GED certificate is available for adults who have not completed high school. The college offers classes to help students prepare for the GED test. For details, see GED/Classes and testing on page 20.

High School Completion

The South Puget Sound Community College High School Completion program (HSC) is an alternative way to complete high school. Successful HSC students meet state and college requirements for graduation and will be issued an official high school diploma for the college. For more information about the High School Completion program, contact Enrollment Services at 360-596-5238.

The Small Business Development Center

South Puget Sound Community College supports small business management knowledge and skill building through the Small Business Development Center (SBDC). Housed with the Economic Development Council, 665 Woodland Square Loop, SE, Suite 201, Lacey, the SBDC’s experienced advisors provide a full-range of professional assistance to small business owners and managers as a free and confidential service. The SBDC is funded through a partnership between the college, Washington State University and the United States Small Business Administration. It is part of the statewide SBDC network and affiliated with SBDC’s nationwide. For more information on the Small Business Development Center, call (360) 407-0014.

Continuing Education and Training

The college’s continuing education and training programs, located at our Hawks Prairie Center, is a key resource for quality education and training services for our area’s employers and community members. These non-credit offerings cover a variety of topics and are delivered in short workshops, quarter-long classes, and online, and are designed to meet the needs of the community. These classes are student-supported and are not funded by state dollars. Instructors are experts in their fields and recruited from the community.

Personal Enrichment

South Puget Sound Community College provides educational opportunities for community members to pursue a new or renewed interest or delve into academic and cultural topics. Courses cover a range of areas including digital photography, citizenship, outdoor education, foreign language, welding, automotive care, investment planning, and creative arts. For more information, call (360) 596-5753.

Training and Development

Education is a vital part of the economic stability of our community. Hawks Prairie reaches out through open enrollment classes, customized training specific to a business or agency, consulting, and other programs that serve the needs of businesses, agencies, and community members.

Professional Certificate Programs

Hawks Prairie Center also offers short-term, non-credit certificate programs in response to community needs. These are offered year-round with more information available online at www.hawksprairie.org. These include:

- Project Management (Certificate of Achievement) PMI® Registered Education Provider
- Human Resources Management (Certificate of Achievement) HRCI® Approved provider
- Non-Profit Leadership (Certificate of Achievement)
- Professional Selling and Customer Relationship Management (Certificate of Achievement)
- Nutritional Therapist Training Program (sponsored by NTA)
- Certified Personal Trainer (Certificate of Achievement)
- Flagger Certification (Department of Labor and Industries approved)

Consulting

Hawks Prairie Center has built its reputation on providing flexible, customized, high-quality training and consulting services. The college is uniquely poised to work with agencies through interagency agreements that provide needed services while avoiding the cost of a full-time employee. Consultants enhance operations with innovative solutions and professional assistance. Consultants assist with project management, website development, facilitation, network infrastructure, database support, and more.

Testing

Hawks Prairie Center is a test site for the following national testing systems: Prometric, Pearson Vue, Kryterion, and Castle. The testing center is open every Friday and registration is done directly with the testing provider. Hawks Prairie Center also hosts private testing sessions for groups.
Running Start Program
The Running Start Program is an instructional partnership between community and technical colleges and high schools in Washington state. The program allows eligible high school juniors and seniors to attend college classes while still in high school. The students simultaneously earn credit applicable toward both a high school diploma and a college degree. Running Start students are enrolled in classes, perform the same coursework and are graded by the same standards as other college students. The Running Start student could be charged tuition and fees due to recent legislative changes.

The partnership is monitored by high school counselors, and parents are required to be involved in educational planning decisions. Running Start students are strongly encouraged to attend an orientation session on how to be a successful college student.

Interested high school students can contact a high school counselor for information or call the college’s Running Start representative at (360) 596-5432.

WorkFirst Programs
South Puget Sound Community College’s WorkFirst Program provides the resources parents need to pursue educational opportunities leading to employment.

Low-income parents currently receiving Temporary Assistance For Needy Families from the Department of Social and Health Services may be eligible for up to one year of financial assistance for tuition, books, and fees, as well as advising and career planning.

Courses include professional-technical programs leading to a certificate, degree completion, IBEST, GED preparation, Adult Basic Education, and English as a Second Language. For more information, contact the WorkFirst Participation and Outreach Coordinator at (360) 596-5401.

Worker Retraining Program
The Worker Retraining Program assists people who are unemployed or facing imminent layoff. The program can help individuals get started in training for a new career or help update skills. To be eligible for the program, you must be drawing unemployment benefits, be eligible for benefits or have exhausted benefits within the past 24 months. The program can also serve displaced homemakers. Dislocated workers as defined by the Employment Security Department receive priority service. The program can help with tuition, books and fees. For more information, call (360) 596-5424.

Short-term Training
South Puget Sound Community College offers a range of short-term training opportunities that can lead to certificates in many technical program areas, including Automotive Technology, Welding Technology and Early Childhood Education. Certificates are designed to develop pathways for wage and career progression. Most short-term certificates are 12 months or less in length and are offered days, evenings and weekends. For more information, refer to the specific program areas in this catalog for details on short-term training offerings.
Applying for Admission

We maintain an “open-door” admissions policy and accept anyone who may benefit from our educational programs, regardless of academic background. Applicants who are high school graduates or adults 18 years of age or older are eligible for admission.

An applicant under 18 and not a high school graduate must follow a special admissions process. Contact Enrollment Services for details, (360) 596-5241.

Admission entitles you to enroll in college classes. The Dental Assisting Technology, Fire and Emergency Services Technology, Associate Degree in Nursing and Practical Nursing programs have special admission and application processes. Contact Enrollment Services for details, (360) 596-5282.

How to Apply for Admission

You can apply either online at www.spccc.ctc.edu, in person or have an application mailed to you by calling (360) 596-5241. You should apply early. Other steps in the registration process follow:

> Apply for Financial Aid

If you are considering applying for financial aid, visit the Financial Aid Office Web site at www.spccc.ctc.edu/finaid for application materials and deadlines.

> Transfer Credits

To transfer credits from another college, hand-carry or mail your transcripts with an Application for Transfer of Credit form (available online or in the Administrative and Student Services Building – Building 25) to Enrollment Services in the original sealed envelope. If you have taken math or English courses at another college you may not need to take the placement test. For those seeking financial aid assistance, transcripts and forms need to be received by enrollment services early.

> Take the Placement Test (CPT)

The College Placement Test (CPT) is required of all students enrolling in math or English classes. The Placement Test is a tool to place you in the appropriate level. If you are enrolling in 10 or more credits, or pursuing a certificate or degree, you need to take the Placement Test. The placement test is done on a walk-in basis. To get the testing schedule, go to www.spccc.ctc.edu/current-student/services/testing/placement. You may be eligible for a test waiver if you have previously completed a college-level English or math course.

> Advising and Registration

New Student Advising and Registration Sessions are scheduled to assist you with class choice, degree information and educational planning. Sessions are available on a walk-in basis Monday, Tuesday and Wednesday from 8 a.m. to 5 p.m..

> Pay Tuition/Fees

To complete the registration process, pay your tuition and fees at the Cashier’s Office in the Administrative and Student Services Building (Building 25) or online by going to Current Students on the college Web site www.spccc.ctc.edu. Click on Pay Your Tuition Online.

Tuition and Residency

Washington residents pay regular in-state tuition (see Tuition and Fees, page 10). A “resident student” is one who has been living in the state of Washington for at least one year prior to the commencement of the quarter for which the student has registered and has established an intention to become a bona fide resident of the state for other than educational purposes.

Special consideration is given to military personnel, refugees, their spouses and dependents.

Once a student has been classified and registered, the classification will remain unchanged until satisfactory evidence showing cause for change is presented in writing. All requests for change in residency status must be submitted to Enrollment Services by the 30th calendar day following the beginning of the quarter if the change is to take effect for the current quarter.

Forms to petition for change of residency status are available at Enrollment Services. Current residency policy is subject to change by the Washington State Legislature. For more information, call Enrollment Services at (360) 596-5241.

Admission for International Students

In addition to meeting standard admission requirements, international students must provide verification that they have adequate financial support for their education and living expenses. When an international student is accepted for admission, the college will furnish a Certificate of Eligibility, Form I-20, which is necessary for securing a student visa. An international student is required to pay nonresident tuition and fees regardless of length of stay in the state of Washington. International students must complete the International Student Application. For more information, contact the International Students Office at (360) 596-5396 or go to www.spccc.ctc.edu and click the International Students icon.

Registering for Classes

You become officially enrolled in a class by registering for it. The process includes selection of classes, advisor approval, enrollment and payment of tuition and fees. You’ll find detailed registration procedures in the quarterly class schedule.

Registration times for returning students are assigned prior to each registration period.

Returning students are assigned times based on cumulative credit hours earned. For new students it’s best to apply for admission as early as possible.

Students who have not applied for admission may register for classes during Open Registration.

After the fourth day of classes, students who attempt to register must receive permission.

If there is space available in class you will only need the instructor’s signature. If the class is full or if you are overriding prerequisites you must receive approval from the instructor and division dean.

Throughout the quarter, only those students entering continuous enrollment classes or late-starting classes will be allowed to register without instructor’s permission.
A few specialized classes, such as Cooperative Work Experience/Internships, allow you to enroll through the eighth week of fall, winter or spring quarter and the sixth week of summer.

**Waitlists**

South Puget Sound Community College maintains a waiting list for courses if they become full except for classes with a Washington Online section. Students may add themselves to the waitlist or check waitlist status online at spscc.ctc.edu/registration-policy or at the Enrollment Services office between Advising Day and before the first day of every quarter. If an opening occurs in a class the student at the top of the waitlist will be automatically enrolled in that class. Students are placed on the waitlist in chronological (first come, first served) order and can be on a maximum of three waitlists at a time.

The waitlist updates at 8 a.m. Monday through Friday. Please make sure you check your class schedule at 8 a.m. Monday through Friday so you can adjust your schedule within the 24 hour deadline. The waitlist is turned off the Thursday before each new quarter begins.

**Student’s Responsibilities**

The college does not provide enrollment notifications.

It is your responsibility to check the waitlist on a daily basis (updates are made by 8 a.m., Monday through Friday). It is your responsibility to monitor your status and pay any additional fees. You are also responsible for making sure your schedule is accurate by dropping any unwanted classes. Failure to do so may result in a failing grade being posted to your transcript and possible additional tuition and fees.

If a course no longer shows on the Waitlist screen, you have been enrolled into that class. Check your Waitlist Status at least once a day.

You **Can Be Removed From Waitlisted Class If Any Of The Following Are True:**

- You are enrolled in more than 18 credits without an Excess Credit Request on file with the Enrollment Services office; You have tuition outstanding, parking fine, financial aid fine, or has a fine that bars registration (come to Enrollment Services or the Student Welcome Center in Building 25 to ensure that you don’t have a block on your student account); you have been Academically Dismissed; you have not met the prerequisites for the class; you are enrolled in two or more different sections of the same class; you have not made payment of Waitlisted class.

**Once the quarter begins, students who are in the top five slots of a waitlist are strongly encouraged to attend the first class session.**

**Late Fees**

Students who register after the tenth day of fall, winter or spring quarter or eighth day of summer quarter must submit a Late Add Petition form available from Enrollment Services. They will be assessed a $100 late fee in addition to the tuition and fees for each course. Exceptions to this fee include late starting, continuous enrollment and Cooperative Work Experience classes.

**Adding or Dropping Classes**

You may add or drop a class or change to audit status within the first 10 instructional days of the fall, winter and spring quarters, and eighth day of summer quarter. Complete an Add/Drop Form and submit it to Enrollment Services. Refer to the class schedule for making changes beyond the tenth day. For summer dates, see the class schedule. Students receiving financial aid are advised to consult with the Financial Aid Office prior to making any enrollment changes.

**Withdrawal from the College**

To officially withdraw from South Puget Sound Community College, you must submit an Add/Drop Form from Enrollment Services. The form must be returned by the deadline printed in the quarterly schedule. Students receiving financial aid are advised to consult with the Financial Aid Office prior to making any enrollment changes.

**Tuition and Fees**

All tuition and fees for the quarter are due by the deadlines published in the class schedule. You are not officially registered until all fees are paid. Failure to meet financial obligations to the college may result in the withholding of degrees and transcripts.

Tuition rates are set by the Legislature. Current tuition rates are published each quarter in the schedule of classes.

The college charges a $15 matriculation fee each quarter. An additional fee will be assessed at the time of registration: As of print time, the fee is $3.14 per credit for 1 to 10 credits per quarter and $1.24 per credit for 11 to 18 credits per quarter. This additional fee was established by a vote of the students to cover costs of graduation, financial assistance for eligible students, college catalog, bus service to the college and a Student Union Building fund. See the quarterly schedule for latest fee amounts.

Tuition is subject to change by the Legislature. For up-to-date information, see the quarterly class schedule, the college Web site, www.spscc.ctc.edu or contact the Cashier’s Office at (360) 596-5246.

**Special Fees**

A few courses have specific laboratory and/or special fees. These fees are listed in the quarterly class schedule within the course description.

**Parking**

South Puget Sound Community College has limited parking, so students are encouraged to find alternative methods to get to campus. Intercity Transit provides service to the campus. Students taking credit classes can ride the local Intercity Transit buses free anytime, anywhere with a valid student identification card.

Parking permits are no longer required for vehicles to park on campus. For more information on parking and bus schedules, contact the Security Office on the first floor of Building 25 (360) 596-5299 or go online at www.spscc.ctc.edu/parking.
Refunds of Tuition and Fees
You are required to pay for any classes for which you have registered. If you do not plan to attend and expect a refund, you must officially drop the course by the deadlines published in the quarterly schedule of classes. Full refunds are made automatically if classes are canceled by the college.

Student Records
Confidentiality of Records
All student educational records are handled in accordance with the 1974 Family Educational Rights and Privacy Act (FERPA).

Under the guidelines of the FERPA, students have certain rights with respect to their education records. These rights are:

> The right to inspect and review your educational records within 45 days of the day the college receives a request for access. You must submit a written request to the registrar (or appropriate official) that specifically identifies the record(s) you wish to inspect.

> The right to request the amendment of educational records if you believe they are inaccurate or misleading. You may write the college official responsible for the record, provided you clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college must notify you of that decision in writing.

> The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent, such as with directory information. The college may disclose the following directory information: name, address, e-mail address, telephone listing, date and place of birth, major field of study, extracurricular activities, dates of attendance, degrees, awards, most recent institution attended, veteran status, and for athletic team members, height and weight. If you do not wish for the college to release your directory information, complete the “Request to Prevent Disclosure of Directory Information” form available in Enrollment Services. You must submit this form each quarter in order to prevent disclosure. Be aware that asking to withhold directory information may prevent other colleges and employers from receiving information that might be used to your advantage.

> Non-directory information may be disclosed to South Puget Sound Community College officials who have legitimate educational interests in the student record. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

> The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Releasing your Educational Records
In order to release your educational records and allow others to access them, you will need to fax (360-596-5709) or submit to Enrollment Services a Student Consent for Release of Records along with a copy of picture identification. If the form is hand delivered, it must be dropped off by the student releasing his or her records. The college cannot accept the form from anyone other than the student.

Under 32 CFR Part 216, also known as the Solomon Amendment, South Puget Sound Community College is required to provide student recruiting information upon request from military recruiters. This information includes the name, address, telephone listing, age or date of birth, level of education, and major for all currently enrolled students.

The college's failure to release this information, as required by the legislation, will result in the loss of federal funding including grants for student financial aid. This information is subject to release by the college at any time unless the college has received prior written notice from the student, filed in the Enrollment Services Office, specifying information which the student requests not to be released. Students who have requested that information not to be released to any parties (FERPA) will not have their information released. For details on record confidentiality, contact Enrollment Services, (360) 596-5240.

Academic Transcripts
An official transcript is a copy of your academic record which is signed by the dean of Enrollment Services and mailed directly to the receiving party from South Puget Sound Community College. Electronic transcripts can be submitted between Washington state public institutions. An unofficial transcript is an unsigned copy of your record. Unofficial transcripts are available at the student self-service centers and through the college's Web site at www.spssc.ctc.edu/current-students. See the quarterly class schedule for details.

Official and unofficial transcripts may be obtained from Enrollment Services. Official transcripts are $3 per transcript and a $2.25 handling fee will be charged with each order. Transcript requests are normally processed within five to seven working days. If you’d like to request a transcript by mail, include your name, student ID and the approximate dates you attended South Puget Sound, along with your signature. Any outstanding fines, holds or other obligations to the college must be taken care of before transcripts will be released.

Student Identification
The college issues student identification numbers to process student records.

Each student is issued a Student Identification Number that is not the student's Social Security Number. The Student Identification Number (SID) is used as the primary identifier of a student’s records.

The disclosure of your Social Security Number (SSN) for admission, registration, and records is voluntary. However, your SSN is required if you wish to receive financial aid, student employment or tuition tax credit and for workforce tracking. Your SSN is not released outside of the community college except as allowed by FERPA, nor will it be printed on your student identification card or class rosters. Failure to provide your SSN may result in a financial penalty from the Internal Revenue Service.

Associated Student Body Cards
Students who take one or more credits or credit equivalent classes at South Puget Sound are entitled to an Associated Student Body card. With this card, you are eligible for reduced or free admission to many college events, and valid ASB card holders can ride Intercity Transit buses locally anytime, anywhere for free. Your ASB card sticker must be updated quarterly to maintain this privilege.
Many local businesses give discounts to ASB card holders. Some instructors require this card for use of computer software. The Library/Media Center uses it to check out materials.

The first card is free, but replacements for lost cards cost $10. Cards may be obtained by contacting the Student Life Office, Building 27.

Emergency Messages

A message will be delivered to a student during a class in case of a life-threatening emergency. Other medical emergency messages will be delivered between classes if possible. Given the size of the college, limited staff and nature of student schedules, requests for the college to deliver other messages to students cannot be accommodated. Requests to deliver an emergency message to a student should be made to the Security Office, (360) 596-5299.

Transfer Information

Students transferring to South Puget Sound Community College may be given appropriate credit for college-level work completed at a post-secondary institution accredited by one of the regional associations of colleges and universities.

How to Transfer Credits

Students who seek degrees or certificates and who want to transfer credits from other colleges or universities should:

Request OFFICIAL copies of transcripts from all previous colleges they have attended to be sent directly to them. Once all transcripts are obtained, submit them to Enrollment Services in their original sealed envelopes. If courses were completed more than ten years ago, course descriptions from the college catalog must be included with the submission.

> Once transcripts are submitted to Enrollment Services, complete the Application for Transfer Credits form available at the Enrollment Services Office or at www.spssc.ctc.edu. Click on Current Students then Transfer Credits. We encourage students to start this process once they apply for admission. Once the evaluation is completed, students will be mailed a copy of the evaluation.

To be considered official, transcripts must be:

> Hand delivered or received directly from the issuing institution in its original unopened envelope;
> Bear the seal of the institution;
> Be signed by the appropriate college or university official. After transcripts and an Application for Transfer of Credit form are received, course work will be evaluated on a course-by-course basis. The following are some of the policies affecting the evaluations:
> Credit will be granted only for courses from colleges accredited by one of the regional association of colleges and universities.
> No course completed more than 10 years ago will be accepted if it involves technical education.
> No course with a C- grade or below is transferable.
> Courses that are accepted are not used in the computation of the South Puget Sound Community College grade point average.

Transcripts received from other schools become part of your official South Puget Sound file and will not be returned to you.

Transfer Requirements for Other Colleges

Transferability of any course and credits earned at South Puget Sound Community College is determined by the college or university to which the student is transferring. The General Education list for Associate in Arts, Associate in Science or Associate in General Studies (page 21), while expanded and updated annually, does not indicate all classes that may be acceptable for transfer.

Academic courses numbered 100 and above are usually accepted by four-year colleges and universities, but their transferability should not be taken for granted.

You are responsible for becoming familiar with the specific requirements of the baccalaureate institution where you plan to transfer. This can best be accomplished by talking with an advisor and studying a catalog from that institution. Transfer guides to Washington state colleges are available at the Welcome Center and online.

If you have not made a definite decision regarding a baccalaureate institution, your advisor will help you plan a well-balanced program that includes communications, humanities, quantitative skills, social sciences, natural sciences and elective courses. Since most Washington state four-year colleges and universities accept the Associate in Arts degree, it is to your advantage to work toward this degree.

Special attention should be given to the following information:

> Generally, no more than 90 academic credit hours of lower division course work may apply to your chosen baccalaureate program of study. The baccalaureate institution will select the courses which are acceptable.
> Acceptance of credits for courses completed at South Puget Sound Community College is determined by the institution to which you transfer.
> Your grade point is computed by the institution you plan to attend and the method of computation may vary from school to school.
> Academic courses numbered 100 or above are generally accepted for transfer credit by baccalaureate institutions.
> Transfer of credits does not guarantee automatic admission to your choice of baccalaureate institution.
> Admission to your choice of baccalaureate institution does not guarantee automatic admission into your major.
> Specific questions concerning transfer should be directed to an admissions officer at the proposed school of transfer.
> Information on transfer services is available at on the Current Students page at www.spssc.ctc.edu

Special Transfer Agreements

South Puget Sound Community College maintains special transfer (“articulation”) agreements with four-year institutions for Associate in Applied Science Degrees and Associate in Arts and Associate in Science degrees.

Two-Year Associate in Applied Science (AAS/AAS-T) Degrees:

The special transfer agreements with the following four-year institutions allow students graduating with selected AAS (Associate in Applied Science) or AAS-T (Associate in Applied Science-T) degrees to transfer and complete general education requirements at the institution for a bachelor’s degree.
To qualify for these unique transfer opportunities, students must earn the selected AAS or AAS-T degree; complete English 101 with a grade of “C” or better and preferably complete English 102; achieve a minimum 2.5 grade point average; and meet the admissions criteria of the transfer institution at the time of application.

The Evergreen State College:

Designated Technical Transfer Degrees: Accounting, Administration of Justice, Business, Computer Information Sciences, Early Childhood Education, Environmental Sciences and Technology, Human Services (Social and Health Services or Chemical Dependency) and Paralegal

Upside Down Degree: The Upside Down Degree program allows students graduating with an AAS in accounting, business administration, computer programming, computer network administration, computer aided drafting technology, early childhood education, fire and emergency services—paramedic track, horticulture, information technology computer support, medical assisting, nursing, paraeducator or paralegal the option of earning a bachelor’s degree by transferring to The Evergreen State College and successfully completing 90 quarter credit hours of general education course work.

At Evergreen, students will receive curricular advising through an academic advisor, with whom they will develop and file a two-year education plan that includes enrollment in 32 quarter credit hours of a specified Coordinated Studies program, to be included in the additional 90 credits needed for graduation.

Two-Year Associate in Arts (AA), Associate in Science (AS) Degrees, and Associate Degree in Nursing (ADN):

The special transfer (“articulation”) agreements with the following four-year institutions allow students graduating with associate degrees to transfer directly, or with more ease, to the four-year institution to complete a bachelor’s degree.

To qualify for these unique transfer opportunities at the following colleges and universities, students must have completed the appropriate transfer degree and completed the requirements outlined in the specific articulation agreement including specific courses, a grade point average at or above a minimum and the admissions criteria of the transfer institutions at the time of application. It is the student’s responsibility to be aware of their transfer institution’s individual transfer requirements.

The Evergreen State College Direct Transfer Agreement:

Associate in Arts, Associate in Science, Track 1 or 2. In this articulation Evergreen will transfer one of the aforementioned degrees as a block of 90-credits to Evergreen. And applicants who have earned, or will have earned this degree prior to entering Evergreen will be “awarded the highest admissions preference.”

Brandman University (formerly Chapman University College):

This articulation agreement offers students a detailed transfer guide in the following areas:

- General education—those courses at South Puget Sound that are approved to satisfy the general education requirements at Brandman (Chapman).
- Major Preparation—those courses from South Puget Sound that satisfy the requirements in a major area and prepare student for upper division study upon transfer.

> Course by Course Transferability
> Transfer-Related Policies

Brandman offers the following undergraduate degree programs (not all programs are offered at each campus):

- Bachelors of Arts in Criminal Justice, liberal studies, organizational leadership, psychology, social science, sociology
- Bachelor of Science in Computer Information Systems

University of Washington - Tacoma:

The articulation between the two-year Associate Degree in Nursing (ADN) at South Puget Sound and the Bachelor’s of Science in Nursing (BSN) at University of Washington, Tacoma is a seamless Model Program of Nursing Studies, adopted by both institutions. In this agreement most of the courses required by the two year ADN Program serve as prerequisites and general education courses required for admission to the BSN Program and fulfill most of the admission requirements to the program. Students who complete the required 45 credits in residence at UW Tacoma and successfully complete the NCLEX exam and who fulfill the other requirements outlined will have met the requirements for a BSN.

Associate in Arts with emphasis in Political Science and Economics – Bachelor of Arts in Interdisciplinary Arts and Sciences (AIS) with a concentration in Politics, Philosophy and Economics (PPE). Students who complete the Associate in Arts with Political Science and Economics emphasis will have satisfied five of the twelve classes (25 of 60 credits) required in the PPE concentration. Furthermore those who have also met the general admission criteria and attained a 2.0 GPA in the five core PPE classes and at least one of the English composition classes (ENGL 101, 102, 103 or 104) will be guaranteed admission to IAS and the PPE concentration and will have completed 25 credits of core classes required in the PPE concentration.

Central Washington University at CWU University Centers/Teaching Sites:

Dual Admission program’s purpose is “to provide a smooth and successful transition for the student from a participating community college to one of CWU’s University Centers.” Participating students are “fully admitted to the community college in an Associate Degree/DTA or Associate in Applied Science degree and conditionally admitted to CWU” and “will benefit from access to resources at both institutions and be better prepared to transition into their baccalaureate program.” (Available in Pierce County, Des Moines, Kent, Lynnwood, Everett, Wenatchee, Moses Lake and Yakima)

Guaranteed Admission for International Students

South Puget Sound Community College is in a 2+2 partnership with two nearby universities: The University of Washington Tacoma and Pacific Lutheran University granting qualified current and prospective international students admission to the universities. The conditions are outlined in the memos of understanding signed by the two universities. For more information contact the International Student Services office at internationalstudents@spgcc.ctc.edu.
ACADEMIC REGULATIONS

The Academic Year
The academic year at South Puget Sound Community College is divided into three quarters of approximately 11 weeks each. An eight-week summer session is also offered.

Credit Hours
In general, a lecture class that meets for one hour per week for one quarter will earn the successful student one credit; a lecture class that meets five hours per week for one quarter will earn the student five credits.

Laboratory and certain other courses vary from this pattern. The quarter hours of credit for each course are shown after the course titles in the Course Descriptions section of this catalog beginning on page 98.

Students earn credit only for those courses in which they are officially registered for credit. Credit is not received for courses in which the student enrolls on an audit basis.

Attendance
Students are expected to attend all classes for which they are registered, including the first class session. Classes for which attendance is mandatory from the first session will be so noted in the class schedule. The class syllabus is available in the appropriate instructional division office. Instructors may set an attendance policy for each class, and it is the responsibility of the student to know and comply with each individual class attendance policy.

Students who fail to comply with the established attendance policy for the class may forfeit the right to continue in class. If you have registered for a class, do not assume you will be dropped for non-attendance. If you have registered for a class that you do not want, you must drop the course by the official drop deadline to avoid financial responsibility. If you fail to drop the course, you may accrue a financial obligation or receive a failing grade for the course.

Drop Versus Withdrawal:
> Dropping a class occurs within the first few days of the quarter. This is your chance to receive a full refund for unwanted classes. See quarterly schedule for dates.
> Withdrawing from a class occurs after the tenth day of the quarter. This is your opportunity to withdraw from a class without receiving a failing grade. However, if you receive financial aid or VA education benefits, consult the Financial Aid office first. See quarterly schedule for dates.

Auditing a Class
Students who choose to audit a course may do so prior to registration or any time during the first ten days of the quarter only with the instructor’s signed permission. Auditing a course means the student must honor all attendance policies of that course as agreed upon with the instructor. Furthermore, the instructor may determine whether or not the student must complete the required assignments, take course examinations or participate in in-class activities. Students who audit classes are responsible for full tuition and fees.

Upon completion of the quarter a grade of N is assigned to audited courses. Auditors pay regular credit hour and lab fees. Financial Aid, Running Start, and VA education benefits funding cannot pay for audited courses.

Substituting a Course
You may petition to substitute an elective course for a required course in a program of study. Obtain a Special Enrollment Form from Enrollment Services. The form must be completed and signed by your advisor and the appropriate division dean. The form will be reviewed to ensure similarity between requirements and courses substituted.

Credit by Examination
You may receive credit for a course by satisfactorily completing a challenge examination. Instructional divisions reserve the right to deny challenges for specific courses. If approved, register for the class and tell the instructor you wish to challenge the course. An exam is administered and graded within the first 10 days of the quarter with the grade recorded at the end of the quarter. The student cannot participate in the class in an attempt to raise the grade. A maximum of 45 credits will be awarded for credit by examination.

Course Waivers
Waivers are used infrequently and only when other alternatives do not apply or are not available. To seek a course waiver, you must obtain a Special Enrollment Form from Enrollment Services, complete the form and have it signed by your advisor and the appropriate division dean. Then return the form to Enrollment Services for review and application toward graduation.

Independent Study
The aim of independent study is to give you mastery of a body of knowledge or skills not covered in regularly scheduled classes. Independent study is a contract developed by you and an instructor with specific readings, projects or written works that are your responsibility to complete. The instructor will state the criteria for evaluating your performance in the independent study contract.

To be eligible for independent study, you must:
> Have a minimum cumulative GPA of 2.75 and have completed a minimum of 15 credits of college-level work at South Puget Sound;
> Attempt five or fewer credits of independent study during one quarter;
> Not exceed a maximum of 15 independent study credits toward a South Puget Sound Community College degree;
> Convince a faculty member the knowledge or skills sought cannot be obtained through regularly scheduled classes;
> Demonstrate an understanding of the subject area through prior course work or independent projects. You can obtain an Individual Agreement form from Enrollment Services.

The contract must be signed by the sponsoring instructor and the appropriate division dean before you register. One signed copy must be returned to Enrollment Services. The other copies are to be retained by the instructor and you.
Special Projects
Special project courses require a contract between you and an instructor. The contract identifies the ways in which you will conduct a series of tasks, experiments or learning activities. These activities must be related to your educational goals and be supervised by an instructor.

Obtain an Individual Agreement form from Enrollment Services and complete the contract portion of the form. Then have the contract signed by the sponsoring instructor and the appropriate division dean.

The special project course will be set up by instruction office staff. One copy of the contract will remain in Enrollment Services; the other copies are retained by the instructor and you.

A maximum of five credits in special projects can be earned in one quarter; a maximum of 15 credits can be earned in residence at the college.

Credit for Alternative Learning
We believe flexibility, innovation and experience-based learning are essential ingredients in the educational process, and we are committed to providing a variety of alternatives to credit by classroom learning.

The Credit for Alternative Learning Experience (CALE) Program was designed to identify, articulate and evaluate college-level learning acquired in non-college settings. Credit toward the college's degree programs may be awarded based on valid and reliable measurements of learning. For details, contact Enrollment Services.

Advanced Standing
You may enroll in an advanced course when an evaluation of previous experience and education indicates that credit should be given for lower-level courses in the program. Credit will be given up to a maximum of 45 quarter credit hours only if you complete the higher-level courses with a grade of "C" or better, or with a grade that is agreed upon through a specific agreement with area high schools.

Fill out and return a Special Enrollment Form available at Enrollment Services. The form must be completed and signed by your advisor and the appropriate division dean.

CLEP Examinations
College Level Examination Program, or CLEP examinations, are accepted if you scored above the 50th percentile. The distribution of credits must be no more than 10 credits in each of the following areas: English, natural sciences, mathematics, humanities and social sciences/history.

You are responsible for forwarding CLEP exam records directly from the College Board to Enrollment Services. Test scores in the General Examination are not equated with specific course descriptions in the college catalog. Acceptable scores are recorded on your transcript with the notation "CLEP Examination."

Students with English scores above the 50th percentile are not exempt from English 101& or 102& requirements. CLEP English scores and credits can be applied toward communications or humanities credit with the exception of English 101& and 102&. Acceptable test scores and credits granted can be applied to the General Education List requirements.

You may receive credit in areas in which you have not already earned 10 credits. Students who have earned college course credit prior to taking the General Examination may earn credit in each of the five examination areas to the extent that the total course credits and examination credits do not exceed 10 in any general area.

South Puget Sound offers CLEP exams. For more details, call (360) 596-5238.

High School AP Courses
You may receive credit for Advanced Placement, college-level courses taken in high school. Advanced Placement grade reports should be requested from the College Board and sent to Enrollment Services.

Cooperative Work Experience/Internships
The Cooperative Work Experience/Internships Program (Co-op) offers students the opportunity to gain credit for approved paid or unpaid work experience related to their career or educational goals. Students must be pursuing a certificate or degree, have a minimum 2.0 cumulative grade point average and have completed coursework at the 100 level.

Internships are posted in the Career Center. Students are also given access to an online database to view internships. Students can develop their own internship or earn credit for their current job if it meets Co-op eligibility requirements.

Seminar: Students enrolled in Co-op 190 are required to participate in an 11-hour classroom component “Seminar.” Seminar is an online course facilitated by a South Puget Sound Community College instructor through Washington Online (WAOL). There is an additional coast of $8 paid at the time of enrollment.

Professional Liability Insurance: Students enrolled in the Cooperative Work Experience/Internship Program are required to participate in the College’s professional liability insurance program. The cost of the coverage is $15 per student per academic year. The fee is paid at the time of enrollment.

For more information regarding the Cooperative Work Experience/Internship Program, please call (360) 596-5359.
Grading Policy

Instructors are responsible for explaining their grading policies at the beginning of each course. This will be in the form of a course syllabus.

The following grades apply:

A  (4.0) Superior achievement
A- (3.66) High achievement
B+ (3.33)
B  (3.0) Satisfactory achievement
B- (2.66)
C+ (2.33) C  (2.0) Minimum achievement
C- (1.66) D+ (1.33) D  (1.0)
F  (0) Failure to meet minimum course requirement
Y Course in progress; student needs more time to complete course requirements: the course must be completed and graded by the end of the following quarter. No grade points calculated in grade point average. “Y” grades are intended for continuous enrollment courses and courses with calendars that extend beyond one quarter.
I Incomplete, no grade points calculated. (see note)
S Satisfactory completion at or above the 2.0 level. No grade points calculated in grade point average. (see note)
U Unsatisfactory progress; student does not receive credit for the course. (see note)
W Student withdrawal; no grade points calculated.
V Professor withdrawal for non-attendance before 40th day; no grade points calculated.
N Audit; no grade point calculated.

“I” indicates that the student has not completed specific requirements for a class due to extenuating circumstances beyond the student’s control. Prior to issuing an “I” grade, the professor must complete an “Incomplete Agreement” form indicating what requirements must be completed, the expected completion date and method of evaluation. The form must be signed by the instructor and the student. Failure to complete the requirements by the end of the subsequent quarter will result in a grade of “F” on the student’s permanent record.

Note: The college supports our students who are deployed or otherwise called to military service and acknowledges the tenuous nature of their departure. When these students are deemed by their professors as eligible to receive an Incomplete grade, the period over which they may complete the course requirements is extended to the end of the quarter following the quarter of their return to college.

Some courses will be graded S/U. Faculty may offer this option in courses that are generally evaluated with letter grades by including their S/U policies in their course syllabus.

Grade Point Average (GPA)

A grade point average is a measure of the student’s overall academic performance. It is computed on both a quarterly and cumulative basis from those courses in which the student received grades. A grade point average is calculated by dividing the grade points earned by the number of credit hours attempted.

For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>Grade</th>
<th>Grade Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 108</td>
<td>3</td>
<td>2.0</td>
<td>(3x2) = 6</td>
</tr>
<tr>
<td>ENGL&amp; 111</td>
<td>5</td>
<td>3.0</td>
<td>(5x3) = 15</td>
</tr>
<tr>
<td>HIST&amp; 116</td>
<td>5</td>
<td>4.0</td>
<td>(5x4) = 20</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td></td>
<td>41</td>
</tr>
</tbody>
</table>

Dividing 41 by 13 gives a grade point average of 3.15. The cumulative GPA over multiple quarters is calculated in the same way using all courses in which a numerical grade was earned.

Grade Reports

Students may receive final grade reports at the end of each quarter through the Internet or a campus kiosk. Grades may be accessed at www.spscc.ctc.edu. Click Current Students, View/Print Unofficial Transcript. Grades are withheld if the student has not fulfilled all obligations to the college, financial and otherwise.

Academic Standards Policy

It is the intent of the college to offer programs of study in which students can succeed. Every attempt is made, through testing, counseling and advising, to guide each student into a program of study that is appropriate to his or her level of ability and interest. Standards are enforced to ensure satisfactory academic progress. The Academic Standards Committee monitors the college’s policy and the academic progress of students. All students are expected to maintain a satisfactory grade point average for credits attempted. A minimum quarterly cumulative GPA of 1.75 must be maintained through 29 credits attempted; a minimum quarterly cumulative GPA of 2.0 must be maintained once the student has attempted 30 or more credits; and a minimum quarterly cumulative GPA of 2.0 is required for graduation with a degree or certificate.

Academic deficiency is defined as failure to maintain the minimum grade point average requirements, as stated above. After the first quarter in which a student is academically deficient, he or she will be placed on academic probation. After the second consecutive quarter in which a student is academically deficient, the student will be dismissed from the college.

Readmission Procedures

Students who are dismissed from the college for academic deficiency may not enroll in the college until they complete the appeal process. A student must meet with a counselor to develop an academic plan and submit a letter of appeal to the Academic Standards Committee. The committee typically meets once per quarter at the end of the fifth week of the quarter.

Students will be notified in writing of the committee’s decision regarding their appeal and readmission status.
Grade Renewal

The Academic Standards Committee may review a student’s previous academic record at South Puget Sound Community College with the intent of recomputing the cumulative grade point average under the listed conditions. Students who receive financial aid may jeopardize their future eligibility to receive funding when undergoing grade renewal for unrepeatable courses. Contact the Financial Aid Office before seeking this option.

For unrepeatable courses:
> A period of two years must have elapsed since the grades were received, or the student must be enrolled in a different program of study.
> The student must demonstrate an ability to improve by attaining a GPA of 2.50 or higher in any 12 or more concurrent or consecutive hours of credit.
> The student cannot withdraw from more than five credits per quarter after the quarter for which they are asking for grade renewal.
> Any “forgiven” grades carry with them the loss of credit which may have been granted.
> All credits taken prior to the requested grade renewal quarter will be canceled, but a student may apply for specific forgiven credits to be reinstated, retaining the grade for particular courses if they apply to a new educational program.
> Grade renewal may only be applied to courses completed at the college.

For repeated courses:
> Students who desire to repeat a course may do so. A student may petition the dean of Enrollment Services to use the higher grade in the student’s GPA. Each attempt will remain on the student’s permanent record.

Academic Honors

Each quarter South Puget Sound Community College recognizes outstanding academic achievement by placing students on the President’s List or Vice President’s List. A notation of the award will be placed on the student’s permanent transcript.

President’s List

To receive the President’s List designation, a student must earn both of the following:
1. A quarterly grade point average of 4.0.
2. A minimum of 12 graded, college-level credits (S grades not included).

Vice President’s List

1. A quarterly grade point average of 3.60 to 3.99.
2. A minimum of 12 graded, college-level credits (S grades not included).

Part-time students are eligible each time they complete 12 credits and their GPA falls within the designated list for the quarter. Part-time students need to notify the Office of the Vice President for Student Services each time they qualify. Vice President’s List and President’s List notations will be posted on the transcript for the quarter in which the 12 credits are completed.

Degrees, Certificates and Diplomas

South Puget Sound Community College awards degrees of Associate in Arts, Associate in Science, Associate Degree in Nursing, Associate in General Studies, and Associate in Applied Science. Certificates are awarded for successful completion of professional-technical programs. High school diplomas and the GED high school equivalency are also offered.

Application for Graduation

Candidates for degrees, certificates and diplomas must apply for graduation through Enrollment Services. Students are encouraged to apply for graduation two quarters prior to completion of their degree or certificate.

Candidates may complete their degree under the requirements set forth in any catalog issued during their attendance at South Puget Sound Community College. Any student not in attendance for two or more quarters is required to complete the program requirements of the catalog in effect at the time of their re-entry to the college.

To graduate under a previous catalog, an application for graduation must be made within one year of completion of requirements.

Graduation Honors

Students in degree programs who achieve cumulative GPAs of 3.75 to 3.89 in all college-level courses will be graduated with High Honors. Students in degree programs who achieve cumulative GPAs of 3.9 to 4.0 in all college-level courses will be graduated with Highest Honors.

Requirements for all Programs

Candidates for all degrees, diplomas and certificates must:
> Complete the last 15 quarter credit hours, or 30 of the last 45 credit hours at South Puget Sound Community College.
> Meet basic skill requirements as determined by placement testing. Students required to complete basic skill course work in reading must complete classes through Reading 097. Students required to complete basic skill course work in English must complete classes through English 097. Students required to complete basic skill course work in math must complete classes through Math 90 (unless a specific program requires a specified level of basic math proficiency).

These requirements may be met by taking courses at South Puget Sound Community College, or may be waived based on previous college course work or testing. See Placement Testing, page 9. Some programs may require you to take basic skills courses before you enter the program. For details, see a program advisor.
> A minimum cumulative grade point average of 2.0 is required in all courses. Some programs require higher academic standards. Petitions for exceptions to the above requirements can be made to the dean of Enrollment Services.

Requirements for All Associate Degrees

Diversity Requirement

South Puget Sound Community College requires all new students seeking an associate degree to complete a course that meets the college criteria for listing as a diversity course and has been approved for such listing by the college’s Instructional Council prior to the student enrolling in the class. The requirement will be in effect for the following student populations: all new students as of summer 2005 and those students who do not maintain
Requirements for All Transfer Degrees

Associate in Arts & Associate in Science Degree Requirements

The two-year program of study leading to an Associate in Arts or Associate in Science degree is designed primarily for the student who plans to fulfill the general education requirements for a baccalaureate degree at a four-year college or university.

To qualify for the degree, the student must satisfy the general requirements of the college and complete 90 quarter credits in courses numbered 100 or above with a grade point average of 2.0 or better. All grades must be a ‘D’ or higher.

Credit is generally allowed toward this degree for Advanced Placement and CLEP exams up to a maximum of 45 credits. Students planning to pursue the program will find that the first two years of course work are generally the same for all four-year colleges and universities, but in some cases freshman and sophomore course requirements for a specific major may vary.

Therefore, each student should plan, with assistance from an advisor, a program that meets the requirements and policies of the transfer college or university.

Seventy-five of the 90 required credits in courses numbered 100 or above must be selected from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement (see page 20) and must include the following:

> A minimum number of credits in communications, humanities, natural sciences and social sciences;
> A minimum number of credits and demonstrated proficiency related to quantitative skills;
> A minimum number of elective credits from the General Education Requirements for the Associate in Arts & Science-Direct Transfer Agreement. For detailed information on degree requirements for the Associate in Arts and the Associate in Science, see the Programs of Study section of this catalog.

Associate in Business Degree

The Associate in Business Direct Transfer Agreement (DTA) is designed for students interested in a pathway to transfer to a four-year school of business in Washington state.

To qualify for the degree, the student must satisfy the general requirements of the college and complete 90 quarter credits in courses numbered 100 or above with a grade point average of 2.0 or better. Sixty-five of the 90 credits come from the General Education Requirements for the Associate in Arts & Science-Direct Transfer Agreement. Some of the general education courses are specified as a result of the transfer agreement, such as economics. Twenty of the 90 credits are designated business-specific courses required for the baccalaureate-receiving institution.

Each student should plan a program that meets the requirements and policies of the transfer college or university with assistance from an advisor. For detailed information on degree requirements for the Associate in Business - DTA, see the Programs of Studies section in this catalog.

Associate in Biology DTA/MRP

The Associate in Biology Direct Transfer Agreement/Major Related Program is designed for students planning on pursuing a baccalaureate degree in biological science in Washington State. The program is intended to allow students to transfer with junior standing to most four-year degree programs.

To qualify for the degree, the student must satisfy the general requirements of the college and complete 90 quarter credits in courses numbered 100 or above with a grade point average of 2.0 or better. A class can only count once toward General Education requirements. For example, IIS 125 will satisfy either Humanities or Social Science course requirements, but not both.

Each student should plan a program that meets the requirements and policies of the transfer college or university with assistance from an advisor. For program planning purposes, students are advised that the DTA transfers to four-year colleges and universities, but it may not meet specific department requirements. Some of the general education courses are specified as a result of the transfer agreement, such as Chemistry and Biology.

For detailed information on degree requirements for the Associate in Biology, see the Programs of Studies section in this catalog.

Associate in Elementary Education DTA/MRP

The Associate in Elementary Education Direct Transfer Agreement/ Major Related Program is designed for students planning on pursuing a baccalaureate degree in elementary education in Washington State. The program is intended to provide a smooth transfer for students pursing a bachelor’s degree in elementary education.

To qualify for the degree, the student must satisfy the general requirements of the college and complete 90 quarter credits in courses numbered 100 or above with a grade point average of 2.0 or better. Seventy-five of the 90 credits must be from the General Education Requirements for the Associate in Arts & Science-Direct Transfer Agreement. A class can only count toward General Education requirements. For example, Math 205 will satisfy either quantitative or natural science course requirements, but not both.

Each student should plan a program that meets the requirements and policies of the transfer college or university with assistance from an advisor. For program planning purposes, students are advised on the lower-division requirements for individual Washington public college and university schools of education may vary. For detailed information on degree requirements for the Associate in Elementary Education, see the Programs of Studies section in this catalog.

Associate in Applied Science-T (AAS-T)

The Associate in Applied Science-T (AAS-T) is a professional-technical degree with a core of general education courses commonly accepted in transfer. In general, professional-technical degrees are not designed for transfer to other colleges or universities. However, several four-year colleges and universities have specific bachelor’s degree programs that accept the Associate in Applied Science-T (AAS-T) degree. South Puget Sound Community College offers AAS-T degrees in the following program areas: Computer Information Technology-Programming Emphasis, Computer Network Administration, Culinary Arts, Early Childhood Education, Horticulture Technology and Land Surveying & Geomatics Technology.

To qualify for the degree, a student must successfully complete the requirements of the approved AAS-T program and earn at least 90 credits in courses numbered 100 or above. Credits for the degree should be selected with the assistance of an advisor. For detailed information on degree requirements for the college’s AAS-T programs, see the Programs of Studies section in this catalog.
Requirements for other Associate Degrees

Associate in Applied Science Degree Requirements

The Associate in Applied Science (AAS) degree represents the attainment of skills generally required for immediate application in an occupational field. The degree concentrates on the technical aspects of the student's chosen career area.

To qualify for the degree, a student must successfully complete the requirements of an approved AAS program and earn at least 90 credits in courses numbered 100 or above. The minimum 90 credits must include at least three credits in each of these areas: reading/writing, speaking/listening, computation and human relations for a minimum of 12 distribution credits.

Credits for the degree should be selected with the assistance of an advisor in accordance with a prescribed program of study listed in the Programs of Study section of this catalog. A minimum cumulative grade point average of 2.0 in core and distribution courses is required for graduation.

Associate Degree in Nursing Requirements

The Associate Degree in Nursing (ADN) signifies successful completion of the college career ladder Nursing Program. After successfully completing the National Council for Licensure Examination (NCLEX-RN) for registered nurses, graduates can apply for state licenses as registered nurses.

Practical nursing students may complete a first-year program at another college and apply for admission to the Associate Degree in Nursing Program.

Licensed practical nurses who meet entrance requirements can complete the ADN requirements in three quarters studying full time or five quarters studying part time.

Nursing Transfer to the University of Washington Tacoma

South Puget Sound Community College has forged a partnership with the University of Washington, Tacoma (UWT) that allows recipients of the Associate Degree in Nursing to seamlessly transfer into the UWT's Bachelor of Science in Nursing Program.

Associate in General Studies Degree Requirements

The Associate in General Studies degree allows you to design a two-year program by providing flexibility to take courses that fit your lifestyle and interests.

To qualify for the degree, you must design a program under the supervision of an advisor with a minimum of 90 credits numbered 100 or above. Fifty of those credits may be electives, chosen from any program of study. The remaining 40 credits must include 10 credits from each of these areas: communication, humanities, natural science and social science.

The Associate in General Studies degree is not designed to transfer to four-year colleges and universities, although some of the credits earned as part of the degree may transfer on a course-by-course basis.

See the Associate in General Studies portion of the Programs of Study section for more information.

Certificate Requirements

South Puget Sound Community College offers three levels of certificates.

- The Certificate of Completion represents successful completion of core requirements totaling 45 credits or more in a specific occupational program. It is composed of industry-based skill courses and general education requirements (courses 100-level and above: English 101, speaking/listening, computation and human relations). The Certificate of Completion generally recognizes a student’s attainment of the skills necessary for entry-level employment in a given occupational field.

- The Certificate of Proficiency represents successful completion of core requirements totaling 20 – 44 credits in a specific occupational program. The Certificate of Proficiency is composed of industry-based skill courses and a demonstrated minimum proficiency equivalent to English 092, Reading 092 and Math 090.

- The Certificate of Achievement represents successful completion of core requirements totaling fewer than 20 credits. It is composed of industry-based skill courses. No general education courses and no minimal level of math, English or reading are required, unless indicated by specific program requirements.

Students completing a certificate program are not required to meet diversity course requirements unless indicated by specific certificate requirements. Occupational areas for which certificates of completion, proficiency or achievement are awarded are designated in the Programs of Study section of this catalog.

High School Diploma

The South Puget Sound Community College High School Completion program (HSC) is an alternative way to complete high school. Successful HSC students meet state and college requirements for graduation and will be issued an official state of Washington high school diploma for the college.

For more information about the High School Completion program, contact Enrollment Services at 360-596-5238.

GED Classes and Testing

The General Educational Development (GED®) Certificate is available for adults who have not completed high school. The college has classes to prepare students to complete the GED tests. Classes meet throughout the day at both our Olympia campus and our Hawks Prairie Center in Lacey. For information regarding taking GED classes, call (360) 754-7711, ext. 4681

South Puget Sound Community College is an official General Educational Development (GED®) Testing Center under contract with the GED Testing Service of the American Council on Education. To obtain the GED Certificate, students are required to earn satisfactory scores on the following tests: Reading, Writing, Mathematics, Science and Social Studies. Additional information regarding scheduling the GED test is available at (360) 754-7711, ext. 4680.

The Official Transcript of Test Results is often handed to the student upon completion of the exams. This provides proof of your successful completion of the GED exam. Within two weeks, the Certificate of Educational Competence will be mailed to you. This certificate is suitable for framing and is a personal reminder of your accomplishment, but it is not the official document.
A permanent record of your GED is kept in the Testing Center. You may request duplicates of your test results and certificate by writing to: South Puget Sound Community College, Attention: GED Examiner, Testing Center, 2011 Mottman Rd SW, Olympia, WA 98512. Include the name you used when testing, your Student ID number, address, birth date, telephone number, signature and to whom you would like the results sent. Transcript requests may also be faxed to (360) 596-5720. Transcript requests are usually processed within three to five working days. Faxed copies of GED transcripts are unofficial documents and will not be accepted as official documents. Duplicate copies of the certificate are also available through the GED State Board at (360) 704-4321.

Distribution Requirements for General Education

## Associate in Arts/Associate in Science

### Direct Transfer Degrees: A Course List

Students pursuing an Associate in Arts, Associate in Science or Associate in General Studies degree must take 90 credits of general education classes. Classes that can be taken as part of the general education requirements are listed below. See Associate in Arts and Associate in Science degree requirements on page 18 for details on how many credits may be taken from each of the following subject areas.

### COMMUNICATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 101</td>
<td>Introduction to Comm</td>
<td>5</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communicating: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicating</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition II: (Visual Culture)</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Composition II: Service Learning</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
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### QUANTITATIVE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
<tr>
<td>CS 120</td>
<td>Computer Graphics and Animation</td>
<td>5</td>
</tr>
<tr>
<td>CS 142</td>
<td>Object-Oriented Programming I</td>
<td>5</td>
</tr>
<tr>
<td>CS 143</td>
<td>Object-Oriented Programming II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 131</td>
<td>Math for Elem Educ 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 132</td>
<td>Math for Elem Educ 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
<td>5</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Precalculus for Business/Social Sciences</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 148</td>
<td>Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
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</tr>
<tr>
<td>MATH 152</td>
<td>Calculus II</td>
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<tr>
<td>MATH 153</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 205</td>
<td>Linear Algebra</td>
<td>5</td>
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### HUMANITIES

* No more than 5 credits in performance/skill courses are allowed

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<td>D ANTH 216</td>
<td>Northwest Coast Indians: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>D ANTH 227</td>
<td>Pacific Island Cultures: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 236</td>
<td>Forensic Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 237</td>
<td>Human Osteology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 250D</td>
<td>Topics in Anthropology: NW Coast Indian Art</td>
<td>5</td>
</tr>
<tr>
<td>D ANTH 270</td>
<td>Anthropology of Diverse Sexualities: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>D ANTH 280</td>
<td>Field Archaeology</td>
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<tr>
<td>BUS 101</td>
<td>Intro to Business</td>
<td>5</td>
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<tr>
<td>CJ 101</td>
<td>Intro to Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Intro to Corrections</td>
<td>5</td>
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<tr>
<td>CJ 112</td>
<td>Criminology</td>
<td>5</td>
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<tr>
<td>ECON 104</td>
<td>Economic History</td>
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<tr>
<td>ECON 201</td>
<td>Micro Economics</td>
<td>5</td>
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<tr>
<td>ECON 202</td>
<td>Macro Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECON 222</td>
<td>International Economics</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 205</td>
<td>Intro to Educ w/Field Exp</td>
<td>5</td>
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<tr>
<td>GEOG 120</td>
<td>Physical Geography</td>
<td>5</td>
</tr>
<tr>
<td>HIST 116</td>
<td>Western Civilization I</td>
<td>5</td>
</tr>
<tr>
<td>HIST 117</td>
<td>Western Civilization II</td>
<td>5</td>
</tr>
<tr>
<td>HIST 118</td>
<td>Western Civilization III</td>
<td>5</td>
</tr>
<tr>
<td>HIST 135</td>
<td>History of Latin America</td>
<td>5</td>
</tr>
<tr>
<td>HIST 140</td>
<td>Introduction to African American History</td>
<td>5</td>
</tr>
<tr>
<td>HIST 146</td>
<td>US History I</td>
<td>5</td>
</tr>
<tr>
<td>HIST 147</td>
<td>US History II</td>
<td>5</td>
</tr>
<tr>
<td>HIST 148</td>
<td>US History III</td>
<td>5</td>
</tr>
<tr>
<td>HIST 204</td>
<td>Introduction to Modern China and Japan</td>
<td>5</td>
</tr>
<tr>
<td>HIST 214</td>
<td>Pacific NW History</td>
<td>5</td>
</tr>
<tr>
<td>HIST 215</td>
<td>Women in US History</td>
<td>5</td>
</tr>
<tr>
<td>IIS 125</td>
<td>Introduction to the Modern Middle East</td>
<td>5</td>
</tr>
<tr>
<td>D IIS 129</td>
<td>Introduction to Latin American Studies</td>
<td>5</td>
</tr>
<tr>
<td>D IIS 130</td>
<td>Introduction to Middle Eastern Studies: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>D IIS 131</td>
<td>Introduction to East Asian Studies: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>IIS 145</td>
<td>Introduction to African Studies</td>
<td>5</td>
</tr>
<tr>
<td>POLS 101</td>
<td>Intro to Political Science</td>
<td>5</td>
</tr>
<tr>
<td>POLS 202</td>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>POLS 203</td>
<td>International Relations</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>D PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 203</td>
<td>Human Sexuality</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 206</td>
<td>Social Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Personality Theories</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 265</td>
<td>Forensic Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 270</td>
<td>Health Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Introduction to Social Work</td>
<td>5</td>
</tr>
<tr>
<td>D SOC 201</td>
<td>Social Problems: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>D SOC 205</td>
<td>Sociology of Race and Ethnicity: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>D SOC 225</td>
<td>Sociology of the Family: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>D SOC 235</td>
<td>Sociology of Gender:: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>
The following is a complete list of courses meeting the college diversity course requirement.

**D** Designates Diversity Courses throughout General Education List.

Quarter in which courses became eligible as a Diversity course. (Fall, Winter, Spring, Summer).

**HONORS**

Quarter in which courses became eligible as a Honors course. (Fall, Winter, Spring, Summer).

**DIVERSITY**

The following is a complete list of courses meeting the college diversity course requirement.

**SPECIFIED ELECTIVES LIST**

Based on “Courses Generally accepted in Transfer”

**ASSOCIATE IN APPLIED SCIENCE**

**ASSOCIATE DEGREE IN NURSING**

- A Course List -

**NOTE:** For the Associate in Applied Science Degree or Associate Degree in Nursing a course may count once. For example, you cannot use CMST 240 for both a HUMAN RELATIONS requirement AND a Speaking/Listening requirement.

**NOTE:** For a Certificate of Completion (where core requirements total 45 or more credits), a course may count twice. For example, CMST 240 may be used for both a HUMAN RELATIONS requirement AND a Speaking/Listening requirement.

**COMMUNICATION**

**Reading/ Writing**

**Speaking/Listening**

**ACADEMIC REGULATIONS**

**D** SOC 245 Social Movements: Diversity 5

**D** SOC 255 Global Sociology: Diversity 5

**D** SOC 275 Diverse Sexualities and Culture: Diversity 5

**IIS 131** Introduction to South and Southeast Asian Studies: Diversity (Fall 06) 5

**NURS 255** Cultural Diversity in Healthcare: Diversity (Winter 07) 3

**PSYC 116** Psychology of Human Relations: Diversity (Summer 06) 5

**SOC 201** Social Problems: Diversity (Spring 10) 5

**SOC 205** Sociology of Race and Ethnicity: Diversity (Winter 06) 5

**SOC 225** Sociology of the Family: Diversity (Fall 07) 5

**SOC 235** Sociology of Gender: Diversity (Winter 06) 5

**SOC 245** Social Movements: Diversity (Summer 09) 5

**SOC 255** Global Sociology: Diversity 5

**SOC 275** Diverse Sexualities and Culture: Diversity (Spring 06) 5

**SPECIFIED ELECTIVES LIST**

Based on “Courses Generally accepted in Transfer”

ACCT& 201 Prin of Accounting I 5

ACCT& 202 Prin of Accounting II 5

ACCT& 203 Prin of Accounting III 5

CIS 160 Introduction to Programming 5

CIS 242 C# 5

CIS 264 C++ Programming 5

CS 142 Object-Oriented Programming I 5

CS 143 Object-Oriented Programming II 5

EDUC& 115 Child Development 5

ENGR 203 Mechanics of Materials 5

ENGR 204 Mechanics of Materials Laboratory 2

ENGR& 214 Statics 5

ENGR& 215 Dynamics 5

PE Activities courses (limited to 3 credits)

**ACADEMIC REGULATIONS**

**Distribution Requirements for General Education**

**ASSOCIATE IN APPLIED SCIENCE**

**ASSOCIATE DEGREE IN NURSING**

- A Course List -

**NOTE:** For the Associate in Applied Science Degree or Associate Degree in Nursing a course may count once. For example, you cannot use CMST 240 for both a HUMAN RELATIONS requirement AND a Speaking/Listening requirement.

**NOTE:** For a Certificate of Completion (where core requirements total 45 or more credits), a course may count twice. For example, CMST 240 may be used for both a HUMAN RELATIONS requirement AND a Speaking/Listening requirement.

**COMMUNICATION**

**Reading/ Writing**

**ENGL 101** English Composition I 5

**Speaking/Listening**

**CIS 210** Business Communications 5

**CMST& 101** Introduction to Comm 5

**CMST& 210** Interpersonal Communicatin: Diversity 5

**CMST& 220** Public Speaking 5

**CMST& 230** Small Group Communicatin 5

**CMST 240** Intercultural Communication: Diversity (Fall 06) 5

**ENGL 235** Technical Writing 5

**ACADEMIC REGULATIONS**
ACADEMIC REGULATIONS

COMPUTATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Mathematics for Early Childhood Educators</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Technical Mathematics II</td>
<td>5</td>
</tr>
</tbody>
</table>

Any math class listed under the Quantitative Category on the General Education Requirements for the Associate in Arts/Associate in Science-Direct Transfer Agreement.

HUMAN RELATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BUS 260</td>
<td>Principles of Management: Diversity (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>*CIS 109</td>
<td>Human Dimensions in the Office: Diversity (Summer 06)</td>
<td>3</td>
</tr>
<tr>
<td>*CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td>5</td>
</tr>
<tr>
<td>*CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>*HUM 121</td>
<td>Multicultural America, Past to Present: Diversity (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>NURS 248</td>
<td>Leadership and Management in Nursing</td>
<td>5</td>
</tr>
<tr>
<td>*PSYC 116</td>
<td>Psychology of Human Relations: Diversity (Summer 06)</td>
<td>5</td>
</tr>
</tbody>
</table>

Diversity Requirement

Refer to the courses above marked with an asterisk.

Washington 45:
One-Year Transfer Courses

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state. For transfer purposes, a student must have a minimum grade of C or better (2.0 or above) in each course completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution’s admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

“First Year Transfer List” of general education courses

- **Communications** (5 credits) –ENGL& 101, ENGL& 102
- **Quantitative and Symbolic Reasoning** (5 credits) –MATH& 107, MATH& 148 or MATH& 151
- **Humanities** (10 credits in two different subject areas or disciplines) –PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101

For colleges that use History as a Humanities:
- HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- **Social Science** (10 credits in two different subject areas or disciplines) –PSYC& 100, SOC& 101, POLS& 101, POLS& 202

For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- **Natural Sciences** (10 credits in two different subject areas or disciplines) –BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab.

- **Additional 5 credits** in a different discipline can be taken from any category listed above.

NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

1 Many private non-profit colleges and universities have distinct general education requirements. Students should check with institution(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

2Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).
SERVICES AND ACTIVITIES

Learning Resources

Basic Skills
Building 34, Room 108
(360) 596-5317

Basic skills offers classes for people who are not yet ready for college-level coursework. Students can take classes for brush up basic arithmetic and math, English and reading. Students can study for the GED test series or learn English as a Second Language (ESL).

Classes are offered both at the main campus and at the Hawks Prairie campus. Adult Basic Education (ABE) and GED classes are offered at a number of sites in Olympia and Thurston County.

ABE/GED and ESL programs conduct entrance tests individually. Recorded entry information for ABE/GED is available at (360) 754-7711 ext. 4501 and for ESL at ext. 4223.

Community Education

Hawks Prairie Center,
Marvin Road SE, Lacey
(360) 596-5752

Community Education at South Puget Sound Community College provides educational opportunities for students to learn or upgrade skills, pursue a new or renewed interest, delve into academic and cultural topics, or investigate new career possibilities. Courses cover a range of areas including business training, outdoor education, foreign language, professional and personal development and creative arts. Classes are designed to meet the diverse needs of students and to be offered at places and times which are convenient. Non-credit, or Community Education classes are student supported. They are not funded by state dollars. All classes are taught by well-qualified instructors.

Computer Lab

Building 34, Room 103, 105, and 106
(360) 596-5273

A modern computer lab is open to students and staff as a place to complete course assignments.

Other computer labs for individual academic programs are located throughout the campus.

Cooperative Work Experience/Internships

Building 25, First Floor (located in the Career Center)
(360) 596-5359

Cooperative Work Experience is the internship program at South Puget Sound Community College. It offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program allows students to explore career choices, apply newly learned classroom skills and gain valuable work experience.

Please call for more information or to schedule an appointment.

Division Offices

Applied Technology
Building 23
(360) 596-5219 or 596-5245

Natural and Applied Sciences
Includes pre-college (90-level) classes in math
Building 35
(360) 596-5287

Humanities/Communication
Includes pre-college (90-level) classes in reading and English
Building 21, Room 292
(360) 596-5595

Social Sciences and Business
Building 23
(360) 596-5256

Division offices house the deans of the academic and technical divisions.

Hawks Prairie Center
Marvin Road SE, Lacey
(360) 596-5747

The Hawks Prairie Center provides customized training to meet the skills development needs of public agencies and private businesses. The center delivers seminars, workshops, classes and one-on-one instruction designed to meet the training objectives of participants and employers. Individuals who want to participate in current offerings should contact their training representative or call the center.

Library/Media Center

Building 28

Library (360) 596-5271

Students, faculty and staff are welcome to use the Library/Media Center’s facilities or to borrow materials. The Library offers access on or off campus to online journals and magazines, encyclopedias and dictionaries, and specialized databases covering a wide variety of subjects. Computers and study rooms are available for group work, and librarians are available to help locate materials, and to teach students how to develop research skills. Electronic media production assistance may be provided to students working on special class projects, and stations are available for students to view audio-visual materials. Equipment such as laptops, graphing calculators, jump drives and VHS recorders may be borrowed by students. The library’s collection includes a variety of books, periodicals and audio-visual programs featuring course-support materials, specialized reference materials, and career and job information resources. The Library resources are available online through its Web page at www.spscc.ctc.edu/library or at www.library.spscc.ctc.edu. Materials not owned by the South Puget Sound Community College Library/Media Center can be borrowed from other libraries locally or throughout the Northwest.
Math Tutoring Center
Building 32, Room 102
(360) 596-5505
The Math Tutoring Center is staffed by a center coordinator and student tutors. Assistance is available to all students seeking help with mathematics classes, from basic math through calculus. Limited help can also be provided for science and economics classes. This is a free, walk-in center. No appointment is necessary.

WorkFirst Services Office
Building 23, Room 130
(360) 596-5403
The WorkFirst Services Office provides education, career information and resources to low-income and Temporary Assistance-to-Needy-Families (TANF) parents. Please call for an appointment.

Writing Center
Library, Building 28
(360) 596-5472
The Writing Center is available to all students who want help with writing in any class. Writing center tutors answer questions about academic writing/research and provide suggestions and feedback about students’ writing. They can help with all aspects of the writing process, including brainstorming, writing these statements, developing and organizing ideas, and citing sources. They also help students learn to edit their own writing for grammar and mechanics errors. Call (360) 596-5472 for current hours, which are updated quarterly.

Student Services and Activities

Advising
Building 25, First Floor
(360) 596-5241
Educational advisors assist prospective and enrolled students in developing meaningful educational goals and providing educational planning assistance. Our advisors are committed to meeting the educational needs of students by providing timely and accurate information, programs, resources and support.

Advisors endeavor to introduce students to the college experience by encouraging self-reliance and personal responsibility in the pursuit of their educational goals. Advising is part of Enrollment Services located in Building 25. For more advising information, visit www.spssc.ctc.edu under Current Students.

FYE 101: Students who are new to college or new to SPSCC are encouraged to sign up for our First Year Experience (FYE 101) workshop series. Workshops run the first seven weeks of each quarter and include topics such as: academic culture and expectations, college terminology and structure, financial literacy, technology, utilization of campus services, library resources, student life, career exploration, and educational planning. Students should be eligible for English 091 and Reading 091 or above. For more information see the Advising Center in Building 25.

Transfer: Students who are thinking of transferring to another college or university after SPSCC are encouraged to attend a Transfer Workshop prior to beginning the transfer process. Workshops will include topics such as: transfer timeline, being major ready, writing a personal essay, completing the college application, course equivalency and how to research transfer schools. For more information see the Advising Center in Building 25.

Bookstore
Student Union Building, First Floor
(360) 596-5503
The college-operated bookstore carries required and recommended textbooks, as well as reference, trade, self-help and other books. The bookstore also carries supplies and other goods for students. Customers may also place special orders for books and software. A small deposit is required.

Students may order textbooks online through the bookstore at www.spsc-cbookstore.com. The texts can be picked up at our Hawks Prairie Center, the bookstore or sent U.P.S. to the student’s home for a fee.

Students may return their textbooks up to two weeks after the start of class with the original sales receipt. No refunds or exchanges can be made without a receipt. Any item returned for a refund must be new, unmarked, unused and in its original packaging, unless a used text was purchased. Texts purchased after two weeks of the start of class are returnable for up to two working days after their purchase. No textbooks may be returned during finals week.

At the beginning and end of each quarter, the bookstore hosts a used text buy-back program, providing students with an opportunity to sell textbooks purchased any time, from any college. The bookstore remains open during school breaks but is closed on official holidays.

Campus Activities Board
Student Union Building, Second Floor
(360) 596-5306
The Campus Activities Board offers hands-on work experience in specialty areas that enrich campus life. Board members plan, promote and facilitate events open to students and the public. As part of the program, students attend a paid summer training session. This training prepares the participants for campus leadership duties.

Career Services
Building 25, First Floor
(360) 596-5239 or 596-5567
Career Services assists students with employment searches. We also provide labor market research and tips for interviewing, networking and resume writing. We give individuals the knowledge and tools necessary to successfully achieve their goals.

Individuals can gain experience through mock interview practice, attending complimentary job search workshops that include helpful workbooks, and interacting with more than 60 employers at the annual Career Day. Visit the Career Resource Center to look for opportunities in part-time and full-time job postings, state and federal work-study programs, and the Cooperative Work Experience/Internship Program.
Additionally, Career Services offers free lifetime employment search options for past, present and future students. Career Services provides a point of contact between students and employers. Employers can advertise vacant positions through the student employment job board for free and a fax machine is available to students for employment purposes.

Chemical Dependency Information
Module 2
(360) 596-5306
Information about alcohol and other drugs, substance abuse, community treatment resources, and local self-help groups is available from the Counselor's Office.

Child Care Center
Building 20
(360) 596-5660
A child care center, complete with playrooms, an outdoor playground, trained staff, and a safe, caring environment, is available on-campus for children age three months to six years. The Campus Child Care Center is operated by the YMCA. Students of the college get first priority to have their children admitted to the center.

Clubs and Organizations
Student Union Building, Second Floor
(360) 596-5306
You can join one or more of the academic, recreational and vocational interest clubs. Some of the clubs now active on campus include the International Students Association, Nursing Club, Welding and Anthropology.

Counseling
Module 2
(360) 596-5306
Counselors provide a supportive atmosphere where students can reflect on major decisions or talk about important issues in their lives. Some of the issues that counselors can help with include choosing a career, succeeding in college, dealing with home concerns, handling stress, improving communication, or merely dealing with the pressures that people face from time to time.

Counselors also assist with the admission process (help in getting started), assistance with program and class selection, individual and group counseling sessions, information about degree requirements and transfer programs, and adult high school completion programs, referral and information about community resources, occupational information resources, and classes or workshops in career/life planning, stress management, study skills and test taking.

Our counselors are trained professionals and any information shared with them is confidential.

Disability Support Services
Building 27, Second Floor
(360) 596-5306
South Puget Sound Community College offers appropriate accommodations to qualified students with disabilities to assure them access to all programs and activities at the college. Services offered include registration assistance, flexible testing arrangements, interpreters, and instructional aids and equipment.

Students requesting accommodations should contact the Disability Support Services (DSS) Office at least four weeks before the start of classes to ensure their requests may be evaluated and reasonable accommodations provided in a timely manner.

Diversity and Equity Office
Building 27, First Floor
(360) 596-5383
The Office of Diversity and Equity works with students, faculty and staff to implement educational and cultural programs that enhance cultural awareness and sensitivity to promote diversity on campus. The office also provides leadership in creating a campus climate that is inclusive and welcoming to all students.

Enrollment Services
Building 25, First Floor
(360) 596-5241

Food Services
Building 27
(360) 596-5347
The Clipper Cafe is a full-service cafeteria run by the Culinary Arts Program. The cafe serves pastries and bread baked daily by our Baking and Pastry Arts students. It is open 7 a.m. - 3 p.m., Monday-Thursday, and 7 a.m. - 2 p.m., Friday. See also Percival Dining Room for fine dining options.

Intercollegiate Athletics
Building 31, Gymnasium
(360) 596-5419
The college has four intercollegiate teams: men's basketball and soccer, and women's basketball and fastpitch.

In keeping with South Puget Sound's commitment to educational excellence, student athletes are required to comply with all regular college policies and maintain a GPA of at least 2.0.
International Education Office
Building 21, Room 292A
(360) 596-5367

The International Education Office offers services and resources for international education. South Puget Sound Community College is a member of the Washington Community College Consortium for Study Abroad (www.wcccsa.com). WCCCSA offers opportunities for community college students to study abroad in Italy, Costa Rica, Spain, England and South Africa. South Puget Sound Community College, in cooperation with Green River Community College, offers study abroad programs to Japan and Australia/New Zealand. To learn more about study abroad programs at South Puget Sound and how to apply, go online at www.spscc.ctc.edu/studyabroad.

South Puget Sound Community College has two sister colleges: Otago Polytechnic in Dunedin, New Zealand and Instituto Tecnologico y de Estudio Superiores de Monterrey (ITESM) in Queretaro, Mexico. Opportunities are available for both faculty and student exchanges.

The International Education Office also assists faculty in ongoing efforts to develop international curriculum and supports faculty professional development opportunities. To inquire about short-term faculty-led study abroad opportunities, contact the International Education Program Coordinator/Study Abroad advisor at (360) 596-5367 or via e-mail at sbiendel@spssc.ctc.edu.

International Student Services
Student Union Building, Second Floor
(360) 596-5396

International students attending South Puget Sound Community College receive a variety of services through International Student Services. Orientation information is provided on college policies and services, immigration regulations, health care, and suggestions to ease the process of transition to a new cultural environment.

Students also receive academic counseling to assist them in degree planning and course selection. The International Student Office can assist students in locating apartments or a homestay. International students are encouraged to participate in the International Student Association, which sponsors social, cultural and issue-oriented events to support multi-cultural interaction and understanding.

The personal growth that comes with learning more about other cultures and greater awareness of one’s own cultural values and behaviors should be an integral part of the college experience. Activities include both on-campus events and off-campus activities and field trips.

Percival Review
Student Union Building, Second Floor
(360) 596-5306

The Percival Review, an award-winning, student-produced literary arts journal, is published annually and features the writing, art and music of current students. Student panels select the work and student editors lay out and produce the journal with guidance and advice of a faculty advisor. It is available for free around campus.

Safe Zone Team
(360) 596-3235 (Bias report line)

South Puget Sound Community College works to create and maintain an environment that welcomes, values and supports those who work and study here. In the event of a bias-motivated incident or hate crime, the college has created a response team to address the matter.

The Safe Zone Team, comprised of college administrators, will help students, staff and faculty to address reports of bias.

The Safe Zone Team is comprised of:

Director of Diversity and Equity
Vice President for Student Services
Chief Human Resources Officer
Dean of Student Life
Vice President for Instruction
Dean of College Relations
Director of Security (Safe Zone Team Coordinator)
SPSCC Counselor

The team will deal with bias incidents and hate crimes.

The college defines bias-motivated incidents as “actions in which individuals are made aware their status is offensive to another but (which) do not rise to the level of a crime.” A hate crime is a crime which has been motivated by bias. Law enforcement will be contacted in the event of a hate crime, and the Safe Zone Team will create a plan for campus response.

In dealing with a bias incident or hate crime, the Safe Zone team’s focus is to make sure the victim of bias has the resources needed for dealing with it; the second is to provide the campus community, the media and the community at large with adequate information about the incident, when appropriate.

Campus members can report an incident by:
> Calling the Bias Reporting Line at (360) 596-3235
> Reporting the incident to the Security Office (Bldg. 25 Room 104) (360) 596-5299
> Sending an e-mail to: biasreport@spssc.ctc.edu
> Contacting one of the Safe Zone participants*
> Calling the Director of Security at (360) 596-5300

All reports can be anonymous.

*The Safe Zone program is designed to provide a safe space, where members of the college community can turn when they feel their safety is immediately threatened, and/or on the receiving end of bias of any kind. A list of Safe Zone locations can be found at http://saw.spssc.ctc.edu/diversity/safezone.html

Safe Zone offices are designated by green and black “Safe Zone” signs.
Scholarships
Building 25, First Floor
(360) 596-5232
The Student Financial Services Office maintains information on private scholarships and free scholarship search Web sites.
Applications and information for South Puget Sound Community College Foundation scholarships are available at the Financial Aid Office.
Applications are typically available in March for the following school year. Please contact the Financial Aid Office for exact dates of availability and deadlines.
Additional Scholarship resources are available online at www.washboard.org and at www.fastweb.com.

Security Office
Building 25, Room 104
(360) 596-5299
The Security Office provides many services, including:
- escorts to on-campus locations
- parking & information
- carpool information
- jumper cable service for dead batteries
- help for motorists whose keys are locked in their cars
- response to criminal, medical and fire calls
- lost and found
In keeping with the Jeanne Clery Act, information about campus safety policies, procedures and crime statistics is available in the Security Office and on the college Web site, www.spscc.ctc.edu. Security Office staff want you to feel free to ask for their help when you need it. The Security Office is also open in the evening, Monday through Thursday.

Self-Service Centers
Building 25, Library, Student Union Building,
Building 34, Hawks Prairie
The college has set up kiosks in multiple locations throughout the campus where, after advising sessions, students can register, check grades and access other online services. Staff are available to assist students. Students can also get unofficial transcripts from the self-service centers.

Sounds Newspaper
Student Union Building, Second Floor
(360) 754-7711, ext. 3117
Students produce their own semi-monthly newspaper, Sounds. Student editors, reporters, photographers and advertising representatives are provided with guidance and advice in all aspects of production by an advisor with a journalism background. Sounds staff are paid for their work. Volunteer opportunities are also available.

Student Financial Services
Building 25, First Floor
(360) 596-5232
www.spscc.ctc.edu/admissions/funding
Financial aid is designed to help students offset college costs. The primary responsibility for paying for an education rests with students and their families. However, if their combined financial resources are not sufficient to cover expenses, students could be eligible for financial aid.
Student financial aid is provided through individualized "financial aid packages" consisting of funds provided by grants, loans, employment and scholarships. The packages are a combination of federal, state, institutional and community resources. Financial aid is awarded within federal, state and institutional guidelines. No student is denied aid on the basis of sex, race, color, religion, national origin or physical disability.
The Financial Aid Office has the forms necessary to apply for aid and can provide some assistance in completing these forms. Since the application process can be lengthy to complete, students are advised to begin the process as early as possible. Application deadlines are available in the Financial Aid Office or on the Web.

To be eligible for financial aid funds, a student must be pursuing a college degree or certificate program that is financial aid eligible and have completed a high school diploma or GED, or have completed secondary school education in a home school setting that is treated as a home school or private school under state law.
Financial aid programs include work study, for which the student receives a paycheck; grants, which are funds that do not need to be repaid unless the student fails to complete his or her classes; and loans, which are funds that must be repaid according to the terms of the loan program.
Students may receive aid for less than 12 credits on a prorated basis and are encouraged to contact the Financial Aid Office for more information. Students are expected to successfully complete the credits for which they enroll and remain in good academic standing with the college.
Failure to complete course work can cause financial aid to be suspended and may also result in repayment of the aid received. A complete policy regarding financial aid satisfactory academic progress requirements and the Return of Title IV Funds disclosure statement are available in the Financial Aid Office.
All potential financial aid applicants should note that previous academic performance will be reviewed prior to the granting of aid. Students who have previously attended other colleges are required to have their transcripts officially evaluated by Enrollment Services.

Student Life Office
Student Union Building, Second Floor
(360) 596-5306
The Office of Student Life provides comprehensive services for the intellectual, professional, personal, physical and social development of our students. Student Life strives to offer services that enhance an environment centered on student success; enhance classroom learning by actively involving students, faculty and staff in the programming process; provide cultural enrichment opportunities for students through exposure to and involvement in an array of diverse experiences and events; create opportunities to develop leadership skills; and provide opportunities to compete in sports at the local, regional and national levels.
SERVICES AND ACTIVITIES

Student Senate

Student Union Building, Second Floor
(360) 596-5306

Every student enrolled in credit-bearing classes at South Puget Sound Community College is automatically a member of the Associated Student Body. Each year a student senate is appointed to represent the entire student body in the college governance structure.

Student Union Building

Building 27
(360) 596-5306

The Student Union Building provides an area for students to meet informally and relax. The building houses the offices of the Disability Support Services, Associated Student Government officers, the Campus Activities Board, Office of Student Life, Center for Diversity and Equity and International Student Services.

The Student Union includes a commons area, the Center for Diversity and Equity, a television room, computer kiosks and an Internet Access room. The building houses an espresso stand, bookstore, and cafeteria and is set up for wireless Internet access.

Veterans and Reservists Services

Building 25, First Floor
(360) 596-5242

South Puget Sound Community College is approved for the education and training of veterans, the children and spouses of deceased and 100-percent disabled veterans, and eligible members of the selected reserves. Selected academic programs of study are approved by the Washington State Higher Education Coordinating Board’s State Approving Agency (HECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, US Code. Selected vocational programs of study are approved by the Workforce Education Training Board's State Approving Agencies (WEB/SAA).

Veterans, the children and spouses of deceased and 100-percent disabled veterans, and eligible members of the selected reserves should contact the Financial Aid Office for application and certification information. Students attending the college who expect to receive educational benefits from the Veterans Administration must meet the following requirements in addition to those required by the college.

> No benefits will be paid for grades F, N, V, or W.
> No benefits will be paid for repeating courses or programs previously completed.
> No benefits will be paid for students enrolled in Cooperative Work Experience who receive payment from an employer.
> A student whose benefits have been terminated for unsatisfactory progress or conduct may be reinstated by the Veterans Certifying Official upon establishing a reasonable likelihood that the student will be able to maintain satisfactory progress and conduct in the future. This can occur only if the student has satisfied all other admission requirements.

Service members Opportunity Colleges (SOC) and Concurrent Admissions Program (ConAP)

South Puget Sound Community College is an institutional member of SOC, a group of more than 1,200 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. ConAP is a joint program of the Army and SOC to admit new soldiers to colleges at the time of enlistment. Army and Army Reserve recruiters refer new soldiers to participating ConAP colleges in their home areas. Enrollment is delayed until completion of active military service. The student is subject to the college’s admission policies and degree requirements as published in the catalog at the time of enrollment.

Testing Center

Module 1
(360) 596-5242 or testing@spscc.ctc.edu

The Testing Center offers the ACCUPLACER as its college placement test, GED testing, registration and entry assessment for ABE/GED and ESL classes, and CLEP testing, in addition to proctoring for outside colleges and organizations. The Testing Center also offers accommodated testing for students who attend South Puget Sound Community College.
ASSOCIATE IN ARTS

(90 credits)

PROGRAM DESCRIPTION: The Associate in Arts is designed for persons interested in transferring to a four-year college or university. Students who successfully complete degree requirements and elective courses recommended for their specific area of study will transfer to most four-year degree programs with junior standing.

PROGRAM OUTCOMES: General education introduces students to the content and methodology of the major areas of knowledge — communication, the humanities and fine arts, the natural sciences, mathematics, and the social sciences — and helps them develop the intellectual skills that will make them more effective life-long learners. The college’s general education program is intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate Degrees and Certificates to:

1. Communicate effectively.
2. Think logically and critically.
3. Evaluate and process quantitative and symbolic data.
4. Understand themselves in relation to others in a multicultural world.
5. Understand ethical responsibilities and consequences.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills in English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree students need to work closely with their advisor or a counselor as although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.)

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Sciences - Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list. A class can only count once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both. A cumulative grade point average of 2.0 or above in all college-level courses is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Communication</th>
<th></th>
<th>5</th>
<th>AND choose one of the following:</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td></td>
<td>ENGL 102</td>
<td></td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition II: Visual Culture</td>
<td></td>
<td>ENGL 104</td>
<td></td>
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<tr>
<td>ENGL 205</td>
<td>Composition II: Service Learning</td>
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</tbody>
</table>

Quantitative

One year of high school algebra II with a 2.0 or better grade

OR

Place beyond MATH 099 on the math placement test

OR

MATH 099 with a passing grade

OR

Successful completion of any math course numbered 141 or above except MATH& 146

Humanities

15 credits from 3 disciplines.

No more than 5 credits in performance/skill courses

Social Science

15 credits from 3 disciplines.

Natural Science

15 credits from 3 disciplines.

Must include 1 lab science

Electives

15 credits from General Education List (AA)

No more than 3 PE credits are accepted in transfer

15 credits 100 level and above
ASSOCIATE IN ARTS

Anthropology Emphasis
(90 credits)

PROGRAM DESCRIPTION: The Associate in Arts with an emphasis in Anthropology is designed for persons interested in concentrating their course work in Anthropology and/or would like pursue a Bachelor's degree in Anthropology. With an emphasis in Anthropology the student will have the opportunity to gain a foundation in the four fields of anthropology, to understand the human condition, and their place in a globalized society. Students who successfully complete degree requirements and elective courses recommended for their specific area of study will transfer to most four-year degree programs with junior standing.

PROGRAM OUTCOMES: General education introduces students to the content and methodology of the major areas of knowledge – communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences – and helps them develop the intellectual skills that will make them more effective life-long learners. The College's general education program intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercolligate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate in Arts degree to:

• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.
• Understand the human past and the processes that have created a multicultural world.
• Understand the biological and cultural variation within our species.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree students need to work closely with their advisor or a counselor as although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.)

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spssc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list. A class can only count once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both; ANTH& 104 may be taken as a core course but may not also count toward elective credits. A cumulative grade point average of 2.0 or above in all college-level courses is required.

In order to receive the Associate in Arts with an Anthropology emphasis, students must successfully complete the following Core Requirements (listed in bold below) in fulfillment of the Humanities, Social Sciences or Electives General Education Distribution requirements:

- One introductory course: Survey of Anthropology (ANTH& 100) or World Prehistory (ANTH& 104)
- One course in each major sub-discipline area: Archaeology (ANTH& 204), Biological Anthropology (ANTH& 205) and Cultural Anthropology: Diversity (ANTH& 206)
- One regional topic course: Indians of North America: Diversity (ANTH& 210), Northwest Coast Indians (ANTH& 216) or Pacific Island Cultures: Diversity (ANTH& 227)
- 10 credits of Anthropology Core Electives (listed below).

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

ENGL& 101 English Composition I 5

AND

Choose one of the following:

ENGL& 102 Composition II 5
ENGL 103 Composition II: Visual Culture
ENGL 104 Composition II: Service Learning 10

Quantitative

One year of high school algebra II with a 2.0 or better grade
OR
Place beyond MATH 099 on the math placement test
OR
MATH 099 with a passing grade
OR
Successful completion of any math course numbered 141 or above except MATH 146

Humanities

15 credits from 3 disciplines
No more than 5 credits in performance/skill courses

Social Science

15 credits from 3 disciplines
ANTH& 206 Cultural Anthropology: Diversity 5

Natural Science

15 credits from 3 disciplines. Must include 1 lab science
ANTH& 205 Biological Anthropology 5
Required Electives
15 credits from the General Education List (AA)
ANTH 100 Survey of Anthropology

OR
ANTH 104 World Prehistory
ANTH 204 Archaeology

AND
Choose one of the following:
ANTH 210 Indians of North America: Diversity
ANTH 216 Northwest Coast Indians: Diversity
ANTH 227 Pacific Island Cultures: Diversity

Additional Electives
10 additional ANTH credits; can include any of the following if not taken as core requirement
ANTH 100 Survey of Anthropology
ANTH 104 World Prehistory
ANTH 207 Linguistic Anthropology
ANTH 210 Indians of North America: Diversity
ANTH 216 Northwest Coast Indians: Diversity
ANTH 227 Pacific Island Cultures: Diversity
ANTH 236 Forensics Anthropology
ANTH 250 Topics in Anthropology
ANTH 270 Anthropology of Diverse Sexualities: Diversity
ANTH 280 Field Archeology

5 additional credits of choice

ASSOCIATE IN ARTS/
DIRECT TRANSFER AGREEMENT
Criminal Justice Emphasis
(90 credits)

PROGRAM DESCRIPTION: The Associate in Arts with an emphasis in Criminal Justice is designed for persons interested in concentrating their course work in Criminal Justice or related fields or who would like to pursue a Bachelor's degree in Criminal Justice, Criminology, Forensics, Corrections, Social Work or related fields. Students planning this degree should work closely with their advisor at this college and the college or university they want to transfer to so that courses from South Puget Sound meet the specific four year degree requirements.

PROGRAM OUTCOMES: General education introduces students to the content and methodology of the major areas of knowledge – communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences – and helps them develop the intellectual skills that will make them more effective life-long learners. The College’s general education program intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate in Arts degree to:

• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.
• Understand the American criminal justice system.
• Understand the methodological requirements of a criminal investigation.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are pre-requisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree the student need to work closely with his or her advisor because although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements (for example, business, engineering, education, etc.).

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list. A class can only count once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both; CJ &101 may be taken as a core course but may not also count toward elective credits. A cumulative grade point average of 2.0 or above in all college-level courses is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

In order to receive the Associate in Arts with a Criminal Justice emphasis, students must successfully complete the following requirements in fulfillment of the Humanities, Social Sciences or Electives General Education Distributions:

Core Requirements

Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>
| AND

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
<td></td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 15

35
**Programs of Study**

**Quantitative**

One year of high school algebra II with a 2.0 or better grade

**OR**

Place beyond MATH 099 on the math placement test

**OR**

MATH 099 with a passing grade

**OR**

Successful completion of any math course number 141 or above except MATH 146

**Humanities**

15 credits from 3 disciplines. No more than 5 credits in performance/skill courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHIL 102</td>
<td>Ethics</td>
<td>5</td>
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<td>15</td>
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</table>

**Social Science**

15 credits from 3 disciplines. Must include 1 lab science.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101</td>
<td>Intro to Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Social Problems: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 265</td>
<td>Forensic Psychology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Natural Science**

15 credits from 3 disciplines. Must include 1 lab science.

**Electives**

**Required Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 112</td>
<td>Criminology</td>
<td>5</td>
</tr>
<tr>
<td>CJ 240</td>
<td>Intro Forensic Science</td>
<td>5</td>
</tr>
<tr>
<td>POLS &amp; 202</td>
<td>American Government</td>
<td>5</td>
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</table>

**Optional Electives**

Must take 3 of the following courses or 15 credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 236</td>
<td>Forensic Anthropology</td>
<td></td>
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<tr>
<td>ANTH 237</td>
<td>Human Osteology</td>
<td></td>
</tr>
<tr>
<td>CJ 105</td>
<td>Intro to Corrections</td>
<td></td>
</tr>
<tr>
<td>PSYC &amp; 220</td>
<td>Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td>CJ 211</td>
<td>Computer Forensics</td>
<td></td>
</tr>
<tr>
<td>CJ 255</td>
<td>Criminal Investigation and the Law</td>
<td></td>
</tr>
<tr>
<td>LEGL 157</td>
<td>Criminal Law</td>
<td></td>
</tr>
<tr>
<td>CJ 250</td>
<td>Topics in Criminal Justice: (Variable Subtitles)</td>
<td>15</td>
</tr>
</tbody>
</table>

**Associate in Arts**

**Digital Cinematography Performance Emphasis**

**(90 credits)**

**Program Description:** The two-year Associate in Arts program is designed to prepare students for transfer to a four-year college or university to complete a bachelor’s degree. The AA: Digital Cinematography—Performance Emphasis is for students interested in acting for cinematography, acting for television production, acting for web video production, or related fields. In addition, successful students leave the program with many skills needed for entry-level jobs in cinematography performance.

Students planning this degree should work closely with advisors at this college and the college or university they want to transfer to so that courses from South Puget Sound meet the specific four year degree requirements.

**Program Outcomes:** South Puget Sound Community College prepares recipients of the Associate in Arts degree with an emphasis in Digital Cinematography to:

- Develop written, visual, and auditory content for digital cinematography performance;
- Manage information systems commonly used by digital cinematography performance;
- Communicate effectively;
- Think logically and critically;
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

This Associate in Arts Degree includes general education courses that introduce students to the content and methodology of the major areas of knowledge (communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences) and meets the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook.

**Program Requirements:** Based on placement testing, students enrolling in this program need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

In planning this degree students need to work closely with their advisor or a counselor because although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.)

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science-Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list.

A class can count only once toward General Education requirements. For example, MATH 205 will satisfy either Quantitative or Natural.
SCIENCE course requirements, but not both. A cumulative grade point average of 2.0 or above in all college-level courses is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class. Diversity course for this AA is CMST 240.

Core Requirements

Communications
ENGL& 101  English Composition I  5

AND
Choose one of the following:  5
ENGL& 102  Composition II
ENGL 103  Composition II: Visual Culture
ENGL 104  Composition II: Service Learning

Quantitative
Choose from General Education (AA)
One year of high school algebra II with a 2.0 or better grade
OR
Place beyond MATH 099 on the math placement test
OR
MATH 099 with a passing grade
OR
Successful completion of any math course numbered 141 or above except MATH& 146

Humanities
DRMA 264  Acting for Camera (performance)  5
CMST 240  Intercultural Communication: Diversity  5
FILM 116  Introduction to Film Studies  5

Social Science
15 credits from 3 disciplines.
The particular interests of the student should dictate these courses because any discipline could be useful in television, movie or web video performance.

Natural Science
15 credits from 3 disciplines. Must include 1 lab science

Electives
15 credits from the General Education List (AA). No more than 3 PE credits are accepted in transfer. The department recommends 3 from the following list:
MCOM 114  Introduction to Digital Video Production
ENGL& 238  Creative Writing III

CMST 105  Introduction to Online Journalism  F  15
FILM 117  Film History

15 credits 100 level and above. The Department recommends 3 from the following list:
MCOM 110  Directing, Screenwriting, and Producing
DRMA 267  Acting for TV
DRMA 266  Voice & Voice Over for Film/Animation
DRMA 265  Improvisation  15

ASSOCIATE IN ARTS

Digital Cinematography Production Emphasis  
(90 credits)

PROGRAM DESCRIPTION: The two-year Associate in Arts program is designed to prepare students for transfer to a four-year college or university to complete a bachelor's degree. The AA: Digital Cinematography—Production Emphasis is for students interested in media studies, journalism or related fields. In addition, successful students leave the program with many skills needed for entry-level jobs digital cinematography production, television production, web video production or related fields.

Students planning this degree should work closely with advisors at this college and the college or university they want to transfer to so that courses from South Puget Sound Community College meet the specific four year degree requirements.

PROGRAM OUTCOMES: Students completing the program will be prepared to:
• Develop written, visual, and auditory content for digital cinematography production;
• Manage information systems commonly used by digital cinematography production;
• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

In planning this degree students need to work closely with their advisor or a counselor because although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.)

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. Copies
of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list.

A class can only count once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both. A cumulative grade point average of 2.0 or above in all college-level courses is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Diversity course for this AA is CMST 240.

Core Requirements

Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition II: Visual Culture</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Composition II: Service Learning</td>
<td>5</td>
</tr>
</tbody>
</table>

Quantitative

Choose from General Education (AA)

One year of high school algebra II with 2.0 or better grade

OR

Place beyond MATH 099 on the math placement test

OR

MATH 099 with a passing grade

OR

Successful completion of any math course numbered 141 or above except MATH& 146

Humanities

15 credits from 3 disciplines

No more than 5 credits of studio

MCOM 114 Introduction to Digital Video Production 5
ART 170 Digital Photography 5

AND

Choose one of the following: 5

FILM 116 Introduction to Film Studies
FILM 117 Film History
FILM 118 Topics in Film and Culture (variable subtitles)

Social Science

15 credits from 3 disciplines

The particular interests of the student should dictate these courses because any discipline could be useful in television, movie or web video production.

Natural Science

15 credits from 3 disciplines. Must include 1 lab science. The particular interests of the student should dictate these courses because any discipline could be useful in television, movie or web video production.

Electives

15 credits from the General Education List (AA). No more than 3 PE credits are accepted in transfer

The Department recommends 3 from the following list:

- DRMA 264 Acting for Camera
- CMST& 102 Intro to Mass Media
- CMST 105 Introduction to Online Journalism
- ENGL& 238 Creative Writing III

Digital Cinematography Production courses 100 level and above. The Department recommends 3 from the following list:

- MCOM 115 Introduction to Digital Video Editing
- MCOM 201 Digital Cinematography I
- MCOM 202 Digital Cinematography II
- MCOM 203 Digital Cinematography III
- MCOM 215 Advanced Digital Video Editing
- MCOM 191, 192, 291, 292 Independent Studies, Projects

ASSOCIATE IN ARTS

Digital Media Emphasis

(90 credits)

PROGRAM DESCRIPTION: The two-year Associate in Arts program is designed to prepare students for transfer to a four-year college or university to complete a bachelor’s degree. This AA: Digital Media Emphasis is for students interested in media studies, journalism or related fields.

Students planning this degree should work closely with advisors at this college and the college or university they want to transfer to so that courses from South Puget Sound Community College meet the specific four year degree requirements.

Prior to enrolling in the digital media classes, students should acquire basic proficiencies in word processing, desktop publishing, and internet navigation. Students must also be eligible to take college level courses.

PROGRAM OUTCOMES: South Puget Sound Community College prepares recipients of the Associate in Arts degree with an emphasis in Digital Media to

- Develop written, visual, and auditory content for online journalism,
- Manage information systems commonly used by online media outlets,
- Communicate effectively,
- Think logically and critically,
- Evaluate and process quantitative and symbolic data,
- Understand themselves in relation to others in a multicultural world,
- Understand ethical responsibilities and consequences.
This Associate in Arts Degree includes general education courses that introduce students to the content and methodology of the major areas of knowledge (communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences) and meets the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

In planning this degree students need to work closely with their advisor or a counselor because, although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.). To earn an Associate in Arts Degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list. Each class may count only once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both. A cumulative grade point average of 2.0 or above for all college-level course credits is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Communication</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>ENGL&amp; 102</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>(student may substitute ENGL&amp; 102 or ENGL 104 for ENGL 103)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantitative</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from General Education (AA)</td>
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</tr>
<tr>
<td>One year of high school algebra II with a 2.0 or better grade OR</td>
<td></td>
</tr>
<tr>
<td>Place beyond MATH 099 on the math placement test OR</td>
<td></td>
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<tr>
<td>MATH 099 with a passing grade OR</td>
<td></td>
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<tr>
<td>Successful completion of any math course numbered 141 or above except MATH&amp; 146</td>
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<table>
<thead>
<tr>
<th>Humanities</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 102</td>
<td>5</td>
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<tr>
<td>PHIL 102</td>
<td>5</td>
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<td>AND</td>
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<tr>
<td>Choose one of the following:</td>
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</tr>
<tr>
<td>FILM 116</td>
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<tr>
<td>HUM 180</td>
<td>5</td>
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<tr>
<td>Mass Culture in America</td>
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</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits from 3 disciplines</td>
<td></td>
</tr>
<tr>
<td>The department recommends any three from the following list:</td>
<td></td>
</tr>
<tr>
<td>HIST&amp; 147</td>
<td>15</td>
</tr>
<tr>
<td>POLS&amp; 202</td>
<td>15</td>
</tr>
<tr>
<td>SOC&amp; 201</td>
<td>15</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>15</td>
</tr>
<tr>
<td>Psychology of Human Relations: Diversity</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Natural Science</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits from 3 disciplines. Must include 1 lab science</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Digital Media Courses</th>
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</thead>
<tbody>
<tr>
<td>CMST 105</td>
<td>10</td>
</tr>
<tr>
<td>CMST 205</td>
<td>10</td>
</tr>
<tr>
<td>ART 170</td>
<td>10</td>
</tr>
<tr>
<td>MCOM 114</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Digital Video Production</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 5 credits must be from General Education Requirements. The Department recommends the following:</td>
<td></td>
</tr>
<tr>
<td>MCOM 201</td>
<td>10</td>
</tr>
<tr>
<td>Digital Cinematography</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 238</td>
<td>10</td>
</tr>
<tr>
<td>Creative Writing III</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>10</td>
</tr>
<tr>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS

International/Intercultural Studies Emphasis

(90 credits)

PROGRAM DESCRIPTION: The Associate in Arts International Intercultural Studies (IIS) emphasis is designed for students planning to transfer to a four-year college or university to study in programs requiring international and intercultural knowledge and skills and/or for students wishing to focus their AA studies in preparation for future employment in an international or intercultural workplace. Students earning this AA with an IIS emphasis will be globally aware and culturally informed world citizens with knowledge and skills needed for effective international and intercultural interaction.

PROGRAM OUTCOMES: South Puget Sound Community College prepares recipients of the Associate in Arts degree with an Emphasis in International Intercultural Studies to:

- Respect and value differing cultural perspectives,
- Understand the importance and complexity of intercultural relationships,
• Interact effectively in international and intercultural contexts,
• Understand that we live in a global system of conflicting interests, cultural clashes and unequal distribution of power,
• Understand a range of approaches to the resolution of international issues,
• Understand their country’s role in the larger world and the political, cultural and economic issues that impact or are impacted by that role,
• Function knowledgably as responsible citizens in a global community,
• Communicate effectively,
• Think logically and critically,
• Evaluate and process quantitative and symbolic data,
• Understand themselves in relation to others in a multicultural world,
• Understand ethical responsibilities and consequences.

This Associate in Arts degree includes general education courses that introduce students to the content and methodology of the major areas of knowledge (communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences) and meets the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

In planning this degree students need to work closely with their advisor or a counselor because although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.)

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science-Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list. Each class may count only once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both. A cumulative grade point average of 2.0 or above for all college-level course credit s is required.

In order to receive the Associate in Arts with an International Intercultural Studies emphasis, students must successfully complete the following Core Requirements (listed in bold below) in fulfillment of the Humanities, Social Sciences or Electives General Education Distribution requirements:
• Two culture courses
• One global systems course
• Two quarters of college-level world language (or two years of high school language studies with a “C” average, or equivalent proficiency in a second language).
• IIS 210 – International Cultural Studies OR other study abroad or intercultural experience course,
• 15 credits of IIS Core Electives (listed below).

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

### Associate Degree Core Requirements

#### Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td></td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
</tbody>
</table>

#### Quantitative

Choose from General Education (AA) One year of high school algebra II with a 2.0 or better grade

OR

Place beyond MATH 099 on the math placement test

OR

MATH 099 with a passing grade

OR

Successful completion of any math course numbered 141 or above except MATH& 146

#### Humanities

15 credits from 3 disciplines

Choose at least one of the following: 5-10

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
</tr>
<tr>
<td>HUM 140</td>
<td>World Religions</td>
</tr>
</tbody>
</table>

AND Additional Humanities courses to total 15 credits

The International Education Steering Committee recommends:

World Language – 121, 122, 123, 221, 222, or 223 – in Spanish, Chinese, Japanese, German or French

#### Social Science

Choose at least one of the following: 5-15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology: Diversity</td>
</tr>
<tr>
<td>POLS&amp; 203</td>
<td>International Relations</td>
</tr>
<tr>
<td>SOC 255</td>
<td>Global Sociology: Diversity</td>
</tr>
</tbody>
</table>

AND Additional Social Science courses to total 15 credits.

#### Natural Science

15 credits from 3 disciplines. Must include 1 lab science
**International Intercultural Studies Core Electives**

Choose ONE of the following courses:

- **IIS 210** International Cultural Studies
- **ANTH 250** Topics in Anthropology: New Zealand, or British Isles (Study Abroad)
- **IIS 294** Study Abroad (Study Abroad at a sister college)
- **HIST 250** Topics in History (Study Abroad)
- **IIS 291** Independent Study: Intercultural Experience (Study Abroad or on campus with SPSCC faculty)

AND Choose at least two of the following:

### Humanities

- **ART 114** Art of World Culture
- **ART 115** Latin American Art and Culture: Diversity
- **CMST 240** Intercultural Communication: Diversity
- **HUM 140** World Religions
- **HUM 220** Sacred Texts of World Religions
- **HUM 240** Culture and Imperialism
- **ENGL 254** World Literature I
- **ENGL 255** World Literature II
- **MUSC 112** Introduction to World Music
- **MUSC 170** World Music: Performing Ensemble
- **PHIL 104** Introduction to Asian Philosophy

World Languages – 121, 122, 123, 221, 222, or 223 – Spanish, Chinese, Japanese, German or French

### Social Science

- **ANTH & 104** World Prehistory
- **ANTH & 206** Cultural Anthropology: Diversity
- **ANTH & 207** Linguistic Anthropology
- **ANTH & 227** Pacific Island Cultures: Diversity
- **HIST & 116, 117, 118** Western Civilization I, II, III
- **HIST 135** History of Latin America
- **HIST 204** Introduction to Modern China and Japan
- **HIST 279** Introduction to the Modern Middle East
- **POLS & 203** International Relations
- **SOC 255** Global Sociology: Diversity

International Intercultural Studies (Social Science or Humanities credits)

- **IIS 125** Introduction to Latin American Studies
- **IIS 129** Introduction to Middle Eastern Studies: Diversity
- **IIS 130** Introduction to East Asian Studies: Diversity
- **IIS 131** Introduction to South & Southeast Asian Studies: Diversity
- **IIS 145** Introduction to African Studies
- **IIS 210** International Cultural Studies

### Additional Electives

15 credits 100 level and above. No more than 3 PE credits are accepted in transfer. No more than 5 credits in performance/skill courses.

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**ASSOCIATE IN ARTS/ DIRECT TRANSFER AGREEMENT**

**Political Science - Economics Emphasis**

(90 credits)

PROGRAM DESCRIPTION: The Associate in Arts/DTA with an emphasis in Political Economics is designed for persons interested in concentrating their course work in Political Science and Economics and/or would like to pursue a Bachelor's degree in Political Economics. With an emphasis in Economics, the student will have the opportunity to gain a foundation in the two fields of political science and economics to better understand the human condition and their place in a global society. Students who successfully complete degree requirements and elective courses recommended for their specific area of study will transfer to most four-year degree programs with junior standing.

PROGRAM OUTCOMES: Students will gain an in-depth interdisciplinary foundation in the analysis of politics, economics and in the study of philosophical and ethical issues related to public policy. Special emphasis is placed on developing critical thinking and writing skills. The College's general education program is intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercolligate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate in Arts with an emphasis in politics and economics degree to:

- Develop a more thorough knowledge of social institutions through focused engagement with both contemporary and enduring social issues.
- Understand and apply economic theory.
- Comprehend the structure of the American political system and international politics.
- Develop their ability to write with style and precision.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.
- Synthesize and evaluate information through an application of knowledge and methods across different disciplines.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 099).

In planning this degree students need to work closely with their advisor or a counselor as although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.)

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the...
PROGRAMS OF STUDY

Associate in Arts & Science - Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spacc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list. A class can only count once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both; ECON& 201 may be taken as a core course but may not also count toward elective credits. A cumulative grade point average of 2.0 or above in all college-level courses is required.

In order to receive the Associate in Arts with a Political Economics emphasis, students must successfully complete the following Core Requirements (listed in bold below) in fulfillment of the Humanities, Social Sciences or Electives General Education Distribution requirements:

- One introductory course in each sub-discipline area: Micro Economics (ECON& 201), Intro Political Science (POLS& 101)
- One course in each major sub-discipline area: Macro Economics (ECON& 202), American Government (POLS& 202)
- One course in Philosophy: Ethics (PHIL 102)

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
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<tr>
<td>AND</td>
<td>Choose one of the following:</td>
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<tr>
<td>ENGL 102</td>
<td>Composition II</td>
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<tr>
<td>ENGL 103</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Composition II: Service Learning</td>
<td>10</td>
</tr>
</tbody>
</table>

Quantitative

One year of high school algebra II with a 2.0 or better grade

OR

Place beyond MATH 099 on the math placement test

OR

MATH 099 with a passing grade

OR

Successful completion of any math course numbered 141 or above except MATH& 146

Humanities

15 credits from 3 disciplines

No more than 5 credits in performance/skill courses

PHIL 102 Ethics 5

Political Economics Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>Macro Economics</td>
<td>5</td>
</tr>
<tr>
<td>POLS&amp; 101</td>
<td>Intro Political Science</td>
<td>5</td>
</tr>
<tr>
<td>POLS&amp; 202</td>
<td>American Government</td>
<td>5</td>
</tr>
</tbody>
</table>

Social Science

5 credits from a discipline other than Economics or Political Science

Natural Science

15 credits from 3 disciplines. Must include 1 lab science

Electives

20 credits from General Education

POLS& 203 International Relations (recommended) 5

ASSOCIATE IN BUSINESS DIRECT TRANSFER AGREEMENT

(90 credits)

PROGRAM DESCRIPTION: Based on a state-wide transfer agreement, the Associate in Business Direct Transfer, sometimes referred to as the Associate in Arts, is designed for persons interested in preparing for a business major and to enter as a junior at most baccalaureate institutions in the State of Washington. The courses outlined are considered course equivalents to the similar required lower division courses offered at the receiving baccalaureate institution.

PROGRAM OUTCOMES: Students completing the Associate in Business Direct Transfer Agreement degree will be prepared to:

- Appreciate the multiple contexts of business--social, political, economic and legal--within a domestic and global environment;
- Define how elements of the legal environment impact business;
- Record transactions and prepare financial statements for a business entity;
- Communicate effectively;
- Think logically and critically;
- Evaluate and process quantitative and symbolic data;
- Understand themselves in relation to others in a multicultural world;
- Understand ethical responsibilities and consequences.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

ADDITIONAL INFORMATION:

Business School Admission

Admission to Washington public baccalaureate Schools of Business is not guaranteed to students holding an Associate in Business – DTA Degree. It is strongly recommended that students contact the baccalaureate-granting Business School early in their Associate in Business – DTA program to be advised about additional requirements (e.g., GPA) and procedures for admission.

Please note that admission for many Business schools is competitive and higher grade-point averages and course grades are often required. Please check with your destination school and college. In addition, the minimum grade for business courses is a 2.0. These courses are denoted by an asterisk (*). UW Bothell requires a minimum of 2.0 in all prerequisite courses.
Specific University Information
For program planning purposes, students are advised that the lower-
division requirements for individual Washington public university business
schools may vary.
Notes:
1. To meet current EWU requirements, the second English Composition
course must be equivalent to EWU’s English 201 - College Composition:
Analysis, Research, and Documentation.
2. Students intending the international business major should consult
their potential transfer institutions regarding the level of world language
required for admission to the major. Five (5) credits in world languages
may apply to the Humanities requirement.
3. Students are encouraged to include a speech or oral communication
course (not small group communication).
4. Students intending the manufacturing management major at WWU
should consult WWU regarding the selection of natural science courses
required for admission to the major.
5. International students who completed a business law course specific to
their home country must take a business law course at a U.S. institution
in order to demonstrate proficiency in U.S. business law.
6. Four institutions have requirements for admission to the major that go
beyond those specified above. Students can meet these requirements
by careful selection of the elective University Course Equivalent to:
WSU (all campuses): Management Information Systems MIS 250
Gonzaga: Management Information Systems BMIS 235
PLU: computer applications CSCE 120, either an equivalent course or
skills test
SPU: Spreadsheets BUS 1700, either an equivalent course or skills test
WWU: Introduction to Business Computer Systems MIS 220 (for transfer
students entering fall 2014)

Core Requirements

Communication
10 credits (see note 1)
ENGL 101 English Composition I 5
ENGL 102 Composition II 5
10
Quantitative
10 credits total must include 5 credits of business calculus, Calculus I or
a higher level math that includes calculus as a prerequisite. May include
finite math or pre-calculus prerequisites for calculus or other courses to
prepare for bus. calculus.
MATH&148 Business Calculus 5
Humanities
15 credits from 3 disciplines
Choose from General Education List (AA)
(No more than 5 credits in performance/skill courses are allowed)
(see notes 2,3)

Social Science
ECON& 201 Micro Economics 5
ECON& 202 Macro Economics 5
AND Choose a social science course from a different discipline (see note 5)

Natural Science
15 credits from 3 disciplines. Must include 1 lab sciences (see note 4)
MATH& 146 Introduction to Stats 5
Physical, Biological, and/or Earth Science 5
Additional Natural Science 5

Business
(see Note 5)
ACCT& 201 Prin of Accounting I 5
ACCT& 202 Prin of Accounting II 5
ACCT& 203 Prin of Accounting III 5
BUS& 201 Business Law 5

Universities with a lower division Business Law requirement UW (all
campuses), WSU (all campuses) EWU, CWU, WWU, Gonzaga, SMU,
SPU, Whitworth
The following institutions do not require a lower division Business Law
course and agree to accept the course taken as part of this degree as a
lower division elective, but generally not as an equivalent to the course
required at the upper division: Heritage, PLU, SU, and Walla Walla University.

Electives
5 credits of non-business electives except as noted in note 5.

ASSOCIATE IN BIOLOGY

Direct Transfer Agreement/Major Related Program
(90 credits)

PROGRAM DESCRIPTION: The Associate in Biology Degree is designed
for persons interested in transferring to a four-year college or university.
Students who successfully complete degree requirements and elective
courses recommended for their specific area of study will transfer to most
four-year degree programs with junior standing.

PROGRAM OUTCOMES: General education introduces students to the
content and methodology of the major areas of knowledge – communica-
tion, the humanities and fine arts, the natural sciences, mathematics and
the social sciences – and helps them develop the intellectual skills that
will make them more effective life-long learners. The College’s general
education program is intended to meet the transfer requirements of four-
year colleges and universities as outlined in the Intercollegiate Relations
Commission Handbook. South Puget Sound Community College prepares
recipients of the Associate in Biology Degree to:
• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
**PROGRAMS OF STUDY**

- Understand ethical responsibilities and consequences.

**DEGREE REQUIREMENTS:** Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree students need to work closely with their advisor and the transfer institution so that the science credits within the degree create a seamless passage to the transfer institution. Although the Associate Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements.

A minimum of 90 credits is required, meeting the distribution in the table below. All courses taken must be at college level (numbered 100 or above). A class can only count once toward General Education requirements. For example, IIS 125 will satisfy either HUMANITIES or SOCIAL SCIENCE course requirements, but not both. A maximum of 5 credits in performance/skills courses may be applied to the humanities distribution requirement. A cumulative grade point average of 2.0 or above in all college-level courses is required.

**DIVERSITY REQUIREMENTS:** South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

**Core Requirements**

<table>
<thead>
<tr>
<th>Communication</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102 Composition II</td>
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</tr>
<tr>
<td>ENGL 103</td>
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</tr>
<tr>
<td>ENGL 104</td>
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<table>
<thead>
<tr>
<th>Quantitative</th>
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</thead>
<tbody>
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<td>MATH&amp; 151 Calculus I</td>
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<table>
<thead>
<tr>
<th>Humanities</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15 credits from 3 disciplines</td>
<td>15</td>
</tr>
<tr>
<td>No more than 5 credits in performance/skill courses</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits from 3 disciplines</td>
<td>15</td>
</tr>
<tr>
<td>No more than 5 credits in performance/skill courses</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Chemistry</th>
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<tbody>
<tr>
<td>CHEM&amp; 161 General Chem w/Lab I</td>
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<td>CHEM&amp; 162 General Chem w/Lab II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 163 General Chem w/Lab III</td>
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</table>

<table>
<thead>
<tr>
<th>Biology</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 221 Majors Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 222 Majors Organismal Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 223 Majors Ecology/Evolution</td>
<td>5</td>
</tr>
</tbody>
</table>

**Electives**

These may include prerequisites for major courses (e.g. pre-calculus or statistics), additional major coursework, e.g. organic chemistry or physics or botany

**ASSOCIATE IN ELEMENTARY EDUCATION**

Direct Transfer Agreement/Major Related Program (90 credits)

**PROGRAM DESCRIPTION:** The Elementary Education Direct Transfer Agreement/Major Related Programs (DTA/MRP) is designed for persons interested in becoming an elementary (preschool through 8th grade) classroom teacher by transferring to a four-year college or university in order to complete a certification program in Elementary Education. The Elementary Education DTA/MRP will transfer to most teacher education programs in Washington State (see notes and clarifications below).

**PROGRAM OUTCOMES:** Students completing the Elementary Education DTA/MRP degree will be prepared to:

- Communicate effectively.
- Apply fundamental skills, understand mathematical relationships, and appreciate the beauty and power of mathematical structures.
- Demonstrate knowledge of, or practice in, intellectual, cultural, and artistic heritages.
- Explain and apply natural laws and theories that model the natural world.
- Understand themselves and others as they interact in a social, political, and economic world.
- Think logically and critically.
- Integrate and synthesize knowledge.
- Function more knowledgeable and responsible citizens in our democratic society.

**PROGRAM REQUIREMENTS:** All courses must be at college level (numbered 100 or above). Seventy-five of the 90 credits must be from the General Education Requirements for the Associate in Arts & Science -Direct Transfer Agreement. Class can only count once toward General Education requirements. For example, MATH 205 will satisfy either QUANTITATIVE or NATURAL SCIENCE course requirements, but not both.

Note: In planning this degree students need to work closely with their advisor or a counselor because although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements (for example, business, engineering, education, etc.).

To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science -Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 15 credits will be allowed for courses numbered 100 or above that are not on the GE list.
NOTES AND CLARIFICATION:

School of Education Admission

Admission to Washington public baccalaureate Schools of Education is not guaranteed to students holding an Associate in Elementary Education (DTA/MRP) Degree. It is strongly recommended that students contact the baccalaureate-granting School of Education early in their Associate in Elementary Education (DTA/MRP) program to be advised about additional requirements (e.g., GPA) and procedures for admission.

Please note that admission for many Schools of Education is competitive, and higher grade-point averages and course grades are often required. Please check with your destination school and college. In addition, the minimum grade point average to receive a DTA in Elementary Education is a 2.0

Specific University Information

For program planning purposes, students are advised that the lower-division requirements for individual Washington public university schools of Education may vary. As of January 2007 Baccalaureate Institutions who have agreed to honor this DTA/MRP are: Lesley University, Tacoma CC, CWU, EWU, WSU, WWU, City University, Gonzaga, Heritage, PLU, SMU, SPU, WWC, and Whitworth.

Notes:
- Recommended: 10-12 credits from the following list: art, music, literature, or drama/theater.
- Recommended: 15 credits from the following list: Economics, Geography, Political Science, Psychology, or additional History.
- Integrated coursework covering several of these topics is encouraged.
- WSU, CWU, and SM require developmental (lifespan) psychology.
- Recommended: Additional content courses (e.g., social sciences, humanities, sciences, mathematics) designed to meet endorsement competencies and/or academic majors. Additional Education courses may be used as elective credit.
- Recommended: ECE 235 Educating Children in a Diverse Society or SOC 235 Gender Roles in Society may be used to fulfill both the SPSCC and DTA diversity requirement.
- Additional credits for field experience or practice may count toward electives in this degree.
- Although not required for this degree, students are advised they must take the WEST-B in order to apply to teacher preparation programs.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Recommended diversity courses for this AA include CMST 240 or PSYC 116.

Core Requirements

<table>
<thead>
<tr>
<th>Communication</th>
<th>ENGL&amp; 101</th>
<th>ENGL&amp; 102</th>
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</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Composition II</td>
<td></td>
<td></td>
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</tbody>
</table>

Quantitative

| MATH& 131 | Math for Elem Educ I | 5 |
| MATH& 132 | Math for Elem Educ II| 5 |

Humanities

<table>
<thead>
<tr>
<th>15 credits from 3 disciplines</th>
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<tbody>
<tr>
<td>CMST&amp;220</td>
</tr>
</tbody>
</table>

Social Science

<table>
<thead>
<tr>
<th>20 credits from 3 disciplines</th>
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</thead>
<tbody>
<tr>
<td>PSYC&amp; 200</td>
</tr>
<tr>
<td>HIST&amp;146</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>HIST 204</td>
</tr>
<tr>
<td>HIST 279</td>
</tr>
</tbody>
</table>

Natural Science

| 15 credits from 3 disciplines. Must include 2 lab sciences |

Electives

<table>
<thead>
<tr>
<th>20 credits from the General Education (AA). A maximum of 10 credits will be allowed for courses numbered 100 or above that are not on the list. No more than 3 PE credits are accepted in transfer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC&amp; 205</td>
</tr>
</tbody>
</table>

ASSOCIATE IN PRE-NURSING

Direct Transfer Agreement/Major Related Program (90 credits)

PROGRAM DESCRIPTION: Based on a state-wide transfer agreement, this pathway is applicable to students planning to prepare for upper division Bachelor of Science in Nursing and enter as a junior at many baccalaureate institutions in the State of Washington. The courses outlined are considered course equivalents to the similarly required lower-division courses offered at the receiving baccalaureate institution.

PROGRAM OUTCOMES: General education introduces students to the content and methodology of the major areas of knowledge – communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences – and helps them develop the intellectual skills that will make them more effective life-long learners. The College’s general education program is intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate in Arts Degree to:
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.
PROGRAMS OF STUDY

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree students need to work closely with their advisor or a counselor as although the Associate in Pre-Nursing Degree transfers to four-year colleges and universities in Washington State, it may not meet all university requirements.

To earn an Associate in Pre-Nursing Degree all courses taken must be at college level (numbered 100 or above). A minimum of 85 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. Copies of the list are available in Building 25 or on line at www.spscc.ctc.edu. A maximum of 5 credits will be allowed for courses numbered 100 or above that are not on the GE list. A cumulative grade point average of 2.0 or above in all college-level courses is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
</tbody>
</table>

Quantitative

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
<td>5</td>
</tr>
</tbody>
</table>

Humanities

15 credits from 3 disciplines. No more than 5 credits in performance/skill courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
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</table>

Social Science

15 credits from 2 disciplines.

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
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</table>

Natural Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/lab</td>
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</tr>
<tr>
<td>BIOL&amp; 241</td>
<td>Human A &amp; P 1</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>Human A &amp; P 2</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td>5</td>
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<tr>
<td>CHEM&amp; 121</td>
<td>Intro to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 131</td>
<td>Intro to Organic/Biochem</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp; 101</td>
<td>Nutrition</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

5 credits from the General Education list (AA), No more than 3 PE credits may be used.

ASSOCIATE IN SCIENCE TRACK 1

(90 credits)

PROGRAM DESCRIPTION: The Associate in Science is designed for persons interested in transferring to a four-year college or university. Students who successfully complete degree requirements and elective courses recommended for their specific area of study will transfer to many four-year degree programs with junior standing. Compared to the Associate in Arts Degree, this degree delays some general education distribution credits until the junior or senior year in order to make room in the transfer degree for required freshman and sophomore-level science sequences. AASI focuses on Chemistry, Biology, Environmental and Natural Resource Sciences and Geology and Earth Sciences.

PROGRAM OUTCOMES: General education introduces students to the content and methodology of the major areas of knowledge – communication, humanities and fine arts, the natural sciences, mathematics and the social sciences – and helps them develop the intellectual skills that will make them more effective lifelong learners. The College’s general education program is intended to meet the transfer requirements of four-year colleges and universities as outlined in the Intercolligate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate in Science Degree to:

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree students need to work closely with their advisor and the transfer institution so that the science credits within the degree create a seamless passage to the transfer institution. Although the Associate in Science Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. A minimum of 90 credits is required, meeting the distribution in the table below. All courses taken must be at college level (numbered 100 or above). Of the 90 credits required for the degree, 85 must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. A class can only count once toward General Education requirements. For example, IIS 125 will satisfy either HUMANITIES or SOCIAL SCIENCE course requirements, but not both. A maximum of 5 credits in performance/skills courses may be applied to the humanities distribution requirement. A cumulative grade point average of 2.0 or above in all college-level courses is required.

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.
course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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Quantitative

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>MATH&amp; 151</td>
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<td>MATH&amp; 152</td>
<td>Calculus II</td>
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AND

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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>MATH&amp; 153</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
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Humanities

<table>
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<tbody>
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<td>5</td>
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Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

Humanities or Social Science

Must be in different discipline than those above. Should fulfill diversity requirement.

Natural Science

Complete one of the following sequences:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chem w/Lab I</td>
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</tr>
<tr>
<td>CHEM&amp; 162</td>
<td>General Chem w/Lab II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 163</td>
<td>General Chem w/Lab III</td>
<td>5</td>
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AND

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 221</td>
<td>Majors Cell Biology (lab)</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 222</td>
<td>Majors Organismal Physiology (lab)</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 223</td>
<td>Majors Ecology/Evolution (lab)</td>
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OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS&amp; 114</td>
<td>General Phys I w/Lab</td>
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</tr>
<tr>
<td>PHYS&amp; 115</td>
<td>General Phys II w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 116</td>
<td>General Phys III w/Lab</td>
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OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS&amp; 221</td>
<td>Engr Physics I w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 222</td>
<td>Engr Physics II w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 223</td>
<td>Engr Physics III w/Lab</td>
<td>5</td>
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</table>

Additional Science Electives

Must be pre-approved by advisor. 10-15 credits in physics, geology, organic chemistry, biology, botany or math normally taken for science majors. 15 credits from the General Education (AA). No more than 3 PE credits are accepted as transfer.

ASSOCIATE IN SCIENCE TRACK 2

(90 credits)

PROGRAM DESCRIPTION: The Associate in Science is designed for persons interested in transferring to a four-year college or university. Students who successfully complete degree requirements and elective courses recommended for their specific area of study will transfer to many four-year degree programs with junior standing. Compared to the Associate in Arts Degree, this degree delays some general education distribution credits until the junior or senior year in order to make room in the transfer degree for required freshman and sophomore-level science sequences. AAS II focuses on Computer Science, Engineering, Physics and Atmospheric Sciences.

PROGRAM OUTCOMES: General education introduces students to the content and methodology of the major areas of knowledge – communication, the humanities and fine arts, the natural sciences, mathematics and the social sciences – and helps them develop the intellectual skills that will make them more effective life-long learners. The College’s general education program is intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook. South Puget Sound Community College prepares recipients of the Associate in Science Degree to:

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

In planning this degree students need to work closely with their faculty advisor and the transfer institution so that the science credits within the degree create a seamless passage to the transfer institution. Although the Associate in Science Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements.

A minimum of 90 credits is required, meeting the distribution in the table below. All courses taken must be at college level (numbered 100 or above), with a cumulative grade point average of 2.0 or above. A class can only count once toward requirements. For example, IIS 125 will satisfy either HUMANITIES or SOCIAL SCIENCE course requirements, but not both. A maximum of 5 credits in performance/skills courses may be applied to the humanities distribution requirement.

DIVERSEITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.
Core Requirements

ENGL& 101 English Composition I 5

Quantitative

MATH& 151 Calculus I 5
MATH& 152 Calculus II 5
AND Choose one of the following: 5
MATH& 153 Calculus III
MATH& 146 Introduction to Stats

Humanities

5

Social Science

5

Humanities or Social Science

Must be in different discipline than those above. Should fulfill diversity requirement.

Chemistry

CHEM& 161 General Chem w/Lab I 5

Physics

Engineering Physics recommended. A few majors may take General Physics.

PHYS& 221 Engr Physics I w/Lab 5
PHYS& 222 Engr Physics II w/Lab 5
PHYS& 223 Engr Physics III w/Lab 5

Remaining Credits

Must be planned with an advisor, 35 credits total. 5 credits max not on General Education List.

As engineering is a broad discipline, one pathway will not fit the requirements for all sub disciplines. Depending upon the requirements of the specific discipline at the baccalaureate institution, courses below, involving each sub discipline, should be planned with an advisor.

Bio- & Chemical pre-Engineering:

MATH 205 Linear Algebra, MATH& 254 Calculus IV, ENGL& 235 Technical Writing, BIOL& 221 Majors Cell Biology, 222 Majors Organismal Physiology, CHEM& 162 General Chem w/Lab II, 163 General Chem w/Lab III, 242 Organic Chem II

Comp & Electrical pre-Engineering:

ENGR 105 Intro to Engineering Problem Solving and Design , MATH& 254 Calculus IV, ENGL& 235 Technical Writing, MATH& 146 Introduction to Stats, BIOL& 221 Majors Cell Biology

Mechanical/Civil/Other pre-Engineering:

ENGR 105 Intro to Engineering Problem Solving and Design, 203 Mechanics of Materials, 204 Mechanics of Materials Laboratory, 214 Statics, 215 Dynamics, MATH 205 Linear Algebra, MATH& 254 Calculus IV, ENGL& 235 Technical Writing, Appropriate CAD class, CHEM& 162 General Chem w/Lab II.

ASSOCIATE IN GENERAL STUDIES

The Associate in General Studies (AGS) gives students the opportunity to design their own educational programs. This degree was developed as a non-transfer degree so students could have more flexibility in selecting courses to best fit their interests or emphasize particular areas of study not regularly offered by the college.

The fact that the AGS is not designed as a transfer degree does not mean an AGS graduate cannot transfer to a four-year college or university. However, students should be aware that their transcripts will be subjected to a course-by-course analysis to determine how many courses will be accepted by the four-year institution.

Students must design their AGS programs under the supervision of an advisor.

DEGREE REQUIREMENTS: A minimum of 90 credits numbered 100 or above must be completed to qualify for the Associate in General Studies degree, as described in the distribution and electives requirements sections below.

General Education Requirements

Must complete a minimum of 10 credits in each of the following areas: communication, humanities, natural science, social science for a minimum total of 40 distribution credits.

Communication

ENGL& 101 English Composition I 5
ENGL& 102 Composition II 5

10

Humanities

Must be selected from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement.

10

Natural Science

Must be selected from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement, and must include one science course; AND demonstrated proficiency in basic math. by placement testing or successful completion of MATH 090; AND completion of one math course from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement.

10

Social Science

Must be selected from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement.

10

Electives

A minimum of 50 credits numbered 100 or above, elected to satisfy the educational plans or interests of the student.

50

DIVERSITY REQUIREMENTS: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity
course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

**ACCOUNTING**

**Associate in Applied Science Degree**

(94-101 credits)

**Accounting Clerk Certificate of Completion**

(53-63 credits; 693 contact hours)

PROGRAM DESCRIPTION: The Accounting Program is designed for persons interested in obtaining skills that will allow them to seek employment in many areas of the accounting profession. Accounting is a precise, logical and communicative skill. The Accounting Clerk Certificate emphasizes practical skills and prepares graduates for introductory bookkeeping careers. The Associate in Applied Science degree provides a strong background in accounting and business skills and prepares graduates for entry-level accounting positions in private industry, public accounting, nonprofit organizations, and government entities with the potential for advancement to supervisory roles.

CAREER OPPORTUNITIES: Accounting as a discipline has broad employment possibilities in both government and private business. Knowledge and skill in accounting provide excellent background for employment opportunities in business management, government administration, consulting, purchasing, finance and banking. Entry-level positions in accounting generally include accounting clerk, accounting assistant, full-charge bookkeeper, accountant, fiscal analyst, and financial analyst.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete an AAS in Accounting will:

- Demonstrate the following skill standards:
  - Record transactions and prepare financial statements for a basic business entity and for a complex business entity;
  - Determine and properly account for the key costs of a business enterprise;
  - Accurately compute payroll and correctly account for basic payroll transactions and related taxes;
  - Prepare a basic individual tax return;
  - Properly record fundamental transactions and prepare related reports for a municipal government entity;
  - Understand the theory of auditing, its ethical and professional standards as well as the elements of its application to a business enterprise;
  - Effectively utilize electronic tools commonly found in a business/accounting setting.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

A cumulative GPA of 2.0 is required in order to earn a certificate or degree and a grade of “C” (2.0) or better is required in all ACCT courses.

A grade of “C” (2.0) or better must be earned in all prerequisite ACCT courses.

**General Education Requirements:**

Complete a minimum of three credits from each of the four categories: Reading/Writing; Speaking/Listening; Computation; and Human Relations. A complete list of courses that satisfy the general education requirements may be obtained from the Advising Center in Building 25.

**Cooperative Work Experience/Internships:**

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spssc.ctc.edu/programs/special/coop.

**DIVERSITY REQUIREMENT:** South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

**Core Requirements - Associate Degree and Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 151</td>
<td>Electronic Ten-Key Calculator</td>
<td>2</td>
</tr>
<tr>
<td>ACCT&amp; 201</td>
<td>Prin of Accounting I (F, W, Sp)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 202</td>
<td>Prin of Accounting II (F, W, Sp)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 203</td>
<td>Prin of Accounting III (F &amp; Sp)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 206</td>
<td>General Ledger Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 239</td>
<td>Payroll Accounting and Business Taxes (Sp)</td>
<td>3</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Formatting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 231</td>
<td>Intermediate Accounting I (F)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 232</td>
<td>Intermediate Accounting II (W)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 235</td>
<td>Governmental Accounting (W)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 238</td>
<td>Federal Income Tax (F)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 240</td>
<td>Auditing (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math (recommended be taken with ACCT&amp; 201)</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
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</tbody>
</table>

**Additional Requirements - Associate Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 231</td>
<td>Intermediate Accounting I (F)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 232</td>
<td>Intermediate Accounting II (W)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 235</td>
<td>Governmental Accounting (W)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 238</td>
<td>Federal Income Tax (F)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 240</td>
<td>Auditing (Sp)</td>
<td>5</td>
</tr>
</tbody>
</table>

49
BUS 202  Business Law II  3
BUS 289  Integrated Business Applications  5

AND

Choose one of the following:  5
ECON& 201  Micro Economics
ECON& 202  Macro Economics

General Education Requirements - Associate Degree and Certificate

Reading/Writing
ENGL& 101  English Composition I  5

Speaking/Listening
Choose one of the following:  5
CIS 210  Business Communications
CMST& 101  Introduction to Commun
CMST& 210  Interpersonal Communicatn: Diversity
CMST& 220  Public Speaking
CMST& 230  Small Group Communicatn
CMST 240  Intercultural Communication: Diversity
ENGL& 235  Technical Writing

Computation
Completed in Core: BUS 104 or MATH& 146  5

Human Relations
Choose one of the following:  3-5
BUS 260  Principles of Management: Diversity
CIS 109  Human Dimensions in the Office: Diversity
HUM 121  Multicultural America, Past to Present: Diversity
PSYC 116  Psychology of Human Relations: Diversity
CMST& 210  Interpersonal Communicatn: Diversity
CMST 240  Intercultural Communicatn: Diversity
CMST& 230  Small Group Communicatn

For certificate-seeking students: CMST& 210, CMST 240 and CMST& 230 may count for two categories

For degree-seeking students: CMST& 210, CMST 240 or CMST& 230 may NOT count for two categories.

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science Degree
(119-121 credits)

Certificates of Proficiency

Beginning Automotive Technology
(37 credits, 616 contact hours)

Intermediate Automotive Technology
(32 credits, 638 contact hours)

Advanced Automotive Technology
(32 credits, 528 contact hours)

PROGRAM DESCRIPTION: The Automotive Technology Program curriculum is certified with the National Automotive Technician Education Foundation (NATEF) and is designed to provide entry-level skills in the automotive mechanics field. Students learn to diagnose automotive problems in a practical hands-on shop environment, using state-of-the-art diagnostic and repair equipment. Upon completion of this program students will be qualified for a broad range of employment opportunities.

CAREER OPPORTUNITIES: The automotive industry employs more than 17,800 persons in the state of Washington. There is a shortage of qualified journey-level workers. Studies show many employers are reluctant to hire trainees without on-the-job or live shop experience. Job prospects are best in high population centers. Some mechanics specialize in one aspect of repair work while others become technicians or general mechanics. Car dealers, garages, service stations, industrial plants, and public agencies are potential employers.

Beginning Automotive Technology Certificate leads to work in basic automotive maintenance; basic electrical; fuel systems

Intermediate Automotive Technology Certificate leads to work as a Tune-up Technician or Entry-level Electrical Technician.

Advanced Automotive Technology Certificate leads to work as an Air-Conditioning Technician, Electrical Technician, Chassis Technician, or Advanced Engine Performance.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Automotive Technology:
  - Be proficient in the safe and proper use of automotive hand tools.
  - Demonstrate the skills and knowledge in the use of modern shop diagnostic and repair equipment.
  - Demonstrate the hands-on competency in the following NATEF task areas; automatic transmission/transaxle, manual drive train, steering and suspension systems, brakes, electrical/electronic systems, heating and air conditioning and engine performance.
  - Research applicable vehicle information using computer based service manuals.
  - Demonstrate the ability to write a vehicle work order summary containing the three “C” (complaint, cause, correction).
- Demonstrate the entry-level knowledge necessary to take the ASE (Automotive Service Excellence) tests.

• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

AUTO 116 is taught concurrently with AUTO 117; AUTO 118 is taught concurrently with AUTO 119; AUTO 215 is taught concurrently with AUTO 223.

CERTIFICATE REQUIREMENTS: A Beginning or Intermediate or Advanced Certificate of Proficiency in Automotive Technology will be awarded upon successful completion of the courses listed below.

(ENGL 092, READ 092 & MATH 090).

Special Program Note: Students with previous automotive background or completion of high school automotive training can receive advanced placement credit for AUTO 100 and enroll directly into AUTO 111. Students who have had no previous automotive training must enroll in AUTO 100 or have instructor's permission. Students may enroll in AUTO 100 and AUTO 111 concurrently.

The program is certified by the National Automotive Technician Education Foundation. For the technician in the field, single classes may be taken for update upon instructor approval. For information during summer quarter please contact the Counseling/Career Center, (360) 596-5261.

Cooperative Work Experience/Internships: Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements
AUTO 100	Introduction to Automotive	5
AUTO 111	Automotive Fuels and Electrical Systems	16
AUTO 118	Automotive Electrical/Electronics	8
AUTO 119	Automotive Fuel Systems	8

(Associate Degree students may substitute prior training or experience for AUTO 100)

Core Requirements - Associate Degree, Intermediate Certificate
Intermediate Certificate Prerequisite: AUTO 111 or Automotive Placement Test
AUTO 116	Automotive Brake Systems	8
AUTO 117	Steering and Suspension Systems	8
AUTO 220	Automotive Driveability and Emissions	16

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Core Requirements - Associate Degree, Advanced Certificate
Advanced Certificate Prerequisite: AUTO 220 or Automotive Placement Test
AUTO 215	Automotive Heating and Air-Conditioning	8
AUTO 221	Automotive Drive Trains	16
AUTO 223	Automotive Chassis and Accessory Circuits	8

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General Education Requirement - Associate Degree

Reading/Writing
ENGL& 101	English Composition I	5

Speaking/Listening
Choose from General Education List (AAS/ADN)
Computation	5
Choose from General Education List (AAS/ADN)
Human Relations	3-5
Choose from General Education List (AAS/ADN)
5
18-20

BAKING AND PASTRY ARTS

Certificate of Completion
67-69 credits; 946-968 contact hours

PROGRAM DESCRIPTION: The Baking and Pastry Arts at South Puget Sound Community College is designed to provide entry-level skills as a baker. Instruction is provided in structured lecture and lab environments, and practical hands-on experience is used.

CAREER OPPORTUNITIES: Graduates will be prepared for entry-level employment as bakers or bakers’ assistants in free standing bakeries and pastry shops, grocery store bakeries, hotels, restaurants and institutions.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Baking and Pastry Arts:

by
- Perform the essential principles of professionalism, timing, organization, safety and sanitation skills.
- Maintain and operate baking equipment including scales, proofers, retarder, commercial mixers, sheeter, convection and steam ovens.
- Understand baking theory as it relates to ingredients and mixing methods.
- Prepare yeast leavened breads, a variety of breakfast pastries, cookies, pastries, mousses and pies.
- Produce high-fat or shortened cakes, and low-fat or foam-type cakes.
- Decorate and assemble basic cakes and tortes.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

CERTIFICATE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are pre-requisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097, & MATH 090).

A Certificate will be awarded upon completion of core and general education requirements.

Special Program Note:
- A Thurston County Food Handler’s Permit must be acquired before entry into the program. Individuals without this permit will not be allowed to enter instructional kitchens or work areas.
- CAP 103 is a lecture, group discussion course which meets Monday through Thursday, in a classroom on the South Puget Sound Community College campus. BPA 111, 112, 113, 114, 115, 116, 118, and 119 are laboratory courses involving work in the instructional kitchens.
- There are three entry points per quarter on a space available basis: some courses have prerequisites.
- All equipment, clothing, and supplies must be purchased prior to the first day of class. Exceptions based on financial need, will be considered on an individual basis in consultation with the instructional staff.

Personal Hygiene Code: A personal hygiene and professional conduct code is in effect in college kitchens as follows: Hair must be neatly maintained, clean, and under control at all times. If a beard is worn, it must be closely trimmed.

Required Supplies: All must be permanently marked with student ID# by indelible pen or engraver – engraver available in Food Service Department. All costs are estimated.

<table>
<thead>
<tr>
<th>Kitchen Supplies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Immersion Thermometer</td>
<td>$15.00</td>
</tr>
<tr>
<td>Zester</td>
<td>6.00</td>
</tr>
<tr>
<td>Paring Knife</td>
<td>7.00</td>
</tr>
<tr>
<td>Measuring spoons (set)</td>
<td>10.00</td>
</tr>
</tbody>
</table>

Required Clothing:
- Double Breasted Chef’s Coat (2 each @ $24) 48.00
- Cooks Check Pants (2 each @ $19) 38.00
- Four Way Aprons (2 each @ $5) 10.00
- Closed Toe Black Leather Shoes 75.00

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CAP 103</td>
<td>Applied Foodservice Sanitation</td>
<td>5</td>
</tr>
<tr>
<td>BPA 111</td>
<td>Yeast Breads</td>
<td>4</td>
</tr>
<tr>
<td>BPA 112</td>
<td>Quick Breads and Cakes</td>
<td>4</td>
</tr>
<tr>
<td>BPA 113</td>
<td>Cookies and Petits Fours</td>
<td>4</td>
</tr>
<tr>
<td>BPA 114</td>
<td>Pastry Techniques Viennoisarie</td>
<td>4</td>
</tr>
<tr>
<td>BPA 115</td>
<td>Pies and Tarts</td>
<td>4</td>
</tr>
<tr>
<td>BPA 116</td>
<td>Individual and Plated Desserts</td>
<td>4</td>
</tr>
<tr>
<td>BPA 118</td>
<td>Classical Cakes and Tortes</td>
<td>4</td>
</tr>
<tr>
<td>BPA 119</td>
<td>Bakery Operations</td>
<td>4</td>
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<tr>
<td>BPA 121</td>
<td>Chocolate and Confections</td>
<td>4</td>
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<tr>
<td>BPA 190/290</td>
<td>Cooperative Work Experience/Internship</td>
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General Education Requirements

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
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Speaking(Listening)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
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Computation

<table>
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<tr>
<th>Course Title</th>
<th>Units</th>
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Human Relations

<table>
<thead>
<tr>
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<tr>
<td>Choose from General Education List (AAS/ADN)</td>
<td>3-5</td>
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</tbody>
</table>
BUSINESS ADMINISTRATION

Associate in Applied Science Degree
(90 credits)

Business Operations Coordinator
Certificate of Completion

Financial Services Certificate of Proficiency

PROGRAM DESCRIPTION: The Business Administration degree is designed for persons interested in entry-level administrative positions in many kinds of businesses. Graduates may also start their own business. Completion of a specialized Certificate can lead to increased employment opportunities in Financial Services or Business Operations Coordinator.

CAREER OPPORTUNITIES: Opportunities and potential earnings vary with the geographic area and size of firm as well as past experience of the individual. The opportunities available in establishing one's own business are limited only by abilities and desires. Jobs in management include planning and organizing operations, directing personnel and implementing control mechanisms to assure the smooth operation of the organization. Marketing jobs might include retail buying, selling and promotion. The skills learned can lead to career opportunities in financial services organizations or as a Business Operations Coordinator.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills standards specific to Business Administration:
  - Understand the variety methods used in market planning, pricing, promotion and distribution of goods and services.
  - Analyze accounting and financial data in order to assess the financial needs of the organization.
  - Understand basic economic theory and its application to business decision-making.
  - Determine appropriate problem solving and decision making methods which might be applied in a variety of business situations.
  - Recognize and apply different methods of motivation to improve employee productivity and job performance.
  - Integrate accounting, data processing, economics, marketing, and strategic planning concepts to create solutions to complex business problems.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 098).

An Associate in Applied Science will be awarded upon successful completion of a minimum of 90 credits. All core and general education requirements must be met.

CERTIFICATE OPTIONS: A Financial Services Certificate or a Business Operations Coordinator Certificate can be earned concurrently with the Business AAS degree by choosing specific courses from the Business AAS Choice List. Please see the appropriate Program Planning Guides for details.

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spssc.ctc.edu/programs/special/coop

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

ACCT& 201  Prin of Accounting I  5
BUS& 101  Intro to Business  5
BUS 160  Principles of Marketing  5
BUS& 201  Business Law  5
BUS 240  Principles of Finance  5
BUS 260  Principles of Management: Diversity  5
BUS 289  Integrated Business Applications  5
CIS 141  Excel  3
ECON 202  Macro Economics  5
AND

Choose one of the following:  5
ENGL& 102  Composition II
ENGL 103  Composition II: Visual Culture
ENGL 104  Composition II: Service Learning
ENGL& 235  Technical Writing
CIS 210  Business Communications

Select a minimum of 15 credits from the following list with the assistance of an advisor.

Electives

ACCT& 202  Prin of Accounting II
ACCT 206  General Ledger Computerized Accounting
ACCT 239  Payroll Accounting and Business Taxes
BUS 140  Customer Service
BUS 202  Business Law II
BUS 220  Starting and Managing a Small Business
BUS 270  Human Resources Management
CMST 105  Introduction to Online Journalism
BUS 190,290  Co-op Work Experience/Internship
BUSINESS OPERATIONS COORDINATOR

Certificate of Completion

(50-52 credits; 539-572 contact hours)

PROGRAM DESCRIPTION: Basic background in business with emphasis on skills required to coordinate multiple functions within a small business. Program focuses on recordkeeping skills, communication skills and enhancing interpersonal skills to improve the efficiency of an organization.

CAREER OPPORTUNITIES: Graduates may work as part of a team or may be the main support person at an entrepreneurial firm. Much depends on the student’s work experience and prior background. The skills are general in nature but broad enough to be applicable to a wide variety of work settings. Students who are currently employed as the main support person in a small office will benefit from the breadth of training through their introduction to basic managerial skills.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills standards specific to Business Operations:
  - Support and manage the operations of a small organization within a variety of fields;
  - Create documents and maintain records important to the daily operation of the business;
  - Manage customer or client expectations;
- Use a variety of media, including the web, to market the business.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

CERTIFICATE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

A certificate will be awarded upon completion of core and general education requirements.

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

ASSOCIATE IN APPLIED SCIENCE DEGREE OPTION: If a degree is desired, courses used to complete the certificate apply directly to the Business Administration Associate in Applied Science Degree.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Word Processing I Using Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Starting and Managing a Small Business</td>
<td>3-5</td>
</tr>
<tr>
<td>CIS 241</td>
<td>Advanced Excel</td>
<td></td>
</tr>
<tr>
<td>CIS 184</td>
<td>Creating Web Pages</td>
<td></td>
</tr>
</tbody>
</table>
General Education Requirements

**Reading/Writing**
ENGL 101 English Composition I 5

**Speaking/Listening**
CMST 220 Public Speaking
CMST 240 Intercultural Communication: Diversity

**Computation**
BUS 104 Business Math 5

**Human Relations**
BUS 260 Principles of Management: Diversity 5

**CAD/BIM TECHNOLOGY**

**COMPUTER AIDED DRAFTING/ BUILDING INFORMATION MODELING**

**Associate in Applied Science Degree**
(90-97 credits)

**CAD Certificate of Achievement**
(19 credits)

**Certificates of Proficiency**
(34-39 credits) and Completion (52-59 credits):
- Architectural Drafting
- Mechanical Drafting
- Civil Drafting

**Building Information Modeling**

PROGRAM DESCRIPTION: The Computer Aided Drafting Technology (CAD) Associate in Applied Science Program is designed to meet entry-level employment requirements in Computer Aided Drafting occupations and provide students with a broad range of employment opportunities in Architectural, Civil, Mechanical and Building Information Modeling technologies. In addition, students may elect a specific area of concentration to meet their personal goals or occupational requirements.

CAREER OPPORTUNITIES: CAD/BIM technicians translate the ideas and rough sketches of architects, engineers and designers into 2D plans and 3D models. Experienced workers may advance to building modelers, plan checkers, detailers or design drafters. A typical work week will consist of 40 hours, but overtime may be required to meet deadlines. CAD/BIM Technicians can work for engineers, architectural firms, manufacturing plants, designers, and a wide variety of government agencies.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills standards specific to CAD Technologies:
  - Produce a personal portfolio of industry standard documents utilizing a variety of computer drafting applications.
  - Develop complete plans to meet the needs of the (AEC) Architecture, Engineering and Construction industries.
  - Create 3-D Building Models including management of embedded and extracted data.
  - Develop profiles and cross sections, land sub divisions, site and grading plans and basic earthwork calculations with accurate and correct interpretation of survey data gathered utilizing survey instrumentation.
- Model mechanical design concepts in 3D utilizing the industry recognized solid modeling software.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

**PROGRAM INFORMATION**
- Textbooks and required tools are estimated to range from $300.00 - $500.00 for the 2-Year program.
- $15.00 - $25.00 lab fee included in tuition costs will be charged for each appropriate course.
- Program experiences will include E-Learning and innovative use of technology.

AAS DEGREE REQUIREMENTS: The Associates in Applied Science (AAS) Degree represents the attainment of skills generally required for immediate application in an occupational field. The degree concentrates on the technical aspects of the student’s chosen career area. To qualify for the degree, a student must successfully complete three of the four possible certificates, meet the requirements of the approved AAS-T program and earn at least 90 credits in courses numbered 100 or above. The minimum 90 credits must include at least three credits in each of these areas: reading/writing, speaking/listening, computation and human relations for a minimum of 12 distribution credits. Courses for the degree should be selected with the assistance of an academic advisor in accordance with a prescribed program of study listed for CAD Technology. A minimum cumulative grade point average of 2.0 in core and distribution courses is required for graduation.

**PROGRAM REQUIREMENT:** Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 090 levels or higher are required).

**DIVERSITY REQUIREMENT:** South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.
CERTIFICATE REQUIREMENTS: The Certificate of Completion represents successful completion of core requirements totaling 45 or more credits in a specific occupational program. The Certificate of Completion is comprised of industry-based skill courses and general education requirements (courses 100-level and above: English 101, Speaking/Listening, Computation and Human Relations.) The Certificate of Completion generally recognizes a student’s attainment of the skills necessary for entry-level employment in a given occupational field.

Note: Any course listed in two categories of the General Education List for Associate in Applied Science can satisfy both of the Certificate of Completion requirements.

The Certificate of Proficiency represents successful completion of core requirements totaling 20-44 credits in a specific occupational program. The Certificate of Proficiency is comprised of industry-based skill courses and a demonstrated minimum proficiency equivalent to ENGL 092, READ 092 and MATH 090.

The Certificate of Achievement represents successful completion of core requirements totaling fewer than 20 credits. It is comprised of industry-based skill courses. No general education courses and no minimum level of English, Reading or Math are required.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while enrolled in the college and continues to be one of the most successful opportunities for students seeking employment in their chosen fields.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

Core Requirements – Associate Degree, Certificates of Achievement, Proficiency, and Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 101</td>
<td>Mechanical Drafting I</td>
<td>5</td>
</tr>
<tr>
<td>CAD 120</td>
<td>Architectural Drafting I</td>
<td>5</td>
</tr>
<tr>
<td>CAD 150</td>
<td>Introduction to CAD</td>
<td>5</td>
</tr>
<tr>
<td>CAD 160</td>
<td>Civil Drafting I</td>
<td>4</td>
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<td></td>
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<td>19</td>
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</tbody>
</table>

Additional Requirements – Architectural Drafting Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 222</td>
<td>Architectural CAD I</td>
<td>5</td>
</tr>
<tr>
<td>CAD 223</td>
<td>Architectural CAD II</td>
<td>5</td>
</tr>
<tr>
<td>CAD 224</td>
<td>Architectural CAD III</td>
<td>5</td>
</tr>
<tr>
<td>BIM 211</td>
<td>Construction Documents</td>
<td>5</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

Additional Requirements – Mechanical Drafting Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 241</td>
<td>Mechanical CAD I</td>
<td>5</td>
</tr>
<tr>
<td>CAD 242</td>
<td>Mechanical CAD II</td>
<td>5</td>
</tr>
<tr>
<td>CAD 243</td>
<td>Mechanical CAD III</td>
<td>5</td>
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<td>15</td>
</tr>
</tbody>
</table>

Additional Requirements – Civil Drafting Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 261</td>
<td>Civil CAD I</td>
<td>5</td>
</tr>
</tbody>
</table>

CAD 262 Civil CAD II 5
CAD 263 Civil CAD III 5
CAD 264 Surveying I 3
18

Additional Requirements – Building Information Modeling Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIM 201</td>
<td>Building Information Modeling I</td>
<td>5</td>
</tr>
<tr>
<td>BIM 202</td>
<td>Building Information Modeling II</td>
<td>5</td>
</tr>
<tr>
<td>BIM 203</td>
<td>Building Information Modeling III</td>
<td>5</td>
</tr>
<tr>
<td>BIM 211</td>
<td>Construction Documents</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

Additional Requirements – Associate Degree

Complete 3 of the 4 Certificate of Completion Additional Requirements. 53-58

General Education Requirements - Associate Degree, Certificates of Completion

Reading/Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Speaking/Listening

Choose from General Education List (AAS/ADN) 5

Computation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

Choose from General Education List (AAS/ADN) 3-5

Note: See Diversity Requirements for Degree seeking students.

Electives – Associate Degree

May be required to achieve 90 credits.

Note: Any 200 Level course not included in your curriculum path may be used as an elective.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 182</td>
<td>Special Projects</td>
<td>2-5</td>
</tr>
<tr>
<td>CAD 190, 290</td>
<td>Cooperative Work Experience</td>
<td>2-8</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-8</td>
</tr>
</tbody>
</table>

PROGRAMS OF STUDY
COMPUTER INFORMATION TECHNOLOGY-
PROGRAMMING EMPHASIS

For Transfer to Western Governor’s University and The Evergreen State College

Associate in Applied Science – T (AAS-T)
(95 credits)

PROGRAM DESCRIPTION: The AAS-T in Computer Information Technology with a Programming Emphasis is designed for persons interested in writing computer programs in various languages, such as Visual Basic, C# and Java, both stand-alone and web-based. This AAS-T program is designed specifically to transfer to Western Governor’s University or The Evergreen State College; it also meets UW-Tacoma entry requirements.

Computer programmers design, build, and support solutions for business problems. Consideration is also given to database connectivity. Computer programmer duties include some or all of the following: analysis of business needs and problems, design of software solutions, application of industry standard tools and techniques for software development and preparation of documentation and user training materials applying sound verbal and written skills.

CAREER OPPORTUNITIES: Career opportunities typically begin as a computer programmer with possible future promotion to systems analyst and software engineer. Computer programming is a field with good opportunities for qualified persons in both government and private business.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore, students who complete the AAS-T program will be able to:

• Demonstrate the following skills standards:
  - Use standard tools for creating and maintaining web sites.
  - Possess fundamental skills in mark-up, scripting, and programming languages.
  - Design and access databases to store information used by web sites.
  - Integrate problem-solving and technical skills to create and maintain web pages that provide the essential features of business and personal web sites.
  - Effectively plan, create and debug programs.
  - Apply database and programming concepts in various situations.
  - Use industry standard programming tools and techniques.
• Think logically and critically.
• Communicate effectively.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.

Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 099).

Special Program Note: Students entering the program are expected to have successfully completed the following courses or their equivalents:

CIS 101  Keyboarding 1
CIS 108  Introduction to Microsoft Office
CIS 123  Introduction to Windows
MATH 099  Intermediate Algebra

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

CIS 145  Introduction to Access  5
CIS 160  Introduction to Programming  5
CIS 166  Programming Business Objects  5
CIS 168  Programming Logic  5
CIS 182  Structured Query Language (SQL)  5
CIS 184  Creating Web Pages  5
CIS 185  Web Scripting  5
CIS 284  Web Application Development  5
CIS 101  Introduction to Linux/Unix  5
CS 142  Object-Oriented Programming I  5
CS 143  Object-Oriented Programming II  5

General Education Requirements - Associate Degree

ENGL& 101  English Composition I  5
ENGL& 235  Technical Writing  5
MATH& 141  Precalculus I  5
MATH& 142  Precalculus II  5

Humanities

Total 10 credits
Humanities GE List  5
Humanities GE List  5

Speaking/Listening

CMST& 230  Small Group Communicatn  5

Human Relations

PSYC& 116  Human Relations (Diversity)  5

13-15
COMPUTER NETWORK ADMINISTRATION
Associate in Applied Science Degree
(111-113 credits)

PROGRAM DESCRIPTION: The Computer Network Administration program is designed for persons interested in operating computer networks and provides a broad introduction to the networking field. The courses begin with network theory, computer hardware and an introduction to operating systems. It progresses to server operating systems, the configuration and maintenance of network infrastructure services (such as DNS and DHCP) and enterprise directories (Active Directory). The program proceeds through to cover network security and the principles of routing. It also covers scripting operating system configuration. The program concludes with a capstone course that evaluates and cements concepts learned over the first five quarters. Numerous certification objectives are covered by the program including MCTS, MCITP, Network+, Security+, A+, Cisco CCNA, CCNA Voice, CONA Wireless and CCNA Security.

CAREER OPPORTUNITIES: The Computer Network Administration Program prepares students for positions in network technical support. Duties include hardware and software support, troubleshooting, customer service and training, user support, email support, and network security. Typical job titles include Network Administrator, Network Technician, Network Engineer and Computer Support Technician. Average salary data can be obtained from Monster.com and other employment websites.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills and standards specific to Computer Network Administration:
  - Perform workstation configuration and software loading.
  - Develop and implement security procedures.
  - Analyze system performance to baseline.
  - Monitor and report component and connectivity problems.
  - Make recommendations for system optimization.
  - Generate reports.
  - Set up and maintain user accounts.
  - Apply maintenance, upgrades and process changes.
  - Perform system backups and restore data.
  - Perform system audits.
  - Document, interpret and report test results.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 099).

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
<tr>
<td>CNA 101</td>
<td>Introduction to Networking: Cisco I</td>
<td>5</td>
</tr>
<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CNA 120</td>
<td>Command Line Interface</td>
<td>3</td>
</tr>
<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
</tr>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Microsoft Network Infrastructure Management I</td>
<td>5</td>
</tr>
<tr>
<td>CNA 222</td>
<td>Microsoft Network Infrastructure Management II</td>
<td>5</td>
</tr>
<tr>
<td>CNA 233</td>
<td>Microsoft Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CNA 234</td>
<td>Microsoft Windows Server Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNA 250</td>
<td>Routing and Switching: Cisco II</td>
<td>5</td>
</tr>
<tr>
<td>CNA 251</td>
<td>Advanced Routing and Switching: Cisco III</td>
<td>5</td>
</tr>
<tr>
<td>CNA 252</td>
<td>Network Design: Cisco IV</td>
<td>5</td>
</tr>
<tr>
<td>CNA 260</td>
<td>Windows Scripting</td>
<td>5</td>
</tr>
<tr>
<td>CNA 270</td>
<td>Introduction to Wireless</td>
<td>5</td>
</tr>
<tr>
<td>CNA 275</td>
<td>CCNA Voice</td>
<td>5</td>
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<tr>
<td>CNA 280</td>
<td>CCNA Security</td>
<td>5</td>
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<tr>
<td>CNA 296</td>
<td>Managing Network Environments</td>
<td>5</td>
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<tr>
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<td>Total</td>
<td>93</td>
</tr>
</tbody>
</table>

Electives

To complete the AAS, choose at least 1 course from the following electives:

Choose one of the following:

- CNA 130 Introduction to Linux/Unix 5
- CNA 230 Linux/UNIX System Administration 5
- CNA 211 Computer Forensics 5
- CNA190/290 Cooperative Work Experience 3
General Education Requirements

Reading/Writing
ENGL 101 English Composition I 5

Speaking/Listening
Choose one of the following: 5
ENGL 235 Technical Writing
CIS 210 Business Communications

Computation
CIS 168 Programming Logic (in core) 5

Human Relations
BUS 260 Principles of Management: Diversity (recommended) 5

COMPUTER NETWORK ADMINISTRATION

Associate for Applied Science - T (AAS-T) (126-128 credits)

For transfer to: WESTERN GOVERNOR'S UNIVERSITY

PROGRAM DESCRIPTION: This program differs from the Computer Network Administration program AAS by offering more general education as part of the core requirement, making it more transferrable to colleges and universities who chose to articulate with South Puget Sound Community College. The only current accepted articulation for this AAS-T degree is with Western Governor’s University.

Computer Network Administration program is designed for persons interested in operating computer networks and provides a broad interaction to operating systems. It progresses to server operating systems, the configuration and maintenance of network infrastructure services (such as DNS and DHCP) and enterprise directories (Active Director). The program proceeds through to cover network security and evaluates and cements concepts learned over the first five quarters. Numerous certification objectives are covered by the program including MCTS, MCITP, Network+, Security+, A+, Cisco CCNA, CCNA Voice, CCNA Wireless and CCNA Security.

CAREER OPPORTUNITIES: The Computer Network Administration Program prepares students for positions in network technical support. Duties include hardware and software support, troubleshooting, customer service and training, user support, email support, and network security. Typical job titles include Network Administration, Network Technician, Network Engineer and Computer Support Technician. Average salary data can be obtained from Monster.com and other employment websites.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students needs to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills standards specific to Computer Network Administration:
  - Perform workstation configuration and software loading.
  - Develop and implement security procedures.

  • Analyze system performance to baseline.
  • Monitor and report component and connectivity problems.
  • Make recommendations for system optimization.
  • Generate reports.
  • Set up and maintain user accounts.
  • Apply maintenance, upgrades and process changes.
  • Perform system backups and restore data.
  • Perform system audits.
  • Document, interpret and report test results.

  • Communicate effectively.
  • Think logically and critically.
  • Evaluate and process quantitative and symbolic data.
  • Understand themselves in relation to others in a multicultural world.
  • Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENT: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 099).

An AAS-T will be awarded upon successful completion of all core, elective, and general education requirements.

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 101</td>
<td>Introduction to Networking: Cisco I</td>
<td>5</td>
</tr>
<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CNA 120</td>
<td>Command Line Interface</td>
<td>3</td>
</tr>
<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
</tr>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Microsoft Network Infrastructure Management I</td>
<td>5</td>
</tr>
<tr>
<td>CNA 222</td>
<td>Microsoft Network Infrastructure Management II</td>
<td>5</td>
</tr>
<tr>
<td>CNA 232</td>
<td>Microsoft Exchange Server</td>
<td>5</td>
</tr>
</tbody>
</table>
The Web Design Certificate is intended to: (1) provide fundamental skills so that essential tasks working with web sites can be completed; (2) create a foundation for further training if a student's interest or need warrants; (3) enable individuals to use common tools to convey and gather information through the Internet.

**CAREER OPPORTUNITIES:** Career opportunities typically begin as a computer programmer with possible future promotion to systems analyst and software engineer. Computer programming is a field with good opportunities for qualified persons in both government and private business.

Web Design Certificate opportunities can be found in professions where there is a job responsibility to maintain a website.

**PROGRAM OUTCOMES:** South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the Web Design Certificate program will be able to:

- Demonstrate the following skills standards:
  - Use standard tools for creating and maintaining web sites.
  - Possess fundamental skills in mark-up, scripting, and programming languages.
  - Design and access databases to store information used by web sites.
  - Integrate problem-solving and technical skills to create and maintain web pages that provide the essential features of business and personal web sites.
- Think logically and critically.

In addition to the outcomes above, students who complete an AAS in Computer Programming will:

- Demonstrate the following skills standards specific to Computer Programming:
  - Effectively plan, create and debug programs.
  - Apply database and programming concepts in various situations.
  - Use industry standard programming tools and techniques.
- Communicate effectively.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

**PROGRAM REQUIREMENTS:** Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 099).

An AAS will be awarded upon successful completion of all core, elective, and general education requirements.

A certificate will be awarded upon successful completion of all certificate requirements.

Special Program Note: Students entering the program are expected to have successfully completed the following courses or their equivalents:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Keyboarding 1</td>
</tr>
</tbody>
</table>

**COMPUTER PROGRAMMING**

**Associate in Applied Science Degree**

**(98-103 credits)**

**Web Design Certificate of Proficiency**

**(29-30 credits; 319-330 contact hours)**

**PROGRAM DESCRIPTION:** The AAS in Computer Programming is designed for persons interested in writing computer programs in various languages, such as Visual Basic, C# and Java, both stand-alone and web-based. Computer programmers design, build, and support solutions for business problems. Consideration is also given to database connectivity. Computer programmer duties include some or all of the following: analysis of business needs and problems, design of software solutions, application of industry standard tools and techniques for software development and preparation of documentation and user training materials applying sound verbal and written skills.
CIS 108 Introduction to Microsoft Office
CIS 123 Introduction to Windows
MATH 099 Intermediate Algebra

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements - Associate Degree and Certificate of Proficiency
CIS 145 Introduction to Access 5
CIS 160 Introduction to Programming 5
CIS 182 Structured Query Language (SQL) 5
CIS 184 Creating Web Pages 5
CIS 185 Web Scripting 5

Additional Core Requirements - Certificate of Proficiency
Choose one of the following:
CIS 235 Rich Internet Applications
CIS 237 Dreamweaver
CIS 284 Web Application Development 4-5

Additional Core Requirements - Associate Degree
CIS 166 Programming Business Objects 5
CIS 168 Programming Logic 5
CIS 169 Requirements Analysis 3
CIS 235 Rich Internet Applications 5
CIS 266 Developing Database Applications 5
CIS 269 Software Maintenance 5
CIS 282 SQL Projects 5
CIS 284 Web Application Development 5
CNA 130 Introduction to Linux/Unix 5
CS 142 Object-Oriented Programming I 5
CS 143 Object-Oriented Programming II 5

Electives - Associate Degree
Choose two courses from the following list:
CIS 189 XML
CIS 237 Dreamweaver
CIS 245 Developing Applications in Access
CIS 283 SQL Server Administration

CIS 290 Cooperative Work Experience/Internship
CIS 293 Application Development-Special Projects 7-10

General Education Requirements - Associate Degree
Reading/Writing
ENGL& 101 English Composition I 5

Speaking/Listening
Choose one of the following:
CIS 210 Business Communications
ENGL& 235 Technical Writing

Computation
CIS 168 Programming Logic (completed in core) 5

Human Relations
Choose one of the following:
CIS 109 Human Dimensions in the Office: Diversity 3-5
CMST& 230 Small Group Communicatn

COMPUTERIZED MANUFACTURING TECHNOLOGY
Associate of Applied Science

(90 credits)
Computer Numerical Control Technician

Certificate of Proficiency

(40 credits)

PROGRAM DESCRIPTION: The certificate and degree program provides the knowledge and skills for students to design and create products for the manufacturing industry. Students will use MASTERCAM CAD/CAM software to operate multi-axis numerical control machines. Training will utilize manufacturing related math, industry blueprint reading, CAD geometry, CAM tool paths, precision measurement, machine setup and operation, and quality control procedures. Students can further pursue the creation of detailed industry standard blueprints from 3-D solid models, as well as work with metal processes.

CAREER OPPORTUNITIES: Completion of the Computer Numerical Control Technician certificate prepares students for entry-level work as a Computer Numerical Control Technician and is aligned with Boeing’s knowledge, skills, and abilities for precision machining. The AAS prepares students for advanced level work in this same field and may lead to a career as a CAD/CAM Computer Programmer.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Computerized Manufacturing:
- Interpret engineering blueprints to create part geometry.
- Be familiar with CAD/CAM software to construct geometric models and drawings for tool paths.
- Safely operate computer numerical control machines, cutting tools, and setup tools.
- Be familiar with measurement processes, using digital calipers, micrometers, and calibrated gages.
- Be familiar with numerical control programming to control movement and cutting processes.
- Set up and operate a robotic computer numerical control milling center.
- Set up and operate a robotic computer numerical control turning center.

• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090)

Cooperative Work Experience/Internships

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Program Prerequisites:

Program courses required with a “C” or better.

Fall Quarter
CMT 100 Introduction to Machining 12
MATH 094 Basic Algebra 5

Core Requirements for AAS and Certificate of Proficiency

Winter Quarter
CMT 125 Principles of Precision Machining I 20

Spring Quarter
CMT 150 Principles of Precision Machining II 20

Core Requirements for AAS:

Fall Quarter
CAD 101 Mechanical Drafting I 5
MATH 101 Technical Mathematics I 5
ENGL 101 English Composition I 5

Winter Quarter
CAD 150 Introduction to CAD 5
MFGT 200 Metal Cutting Processes 5
MFGT 201 Industrial Safety & OSHA Standards 2
MFGT 202 Quality Assurance 3

Quality Assurance
Human Relations: Diversity 5

Spring Quarter
CAD 241 Mechanical CAD I 5

Speaking and Listening
5

COOP 190 Cooperative Work Experience/Internship 5

CULINARY ARTS

Certificate of Completion

(66-71 credits; 1100 contact hours)

PROGRAM DESCRIPTION: The Culinary Arts Program at South Puget Sound Community College is designed to provide knowledge and skills in the areas of food production, service and hospitality, and kitchen supervision and management. First-year students progress through high volume cafeteria applications using basic fundamental knowledge in the areas of short order, pantry, sauté, starch and vegetables, meats and seafood, soups and sauces, and restaurant baking. Second-year students build on skills learned in the first year while preparing contemporary and classical foods of western and eastern cultures in the dining room operation.

All students in the program will gain valuable specifically marketable skills, regardless of previous experience in the hospitality/food service industry or develop a plan to achieve career goals.

CAREER OPPORTUNITIES: Graduates will qualify for employment as experienced cooks, lead cooks, or kitchen station supervisors in free-standing restaurants, hotels, resorts, institutional feeders, catering kitchens, clubs, and executive dining services. It is intended that this degree, in combination with additional study and experience, be part of a career path that could lead to employment as Sous Chef, Working Chef, or Executive Chef.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Culinary Arts:
  - Perform the essential principles of professional work ethic in the field of culinary arts including, punctuality, honesty, integrity, understand fundamental ethical issues, communicate effectively in oral, written, and graphic form, apply fundamental quantitative and computation skills, maintain a helpful and positive attitude (teamwork), deal positively with differences and managing interpersonal relationships, understand themselves and others as they interact in a global environment.
- Knowledge of advanced cooking methods and application of these methods.
- Knowledge of foods and supplies, and their cost.
- Knowledge of nutritional content of foods.
- Advanced hand skills and techniques.
- Proficiency in the use of hand tools and knives.
- Operate and maintain kitchen equipment.
- Organization (mise en place).
- Production at a high level while maintaining quality.
- Knowledge of safety and sanitation.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

Prerequisite: All students must have successfully completed MATH 090, READ 092, and ENGL 092, or with instructor approval, to register for any 100 CAP courses in the Culinary Arts Program.

All students must have successfully completed ENGL 097, or with instructor's approval, to register for CAP 121, CAP 132, or any 200 CAP courses in the Culinary Arts Program.

CERTIFICATE OPTION: A Certificate of Completion in Culinary Arts can be earned upon completion of CAP 102, 103, 104, 121, 125, 132, 134, 135, 136, 137, 138, and 141 and the General Education Requirements for a total of 66-71 credits or 1100 contact hours.

For the Certificate of Completion, a single course CMST& 210, CMST& 230 or CMST 240 may count for both Communication and Human Relations Categories.

Special Program Note: A Washington State Food Handler’s Permit must be acquired before entry into the program. Individuals without this permit will not be allowed to enter instructional kitchens or work areas.

CAP 102, 103, 104 are lecture, group discussion courses which meet in a classroom on the South Puget Sound Community College campus. CAP 121, 125, 132, 134, 135, 136, 137, 138, 141, 142, 234, 235, 236, 237, 238, 267, 268, 269 are laboratory courses involving work in the instructional kitchens. All 100-level Culinary Arts Program course work may be taken separately with permission of the instructor.

There are three entry points per quarter on a space available basis; some courses have prerequisites.

All equipment, clothing, and supplies must be purchased prior to the first day of class.

Personal Hygiene Code: A personal hygiene and professional conduct code is in effect in college kitchens as follows: Hair must be neatly maintained, clean, and under control at all times. If a beard is worn, it must be closely trimmed.

Per ACF Standards: No acrylic or finger nail polish may be worn, no dangling earrings, rings are to be restricted to one band type only.

Required Supplies: All tools must be permanently marked with student ID# or name with indelible pen or engraver – engraver is available in Food Service Department. All costs are estimated.

**Kitchen Supplies**

- French Chef's Knife - 8" $35-130
- French Chefs Knife - 10" $35-150
- Stiff Boning Knife - 6" $15-90
- 2 X 2 Metal Spatula $10
- Flexible Filet Knife - 9" $20-85
- Vegetable Peeler $5
- Saw Knife (Bread) - 10" $15-125
- Melon Baller $10
- Paring Knife - 3 7/8-45
- Fish Tweezers $15
- Meat Slicer - 12" $30-150
- Oyster Knife $15
- Tourne' Knife $10
- Zester $10
- Sharpening Steel $25
- Tomato Shark $10
- Shears $25
- Personal Timer $20
- Immersion Thermometer $15
- Professional Tool Bag/Case $50-100

**Required Clothing:**

- Double Breasted Chef's Coat (2 each @ $24)
- Cooks Check Pants (2 each @ $19.00)
- Four Way Aprons (2 each @ $5.00)
- Closed Toe Black Leather Shoes $60-100
- White Socks (2 each @ $5)

The following items must be purchased at the beginning of CAP 121, Waitstaff I:

- Button-Down Long-Sleeve White Shirt/Blouse $15
- Black Dress Slacks or Knee Length Skirt $25
- Black Socks $5
- Appropriate Black Footwear $60-100
- Black Tie $10

**Cooperative Work Experience/Internships:**

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**DIVERSITY REQUIREMENT:** South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.
Core Requirements - Associate Degree and Certificate

CAP 102 Nutrition for the Foodservice Professional 5
CAP 103 Applied Foodservice Sanitation 5
CAP 104 Supervision in the Hospitality Industry 5
CAP 121 Waitstaff I 4
CAP 125 Short Order Foods 4
CAP 132 Restaurant Baking I 4
CAP 134 Sauté I 4
CAP 135 Food Prep I - Starch/Vegetables 4
CAP 136 Food Prep II - Meat/Seafood 4
CAP 137 Pantry I 4
CAP 138 Sauce I 4
CAP 141 Purchasing and Receiving 4

Additional Core Requirements - Associate Degree

CAP 142 Operations Management 4
CAP 234 Sauté II 4
CAP 235 Food Prep III - Starch/Vegetables 4
CAP 236 Food Prep IV - Meat/Seafood 4
CAP 237 Pantry II 4
CAP 238 Sauce II 4
CAP 267 Garde Manager 4
CAP 268 Clipper Café Sous Chef 4
CAP 269 Percival Room Sous Chef 4

General Education Requirements - Associate Degree and Certificate

Reading/Writing
ENGL& 101 English Composition I 5

Speaking/Listening
Choose from General Education List (AAS/ADN) 5

Computation
Choose from General Education List (AAS/ADN) 5

Human Relations
Choose from General Education List (AAS/ADN) 3-5 18-20

CULINARY ARTS

Associate in Applied Science (AAS-T)
(112 credits)

PROGRAM DESCRIPTION: This program differs from the Culinary Arts AAS by offering more general education as part of the core requirement, making it more transferrable to colleges and universities who chose to articulate with South Puget Sound Community College. The only current accepted articulation for this AAS-T degree is with South Seattle Community College’s Bachelor of Applied Science Degree in Hospitality Management.

The Culinary Arts Program at South Puget Sound Community College is designed to provide knowledge and skills in the areas of food production, service and hospitality, and kitchen supervision and management. First-year students progress through high volume cafeteria applications using basic fundamental knowledge in the areas of short order, pantry, sauté, starch and vegetables, meats and seafood, soups and sauces, and restaurant baking. Second-year students build on skills learned in the first year while preparing contemporary and classical foods of western and eastern cultures in the dining room operation.

All students in the program will gain valuable specifically marketable skills, regardless of previous experience in the hospitality/food service industry, and assistance in developing a plan to achieve career goals.

CAREER OPPORTUNITIES: Graduates will qualify for employment as experienced cooks, lead cooks, or kitchen station supervisors in free-standing restaurants, hotels, resorts, institutional feeders, catering kitchens, clubs, and executive dining services. It is intended that this degree, in combination with additional study and experience, be part of a career path that could lead to employment as Sous Chef, Working Chef, or Executive Chef. Obtaining the Bachelor of Applied Science degree in Hospitality Management can lead to expanded career opportunities in food service and hospitality management.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Culinary Arts:
  - Perform the essential principles of professional work ethic in the field of culinary arts including, punctuality, honesty, integrity, understand fundamental ethical issues, communicate effectively in oral, written, and graphic form, apply fundamental quantitative and computation skills, maintain a helpful and positive attitude (teamwork), deal positively with differences and managing interpersonal relationships, understand themselves and others as they interact in a global environment.
  - Knowledge of advanced cooking methods and application of these methods.
  - Knowledge of foods and supplies, and their cost.
  - Knowledge of nutritional content of foods.
  - Advanced hand skills and techniques.
  - Proficiency in the use of hand tools and knives.
  - Operate and maintain kitchen equipment.
  - Organization (mise en place).
- Production at a high level while maintaining quality.
- Knowledge of safety and sanitation.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

**AAS-T DEGREE REQUIREMENTS:** An Associate in Applied Science – T degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be met, with any additional credits to be selected as electives. All General Education courses selected must be transferrable.

Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 090). MATH 099 is a prerequisite for MATH& 141 unless test score is high enough to place directly into MATH& 141.

Required Supplies: All tools must be permanently marked with student ID# or name with indelible pen or engraver – engraver is available in Food Service Department. All costs are estimated.

**Kitchen Supplies**

- French Chef's Knife - 8" $35-130 Roasting Fork $20
- French Chef's Knife - 10" $35-150 Griddle Spatula $20
- Stiff Boning Knife - 6" $15-90 2 X 2 Metal Spatula $10
- Flexible Filet Knife - 9" $20-85 Vegetable Peeler $5
- Saw Knife (Bread) - 10" $15-125 Melon Baler $10
- Paring Knife - 3 $7-45 Fish Tweezers $15
- Meat Slicer - 12" $30-150 Oyster Knife $15
- Tourne' Knife $10 Zester $10
- Sharpening Steel $25 Tomato Shark $10
- Shears $25 Personal Timer $20
- Immersion Thermometer $15 Professional Tool Bag/Case $50-100

**Required Clothing:**

- Double Breasted Chef's Coat (2 each @ $24)
- Cooks Check Pants (2 each @ $19.00)
- Four Way Aprons (2 each @ $5.00)
- Closed Toe Black Leather Shoes $60-100
- White Socks (2 each @ $5)

The following items must be purchased at the beginning of CAP 121, Waitstaff I:

- Button-Down Long-Sleeve White Shirt/Blouse $15
- Black Dress Slacks or Knee Length Skirt $25
- Black Socks $5
- Appropriate Black Footwear $60-100
- Black Tie $10

Prerequisite: All students must have successfully completed MATH 090, READ 092, and ENGL 092, or with instructor approval, to register for any 100 CAP courses in the Culinary Arts Program.

All students must have successfully completed ENGL 097 or have obtained instructor's approval in order to register for CAP 121, CAP 132, or any 200 CAP courses in the Culinary Arts Program.

**Cooperative Work Experience/Internships:**

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**Core Requirements**

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<th>Course</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>CAP 102</td>
<td>Nutrition for the Foodservice Professional</td>
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<tr>
<td>CAP 103</td>
<td>Applied Foodservice Sanitation</td>
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</tr>
<tr>
<td>CAP 104</td>
<td>Supervision in the Hospitality Industry</td>
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<td>CAP 121</td>
<td>Waitstaff I</td>
<td>4</td>
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<tr>
<td>CAP 125</td>
<td>Short Order Foods</td>
<td>4</td>
</tr>
<tr>
<td>CAP 132</td>
<td>Restaurant Baking I</td>
<td>4</td>
</tr>
<tr>
<td>CAP 134</td>
<td>Saute I</td>
<td>4</td>
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<tr>
<td>CAP 135</td>
<td>Food Prep I - Starch/Vegetables</td>
<td>4</td>
</tr>
<tr>
<td>CAP 136</td>
<td>Food Prep II - Meat/Seafood</td>
<td>4</td>
</tr>
<tr>
<td>CAP 137</td>
<td>Pantry I</td>
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<td>CAP 138</td>
<td>Sauce I</td>
<td>4</td>
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<td>CAP 141</td>
<td>Purchasing and Receiving</td>
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<td>CAP 142</td>
<td>Operations Management</td>
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<td>CAP 234</td>
<td>Saute II</td>
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<tr>
<td>CAP 237</td>
<td>Pantry II</td>
<td>4</td>
</tr>
<tr>
<td>CAP 238</td>
<td>Sauce II</td>
<td>4</td>
</tr>
<tr>
<td>CAP 267</td>
<td>Garde Manager</td>
<td>4</td>
</tr>
<tr>
<td>CAP 268</td>
<td>Clipper Café Sous Chef</td>
<td>4</td>
</tr>
<tr>
<td>CAP 269</td>
<td>Percival Room Sous Chef</td>
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<td></td>
<td>Total</td>
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</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141 Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Arts & Humanities Electives**

(One must satisfy diversity requirement) 10

25
DATABASE MANAGEMENT

Associate in Applied Science Degree

(96 credits)

PROGRAM DESCRIPTION: The Associate in Applied Science in Database Management is designed for persons interested in database programming, design and management. Database management duties include some or all of the following: installation and configuration of Database software, Database programming and design, user-training, application software maintenance, telecommunication support, performance tuning and system evaluation and formal interface with users and management requiring sound verbal and written skills.

CAREER OPPORTUNITIES: Job opportunities span small businesses, large organizations, and international settings in both public and private sectors.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Database Management:
  - Effectively plan and implement database systems;
  - Apply database and programming concepts to various situations;
  - Use industry standard database systems and techniques.

• Communicate effectively.

• Think logically and critically.

• Evaluate and process quantitative and symbolic data.

• Understand themselves in relation to others in a multicultural world.

• Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 099).

An AAS will be awarded upon successful completion of all core and general education requirements.

Special Program Note: Students entering the programming are expected to have successfully completed the following courses or their equivalents:

CIS 101  Keyboarding I
CIS 108  Introduction to Microsoft Office
CIS 123  Introduction to Windows
MATH 099  Intermediate Algebra

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>CIS 166</td>
<td>Programming Business Objects</td>
<td>5</td>
</tr>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
<tr>
<td>CIS 169</td>
<td>Requirements Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Structured Query Language (SQL)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 184</td>
<td>Creating Web Pages</td>
<td>5</td>
</tr>
<tr>
<td>CIS 189</td>
<td>XML</td>
<td>5</td>
</tr>
<tr>
<td>CIS 245</td>
<td>Developing Applications in Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 266</td>
<td>Developing Database Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 282</td>
<td>SQL Projects</td>
<td>5</td>
</tr>
<tr>
<td>CIS 283</td>
<td>SQL Server Administration</td>
<td>5</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Web Application Development</td>
<td>5</td>
</tr>
<tr>
<td>CNA 101</td>
<td>Introduction to Networking: Cisco I</td>
<td>5</td>
</tr>
<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
</tr>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Microsoft Network Infrastructure Management I</td>
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</table>

General Education Requirements

Reading/Writing

<table>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
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</table>

Speaking/Listening

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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Choose one of the following:</td>
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<td></td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communications</td>
<td></td>
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<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
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</tbody>
</table>

Computation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic (completed in core)</td>
<td>5</td>
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</tbody>
</table>

Human Relations

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Choose one of the following:</td>
<td>3-5</td>
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<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
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</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communications</td>
<td>13-15</td>
</tr>
</tbody>
</table>
DENTAL ASSISTING TECHNOLOGY

Associate in Applied Science
(90 credits)

Certificate of Completion
(82-84 credits; 1258-1280 contact hours)

PROGRAM DESCRIPTION: Dental Assisting Technology educates students in all phases of dental assisting, including expanded functions and passing the National Board Exam for Certification. The program starts in September and continues through the middle of August of the following year.

CAREER OPPORTUNITIES: Graduates may be hired as expanded functions assistants, preventive assistants, business assistants or traditional assistants. Employment opportunities are high and well distributed throughout the state. Dental assistants directly assist with all aspects of patient treatment and perform certain procedures independently. They also organize instruments, set up and oversee sterilization and disinfecting procedures, inventory control, ordering of supplies, polishing teeth, applying fluoride, placing sealants, providing homecare instructions, exposing and developing radiographs, and mixing and placing temporary filling materials.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore, students who complete an AAS or Certificate in Dental Assisting Technology will:

- Demonstrate the following skill standards:
  - Be qualified to seek employment as an expanded functions dental assistant, preventive assistant, business assistant, or traditional chair-side assistant.
  - Be qualified to take the Dental Assisting National Boards to become a Certified Dental Assistant.
  - Be knowledgeable in dental sciences, terminology, infection control, materials and chair-side assisting skills that will be an asset when applying to a dental hygiene program.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENT: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090). Deficiencies must be completed prior to being accepted into the Dental Assisting Technology program.

AAS DEGREE: An Associate in Applied Science Degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be met, with any additional credits to be selected as electives. Courses coded DENT must be taken in succession. Other courses may be taken prior to or concurrent with the Dental Assisting courses. Students wishing to be admitted into the program must meet the entrance criteria for the program. Students must have a current Basic First Aid and CPR card, have started Hepatitis B vaccination series before the start of fall quarter and have proof of current TB testing.

CERTIFICATE OPTION: A Certificate of Completion in Dental Assisting Technology will be awarded upon successful completion of ALL core and General Education requirements. Courses coded DENT must be taken in succession. Other courses may be taken prior to or concurrent with the Dental Assisting courses.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Prerequisites

Summer
DENT 101 Orientation to Dentistry 2
DENT 110 Dental Office Exposure Control 5

Fall Core Requirements - Associate Degree and Certificate
DENT 141 Ethics and Jurisprudence 1
DENT 142 Pretreatment Analysis 2
DENT 151 Dental Materials I 3
DENT 152 Instruments 3
DENT 153 Dental Science 3
DENT 155 Introduction to Chairside Assisting 4
DENT 156 Practical Lab Application I 1

Winter
DENT 160 Introduction to Radiography 4
DENT 161 Dental Materials II 3
DENT 162 Dental Specialties I 2
DENT 164 Preventive Dentistry 4
DENT 165 Chairside Assisting II 3
DENT 166 Practical Lab Application II 2

Spring
DENT 170 Radiography II 4
DENT 171 Dental Materials III 4
DENT 172 Dental Specialties II 2
DENT 173 Dental Science II 2
DENT 174 Advanced Practice Lab 1
DENT 175 Chairside Assisting III 2
DENT 176 Practical Lab Application III 2
DENT 179 Dental Office Management 2

Summer
DENT 180 Clinical Experience 8
DENT 181 Advance Theory 2

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PROGRAMS OF STUDY

General Education Requirements - Associate Degree and Certificate

Reading/Writing

ENGL 101 English Composition I 5

Speaking/Listening

Choose from General Education List (AAS/ADN) 5

Computation

Choose from General Education List (AAS/ADN) 5

Human Relations

Choose from General Education List (AAS/ADN) 3-5

Electives - Associate Degree

(90 credits)

EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree

Family Advocate (18 credits; 198 contact hours)

Infant Toddler (19 credits; 209 contact hours)

Lead Preschool (19-22 credits; 209-242 contact hours)

School-Age (17 credits; 189 contact hours)

PROGRAM DESCRIPTION: The Early Childhood Education Associate in Applied Science Degree is designed to provide persons interested in working with children a systematic study of the care, development and education of children from birth to age eight. Students gain the knowledge and competency necessary for a professional career working with young children. Men and women with an Associate in Applied Science Degree in Early Childhood Education can qualify for positions as preschool teacher, child care director, child care program supervisor, child care provider, non-certified early childhood teacher, or elementary school classroom aide. Graduates may be employed by child care centers, cooperative preschools, family child care homes, parks and recreation departments, private preschools, public schools and state and federally funded preschools.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete an AAS in Early Childhood Education will:

- Demonstrate the following skill standards knowledge
  - Create and Maintain a Safe and Healthy Environment
  - Meet Each Child’s Individual Needs and Plan for Group Needs
  - Prepare and Evaluate the Learning Environment
  - Develop and Implement Curriculum

- Support the Child and Family
- Create and Maintain a Professional Team Environment
- Develop Personally and Professionally

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS:

Associate Degree:

An Associate in Applied Science Degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and General Education requirements must be met with any additional credits to be selected as electives.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 099).

General Education Requirements:

Complete a minimum of five credits from each of the four categories:

Reading/Writing, Listening/Speaking, Computation, and Human Relations. Unless specific courses are listed below, refer to the General Education Requirements for the Associate in Applied Science-Degree.

Electives: If any of the required courses have been waived, select courses with the assistance of an advisor to complete the 90-credit minimum requirement.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

ECE 235 fulfills this requirement.

CERTIFICATE OPTIONS: Four Early Childhood Education Certificates are available and can be obtained in one year.

Core Requirements - Associate Degree

ECE 102 Introduction to Early Childhood Education 5
ECE 110 Learning Environments for Children 3
ECE 115 Practicum I 3
ECE 131 Language Arts for Young Children 2
ECE 141 Math and Science for Young Children 4
ECE 150 Child Health, Safety, and Nutrition 3
ECE 205 Practicum II 4
ECE 235 Educ. Yng. Children in a Diverse Society: Diversity 3
## PROGRAMS OF STUDY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ECE 238</td>
<td>Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>ECE 240</td>
<td>Advanced Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Practicum III</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 203</td>
<td>Exceptional Child</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationship</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 230</td>
<td>Guiding Children’s Behavior</td>
<td>5</td>
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</table>

### Electives - Associate Degree

Select a minimum of 10 credits from the following list.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100</td>
<td>Child Care Basics</td>
<td>2</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Art for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 120</td>
<td>Management of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Physical Development for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 132</td>
<td>Caring for School-Age Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 134</td>
<td>Caring for Infants and Toddlers</td>
<td>2</td>
</tr>
<tr>
<td>ECE 136</td>
<td>Cognitive Skill Development</td>
<td>2</td>
</tr>
<tr>
<td>ECE 138</td>
<td>Creative Dramatics for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 142</td>
<td>Music for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 280</td>
<td>Teaching Adults</td>
<td>2</td>
</tr>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>PEP 241</td>
<td>Parent-Child Communication</td>
<td>2</td>
</tr>
<tr>
<td>PEP 242</td>
<td>Family Dynamics</td>
<td>2</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 225</td>
<td>Sociology of the Family: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

### Other courses may be considered as elective credits. Contact your advisor for approval. Up to 5 credits from credit-bearing community based training, parent education, or individual Building Bridges modules may be used toward elective credits with advisor approval.

## General Education Requirements - Associate Degree

### Reading/Writing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
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</table>

### Speaking/Listening

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td>5</td>
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</table>

### Computation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100</td>
<td>Mathematics for Early Childhood Educators</td>
<td>5</td>
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</tbody>
</table>

### Human Relations

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td>5</td>
</tr>
</tbody>
</table>

**CERTIFICATE OPTIONS:** Four Early Childhood Education Certificates are available and can be obtained in one year.

### Core Requirement - Family Advocate Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
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</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationships</td>
<td>5</td>
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</tbody>
</table>

### Core Requirement - Infant Toddler Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 131</td>
<td>Language Arts for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 134</td>
<td>Caring for Infants and Toddlers</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
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</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
</tbody>
</table>

### Core Requirement - Lead Preschool Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 131</td>
<td>Language Arts for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationships</td>
<td>5</td>
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</tbody>
</table>

Electives: Choose 2-5 ECE credits

### Core Requirement - School-Age Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 132</td>
<td>Caring for School-Age Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationships</td>
<td>5</td>
</tr>
</tbody>
</table>

### Other courses may be considered as elective credits. Contact your advisor for approval. Up to 5 credits from credit-bearing community based training, parent education, or individual Building Bridges modules may be used toward elective credits with advisor approval.

69
EARLY CHILDHOOD EDUCATION AAS-T

Associate in Applied Science (AAS-T)

(95 credits)

PROGRAM DESCRIPTION: Early Childhood Education is the systematic study of the care, development and education of children from birth to age eight. Students gain the knowledge and competency necessary for a professional career working with young children. The Associate in Applied Science Degree in Early Childhood Education is designed to transfer to four year colleges and universities. This program differs from the Early Childhood Education AAS (formerly the ATA degree) by offering more general education courses as part of the core requirements, making it more transferable to colleges and universities. This degree will only transfer in full to the colleges and universities who choose to articulate with South Puget Sound Community College. Please see your advisor for an updated list of articulations.

CAREER OPPORTUNITIES: Men and women with an AAS-T degree can qualify for positions as preschool teacher, child care director, child care program supervisor, child care provider, non-certified early childhood teacher, or elementary school classroom aide and may transfer to articulated four year college and university degree programs such as Human Development and Social Services. Graduates may be employed by child care centers, cooperative preschools, family child care homes, parks and recreation departments, private preschools, public schools and state and federally funded preschools.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete an AAS-T in Early Childhood Education:

- Demonstrate the following skill standards:
  - Create and Maintain a Safe and Healthy Environment
  - Meet Each Child's Individual Needs and Plan for Group Needs
  - Prepare and Evaluate the Learning Environment
  - Develop and Implement Curriculum
  - Support the Child and Family
  - Create and Maintain a Professional Team Environment
  - Develop Personally and Professionally

- Communicate effectively.

- Think logically and critically.

- Evaluate and process quantitative and symbolic data.

- Understand themselves in relation to others in a multicultural world.

- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS:

Basic Skills Requirements:

Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 099).

Associate Degree:

Graduation Requirements for AAS-T in ECE: 95 credits in courses numbered 100 or above from ECE/EDUC course offerings and the General Education requirements available in Building 25 or at www.spscc.ctc.edu.

ELECTIVES: If any of the required courses have been waived, select courses with the assistance of an advisor to complete the 95-credit minimum requirement.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

ECE 235 fulfills this requirement.

CERTIFICATE OPTIONS: Four Early Childhood Education Certificates are available and can be obtained in one year.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 115</td>
<td>Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 141</td>
<td>Math and Science for Young Children</td>
<td>4</td>
</tr>
<tr>
<td>ECE 150</td>
<td>Child Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 205</td>
<td>Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ECE 238</td>
<td>Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>ECE 240</td>
<td>Advanced Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Practicum III</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationships</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 230</td>
<td>Guiding Children's Behavior</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

Choose 5 credits from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100</td>
<td>Child Care Basic</td>
<td>2</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Art for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Learning Environments for Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 120</td>
<td>Management of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Physical Development for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 131</td>
<td>Language Arts for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 132</td>
<td>Caring for School-Age Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 134</td>
<td>Caring for Infants and Toddlers</td>
<td>2</td>
</tr>
<tr>
<td>ECE 136</td>
<td>Cognitive Skill Development</td>
<td>2</td>
</tr>
<tr>
<td>ECE 138</td>
<td>Creative Dramatics for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 142</td>
<td>Music for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 280</td>
<td>Teaching Adults</td>
<td>2</td>
</tr>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 203</td>
<td>Exceptional Child</td>
<td>5</td>
</tr>
<tr>
<td>PEP 241</td>
<td>Parent-Child Communication</td>
<td>2</td>
</tr>
<tr>
<td>PEP 242</td>
<td>Family Dynamics</td>
<td>2</td>
</tr>
</tbody>
</table>
PROGRAM OF STUDY

PEP 243 Parenting in Single Parent, Step, and Blended Family 2
SOC 225 Sociology of the Family: Diversity 5

Other courses may be considered as electives. Contact your advisor for approval. Up to 5 credits from credit bearing community based training, parent education, or individual Building Bridges modules may be used toward elective credits with advisor approval.

General Education Requirements
Courses selected to fulfill GE requirements must come from the General Education List available in Building 25 or at www.spscc.ctc.edu.
ENGL 101 English Composition I 5
ENGL 102 Composition II 5
MATH& 131 Math for Elem Educ I 5
CMST 240 Intercultural Communication: Diversity (Recommended) 5
ART 101 Introduction to Art (Recommended) 5
SOC& 101 Intro to Sociology (Recommended) 5
PSYC 116 Psychology of Human Relations: Diversity (Recommended) 5
EARTH 106 The Earth in Time and Space (Recommended) (Must be lab course) 5

Other Humanities options include any language, drama, or literature course;
Other Social Science options include ANTH&206, PSYC& 100, or PSYC& 200

FINANCIAL SERVICES
Certificate of Proficiency
(43 credits; 473 contact hours)
PROGRAM DESCRIPTION: The Financial Services Certificate is designed for persons interested in entry-level positions in the banking and financial services industry.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete a Certificate of Proficiency in Financial Services will:
• Demonstrate the following skills standards specific to Financial Services:
  - Prepare business documents such as written reports, oral and visual presentations.
  - Present data using current software applications
  - Solve practical problems in business, including percentages, payroll, simple and compound interest, trade discounts, markups, depreciation and overhead allocation.
  - Create and maintain positive customer relations by understanding the practices that foster customer retention and loyalty.
  - Develop the interpersonal skills necessary to build effective ongoing customer relationships.
  - Prepare and deliver sales presentations.
• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.
(ENGL 097, READ 097 & MATH 094).
A Financial Services Certificate will be awarded upon successful completion of a minimum of 43 credits in courses numbered 100 or above. All core and general education list requirements must be met.
Special Program Note: Students entering the Financial Services Certificate or Business AAS program should take the Placement test prior to enrolling in the program. This test will determine whether students need to take basic skills and/or pre-college courses. Please call (360) 754-7711, ext. 4625 for additional information.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.
For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/Internship/

ASSOCIATE IN APPLIED SCIENCE DEGREE OPTION: If a degree is desired, 43 credits can be applied toward the Business Administration degree.

Core Requirements:
BUS& 101 Intro to Business 5
BUS 140 Customer Service 5
BUS 145 Sales 3
CIS 108 Introduction to Microsoft Office 3
CIS 210 Business Communications 5
COOP 190 Cooperative Work Experience/Internship 2
PSYC 116 Psychology of Human Relations: Diversity 5

General Education Requirements:
Reading/Writing
ENGL& 101 English Composition I 5

Speaking/Listening
Choose one of the following: 5
CMST& 220 Public Speaking
CMST 240 Intercultural Communication: Diversity
**PROGRAMS OF STUDY**

**Computation**

Choose one of the following:

- BUS 104 Business Math
- MATH& 146 Introduction to Stats

**Human Relations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**FIRE AND EMERGENCY SERVICES TECHNOLOGY**

**Associate in Applied Science Degree**

(119 credits)

**PROGRAM DESCRIPTION:** The Fire and Emergency Services Technology program at South Puget Sound Community College educates men and women who are seeking careers in the fire and emergency services and/or who are already employed, but wish to earn an Associate in Applied Science Degree in Fire and Emergency Services Technology. Students have the opportunity to obtain NFPA Firefighter I and Hazardous Materials Operations Certification during their first year and NFPA Firefighter II Certification during their second year. Students enrolled in the Fire and Emergency Services Technology program are accepted once a year and courses begin in the fall. This is a limited enrollment program accepting 30 new students each fall.

**CAREER OPPORTUNITIES:** Most graduates will seek entry-level positions as firefighters, firefighter/EMTs, hazardous materials technicians or fire prevention officers.

**PROGRAM OUTCOMES:** South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the principles of firefighter safety and survival through Incident Safety Officer Certification and rapid intervention exercises.
- Demonstrate the necessary human relations skills necessary in emergency services.
- Demonstrate the skills necessary to working as a member of a crew on a 24 hours on, 48 hours off shift schedule in the fire house.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

**AAS DEGREE REQUIREMENTS:** Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 094).

Basic skills and pre-college requirements must be met prior to enrolling in the Fire and Emergency Services Program.

All core and general education courses must be completed with a grade of “C” or better.

**DIVERSITY REQUIREMENT:** South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEST 100</td>
<td>Firefighter Recruit Academy (F)</td>
<td>10</td>
</tr>
<tr>
<td>FEST 101</td>
<td>Fire Related Experience I (F)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 102</td>
<td>Fire Related Experience II (W)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 103</td>
<td>Fire Related Experience III (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 110</td>
<td>Principles of Emergency Services (F)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 111</td>
<td>Fire Behavior and Combustion (W)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 112</td>
<td>Building Construction for Fire Protection (Sp)</td>
<td>5</td>
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<tr>
<td>FEST 117</td>
<td>Hazardous Materials Chemistry (F)</td>
<td>5</td>
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<tr>
<td>FEST 120</td>
<td>Emergency Medical Technician (W)</td>
<td>8</td>
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<tr>
<td>FEST 122</td>
<td>Fire Hydraulics, Water Supply and Pump Operation (F)</td>
<td>4</td>
</tr>
<tr>
<td>FEST 125</td>
<td>Fire Service Career Preparation (F)</td>
<td>3</td>
</tr>
<tr>
<td>FEST 201</td>
<td>Fire Related Experience IV (F)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 202</td>
<td>Fire Related Experience V (W)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 203</td>
<td>Fire Related Experience VI (Sp)</td>
<td>5</td>
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<tr>
<td>FEST 210</td>
<td>Strategy and Tactics for Firefighters (F)</td>
<td>4</td>
</tr>
<tr>
<td>FEST 211</td>
<td>Firefighter Safety and Survival (W)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 212</td>
<td>Fire Prevention and Protection Systems (Sp)</td>
<td>5</td>
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<tr>
<td>FEST 215</td>
<td>Rope Rescue Operations (Sp)</td>
<td>4</td>
</tr>
<tr>
<td>FEST 218</td>
<td>Technical Rescue Techniques (W)</td>
<td>3</td>
</tr>
<tr>
<td>FEST 232</td>
<td>Firefighter Type II (Sp)</td>
<td>3</td>
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</table>
PROGRAMS OF STUDY

General Education Requirements

Reading/Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Speaking/Listening

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one of the following:</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td></td>
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</tbody>
</table>

Computation

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
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</tbody>
</table>

Human Relations

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one of the following:</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
<td></td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td></td>
</tr>
<tr>
<td>Diversity: Some Human Relation courses also satisfy diversity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230 or CMST 240 may count for 2 categories</td>
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</tbody>
</table>

HORTICULTURE TECHNOLOGY

Associate in Applied Science Degree

(103-105 credits)

Certificates of Proficiency

Landscape Horticulture (39-43 credits)
Landscape Design (44 credits)
Sustainable Plant Production (41-44 credits)
Sustainable Small Scale Food Production (44 credits)

PROGRAM DESCRIPTION: The Horticulture Technology Associate in Applied Science Degree prepares students for employment in the horticulture industry, including landscape design, construction and maintenance (both indoor and outdoor), plant production and marketing and retail sales. Graduating students will also possess the skills necessary to start their own horticulture business. Program includes both lecture and hands-on lab experiences. Instruction takes place in classroom, laboratory, greenhouse and out-of-doors and includes an annual sales event. The pros and cons of utilizing organic and non-organic materials and methods are presented.

CAREER OPPORTUNITIES: This program prepares students for employment in the horticulture industry in the areas of landscape design, construction and/or maintenance (both indoors and outdoors), plant production facilities and retail garden centers. Other opportunities exist in arboriculture, estate gardening, park facility management, ecological restoration, irrigation design, installation and maintenance, equipment dealerships and golf courses. Students graduating from the program can also learn the skills necessary to start their own business.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the AAS in Horticulture Technology will be able to:

- Demonstrate the following skills standards specific to the Horticulture program:
  - Perform basic landscape design, construction and maintenance techniques needed to execute exterior and interior residential and commercial landscape projects.
  - Understand the scientific method and how it can be used to make management decisions.
  - Understand basic plant growth principles and pest organisms and how they relate to the propagation, production, use and maintenance of landscape plant materials.
  - Recognize 400 ornamental native and nonnative plants; know their ornamental features, cultural requirements and how to use them in the landscape.
  - Understand and apply basic marketing principles and theories in order to market ornamental plants and associated hard goods in both commercial and retail settings.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

All students must have successfully completed or scored above MATH 090, READ 092, and ENGL 092, or obtain instructor approval, to register for any courses in the Horticulture Program.

An Associate in Applied Science degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be met, with any additional credits to be selected as electives.

General Education Requirements: Complete a minimum of three credits from each of the four categories: Reading/Writing; Listening/Speaking; Computation and Human Relations. Unless specific courses are listed below, refer to the General Education Requirements for the Associate in Applied Science/Associate Degree Nursing-Associate Degree in Nursing. This list is available through Advising/Counseling Center or on line at www.spscc.ctc.edu.

Certificate of Proficiency: Landscape Horticulture, Landscape Design, Sustainable Plant Production or Sustainable Small Scale Food Production Certificates of Proficiency will be awarded upon successful completion of all required Core Requirements for that particular certificate. Refer to the individual certificate Program Planning Guides for course listings. Courses used to complete the certificate apply directly to the Horticulture AAS degree.
Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program a South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spccc.ctc.edu/internship/.

HORT 190/290 Cooperative Work Experience/Internship 5 credits total required. Offered in Fall, Winter, Spring and Summer quarters.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements
HORT 190/290 Cooperative Work Experience/Internship 5

Fall
HORT 100 General Horticulture 5
HORT 106 Deciduous Ornamental Plant Identification 5
HORT 140 Integrated Pest Management 5
HORT 155 Shrub and Tree Pruning 5
HORT 169 Horticulture Business Management 2
HORT 230 Landscape Construction 5
HORT 235 Basic Landscape Design 5

(WHORT 106 & HORT 108 are prerequisites to HORT 235)

Winter
HORT 108 Evergreen Ornamental Plant Identification 5
HORT 133 Soils and Plant Nutrition 5
HORT 150 Plant Propagation 5
HORT 236 Advanced Landscape Design 5
HORT 244 Plant Production and Marketing I 5
HORT 260 Sustainable Small Scale Food Production 4

Spring
HORT 109 Herbaceous Annuals/Perennials Plant Identification 5
HORT 161 Landscape Maintenance and Equipment Operation (First aid card required to register) 5
HORT 209 Irrigation Fundamentals 5
HORT 220 Native Plants in the Landscape 4
HORT 251 Plant Production and Marketing II 5

General Education Requirements:

Reading/Writing
ENGL 101 English Composition I 5

Speaking/Listening
AAS-T DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

ENGL 097, READ 097, MATH 098, MATH 099.

MATH 098 is a prerequisite for CHEM& 121 and ECON& 201 unless test score is high enough to place directly into CHEM& 121 and ECON& 201. MATH 099 is a prerequisite for MATH 141 unless test score is high enough to place directly into MATH& 141.

An Associate in Applied Science – T degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education requirements must be met.

PROGRAM INFORMATION:

Admission: Students are accepted into the Horticulture Technology program every quarter and can attend either full or part-time. Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, by calling (360) 754-7711 ext. 4625, or by visiting the college website at www.spssc.ctc.edu.

Length of program: Full-time students typically complete this program in seven quarters (including one summer), after precollege and prerequisite requirements are met.

Cost: Tuition is subject to change by the State Legislature. Detailed tuition information is available in the quarterly class schedule. Tuition and fees do not include the cost of textbooks and supplies.

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program a South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spssc.ctc.edu/internship/.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 121</td>
<td>Intro to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 131</td>
<td>Intro to Organic/Biochem</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>HORT 100</td>
<td>General Horticulture</td>
<td>5</td>
</tr>
<tr>
<td>HORT 106</td>
<td>Deciduous Ornamental Plant Iden</td>
<td>5</td>
</tr>
<tr>
<td>HORT 108</td>
<td>Evergreen Ornamental Plant Iden</td>
<td>5</td>
</tr>
<tr>
<td>HORT 109</td>
<td>Herbaceous Annuals/</td>
<td></td>
</tr>
<tr>
<td>HORT 140</td>
<td>Perennials Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 150</td>
<td>Integrated Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>HORT 155</td>
<td>Plant Propagation</td>
<td>5</td>
</tr>
<tr>
<td>HORT 190/290</td>
<td>Cooperative Work Experience/Intr</td>
<td>5</td>
</tr>
<tr>
<td>HORTP 209</td>
<td>Irrigation Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>HORT 244</td>
<td>Plant Production and Marketing</td>
<td>5</td>
</tr>
<tr>
<td>HORT 251</td>
<td>Plant Production and Marketing II</td>
<td>5</td>
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</table>

General Education Requirements - AAS-T

<table>
<thead>
<tr>
<th>Reading/Listening</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
</tr>
<tr>
<td>CMST 220</td>
</tr>
<tr>
<td>CMST 230</td>
</tr>
<tr>
<td>CMST 235</td>
</tr>
<tr>
<td>CMST 240</td>
</tr>
<tr>
<td>PSYC 116</td>
</tr>
</tbody>
</table>

HUMAN RESOURCE ASSISTANT

Certificate of Completion

(58 credits; 638 contact hours)

PROGRAM DESCRIPTION: The program emphasizes the skills required to perform specialized technical tasks to support an organization’s human resource operation. The Human Resource Assistant provides information to clients and explains policies, rules, and regulations. The assistant has a basic understanding of a collective bargaining agreement. The assistant collects and examines detailed information about job duties in order to prepare job descriptions. The assistant prepares job announcements, performs on-line recruiting, schedules employment examinations and interviews, and screens applicants in accordance with job requirements. The size of the organization determines the degree to which the assistant assumes a variety of duties.

CAREER OPPORTUNITIES: Employment opportunity exists in State government as a Human Resource Consultant 1. Alternate job titles applied to private and public sectors include Administrative Assistant, Benefits Administrator, Employment Assistant or Specialist, Human Resource Recruiter and others.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete a Human Resource Assistant certificate will:

- Demonstrate the following professional skill standards:
- Explain personnel policies, benefits, and procedures to employees or job applicants;
- Recruit, process, and review employment applications; evaluate qualifications and eligibility of applicants;
- Review and research operating procedures and problems; develop solutions and/or recommendations;
- Process, verify, and maintain documentation relating to personnel activities while interacting with computers.
- Gather information about, understand and explain clearly to others concepts relevant to successful performance in the field of human resource management.
- Think logically and critically and apply these thinking skills to the human resource field.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 090).

A Certificate of Completion will be awarded upon successful completion of a minimum of 58 credits in courses numbered 100 or above. All core and general education requirements must be met.

ASSOCIATE IN APPLIED SCIENCE DEGREE OPTIONS: If a degree is desired, 38 - 43 credits can be applied toward Business Administration and 48 credits can be applied toward Office Administration.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUSA 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 270</td>
<td>Human Resources Management</td>
<td>5</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Outlook</td>
<td>2</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Word Processing I Using Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 175</td>
<td>Administrative Services</td>
<td>3</td>
</tr>
</tbody>
</table>

CIS 210    | Business Communications                     | 5       |
CIS 241    | Advanced Excel                              | 3       |

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communications (completed in core)</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity (completed in core)</td>
<td>5</td>
</tr>
</tbody>
</table>

INFORMATION TECHNOLOGY COMPUTER SUPPORT

Associate in Applied Science Degree

(90-91 credits)

PROGRAM DESCRIPTION: The Information Technology Computer Support program is designed for persons interested in working with end users of desktop technology. The continuing advancement of technology and automation of organizations, offices and functional areas creates a demand for skilled technicians who can provide immediate support for computer applications, communications, and common business-oriented software.

Information Technology Computer Support duties include: software and hardware trouble shooting; installation and configuration; direct user support, individual and group training situations; special applications development; macro development; and confirmation of user, workgroup, and information system needs.

CAREER OPPORTUNITIES: Job opportunities span small businesses, large organizations, and international settings in both public and private sectors. Students who earn their AAS degree in Information Technology Computer Support will be exposed to current tools and techniques for implementing solutions for the user of desktop technology.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore, students who complete an AAS in Information Technology Computer Support will:

- Demonstrate the following skill standards:
  - Perform workstation configuration, upgrades, and software installations;
  - Analyze technical problems and research solutions;
  - Document, communicate, and resolve customer issues;
  - Recognize customer needs and prepare them for office suite applications and other resources.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students
to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

ENGL 097, READ 097 & MATH 090 levels or higher are required.

An Associate in Applied Science degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education requirements must be met.

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spcc.ctc.edu/internship/

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a "diversity" course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Outlook</td>
<td>2</td>
</tr>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Cooperative Work Experience/Internship</td>
<td>3-6</td>
</tr>
<tr>
<td>CNA 101</td>
<td>Introduction to Networking: CISCO I</td>
<td>5</td>
</tr>
<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CNA 120</td>
<td>Command Line Interface</td>
<td>3</td>
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<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
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</table>

Desktop Systems Support Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>

Desktop Application Support Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 136</td>
<td>Word Processing I Using Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 236</td>
<td>Word Processing II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Integrating Software</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
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</table>

Speaking/Listening

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 210</td>
<td>Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
</tbody>
</table>

Computation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic (in core)</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

LAND SURVEYING AND GEOMATICS TECHNOLOGY

Associate in Applied Science Degree

(103-105 credits)

Certificate of Achievement in GIS

(Geographic Information Systems)

(13 credits)

PROGRAM DESCRIPTION: The Land Surveying and Geomatics Technology Program is designed to meet entry-level field and office skills in a variety of land surveying and geomatics and GIS occupations. Training will utilize sophisticated high precision electronic surveying instruments, including land survey accuracy Global Positioning System equipment and sophisticated computerized drafting, mapping, design, and analysis software.

CAREER OPPORTUNITIES: Completion of this program prepares students for work as Field Survey or GIS Technicians and can lead to a career as a Professional Land Surveyor.

PROGRAM OUTCOMES: Students completing the AAS in Land Surveying and Geomatics Technology will need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the AAS degree will be able to:

- Demonstrate the following specific skills, standards, and knowledge:
  - Adjust and operate surveying instruments such as prisms, theodolites, and electronic distance measuring equipment, including Global Positioning System receivers.
  - Compile information necessary to stake projects for construction, using engineering plans.
  - Conduct surveys to ascertain the locations of natural features and man-made structures and monuments on the Earth’s surface, underground, and waterways using conventional and GPS surveying instruments.
  - Use land-information computer systems, performing tasks such as storing data, making enquiries, and producing graphs and reports, and designing data collection protocols.
  - Prepare topographic and cadastral maps and other relevant charts and drawings and land surveyed showing ground contours, planimetric site features and other relevant information, using coordinate geometry and AutoCAD software.
  - Extract topographic and geodetic information from maps and from on-line sources.
  - Assist with interpreting law and legal principles related to land boundaries and the practice of surveying in Washington. Research public records, write draft land descriptions, and compile information necessary for performing boundary surveys.
- Collect, download, and process field data in support of geospatial mapping activities.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 098).

An Associate in Applied Science Degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be met, with any additional credits to be selected as electives.

Certificate of achievement requirements: GIS (Geographic Information Systems) Certificate of Achievement will be awarded upon successful completion of all required Core Requirements for that particular certificate. Refer to the individual certificate Program Planning Guides for course listings. Courses used to complete the certificate apply directly to the Land Surveying and Geomatics AAS degree.

Special Program Notes: Students interested in pursuing a baccalaureate degree in a surveying or geomatics field, a formal articulation agreement between South Puget Sound Community College and the Oregon Institute of Technology in Klamath Falls Oregon is currently being developed. Please consult with advisor for additional academic course requirements regarding this specific educational path.

Cooperative Work Experience/Internships:

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Core Requirements - 1st Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SURV 100</td>
<td>Navigating with the Global Positioning System</td>
<td>3</td>
</tr>
<tr>
<td>SURV 110</td>
<td>Surveying Measurements</td>
<td>5</td>
</tr>
<tr>
<td>SURV 120</td>
<td>Introductory Surveying</td>
<td>5</td>
</tr>
<tr>
<td>GIS 101</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 102</td>
<td>Mapping with Global Positioning System</td>
<td>5</td>
</tr>
<tr>
<td>GIS 103</td>
<td>Advanced GIS</td>
<td>5</td>
</tr>
<tr>
<td>CAD 150</td>
<td>Introduction to CAD</td>
<td>5</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>FAID 153</td>
<td>Basic First Aid</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td>Current Card 2</td>
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<tr>
<td>OR</td>
<td>Current Certification Card</td>
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</table>

Core Requirements - 2nd Year

<table>
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<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>SURV 204</td>
<td>Land Description Systems</td>
<td>3</td>
</tr>
<tr>
<td>SURV 213</td>
<td>Public Land Survey System</td>
<td>3</td>
</tr>
<tr>
<td>SURV 214</td>
<td>Boundary Law and Legal Principles</td>
<td>5</td>
</tr>
<tr>
<td>SURV 223</td>
<td>Fundamentals of Geodesy &amp; State Plane Coordinate Systems</td>
<td>3</td>
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<tr>
<td>CAD 261</td>
<td>Civil CAD I</td>
<td>5</td>
</tr>
<tr>
<td>SURV 230</td>
<td>Construction Design and Layout</td>
<td>5</td>
</tr>
<tr>
<td>SURV 240</td>
<td>Advanced Surveying</td>
<td>5</td>
</tr>
<tr>
<td>SURV 245</td>
<td>Geopositioning with the Global Positioning System</td>
<td>5</td>
</tr>
<tr>
<td>SURV 250</td>
<td>High Definition Laser Scanning</td>
<td>5</td>
</tr>
<tr>
<td>SURV 290</td>
<td>Cooperative Work Experience/Internships</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Technical Mathematics II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

LAND SURVEYING AND GEOMATICS TECHNOLOGY

Associate in Applied Science - Transfer (AAS-T)

(94 credits)

For Transfer to Oregon Institute of Technology (Klamath Falls)

PROGRAM DESCRIPTION: This program differs from the Land Surveying and Geomatics Technology AAS by offering more general education as part of the core requirement, making it more transferrable to colleges and universities who chose to articulate with South Puget Sound Community College. The only current accepted articulation for this AAS-T degree is with Oregon Institute of Technology (OIT) – Surveying Option, in Klamath Falls, Oregon.

The Land Surveying and Geomatics Technology Program is designed to meet entry-level field and office skills in a variety of land surveying and geomatics occupations. Training will utilize sophisticated high precision electronic surveying instruments, including land survey accuracy Global Positioning System equipment and sophisticated computerized drafting, mapping, design, and analysis software.

CAREER OPPORTUNITIES: Completion of this program prepares students for work as Field Survey Technicians and can lead to a career as a Professional Land Surveyor.
PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the AAS-T in Land Surveying and Geomatics Technology will be able to:

- Demonstrate the following specific skills standards specific to Land Surveying and Geomatics Technology:
  - Adjust and operate surveying instruments such as prisms, theodolites, and electronic distance measuring equipment, including Global Positioning System receivers.
  - Compile information necessary to stake projects for construction, using engineering plans.
  - Conduct surveys to ascertain the locations of natural features and man-made structures and monuments on the Earth’s surface, underground, and waterways using conventional and GPS surveying instruments.
  - Use land-information computer systems, performing tasks such as storing data, making enquiries, and producing plots and reports, and designing data collection protocols.
  - Prepare topographic and cadastral maps and other relevant charts and drawings of land surveyed showing ground contours, planimetric site features and other relevant information, using coordinate geometry and AutoCAD software.
  - Extract topographic and geodetic information from maps and from on-line sources.
  - Assist with interpreting law and legal principles related to land boundaries and the practice of surveying in Washington. Research public records, write draft land descriptions and compile information necessary for performing boundary surveys.
  - Collect, download, and process field data in support of geospatial mapping activities.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097, MATH 098 and MATH 099). MATH 099 is a prerequisite for MATH&141 unless test score is high enough to place directly into MATH&141. MATH 102 is a prerequisite for SURV 110. Deficiencies must be completed prior to graduation; however, students are strongly encouraged to enroll at the beginning of their education.

An Associate in Applied Science - Transfer will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education requirements must be met.

Cooperative Work Experience/Internships: Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

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Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 150</td>
<td>Introduction to CAD</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 201</td>
<td>Mapping with the Global Positioning System</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp;101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp;102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;142</td>
<td>Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>SURV 110</td>
<td>Surveying Measurements</td>
<td>5</td>
</tr>
<tr>
<td>SURV 120</td>
<td>Introductory Surveying</td>
<td>5</td>
</tr>
<tr>
<td>SURV 204</td>
<td>Land Description Systems</td>
<td>3</td>
</tr>
<tr>
<td>SURV 214</td>
<td>Boundary Law and Legal Principles</td>
<td>5</td>
</tr>
<tr>
<td>SURV 225</td>
<td>Advanced CAD for Surveyors</td>
<td>5</td>
</tr>
<tr>
<td>SURV 230</td>
<td>Construction Design and Layout</td>
<td>5</td>
</tr>
<tr>
<td>SURV 240</td>
<td>Advanced Surveying</td>
<td>5</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp;220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>BIOL, BOT or GEOl</td>
<td>Course from the General Education List</td>
<td>5</td>
</tr>
<tr>
<td>Total SPSCC Degree Credits</td>
<td></td>
<td>94</td>
</tr>
</tbody>
</table>
**LANDSCAPE DESIGN**

**Certificate of Proficiency**

*(44 credits)*

**PROGRAM DESCRIPTION:** Basic background in landscape design principles, plant materials and business practices required to obtain entry-level employment in landscape design or to start a landscape design business. Students are prepared for entry-level positions in landscape design through classroom study, studio design and field experiences at construction sites and public spaces. Career-oriented classes train students for careers with landscape contractors and landscape design firms. Program focuses on sustainable landscape practices that conserve and protect limited resources. Hands-on training is a major component of the certificate. A cooperative work experience/internship working in the industry is a key requirement of this certificate.

**CAREER OPPORTUNITIES:**
- Landscape designer
- Garden coach
- Small business owner
- Irrigation designer

**PROGRAM OUTCOMES:** South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete this certificate will be able to:
  - Demonstrate the following skill standards:
    - Develop landscape plans for residential and/or small commercial clients
    - Execute hardscaping, irrigation and/or planting plans
    - Incorporate sustainable principles/practices into landscape operations, water and energy use.
  - Think critically and logically
  - Communicate effectively
  - Evaluate and process quantitative and symbolic data

**PROGRAM REQUIREMENTS:** Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading or Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

Prerequisite: All students must have successfully completed or scored above MATH 090, READ 092, and ENGL 092, or obtain instructor’s approval to register for any courses in the Horticulture Program.

**Cooperative Work Experience/Internships:**

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to apply their skills while still in college. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop

**Co-op W ork Experience/Internships**

HORT 190/290, Cooperative Work Experience/Internship

An internship working for a business is required. Students can participate in one of several internships for a total of 3 internship credits. Internships can be scheduled during fall, winter, spring and/or summer quarters. Assistance is available to find an internship.

**PROGRAM INFORMATION:**

Admission: Students are accepted into the Horticulture Technology program every quarter. Applicants for admission and financial aid are available in Building 25, Office of Enrollment Services, by calling (360) 754-7711 ext. 4625, or by visiting the college website.

Length of program: The certificate can be completed in 3-4 quarters after basic skills and/or pre-college requirements are met, if enrolled full-time (at least 3 classes per quarter). Students can enroll any quarter and can attend either part or full time.

Certificate of proficiency: A Landscape Design Proficiency will be awarded upon successful completion of all required Core Requirements.

Continuation for an Associate in Applied Science in Horticulture Technology: All courses for this certificate will count towards an AAS degree in Horticulture Technology.

Special Notes: Students who complete the AAS in Horticulture Technology are eligible to transfer to the Evergreen State College with junior standing.

**Core Requirements**

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 106</td>
<td>Deciduous Ornamental Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
<td>2</td>
</tr>
<tr>
<td>HORT 230</td>
<td>Landscape Construction</td>
<td>5</td>
</tr>
<tr>
<td>HORT 235</td>
<td>Basic Landscape Design</td>
<td>5</td>
</tr>
</tbody>
</table>

**Winter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 108</td>
<td>Evergreen Ornamental Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 236</td>
<td>Advanced Landscape Design</td>
<td>5</td>
</tr>
<tr>
<td>COOP 190/290</td>
<td>Co-op Work Experience/Internships</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 109</td>
<td>Herbaceous Annuals/Perennials Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>HORT 220</td>
<td>Native Plants in the Landscape</td>
<td>4</td>
</tr>
</tbody>
</table>

HORT 106 is a co-requisite to HORT 235 or instructor’s permission; HORT 108 is a co-requisite to HORT 236 or instructor’s permission.
LANDSCAPE HORTICULTURE

Certificate of Proficiency
(39-43 credits; 594-682 contact hours)

PROGRAM DESCRIPTION: Basic background in horticulture and business practices required to obtain entry-level employment in the landscape industry or to start a business. Program focuses on sustainable landscape practices that conserve and protect limited resources. Hands-on training is a major component of the certificate. Students can select from landscape design, landscape installation and landscape management areas of specialization. A cooperative work experience/internship working in the industry is a key requirement of this certificate.

CAREER OPPORTUNITIES:
- Landscape designer
- Garden coach
- Landscape crew leader
- Landscape manager
- Small business owner
- Irrigation crew leader
- Irrigation designer
- Parks maintenance
- Estate gardener

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore, students who complete this certificate will be able to:
- Demonstrate the following skill standards:
  - Develop landscape plans for residential and/or small commercial clients.
  - Execute hardscaping, irrigation and/or planting plans.
  - Manage/maintain landscapes for residential, commercial and/or public clients.
  - Incorporate sustainable principles/practices into landscape operations, including soil health, water and energy use.
- Think critically and logically
- Communicate effectively
- Evaluate and process quantitative and symbolic data.

PROGRAM REQUIREMENTS:
Certificate of Proficiency: A Landscape Design Certificate of Proficiency will be awarded upon successful completion of all required Core Requirements Continuation for an Associate in Applied Science in Horticulture Technology: All courses for this certificate will count towards an AAS degree in Horticulture.

Special Notes: Students who complete the AAS in Horticulture Technology are eligible to transfer to the Evergreen State College with junior standing. Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

Prerequisite: All students must have successfully completed or scored above MATH 090, READ 092, and ENGL 092, or obtain instructor approval, to register for any courses in the Horticulture Program.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

COOP 190 or 290
An internship working for a business is required. Students can participate in one or several internships for a total of 4 internship credits. Internships can be scheduled during fall, winter, spring and/or summer quarters. Assistance is available to find an internship.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP 190/290</td>
<td>Co-op Work Experience/Internships</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>HORT 100</td>
<td>General Horticulture</td>
</tr>
<tr>
<td>HORT 106</td>
<td>Deciduous Ornamental Plant Identification</td>
</tr>
<tr>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>HORT 108</td>
<td>Evergreen Ornamental Plant Identification</td>
</tr>
<tr>
<td>HORT 133</td>
<td>Soils and Plant Nutrition</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>HORT 109</td>
<td>Herbaceous Annuals/Perennials Plant Identification</td>
</tr>
<tr>
<td>HORT 220</td>
<td>Native Plants in the Landscape</td>
</tr>
</tbody>
</table>

Electives
Choose 2 from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>HORT 155</td>
<td>Tree and Shrub Pruning</td>
</tr>
<tr>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
</tr>
<tr>
<td>HORT 230</td>
<td>Landscape Construction</td>
</tr>
<tr>
<td>HORT 235</td>
<td>Basic Landscape Design</td>
</tr>
<tr>
<td>Winter</td>
<td></td>
</tr>
<tr>
<td>HORT 236</td>
<td>Advanced Landscape Design</td>
</tr>
<tr>
<td>HORT 260</td>
<td>Sustainable Small Scale Food Production</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>HORT 161</td>
<td>Landscape Maintenance and Equipment Operation</td>
</tr>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
</tr>
</tbody>
</table>

HORT 106 is a co-requisite to HORT 235 or instructor’s permission; HORT 108 is a co-requisite to HORT 236 or instructor’s permission.
MEDICAL ASSISTING

Associate in Applied Science Degree
(90 credits)

Medical Assisting Certificate of Completion
(60 credits; 854 contact hours)

PROGRAM DESCRIPTION: The Medical Assisting Program provides the administrative and clinical knowledge and skills necessary for employment as a Medical Assistant. Program graduates assist physicians and other health care practitioners on many aspects of medical practice, including patient care management, administrative, and clinical procedures. Clinical procedures include: assisting with physical examinations, phlebotomy (blood draw), administering injections, performing electrocardiograms (EKGs) and instrument sterilization. An experienced medical assistant might serve as an office administrator.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP*), on recommendation of the Medical Assisting Education Review Board (MAERB). "Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756, (727) 210-2350.

CAREER OPPORTUNITIES: The medical assisting career field offers opportunities for those people who have an interest in health and medicine a meaningful job helping others in a variety of settings, trained to perform routine administrative and clinical tasks to keep healthcare delivery settings running smoothly. The duties of Medical Assistants vary from office to office, depending on office location, size, and specialty. In small practices, Medical Assistants are usually ‘generalists’, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators. Upon successful completion of the Medical Assisting Program, either with a certificate of completion or an Associate in Applied Science Degree, graduates are then eligible to take the national certification exam offered through the American Association of Medical Assistants (AAMA). Upon satisfactory completion of the exam, you will be qualified to use the credentials of Certified Medical Assistant (CMA, AAMA). The CMA credentials are recognized nationally; however, each state mandates the scope of practice for medical assistants.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete an AAS or certificate in Medical Assisting will:

- Demonstrate the following skill standards
  - Students successfully completing the Medical Assisting Program will be qualified to seek employment as an entry level Medical Assistant.
  - Students successfully completing the Medical Assisting Program are eligible to take the national certification exam for Certification. Passing the national certification exam qualifies program graduates use of the nationally recognized CMA (Certified Medical Assistant) credential.
- Communicate effectively.
- Think logically and critically.

- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

Successful completion of basic skills deficiencies, BIOL&175 and MATH 094 must be met prior to enrollment into the Medical Assisting Program. Keyboarding skills of 45 wpm are required prior to graduation.

An Associate in Applied Science Degree will be awarded upon successful completion of a minimum of 90 credits in all core courses, General Education List requirements, and specialty area track courses numbered 100 or above. You must choose between the Clinical or Administrative tracks for degree issuance. Additional courses may be taken as electives to meet the 90 credit requirement (for a total of 1187.5 clock hours). General Education List courses and Medical Assisting Core requirements must be completed with a grade of 2.0 or better. Courses coded CIS and MED must be taken in succession. BIOL & 175 and MATH 094 must be taken prior to enrollment in MED 101. Students must provide proof of current provider level CPR certification through the American Red Cross or the American Heart Association prior to performing externship (MED 145)

CERTIFICATE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

Successful completion of basic skills and/or pre-college, BIOL&175 and MATH 094 must be met prior to enrollment into the Medical Assisting Program. Keyboarding skills of 45 wpm are required prior to graduation. Core and general educational requirements total 60 credits for a total of 854 clock hours.

A Certificate of Completion in Medical Assisting will be awarded upon successful completion of all core and General Education List requirements. General Education courses and Medical Assisting Core requirements must be completed with a grade of 2.0 or better. Students must provide proof of current provider level CPR certification through the American Red Cross or the American Heart Association prior to performing externship (MED 145).

RECOMMENDED SEQUENCE OF CORE COURSES
Fall:  MED 101, MED 102, MED 103, MED 137
Winter:  CIS 136, MED 121, MED 135, MATH 101
Spring:  CIS 104, MED 136, MED 148, CIS 109
Summer/Fall:  MED 145, ENGL& 101
Summer/Fall:  CMST& 230 or CMST 240, CIS 109

Contributions to success in the Medical Assisting Program:

As a potential program participant can you answer yes to the following statements?

- I am looking for a meaningful job.
• I enjoy helping people and consider myself a “people person”.
• I have an interest in health and medicine.
• I am good at multitasking.
• I like variety in my job.

Admission: Students are accepted into the Medical Assisting Program every quarter; however, most core courses are only offered once a year and must be taken in succession.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Program Prerequisites - Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 094</td>
<td>Basic Algebra</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 175</td>
<td>Human Biology w/lab</td>
<td>5</td>
</tr>
</tbody>
</table>

Core Requirements Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 101</td>
<td>Medical Office Exposure Control</td>
<td>4</td>
</tr>
<tr>
<td>MED 102</td>
<td>Medical Law, Ethics and Bioethics</td>
<td>2</td>
</tr>
<tr>
<td>MED 103</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED 121</td>
<td>Disease Conditions and Treatments</td>
<td>4</td>
</tr>
<tr>
<td>MED 135</td>
<td>Clinical Procedures for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MED 136</td>
<td>Diagnostic Procedures for Medical Assistants</td>
<td>4</td>
</tr>
<tr>
<td>MED 137</td>
<td>Medical Administrative Procedures</td>
<td>5</td>
</tr>
<tr>
<td>MED 145</td>
<td>Externship for Medical Assistants</td>
<td>6</td>
</tr>
<tr>
<td>MED 148</td>
<td>Pharmacology for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Word Processing I Using Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Keyboarding 4</td>
<td>2</td>
</tr>
</tbody>
</table>

For the Associate Degree, in addition to the Core and GE Requirements, choose one of the specialty areas listed below:

Associate Degree - Administrative Track

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 110</td>
<td>Medical Insurance Coding for the Medical Office</td>
<td>5</td>
</tr>
<tr>
<td>MED 112</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>MED 125</td>
<td>Advanced Diagnostic and CPT Coding</td>
<td>5</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

Associate Degree - Clinical Track

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 100</td>
<td>Phlebotomy Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MED 112</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>ASL&amp; 121</td>
<td>Am Sign Language I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>SPAN &amp; 121</td>
<td>Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp; 101</td>
<td>Nutrition</td>
<td>5</td>
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</tbody>
</table>

Additional 6 elective credits required

General Education Requirements - Associate Degree and Certificate

Reading/Writing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Speaking/Listening

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
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<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
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</tr>
</tbody>
</table>

Computation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

NURSING ASSISTANT

Certificate of Achievement

(6.5 credits; 104 contact hours)

PROGRAM DESCRIPTION: The Nursing Assistant Certificate is designed for students interested in becoming nursing assistants in assisted living facilities, nursing homes, hospitals and home care settings. It covers the nursing assistant’s role on the health care team; develops beginning basic technical and personal care skills including monitoring body functions, restorative and rehabilitative techniques, therapeutic communication, infection control, safety and emergency procedures; identifies resident rights, mental health and social service needs to facilitate an optimal level of functioning for the client recognizing individual, cultural and religious diversity; and meets federal and state legal requirements for nursing assistant education.

CAREER OPPORTUNITIES: Nursing Assistants are employed in assisted living facilities, nursing homes, convalescent centers, hospitals and home care settings.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Students who complete a Certificate of Achievement in Nursing Assistant will:

• Be eligible to take the certification exam for Nursing Assistants.
• Be prepared to work under the director of LPNs, RNs, or other qualified health care workers to provide basic patient care.
• Communicate effectively.
• Think logically and critically.
• Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 100</td>
<td>Nursing Assistant</td>
<td>6.5</td>
</tr>
</tbody>
</table>
SPECIAL PROGRAM NOTE: Classes and labs are held at South Puget Sound Community College. Clinical experience is arranged and scheduled at various local long-term care facilities. Students are encouraged to register early as there is limited space.

All students must have a current CPR card before working with residents at the nursing home.

All students must have evidence of a current TB test (within 9 months) before working with residents at the nursing home.

All students must decide whether to have a vaccination for Hepatitis B. The vaccination is a three-shot series that costs approximately $150. Health insurance or nursing homes may pay for the vaccination. Students who choose not to have the vaccination will sign a waiver stating the same.

WASHINGTON STATE CRIMINAL BACKGROUND CHECK: Washington State law requires a criminal history background clearance with the Washington State Patrol on persons working with children or vulnerable adults. Therefore, all Nursing Assistant students must meet this requirement. If unable to get clearance, a student would not be able to attend clinical.

All students must have a current CPR card before working with residents at the nursing home.

Certified Nursing Assistant: After satisfactory completion of the training program, the student is eligible to apply for State certification. To become certified, the student must first pass a written exam and a skills demonstration evaluation for a state examiner. The student then files an application with the state, including proof of completing the program, proof of 7 hours training in HIV/AIDS (included in the program), proof of passing the state exams, and a $48 fee. Paperwork and instructions are provided in the course to help the student complete these steps.

ASSOCIATE DEGREE IN NURSING

(114-118 credits)

Practical Nurse Certificate

(72-77 credits, 990-1012 contact hours)

PROGRAM DESCRIPTION: The Associate Degree in Nursing Program is designed for persons interested in becoming a Registered Nurse based on a Career Ladder approach to nursing education. The first level is the Certified Nursing Assistant (CNA) Program Planning Guide which is a prerequisite to program admission. Students may obtain Nursing Assistant training at any facility accredited by the State of Washington. Students admitted to the Associate Degree in Nursing Program may elect the Practical Nurse (PN) option which prepares them to take the NCLEX-PN at the end of the first year. Continuing students who complete the second year of the Nursing Program are eligible to take the NCLEX-RN and apply for state licensure as a registered nurse (RN). LPN’s who have an unencumbered license, who gain admission to and complete the second year of the Nursing Program are eligible to take the national licensing examination (NCLEX-RN) and apply for RN license.

PROGRAM INFORMATION: The Nursing Program is accredited by the National League for Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, phone (404)-975-5000. The South Puget Sound Community College Associate Degree in Nursing with Practical Nursing Option is approved by the Washington State Nursing Care Quality Assurance Commission.

CAREER OPPORTUNITIES: Upon receiving licensure, registered nurses assess, care for, and counsel the ill, injured, and infirm. They supervise and teach other personnel and administer medications and treatments prescribed by physicians or dentists. Positions require substantial specialized judgment, skill, and knowledge of biological, physical, social and health sciences. Registered nurses are employed in long-term care facilities, hospitals, clinics, medical offices and community health agencies. Opportunities for employment are available throughout the nation, especially in rural areas. Job opportunities exist for licensed practical nurses in long-term care facilities, hospitals, medical offices, assisted living facilities and community health agencies.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills standards specific to Nursing:
  - CERTIFICATE IN PRACTICAL NURSING (OPTION): prepares the graduates from the first year of the Nursing Program to give nursing care under the supervision of a registered nurse or a licensed physician (RCW 18.79.040). (72-77 credits) when including general education and science prerequisites; (990-1012 contact hours)
  - ASSOCIATE DEGREE IN NURSING EDUCATION: prepares the graduates to become registered nurses who are qualified to assess, care for, and counsel the ill, injured, and infirm. They are prepared to direct and delegate to assistive personnel. They are able to administer medications and treatments to patients and perform other activities as described in law (RCW 18.79.040). (114-118 credits) when including general education and science prerequisites

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

ADMISSIONS FOR ADN PROGRAM: Applicants must meet all nursing core and general education and science course requirements. There are two routes for completion of the ADN program. Students may continue directly from first year of nursing core coursework or LPN students must apply for admission into the ADN program. LPN students admitted into the program must take NURS 200 prior to the start of Fall quarter.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class. Nursing 255 meets the diversity requirements.

ADMISSION REQUIREMENTS: Nursing Assistant Certified in Washington State (current unencumbered credentials)

AAS DEGREE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

Prerequisites for 1st Year Program Admission

NURS 100 - Certified Nursing Assistant – must be completed prior to entry
For the PN certificate, a single course could be selected to count for both a Human Relations requirement AND a Speaking/Listening requirement; for example, CMST 240.
In addition to the outcomes above, students who complete a Certificate of Completion for Office Assistant will:

- Demonstrate the following skill standards:
  - Edit documents for readability, grammar, and usage.
  - Accurately and efficiently produce properly formatted business documents.
  - File and retrieve information using multiple types of file management systems.
  - Record business transactions and prepare financial statements, setup and use spreadsheets.
  - Navigate the internet in order to gather information to complete tasks.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

In addition to the outcomes for the Clerk/Receptionist and Office Assistant Certificates, students who complete an AAS in Office Administration will:

- Demonstrate the following skill standard:
  - Perform specific tasks using a combination of computer applications, many of which require technical knowledge, communication skills, and organized work procedures.

PROGRAM REQUIREMENTS: An Associate in Applied Science Degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be completed. In addition, the courses from the chosen specialty area must be completed. Basic skills deficiencies must be completed prior to graduation.

Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

CERTIFICATES: A Clerk Receptionist Certificate of Proficiency or an Office Assistant Certificate of Completion will be awarded upon successful completion of all required courses. Courses used to complete the certificates apply directly to the Office Administration AAS degree.

SPECIAL PROGRAM NOTE: Students should take enough keyboarding classes (CIS 101, 102, 103 and 104) to achieve a minimum typing speed for their certificate program: Office Assistant Certificate – 40 words per minute. Students who can keyboard by touch at least 25 words per minute can substitute CIS 102 and CIS 103 for CIS 101 and CIS 102.

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program a South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

The Cooperative Work Experience/Internship Office number is (360) 596-5359. Please call for an appointment.

For more information, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 22-204) or at http://www.spssc.ctc.edu/internship/

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements - Associate Degree,

Office Assistant Certificate, Clerk/Receptionist Certificate:

- CIS 101 Keyboarding 1
- CIS 102 Keyboarding 2
- CIS 105 Filing
- CIS 106 Business English
- CIS 108 Introduction to Microsoft Office
- CIS 109 Human Dimensions in the Office: Diversity
- CIS 110 Internet
- CIS 115 Outlook
- CIS 136 Word Processing I Using Microsoft Word
- CIS 150 Formatting I
- CIS 171 Office Procedures

Additional Requirements - Clerk/Receptionist (Customer Service Specialist) Certificate

- CIS 103 Keyboarding 3
- CIS 104 Keyboarding 4

Additional Requirements - Associate Degree,

Office Assistant Certificate

- CIS 107 Practical Accounting
- CIS 141 Excel
- CIS 175 Administrative Services
- CIS 210 Business Communications

For the Associate Degree, in addition to the Core and GE Requirements, choose one of the specialty areas listed below:

Associate Degree - Administrative Assistant

- CIS 111 PowerPoint
- CIS 145 Introduction to Access
- CIS 236 Word Processing II
- CIS 237 Dreamweaver
- CIS 238 Desktop Publishing
- CIS 250 Formatting II
- CIS 255 Machine Transcription
- CIS 259 Integrating Software
- COOP Cooperative Work Experience/Internships
Implementing instruction to individual or groups of students, preparing censed/certified staff in many ways including monitoring the environment, or certified staff in the K-12 education system. Paraeducators assist knowledge and competency necessary to provide assistance to a licensed school system. The Paraeducator Program provides students with the persons interested in assisting certified elementary teachers in the public PROGRAM DESCRIPTION: The Paraeducator Program is designed for School-Age (17 credits)

Lead Preschool (17 credits)

School-Age (17 credits)

PROGRAM DESCRIPTION: The Paraeducator Program is designed for persons interested in assisting certified elementary teachers in the public school system. The Paraeducator Program provides students with the knowledge and competency necessary to provide assistance to a licensed or certified staff in the K-12 education system. Paraeducators assist licensed/certified staff in many ways including monitoring the environment, implementing instruction to individual or groups of students, preparing materials and assisting with parent contact. Students graduating with an Associate in Applied Science Degree in the Paraeducator Program will qualify for positions such as paraeducators, paraprofessionals or educational assistants in the K-12 public education system

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete a Paraeducator AAS will:

- Demonstrate the following skill standards and knowledge:
  - Assist Licensed/Certified Staff with Student Instruction,
  - Assist Licensed/Certified Staff with Behavior Management,
  - Assist Licensed/Certified Staff with Clerical Functions,
  - Assist Licensed/Certified Staff with Parental Contact.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.

PROGRAM INFORMATION AND CONTACTS: The Paraeducator AAS degree can be completed in three years attending evenings only or in two years with a combination of day and evening courses. The majority of Paraeducator courses meet in the evening. Practicums require daytime hours. Each of the three certificates in Early Childhood Education—Family Advocate, Lead Preschool and School-Age can be obtained within one year. Students can enter the program any quarter but are strongly encouraged to meet with a Paraeducator Advisor and attend the first available ECE/Paraeducator group advising for detailed information necessary for planning their degree. Contact (360) 596-5293 for advising day information.

- Students planning to transfer to a four-year college or university should work closely with an advisor to ensure maximum transfer of credits.
- Courses may be taken in any order, except ECE 225, PARA 220 and PARA 225. It is recommended but not necessary to take EDUC 230 or ECE 102 first.
- Grades of “C” or better must be obtained in all courses with an ECE, EDUC or PARA prefix to apply to the Paraeducator degree.

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation. (ENGL 097, READ 097 & MATH 098).

Associate Degree: Graduation Requirements for AAS in ECE: 90 credits in courses numbered 100 or above from ECE/EDUC course offerings and the General Education List available in Building 25 or at www.spscc.ctc.edu, to be distributed as follows:

General Education Requirements (20 credits): Complete a minimum of three credits from each of the four categories: Reading/Writing, Listening/Speaking, Computation, and Human Relations. Unless specific courses are listed below, refer to the General Education for the Associate in Applied Science-Associate Degree Nursing available in Building 25 or at www.spscc.ctc.edu.

For an AAS degree, a single course may not be used to satisfy more than one category.
Electives: If any of the above courses have been waived, select courses with the assistance of an advisor to complete the 90-credit minimum requirement.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

ECE 235 fulfills this requirement.

CERTIFICATE OPTIONS: Three Early Childhood Education Certificates are available and can be obtained in one year.

Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC&amp; 205</td>
<td>Intro Ed w/ Field Exp</td>
<td>5</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 203</td>
<td>Exceptional Child</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationships</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 230</td>
<td>Guiding Children’s Behavior</td>
<td>5</td>
</tr>
<tr>
<td>PARA 220</td>
<td>Assisting in the Classroom</td>
<td>5</td>
</tr>
<tr>
<td>PARA 225</td>
<td>Practicum for Paraeducators</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

Electives - Associate Degree

Choose 21 credits from the following List:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 104</td>
<td>Art for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Learning Environments for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Physical Development for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 131</td>
<td>Language Arts for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 132</td>
<td>Caring for School-Age Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 136</td>
<td>Cognitive Skill Development</td>
<td>2</td>
</tr>
<tr>
<td>ECE 138</td>
<td>Creative Dramatics for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 141</td>
<td>Math and Science for Young Children</td>
<td>4</td>
</tr>
<tr>
<td>ECE 142</td>
<td>Music for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 150</td>
<td>Child Health Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 280</td>
<td>Teaching Adults</td>
<td>2</td>
</tr>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 225</td>
<td>Sociology of the Family: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose 10 credits from the General Education List (AAS/ADN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARTH 106</td>
<td>The Earth in Time and Space (recommended)</td>
<td>5</td>
</tr>
</tbody>
</table>

Other courses may be considered as elective credits. Contact your advisor for approval. Up to 5 credits from credit bearing community based training, parent education, or individual Building Bridges modules may be used toward elective credits with advisor approval

General Education Requirements - Associate Degree

Reading/Writing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Computation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100</td>
<td>Mathematics for Early Childhood Educators</td>
<td>5</td>
</tr>
</tbody>
</table>

Speaking/Listening

Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td></td>
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</tbody>
</table>

Humanities

Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
<td>20</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td></td>
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</table>

Core Requirements - All Certificates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Education</td>
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<td>ECE 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Family and Community Relationships</td>
<td>5</td>
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<tr>
<td></td>
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<td>13</td>
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</tbody>
</table>

Additional Core Requirements - Family Advocate Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional Core Requirements - Lead Preschool Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 131</td>
<td>Language Arts for Young Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
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</tbody>
</table>

Additional Core Requirements - School-Age Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 132</td>
<td>Caring for School-Age Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 180</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
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<td></td>
<td>4</td>
</tr>
</tbody>
</table>
PARALEGAL

Associate in Applied Science
(93-97 credits)

PROGRAM DESCRIPTION: The overall program goal of the Paralegal Associate in Applied Science is to prepare students for careers as paralegals working under the supervision of lawyers. In addition, it is the intent of the program to provide a broad range of skills, depending upon student choices, for positions in a variety of legal settings such as private law firms, government agencies, corporate legal departments, insurance companies, estate and trust departments of large banks, or real estate and title companies. The curriculum consists of a combination of legal specialty, law-related, and general education courses. Someone seeking a career as a paralegal must be able to write clearly, communicate effectively, be proficient with office computer systems, and possess a high degree of motivation and analytical reasoning capability.

CAREER OPPORTUNITIES: Job opportunities are continuing to increase and expand into new areas. Paralegal positions open in private law firms, corporate legal departments, insurance companies, estate and trust departments of large banks, real estate and title insurance companies, and professional trade associations. Job opportunities in the public sector are available in community legal services programs; offices of public defenders, prosecutors, and attorney generals; government agencies; and the court system. Earnings vary considerably depending on the size of the community, geographical location, size, and business of the employing agency, and the legal assistant’s education, background, and work experience.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore, students who complete an AAS in Paralegal will:

- Demonstrate the following skill standards:
  - Engage in legal and factual investigation and research using traditional and technology-based tools.
  - Brief and analyze legal issues in writing.
  - Understand the court system and the process of civil litigation from the inception of a case through trial and post-trial matters.
  - Use a variety of current computer applications to efficiently produce, manage, and analyze legal documents.
  - Interview clients or witnesses.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences

PROGRAM REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are pre-requisites for college courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

An Associate in Applied Sciences degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be met, with any additional credits to be selected as electives.

Special Program Note: Only an attorney can counsel others as to their legal rights or responsibilities. Non-lawyer assistants act under the supervision of a lawyer in compliance with Rule 5.3 according to General Rule 24 Court Rules.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Business English (W)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Word Processing I Using Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 102</td>
<td>Legal Forms (W)</td>
<td>4</td>
</tr>
<tr>
<td>LEGL 151</td>
<td>Introduction to Legal Systems and Procedures (F)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 152</td>
<td>Civil Procedure (F)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 153</td>
<td>Technology in the Law Office (Sp)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 154</td>
<td>Tort Law (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 155</td>
<td>Fundamentals of Legal Writing and Case Analysis (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 156</td>
<td>Legal Research (W)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 158</td>
<td>Investigation and Interviewing (Sp Even &amp; W odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 252</td>
<td>Public Law and Administration (F odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 259</td>
<td>Career Readiness for the Paralegal</td>
<td>1</td>
</tr>
</tbody>
</table>

Electives
Choose at least two courses from the electives list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Business Law II (F, W, Sp)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 157</td>
<td>Criminal Law (W odd years)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 251</td>
<td>Civil Litigation (F even years)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 253</td>
<td>Domestic Relations (F even years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 255</td>
<td>Estate Planning (Sp odd yrs)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>Real Estate and Property Law (F odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 257</td>
<td>Corporations and Partnerships (W even years)</td>
<td>3</td>
</tr>
</tbody>
</table>
General Education Requirements

Reading/Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Speaking/Listening

Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CMST 230</td>
<td>Small Group Communicatin</td>
</tr>
</tbody>
</table>

Computation

Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
</tr>
<tr>
<td>MATH 107</td>
<td>Math in Society</td>
</tr>
</tbody>
</table>

If MATH 107 or above is chosen to satisfy the computation requirement, only 10 additional general education courses are needed. Consider taking PHIL 102 Ethics as part of the 15 credits.

Human Relations

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

Unless specified, course is generally offered every quarter.

PARENTING PROGRAM

The college offers three types of courses for parents. They include instruction in child development, family communication and discipline, and providing a quality learning environment for children. In our parent-child series, parents and children (birth to four years) come to class together once a week for parent education discussion, child-study, and developmentally appropriate children’s activities.

In our Parent Cooperative Preschool Program, families join one of our four affiliated neighborhood preschools. A college instructor assists the parents who run the preschool, attend monthly educational seminars, and work in the preschool classroom on a rotating basis.

Our third option is evening parenting courses for adults only. These include lectures, discussions and practical skill-building information. For more information, contact the Parent Education Coordinator at (360) 596-5378.

Eastside Co-op: (360) 754-3938
Lacey Parent Co-op: (360) 459-5297
Steamboat Island: (360) 866-1819
Westside Co-op: (360) 866-7383

PHLEBOTOMY

Certificate of Achievement

(19 credits; 318 contact hours)

PROGRAM DESCRIPTION: This program consists of the essentials of drawing blood, venipuncture and capillary puncture. Training includes the anatomy and physiology of the circulatory system, specimen collection and processing, laboratory safety and infection control, and paper work basics. In addition to lecture, students will have hands-on training in a lab environment and an opportunity for an externship.

CAREER OPPORTUNITIES: Phlebotomists typically find work not only in a hospital setting but also at clinics, blood banks, blood testing laboratories, and physicians’ offices.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

- Demonstrate the following skills standards specific to Phlebotomy:
  - Obtain blood specimens safely by capillary puncture and venipuncture.
  - Identify the anatomy, physiology, etiology, symptoms, treatment modalities, disease process and prognoses of various diseases in the following body systems: urinary; reproductive; digestive; respiratory; circulatory; nervous; musculoskeletal and endocrine.
  - Describe cellular structure and function and understand basic biochemical requirements for the human organism.
  - Demonstrate sterilization and disinfection techniques appropriate to health care settings.

- Think logically and critically.

PROGRAM INFORMATION: Applications for admission are available in Building 25, Office of Enrollment Services, or on line at spacc.ctc.edu. Students are enrolled in the Phlebotomy Certificate Program in Fall quarter only.

- Length of Program: Students in the Phlebotomy Certificate Program will complete the program in two quarters plus a 120-hour clinical externship. NOTE: MED 101 is only offered Fall quarter; MED 100 is only offered Winter quarter; MED 121 is only offered Winter quarter.

- Certificate of Achievement: A Certificate of Achievement in Phlebotomy will be awarded upon successful completion of all core requirements. All MED-prefixed classes must be completed with a grade of “C” or better.

- Costs: Tuition is subject to change by the state legislature. Detailed tuition information is available in the quarterly class schedule. Tuition and fees do not include the cost of textbooks and supplies.

- Hepatitis B Immunization: Students registered in the Phlebotomy Certificate Program are required to have started the Hepatitis B vaccination series prior to the beginning of Fall quarter. The approximate cost of the series is $140.00.

- Tuberculosis Test: Students must receive a Tuberculosis (TB) skin test prior to the start of Winter quarter. The approximate cost of the test is $15.00.

- First Aid/CPR: Students must provide proof of current Basic First Aid and CPR training. The CPR course must be Red Cross- or American Heart Association-approved. This needs to be printed on the CPR card. Present a copy of the First Aid and CPR cards to the Phlebotomy instructor on the first day of MED 101 class Fall quarter.

- Background Checks: Background checks are required when registering for MED 146 phlebotomy externship. An additional fee of approximately $10.00 is required at the time of registration. NOTE: MED 146 must be taken the quarter following completion of MED 100.

- Uniforms: Students participating in MED 101 and MED 100 are required to wear dark blue or dark green solid colored scrubs. Also required are clean, white duty shoes or athletic shoes that are primarily white. The approximate cost of uniforms is $200.00.
• Insurance Costs: Malpractice insurance (approximately $16.25) and General Liability insurance (approximately $2.50) fees are applied in addition to registration fees when registering for MED 146.
• Medical Insurance: It is highly recommended that students have medical insurance coverage as they enter their externship, due to the possibility of exposure to communicable diseases. If a student is not already covered by a medical insurance plan and they opt to decline the insurance offered by the school, they must sign a waiver indicating they have declined coverage and will be responsible for any resultant health care costs incurred.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 100</td>
<td>Phlebotomy Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MED 101</td>
<td>Medical Office Exposure Control</td>
<td>4</td>
</tr>
<tr>
<td>MED 103</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED 121</td>
<td>Disease Conditions and Treatments</td>
<td>4</td>
</tr>
<tr>
<td>MED 146</td>
<td>Phlebotomy Externship</td>
<td>4</td>
</tr>
</tbody>
</table>

PROFESSIONAL SELLING AND CUSTOMER RELATIONSHIPS

Certificate of Achievement

(13 credits; 143 contact hours)

PROGRAM DESCRIPTION: This program consists of building the skills necessary to identify prospects, convert them into satisfied customers and manage the relationships moving forward.

CAREER OPPORTUNITIES: Careers in the fields of sales, customer relationship, and account management pay well. Business-to-Business (B2B) sales skills are becoming increasing important, as organizations are reinventing the way they sell.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following skills standards specific to Sales:
  - Understand the role of selling and its importance in the current economic climate.
  - Develop an effective sales plan to include the critical steps of the sales process; effective communication, prospect qualification & development, pre-approach and approach techniques, networking, objection handling, presentation development and closing.
  - Plan, organize and implement a sales plan for a product or service.
  - Demonstrate an understanding of sales management processes to include: coaching, evaluation, training, compensation, forecasting & budgeting, territory management and recruiting.
  - Understand the development and management of customer data and its use in building effective Customer Relationship Management (CRM) programs and sales strategies.
  - Apply sales techniques in real life sales environments in which students manage and design the Leads Generation Business model to enhance local firms’ leads/prospecting efforts.

• Establish a presence on LinkedIn.com (business networking website) with a strong resume.
• Communicate effectively

Participants may register online at www.hawksprairie.org or by calling (360) 596-5753.

Length of Program: Students will complete the program in four 6-week sessions.

Costs: $86 per credit fee and an additional $99 fee per course.

Special Note: Students participating in the program may register for college credit.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 145</td>
<td>Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS 146</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 147</td>
<td>Customer Relationship Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 148</td>
<td>Sales Certification Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

RETAIL MANAGEMENT

Certificate of Completion

(51 credits; 561 contact hours)

PROGRAM DESCRIPTION: The program emphasizes skills that can be applied across a variety of retail settings and includes departments within a grocery business. The certificate program is endorsed by the Western Association of Food Chains and provides grocery employees access to a consistent curriculum within Washington State. The knowledge and skills acquired in good management techniques and business practices also meet the needs of other segments within the retail industry.

CAREER OPPORTUNITIES: Graduates may work in the retail food industry or in a variety of retail settings that include sales, merchandising, distribution, and purchasing.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the program will be able to:

• Demonstrate the following professional skill standards specific to Retail Management:
  - Support and manage the operations of departments within a grocery or merchandise business;
  - Understand the principles and methods involved in the recruitment, selection, placement, training, motivation, and responsibilities of employees;
  - Develop an understanding of business activities that involve planning, pricing, promotion and distributing goods and services;
  - Manage customer or client expectations;
• Communicate effectively.
• Think logically and critically.
• Evaluate and process quantitative and symbolic data.
• Understand themselves in relation to others in a multicultural world.
• Understand ethical responsibilities and consequences.
CERTIFICATE REQUIREMENTS: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090)

A Certificate will be awarded upon completion of core and general education requirements.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 270</td>
<td>Human Resources Management</td>
<td>5</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communicatn: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>RBM 143</td>
<td>Principles of Retailing</td>
<td>5</td>
</tr>
</tbody>
</table>

| Total |                                               | 46      |

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communicatn: Diversity (completed in core)</td>
<td></td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimension in the Office: Diversity (completed in core)</td>
<td>5</td>
</tr>
</tbody>
</table>

SUSTAINABLE PLANT PRODUCTION

Certificate of Proficiency

(41-44 credits)

PROGRAM DESCRIPTION: Basic background in plant propagation, production and marketing of native and nonnative horticultural crops to obtain entry-level employment in the industry or to start a business. Program focuses on sustainable practices that conserve and protect limited resources. Hands-on training in state-of-the-art facilities, including a retractable roof greenhouse, is a major component of the certificate. A cooperative work experience/internship working in the industry is a key requirement of this certificate.

CAREER OPPORTUNITIES:
- Greenhouse/nursery crew leader
- Greenhouse owner
- Farm crew leader
- Farm manager
- Small business owner
- Garden center sales associate
- Inside salesperson

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete this certificate will be able to:

- Demonstrate the following skills standards:
  - Produce plants using minimal to no chemical pesticides/fertilizers.
  - Incorporate sustainable principles/practices into plant production and marketing, including soil health, water and energy use.

- Think logically and critically
- Communicate effectively
- Evaluate and process quantitative and symbolic data

Program Requirements: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

Prerequisite: All students must have successfully completed or scored above MATH 090, READ 092, and ENGL 092, or obtain instructor approval, to register for any courses in the Horticulture Program.

Certificate of Proficiency: A Sustainable Plant Production Certificate of Proficiency will be awarded upon successful completion of all required Core Requirements.

Continuation for an Associate in Applied Science in Horticulture Technology: All courses for this certificate will count towards an AAS degree in Horticulture Technology.

Special Notes: Students who complete the AAS in Horticulture Technology are eligible to transfer to the Evergreen State College with junior standing.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

COOP 190 or 290

An internship working for a business is required. Students can participate in one or several internships, for a total of 4 internship credits. Internships can be scheduled during fall, winter, spring and/or summer quarters. Assistance is available to find an internship.

Core Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP 190/290</td>
<td>Co-op Work Experience/Internship</td>
</tr>
</tbody>
</table>

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 100</td>
<td>General Horticulture</td>
</tr>
<tr>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
</tr>
</tbody>
</table>

**Winter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 133</td>
<td>Soils and Plant Nutrition</td>
</tr>
<tr>
<td>HORT 150</td>
<td>Plant Propagation</td>
</tr>
<tr>
<td>HORT 244</td>
<td>Plant Production and Marketing I</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
</tr>
<tr>
<td>HORT 251</td>
<td>Plant Production and Marketing II</td>
</tr>
</tbody>
</table>

39

**Electives:**

Choose one of the following: 5

**Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 155</td>
<td>Shrub and Tree Pruning</td>
</tr>
<tr>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 220</td>
<td>Native Plants in the Landscape</td>
</tr>
</tbody>
</table>

SUSTAINABLE SMALL SCALE FOOD PRODUCTION

Certificate of Proficiency

(44 credits)

**PROGRAM DESCRIPTION:** This certificate offers a specialization in the science and practice of growing, harvesting, handling, storing, processing, and marketing tree fruits, herbs and vegetables in the Pacific Northwest. Program includes both lecture and hands-on lab experiences. Instruction takes place in classroom, laboratory, greenhouse and out-of-doors and includes an annual sales event. The pros and cons of utilizing organic and non-organic materials and methods as well as sustainable management practices are presented.

**CAREER OPPORTUNITIES:** The Sustainable Small Scale Food Production Certificate prepares students for employment as growers and small farm managers. Graduating students will also possess the skills necessary to start their small scale farm or CSA (Community Sponsored Agriculture) business. It also prepares students for employment in the horticulture industry in the areas of plant production facilities and retail garden centers. Students graduating from the program can also learn the skills necessary to start their own business.

**PROGRAM OUTCOMES:** South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete this certificate will be able to:

- Demonstrate the following skills standards specific to the Horticulture program:
  - Understand the scientific method and how it can be used to make management decisions.
  - Understand basic plant growth principles and pest organisms and how they relate to the propagation, production, use of maintenance of vegetables, herbs and fruits.
  - Understand and apply basic marketing principles and theories in order to market ornamental plants and associated hard goods in both commercial and retail settings.

- Communicate effectively
- Think logically and critically
- Evaluate and process quantitative and symbolic data

**PROGRAM REQUIREMENT:** Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

Prerequisite: All students must have successfully completed or scored above MATH 090, READ 092, and ENGL 092, or obtain instructor approval, to register for any courses in the Horticulture Program.

**Cooperative Work Experience/Internships:**

Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.
PROGRAMS OF STUDY

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/

HORT 190/290 Cooperative Work Experience/Internship

An internship working for a business is required. Students can participate in one or several internships for a total of 8 internship credits. Internships can be scheduled during fall, winter, spring and/or summer quarters. Assistance is available to find an internship.

PROGRAM INFORMATION:

Admission: Students are accepted into the Horticulture Technology program every quarter. Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, by calling (360) 754-7711 ext. 4625, or by visiting the college website at www.spscc.ctc.edu.

Length of Program: Full-time students typically complete the program in four quarters, after basic skills and/or pre-college requirements are met. Students can enroll any quarter and can attend either part or full-time.

Certificate of Proficiency: A Sustainable Small Scale Production Certificate of Proficiency will be awarded upon successful completion of all required Core Requirements.

Continuation for an Associate of Applied Science in Horticulture Technology: All courses for this certificate will count towards an AAS degree in Horticulture Technology.

Special Notes: Students who complete the AAS in Horticulture Technology are eligible to transfer to the Evergreen State College with junior standing.

Core Requirements:

Fall:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 100</td>
<td>General Horticulture</td>
<td>5</td>
</tr>
<tr>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
<td>2</td>
</tr>
</tbody>
</table>

Winter:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 133</td>
<td>Soils and Plant Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>HORT 240</td>
<td>Sustainable Small Scale Food Production</td>
<td>4</td>
</tr>
<tr>
<td>HORT 244</td>
<td>Plant Production and Marketing I</td>
<td>5</td>
</tr>
</tbody>
</table>

COOP 190/290 Co-op Work Experience/Internships 1

Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>HORT 251</td>
<td>Plant Production Marketing II</td>
<td>5</td>
</tr>
</tbody>
</table>

COOP 190/290 Co-op Work Experience/Internships 3

Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP 190/290</td>
<td>Co-op Work Experience/Internships</td>
<td>4</td>
</tr>
</tbody>
</table>


TURFGRASS MANAGEMENT

Associate of Applied Science

(91 credits)

PROGRAM DESCRIPTION: Turfgrass management is the study of turfgrass physiology, culture and use for ornamental, recreational and sports applications. Students gain knowledge and competency in turfgrass and equipment management necessary for a professional career working with both private and public consumers. The program includes both lecture and hands-on lab experiences. Instruction takes place in the classroom, laboratory and in the turfgrass industry. The pros and cons of utilizing organic and non-organic materials and methods are presented. This program is unique in that 25 of the required credits will be taken through WAOL (Washington Online) shared online courses offered by Walla Walla Community College, but available through South Puget Sound Community College.

CAREER OPPORTUNITIES: This program specifically prepares students for employment in the turfgrass management industry in the areas of residential, commercial and governmental landscape maintenance, sod production farms, sports turf management, parks management and sales of goods and services.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete the AAS in Turfgrass Management will be able to:

- Demonstrate the following skills standards specific to the Turfgrass Management program:
  - Understand the scientific method and how it can be used to make management decisions.
  - Understand basic turfgrass growth principles and pest organisms and how they relate to the propagation, production, use and maintenance of turfgrasses in the landscape.
  - Understand and apply irrigation principles and practices as they relate to turfgrass management.
  - Understand and apply turfgrass equipment maintenance and operation principles and practices.

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENT: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097, MATH 098)

An Associate in Applied Science degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education requirements must be met.
Cooperative Work Experience/Internships

Cooperative Work Experience is the internship program a South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/internship/.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HORT 100</td>
<td>General Horticulture</td>
<td>5</td>
</tr>
<tr>
<td>HORT 133</td>
<td>Soils and Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
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<td>HORT 155</td>
<td>Tree and Shrub Pruning</td>
<td>5</td>
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<td>HORT 161</td>
<td>Operations</td>
<td>5</td>
</tr>
<tr>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
<td>5</td>
</tr>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>HORT 220</td>
<td>Native Plants in the Landscape</td>
<td>4</td>
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<tr>
<td>HORT 230</td>
<td>Landscape Construction</td>
<td>5</td>
</tr>
<tr>
<td>HOOP 190/290</td>
<td>Co-op Work Experience/Interships</td>
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Courses available through WAOL

<table>
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<tr>
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<tbody>
<tr>
<td>AGPR 105</td>
<td>Weed Biology &amp; ID</td>
<td>5</td>
</tr>
<tr>
<td>TURF 122</td>
<td>Turf Maintenance Practices</td>
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<td>TURF 201</td>
<td>Turf Physiology</td>
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<td>TURF 211</td>
<td>Turf Management</td>
<td>5</td>
</tr>
<tr>
<td>TURF 215</td>
<td>Turf Diseases &amp; Insects</td>
<td>3</td>
</tr>
<tr>
<td>WMGT 110</td>
<td>Lawn &amp; Turf Irrigation</td>
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General Education Requirements - AAS

Reading/Writing

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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Computation

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<tr>
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</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

Choose from General Education (AAS/ADN) | 5
Choose from General Education (AAS/ADN) | 20

WELDING TECHNOLOGY

Associate in Applied Science Degree
(92-94 credits)

Certificate of Proficiency

Beginning Welding (34 credits; 550 contact hours)
Intermediate Welding (24 credits; 440 contact hours)
Advanced Welding (24 credits; 440 contact hours)

PROGRAM DESCRIPTION: The Welding Technology Program is designed to introduce students to all phases of welding and cutting including Oxy-Acetylene, Flux Core Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Shielded Metal Arc Welding, Dual Shield, Metallic Inert Gas Welding, plasma and oxy-acetylene cutting processes, both manual and automatic feed. Emphasis will be placed on the proper setup, safety and use of shop equipment. Shop experience is gained through work done on a variety of practical projects, such as tanks, bumpers, home projects and art work, using various types of materials—cast iron, steel, stainless steel, and aluminum in various shapes, positions, and sizes.

CAREER OPPORTUNITIES: Graduates are employed as welders in the building trades, shipbuilding, bridge construction, metal fabrication, and maintenance repair work. Welders use oxy-acetylene, arc, FCAW tungsten inert gas, and short arc welding techniques.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete AAS degrees should be able to:

- Demonstrate the following skills standards specific to Welding Technology:
  - Operate safely a variety of hand and power tools used in metal fabrication; brake, shear, drills, ironworker rolls and power saws.
  - Identify and know characteristics of a variety of metals used in the fabrication industry.
  - Perform different welding processes: SMAW, GMAW, FCAW and GTAW.
  - Describe different filler metals for all welding processes and their numbering systems.
  - Demonstrate all thermal metal cutting processes; oxy-acetylene, plasma arc and heat treating.
  - Lay out projects using a minimum of materials and fabrication time.
  - Interpret blueprints and drawings including all weld symbols and specifications.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

ASSOCIATE DEGREE REQUIREMENTS: An Associate in Applied Science Degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general
education list requirements must be met, with any additional credits to be selected as electives.

CERTIFICATE REQUIREMENTS: A Beginning or Intermediate or Advanced Certificate of Proficiency in Welding Technology will be awarded upon successful completion of the courses listed below.

PROGRAM REQUIREMENT: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English, Reading, and Math. The college strongly encourages students to enroll in basic skills and pre-college courses at the beginning of their education. Often, pre-college courses are prerequisites for college-level courses that are necessary for graduation.

(ENGL 097, READ 097 & MATH 090).

Evening Classes: Note: Three 4-credit evening classes are equivalent to one 12-credit day class.

Special Program Note: Continuing education classes are offered in the evening for everyone, from beginners to journey level wanting to upgrade their skills. These classes are 3 hours per night for eleven weeks and students may take one or two nights per week depending upon their needs.

Cooperative Work Experience/Internships:
Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at http://www.spscc.ctc.edu/programs/special/coop.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

Core Requirements - Associate Degree -

Day classes (Option A)
FAID 153 Basic First Aid 2
WELD 110 Oxy-Acetylene Welding 12
WELD 119 Welding Theory 5
WELD 120 Shielded Metal Arc Welding 12
WELD 130 Flux Core Arc Welding 12
WELD 140 Gas Metal Arc Welding 12
WELD 170 Blueprint Reading for Welders 5

AND
Choose one of the following:
WELD 156 Gas Tungsten Arc Welding 12
WELD 200 Welding Fabrication I 12

Core Welding Requirements - Associate Degree -

Evening Classes (Option B)
FAID 153 Basic First Aid 2
WELD 111 Oxy-Acetylene Welding I 4
WELD 112 Oxy-Acetylene Welding II 4
WELD 113 Oxy-Acetylene Welding III 4
WELD 121 Shielded Metal Arc Welding I 4
WELD 122 Shielded Metal Arc Welding II 4
WELD 123 Shielded metal Arc Welding III 4
WELD 131 Flux Core Arc Welding I 4
WELD 132 Flux Core Arc Welding II 4
WELD 133 Flux Core Arc Welding III 4
WELD 141 Gas Metal Arc Welding I 4
WELD 142 Gas Metal Arc Welding II 4
WELD 143 Gas Metal Arc Welding III 4
WELD 151 Gas Tungsten Arc Welding I 4
WELD 152 Gas Tungsten Arc Welding II 4
WELD 153 Gas Tungsten Arc Welding III 4
WELD 161 Welding Certification Preparation I 4
WELD 162 Welding Certification Preparation II 4
WELD 163 Welding Certification Preparation III 4

General Education Requirements - Associate Degree (Options A and B)

Reading/Writing
ENGL& 101 English Composition I 5

Speaking/Language
Choose from General Education List (AAS/ADN) 5

Computation
MATH 101 Technical Mathematics I 5

Human Relations
CMST& 230 Small Group Communicatn 5

Core Requirements - Beginning Welding Certificate

WELD 110 Oxy-Acetylene Welding 12
WELD 119 Welding Theory 5
WELD 120 Shielded Metal Arc Welding 12
WELD 170 Blueprint Reading for Welders 5

Core Requirements - Intermediate Welding Certificate
Prerequisite: WELD 119 & 170 or Welding Placement Test
WELD 130 Flux Core Arc Welding 12
WELD 140 Gas Metal Arc Welding 12

Core Requirements - Advanced Welding Certificate
Prerequisite: WELD 119 & 170 or Welding Placement Test
WELD 156 Gas Tungsten Arc Welding 12
WELD 200 Welding Fabrication I 12
COURSE DESCRIPTIONS

ACCOUNTING

ACCT 151  Electronic Ten-Key Calculator  2
Involves mastery of desk calculator ten-key pad by touch and applications involving addition, subtraction, multiplication, and division to solve common business problems that include the computation of interest, markup, markdown, percentages, and discounts. Prerequisite: BUS 104 or MATH& 146 (formerly MATH 108).

ACCT& 201  Prin of Accounting I  5
Basic structure of accounting: Receivables, payables, and inventories for a merchandising enterprise, deferrals, accruals and depreciation. This course was formerly known as ACCT 201 Accounting Fundamentals I. Prerequisite: None. Students without previous Accounting training or experience may want to consider taking CIS 107, Practical Accounting, before taking 201.

ACCT& 202  Prin of Accounting II  5
Systems and controls: recognition of revenue and allocation of costs; partnerships and corporations; stocks and bonds. Preparation of statement of cash flows and financial statement analysis. This course was formerly known as ACCT 202 Accounting Fundamentals II. Prerequisite: A grade of “C” (2.0) or higher in ACCT& 201 or ACCT 201.

ACCT& 203  Prin of Accounting III  5
Development of costs for manufacturing concerns, determination of income, development of management information and evaluation of performance. This course was formerly known as ACCT 203, Managerial Cost Accounting. Prerequisite: A grade of “C” (2.0) or higher in ACCT& 202 or ACCT 202.

ACCT 206  General Ledger Computerized Accounting  3
Introduction to the processing of accounting data on a microcomputer using a pre-programmed general ledger software package. A number of problems are worked involving data entry. No programming is involved. Prerequisite: A grade of “C” or higher in ACCT 201 (formerly ACCT 201) and CIS 123.

ACCT 231  Intermediate Accounting I  5
Conceptual framework, review of accounting process and basic financial statements, statement of cash flows, cash, receivables, inventories, and non-current operating assets. Prerequisite: A grade of “C” (2.0) or higher in ACCT& 202 or ACCT 202.

ACCT 232  Intermediate Accounting II  5
Debt and equity financing investments in debt and equity securities, retained earnings, deferred income taxes, accounting changes, earning per share, financial statement analysis pension and other compensation, leases, and revenue recognition. Prerequisite: A grade of “C” or higher in ACCT 231.

ACCT 235  Governmental Accounting  5
Accounting for governmental and fund agencies. Fund management and budget preparation. Accounting for appropriated funds. Prerequisite: A grade of “C” (2.0) or higher in ACCT& 202 or ACCT 202.

ACCT 238  Federal Income Tax  5
Introduction to federal income taxation for individuals and businesses including the preparation of Form 1040 and supporting schedules, the treatment of special tax situations, and an introduction to basic tax fundamentals for partnerships and corporations. Prerequisite: ACCT&201 or ACCT 201 with a grade of “C” (2.0) or higher.

ACCT 239  Payroll Accounting and Business Taxes  3
Preparation of payrolls. Study of taxes affecting businesses, preparation of federal, state and local business tax forms. Prerequisite: A grade of “C” (2.0) or higher in CIS 107, or ACCT& 201 or ACCT 201.

ACCT 240  Auditing  5
Auditing as applied to financial statements. Standards and ethics of the accounting profession. Internal auditing in support of management. Prerequisite: A grade of “C” or better in ACCT 232.

ADULT BASIC EDUCATION

ABE 041  ABE Level I (Beginning ABE Literacy)  0
Non-credit course for students with special needs in basic skills education who, at intake, test at or below 200 on the CASAS appraisal test. Prerequisite: Placement by testing.

ABE 042  ABE Level II (Beginning Basic Education)  0
Non-credit course for students with special needs in basic skills education who, at intake, tests between 201-210 on the CASAS appraisal test. Prerequisite: Placement by testing.

ABE 043  ABE Level III (Low Intermediate Basic Education)  0
Non credit course designed to teach reading, writing and computational skills to individuals who have a goal to improve basic skills and, at intake, score between 211-220 on a CASAS appraisal test (grade equivalents 4.0-5.9). Prerequisite: Placement by testing.

ABE 044  ABE Level IV (High Intermediate Basic Education)  0
Non credit course designed to teach reading, writing and computational skills to individuals who have a goal to improve basic skills and, at intake, score between 221-235 on a CASAS appraisal test (grade equivalents 6.0-8.9). Prerequisite: Placement by testing.

ABE 053  ABE III-Language Arts  0
Individual and group instruction for students who desire to improve skills in reading and writing. Prerequisite: Placement by testing.

ABE 054  ABE IV-Language Arts  0
Individual and group instruction for students who desire to improve skills in reading and writing. Prerequisite: Placement by testing.

ABE 063  Adult Basic Education III- Math  0
Individual and group instruction for students desiring to improve skills in mathematics. Prerequisite: Placement by testing.

ABE 064  Adult Basic Education IV-Math  0
Individual and group instruction for students desiring to improve skills in mathematics in preparation for the GED class, college classes or employment. Prerequisite: Placement by testing.
AGRICULTURE SCIENCE

AGPR 105  Weed Biology and ID  5
Introduction in weed science to provide an understanding of the principles and methods of controlling weeds, use and development of herbicides, methods of application and rate calculation, sprayer components and calibration, and practical knowledge of plant and seed samples of weeds common to the Pacific Northwest. Prerequisite: None.

AMERICAN SIGN LANGUAGE

ASL& 121  Am Sign Language I  5
An introduction to American Sign Language (ASL) to develop visual and spatial awareness. Vocabulary, grammar usage, receptive skills and culturally appropriate behavior when interacting with deaf people, community and their history. This course was formerly known as ASL 101. Prerequisite: None.

ASL& 122  Am Sign Language II  5
A continuation of ASL& 121 to work towards mastery of American Sign Language. Gain a deeper insight of vocabulary, grammar, receptive/expres- sive skills and deaf history. Increased knowledge about deaf culture and community. This course was formerly known as ASL 102. Prerequisite: ASL& 121 or ASL 101 with a grade of 2.0 or better, demonstrate equivalent proficiency, or instructor’s permission.

ASL& 123  Am Sign Language III  5
A continuation of ASL& 122 to work towards mastery of American Sign Language with focus on grammatical features that include visual, spatial and non-verbal components. Intensive work on development of receptive/ expressive skills and vocabulary. Continuation of study of deaf culture and community. This course was formerly known as ASL 103. Prerequisite: ASL& 122 or ASL 102 with a grade of 2.0 or better, demonstrate equivalent proficiency, or instructor’s permission.

ASL& 221  Am Sign Language IV  5
Emphasis on expressive and receptive skills development and American Sign Language fluency. Focus will be given to correct formation of signs, movement, rhythm and clarity. Idioms and slang will be taught. This course was formerly known as ASL 201. Prerequisite: ASL& 123 or ASL 103 with a grade of 2.0 or better or demonstrated equivalent proficiency, or instructor’s permission.

ASL& 222  Am Sign Language V  5
Continued development of ASL fluency - including expressive and recep- tive skills, vocabulary (including ASL idioms and stand) and ASL grammar; introduction of ASL linguistics. This course was formerly known as ASL 202. Prerequisite: ASL& 221 or ASL 201 with a grade of 2.0 or better or demonstrated equivalent proficiency; or instructor’s permission.

ASL& 223  Am Sign Language VI  5
Continued development of ASL fluency - including expanded vocabulary, including ASL idioms, increased proficiency in ASL’s grammar, linguistics, and non-manual features through intensive conversational and public speaking exercises. This course was formerly known as ASL 203. Prereq- uisite: ASL& 222 or ASL 202 with a grade of 2.0 or better or demonstrated equivalent proficiency, or instructor’s permission.

ANTHROPOLOGY

ANTH& 100  Survey of Anthropology  5
Surveys comprehensively anthropology’s five sub-fields: physical anthro- pology, archaeology, cultural anthropology, linguistic anthropology, and applied anthropology. Takes an evolutionary perspective in order to provide a scientifically valid perspective on human history, human nature, and human social practices from the remote past to the present. This course was formerly known as ANTH 101, Introduction to Anthropology. Prerequisite: None.

ANTH& 104  World Prehistory  5
A survey of human prehistory from the origin of humans through the emergence of early civilizations, providing the foundation for understanding modern human societies. Attention is given to civilizations from both the Old World, including ancient Mesopotamia, Egypt, China, and India, and the New World, including the Maya, Inca and Aztec. Prerequisite: None.

ANTH 113  Archaeological Laboratory Techniques  1-5
Laboratory analysis of excavated material from the Qwu?gwes Archaeologi- cal site and/or other sites as indicated in the schedule. Preparation and presentation of research papers in class and at professional conferences. Familiarity with archaeological collections, their processing and curation. Includes appropriate theory and methods. May be repeated for up to 5 credits. Prerequisite: ANTH& 100, ANTH& 204 or ANTH 280 recommended.

ANTH& 204  Archaeology  5
Explores the field practices and theoretical methods of archaeology, as well as the patterns of the archaeological record in our region and the world. Considers the cultural evolution of the last remaining highly sophisticated hunters/fisher/gatherer societies: the Northwest Coast Indian Cultures. Examines the record from the earliest hunter/gatherers through formative civilizations from a world perspective. This course was formerly known as ANTH 104, Introduction to Archaeology. Prerequisite: None.

ANTH& 205  Biological Anthropology  5
Explores bio-cultural processes of human evolution, including the principles of inheritance, biological basis of human diversity, our mammalian/primate evolution, and our hominid roots and the outcome-our kind! Anthropo- logical aspects of the biological and cultural nature of our species will be considered in an attempt to better understand why we are what we are and what we might become. This course was formerly known as ANTH 102, Introduction to Physical Anthropology. Prerequisite: None.

ANTH& 206  Cultural Anthropology: Diversity  5
Explores the nature, growth and history of human cultures. Surveys the range of cultural phenomena including material culture, making a living, domestic life, kinship, economic exchange, social/political organization, social control, personality, art, religion, and applying anthropology in a contemporary world with special emphasis on non-western societies and the comparisons among traditions. This course was formerly known as ANTH 103, Introduction to Cultural Anthropology. Prerequisite: None.
ANTH& 207  **Linguistic Anthropology**  5  
Focuses upon language as a distinctly human means of communication and social interaction. Explores the evolution and history of languages and dialects; applied linguistics; sociolinguistic; language and identity, and expressive forms cross-culturally. Examines the structure of language, including phonetics (sounds), morphology (word construction), syntax (word order), semantics (meaning), and pragmatics (actual usage). Introduces the ethnography of communication as a research methodology. This course was formerly known as ANTH 105, Introduction to Linguistic Anthropology. Prerequisite: None.

ANTH& 210  **Indians of North America: Diversity**  5  
Provides a general view of the variations in the life ways of the Native Americans up to the late 1800's when the last of the Native American nations lost their independence. Places native populations in a broad comparative context, investigating the variation between the societies of the major culture areas of North America and their interaction with the European and American societies with whom they came in contact. This course was formerly known as ANTH 210, Native American Cultures and Culture Context. Prerequisite: None.

ANTH& 216  **Northwest Coast Indians: Diversity**  5  
Origins, development and a variation of Pacific Northwest cultures from the earliest migrations to contemporary times. Survey traditional native ways of life along coastal Washington, British Columbia, and Southeastern Alaska and their effects on current Northwest life styles. Explore the historical roots of contemporary regional issues concerning treaties and Indian rights. A previous anthropology class suggested. This course was formerly known as ANTH 105, Introduction to Linguistic Anthropology. Prerequisite: None.

ANTH& 227  **Pacific Island Cultures: Diversity**  5  
The course investigates the cultures and peoples of the Pacific, with an emphasis on Polynesia. The origins of Pacific islanders, prehistoric voyaging and trade, monumental architecture, the “mysteries” of Easter Island, and cultural changes caused by European contact are examined. This course was formerly known as ANTH 240, Native Pacific Island Cultures. Prerequisite: ENGL&101 recommended.

ANTH& 236  **Forensic Anthropology**  5  
The history, theory and application of anthropological techniques in the identification of human skeletal remains in a forensic context. This course was formerly known as ANTH 202. Prerequisite: ANTH& 237 or ANTH 201 or FORS 201 recommended.

ANTH& 237  **Human Osteology**  5  
Provides an overview of the human skeletal system and techniques in the identification of human skeletal remains. This course was formerly known as ANTH 201. Prerequisite: None.

ANTH 250  **Topics in Anthropology: (Variable Subtitles)**  5  
An in-depth study of aspects of the cultural past or present, or language of a specific region or group, of aspects of the biology of a specific region or group (including human or non-human primates), or an in-depth study of anthropological theory and its application to a specific topic. Prerequisite: A previous course in Anthropology or instructor’s permission.

ANTH 250B  **Topics in Anthropology: Field Survey Procedures**  5  
A survey of basic field procedures used to locate, test, preliminarily evaluate, record, report and protect archaeological sites. Emphasizes the basics of field survey, mapping, testing and recording heritage. These archaeologically-based techniques are used around the world, but we will consider how they can be applied in the Pacific Northwest to record and protect sites. Prerequisite: A previous course in Anthropology, preferably ANTH& 100 or ANTH& 204, or instructor’s permission.

ANTH 250C  **Topics in Anthropology: CRM & the Law**  5  
A survey of federal historic preservation legislation, federal CRM legislation and regulations (especially Section 106 of the National Historic Preservation Act (NHPA)), the Native American Graves Protection and Repatriation Act (NAGPRA), Native American concerns and traditional cultural properties, and cultural resources and the world wide web, and State CRM legislation and regulations. The overall goal is to train students in the laws pertaining to cultural and archaeological resources throughout the country and regionally. Prerequisite: A previous course in Anthropology, preferably ANTH& 100, ANTH 111 or ANTH& 204, or instructor’s permission.

ANTH 250D  **Topics in Anthropology: NW Coast Indian Art**  5  
A survey of Northwest Coast Indian art history from the Columbia River to Southeast Alaska. An analysis of form, design elements and symbolism. Emphasis on demonstrating the advanced nature of Northwest Coast Indian art within a rich cultural heritage. Previous anthropology course suggested. Prerequisite: None.

ANTH 250E  **Topics in Anthropology: New Zealand**  5  
An in-depth anthropological study of New Zealand society. Topics covered include Maori culture and prehistory, New Zealand history, political and socioeconomic systems, New Zealand’s place within the Pacific context and current regional and national issues. Prerequisite: Instructor’s permission.

ANTH 250F  **Topics in Anthropology: British Isles**  5  
An anthropological study of Great Britain and Ireland. Topics covered include different cultures within the British Isles from the Neolithic to the modern era and current issues in Ireland and the United Kingdom. The course includes a travel component to one or more locations within the region to enhance the students’ understanding of the region. Prerequisite: Instructor’s permission.

ANTH 270  **Anthropology of Diverse Sexualities: Diversity**  5  
Focuses on Western and non-Western expressions of homosexuality, bisexuality and transgender from an anthropological perspective. Includes the biological evidence related to sexual orientation and gender, expressions of sexualities in Western and non-Western societies, the relationship of myth, religion and language to diverse sexualities, non-heterosexual identity in different cultures, and the relevance of anthropology to the American societal debate on diverse sexualities. Prerequisite: ENGL& 101 recommended.

ANTH 280  **Field Archeology**  12  
Involves excavation of a historic and/or prehistoric archaeological site, with emphasis on basic excavation skills and record keeping, field mapping, laboratory analysis and photography. Prerequisite: Previous Anthropology class recommended.
ART

ART 101  Introduction to Art  5
Introduces concepts and techniques used in the visual arts with an emphasis on art in the local community, other cultures and the contemporary world. Prerequisite: Eligible for ENGL& 101 (formerly WRIT 101).

ART 111  Art History: Ancient and Medieval  5
Study of the art and architecture of ancient and medieval cultures from a global perspective. Prerequisite: ENGL& 101 or WRIT 101 or concurrently.

ART 112  Art History: 14th to 17th Centuries  5
Study of the art and architecture during the fourteenth to seventeenth centuries from a global perspective. Prerequisite: ENGL& 101 (formerly WRIT 101) or concurrently.

ART 113  History of Art: Modern  5
Study of the art and architecture from the eighteenth century to the present, from a global perspective. Prerequisite: ENGL&101 (formerly WRIT 101) or concurrently.

ART 114  Art of World Cultures  5
Study of the arts of world cultures, ancient to contemporary. Examines art and architecture as the expression of philosophical and social traditions, historical events and contemporary movements. Prerequisite: ENGL&101 or concurrently.

ART 115  Latin American Art and Culture: Diversity  5
An introduction to the art and culture of the Latin American world. Examines the visual arts and culture in historical and contemporary context. May include Pre-Columbian art, fine arts, architecture, traditional crafts, popular arts, and contemporary art. Prerequisite: ENGL& 101 (formerly WRIT 101).

ART 120  Drawing  5
Concepts, techniques, and processes of drawing, including line, value, texture, composition, representation and basic color theory. Introduction to basic drawing materials, including charcoal, graphite, pastels, ink and watercolor. Develop drawing skills and personal expression through studio projects, lectures and critiques. Prerequisite: None.

ART 130  2D Design  5
Foundation course introducing the study of the visual language and principles of visual communication with emphasis on line, space, form, color, composition and creative problem solving. Develop skills and personal expression through studio projects, lectures and critiques. Prerequisite: None.

ART 135  3D Design  5
Foundation course introducing concepts and techniques of three-dimensional design. Analysis of form, expression, and social impact of three-dimensional design in a variety of applications including industrial design, architecture, and environmental planning. Prerequisite: None.

ART 140  Printmaking  5
Basic principles and techniques of printmaking. Includes block printing, intaglio, screen printing, lithography, monoprints and variants of these processes. Prerequisite: None.

ART 150  Ceramics  5
Basic principles and techniques of ceramics, including handbuilding, throwing on the potter’s wheel, decorative techniques, and glazing. Firing in electric gas and/or raku kilns. Emphasis on craftsmanship and personal expression. Prerequisite: None.

ART 155  Sculpture  5
Basic principles and techniques of sculpture, such as carving, modeling, casting and assemblage. Introduction to new media which may include site-specific work, installations, recycled materials, performance and earthworks. Prerequisite: None.

ART 160  Painting  5
Focus on the development of personal expression through painting. Introduction to the medium of paint, color theory, composition, and painting techniques. Prerequisite: None.

ART 165  Watercolor Painting  5
Basic principles and techniques of painting in watercolor and other water soluble media, including tempera, ink, gouache and mixed media. Emphasis on craftsmanship, innovative techniques and the development of personal expression. Prerequisite: None.

ART 170  Digital Photography  5
Introduction to digital photography for print and electronic media. Introduces principles of camera and lens operation, digital storage, file formats, image editing, peripheral equipment, aesthetics and history of photography. Explore the impact of visual communication in the digital age. Prerequisite: None.

ART 220  Intermediate Drawing  5
Concepts and techniques beyond the introductory level. Focus on individual expression and the development of a portfolio or collection of original work. Assigned projects may include life drawing, experimental media or formats, and advanced work in traditional drawing media such as charcoal, graphite or ink. Prerequisite: ART 120 or instructor’s permission.

ART 250  Intermediate Ceramics  5
Concepts and ceramic techniques beyond the introductory level. Focus on individual expression and greater technical proficiency. Independent projects may include glaze calculation, alternate firing techniques such as raku and pit firing, ceramic sculpture, and advanced wheel throwing. Prerequisite: ART 150 or instructor’s permission.

ART 251  Advanced Ceramics  5
Focus on concepts and ceramic techniques to enhance individual expression and increase technical proficiency. Independent projects will include glaze calculation, kiln firing, ceramic sculpture, and advanced wheel throwing. Prerequisite: ART 150, ART 250 or instructor’s permission.

ART 252  Ceramics Studio-The Wheel  5
Concepts and techniques beyond the introductory ceramic level, with emphasis on utilitarian forms and the potter’s wheel. Explores personal expression through a combination of independent projects and assigned work. Prerequisite: ART 150 or instructor’s permission.
ART 260  Painting Studio  5
Concepts and techniques beyond the introductory level. Focus on craftsmanship, color theory, and developing personal expression through assignments and independent projects. Work will include the study of advanced painting techniques, mixed media, and/or experimental projects. Prerequisite: ART 160 instructor’s permission.

ASTRONOMY
ASTR & 100  Survey of Astronomy  5
Origin, characteristics, and evolution of the solar system, the sun, the stars, galaxies, and the universe. This course was formerly known as ASTR 105, Introduction to Astronomy. Prerequisite: None.

AUTOMOTIVE TECHNOLOGY
AUTO 100  Introduction to Automotive  5
Basic engine systems design and diagnostic procedures covered on most import and domestic automobiles, including green technology vehicles. Extensive use of shop manuals, technical service information, and computer based information systems will be emphasized. Automotive shop safety practices, hand tools and precision tools usage, and OSHA regulations and procedures are studied. Prerequisite: None.

AUTO 105  Introduction to Automotive Engine Rebuild  6
Basic engine component rebuilding and engine theory on most import and domestic vehicles. Emphasis will be on engine diagnosis and rebuild procedures. Extensive repair options will be discussed. Prerequisite: None.

AUTO 111  Automotive Fuels and Electrical Systems  16
Fuels and electrical systems theory, diagnosis, and service relating to modern import and domestic automobiles, including green technology vehicles. Covers in-depth application of Ohm’s Law and Watt’s law Theory. Shop electrical diagnostic equipment and tools are studied with emphasis on safety and setup. Prerequisite: AUTO 100 or instructor’s permission.

AUTO 116  Automotive Brake Systems  8
An in-depth study of modern domestic and import car braking systems. Emphasizes inspection, diagnosis, repair and adjustment of disc and drum type systems. Includes complete hydraulic system and components, power assist, parking brake, anti-lock brake, electronic skid control systems, and hybrid vehicle regenerative brake components. Use of the latest ABS diagnostic scan tools is incorporated. Extensive review of shop safety practices and proper equipment use. Course is taught concurrently with AUTO 117. Prerequisite: AUTO 100 or instructor’s permission.

AUTO 117  Steering and Suspension Systems  8
An intensive overview covering the design, and inter-relationship of most major import and domestic steering and suspension systems, including hybrid vehicle power steering circuits. Theory and basic diagnostic procedures are extensively studied. Shop special service tools and 4-wheel alignment equipment will be utilized. Emphasis will be placed on safety, setup and use. Course is taught concurrently with AUTO 116. Prerequisite: AUTO 100 or instructor’s permission.

AUTO 118  Automotive Electrical/Electronics  8
Fundamental knowledge in the development and use of electricity in the modern automobile as it relates to the engine, chassis and accessory circuits including electronic control systems and components. Includes advanced student of hybrid electric vehicle systems. Course is taught concurrently with AUTO 119. Prerequisite: AUTO 111 or instructor’s permission.

AUTO 119  Automotive Fuel Systems  8
Fundamental knowledge and work experience in fuels, fuel delivery systems, as they relate to the modern automobile. Includes advanced student of fuel cell vehicle systems. Course is taught concurrently with AUTO 118. Prerequisite: AUTO 111 or instructor’s permission.

AUTO 215  Automotive Heating and Air-Conditioning  8
General theory and application of automotive heating, air-conditioning, and automatic temperature control systems as applied to the modern import and domestic automobile, with an emphasis on using schematics, troubleshooting, diagnosis, and repair. Includes hybrid vehicle A/C/ safety precautions. Course is taught concurrently with AUTO 223. Prerequisite: AUTO 111, AUTO 118, AUTO 119, or instructor’s permission.

AUTO 220  Automotive Driveability and Emissions  16
Study of electronic control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, flex fuel and fuel cell systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. Prerequisite: AUTO 111, AUTO 118, AUTO 119, or instructor’s permission.

AUTO 221  Automotive Drive Trains  16
An in-depth study in the theory and operation of the complete drive train, including hybrid transmissions. Familiarize students with the tools and techniques necessary to properly maintain, diagnose, service, and repair automatic transmissions, automatic transaxles, torque converter, manual transmissions, manual transaxles and all related components. Prerequisite: All 100 level Automotive classes or instructor’s permission.

AUTO 223  Automotive Chassis and Accessory Circuits  8
Advanced study of the automotive chassis and accessory circuit systems and related components, application, diagnosis, proper maintenance and repair. In-Depth diagnosis, trouble shooting, and repair of electrical and mechanical related problems encountered in the chassis and accessory systems in the modern domestic and foreign automobile, including hybrid electric vehicles. Course is taught concurrently with AUTO 215. Prerequisite: AUTO 111, 118, 119 or instructor’s permission.
BAKING AND PASTRY ARTS

BPA 111  Yeast Breads  4
Principles and techniques of yeast dough production with the use of traditional mixing and fermentation methods emphasizing flavor, texture, and appearance as well as increased shelf-life. Prerequisite: Instructor’s permission.

BPA 112  Quick Breads and Cakes  4
An introduction to the following mixing methods: flour batter, biscuit, creaming, two stage, sponge, and modified sponge. The student will prepare assorted breakfast items: biscuits, scones, muffins, quick breads, and cakes. Prerequisite: Instructor’s permission.

BPA 113  Cookies and Petits Fours  4
The fundamental techniques for making a wide variety of cookies and petits fours using the one-stage method, the creaming method, and the sponge method. Prerequisite: Instructor’s permission.

BPA 114  Pastry Techniques-Viennoiserie  4
Preparation of Viennese-style baked goods. Emphasis will be on lamination techniques used to make up such pastries as pain au chocolate, pain aux raisin, Danish pastries, and brioche. Prerequisite: Instructor’s permission.

BPA 115  Pies and Tarts  4
Prepare baked and unbaked pies and tarts, using fruit fillings, custard-type fillings, cream fillings, and chiffon fillings. Prerequisite: Instructor’s permission.

BPA 116  Individual and Plated Desserts  4
Instruction in plated desserts with a focus on custards, mousses, and creams. Skills in composition, portion control, and plate presentation are developed. Prerequisite: Instructor’s permission.

BPA 117  Classical Cakes and Tortes  4
Instruction in cake production, including cream preparation, egg foams, glazes, mousses, icings, and decorative techniques. Emphasis will be put on composition, balance assembly, and presentation of classic cakes and specialty tortes. Prerequisite: BPA 112, BPA 116.

BPA 119  Bakery Operations  4
Practical application of producing and marketing products in the setting of an actual bakery. Students will practice the skills for controlling inventory, analyzing sales, displaying product, and developing specialty baked goods to meet the dietary needs of customers. Prerequisite: Instructor’s permission.

BPA 121  Chocolate and Confections  4
Introduction to the processes involved in making chocolates and confections. The tempering of chocolate will be emphasized, as well as, techniques for filling, enrobing, and decorating chocolates. Prerequisite: Instructor’s permission.

BIOLOGY

BIOL& 100  Survey of Biology  5
Introductory course for non-biology majors which includes an introduction to major biological principles and processes. Topics chosen from all areas of modern biology including ecology, physiology and cell biology. Uses examples from all kingdoms of life. Prerequisite: None.

BIOL 110  Current Biological Issues: Emerging Infectious Diseases  5
This course on emerging diseases serves to introduce students to basic concepts in microbiology, genetics, ecology and epidemiology. Social issues surrounding the spread of and efforts to control diseases provide clear examples of the importance of science to everyone. This underlies the importance of scientific literacy for voters and consumers of medical care. Within the context of disease threats, students are introduced to the basics of cell biology, microbial genetics, and how genetic factors determine changes in disease virulence and pathogen survival. The science and politics of emerging disease are woven around case studies of disease outbreaks. In order to understand disease, students will also study the immune system and how it functions to protect humans from most pathogens. (Four lecture hours with a two-hour laboratory session per week.) Prerequisite: None.

BIOL& 160  General Biology w/Lab  5
Introductory laboratory course in the study of living organisms and biological concepts. Topics include cell structure and function, metabolism, genetics, biotechnology, biological diversity, evolution and ecology. This course provides a foundation for further studies in biology including the majors’ series and anatomy and physiology. This course was formerly known as BIOL 105. Prerequisite: None.

BIOL 175  Human Biology w/Lab  5
Elementary anatomy and physiology of the human body. Appropriate for non-majors (not for Nursing or Biology majors) and individuals preparing to take Anatomy and Physiology. This course was formerly known as BIOL 120. Prerequisite: None.

BIOL 180  Introduction to Marine Biology  5
A general survey of marine biology, including study of the inter-relationships of the physical, chemical, and biological components of the sea; and introduction to the plant and animal phyla; and a discussion of man’s role in the marine environment. Four lecture, three lab hours per week. This course was formerly known as BIOL 170. Prerequisite: None.

BIOL& 221  Majors Cell Biology  5
The study of cell biology and genetics plus the digestive, respiratory, circulatory, excretory and nervous systems of animals with emphasis on human. For biology majors and students in pre-professional programs. This course was formerly known as BIOL 111, General Biology I. Prerequisite: Recommended CHEM& 121 (formerly CHEM 101) or CHEM& 161 (formerly CHEM 140). May be concurrent.
COURSE DESCRIPTIONS

BIOL& 222  Majors Organismal Physiology  5
A survey of all taxonomic groups. Covers viruses, prokaryotes, fungi, plants and animals. Includes a study of the relationships between structure, function, behavior and systematics of the groups. For biology majors and students in pre-professional programs. This course was formerly known as BIOL 112, General Biology II. Prerequisite: BIOL& 221 (formerly BIOL 111) or instructor's permission.

BIOL& 223  Majors Ecology/Evolution  5
A study of ecology; including energy flow and evolution; including population and molecular genetics. For biology majors and students in pre-professional programs. This course was formerly known as BIOL 113, General Biology III. Prerequisite: BIOL& 222 (formerly BIOL 112).

BIOL& 241  Human A & P 1  5
The study of the structure and function of the human body. Topics include cellular organization, metabolism, histology, integumentary, skeletal, muscular, and nervous systems. (Four lecture, three lab hours weekly) This course was formerly known as BIOL 205. Prerequisite: CHEM& 121 (formerly CHEM 101) or higher with a “C” or better.

BIOL& 242  Human A & P 2  5
A continuation of BIOL& 241. Systems covered: endocrine, reproductive, cardiovascular, respiratory, lymphatic, urinary (including fluid and electrolytes) and digestive. (Four lecture, three lab hours weekly) This course was formerly known as BIOL 206. Prerequisite: BIOL& 241 (formerly BIOL 205) with a “C” or better.

BIOL& 253  Human A & P III  5
Covers advanced topics in Anatomy and Physiology. Topics include: genetics, development, aging and pathophysiology of important disorders. (Four lecture, three lab hours weekly). This course was formerly known as BIOL 207. Prerequisite: Complete BIOL& 241 (formerly BIOL 205) with a minimum grade of “C” ; BIOL& 242 (formerly BIOL 206) with a minimum grade of “C” or concurrently. (BIOL& 242 may be taken with BIOL& 253 concurrently).

BIOL& 260  Microbiology  5
Microbiological techniques with health applications. Topics include: morphology of microbes, microbial metabolism, microbial genetics, cultivation and growth identification and classification tests, control of microbial growth, pathogens, disease, and host defenses. (Four lecture, three lab hours weekly). This course was formerly known as BIOL 211. Prerequisite: CHEM& 121 (formerly CHEM 101) and BIOL& 241 (formerly BIOL 205).

BOTANY

BOT 101  Introduction to Botany  5
An overview of plant science, emphasizing plant form and function, life processes, diversity, genetics, propagation and biotechnology, and ecology. Lab and written work emphasize plants in the ecosystem, applied plant science, microscopy and experimentation. Prerequisite: None.

BOT 210  Plants of the Pacific Northwest  5
Native and naturalized plants of the Pacific Northwest: their identification, classification, ecology and distribution. Prerequisite: BIOL&160 or 221, BOT 101, HORT 100, or instructor’s permission.

BUILDING INFORMATION MODELING

BIM 110  Building Information Theory  3
Introduction to the theory of Building Information Modeling. Research the history, applications and future of BIM as it relates to the AEC (Architecture Engineering and Construction) Industry. Prerequisite: None.

BIM 121  Career Development  3
Portfolio / Resume development and research into securing employment in the BIM workplace. Prerequisite: None.

BIM 201  Building Information Modeling I  5
Introductory to Revit Architecture. Industry driven BIM software will be utilized to create an accurate and effective building model while exposing students to the power and potential of BIM (Building Information Modeling) and its impact on the AEC (Architecture/Engineering/Construction) Industry. Prerequisite: CAD 120, 150 or instructor’s permission.

BIM 202  Building Information Modeling II  5
Intermediate Revit Architecture. Expansion of skills from BIM 201 using industry-driven BIM software. The “Information” component of BIM will be the primary focus throughout the course. Use of software to create detailed construction documents, as well as basic 3D model presentation techniques, project phasing, and managing design options. Prerequisite: BIM 201 with a “C” or better.

BIM 203  Building Information Modeling III  5
Advanced Revit architecture and techniques for industry-driven BIM software. Collaboration, teamwork, and creating custom content will be the primary focal points of this course. Students will work collaboratively on a common building project to simulate a real-world work environment. Additionally, each student will be responsible for contributing custom content to the project. Prerequisite: BIM 202 with a “C” or better.

BIM 211  Construction Documents  5
Introductory level understanding of commercial construction and BIM projects with a strong emphasis on reading and understanding existing commercial construction documents that have been created from BIM models. Focuses on site related, architectural, and structural elements as well as broad mechanical and electrical elements of the documents. Prerequisite: CAD 120, BIM 201.

BUSINESS ADMINISTRATION

BUS& 101  Intro to Business  5
An overview of current concepts and structures of American business. A general look at the functions of business-forms of ownership, management, personnel, marketing, production, finance, and the economic picture. This course was formerly known as BUS 101. Prerequisite: ENGL& 101 or WRIT 101 or eligible to take ENGL& 101.

BUS 104  Business Math  5
Emphasis on solving practical problems in business, including percentages, payroll, simple and compound interest, annuities, discounts, markups, using a calculator. Prerequisite: MATH 094 or higher with a grade of “C” or better and eligible for ENGL& 101.
BUS 140  Customer Service  5
Focuses on creating and maintaining positive customer relations. Emphasizes the importance of developing a service-oriented organization whose practices foster customer retention and loyalty. Develops skills in problem-solving, communication both oral and written, critical thinking and decision-making in order to identify and respond to customer needs. Prerequisite: Eligible for ENGL& 101 or WRIT 101.

BUS 145  Sales  3
An introduction to selling in a diverse economic environment. Examines the role of selling in contemporary business and the skill sets necessary to build effective on-going customer relationships. Focuses on preparing and delivering sales presentations. Prerequisite: None.

BUS 146  Sales Management  3
Provides an overview of an organization's personal selling function. Examines the development, direction and performance aspects of sales management roles. Includes discussion of organizational strategies, sales organization structure and deployment; recruitment and sales training; motivation and reward system management. Prerequisite: None.

BUS 147  Customer Relationship Management and Negotiation  3
Introduces Customer Relationship Management (CRM) and its importance in today's business environment. Looks at CRM's history and evolution as a key business strategy. Emphasizes CRM's specific applications to sales strategies. Explores data management, technologies and data platforms. Evaluates CRM Program Measurement and Tools and Privacy Considerations & Issues, especially relative to customer data. Considers the future of CRM and its new horizons to use as a technology tool for enhancing an organization's sales productivity and assured survival in a competitive marketplace. Prerequisite: None.

BUS 148  Sales Certification Capstone Project  4
Provides final hands-on learning experience in the Sales Certification Program and focuses on skills learned in prior Sales courses (BUS 145, 146, and 147). Applies sales techniques in a real life sales environment in which students manage and design the Leads Generation Business model to enhance local firms’ leads/prospecting efforts. Prerequisite: BUS 145, 146 and 147.

BUS 160  Principles of Marketing  5
Business activities concerned with planning, pricing, promotion and distributing goods and services. Fundamental principles and business cases are combined so the student may understand more clearly the functioning of marketing in our economy and internationally. Prerequisite: BUS& 101 (formerly BUS 101) or instructor's permission.

BUS& 201  Business Law  5
A study of the American legal system; includes the Constitution, legislative, executive and judiciary branches. Examines system structure, concepts, procedures, terminology, ethical principles with an emphasis on principles and procedures applicable in the context of business contracts. Covers definitions, formation, interpretation and enforcement within the legal field. This course was formerly known as BUS 171, Business Law I. Prerequisite: Eligible to take ENGL& 101.

BUS 202  Business Law II  3
Expands and develops of principles of American substantive and procedural law learned in BUS&201 with a concentrated focus on specific areas of law of particular importance to accountants and other business professionals working in legal areas: accountants' responsibilities and liability; the Uniform Commercial Code relating to sales; negotiable instruments; secured transactions and banking; real estate; insurance; estate planning; bailments; intellectual property; bankruptcy; labor law; and consumer law. This course was formerly BUS 172. Prerequisite: BUS& 201 (formerly BUS 171).

BUS 220  Starting and Managing a Small Business  5
An exploration of entrepreneurship. Examines how to define and develop business ideas, conduct basic research, and identify markets. Covers the steps in business planning and development of the business plan. Financing and a variety of management issues are addressed. Prerequisite: BUS& 101 or BUS 101 recommended.

BUS 240  Principles of Finance  5
Introduction to basic finance theory and decision making. Financial statement analysis; review of basic economic concepts; evaluating risk and return; sources of internal and external funds; the effect of monetary policy; securities and the securities market; and the effect of debt. Applicable to both small and large business. Prerequisite: BUS& 101 and BUS 104; ACCT& 201 strongly recommended.

BUS 260  Principles of Management: Diversity  5
Analysis of the functions of management, including planning, problem solving, decision making, organizing, leading, directing, motivating and controlling. Special emphasis will be on current management issues including the importance of valuing diversity. Students will be expected to employ critical thinking skills to analyze and address typical workplace challenges. The case method, role playing, practical applications and exercises will be used. Prerequisite: Eligible for ENGL& 101 or WRIT 101. Completion of ENGL& 101 or WRIT 101 is strongly recommended.

BUS 270  Human Resources Management  5
An overview of human resource management in the workplace with emphasis on planning for human resources needs, finding and hiring employees, testing, training and compensation, and evaluating performance. Contemporary issues in Human Resource Management will be discussed. Prerequisite: None.

BUS 289  Integrated Business Applications  5
A capstone course that integrates accounting, data processing and business concepts to create solutions to complex business problems. Teambuilding, ethics and presentation techniques are considered. Ability to use a spreadsheet program is required. NOTE: BUS 289 should be taken by business and accounting students who are within two quarters of graduation. Prerequisite: Completion of two of the following with “C” or better: BUS& 101 or BUS 101, ACCT& 201 or ACCT 201, ACCT& 203 or ACCT 203.
BUSINESS INTELLIGENCE

BI 201 Introduction to Business Intelligence 3
Overview of Business Intelligence, including definition of key terms and concepts, roles in gathering, organizing, analyzing, and using data. Discussion of different kinds of users and strategies to maximize access to valid and reliable data and information. This course is targeted to developers, analysts, and decision-makers. Students will gain an understanding of the role of business intelligence in an organization, how BI differs from traditional application development and management information systems, and the needs of consumers and generators of information and data. Prerequisite: None.

BI 205 Organizing Data 5
Introduction to concepts and practices to accumulate and access data from across an organization. Discussion of alternative designs for data storage, and techniques to integrate data from different data sources into a reliable organization asset. Application of current technologies and systems to prepare data for use in ongoing reporting and ad hoc analysis. Students will use Microsoft SQL Server to develop a data mart. Prerequisite: CIS 166, CIS 282, and BI 201 OR equivalent training and experience.

BI 210 Analysis and Reporting 3
Introduces students to the tools and concepts associated with understanding large volume data sets and presenting useful, reliable information in a variety of formats. Focus on analysis - identifying underlying patterns and trends - and reporting - making information accessible to users of different technical and policy levels. Microsoft SQL Server and Visual Studio are used for demonstration and practice; students will create dashboard/presentation applications using the data mart from BI-205. Prerequisite: BI 205.

CHEMISTRY

CHEM& 110 Chemical Concepts w/Lab 5
A look at chemistry in our lives by studying its relationship to water, natural resources, energy sources, food, radioactivity, and the atmosphere. Includes the structure of atoms, chemical reactions, bonding, balancing chemical equations, and related laboratory activities. This course was formerly known as CHEM& 105, Chemical Concepts. Prerequisite: None.

CHEM& 121 Intro to Chemistry 5
Fundamental chemistry for those interested in nursing/allied health and those pursuing a non-science degree. Study of the classification, composition, calculations, and properties (both chemical and physical) of matter at the macroscopic, atomic and subatomic levels. Includes measurements and conversions, atomic structure, chemical bonding, chemical reactions, molar stoichiometry, and acid/base chemistry. This course was formerly known as CHEM 101, Basic General Chemistry. Prerequisite: MATH 099 or concurrent enrollment; or appropriate math placement test score.

CHEM& 131 Intro to Organic/Biochem 5
Continuation of CHEM& 121, formerly known as CHEM 101. Emphasis on organic chemistry and biochemistry. Major functional groups and the major physical and chemical properties thereof are stressed. Major biochemical properties and processes regarding carbohydrates, lipids, proteins, enzymes, nucleic acids and major cellular energy pathways are covered. Prerequisite: Grade of “C” or better in CHEM& 121 (formerly CHEM 101).

CHEM& 161 General Chem w/Lab I 5
First quarter of a general chemistry sequence for engineering, biological science, physical science, pre-med, pre-dental, and math majors. Includes chemical bonding, electron structures, reaction prediction, quantum mechanical concepts, thermochemistry, stoichiometry and gas laws. Problem solving and critical thinking stressed. 4 hours lecture/3 hours lab per week. This course was formerly known as CHEM 140. Prerequisite: MATH& 141 (formerly MATH 121) or concurrent enrollment, or now retired courses: MATH 120 or MATH 140.

CHEM& 162 General Chem w/Lab II 5
Second quarter of a general chemistry sequence for engineering, biological science, physical science, pre-med, pre-dental, and math majors. Includes covalent bonds, molecular shapes, solutions and solids, colligative properties, rates of reaction and equilibrium. Introduction to organic chemistry. Stresses problem solving and critical thinking. 4 hours lecture/3 hours lab per week. This course was formerly known as CHEM 150 General Chemistry II. Prerequisite: Grade of “C” or better in CHEM& 161 or CHEM 140 and MATH& 141 or MATH 121.

CHEM& 163 General Chem w/Lab III 5
Third quarter of a general chemistry sequence for engineering, biological science, physical science, pre-med, pre-dental, and math majors. Includes acids and bases, solubility and complex ion equilibria, thermodynamics - entropy, reduction-oxidation reactions and electrochemistry and nuclear reactions and issues. Stresses problem solving and critical thinking. 4 hours lecture/3 hours lab per week. This course was formerly known as CHEM 160 General Chemistry III. Prerequisite: Grade of “C” or better in CHEM& 162 (formerly CHEM 150), MATH& 141 (formerly MATH 121).

CHEM& 241 Organic Chem I 4
First of a three-quarter sequence of organic chemistry courses. Emphasis on structure, naming, properties, and transformations of the main classes of carbon compounds. This course was formerly known as CHEM 237. Prerequisite: CHEM& 163 (formerly CHEM 160) and ENGL& 101 (formerly WRIT 101) with grades of “C” or better; or instructor’s permission.

CHEM& 242 Organic Chem II 4
Second of a three-quarter sequence of organic chemistry courses. Further study of structure, naming, properties and transformations of the main classes of carbon compounds, especially aromatic and carbonyl compounds. Intended to be taken concurrently with CHEM& 252 (formerly CHEM 242). This course was formerly known as CHEM 238. Prerequisite: CHEM& 241 (formerly CHEM 237) with a grade of “C” or better; or instructor’s permission.

CHEM& 243 Organic Chem III 4
Third of a three-quarter sequence of organic chemistry courses. Emphasis on structure, naming, properties and transformations of amine and polyfunctional carbon compounds; and biochemical compounds (such as lipids, amino acids, proteins, carbohydrates and nucleic acids). This course was formerly known as CHEM 239. Prerequisite: CHEM& 242 (formerly CHEM 238) with a grade of “C” or better; or instructor’s permission.
CHEM& 251 Organic Chem Lab I 3
First laboratory course of a three-quarter sequence of organic chemistry courses. Emphasis on reactions, synthesis, purification and analysis of the main classes of carbon compounds. Intended to be taken concurrently with CHEM& 241 (formerly CHEM 237). This course was formerly known as CHEM 241. Prerequisite: CHEM& 163 (formerly CHEM 160) and ENGL & 101 (formerly WRIT 101) with grades of “C” or better; CHEM& 241 (formerly CHEM 237) with a grade of “C” or better (or concurrent enrollment); or instructor’s permission.

CHEM& 252 Organic Chem Lab II 3
Second laboratory course to accompany a three-quarter sequence in organic chemistry courses. Further study of reactions, synthesis, purification and analysis of the main classes of carbon compounds, especially aromatic and carbonyl compounds. Intended to be taken concurrently with CHEM& 242 (formerly CHEM 238). This course was formerly known as CHEM 242. Prerequisite: CHEM& 241 (formerly CHEM 237) and CHEM& 251 (formerly CHEM 241) with grades of “C” or better; CHEM& 242 (formerly CHEM 238) with a grade of “C” or better or concurrent enrollment or instructor’s permission.

CHINESE

CHIN& 121 Chinese I 5
Beginning level course in Modern Standard Chinese (Mandarin) for students with little or no prior experience in the language. Emphasizes the introduction to the four basic skills of Chinese: listening, speaking, reading, and writing, with particular attention to its unique features, such as tones and characters, and its cultural context. This course was formerly known as CHIN 101. Prerequisite: None.

CHIN& 122 Chinese II 5
Continue to introduce skills in standard (Mandarin) Chinese: i.e., Listening, speaking, reading, and writing. Continuing study of cultural theories. This course was formerly known as CHIN 102. Prerequisite: CHIN& 121 or CHIN 101 or equivalent or instructor’s permission.

CHIN& 123 Chinese III 5
Chinese 123 is a continuation of Chinese 122, a course in elementary Chinese for non-native speakers. Its aim is to help students develop further communicative skills in Mandarin Chinese. This course was formerly known as CHIN 103. Prerequisite: CHIN& 122 or CHIN 102 or equivalent or instructor’s permission.

COMMUNICATION STUDIES

CMST& 101 Introduction to Comm 5
An investigation into the theory and practice of intrapersonal, interpersonal, small group, organizational, intercultural and public speech communication. Communication processes and barriers will be explored. Development of communication skills useful for workplace, family, friendships, educational, and community contexts. This class was formerly known as SPCH 100, Introduction to Speech Communication. Prerequisite: None.

CMST& 102 Intro to Mass Media 5
Survey of mass media emphasizing its history, structure and function and covering print and broadcast newsgathering: film/cinema, television, radio, magazines and computers/internet, and regulation, advertising/public relations and media effects. This course was formerly known as MCOM 100, Introduction to Mass Media. Prerequisite: Eligible for ENGL & 101 (formerly WRIT 101).

CMST 105 Introduction to Online Journalism 5
Introduction to two forms of mass media writing: writing to inform (print and online) and writing to persuade (public relations, advertising and business). Newsgathering and news writing techniques including interviews, news judgment, story development, use of basic resource material, writing style and editing. Development of skills in audio and visual storytelling. Explores relationship between news, newsmakers, citizen journalists, social media networking, and ethics. Computer/word processing skills are essential to being successful in this course. This course was formerly known as MCOM 101, Introduction to Journalism. Prerequisite: Eligible for ENGL & 101 (formerly WRIT 101).

CMST 205 Advanced Online Media Production 5
Develops skills required to use information delivery platforms common to digital media production and online publication. Students work individually and in teams to produce and manage digital media projects for publishing on the web. Prerequisite: ENGL & 101 or WRIT 101, or CMST 105, or instructor’s permission. Word processing skills recommended.

CMST& 210 Interpersonal Communicatn: Diversity 5
Investigation into the theory and practice of interpersonal communication. An experiential approach is used as students participate in a variety of class activities designed to apply and build skills through the speech communication process. Examines how a diversity of communication styles can affect formation and maintenance of school, co-worker, family, friendship and romantic relationships. This course was formerly known as SPCH 103. Prerequisite: None.

CMST& 220 Public Speaking 5
Introduction to oral communication theory and to public speaking/listening practice as applied to a variety of settings and audiences. Students will learn to verbally inform and/or demonstrate and persuade an audience using a variety of speech types. Covers speech preparation, critical listening and thinking, and individual and group presentation techniques. This course was formerly known as SPCH 101, Introduction to Public Speaking. Prerequisite: None.

CMST& 230 Small Group Communicatn 5
The study of communication in small groups. Designed to help students understand group processes and to be effective participants in problem solving groups at home, in the community and at work. Development of skills in decision making, critical listening and thinking, interpersonal and intercultural communication, conflict management and leadership. This course was formerly known as SPCH 115. Prerequisite: None.
CMST 240  Intercultural Communication: Diversity  5
The study of intercultural communication theory and cultural adaptation processes, and the development of skills in transmitting and receiving oral and written messages within a cross-cultural context. Covers selecting a communication style and strategies appropriate to a specific audience and setting. Examines how differences in cultural background influence communication patterns in families, communities, schools, and the workplace. This course was formerly known as SPCH 105. Prerequisite: ENGL& 101 eligible or instructor’s permission.

CMST 260  Communication and Conflict  5
Investigation into interpersonal communication conflict theory and participation in class activities designed to apply and build skills. Study of communication processes and strategies applicable to conflict in family, friend, school, work and community relationships. Examines how communication patterns and behaviors contribute to conflict: escalation, destructive and constructive management approaches, resolution, and reconciliation. Prerequisite: None.

COMPUTER AIDED DRAFTING TECHNOLOGY

CAD 100  Survey of Technical Computing  5
Basic skills and knowledge in using a computer to create, save, and edit a simple document, a spreadsheet, and a graphic to create and send email messages; to create folders for managing files; to open, close, and resize windows; and to navigate the world-wide web. Focus will be on AutoCAD applications. Prerequisite: None.

CAD 102  Mechanical Drafting I  5
Introductory level Mechanical Drafting/CAD. Includes basic CAD drawing and editing tool usage, understanding scales, plane geometry, shape descriptions with an emphasis on 3-D projection theory. Prerequisite: None, recommended CAD 150 be taken concurrently.

CAD 120  Architectural Drafting I  5
Introduction to Architectural Drafting. Understanding drawing scales, construction materials, cost estimating basics, residential building codes and step-by-step development of residential construction documents including: floor plan(s), building sections, exterior elevations, roof and foundation plans. Prerequisite: CAD 101 or instructor’s permission.

CAD 150  Introduction to CAD  5
Introduction to Computer Aided Drafting. Includes file management, coordinate systems, draw commands, editing commands, dimensioning variables, layer management, external reference files, blocks, create attributes, dynamic blocks, introduction to parametric modeling and plotting. Prerequisite: Experience with Windows operating system highly recommended.

CAD 160  Civil Drafting I  4
Introductory level Civil Drafting. Traditional computer aided drafting theory-building course. Fundamental procedures in the development and understanding of Civil Drafting. Includes field note interpretation, plotting traverse, legal descriptions, topography map production, and computations relative to a variety of civil projects. Prerequisite: CAD 101, CAD 150 or instructor’s permission.

CAD 171  MicroStation  5
Provides coverage of the commands used in the Bentley MicroStation CAD software using Bentley PowerDraft software. Topics include creating and working with design files, element placement and manipulation including linear elements, polygons, cells, text, patterning, dimensions. Topics also include using the WSDOT tools to create a WSDOT civil project including base plans, sheet files, creating and stationing an alignment, raster images, printing sheets. Prerequisite: Basic computer skills.

CAD 182  Special Projects  2-5
An elective course with project to be selected by student and instructor. A special agreement form with a written proposal and timeline for the proposed project must be approved and on file with the instructor prior to registration. Prerequisite: Instructor's permission.

CAD 222  Architectural CAD I  5
First half of the two part Advanced CAD Architectural drawing system which utilizes a productive and organized approach to creating Construction Documents. Includes: external file referencing, blocks with attributes, template files, dimensioning styles, text management, detail libraries, industry based layering schemes and plotting variables. Prerequisite: CAD 120, 150 or instructor’s permission.

CAD 223  Architectural CAD II  5
Second half of the two part Advanced CAD Architectural drawing system which utilizes a productive and organized approach to creating Construction Documents. Includes: external file referencing, blocks with attributes, template files, dimensioning styles, text management, detail libraries, industry based layering schemes and plotting variables. Prerequisite: CAD 222 or instructor's permission.

CAD 224  Architectural CAD III  5
Capstone course in the Architectural CAD certificate curriculum utilizing the drawing system tools developed in the prerequisite courses. Exposure to the residential design process starting with schematic design transitioning through design development and culminates with the creation of industry standard construction documents. Prerequisite: CAD 120, 222, 223.

CAD 241  Mechanical CAD I  5
Introduction to 3-D Solid Modeling utilizing SolidWorks Solid Modeling Software and its design environment. Course includes design sketching, solid geometry, blueprinting, solid assemblies and solid material and textures. Prerequisite: CAD 101, 150 or instructor’s permission.

CAD 242  Mechanical CAD II  5
Intermediate 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes advanced design sketching skills, creation of more complex designs, creation of solid assemblies and an introduction to solid analysis. Prerequisite: CAD 241 or instructor’s permission.

CAD 243  Mechanical CAD III  5
Advanced 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes advanced sketch design and editing, complex solid assembly creation and editing, advanced blueprinting and an introduction to Solid stress and movement analysis. Prerequisite: CAD 242 or instructor’s permission.
COURSE DESCRIPTIONS

CAD 261  Civil CAD I  5
Introductory level Civil CAD course utilizing Civil/Survey specialized software. Includes: Plat Map creation, Subdivision map creation, Topographic map creation as well as Plan and Profile Drawings. Assigned projects include a variety of public and private practice type drawings. Prerequisite: CAD 150, CAD 160 or instructor's permission.

CAD 262  Civil CAD II  5
Intermediate level Civil/Survey design. Includes subdivision map creation, points file conversion, topographic map development for converted point files, grading plan design, cut and fill calculations, parcel map development and data query. Introduction to the foundational skills necessary to succeed in CAD 263, the advanced Civil/Survey application course. Prerequisite: CAD 160, 261 or instructor's permission.

CAD 263  Civil CAD III  5
Advanced Level civil/survey design software. Includes working with point files, importing and exporting point files from data collection devices. Working with point groups, creation of topographic maps, advanced plan and profile designs, roadway cross-sections, and fill quantities relative to road design. CAD 264 should be taken concurrently with this class. Prerequisite: CAD 160 and 261 and 262 or instructor's permission.

CAD 264  Surveying I  3
Theory of errors, taping corrections, level traverses, angles, bearing azimuths, operation of a transit, interior and deflection angles, repetition of angles, traverse computations, latitudes and departures, adjustments of traverse coordinates, computation of stadia, vertical and horizontal curves. CAD 263 should be taken concurrently with this class. Prerequisite: CAD 160 and 261 and 262 or instructor's permission.

COMPUTER INFORMATION SYSTEMS

CIS 104  Keyboarding 4  2
A continuous skill building system based on Cortez Peters’ techniques of carefully planned drills and exercises performed on a personal computer that will allow the students to improve keyboarding accuracy and speed. Prerequisite: CIS 103 recommended.

CIS 105  Filing  2
An introduction to basic indexing and filing rules as well as practice in the following: alphabetic card filing, alphabetic correspondence filing, and geographic, subject, and numeric filing. Prerequisite: None.

CIS 106  Business English  5
Study of language skills applied to writing and to transcription; punctuation, spelling, number usage, hyphens, word usage, plurals and possessives, capitalization, all parts of speech, word division, proofreading, and editing practice. ENGL 096 or ENGL 098 recommended. Prerequisite: None.

CIS 107  Practical Accounting  5
Fundamentals of accounting for the office worker who will assist in accounting procedures. Focus on maintaining accounting records for a small, service-type business. Some practice in payroll accounting. Prerequisite: None.

CIS 108  Introduction to Microsoft Office  3
Introduction of major software application packages as tools in business. The following operating and applications software will be covered: Word, Excel, Access, and PowerPoint. Prerequisite: CIS 101 recommended or ability to type by touch at least 20 words a minute.

CIS 109  Human Dimensions in the Office: Diversity  3
Theory behind effective interaction on the job. Includes problem solving, conflict resolution, communication styles and climates, motivation, effective group participation, and adapting to a changing work environment, which includes understanding workforce/workplace diversity. Prerequisite: None.

CIS 110  Internet  2
An introduction to the Internet and computer networking from a non-technical point of view. Explores the history of the Internet, and what the Internet can do for you. Focuses on the fundamentals of Windows Vista, the Internet Explorer browser, and the Windows Mail e-mail client, while describing Internet capabilities, and showing how to apply a variety of services, and providing familiarization with microcomputer concepts and directory and file management theory. Prerequisite: None.

CIS 111  PowerPoint  2
Overview of PowerPoint. Creating, editing, and modifying presentations; navigating among different views; importing text and graphics; customizing presentations; applying templates and animation; printing in a variety of formats; and delivering presentations. Prerequisite: Experience using Windows-based software.

CIS 115  Outlook  2
An introduction to Microsoft Outlook with an emphasis on the email, calendar, and electronic address book features. Also will cover use of Notes and Tasks features to produce to-do lists and organize information. Prerequisite: Experience using Windows-based software.
CIS 123 Introduction to Windows 3
Concepts of the operating system such as the desktop, anatomy of a window, menus, and customizing your system will be introduced. The benefits of the Common User Interface will be demonstrated by using Windows accessories. Prerequisite: None.

CIS 136 Word Processing I Using Microsoft Word 4
Overview of MS Word for Windows software using a personal computer. Basic document creating, editing, and assembly; text formatting, tables, columns, macros, templates, styles, and mail merge. Prerequisite: The ability to keyboard by touch 20 words a minute and CIS 108 recommended.

CIS 141 Excel 3
An introduction to Excel for worksheet applications. Creating simple worksheets using numbers, dates, text, formulas, desktop features, formatting, charting, printing, and file handling. Techniques include copying, moving, relative, and absolute cell references, using functions in formulas, file linking, multiple windows, and range naming. More advanced topics such as database and macros will also be introduced. Prerequisite: CIS 108 recommended.

CIS 145 Introduction to Access 5
An introduction to relational database concepts and applications using Microsoft Access. Database concepts and practices are introduced and discussed using business-related examples. Includes building tables, forms, queries, and reports. Prerequisite: CIS 108 or CIS 123 or instructor’s permission.

CIS 150 Formatting I 4
Basic formatting techniques in keyboarding skill development using a personal computer with word processing software. Introduction to business letters, memorandums, tables, and reports. Prerequisite: CIS 136 recommended and the ability to type 30 wpm by touch.

CIS 160 Introduction to Programming 5
An introduction to programming structures, concepts, techniques and terminology using the Visual Basic language and development environment. Prerequisite: CIS 101, 108 or CIS 123 recommended, or comparable competencies.

CIS 166 Programming Business Objects 5
Concepts and techniques of object-oriented programming in .NET. Design and coding of custom class modules to validate and store business data emphasized. Basic programming techniques, such as looping and decision-making applied in a variety of situations. Interface design explored, focusing on meeting user needs, maximizing efficiency, and ensuring data validity. Prerequisite: CIS 160 and CIS 168.

CIS 168 Programming Logic 5
An introduction to the mathematics of computer programming. Covers symbolic logic, set theory, truth tables, number systems, algorithm design, decision table and logic diagrams. Prerequisite: MATH 099.

CIS 169 Requirements Analysis 3
Planning, analysis, and design of software. Software design process including requirements analysis, planning, use case diagramming, database and object diagrams. Communication techniques for problem comprehension, decomposition, and analysis. Prerequisite: CIS 168, CIS 145, and (CIS 160 or CIS 142) recommended.

CIS 171 Office Procedures 3
Overview of the role and responsibilities of the office professional. Topics covered include telephone and reception techniques, scheduling, handling mail, office safety, and career development. Prerequisite: CIS 108 recommended.

CIS 175 Administrative Services 3
Administrative functions of organization applied in an office setting. Gives advanced students an opportunity to build and refine skills in office management, correspondence preparation, banking procedures, travel planning, and organizing meetings. Prerequisite: CIS 150, CIS 171 AND CIS 236.

CIS 182 Structured Query Language (SQL) 5
An introductory Structured Query Language (SQL) course which emphasizes techniques for writing efficient standard SQL. Students practice with commercial implementation of SQL. A thorough overview of relational data base concepts, including database design, concepts and practices, establishes a basis for pursuing SQL. Fundamental knowledge of database concepts is expected. Prerequisite: CIS 145, CIS 160 or instructor’s permission.

CIS 184 Creating Web Pages 5
Creating web pages with the HTML programming language. Emphasis on: design, links, using editors, file structure, graphics, tables, frames, forms, cascading style sheets and introduction to XHTML and JavaScript. Prerequisite: CIS 108, CIS 110, CIS 123 recommended.

CIS 185 Web Scripting 5

CIS 187 Computer Graphics and Animation 5
An introduction to 2-D vector and bitmap graphics, as well as animation, using the Java environment. Consideration is given to buffering, timing issues, and user interaction with graphical elements. Applied techniques for game development are discussed. Creation of interactive, animated Java programs and packaging them for use on the Web. Prerequisite: CIS 142 or instructor’s permission.

CIS 189 XML 5
The relationship between XML (extensible markup language) and html. Includes learning proper structure for xml documents, cascading style sheets (CSS), document type definition (DTD), the document object model (DOM) as well as other important xml features. Students will gain knowledge of XML through hands-on experience. Prerequisite: CIS 166, CIS 145 and CIS 184 recommended.
COURSE DESCRIPTIONS

CIS 210  Business Communications  5
Principles of effective communication in business emphasizing the hu-
man relations factor, through correspondence, report writing, and an oral
presentation. Prerequisite: Completion of ENGL& 101 or WRIT 101. CIS
106 recommended.

CIS 235  Rich Internet Applications  5
Create rich internet applications using Silverlight. Combine user inter-
face design in XAML and WPF with .NET programming, and connect to
server-side data resources. Integrate animation and graphics effectively.
Prerequisite: CIS 145, (CIS 185 or CIS 166) and (CIS 184 or CIS 189)
recommended.

CIS 236  Word Processing II  5
Advanced word processing features including custom templates, macros,
styles, generating indexes and tables of contents, merging, sorting, and
integrating text and graphics. Emphasis on critical thinking and problem
solving as they apply to complex word processing projects. Prerequisite:
CIS 136 or instructor's permission.

CIS 237  Dreamweaver  4
Techniques for building world-class websites and web applications using
one of the industry’s leading web authoring tools, Adobe Dreamweaver.
Includes Site Development, Links, Images, Tables, Forms, Templates and
Style Sheets, Layers, Frames, Animations, Media Objects and Adobe Flash
technologies. Prerequisite: None.

CIS 238  Desktop Publishing  4
Using a layout grid, the integration of text and graphics to produce a pro-
fessional looking publication. The use of styles and templates to produce
the layout. Working with text frames that can be moved, resized, rotated,
and combined. Placing, enhancing, and cropping graphics. The creation
of such special design effects as drop caps; reverse type; and text shaped
around graphics. Includes design principles. Prerequisite: CIS 136, ex-
perience with a word processing application, or instructor's permission.

CIS 239  Graphics on the Web Using Photoshop  4
Provides a guide for the beginning web developer to create well-designed
and effective Web sites and pages. Subjects covered are: basic design
principles, site design, page design, typography, and optimizing graphics
for the web. Prerequisite: CIS 136, CIS 184 and CIS 238 recommended.

CIS 241  Advanced Excel  3
Build complex workbooks using EXCEL. The following features will be
utilized: more logical functions, database, linking, OLE, pivot table, visual
basic applications. Prerequisite: CIS 141.

CIS 242  C#  5
The application of C# (C-sharp) for developing Windows desktop applica-
tions and Web services. Focuses on making C# applications that work
with Windows, Databases and Web services available on the Internet.
Prerequisite: CS 142 recommended.

CIS 245  Developing Applications in Access  5
Provides an introduction to application development using Microsoft Ac-
cess as the development platform. Emphasis is placed on the planning
process, database design and understanding customers' business rules.
The process of turning data into useful information will be explored through
development of complex forms, queries, and reports. Students will work
with Visual Basic for Applications (VBA), and ActiveX Data Objects (ADO).
Prerequisite: CIS 145 and CIS 160 or instructor's permission.

CIS 250  Formatting II  4
Advanced formatting techniques and keyboarding skill development using a
personal computer with word processing software. Emphasis on formatting
letters, tables, forms, minutes, agendas, press releases, memorandums,
formal reports, and documents with special features. Prerequisite: CIS 150
or CIS 136, and the ability to type 40 words a minute by touch.

CIS 252  Introduction to Medical Transcription  3
Introduction to the medical transcription process stressing basic medical
office documents, transcription practices, and editing skills. Basic English
grammar and punctuation and medical transcription guidelines will also be
covered. Prerequisite: CIS 150, MED 103.

CIS 254  Medical Transcription  4
Transcription of medical case histories, progress notes, operative reports,
discharge, summaries, and x-ray reports emphasizing the anatomical
parts associated with a particular specialty. Common abbreviations used
in transcribing dictation in the specialty area. Prerequisite: CIS 136, CIS
252, and MED 112.

CIS 256  Machine Transcription  4
Detailed instruction and practice in transcription techniques, vocabulary
building, and language skills—punctuation, spelling, word division, capital-
ization, number styles, and hyphenation. Includes production keyboarding
skills, letters, memos, and reports. Prerequisite: CIS 106, CIS 136, CIS
150, and the ability to type at least 40 WPM by touch.

CIS 258  Software Integration and Configuration  5
An in-depth study of all the functions and features of installing, configur-
ing, and maintaining Microsoft Office on the Microsoft Windows operating
system. They include configuring Internet Explorer and Outlook Express;
resolving issues related to customizing and personalizing the MS Office
Applications suite; migrating from Outlook Express to Outlook; identifying
and troubleshooting network problems; configuring Office security set-
tings; and monitoring security vulnerabilities and updates. Prerequisite:
CIS 108, CNA 112, and CIS 123.

CIS 259  Integrating Software  5
Business simulation including application and knowledge of word pro-
cessing, Outlook, spreadsheets, database, PowerPoint, and internet to
Integrate documents in projects using critical thinking, planning, schedul-
ing, organization skills, and group interaction. Prerequisite: CIS 108, CIS
141 and CIS 236.

CIS 264  C++ Programming  5
An intermediate programming course. Topics include pointers, structure,
basic C++ syntax variables, operators, objects, input/output streams, func-
tions, and classes. Emphasis is placed on the object-oriented aspects of
C++. Prerequisite: CS 142 recommended.
CIS 266  Developing Database Applications  5
Developing business applications using relational databases and object-oriented programming. Emphasis is placed on the planning process, database design and implementation, and understanding customers’ business rules. Practical application of common tools focus on database manipulation using both data-bound controls and programmatic connections. The process of turning data into useful information will be explored using Structured Query Language and interface design. The database techniques are demonstrated with Access and/or SQL Server, and apply to other database products. Prerequisite: CIS 166 and CIS 182 or instructor’s permission.

CIS 269  Software Maintenance  5
Responsibilities and techniques of the maintenance programmer. Emphasis on use of version control software, teamwork, and software testing. Applying UML and use cases for planning modification and extension. A significant, existing software project is used as a case study. Appropriate code commenting and documentation is discussed. Unit tests are created and applied. Evaluation of test cases is performed through code coverage analysis. Prerequisite: CIS 166 and CIS 169 recommended.

CIS 282  SQL Projects  5
Developing relational database applications using Structured Query Language in a client-server environment using Microsoft SQL Server. Topics include database design and implementation, defining and using stored procedures, indices, rules, and database security and administration. Measures to improve performance including transaction processing and database optimization will be explored. Prerequisite: CIS 182 and CIS 166 or instructor’s permission.

CIS 283  SQL Server Administration  5
Developing the skills necessary to install a SQL Server and to administer department and enterprise database activities. Focuses on the role of the Database Administrator in developing and administering procedures to ensure that data is consistently and reliably available throughout an organization. Learning how to manage SQL Server databases, files, and users, and troubleshooting operating and performance problems. Prerequisite: CNA 122, CIS 282.

CIS 284  Web Application Development  5
Create interactive web pages using ASP.NET server-side programming. Integrate web programming with SQL databases and address security issues. Prerequisite: CIS 184, (CIS 166 or CIS 185), CIS 145, CIS 182 recommended.

CIS 293  Application Development-Special Projects  2-5
An elective course with project to be selected by student and instructor. A special agreement form with a written proposal and timeline for the project must be on file with the instructor prior to registration. Student projects must include two or more the areas listed under Course Content; up to 5 credits may be earned depending on the areas covered and complexity of the application. Requires completion of 20 credits with a “B” average or better from the following courses: CIS 145, CIS 160, CIS 166, CIS 182, CIS 185, CIS 189, CIS 245, CIS 266, CIS 282, CIS 284, CIS 142, CS 143. Prerequisite: Instructor’s permission.

COMPUTER NETWORK ADMINISTRATION

CNA 101  Introduction to Networking: Cisco I  5
The first of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces Cisco Networking Academy Program students to entry-level concepts in the networking field. Prerequisite: None.

CNA 112  PC Workstation Technical Support  5
Set-up, installation, configuration, upgrading, and troubleshooting of PC workstations from chassis to completion. Integration of software and hardware into newly built workstations. Prerequisite: READ 097 or instructor’s permission.

CNA 120  Command Line Interface  3
Introduction to using the Windows command line interface. Includes file and disk management, disk partitioning and formatting, command usage and syntax, and batch file/script creation. Prerequisite: None.

CNA 121  Microsoft Workstation  5
A technical introduction to the Microsoft Windows Server operating system and Microsoft Client-Server networks. Includes server installation, server configuration, troubleshooting, creating user and group accounts, designing a user environment, sharing folders, securing access to network resources, and providing network services. Preparation for the Microsoft Certificate Exam. Students enrolling in this course should have familiarity with Microsoft Windows operating systems. Prerequisite: None.

CNA 122  Microsoft Server  5
A technical introduction to the Microsoft Windows 2008 server operating system and Microsoft Client-Server networks. Includes server installation, server configuration, Active Directory basics, creating user and group accounts, sharing folders, and securing access to network resources. Preparation for the Microsoft Certification Exam. Prerequisite: CNA 121 or instructor’s permission.

CNA 130  Introduction to Linux/Unix  5
An introduction to UNIX and UNIX-like operating systems. Learn system fundamentals from the perspective of a new user. Understand the shell interface, utilities and basic characteristics of the operating system. Create introductory shell programs using the Vi text editor. Study system commands using pipes and redirection. Study similarities between a generic UNIX system and a typical Linux system distribution. Install, maintain, and configure a UNIX/Linux Operating System. Understanding services and basic UNIX/Linux system fundamentals. Prerequisite: None.

CNA 210  Introduction to Network Security  5
CNA 211 Computer Forensics 5
A technical, ethical and legal introduction to Computer Forensics. Combines knowledge and skills from computer and network forensics with the basic procedures and principles of forensics. Covers acquiring digital evidence, evidence preservation, proper forensic procedures, ethics, reporting and testifying. Prerequisite: CNA 121 or familiarity with computer operating systems, basic network function and computer storage systems.

CNA 221 Microsoft Network Infrastructure Management I 5
First of two courses covering network services. A detailed examination of the TCP/IP protocol, routing, remote access and name resolution protocols in a Microsoft environment. Incorporates IP addressing, automatic IP addressing (DHCP), Remote Access and Routing Services (RRAS), Network Address Translation (NAT), and Name Resolution (DNS and WINS). Includes troubleshooting and an added emphasis on planning services. Requires a strong understanding of the Windows XP Professional and Windows 2003 Server operating systems. Prerequisite: Completion of CNA 121, and CNA 122 or instructor’s permission.

CNA 222 Microsoft Network Infrastructure Management II 5
Second of two courses covering network services in a Microsoft environment. Includes cryptographic principles, IPSec, certificate infrastructures, remote access, VPNs, server clustering, RADIUS, wireless security and system recovery. Prerequisite: Completion CNA 121, CNA 122 and CNA 221 or instructor’s permission.

CNA 230 Linux/UNIX System Administration 5
Covers administration procedures for Unix/Linux systems. SMTP, POP3, IMAP, HTTP (Apache), Samba, and databases (MySQL) will be covered. Focus on security, system design, and different installation procedures. Implementing kernel base firewalls and networking services. Prerequisite: CNA 130.

CNA 232 Microsoft Exchange Server 5
An introduction to Exchange Server. Planning, installation, configuration, and management of Microsoft Exchange Server. Creation and management of storage groups and stores, recipient objects, and public folders. Configuration of SMTP, message routing, and Internet protocols. Server maintenance, optimization and troubleshooting. Prerequisite: Completion of CNA 121, CNA 122 and CNA 221 or instructor’s permission.

CNA 233 Microsoft Active Directory 5
A rigorous exploration of the Microsoft Active Directory. Includes configuring DNS for Active Directory, installing and configuring Active Directory, Active Directory management, administering Group Policies, and troubleshooting Active Directory. Requires a solid foundation in the server operating system and network infrastructure. Prerequisite: CNA 221 or instructor’s permission.

CNA 234 Microsoft Windows Server Administration 5
An advanced course designed to synthesize and expand topics covered in previous courses. Includes planning and implementation of various network services such as DNS, DHCP, Active Directory and Application services. Incorporates managing and securing services. Preparation for the Microsoft MCTIP 70-646 Certification exam. Prerequisite: CNA 233, CNA 231.

CNA 250 Routing and Switching: Cisco II 5
The second of four courses leading to the Cisco Certified Network Associate certification. Participants will receive an introduction to Routing and Switching to design, build, and maintain small to medium-size networks. Prerequisite: CNA 101 or instructor’s permission.

CNA 251 Advanced Routing and Switching: Cisco III 5
The third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces Cisco Networking Academy Program students to advanced concepts in the networking field. Prerequisite: CNA 250.

CNA 252 Network Design: Cisco IV 5
The fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Introduces Cisco Networking Academy Program students to advanced concepts in the networking field. Prerequisite: CNA 251.

CNA 260 Windows Scripting 5
An introduction to Windows Scripting. Native and Object-oriented scripts will be developed, focusing on object manipulation, and modular programming. Program structure and logic will be emphasized in the context of providing useful, user-friendly scripts using the technologies available from VBScript and Windows native scripting. Prerequisite: CNA 120 and CNA 122.

CNA 270 Introduction to Wireless 5
Design, planning, implementation, operation, and troubleshooting of Wireless LANs. A comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills. Prerequisite: CNA 101, CNA 250 or instructor’s permission.

CNA 275 CCNA Voice 5
The Cisco Certified Network Associate Voice (CCNA® Voice) validates associate-level knowledge and skills required to administer a voice network. The Cisco® CCNA Voice certification confirms that the required skill set for specialized job roles in voice technologies such as voice technologies administrator, voice engineer, and voice manager. It validates skills in VoIP technologies such as IP PBX, IP telephony, handset, call control, and voicemail solutions. Prerequisite: CNA 101, CNA 250, CNA 251.

CNA 280 CCNA Security 5
Cisco Certified Network Associate Security (CCNA® Security) validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The CCNA Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure. Prerequisite: CNA 101, CNA 250, CNA 251.

CNA 296 Managing Network Environments 5
Global Network design and implementation, installation and user support of Microsoft network servers and clients. Configuration, installation and user support of Cisco routers and switches. Provides important design, organization, documentation, and operational functions required for effective Microsoft and Cisco network systems implementation and management. Prerequisite: CNA 101, CNA 112, CNA 120, CNA 221, CNA 251 or instructor’s permission.
COURSE DESCRIPTIONS

COMPUTER SCIENCE

CS 120 Computer Graphics and Animation 5
An introduction to computation, structured programming and logic using a multimedia environment. Students create programs which manipulate numbers, text and media. Problem solving techniques with an emphasis on image and/or sound manipulation. Prerequisite: MATH 099 with a “C” or better. CIS 101, 108 or CIS 123, or comparable competencies.

CS 142 Object-Oriented Programming I 5
Introduction to object-oriented programming with Java. Essentials of object-oriented programming: Classes, objects, inheritance, polymorphism and encapsulation. Fundamental aspects of the Java programming language including types, variables, control structures, arrays and strings, streams, files and exceptions. Prerequisite: CIS 166 or MATH 099 or instructor’s permission.

CS 143 Object-Oriented Programming II 5
Apply object-oriented concepts in the design and programming phases of application development. Includes graphical user interfaces, event-driven programming, recursive techniques, and simple data structures. Prerequisite: CS 142.

COMPUTERIZED MANUFACTURING

CMT 100 Introduction to Computerized Manufacturing 12
Introduction to computerized manufacturing comprising the base level of knowledge of manufacturing mathematics, precision measurement, process planning, blueprinting and computer aided design. Create understanding of manufacturing principles through the development and modification of process plans, the reading and creating of manufacturing blueprints, and the industry standard MASTERCAM CAD/CAM software. Students will develop skills in the use of MASTERCAM 2D, 2D and Solid Model design. Prerequisite: None.

CMT 125 Computerized Manufacturing I 20
Provides the necessary knowledge and skills to design and create products to industry standards, using the MASTERCAM CAD/CAM software and HAAS robotic computer numerical machines. Main topics include basic manufacturing math, CAD geometry, blueprint reading, CAM tool paths, precision measurement, CNC programming, machine operation, and quality control procedures. Students will also build manufacturing skills using a computer-basic machine simulator. Prerequisite: Completion of CMT 100 - Introduction to Computerized Manufacturing with a “C” or better, Or Completion of MATH 098 and CAD 150 with a “C” or better.

CMT 150 Computerized Manufacturing II 20
Provides the necessary knowledge and skills to design and create products to industry standards, using the MASTERCAM CAD/CAM software and HAAS robotic computer numerical machines. Main topics include: Trig-G/M programming, ISO geometric tolerances, CNC machine editing procedures, MASTERCAM solids programming, advanced inspection techniques, part documentation processes, team prototype projects and lifting and rigging procedures. Prerequisite: CMT 125 with a “C” or better or instructor’s permission.

COORDERATIVE WORK EXPERIENCE/INTERNSHIP PROGRAM

COOP 190 Cooperative Work Experience Seminar 1-15
Academically supervised work experience that extends and enhances classroom learning and understanding of curriculum related material. While in an actual work environment, students develop on-the-job skills and competency to be successful in an increasingly diverse and complex world. Prerequisite: Students must complete at least one (1) quarter, (10 credits minimum) of college level work in their program of study and have a minimum, cumulative GPA of 2.00. As requested by the employer, some internships require higher GPA standards. Seminar that extends and enhances classroom learning and understanding of curriculum related material.

COOP 290 Adv Cooperative Work Experience/Internships 1-15
Academically supervised, independent work experience that builds upon prior internship experience and work experiences. This course enhances necessary, on-the-job skills and training to enter an increasingly complex and diverse work environment. Students enrolled in Co-op 290 must work a minimum average of five (5) hours per week for each credit earned. Prerequisite: Students must complete at least one (1) quarter, (10 credits minimum) of college level work in their program of study and have a minimum, cumulative GPA of 2.00. As requested by the employer, some internships require higher GPA standards. Students must successfully complete Co-op 190 to enroll in Co-op 290 unless specific permission is given by the Director of Cooperative Work Experience/Internships.

CRIMINAL JUSTICE

CJ& 101 Intro Criminal Justice 5
Examines the agencies and processes involved in the administration of criminal justice in the U.S. by providing an overview of crime, the role of the police, prosecutors, the courts, corrections, probation and parole. Discusses the problems of trying to balance combating terrorism while maintaining the values of a democratic society are also discussed. Utilizes an interdisciplinary, social sciences-based study of the criminal justice system to provide a solid background for further studies in criminal justice. Informs students of the various employment positions within the criminal justice system. Prerequisite: None.

CJ& 105 Intro to Corrections 5
Introduces corrections as an interdisciplinary, social science based study of corrections in America, including the agencies and processes involved in the administration of corrections. Provides an overview of the historical perspectives, sentencing, alternatives to incarceration, types of correctional facilities, prison life subculture, correctional professionals and the various legal/social issues involved with corrections. Informs students of the various employment positions within the corrections system and provides a solid background for students to further their education at four-year institutions. Prerequisite: None.

CJ& 112 Criminology 5
Examines social components of crime and deviance, including law-making, law-breaking, and societal reactions to crime. Includes discussion of causes and impacts of crime, classifications and theoretical interpretations of crime, and the criminal justice system. This course was formerly known as SOC 265. Prerequisite: ENGL& 101 or WRIT 101 recommended.
CJ 211  Computer Forensics  5
A technical, ethical and legal introduction to Computer Forensics. Combines knowledge and skills from computer and network forensics with the basic procedures and principles of forensics. Covers acquiring digital evidence, evidence preservation, proper forensic procedures, ethics, reporting and testifying. Prerequisite: CNA 121 or familiarity with computer operating systems, basic network function and computer storage systems.

CJ& 240  Intro Forensic Science  5
A multidisciplinary approach covering the basic practices involved in forensic science, including crime scene concerns, physical evidence, proper evidence collection techniques, maintaining chain of custody, current scientific analysis of evidence and the presentation of conclusions in court. This course was formerly known as FORS 101. Prerequisite: None.

CJ 250  Topics in Criminal Justice: (Variable Subtitles)  5
In-depth study of the various aspects of the Criminal Justice system including the role of the police, or specific categories of crimes, or classification of offenders, or primary and secondary victims of crime as well as emerging contemporary topics related to the investigation and solving of crime. Prerequisite: CJ& 101.

CJ 255  Criminal Investigation and the Law  5
A multidisciplinary approach covering the basic practices involved in conducting criminal investigations, including crime scene concerns, physical evidence, probable cause and searches as well as approaches to criminal investigation in specific types of cases such as crimes against persons and property. Criminal investigation concepts will be correlated with legal considerations regarding evidence, chain of custody and related U.S. Supreme Court cases. This course was formerly known as FORS 255. Prerequisite: CJ& 240 Introduction to Forensic Sciences (formerly FORS 101).

CULINARY ARTS PROGRAM

CAP 102  Nutrition for the Foodservice Professional  5
Nutrition as it relates to personal health, foods and food preparation, menu planning and recipe modification, and marketing of nutrition for use in hotels, restaurants, and institutions. Prerequisite: None.

CAP 103  Applied Foodservice Sanitation  5
Information and methods to help the foodservice manager apply sanitation procedures to food handling functions from purchasing and storing, to preparing and serving it to patrons. Prerequisite: None.

CAP 104  Supervision in the Hospitality Industry  5
Discuss the concepts, theories, and principles behind good supervisory practices. Provide an understanding of the supervisors role and responsibilities. Create an awareness and appreciation of the skills, attitudes, and abilities needed to manage people successfully. Prerequisite: None.

CAP 121  Waitstaff I  4
Principles of dining room operations and procedures. Use of dining room equipment. Proper mise en place techniques. Basic knowledge of meal or function demands. Principles of proper guest relations. Prerequisite: None.

CAP 125  Short Order Foods  4
Introduction to the techniques used for preparation, cooking and presentation of grilled and fried foods. Preparation of breakfast and lunch foods. Working with consumer expectations. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.

CAP 132  Restaurant Baking  4
Introduction to cookies, quick breads, pies, cream fillings, basic cakes, frosting, glazes, ingredients, mixing, baking techniques. Prerequisite: None.

CAP 134  Saute I  4
Introduction to the techniques used for preparation, cooking and presentation of sauteed foods. Preparation of lunch items for the Clipper Cafe. Meeting consumer expectations. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.

CAP 135  Food Prep I-Starch/Vegetables  4
Preparation of potatoes, rice, pasta and vegetables for cafeteria style dining, using a variety of cooking methods and cooking procedures. Preparation of food items to meet all standards of food service profession. Use of required equipment. Prerequisite: MATH 090, READ 092, ENGL 092, and instructor’s permission.

CAP 136  Food Prep II-Meat/Seafood  4
Basic skills used in the preparation of beef, pork, lamb, seafood and other ingredients as required by recipe. The needed skills to use required equipment for pan-frying, roasting, baking, grilling, braising, poaching and simmering. Handling of all products correctly during the preparation and cooking process. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.

CAP 137  Pantry I  4
Principles of cold food preparation for deli sandwiches or cafeteria service to include: salads, fruit plates, dressings, salad bar set-up and preparation of deli sandwiches. Set-up of cold case display. Basic garnish concepts for cold food. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.

CAP 138  Sauce I  4
Preparation of stocks. Evaluation of bases. Description of the categories of soups and sauces. Preparation of soups and sauces. Understanding the proper cooling and storage of stocks, soups and sauces. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.

CAP 141  Purchasing and Receiving  4
Development of purchasing skills in a foodservice operation and the receiving and distribution of purchased product. The use of computers for purchasing. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.

CAP 142  Operations Management  4
Principles of a foodservice operation. Principles of basic foodservice accounting and computer input. Cost-out menu items. Take and extend inventories. Prerequisite: MATH 090, READ 092, ENGL 092 and instructor’s permission.
CAP 234  Saute II  
Advanced techniques used in the preparation, cooking, and presentation of sauteed foods. Preparation of lunch items for the Percival Room. Meeting consumer expectations. Prerequisite: CAP 134.

CAP 235  Food Prep Ill-Starch/Vegetables  
Preparation of potatoes, rice, pasta and vegetables for dining room style dining, using a variety of cooking methods and cooking procedures. Preparation of food items to meet all standards of food service profession. Use of required equipment. Prerequisite: CAP 135.

CAP 236  Food Prep IV-Meat/Seafood  
Advanced skills used in the preparation of beef, pork, lamb and seafood. The needed skills to use required equipment for pan-frying, roasting, baking, grilling, braising and simmering. Handling of all products correctly during the preparation and cooking process. Prerequisite: CAP 136.

CAP 237  Pantry II  
Principles of cold food preparation for delicatessen or cafeteria service to include: salad, fruit plates, dressings, marinades, dairy products, meats, seafood, station set-up and break-down. Advanced garnishes and plate arrangement. Prerequisite: CAP 137.

CAP 238  Sauce II  

CAP 267  Garde Manger  
Advanced cold food preparation to include: charcuterie, buffet tray preparation and desserts. Direct student in Pantry in their assigned responsibilities. Prerequisite: CAP 137 and CAP 237.

CAP 268  Clipper Cafe Sous Chef  
Principles of supervisory skills. Mise en place. Preparation of special food items as needed. Prerequisite: All CAP courses below 260.

CAP 269  Percival Room Sous Chef  
Principles of supervisory skills. Mise en place. Preparation of special food items as needed. Prerequisite: All CAP 100 and non-leadership CAP 200 courses.

DENTAL ASSISTING TECHNOLOGY

DENT 101  Orientation to Dentistry  
Open to anyone who wants to learn basic terminology, anatomy, types of dental procedures and responsibilities related to the operations of the dentist. Prerequisite: None.

DENT 110  Dental Office Exposure Control  
Instructs students on OSHA/WISHA Exposure Control as it pertains to dentistry. This course is a prerequisite for entry into the Dental Assisting Technology Program. Prerequisite: None.

DENT 111  Dental Assisting Technology core program.

DENT 112  Dental Hygiene Theory  
An understanding of the properties and techniques for the usage of common dental restorative materials. It will enable the student to understand the rationale for the selection of materials for dental use and prepare these materials efficiently and correctly. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 113  Dental Hygiene Clinical  
Student’s orientation to the Campus Dental Clinic including chairside assisting skills, patient management and the student’s role in patient care. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 114  Practical Lab Application I  
Students are assigned rotations in the Campus Dental Clinic for observation and involvement in the delivery of dental services to patients from the community at large. Students will use basic skills as taught summer and fall quarters. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 115  Practical Lab Application II  
Introduces dental radiography and includes instruction in bitewing radiographs, manual and auto processing, patient and operator safety, evaluation of radiographs, principles of radiography, exposure of bitewing radiographs on Dexter and patients. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 116  Dental Assisting Technology core program.

DENT 117  Dental Assisting Technology core program.

DENT 118  Dental Assisting Technology core program.

DENT 119  Dental Assisting Technology core program.

DENT 120  Dental Assisting Technology core program.

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DENT 132  Dental Assisting Technology core program.

DENT 133  Dental Assisting Technology core program.

DENT 134  Dental Assisting Technology core program.

DENT 135  Dental Assisting Technology core program.

DENT 136  Dental Assisting Technology core program.

DENT 137  Dental Assisting Technology core program.

DENT 138  Dental Assisting Technology core program.

DENT 139  Dental Assisting Technology core program.

DENT 140  Dental Assisting Technology core program.

DENT 141  Ethics and Jurisprudence  
Course review of ethics and jurisprudence, Washington State Dental Practice Act, roles of the traditional and expanded functions for both the dental assistant and dental hygienist as it pertains to Washington State. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 142  Pretreatment Analysis  
Assessment of the patient’s medical health history as it relates to dental care. This includes: health history review, taking and recording of vital signs; basic pharmacology, and medical emergencies. Prerequisite: Must be admitted into the Dental Assisting core program.

DENT 143  Dental Materials I  
An understanding of the properties and techniques for the usage of common dental restorative materials. It will enable the student to understand the rationale for the selection of materials for dental use and prepare these materials efficiently and correctly. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 144  Dental Materials II  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 145  Dental Science  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 146  Dental Hygiene Theory  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 147  Dental Hygiene Clinical  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 148  Personal Development  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 149  Dental Science  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 150  Dental Science  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 151  Dental Materials I  
An understanding of the properties and techniques for the usage of common dental restorative materials. It will enable the student to understand the rationale for the selection of materials for dental use and prepare these materials efficiently and correctly. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 152  Instruments  
Introduction to instruments used for restorative dentistry; identification; ordering; sequence of use; transfer and grasps. Also included in the curriculum is: Local anesthetic set up, indications /contraindications, and transfer, Prerequisite: Must be admitted into Dental Assisting core program.

DENT 153  Dental Science  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 154  Dental Hygiene Theory  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 155  Dental Hygiene Clinical  
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 156  Practical Lab Application I  
Students are assigned rotations in the Campus Dental Clinic for observation and involvement in the delivery of dental services to patients from the community at large. Students will use basic skills as taught summer and fall quarters. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 157  Practical Lab Application II  
Introduces dental radiography and includes instruction in bitewing radiographs, manual and auto processing, patient and operator safety, evaluation of radiographs, principles of radiography, exposure of bitewing radiographs on Dexter and patients. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 158  Dental Assisting Technology core program.

DENT 159  Dental Assisting Technology core program.

DENT 160  Dental Assisting Technology core program.

DENT 161  Dental Assisting Technology core program.
DENT 162 Dental Specialties I 2
Basic information regarding endodontics and oral surgery. Included will be background, procedures, and instrumentation. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 164 Preventive Dentistry 4
A comprehensive lecture and lab course that includes all principles of preventive dentistry. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 165 Chairsode Assisting II 3
Introduction to rotary instruments, charting, legal entries, placement and removal of dental dams, matrices and wedges. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 166 Practical Lab Application II 2
Continuation of Practical Lab Application I, DENT 156. Students rotate into the Campus Dental Clinic and visitations in local dental offices. Students will perform tasks taught fall quarter. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 170 Radiology II 4
Exposing, processing, mounting, and evaluating full mouth sets of radiographs using the paralleling and bisecting techniques. Includes technique errors, various holding devices, quality assessment, extraoral radiographs, digital radiography and biological effects of radiation. Students expose radiographs on manikins and lab patients. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 171 Dental Materials III 4
Manipulation of irreversible hydrocolloids for preliminary impressions resulting in the fabrication of study models, bleaching trays and mouthguards. Dental waxes and their uses are included. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 172 Dental Specialties II 2
Introduces to the specialty of orthodontics and includes the study of bite classifications, diagnostic records, instrumentation and auxiliaries. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 173 Dental Science II 2
Systems of the body will be presented with emphasis on anatomy physiology in the head and neck region. Prerequisite: Currently enrolled in the Dental Assisting Technology Program.

DENT 174 Advanced Practice Lab 1
Students identify and practice skills taught first, second and third quarters in need of further review and higher proficiencies culminating in a program portfolio or comparable lab project. Prerequisite: Must be admitted into Dental Assisting Technology core program and have completed Quarters I and II.

DENT 175 Chairsode Assisting III 2
Introduction to a hazardous communications program found in a dental office; use of nitrous oxide as an analgesic; group research project involving various countries and cultural norms of our patients and peers; written and oral dental related reports. Prerequisite: Must be currently enrolled in the Dental Assisting Technology core program.

DENT 176 Practical Lab Application III 2
Rotation through the Campus Dental Clinic and dental office visitations while assisting in traditional and expanded skills as assigned. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 179 Dental Office Management 2
Basic business administration procedures for the dental office will be presented. Communication skills, appointment control, record keeping, insurance forms, patient files, and business office computer programs are included. Prerequisite: Must be admitted into the Dental Assisting core program.

DENT 180 Clinical Experience 8
Students are assigned to off campus dental practices in the community and rotate through the Campus Dental Clinic. Emphasis is on the student's chairside assisting, patient management skills, applying team concepts, and professionalism. Students are assigned two clinical sessions: four weeks each session. Each session is in a different dental facility. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 181 Advanced Theory 2
Preview of dental assisting curriculum to help prepare the student to take the Dental Assisting National Board Examination to become a Certified Dental Assistant. Prerequisite: Must be admitted into Dental Assisting core program.

DENT 200 Expanded Functions Dental Auxiliary (EFDA) 2
Placing, carving, finishing of amalgam and composite restorations as well as the taking of final impressions. This includes: Dental materials, assessment, indications and contraindications, armamentarium, Black's cavity classifications, anatomical features of dentition and cavity preparations, occlusal relations, Washington State Dental Practice Act and ethics. Prerequisite: Student is admitted upon approval by Program Director. Must be a currently Certified Dental Assistant and a Washington State Registered Dental Assistant. Must have at least five years of full-time equivalent working experience as a Dental Assistant within the previous seven years. Must be able to satisfactorily perform acoronal polish, sealant, and full mouth set of radiographs and pass a written exam.

DENT 201 EFDA Lab Application 2
Placement of restorative materials in patient simulators to include: Armamentarium; matrices; placing, carving, finishing of amalgam and composite materials; manipulation and placement of final impressions. Prerequisite: Enrolled in DENT 200.

DENT 202 EFDA Clinical Application 4
Includes: Weekly lab/lecture at South Puget Sound Community College; externship in dental offices/clinics; amalgam and composite restorations; preparing for the Western Regional Examination Boards and Washington Auxiliary Restorative Exam. Prerequisite: Successful completion of DENT 200 and DENT 201 with a “B” or better in each course.
DRAMA

DRMA & 101 Intro to Theatre 5
Theatre as an art form with emphasis on the play in production, roles of various theatre artists (actors, directors, designers, and playwrights), and history of the influence of different cultures, traditions, and technologies on the development of the theatre. This course was formerly known as THEA 101. Prerequisite: None.

DRMA 160 Acting I 5
Develops basic skills through monologue work, direct application of methodology through scene work and preparation of audition material and scene work within the context of the entire play. Covers the theory and practice of fundamentals of American “Method” based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 160. Prerequisite: None.

DRMA 251 Directing 5
The study of the Director’s craftsmanship involved in a theatrical production with specific focus on learning fundamentals of script analysis, conceptualization, casting, staging, actor coaching and design collaboration. This course was formerly known as THEA 251. Prerequisite: DRMA 261 or THEA 261 or permission of the instructor.

DRMA 260 Acting II 5
Develops additional/intermediate skills through monologue work, direct application of methodology through scene work and preparation of audition material and scene work within the context of the entire play. The theory and practice of fundamentals of American “Method” based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 260. Prerequisite: DRMA 160 or THEA 160.

DRMA 261 Acting III/Directing 5
Develops additional/advanced skills through monologue work, direct application of methodology through scene work, directing skills and preparation of audition material and scene work within the context of the entire play. The theory and practice of fundamentals of American “Method” based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 261. Prerequisite: DRMA 260 or THEA 260.

DRMA 263 Acting IV Acting Styles 5
Defines the essential theory, vocabulary and “on set” protocols of acting for camera. Explores the practical on camera exercises which develop skills to meet the technical and artistic demands of the film, video & television mediums. Expands camera readiness by participation in the video projects produced by Digital Cinematography I in the Media Communications Department. This course was formerly known as THEA 263. Prerequisite: DRMA 261 or THEA 261 or instructor’s permission.

DRMA 264 Acting for Camera 5
Defines the essential theory, vocabulary and “on set” protocols of acting for camera. Students experience practical acting exercises that clarify the artistic and technical requirements for on-camera performing, gain confidence with film & TV scripts, and learn the continuity necessary for post-production editorial. Casting sessions present opportunities to be chosen to act in student media projects. Prerequisite: None.

DRMA 265 Improvisation 5
Uses established improvisation exercises for theatre and movies to build skills for performing arts (including theatre, filmmaking or video projects), business, and personal growth. Sharpens the ability to deal with unscripted material in the entertainment industry and the unexpected in business. Encourages creative problem-solving; enhances team-building and communication competence. Prerequisite: None.

DRMA 266 Voice & Voice Over for Film/Animation 5
Introduces voice-over techniques for film, TV, commercials, radio, documentaries, books on tape, animation, video games, and post production sound. Studies interconnectedness of vocal production to breathing, warm ups, anatomy, vocabulary, articulation, and text interpretation. Prerequisite: None.

DRMA 267 Acting for TV 5
Defines the fundamentals of acting for TV, broadcasting, and online web streaming. Participants experience practical exercises and in-studio multiple camera shooting of sitcoms, soaps, and on-camera broadcasting positions. Students gain confidence with TV and broadcast copy, terminology, working with production personnel, camera blocking, set protocols, and comedy structure. In lab component, casting sessions present opportunities to be chosen to act in student media projects. Prerequisite: None.

DRMA 270 Rehearsal and Performance: Summer Stock 5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 270. Prerequisite: None.

DRMA 271 Rehearsal and Performance: Drama 5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 271. Prerequisite: None.

DRMA 272 Rehearsal and Performance: Comedy 5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 272. Prerequisite: None.

DRMA 273 Rehearsal and Performance: Musical 5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 273. Prerequisite: None.

DRMA 298 Production-Theatre Lab 2
Practical application of acting and/or technical theatre-scenery, construction, costumes, properties, box office, lighting and sound during the production of a play. This course was formerly known as THEA 273. Prerequisite: None.
EARLY CHILDHOOD EDUCATION

ECE 100  Child Care Basic  2
Meets the initial training requirements outlined by the Washington State Training and Registry System (STARS). Topics include an overview of best practices related to child development, child guidance, and health and safety. This course is specifically set up to meet the state law requirement for childcare providers. It focuses on a broad introduction to the working child care and the Washington State Administrative Code (WAC) for Child Care licensing. This class will give a basis for extending into further classes in Early Childhood Education to obtain the goal of certificate or degree. Prerequisite: None.

ECE 104  Art for Young Children  2
Teaching methods and curriculum development in art for children from birth to age eight emphasizing practical skills for providing developmentally appropriate art experiences. Non-refundable supply fee: $10.00. Prerequisite: None.

ECED& 107  Health, Nutrition and Safety  5
Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources. This course was formerly Known as ECE 150, Child Health, Safety and Nutrition. Prerequisite: None.

ECED& 105  Introduction to ECE  5
Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. This course was formerly Known as ECE 102. Prerequisite: Eligible to enroll in ENGL& 101 or instructor’s permission.

ECE 110  Learning Environments for Children  3
Strategies for environmental design and management of indoor and outdoor physical space, equipment, and materials in child care and educational settings to maximize learning and development of children from birth to age eight. Prerequisite: None.

ECE 120  Management of Early Childhood Programs  2
Financial, personnel, public relations and program management for child care centers, preschools, and in home child care programs for children from birth to age eight. Emphasis on communication, leadership and problem solving. Prerequisite: ECE 102 recommended.

ECE 130  Physical Development for Young Children  2
Curriculum development and methods for enhancing physical and motor development of children birth through age eight. Practical skills for providing developmentally appropriate large and small motor activities. Prerequisite: None.

ECE 131  Language Arts for Young Children  2
Curriculum development and methods for enhancing language development, communication skills, emerging literacy and language arts for children from birth through age eight. Prerequisite: None.

ECE 132  Caring for School-Age Children  2
Caring for school-age children before and after school and during vacations. Includes the caregiver’s role in providing age-appropriate activities, routines, environments, and guidance. Prerequisite: None.

ECE 136  Cognitive Skill Development  2
How young children learn and think. Teacher’s role in planning for and supporting cognitive skill development of children from birth to age eight. Prerequisite: None.

ECE 138  Creative Dramatics for Young Children  2
Curriculum development and methods for teaching creative dramatics for children from birth to age eight including dramatic play, puppetry, creative movement, and dramatization. Non-refundable supply fee: $10.00. Prerequisite: None.

ECE 141  Math and Science for Young Children  4
Curriculum development and methods for teaching mathematical and science concepts for children birth to age eight. Practical skills for providing developmentally appropriate math experiences. Prerequisite: None.

ECE 142  Music for Young Children  2
Teaching methods and curriculum development in music for children from birth to age eight. Role of music in social-emotional, physical, cognitive, creative and aesthetic development and practical skills for providing developmentally appropriate music experiences. Prerequisite: None.

ECE 180  Children’s Literature  2
Selection and presentation of quality literature to support the development of children birth to eight years. Prerequisite: None.

ECED& 190  Observation and Assessment  3
Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings. This course was formerly ECE 115, Practicum I. Prerequisite: None.

ECE 205  Practicum II  4
Supervised observation and participation in a single ECE setting six hours per week: applying guidance techniques, planning and leading activities for individuals and small groups, and working cooperatively with staff. Two hour seminar per week. Prerequisite: Instructor’s permission.

ECE 235  Educ Yng Children in a Diverse Society: Diversity  3
A look at the development of multiculturalism and diversity within children and its impact on early childhood environments. Practical skills in building an anti-bias classroom. Prerequisite: None.

ECE 238  Professionalism  3
Understanding professional behavior and awareness of resources in the early education setting, along with reflective teaching and mentoring practices. Prerequisite: Instructor’s permission.
ECE 240  Advanced Curriculum Development  5  
Models of curriculum development and teaching methods for children birth through age eight. Interpretation and application of developmentally appropriate practices. Prerequisite: Instructor’s permission.

ECE 250  Practicum III  5  
Teaching under supervision in an ECE setting for nine hours per week. Supervising groups of children, implementing curriculum, and working as a team member with staff. Two hour seminar per week. Prerequisite: Instructor’s permission.

ECE 275  Current Issues in Brain Development  5  
In depth examination of how the brain develops. Current research and trends in brain development and the applications and implications for educating or working with children and adults. Prerequisite: ECE 120, or PSYC& 100 or PSYC 101, or PSYC& 200, or PSYC 220 recommended.

ECE 280  Teaching Adults  2  
Preparing and teaching workshops and courses for adults studying early-childhood education. Roles of consultants and teachers, professionalism, adult learning theory, course design, group facilitation, and performance assessment. Students must meet education and work experience requirements for Washington STARS Trainer status. Prerequisite: Instructor’s permission required.

EARTH SCIENCE  

EARTH 106  The Earth in Time and Space  5  
Integrates major elements of astronomy, oceanography and geology in describing the place of the earth in time and space. This lecture-demonstration course is intended for non-science AA degree candidates and is particularly appropriate for students planning to transfer in elementary education. Prerequisite: Eligible to take ENGL& 101 and MATH 098.

ECONOMICS  

ECON 201  Micro Economics  5  
Organization and operation of the American economy as it relates to individual/household and business sectors. Includes an analysis of demand and supply, elasticity and utility theory, competition and monopoly and labor. This course was formerly known as ECON 102, Microeconomics. Prerequisite: MATH 098 or placement test.

ECON 202  Macro Economics  5  
Organization and operation of the American economy from an aggregate point of view, emphasizing the government and foreign sectors. Includes problems of inflation, unemployment, taxation, analysis of Gross Domestic Product, fiscal and monetary policy, money and banking, and international trade and finance. This course was formerly known as ECON 101, Macroeconomics. Prerequisite: MATH 098 or placement test.

EDUCATION  

EDUC 115  Child Development  5  
Overview of typical and atypical growth and development for children birth through age eighteen. Observation and study of physical, social, emotional, language, and cognitive stages and behaviors. Emphasizes the child care provider’s or teacher’s role in supporting development and learning. Includes at least eight hours of observation outside of class. This course was formerly known as EDUC 120. Prerequisite: Eligible for ENGL& 101 (formerly WRIT 101) or instructor’s permission.

EDUC 203  Exceptional Child  5  
Approaches to caring for children who may have developmental delays or physical, learning or behavioral disabilities. Assessment tools, resources, curriculum adaptations and impact on the family are discussed. Includes 10 hours of observation. This course was formerly EDUC 215, Child with Special Needs. Prerequisite: None.

EDUC 205  Intro to Ed w/Field Exp  5  
An overview of education in America including history, purposes, philosophies, characteristics, social aspects, and current issues. Exploration of teaching as a profession in the K-12 system, including preparation for professional competencies and certification in Washington State. Includes 30 hours of supervised practicum in addition to 4 hours in the classroom per week. This course was formerly known as EDUC 101, Introduction to Education. Prerequisite: Eligible for ENGL& 101.

EDUC 225  Family and Community Relationships  5  
Methods for early childhood education and education professionals to involve family and community in early childhood education and education programs. Understanding and supporting parents and families, communicating effectively, and strategizing for involvement. Prerequisite: Recommended courses: ECE 102, EDUC& 115 (formerly EDUC 120) and ENGL& 101 (formerly WRIT 101).

EDUC 230  Guiding Children’s Behavior  5  
Developmentally appropriate guidance and discipline for children birth to age eighteen individually and in groups. Promoting safety, responsibility, social competence and conflict resolution. Prerequisite: None.

ENGINEERING  

ENGR 105  Intro to Engineering Problem Solving and Design  3  
Introduction to the engineering profession, design, communication and teamwork through an engineering project approach. Engineering analysis, ethics, professional conduct, and open-ended problem solving are stressed. Includes group design projects. Prerequisite: MATH& 141 (formerly MATH 121) or current enrollment in MATH& 141 or MATH 140 now retired.

ENGR 203  Mechanics of Materials  5  
Stress, strain and elasticity. Applications of normal and shearing stresses and strains, bending moments, torsion, compound stress and deflection. Prerequisite: ENGR& 214 (formerly ENGR 201).
ENGR 204  Mechanics of Materials Laboratory  2
Experimental techniques for measuring stresses and strains associated
with the compression, tension, bending, and torsion in structural members.
Supplements mechanics of materials classroom work with experimental
verification and visualization. Emphasis on practical application, laboratory
techniques, safety data handling and technical report writing. Prerequisite:
ENGR& 214 (formerly ENGR 201), ENGR 203 (may be taken concurrently)
and ENGL& 101 (formerly WRIT 101).

ENGR 214  Statics  5
Force systems; resultants, equilibrium; analysis of simple trusses; friction;
centroids and moments of inertia. This course was formerly known as
ENGR 201. Prerequisite: MATH& 151 (formerly MATH 123) and PHYS&
221 formerly PHYS 201) or concurrent enrollment.

ENGR 215  Dynamics  5
The Kinematics of particles, systems of particles, and rigid bodies. Newton’s
laws, work and energy, impulse and momentum, and angular momentum.
This course was formerly known as ENGR 202. Prerequisite: ENGR&214
(formerly ENGR 201) or concurrent enrollment in ENGR& 214. (May take
ENGR 214 and 215 together ONLY if have completed MATH& 151
(formerly MATH 123) and PHYS& 221 (formerly PHYS 201), first.)

ENGLISH AS SECOND LANGUAGE

ESL 011  ESL Writing I (Writing for Beginning ESL Literacy)  0
Non-credit course in writing for English-language learners at the Begin-
ing ESL Literacy level. Prerequisite: Placement test or recommendation
of instructor.

ESL 012  ESL Writing II (Writing for Low Beginning ESL)  0
Non-credit course in writing for English-language learners at the Low
Beginning ESL level. Prerequisite: Placement test or recommendation
of instructor.

ESL 013  ESL Writing III (Writing for High Beginning ESL)  0
Non-credit course in writing for English-language learners at the High
Beginning ESL level. Prerequisite: Placement test or recommendation
of instructor.

ESL 014  ESL Writing IV (Writing for Low Intermediate ESL)  0
Non-credit course in writing for English-language learners at the Low
Intermediate ESL level. Prerequisite: Placement test or recommendation
of instructor.

ESL 015  ESL Writing V (Writing for High Intermediate ESL)  0
Non-credit course in writing for English-language learners at the High
Intermediate ESL level. Prerequisite: Placement test or recommendation
of instructor.

ESL 016  ESL Writing VI (Writing for Low Advanced ESL)  0
Non-credit course in writing for English-language learners at the Low
Advanced ESL level. Prerequisite: Placement test or recommendation
of instructor.

ESL 021  ESL Literacy I (Literacy for Beginning ESL)  0
Non-credit course in reading and writing for English-language learners at
the Beginning ESL Literacy level. Prerequisite: Placement test or recom-
mendation of instructor.

ESL 022  ESL Literacy II (Literacy for Low Beginning ESL)  0
Non-credit course in reading and writing for English-language learners at
the Low Beginning ESL level. Prerequisite: Placement test or recom-
mendation of instructor.

ESL 023  ESL Literacy III (Literacy for High Beginning ESL)  0
Non-credit course in reading and writing for English-language learners at
the High Beginning ESL level. Prerequisite: Placement test or recom-
mendation of instructor.

ESL 024  ESL Literacy IV (Literacy Low Intermediate ESL)  0
Non-credit course in reading and writing for English-language learners at
the Low Intermediate ESL level. Prerequisite: Placement test or recom-
mendation of instructor.

ESL 025  ESL Literacy V (Literacy High Intermediate ESL)  0
Non-credit course in reading and writing for English-language learners at
the High Intermediate ESL level. Prerequisite: Placement test or recom-
mendation of instructor.

ESL 026  ESL Literacy VI (Literacy for Advanced ESL)  0
Non-credit course in reading and writing for English-language learners at
the Advanced ESL level. Prerequisite: Placement test or recommendation
of instructor.

ESL 031  ESL Level I (Beginning ESL Literacy)  0
Non-credit course in listening and observing, speaking, reading, writing
and technology competencies for limited English-proficient adults with a
goal to improve English literacy who, at intake, score at or below 180 on
a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s
permission.

ESL 032  ESL Level II (Low Beginning ESL)  0
Non-credit course in listening and observing, speaking, reading, writing
and technology competencies for limited English-proficient adults with a
goal to improve English literacy who, at intake, score between 181-190
on a CASAS appraisal test. Prerequisite: Placement test and/or instruc-
tor’s permission.

ESL 033  ESL Level III (High Beginning ESL)  0
Non-credit course in listening and observing, speaking, reading, writing
and technology competencies for limited English-proficient adults with a
goal to improve English literacy who, at intake, score between 191-200
on a CASAS appraisal test. Prerequisite: Placement test and/or instruc-
tor’s permission.

ESL 034  ESL Level IV (Low Intermediate ESL)  0
Non-credit course in listening and observing, speaking, reading, writing
and technology competencies for limited English-proficient adults with a
goal to improve English literacy who, at intake, score between 201-210
on a CASAS appraisal test. Prerequisite: Placement test and/or instruc-
tor’s permission.
### ENGLISH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 091</td>
<td>Basic English I</td>
<td>5</td>
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<tr>
<td>ENGL 092</td>
<td>Basic English II</td>
<td>5</td>
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<tr>
<td>ENGL 093</td>
<td>Reading and Writing Strategies</td>
<td>5</td>
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<tr>
<td>ENGL 096</td>
<td>Basic Writing I</td>
<td>5</td>
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<tr>
<td>ENGL 097</td>
<td>Basic Writing II</td>
<td>5</td>
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<tr>
<td>ENGL 098</td>
<td>Basic Writing and Reading II</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
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</tbody>
</table>

**ENGL 091 Basic English I**

A basic course to teach the student sentence analysis skills to construct correct simple sentences and to begin to recognize and correct their own sentence structure errors. Prerequisite: Eligible for ENGL 091 AND READ 091 (or higher). A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

**ENGL 092 Basic English II**

A basic course to teach the student sentence analysis skills to construct correct compound and complex sentences and recognize and review in correct and confusing sentences. Prerequisite: “P” in ENGL 091. A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

**ENGL 093 Reading and Writing Strategies**

Integrated approach to reading and writing, emphasizing flexible strategies for reading, critical thinking and planning, writing, and revising papers in response to readings. Prerequisite: Appropriate placement test scores in reading and sentence skills.

**ENGL 096 Basic Writing I**

Advanced beginner's instruction and practice in the writing of grammatically accurate and varied sentences and in the developing of interesting, coherent, well supported, short essays. Prerequisite: Eligible for ENGL 096 AND READ 096 (or higher) or “S” in ENGL 091 or 092 AND READ 091 or 092. A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

**ENGL 097 Basic Writing II**

Intermediate instruction and practice in the writing of grammatically accurate and varied sentences and in the developing of interesting, coherent, well supported, short essays. Prerequisite: “P” in ENGL 096. A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

**ENGL 098 Basic Writing and Reading II**

Integrated approach to reading and writing, focusing on reading analytically and writing essays that are grammatically correct, coherent, well-supported, and interesting. Prerequisite: Eligible for ENGL 098 or “S” or “C” or better in ENGL 093 or “S” in ENGL 091 AND READ 091.

**ENGL& 101 English Composition I**

Develops the ability to read, think and write effectively at the college level. Develops writing skills by focusing on strategies and techniques writers use to convey ideas, make a point, and participate in their community and the world at large. Emphasizes both the process and the product of writing. This course was formerly known as WRIT 101, College Writing I. Prerequisite: Appropriate placement test scores OR successful completion of ENGL 096 or 097 AND READ 096 or 097 OR concurrent enrollment in ENGL 100.

### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ESL 035</td>
<td>ESL Level V (High Intermediate ESL)</td>
<td>0</td>
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<tr>
<td></td>
<td>Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 211-220 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 036</td>
<td>ESL VI (Advanced ESL)</td>
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<td></td>
<td>Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 221-235 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 041</td>
<td>ESL Communication I (Comm. Beginning ESL Literacy)</td>
<td>0</td>
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<tr>
<td></td>
<td>Non-credit course in speaking and listening for English-language learners at the Beginning ESL Literacy level. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 042</td>
<td>ESL Communication II (Comm. Low Beginning ESL)</td>
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<tr>
<td></td>
<td>Non-credit course in speaking and listening for English-language learners at the Low Beginning ESL level. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 043</td>
<td>ESL Communication III (Comm. High Beginning ESL)</td>
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<td></td>
<td>Non-credit course in speaking and listening for English-language learners at the High Beginning ESL level. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 044</td>
<td>ESL Communication IV (Comm. Low Intermediate ESL)</td>
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<tr>
<td></td>
<td>Non-credit course in speaking and listening for English-language learners at the Low Intermediate ESL level. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 045</td>
<td>ESL Communication V (Comm. High Intermediate ESL)</td>
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<td></td>
<td>Non-credit course in speaking and listening for English-language learners at the High Intermediate ESL level. Prerequisite: Placement test and/or instructor’s permission.</td>
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<tr>
<td>ESL 046</td>
<td>ESL Communication VI (Communication Advanced ESL)</td>
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<td>Non-credit course in speaking and listening for English-language learners at the Advanced ESL level. Prerequisite: Placement test and/or instructor’s permission.</td>
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<td>Course Code</td>
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<tr>
<td>ENGL 102</td>
<td>Composition II</td>
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<td></td>
<td>Develops reading, writing, and critical thinking</td>
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<td></td>
<td>skills at the advanced level. Teaches how to</td>
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<td>write academic essays by conducting research;</td>
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<td></td>
<td>analyzing, evaluating, and constructing</td>
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<td></td>
<td>arguments; documenting sources and using</td>
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<td></td>
<td>appropriate conventions. This course was formerly</td>
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<td></td>
<td>known as WRIT 102, College Writing II. Prerequisite:</td>
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<td></td>
<td>Completion of ENGL 101 or WRIT 101, with a grade</td>
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<td></td>
<td>of &quot;C&quot; or better.</td>
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<tr>
<td>ENGL 103</td>
<td>Composition II: Visual Culture</td>
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<tr>
<td></td>
<td>With a specific focus on writing about visual</td>
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<td></td>
<td>artifacts originating in the media, fine arts,</td>
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<td></td>
<td>and popular culture, develops reading and writing</td>
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<td></td>
<td>skills at the advanced level. Teaches how to</td>
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<td>write academic essays by conducting research;</td>
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<td></td>
<td>analyzing, evaluating, and constructing</td>
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<td></td>
<td>arguments; documenting sources and using</td>
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<td></td>
<td>appropriate conventions. Designed for students in</td>
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<td></td>
<td>the Digital Arts programs, but open to anyone</td>
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<td></td>
<td>needing to complete English. Prerequisite:</td>
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<td></td>
<td>Completion of ENGL 101 or WRIT 101, with a grade</td>
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<td></td>
<td>of &quot;C&quot; or better.</td>
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<tr>
<td>ENGL 104</td>
<td>Composition II: Service Learning</td>
<td>5</td>
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<tr>
<td></td>
<td>With a specific focus on community service and</td>
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<td>social issues, develops reading and writing</td>
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<td></td>
<td>skills at the advanced level. Teaches how to</td>
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<td></td>
<td>write academic essays by conducting research;</td>
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<tr>
<td></td>
<td>analyzing, evaluating, and constructing</td>
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<td></td>
<td>arguments; documenting sources and using</td>
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<td></td>
<td>appropriate conventions. In addition to classroom</td>
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<td></td>
<td>contact, requires a community service</td>
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<td></td>
<td>commitment of twenty hours per term in a</td>
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<td>structured service program managed by the</td>
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<td></td>
<td>college. Offers the opportunity to work with</td>
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<td></td>
<td>human service, environmental and cultural</td>
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<td></td>
<td>enrichment organizations. Prerequisite:</td>
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<td></td>
<td>Completion of ENGL 101 or WRIT 101 with a grade</td>
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<td></td>
<td>of &quot;C&quot; or better.</td>
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<tr>
<td>ENGL 110</td>
<td>Intermediate Grammar</td>
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<tr>
<td></td>
<td>Focuses on grammatical elements of sentences at</td>
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<td></td>
<td>the college level. Develops students’ abilities</td>
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<td></td>
<td>to write clear and complex prose for college-</td>
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<td>level courses by teaching strategies for fitting</td>
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<td>grammatically correct sentences into unified</td>
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<td></td>
<td>and coherent paragraphs and cohesive essays.</td>
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<td></td>
<td>Covers integration and documentation of sources,</td>
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<td></td>
<td>peer editing, and revision strategies. May be</td>
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<td></td>
<td>taken concurrently with ENGL 096 or 097 with the</td>
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<td>permission of the instructor. Prerequisite:</td>
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<td></td>
<td>Eligible for ENGL 110 OR ENGL 101 (formerly</td>
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<td></td>
<td>WRIT 101). Recommended concurrent enrollment in</td>
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<td></td>
<td>ENGL 101 or another class that requires essay</td>
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<tr>
<td></td>
<td>writing.</td>
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<tr>
<td>ENGL 111</td>
<td>Intro to Literature</td>
<td>5</td>
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<tr>
<td></td>
<td>Studies human experience as it is imagined,</td>
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<td>interpreted and made significant in</td>
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<td>traditional and experimental poetry,</td>
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<td>prose fiction, and drama of writers of the</td>
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<td>world. Develops strategies and vocabulary for</td>
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<td></td>
<td>critically reading, interpreting and writing</td>
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<td></td>
<td>about literature. This course was formerly</td>
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<tr>
<td></td>
<td>known as LIT 180. Prerequisite: ENGL 101 (formerly</td>
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<td></td>
<td>WRIT 101) eligibility.</td>
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<tr>
<td>ENGL 112</td>
<td>Intro to Fiction</td>
<td>5</td>
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<tr>
<td></td>
<td>Explores narrative and its traditions as a</td>
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<td></td>
<td>distinctive form of creative expression.</td>
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<td></td>
<td>Develops strategies for reading, analysis, and</td>
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<td></td>
<td>interpretation. This course was formerly</td>
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<td></td>
<td>known as LIT 181. Prerequisite: Eligible for</td>
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<tr>
<td></td>
<td>ENGL 101.</td>
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<tr>
<td>ENGL 113</td>
<td>Intro to Poetry</td>
<td>5</td>
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<td></td>
<td>Explores poetry and its traditions as a</td>
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<td></td>
<td>distinctive form of creative expression and</td>
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<td></td>
<td>develops strategies for reading, analysis and</td>
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<td></td>
<td>interpretation. Students will write and read</td>
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<td></td>
<td>poetry. This course was formerly known as LIT</td>
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<td></td>
<td>183. Prerequisite: ENGL 101 (formerly WRIT 101)</td>
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<td></td>
<td>eligibility.</td>
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<tr>
<td>ENGL 114</td>
<td>Intro to Drama</td>
<td>5</td>
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<tr>
<td></td>
<td>Explores plays and the history of staging and</td>
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<tr>
<td></td>
<td>dramatic performance. Develops strategies for</td>
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<tr>
<td></td>
<td>reading and understanding plays. Texts from</td>
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<td></td>
<td>ancient Greece, medieval Europe, and</td>
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<td></td>
<td>contemporary theater are used. This course</td>
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<td></td>
<td>was formerly known as LIT 182. Prerequisite:</td>
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<td></td>
<td>ENGL 101 (formerly WRIT 101) eligibility.</td>
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<tr>
<td>ENGL 198</td>
<td>Writing Lab</td>
<td>1-2</td>
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<tr>
<td></td>
<td>Augments instruction in writing within a</td>
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<td></td>
<td>collaborative hands-on environment. Provides</td>
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<td>additional writing support to students in all</td>
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<td></td>
<td>stages of the writing process and for a range</td>
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<td>of writing tasks from reports to original essays.</td>
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<td>Supports courses that require writing</td>
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<td></td>
<td>assignments. Prerequisite: None.</td>
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<tr>
<td>ENGL 200</td>
<td>Writing Tutor Training</td>
<td>5</td>
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<td></td>
<td>Develops knowledge and skills required for one-</td>
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<td></td>
<td>on-one tutoring of writing through lecture,</td>
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<td></td>
<td>seminar and direct tutoring experience in the</td>
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<td></td>
<td>college writing center. Defines the role of the</td>
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<td>writing tutor and the writer-tutor relationship.</td>
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<td></td>
<td>Develops rhetorical awareness and vocabulary for</td>
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<td></td>
<td>discussion and analysis of writing problems.</td>
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<td></td>
<td>Offers practice in analysis and discussion of</td>
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<td>common student writing problems in order to</td>
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<td>prioritize revision strategies. Addresses</td>
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<td>tutoring learners with different learning styles</td>
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<td></td>
<td>and needs. Prerequisite: “B” or higher in both</td>
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<td>ENGL 101 and ENGL 102. Diversity Course and</td>
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<td>ENGL 100 recommended.</td>
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<tr>
<td>ENGL 201</td>
<td>Women in Literature: Diversity</td>
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<tr>
<td></td>
<td>Focuses on literary contributions of women from</td>
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<td></td>
<td>at least three cultures within the United States</td>
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<td>or three areas of the world. Explores intersections</td>
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<td></td>
<td>of gender, ethnicity, sexuality, class, and</td>
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<td></td>
<td>culture as expressed in literature. Students</td>
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<td></td>
<td>gain knowledge of themselves as readers with</td>
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<td>complex cultural identities and learn of</td>
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<td>experiences, values and cultures not their own</td>
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<td></td>
<td>and develop strategies for reading, analysis,</td>
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<td></td>
<td>and interpretation. This course was formerly</td>
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<td></td>
<td>known as LIT 201. Prerequisite: “C-” or better</td>
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<td>in ENGL 101 (formerly WRIT 101) or concurrent</td>
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<td>enrollment.</td>
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<td>ENGL 235</td>
<td>Technical Writing</td>
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<tr>
<td></td>
<td>The study of effective technical and professional</td>
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<td>communication. Development of skills in proposal</td>
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<td>writing, technical report writing, business</td>
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<td>correspondence, oral presentations, online</td>
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<td></td>
<td>communication, group problem solving,</td>
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<td>professional portfolio development and basic</td>
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<td>research techniques. This course was formerly</td>
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<td></td>
<td>known as TCOM 106, Technical and Professional</td>
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<td></td>
<td>Communication. Prerequisite: ENGL 101 or WRIT 101</td>
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<td>Word processing skills recommended.</td>
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<td>ENGL 236</td>
<td>Creative Writing I: Fiction</td>
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<tr>
<td></td>
<td>Develops creative writing skills through reading</td>
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<td>and writing activities, focusing on fiction.</td>
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<td>Requires significant amount of creative writing</td>
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<td>and critical analysis of that writing by</td>
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<td></td>
<td>instructor and fellow writers in a workshop</td>
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<td>format. This course was formerly known as WRIT</td>
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<td></td>
<td>221, Creative Writing: Fiction. Prerequisite:</td>
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<td></td>
<td>“C-” or better in ENGL 101 (formerly WRIT 101) or</td>
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<td>instructor’s permission.</td>
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<td>ENGL 237</td>
<td>Creative Writing II: Poetry</td>
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<td></td>
<td>Develops poetry writing skills through theory</td>
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<td></td>
<td>and practice. Students will study poetic theory,</td>
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<td>read and analyze poetry by selected published</td>
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<td>authors, and write and critically discuss their</td>
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<td>poetry both with peers in a workshop format and</td>
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<td>with the instructor. This course was formerly</td>
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<td></td>
<td>known as WRIT 222, Creative Writing: Poetry.</td>
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<td></td>
<td>Prerequisite: “C-” or better in ENGL 101 (formerly</td>
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<td>WRIT 101) or instructor’s permission.</td>
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ENGL 238  Creative Writing III: Creative Non-fiction  5
Develops creative writing skills through reading and writing, focusing on the
genres of memoir and creative non-fiction. Requires a significant amount
of personal exploration, creative writing, and critical analysis of a variety of
texts (published memoirs, student essays). Examine the subjective nature
of truth and its relationship to the evolving genre of creative non-fiction.
This course was formerly known as WRIT 223, Creative Nonfiction: Writing
From Life. Prerequisite: ENGL& 101 or WRIT 101 or instructor's permission.

ENGL 243  Topics in Modern Literature:(Variable Subtitles)  5
Explores a tradition in modern literature since 1900. The topic changes each
time the course is taught, and may focus on a specific time period, literary
genre, regional literature, co-culture or social condition. Develops tools for
analyzing and interpreting literature. Prerequisite: ENGL& 101 (formerly
WRIT 101) completion with a “C−” or better, or concurrent enrollment.

ENGL 243B  Topics in Modern Literature: Pacific Northwest  5
Explores literature that is set in the Pacific Northwest or produced by
Pacific Northwest Writers and considers the social, historical, cultural
and ecological contexts of this literature. Develops skills in reading, analyzing,
interpreting and evaluating contemporary literature. Prerequisite: ENGL& 101
(formerly WRIT 101) completion with a “C−” or better, or concurrent enrollment.

ENGL 243C  Topics in Modern Literature: Gay & Lesbian Lit.  5
Gay/Lesbian/Bisexual/Transgender Literature offers a survey of modern
and contemporary novels, plays, short stories, and graphic novels by gay,
lesbian, bisexual and transgedered authors. This course introduces stu-
dents to a literature based on GLBT themes, to practical approaches to the
determination of literary meaning, to queer theory, and to interpretations of
literature in general. Students will develop their own interpretative learning
community through discussion of reading material, exploring experiences
and relating their own insights to move beyond academic questions and
explanations. Prerequisite: ENGL& 101 (formerly WRIT 101) completion with a “C−” or better, or concurrent enrollment.

ENGL 244  American Literature I  5
American literature studied against the background of literary, cultural,
political and social history. Explores the relationship between growth of
American society and the development of American culture and identity
through gender, race, class and region. This course was formerly known
as LIT 210, American Literature Survey. Prerequisite: ENGL& 101 (formerly
WRIT 101) completion with a “C−” or better, or concurrent enrollment.

ENGL 245  American Literature II  5
Focuses on the literary contributions of one or more ethnic groups in the
United States. Students gain knowledge of themselves as readers with
complex cultural identities. They also gain knowledge of literary texts by
American ethnic writers as expressions that emerged from complex cul-
tural, social, and historical circumstances and as opportunities to learn of
experiences and cultures not their own and to encounter differing values.
This course was formerly known as LIT 211, American Ethnic Literature.
Prerequisite: ENGL& 101 or WRIT 101 or instructor's permission.

ENGL 246  Advanced Creative Writing: Prose  5
Develops skills in writing literary fiction and non-fiction: short stories,
memos, personal essays. Students study narrative style and structure,
engage in daily writing practice, offer and receive in-depth critiques of
their work, and submit their work for publication in literary magazines.
Prerequisite: “C” or better in ENGL& 236 or ENGL& 237 or ENGL& 238,
or instructor’s permission.

ENGL 250  American Ethnic Literature: Diversity  5
Focuses on the literary contributions of one or more ethnic groups in the
United States. Students gain knowledge of themselves as readers with
complex cultural identities. They also gain knowledge of literary texts by
American ethnic writers as expressions that emerged from complex cultural,
social, and historical circumstances and as opportunities to learn of experi-
ences and cultures not their own and to encounter differing values. This
course was formerly known as LIT 211. Prerequisite: ENGL& 101 (formerly
WRIT 101) completion with a “C−” or better, or concurrent enrollment.

ENGL 254  World Literature I  5
Explores twentieth century literature from three or more regions from the
world. Develops tools for reading and analyzing, interpreting, and evaluating
area works. This course was formerly known as LIT 240, Contemporary
World Literature. Prerequisite: ENGL& 101 (formerly WRIT 101) comple-
tion with a “C−” or better, or concurrent enrollment.

ENGL 255  World Literature II  5
Explores Twentieth century literature in its social and cultural contexts from
a designated area of the world. Develops tools for reading, analyzing,
interpreting, and evaluating area works. This course was formerly LIT
241, Contemporary Literature: (Variable Subtitles). Prerequisite: ENGL&
101 (formerly WRIT 101) completion with a “C−” or better, or concurrent enrollment.

ENVIRONMENTAL SCIENCE

ENVS& 100  Survey of Env Science  5
For the non-science major. Explores how our planet works, and how
humans depend upon and influence it-and examines environmental
problems such as biodiversity loss, global climate change and human
population growth. Prerequisite: None.

ENVR 160  Topics in Environmental Science: Variable Subtitle  5
Specific environmental topics will be explored with a variety of methods
which may include: lectures, seminars, research projects, presentations,
field work, and/or field trips, depending on the quarter offered. Topics for
any one quarter may include: Biodiversity, Ecosystem and/or Community
Ecology, Environmental Health and Toxicology, Nonnative Invasives, and
Resource Management, among others. (Three lecture hours and four
laboratory hours per week.) Prerequisite: None.
FILM

FILM 116  Introduction to Film Studies  5
Exames cinema through the study of film form, style, genres and theory. This course was formerly known as HUM 116. Prerequisite: ENGL& 101 or WRIT 101, with a grade of "C" or better or instructor's permission.

FILM 117  Film History  5
Introduces approaches to film history, including the study of periods, genres, directors, national cinemas and critical theories. This course was formerly known as HUM 117. Prerequisite: ENGL& 101 or WRIT 101, with a grade of "C" or better or instructor's permission.

FILM 118  Topics in Film and Culture (Variable Subtitles)  5
Explores in-depth a specialized topic relevant to film and cultural studies. The topic changes each time the course is taught and may include a particular film director, genre, national cinema, theoretical school, historical period, or unifying theme. This course was formerly known as HUM 118. Prerequisite: ENGL& 101 or WRIT 101, with a grade of "C" or better or instructor's permission.

FIRE AND EMERGENCY SERVICES TECHNOLOGY

FEST 100  Firefighter Recruit Academy  10
A four-week intensive training course in basic firefighting skills and safety, concluding with live fire training. Covers basic fire department organization, safety, incident command system (ICS 100 and 200), accountability, forcible entry, fire extinguishers, tools, hose evolutions, ventilation, ladders, search and rescue, and Burn to Learn. Course meets the requirements of Washington State Firefighter - Modules 1 and 2. Prerequisite: Admission to the Fire and Emergency Services Technology Program.

FEST 101  Fire Related Experience I  5
Orientation to fire-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications and fire apparatus driving practices. Prerequisite: Admission to the Fire and Emergency Services Technology Program.

FEST 102  Fire Related Experience II  5
Continuation of fire-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications and fire apparatus driving practices. Prerequisite: FEST 101.

FEST 103  Fire Related Experience III  5
Continuation of fire-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications and fire apparatus driving practices. Prerequisite: FEST 102.

FEST 110  Principles of Emergency Services  5
An overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics life safety initiatives. This course meets the FESHE model curriculum for Principles of Emergency Services. Prerequisite: Admission in the Fire and Emergency Services Technology Program.

FEST 111  Fire Behavior and Combustion  5
Theories and fundamentals of how and why fires start, spread, and are controlled. This course meets the model FESHE curriculum. Prerequisite: FEST 110.

FEST 112  Building Construction for Fire Protection  5
Components of building construction related to firefighter and life safety. The elements of construction and design of structures as key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course follows the FESHE model curriculum for Building Construction for Fire Protection. Prerequisite: FEST 111.

FEST 117  Hazardous Materials Chemistry  5
Provides the knowledge and skills necessary to safely respond to and manage the defensive operations involved in a chemical emergency. Provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. Provides the firefighter with additional knowledge to assist in mitigating a hazardous materials incidents. Prepares students for the IFSAC Hazardous materials operations certification exam. Prerequisite: Must be enrolled in the Fire and Emergency Services Technology program.

FEST 120  Emergency Medical Technician  8
Development of skills in recognizing symptoms of illness and injuries and proper procedures for care. Upon completion of this course students may test for Washington State "EMT" certification. Prerequisite: Admission to the Fire and Emergency Service Technology Program.

FEST 122  Fire Hydraulics, Water Supply and Pump Operation  4
Foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Exploration of the various types of fire pumps, pump construction, and operation. Prerequisite: Admission to the Fire and Emergency Service Technology Program.

FEST 125  Fire Service Career Preparation  3
Firefighter written test-taking techniques, firefighter oral board techniques and practices, resume writing and preparation for Firefighter tests. Course will assist students in the Fire and Emergency Services Technology program to learn valuable skills necessary to be competitive in obtaining a career in the fire services. Prerequisite: FEST 100.
FEST 201 Fire Related Experience IV 5

Students are assigned to the Aid unit or Engine and will work regular shifts every third day. Duties include responding to actual fire and medical emergencies, station maintenance, apparatus inspections and quarterly SCBA certification and extrication exercises. Students will study maps of the fire district, multi-company operations scenarios, incident command, fire ground safety practices and accountability. Prerequisite: FEST 103, 122, 120 and 125.

FEST 202 Fire Related Experience V 5

Advanced fire-incident-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications and fire apparatus driving practices. Prerequisite: FEST 201.

FEST 203 Fire Related Experience VI 5

Continuation of advanced fire-incident-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communication and fire apparatus driving practices. Prerequisite: FEST 202.

FEST 210 Strategy and Tactics for Firefighters 4

Principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. The course also uses materials from the NFA STICO series and follows the FESHE curriculum model for Strategy and Tactics. Prerequisite: FEST 112.

FEST 211 Firefighter Safety and Survival 5

Basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Rapid intervention teams and self-rescue also included. Prerequisite: FEST 210.

FEST 212 Fire Prevention and Protection Systems 5

Information related to the features of design an operation of fire alarm systems, water supply for fire protection and portable fire extinguishers, history and philosophy of fire prevention, use and application of codes and standards, fire inspections, and fire and life safety education. This course meets FESHE model guidelines for Fire Prevention and Fire Protection Systems. Prerequisite: FEST 211.

FEST 215 Rope Rescue Operations 4

Rescue methods, ropes and knots, low angle rescue techniques, and raising and lowering rope systems. Course meets the requirements of NFPA 1 670 - Rope Rescue Operations. Prerequisite: FEST 111, FEST 120, or instructor's permission.

FEST 218 Technical Rescue Techniques 3

An overview of several technical rescue disciplines to include structural collapse, trench rescue, and confined space rescue. Instruction in information necessary to recognize the hazards associated with these technical rescue situations, take defensive actions, and perform select operations-level skills. Prerequisite: FEST 117 (formerly FEST 217), FEST 215.

FEST 232 Firefighter Type II 3

Entry level fire suppression training for wildland fires including: grass, brush and forest fires. Includes fire behavior, theory and strict safety standards. Successful completion of classroom and practical sessions result in national (NWCG) certification as wildland “Firefighter Type II”. Prerequisite: None.

FIRST AID

FAID 151 First Aid Renewal 1

Review and Renew Basic First Aid strategies and techniques, including CPR. Meets L & I standards for Renewal of First Aid Card. Prerequisite: Current or newly expired First Aid Card.

FAID 153 Basic First Aid 2

Basic first Aid strategies and techniques, includes CPR. Meets L & I standards for First Aid Cards. Prerequisite: None.

FRENCH

FRCH& 121 French I 5

Introduction to the four basic skills of the language: listening, speaking, reading and writing. The language will be studied within its cultural context. This course was formerly known as FREN 101. Prerequisite: None.

FRCH& 122 French II 5

Additional skills in listening, speaking, reading and writing. Continuing study of cultural themes. This course was formerly FREN 102. Prerequisite: FRCH& 121 or FREN 101 or equivalent or instructor’s permission.

FRCH& 123 French III 5

Completion of the study of the first year sequence of basic skills. This course was formerly known as FREN 103. Prerequisite: FRCH& 122 or FREN 102 or equivalent or instructor’s permission.

GENERAL EDUCATION DEVELOPMENT

GED 072 Advanced GED Preparation 0

Non-credit, continuous enrollment course that prepares adult and family literacy students who have a goal of earning the General Education Development (GED) equivalency certificate to pass the five GED subject-area tests. Prerequisite: Placement by testing.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 101 Introduction to Geographic Information Systems 3

Students learn GIS concepts and use advanced GIS software to analyze, interpret and display spatial data for a variety of disciplines. Prerequisite: Basic computer skills or CIS 123.

GIS 201 Mapping with the Global Positioning System 5

Data collection, management, analysis and presentation using advanced Global Positioning System/GIS data loggers and sophisticated software to design projects, import, collect, rectify and analyze field data and present results in cartographic form. Students receive instruction in field and office procedures using advanced resource grade GPS/GIS hardware and software. Basic computer skills or CIS 123 recommended. Prerequisite: None.
GEOGRAPHY

GEOG 102 World Regional Geography  5
Complex relationship between people and the environment including population and human movement, language, religion, race, economic activities, and urban development. This course was formerly known as GEOG 110, Cultural Geography: Diversity. Prerequisite: None.

GEOG 120 Physical Geography  5
Study of the physical areas and environment of the earth. Topics include land forms, oceans, the weather, climate, water cycle, vegetation, plate tectonics, gradation and soils. The class also covers how humans influence and are influenced by their environment. Prerequisite: None.

GEOL 101 Intro Physical Geology  5
Covers geologic processes which affect the earth and helps to develop a sense of perspective with respect to our place on the planet. Laboratory experience includes both field work and laboratory experiments. This course was formerly known as GEOL 101, Introduction to Geology. Prerequisite: None.

GERMAN

GERM 121 German I  5
Introduction to the four basic skills of the language: listening, speaking, reading and writing. The language will be studied within the cultural context. This course was formerly known as GERM 101. Prerequisite: None.

GERM 122 German II  5
Additional skills in listening, speaking, reading, and writing. Continuing study of cultural themes. This course was formerly known as GERM 102. Prerequisite: GERM 121 or GERM 101 or instructor’s permission.

GERM 123 German III  5
Completion of the study of the first year sequence of basic skills and further study of the German culture. This course was formerly known as GERM 103. Prerequisite: GERM 123 or GERM 102 or equivalent or instructor’s permission.

GERM 221 German IV  5
Reflection on, reaction to, and critical response to topics of cultural interest including leisure time, the world of work, education, equal rights, and environmental issues through non-fiction surveys, interviews, tables, articles; literature; short stories, poems, and songs; and documentaries and feature films. This course was formerly known as GERM 201, Intermediate German I. Prerequisite: GERM 123 or GERM 103 or instructor’s permission.

GERM 222 German V  5
Continuation of GERM 221. Reflection on, reaction to, and critical response to topics of cultural interest including leisure time, the world of work, education, equal rights, and environmental issues through non-fiction surveys, interviews, tables, articles; literature; short stories, poems, and songs; and documentaries and feature films. This course was formerly known as GERM 202, Intermediate German II. Prerequisite: GERM 221 or GERM 201 or instructor’s permission.

HISTORY

HIST 116 Western Civilization I  5
A history of Western society that begins with the stone age and river valley civilizations, covers the classical periods of Greece and Rome, and ends with the Medieval manors, towns, and church. This course was formerly known as HIST 101. Prerequisite: None.

HIST 117 Western Civilization II  5
A history of Western society that begins with the High Middle Ages, studies the processes that lead to the Renaissance, Reformation, and strong monarchs, and ends with the scientific and political revolutions of the late 18th century. This course was formerly known as HIST 102. Prerequisite: None.

HIST 118 Western Civilization III  5
A history of Western society that begins with the Industrial Revolution, examines the era of nationalism and imperialism, covers the time of dictators and world wars, and ends with life in our time. This course was formerly known as HIST 103. Prerequisite: None.

HIST 135 History of Latin America  5
History of Latin America from pre-colonial to present. Emphasis on fostering an understanding of this complex region by exploring some of the major forces that have shaped Latin America. Prerequisite: None.

HIST 140 Introduction to African American History: Diversity  5
History of African-American society that begins in pre-Atlantic Slave Trade Africa, examines the slave trade, life on the plantations, post Civil War struggles, the early Civil Rights movement and ends with an analysis of where African-Americans are in today’s society. Prerequisite: None.

HIST 146 US History I  5
Begins with the New World discoveries, looks at the early colonial settlements in the North and South, examines the Colonial-English separation, presents the problems of the early United States, the Industrial Revolution, the reform movement, slavery, and ends with the Mexican War of 1848. This course was formerly known as HIST 110. Prerequisite: None.

HIST 147 US History II  5
Begins with the causes of the Civil War through to the Reconstruction period. Examines the settlement of the last frontier, looks at the causes and outcomes of the Industrial Revolution, presents the problems and some solutions to political corruption, examines the reform movements of Populism and Progressivism, examines the rise of American imperialism and ends with the close of the First World War. This course was formerly known as HIST 111. Prerequisite: None.

HIST 148 US History III  5
Investigates the political, social and cultural history of the United States from 1920 to the present. Includes the Great Depression, World War II, The Cold War, and Vietnam. Also included will be the civil rights, equal rights and environmental movements. This course was formerly known as HIST 112. Prerequisite: None.
HIST 204  Introduction to Modern China and Japan  5
A one-quarter survey course that includes a brief examination of the traditional civilizations of China and Japan, Western Civilization's impact on China and Japan, reasons why China and Japan responded differently to the West, present day positions and difficulties of China and Japan. Prerequisite: None.

HIST& 214  Pacific NW History  5
Surveys the political, cultural, economic, and social development of the American Northwest with special emphasis on Washington State. This course was formerly known as HIST 125, History of the Pacific Northwest. Prerequisite: None.

HIST 250  Topics in History (Variable Sub-Titles)  5
In-depth study of a people, country or region of the world with a focus on the history, culture, and socio-political development. Emphasis on key events and their impact of the development of current group, national or regional values. May be offered as a Study Abroad course. Prerequisite: Instructor's permission. Eligible for ENGL& 101.

HIST 279  Introduction to the Modern Middle East  5
An introduction to the history of the Middle East from 1914 to the present. Includes the creation of the modern political map of the region, the struggle against colonial domination, the creation of Israel and its implications, the spread of Islamic fundamentalism and the politics of the region in a post-Cold War era. Discusses the origins of U.S. involvement in Iraq and its consequences. Prerequisite: ENGL& 101 or eligible to enroll in ENGL& 101.

HORT 100  General Horticulture  5
Introduction to the major divisions within the ornamental horticulture industry and what career options exist within each division. The basics of plant classification, anatomy, metabolism, physiology, growth and development and reproduction. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

HORT 104  Edible Plants-From Garden to Kitchen  3
Learn how to raise edible plants that grow well in the Pacific Northwest. In addition, learn how to prepare and cook these plants for yourself and others to enjoy. Cooking demonstrations by a culinary chef is part of the course. Prerequisite: None.

HORT 106  Deciduous Ornamental Plant Identification  5
Identification of primarily deciduous ornamental woody plants. Their growth habits, cultural requirements, ornamental uses, maintenance requirements and potential problems in the landscape will also be covered. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

HORT 108  Evergreen Ornamental Plant Identification  5
Identification of evergreen ornamental woody plants. Their growth habits, cultural requirements, ornamental uses, maintenance requirements and potential problems in the landscape will also be covered. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

HORT 109  Herbaceous Annuals/Perennials Plant Identification  5
Identification of primarily herbaceous ornamental annuals and perennials. Their growth habits, cultural requirements, ornamental uses, maintenance requirements and potential problems in the landscape will also be covered. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

HORT 133  Soils and Plant Nutrition  5
Physical, chemical, and biological properties of soils and their effects on plant growth. Soil testing, modification, and conservation; soilless mixes. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

HORT 134  Floral Design and Arranging  2
Study of floral design principles and practices. The hands-on creation of a variety of floral arrangements is a key part of this class. Prerequisite: None.

HORT 140  Integrated Pest Management  5
The identification and control of major diseases, weeds, and insects of ornamental horticulture plants. An emphasis will be placed on Integrated Pest Management (IPM) control strategies and programs. Prerequisite: MATH 090, READ 092 and ENGL 092 or instructor's permission.

HORT 150  Plant Propagation  5
Study of the theories, practices and procedures for plant propagation. Plant propagation will include all the major forms of propagation, including: seed, spore, cuttings, grafting, budding, layering, division and tissue culture or micro propagation. Lectures will present the conceptual and scientific basis of the different propagation methods. A hands-on lab session is included and will present the practical aspects of each method. Prerequisite: None.

HORT 155  Tree and Shrub Pruning  5
The when, where, what, how and why of pruning trees, shrubs and vines with an emphasis on landscape and nursery production pruning. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

HORT 161  Landscape Maintenance and Equipment Operation  5
Lawn and landscape bed care for residential and commercial landscapes. Safe use and proper care of mowers, edgers, weed eaters, sprayers, and other equipment. Development of a landscape maintenance job estimate. Current first aid card required for registration. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.
HORT 169 Horticulture Business Management
Application of business management concepts to starting and operating a horticulture business. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor’s permission.

HORT 209 Irrigation Fundamentals
A study of various types of drainage and irrigation systems, including materials and equipment-their cost, upkeep, and design-and application of watering systems. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor’s permission.

HORT 220 Native Plants in the Landscape
Horticultural uses of native plants of Western Washington, including identification, selection, cultural requirements and landscape applications. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor’s permission.

HORT 230 Landscape Construction
Installation of a landscape plan; construction techniques, estimates of material and labor costs. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor’s permission.

HORT 235 Basic Landscape Design
Fundamentals of landscape planning proper selection and location of plant material and construction features. Prerequisite: HORT 106 or concurrent enrollment or instructor’s permission.

HORT 236 Advanced Landscape Design
Application of advanced landscape design theories and principles to solve site problems. Use of rendering and oral presentation to sell landscape plans. Prerequisite: HORT 108 or concurrent enrollment, HORT 235 or instructor’s permission.

HORT 244 Plant Production and Marketing I
Basic designs and construction materials of greenhouses and growing structures. Familiarization of crop scheduling, environmental factors and their control as they affect crop production, integrated pest management strategies in greenhouses and marketing of horticulture crops. Being a hands-on grower for a bench of plants is a significant portion of the course. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor’s permission.

HORT 251 Plant Production and Marketing II
Continuation of plant production work begun winter quarter. Familiarization of crop scheduling, environmental factors and their control as they affect both greenhouse and nursery crop production, integrated pest management strategies and marketing of horticulture crops. Techniques unique to producing crops outdoors will be emphasized. Being a hands-on grower of plants and a plant merchandiser is a significant portion of the course. Prerequisite: HORT 244 or instructor’s permission.

HORT 260 Sustainable Small Scale Food Production
Small scale production of vegetable, herbs, mushrooms fruits and nuts with an emphasis on sustainable and organic practices. Prerequisite: MATH 090, “S” in READ 091 or 092 and “S” in ENGL 091 or 092 or instructor’s permission.

HUMAN DEVELOPMENT

HDEV 101 Career/Life Planning
Facilitates self exploration of individual interests, values, personality type, and skills. Provides information and direction regarding the process of career search and research. Examines the changing workplace, equity and diversity, new technology, and the global economy. Prerequisite: None.

HDEV 102 Career Planning Seminar
Facilitates discovering of educational and career choices by examining values, natural interests, and personality preferences. Examines how to make career decisions and gather information about different career fields. Integrates how natural preferences fit with the world of work. Explores related training opportunities at the college. Prerequisite: Eligible for READ 091 and ENGL 091 or above recommended.

HDEV 104 How to Succeed in College
Examines factors known to improve success in college, particularly for first year students. Topics include college expectations, resources, and four success principles including: self-responsibility, motivation, self-management, goal-setting, self-awareness and emotional intelligence. This is a five-week, late-starting class. Students who have taken HDEV 107 need instructor’s permission prior to enrolling in HDEV 104. Prerequisite: Eligible for ENGL 092 and READ 092 or higher.

HDEV 105 How to Succeed in College
Examines factors known to improve success in college, particularly for first year students. Topics include college expectations, resources, and eight success principles including: self-responsibility, motivation, self-management, goal-setting, self-awareness and emotional intelligence. Students who have taken HDEV 107 need instructor’s permission prior to enrolling in HDEV 105. Prerequisite: Eligible for ENGL 092 AND READ 092 or higher.

HDEV 106 Strategies for College Success
Includes an overview of various college success strategies and study skills including: time management, memory, reading, note-taking, test taking, campus resources, and self-improvement issues. Prerequisite: None.

HDEV 107 New Student Seminar: How to Succeed in College
Career and academic planning success strategies, college terminology, expectations, requirements, resources, services, structure and environment. Includes factors known to improve the likelihood of success among first year students. Prerequisite: Eligible for ENGL 092 AND READ 092 or higher.

HDEV 111 The Psychology of College Success: Becoming a Master Student
Designed to improve college success by developing master student study skills, including time management, memory, reading, note-taking, test taking, creativity, relationships, campus resources, self-esteem, self-improvement skills and other success strategies. Prerequisite: Eligible for READ 096 AND ENGL 096 or instructor’s permission.
HUMANITIES

HUM 114  The Mythic Image  5
Explores mythic and archetypal images in literature and culture, examines the role of myth in modern cultures and introduces students to theoretical approaches for the study and interpretation of myth. Prerequisite: Eligible for ENGL& 101.

HUM 119  History of Popular Music  5
Explores the social histories and musical forms of popular music; Focuses on the socio-political contexts of popular music genres as traditions of cultural heritages and commodities in the global marketplace. Prerequisite: Eligible for ENGL& 101.

HUM 121  Multicultural America, Past to Present: Diversity  5
Focuses on the history, culture, and contributions of various ethnic groups in the United States and the construction of “American” identity through power and privilege, past to present. Students gain knowledge of other groups’ history and cultural heritage and practice cross-cultural communications skills for education, community and work, environments. Prerequisite: ENGL& 101 or WRIT 101 eligible.

HUM 140  World Religions  5
Explores the major global traditions of religious thinking, belief, practice, and community. Identifies the variety and development of patterns of religious expression in both the West and the East, with special emphasis on their relevance to the contemporary political and intellectual world. Prerequisite: ENGL& 101 or WRIT 101 or instructor’s permission.

HUM 180  Mass Culture in America  5
Introduces issues related to mass culture as a vehicle for communicating social and political ideologies in American society. Includes the study of media, advertising, popular culture, and theories of cultural criticism. Prerequisite: ENGL& 101.

HUM 219  Hip Hop Culture and Music: Diversity  5
Explores the historical and political dynamics of hip hop culture including music, dance, and visual art. Examines the development of hip hop through the history of African American musical forms such as spirituals, blues, jazz, R&B, and soul. Explores the relationship between individuals, hip hop culture, and a pluralistic, democratic society. Prerequisite: ENGL& 101 or instructor’s permission.

HUM 220  Sacred Texts in World Religions  5
Explores three of these major traditions in some depth: Hinduism, Buddhism, Taoism, Confucianism, cultural expressions as reflected in writings or the arts. Prerequisite: ENGL& 101 or WRIT 101 or instructor’s permission.

HUM 240  Culture and Imperialism  5
Examines a major cultural complex that is defined by the interplay of dominant and subordinate cultural centers. Possible case studies include: Spain and the Americas, Great Britain and India, the United States and the “Third World,” Europe and Africa, and contemporary globalization. The material of the course may include discussion of ideology, theory, geography, history, politics, economics, art, poetry, drama, fiction, music, film. Prerequisite: ENGL& 101 or WRIT 101 or instructor’s permission.

INTENSIVE ENGLISH

I E 010  Intensive English Reading Level IA  5
High beginning reading course for non-native speakers of English to acquire skills in reading strategies, comprehending reading material by identifying main ideas, supporting ideas, acquiring new vocabulary and discussing reading in groups. This class is linked with IE Writing Level IA and IE Grammar IA. Prerequisite: Placement test score into Level 1 or instructor permission and non-native speaker status.

I E 011  Intensive English Reading Level IB  5
Continued instruction in high beginning reading course for non-native speakers of English to acquire skills in reading strategies, comprehending reading material by identifying main ideas, supporting ideas, acquiring new vocabulary and discussing reading in groups. This class is linked with IE Writing Level IB and IE Grammar IB. Prerequisite: Placement test score into Level 1 or instructor permission and non-native speaker status.

I E 012  Intensive English Writing Level IA  5
High beginning writing course for non-native speakers of English to acquire writing skills, ranging from formation of simple sentences to development of a basic paragraph. Students enrolled in this class will also be enrolled in IE Reading Level IA, IE Communication Level IA and IE Grammar IA. Prerequisite: Placement test score into level 1 or instructor’s permission and non-native speaker status.

I E 013  Intensive English Writing Level IB  5
Continued instruction in high beginning writing course for non-native speakers of English to acquire writing skills, ranging from a syntax to a development of a basic paragraph. Students enrolled in this class will also be enrolled in IE Reading Level IB, IE Communication Level IB and IE Grammar IB. Prerequisite: Placement test score into level 1 or instructor’s permission and non-native speaker status.

I E 014  Intensive English Grammar Level IA  5
High beginning grammar course for non-native speakers of English focusing on using grammar points introduced in IE Writing IA. This class is linked with IE Writing Level IA and IE Reading IA. Prerequisite: Placement test score into level 1 or instructor permission and non-native speaker status.

I E 015  Intensive English Grammar Level IB  5
Continued instruction in high beginning grammar course for non-native speakers of English focusing on using grammar points introduced in IE Writing IA. This class is linked with IE Writing level IB and IE Reading IA. Prerequisite: Placement test score into level 1 or instructor permission and non-native speaker status.

I E 016  Intensive English Communication Level IA  3
Low intermediate intensive English listening and speaking class for non-native speakers of English to produce and comprehend English. Prerequisite: Placement test score into level 1 or instructor permission and non-native speaker status.

I E 017  Intensive English Communication Level IB  3
Continued instruction in low intermediate intensive English listening and speaking class for non-native speakers of English to produce and comprehend English. Prerequisite: Placement test score into level 1 or instructor permission and non-native speaker status.
I E 020 Intensive English Reading Level IIA 5
High intermediate reading course for non-native speakers of English to acquire reading strategies, comprehending reading material by identifying main ideas, supporting ideas, acquiring new vocabulary and discussing reading in groups. This class is linked with IE Writing Level IIA and IE Grammar IIA. Prerequisite: Placement test score into Level II or instructor permission and non-native speaker status.

I E 021 Intensive English Reading Level IIB 5
Continued instruction in high intermediate reading course for non-native speakers of English to acquire reading strategies, comprehending reading material by identifying main ideas, supporting ideas, acquiring new vocabulary and discussing in groups. This class is linked with IE Writing Level IIB and IE Grammar IIB. Prerequisite: Placement test score into Level II or instructor permission and non-native speaker status.

I E 022 Intensive English Writing Level IIA 5
Low-intermediate writing course for non-native speakers of English to acquire writing skills from formation of compound and complex sentences to development of a paragraph. Students enrolled in this class will also be enrolled in IE Reading Level IIA, IE Communication Level IIA, and IE Grammar IIA. Prerequisite: Placement test score into Level II, completion of all sections of Level I with an “S” or instructor’s permission and non-native speaker status.

I E 023 Intensive English Writing Level IIB 5
Continued instruction in low-intermediate writing course for non-native speakers of English acquire writing skills from syntax to the development of a paragraph. Students enrolled in this class will also be enrolled in IE Reading Level IIB, IE Communication Level IIB, and IE Grammar IIB. Prerequisite: Placement test score into Level II, completion of all sections of Level I with an “S” or instructor’s permission and non-native speaker status.

I E 024 Intensive English Grammar Level IIA 5
High intermediate grammar course for non-native speakers of English focusing on grammar points introduced in IE Writing IIA. This class is linked with IE Writing Level IIA and IE Reading IIA. Prerequisite: Placement test score into Level II or instructor permission and non-native speaker status.

I E 025 Intensive English Grammar Level IIB 5
Continued instruction in high intermediate grammar course for non-native speakers of English focusing on grammar points introduced in IE Writing IIB. This class is linked with IE Writing IIB and IE Reading IIB. Prerequisite: Placement test score into Level II or instructor permission and non-native speaker status.

I E 026 Intensive English Communication Level IIA 3
High intermediate listening and speaking class for non-native speakers of English to instruct students in conversing in and understanding English. Students will practice conversational strategies, participating in groups, and using correct pronunciation. Prerequisite: Placement test score into Level II or instructor permission and non-native speaker status.

I E 027 Intensive English Communication Level IIB 3
Continued instruction in high intermediate listening and speaking class for non-native speakers of English in conversing in and understanding English. Students will practice conversational strategies, participating in groups, and using correct pronunciation. Prerequisite: Placement test score into Level II or instructor permission and non-native speaker status.

I E 030 Intensive English Reading Level IIIA 5
High-intermediate reading course for non-native speakers of English to develop reading strategies to comprehend literature and respond to level-appropriate reading selections. Students enrolled in this class will also be enrolled in IE Reading Level IIIA, IE Writing Level IIIA, and IE Grammar IIIA. Prerequisite: Eligible for IE Level III OR “S” or better in all sections of Level II (IE 020-27).

I E 031 Intensive English Reading Level IIIB 5
Continued instruction in high-intermediate reading course for non-native speakers of English to develop skills in reading strategies to comprehend literature and respond to level-appropriate reading selections. Students enrolled in this class will also be enrolled in IE Reading Level IIIB, IE Writing Level IIIB, and IE Grammar IIIB. Prerequisite: Eligible for IE Level III OR “S” in all sections of Level II (IE 020-27).

I E 032 Intensive English Writing Level IIIA 5
High-intermediate writing course for non-native speakers of English to acquire skills in writing multiple paragraph essays and other forms of writing in response to reading material. Students enrolled in this course will also be enrolled in IE Reading Level IIIA, IE Writing Level IIIA, and IE Grammar IIIA. Prerequisite: Eligible for IE Level III OR “S” in all sections of Level II (IE 020-27).

I E 033 Intensive Writing Level IIIIB 5
Continuation of high-intermediate writing course for non-native speakers of English to acquire skills in writing multiple-paragraph essays and other forms of writing in response to reading material. Students enrolled in this course will also be enrolled in IE Reading Level IIIB, IE Writing Level IIIB, and IE Grammar IIIB. Prerequisite: “P” in I E 033.

I E 034 Intensive English Grammar Level IIIA 5
Low-advanced grammar course for non-native speakers of English instructing students in grammar points introduced in IE Writing IIIA. Students will learn to diagnose and revise their own writing. This class is linked with IE Writing level IIIA and IE Reading IIIA. Prerequisite: Placement test score into Level III or instructor permission and non-native speaker status.

I E 035 Intensive English Grammar IIIB 5
Continued low-advanced grammar course for non-native speakers of English instructing students in grammar points introduced in IE Writing IIIA. Students will learn to diagnose and revise their own writing. This class is linked with IE Writing level IIIIB and IE Reading IIIIB. Prerequisite: Placement test score into Level III or instructor permission and non-native speaker status.

I E 036 Speech Communication for International Students 3
Communication course for non-native speakers of English who can be understood without difficulty. Students will gain confidence and become competent speakers in front of groups by learning speaking strategies. Prerequisite: Placement test score into Level III or instructor permission and non-native speaker status.
I E 037  Speech Communication for International Students  3
Continued communication course for non-native speakers of English who can be understood without difficulty. Students will gain confidence and become competent speakers in front of groups by learning speaking strategies. Prerequisite: Placement test score into Level III or instructor permission and non-native speaker status.

I E 040  IE-Introduction to Literature Level IVA  5
Advanced reading course for non-native speakers of English that introduces them to academic literature and increases reading comprehension. Prerequisite: Successful completion of all Level III classes (I E 030/037) OR placement test score into I E 040 Level IV.

I E 041  IE-Introduction to Literature Level IVB  5
Continued advanced reading course for non-native speakers of English that introduces them to academic literature and increases reading comprehension. Prerequisite: Successful completion of all Level III classes (I E 030/037) OR placement test score into I E 040 Level IV.

I E 042  IE-Introduction to Academic Writing Level IVA  5
Advanced writing course introduces non-native speakers of English to the academic writing process through a series of essays, including pre-writing and organizational strategies; drafting, evaluating and editing essays and working in groups. Prerequisite: Successful completion of all Level III classes (I E 030/037) OR Placement test score into I E 042 Level IV.

I E 043  IE-Introduction to Academic Writing Level IVB  5
Continued advanced writing course introduces non-native speakers of English to the academic writing process through a series of essays, including pre-writing and organizational strategies; drafting, evaluating and editing essays and working in groups. Prerequisite: Completion of Level IVA with a “P” OR Instructor’s permission and non-native speaker status.

I E 044  IE-Advanced Grammar Level IVA  2
Advanced grammar course for non-native speakers of English that teaches students to identify and correct grammatical and syntactical errors in their writing. This class is linked with IE 040 and IE 042. Prerequisite: Placement test score into level IV or instructor permission and non-native speaker status.

I E 045  IE-Advanced Grammar IVB  2
Continued advanced grammar course for non-native speakers of English that teaches students to identify and correct grammatical and syntactical errors in their writing. This class is linked with IE 041 and IE 043. Prerequisite: Placement test score into level IV or instructor permission and non-native speaker status.

I E 046  Academic Preparation for International Students  3
Advanced communication course for non-native speakers of English to prepare students for academic, college-level classes. Students will learn about U.S. academic expectations, strategies for understanding lectures, textbooks, taking notes and participating successfully in groups. Prerequisite: Placement test score into level IV or instructor permission and non-native speaker status.

I E 047  Academic Preparation for International Students  3
Continued advanced communication course for non-native speakers of English to prepare students for academic, college-level classes. Students will learn about U.S. academic expectations, strategies for understanding lectures, textbooks, taking notes and participating successfully in groups. Prerequisite: Placement test score into level IV or instructor permission and non-native speaker status.

INTERNATIONAL/INTERCULTURAL STUDIES

IIS 125  Introduction to Latin American Studies  5
Interdisciplinary introduction to Latin American Studies which may include geography, culture, religion, politics, economics, literature, art, and music, representative ethnic groups and contemporary events. Focus will vary according to the instructor and changing current issues and events. Prerequisite: ENGL& 101 or WRIT 101 or concurrent or instructor’s permission.

IIS 129  Introduction to Middle Eastern Studies: Diversity  5
An interdisciplinary introduction to the Middle East. Explores the geography, religion, political economy, culture, and history of the contemporary Middle East and how these elements help shape contemporary problems. An analysis of the Israel-Palestine Question and the Iraq War. Prerequisite: ENGL& 101, WRIT 101 or eligible.

IIS 130  Introduction to East Asian Studies: Diversity  5
Through an interdisciplinary approach this course will expand to the diverse ethnic and cultural world of East Asia. Topics of exploration include settlement and conflict, religious values and beliefs, colonization, economic power, political influence, and ethnic diversity. In an effort to understand major world events, both dominant and subordinate groups will receive equal consideration. The specific countries of our inquiry include China, Japan, the Korea’s, Mongolia, and Taiwan. Specific countries and topics to be discussed will vary according to the expertise of the instructor and current events. Prerequisite: ENGL& 101 or WRIT 101 or concurrent enrollment.

IIS 131  Intro South & Southeast Asian Studies: Diversity  5
Through an interdisciplinary approach, this course will expand, inform and expose students to the diverse ethnic and cultural world of South and Southeast Asia. Topics of exploration include settlement and conflict, religious values and beliefs, colonization, economic power, political influence and ethnic diversity. In an effort to understand major world events, both dominant and subordinate groups will receive equal consideration of their perspective. The specific countries of our inquiry include India, Pakistan, Bangladesh, Nepal, Bhutan, and Sri Lanka; Myanmar, Laos, Malaysia, Philippines, Indonesia, Brunei, Thailand, Cambodia, Singapore and Vietnam. Prerequisite: ENGL& 101 (formerly WRIT 101) or concurrent enrollment.

IIS 145  Introduction to African Studies  5
Interdisciplinary study of sub-Saharan Africa from prehistory to the present. Emphasis on fostering an understanding of this complex and important region by exploring the major forces that have shaped and continue to shape sub-Saharan Africa. Students should be prepared to read and write at the college level. Prerequisite: None.
### COURSE DESCRIPTIONS

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<tr>
<th>Course Code</th>
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<tr>
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<td>International Cultural Studies</td>
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<td>JAPN&amp; 121</td>
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An in-depth interdisciplinary study of the life and culture(s) of one country or region of the world, with a focus on the relationship between the arts, history, religion, politics, and socio-economic conditions and cultural values and traditions in the region. Exploration of the role the culture has in the larger world and the political, cultural and economic issues that impact that role. (Specific culture of focus will change each quarter as selected by the instructor.) Prerequisite: None.

Introduction to skills in speaking, reading, and writing with particular attention to its unique features, such as tones and characters, and its cultural context. This course was formerly known as JAPN 101. Prerequisite: None.

Additional skills in listening, speaking, reading and writing. Continuing study of cultural aspects. This course was formerly known as JAPN 102. Prerequisite: JAPN& 121 or JAPN 101, or equivalent or instructor’s permission.

Japanese 123 is a continuation of Japanese 122, a course in advanced Japanese for non-native speakers. Additional advanced skills in listening, speaking, reading and writing. Continuing study of cultural theories. This course was formerly known as JAPN 103. Prerequisite: JAPN&122, or JAPN 102, or equivalent or instructor’s permission.

Advanced skills in listening, reading, writing, and speaking. Continuing study of cultural themes. This course was formerly known as JAPN 201. Prerequisite: JAPN& 123 or JAPN 103, or instructor’s permission.

Advanced skills in listening, reading, writing, and speaking. Continuing study of cultural themes. This course was formerly known as JAPN 202. Prerequisite: JAPN& 221 or JAPN 201 or instructor’s permission.

Advanced skills in listening, reading, writing, and speaking. Continuing study of cultural themes. This course was formerly known as JAPN 203. Prerequisite: JAPN& 222 or JAPN 202 or instructor’s permission.

Introduction to legal terminology, history of the law, ethics, structure and jurisdiction of the court systems, citation forms and the law library, docket, reminder systems, organizational and procedural perspective of the law office, and preparing, recording, and filing legal documents. Prerequisite: None.

Actual production of legal pleadings and documents using a computer in the various areas of the law. Emphasis is on using the current court rules (both state and local), accuracy, and correct formatting. Prerequisite: CIS 136. Students should be able to keyboard 20 words per minute by touch.

Legal terminology and information in the areas of civil, criminal, and domestic law and appeals. Prerequisite: None.

History of the law; structure and jurisdiction of the courts; ethical standards; introduction to case analysis and use of precedents, legislative processes. Prerequisite: Basic skills requirements: ENGL 097, READ 097, MATH 090 or placement test.

Federal and state courts, which court has subject matter jurisdiction; how jurisdiction is obtained over persons or property; pretrial procedures; and trial procedure. Prerequisite: None.

Duties of paralegals from complaint to trial or mediation. Students will gain experience retrieving, organizing, and maintaining documents; docketing and ticking, methods to ensure timelines of pleadings and other actions; use of database and full-text retrieval systems; and time-keeping for proper billing of clients. Prerequisite: LEGL 151 and 152. CIS 136 and 141.

Concepts associated with harm to persons or property, consisting of intentional torts, negligence, or strict liability. Prerequisite: LEGL 151 and 152 or instructor’s permission.

Fundamentals of legal analysis and writing in order to apply statutes, administrative rules, and case law in legal writing and oral advocacy. Prerequisite: LEGL 151 and 152 and CIS 106 or instructor’s permission. ENGL& 101 (formerly WRIT 101) recommended.

Fundamentals of legal research; introduction to law library; location of statutes and case law; blue book citation techniques. Prerequisite: Legal 151, 152 or instructor’s permission.

Study of the American System of Criminal Justice, with particular focus on the substantive and procedural criminal law of Washington State. The practice of criminal law will be emphasized: definition of crimes, investigation, charging decisions, plea bargaining, case preparation, jury selection, trial practice; the role of police, prosecutors, defense counsel, judges, court personnel and corrections officers. Prerequisite: None.

Fundamentals of fact investigation with practical application through a case study; outline preparation, interviewing witnesses; examination of affirmative and rebuttal evidence; role of pretrial discovery during investigation. Prerequisite: LEGL 151, 152, 155 and 156 or instructor’s permission.

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<td>LEGL 155</td>
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<td>LEGL 156</td>
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<td>LEGL 157</td>
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<td>LEGL 158</td>
<td>Investigation and Interviewing</td>
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LEGL 251  Civil Litigation  5
Evaluation of a civil case for trial or settlement. Drafting of pleadings and discovery request. Prerequisite: LEGL 151, 152, 154 and 155 or instructor’s permission.

LEGL 252  Public Law and Administration  5
Analysis of laws and procedures applicable to governmental agencies, including administrative adjudicative and rule-making procedures, conflicts of interest and appearance of fairness doctrines, open public meetings, and public documents. Prerequisite: LEGL 151, 152, 155 and 156 or instructor’s permission.

LEGL 253  Domestic Relations  3
An overview of family law issues, including cohabitation, premarital agreements, dissolution of marriage and legal separation actions, motions and interim orders, paternity proceedings, adoptions, and modifications. Prerequisite: LEGL 151, 152, 155, and 156 or instructor’s permission.

LEGL 255  Estate Planning  3
Role of participants in the administration of an estate. Use of forms and proper court proceedings. Laws of succession in a testate or intestate will. Validity requirements of a will and how revoked. Uniform probate code; tax consideration of trusts, probates, and wills. Prerequisite: LEGL 151, 152, 155, and 156 or instructor’s permission.

LEGL 256  Real Estate and Property Law  3
Possessory interest in lands, rights and remedies of the new possessor, the duties and obligation of a landowner and a tenant. Prerequisite: LEGL 151, 152, 155, and 156 or instructor’s permission.

LEGL 257  Corporations and Partnerships  3
How corporations and partnerships are formed and the duties, obligations and remedies of persons dealing with the corporation or partnership. Prerequisite: LEGL 151, 152, 155, and 156 or instructor’s permission.

LEGL 258  Bankruptcy and Collections  3
Overview of bankruptcy and collection laws; jurisdiction of state and federal courts; introduction to bankruptcy and collection procedures; discharge, proof of claims; attachment, garnishment, debt collection practices. Prerequisite: LEGL 151, 152, 155, and 156 or instructor’s permission.

LEGL 259  Career Readiness for the Paralegal  1
Preparation for entry into paralegal practice, including resume building, writing sample, interview techniques, and culminating in contacts with potential public legal employers. Prerequisite: LEGL 155.

MATHEMATICS

MATH 090  Basic Math  5
Operations with whole numbers, fractions, decimals and signed integers. Also includes percents, proportions, measurement, basic geometry, applications, problem-solving strategies, and writing about mathematics. Prerequisite: Appropriate placement score on the Arithmetic Test or recommendation from ABE.

MATH 094  Basic Algebra  5
An introduction to algebra including operations with signed numbers, solving basic linear equations, graphing linear relationships, problem solving, positive properties of exponents, and addition and subtraction of polynomials. Prerequisite: MATH 090 with a “C” or better or appropriate placement test score required.

MATH 096  Basic and Elementary Algebra, EXPRESS  10
Intensive study of basic and elementary algebra for students with motivation and academic drive who have a weak algebra background. Includes operations with signed numbers, solving and graphing linear equations and systems of linear equations in two variables, properties of exponents and operations with polynomials. Introduction of rational expressions and solving quadratic equations by factoring. Includes student learning outcomes and course content from both MATH 094 and MATH 098. Prerequisite: MATH090 with a “B+” or better grade or appropriate placement test score.

MATH 098  Elementary Algebra  5
Review of operations with signed numbers and solving basic linear equations. Graphing linear relationships, the equation of a line, systems of equations, properties of exponents, operations on polynomials, and solving quadratic equations by factoring. Prerequisite: MATH 090 with a “C” or better or MATH 094 or appropriate placement test score required.

MATH 099  Intermediate Algebra  5
Simplifying and solving rational, radical and quadratic expressions and equations. Linear, quadratic, and exponential, functions with their graphs and applications. Prerequisite: MATH 096 or MATH 098 with a grade of “C” or better or appropriate placement test score required.

MATH 100  Mathematics for Early Childhood Educators  5
A course for early childhood educators focusing on math concepts appropriate for young children. Topics include patterns, sequencing, classifying, number systems, and computation, geometry, measurement, and estimation strategies. Interactive, activity-based methods are used, guided by national and state mathematics education standards. Emphasizes conceptual understanding, connections among topics, and communication of mathematical thinking. Prerequisite: MATH 094 or appropriate placement test score.

MATH 101  Technical Mathematics I  5
Theory and applications of mathematics used in technical fields with emphasis on problem solving strategies, measurement, algebra, geometry, unit conversions, and the metric system. Prerequisite: MATH 094 with a minimum grade of “C” or MATH 098 with a minimum grade of “C” or appropriate placement test score.
MATH 102  Technical Mathematics II
Emphasis on right triangle trigonometry and oblique triangle applications involving the Law of Sines, Law of Cosines, and vectors. Algebraic concepts, such as Pythagorean Theorem and vectors, integrated with applications of geometry, trigonometry, and physics. Formulas for area, perimeter, and volume are applied to composite shapes and optimization problems. Prerequisite: MATH 099 (Grade “C” or better).

MATH& 107  Math in Society
An introduction to methods of thought in mathematics. Surveys the history of mathematics to reveal the multi-cultural and international nature of mathematics. Other topics chosen from: Problem-solving strategies, logic, sets, number theory, geometry, probability and statistics, functions and graphs, axiomatic systems. This course was formerly known as MATH 107, Math for Liberal Arts. Prerequisite: MATH 099.

MATH& 131  Math for Elem Educ 1
For prospective or practicing elementary teachers focusing on the mathematics underlying modern elementary school math. Topics include: number systems, models for operations, problem-solving techniques, algebraic thinking, appropriate technology and a variety of instructional approaches. Emphasizes deep conceptual understanding of content, connections among topics, communication of mathematical ideas and the developmental progression of topics. Prerequisite: MATH099 or appropriate math placement test score and eligible for ENGL& 101 or WRIT 101.

MATH& 132  Math for Elem Educ 2
Delves deeply into the mathematics elementary teachers are responsible for teaching at the K-8 levels in the areas of geometry, measurement and probability. Emphasizes deep conceptual understanding of content, multiple representations, and communication of mathematical ideas. Appropriate technology is incorporated. Recommended for prospective and practicing elementary school teachers. Prerequisite: MATH& 131 (2.0 or better).

MATH& 141  Precalculus I
Elementary functions with an emphasis on polynomials functions, rational functions, exponential functions and logarithmic functions. This course was formerly known as MATH 121. Prerequisite: A grade of “C” or better in MATH 099 or (MATH 120 or MATH 140 now retired) or appropriate test scores.

MATH& 142  Precalculus II
Elementary functions with an emphasis on trigonometric functions and their applications, analytic geometry and polar coordinates. This course was formerly known as MATH 122. Prerequisite: MATH& 141 (formerly MATH 121) with a “C” or better or placement test.

MATH& 146  Introduction to Stats
Introductory probability theory and statistical concepts including organization of data, sampling, descriptive and inferential statistics. Use of probability distributions in parameter estimation, hypothesis testing. Linear regression and correlation. This course was formerly known as MATH 108. Prerequisite: MATH 099 or appropriate testing.

MATH 147  Precalculus for Business/Social Science
Properties and applications of elementary algebraic, exponential and logarithmic functions relevant to business, economics and social sciences. Includes matrices, linear inequalities and mathematics of finance. Prepares student for MATH& 148 Business Calculus. This course was formerly known as MATH 156. Prerequisite: MATH 099 with a grade of “C” or better, or placement by testing.

MATH& 148  Business Calculus
An introduction to calculus for students of business and social science. This course was formerly known as MATH 157, Calculus for Business and Social Science. Prerequisite: MATH 147 (formerly MATH 156) or MATH& 141 (formerly MATH 121).

MATH& 151  Calculus I
Limits and derivatives of polynomial, rational, root, trigonometric, logarithmic and exponential functions. Applications of the derivative. Introduction to antiderivatives. This course was formerly known as MATH 123. Prerequisite: MATH& 141 (formerly MATH 121) and MATH& 142 (formerly MATH 122).

MATH& 152  Calculus II
Continuation of MATH&151. The definition, properties, and applications of definite and indefinite integrals. The calculus of inverse trigonometric functions. Techniques of integration. This course was formerly known as MATH 124. Prerequisite: MATH& 151 (formerly MATH 123).

MATH& 153  Calculus III
Continuation of MATH& 152. Indeterminate forms, improper integrals and Taylor’s formula. Sequences and series. Calculus in polar coordinates. This course was formerly known as MATH 125. Prerequisite: MATH& 152 (formerly MATH 124).

MATH 205  Linear Algebra
An introduction to linear algebra for students of science and engineering. Includes vectors in the plane, in three dimensional space, and in n-dimensions; matrices and systems of equations, determinants, vector spaces and linear transformations. Prerequisite: MATH& 142 (formerly MATH 122) and MATH& 151 (formerly MATH 123).

MATH 238  Differential Equations
Existence and associated theorems and techniques for finding special and general solutions for first-order differential equations, second-order homogeneous and non-homogeneous equations with a general procedure for linear n’th-order equations. Initial value problems, numerical methods, and applications. Solution of 2 x 2 homogeneous and non-homogeneous linear systems by elimination. Introduction to Laplace transform methods. Prerequisite: MATH& 152 (formerly MATH 124).

MATH& 254  Calculus IV
An introduction to analytic geometry in three dimensions, and vector functions. The calculus of functions of two and three variables and vector functions. This course was formerly known as MATH 126, Multivariable Calculus. Prerequisite: MATH& 151 (formerly MATH 123) and MATH& 152 (formerly MATH 124).
MCOM 110 Directing, Screenwriting, and Producing 5
Defines, compares and contrasts the responsibilities of the director, screenwriter, and producer for movies and TV. Lab provides practical experience in each of these roles. Prerequisite: None.

MCOM 114 Introduction to Digital Video Production 5
Explores the basic theories and skills used in studio and field video production, including basic camera operation, lighting, editing, audio techniques, and new technologies. Introduces media law and ethics, media literacy, and the production methods used to produce digital video art that tells a story, sells a product, and informs an audience. Prerequisite: For students continuing in Digital Cinematography, it is recommended that this course be taken concurrently with MCOM 201.

MCOM 115 Introduction to Digital Video Editing 5
Introduction to digital video editing defines the principles of digital picture and sound editing; explores the aesthetics of editorial choices, including the study of the history and masters of editing, and examines the social, political, and cultural implications of editorial decision-making. Students will learn post-production pre-planning procedures and experience hands-on editing with Final Cut Pro. Prerequisite: None.

MCOM 200 Screenwriting 5
Surveys the story structures of TV and screenplay writing; the principles, techniques and aesthetics of screenplays and their application to visual storytelling. Students learn the responsibilities of the screenwriter during the phases of production projects and complete a first draft of a screenplay or TV project. Prerequisite: None.

MCOM 201 Digital Cinematography I 5
Explores advanced theories and skills for field video production, including producing, directing, camera operation, lighting, editing, audio techniques, and post-production techniques. Includes digital video art forms, story-board development, media writing, interviewing, budgeting, and planning. Prerequisite: MCOM 114, or instructor’s permission. It is recommended that this course be taken concurrently with MCOM 114.

MCOM 202 Digital Cinematography II 5
Advanced theories and skills for studio video production, including producing, directing, camera operation, lighting, editing, audio techniques, and post-production techniques. Students will also study digital video art forms, run-sheet development, media writing, budgeting, and planning. Prerequisite: MCOM 114, or MCOM 201, or instructor’s permission.

MCOM 203 Digital Cinematography III 5
Production and direction of a professional digital film, digital video art piece, documentary, news magazine program, advertising campaign, and/or public service campaign suitable for playback on television broadcast and cable channels and/or the Internet, accompanied by a professional resume tape. Includes non-linear computer editing skills, special requirements for internet media, and media promotion techniques. Prerequisite: MCOM 114, or MCOM 201, or MCOM 202 or instructor’s permission.

MCOM 215 Advanced Digital Video Editing 5
Advanced techniques in editing/post production for digital cinematography include the principles of sound recording, sound mixing, effects creation and recording techniques, foley work, animation, advanced titles and graphics. The course explores the social, political, and cultural implications of editorial decision-making through a close examination of films that shaped history. Students will learn advanced post production pre-planning procedures and experience hands-on editing with Final Cut Pro and other professional tools. Prerequisite: MCOM 115.

MCOM 265 Improvisation for Theatre and Filmmaking 5
Uses established improvisation exercises for theatre & movies to build skills for performing arts (including theatre, filmmaking or video projects), business, education and personal growth. Sharpens ability to deal with the unexpected; encourages creative problem-solving; enhances team-building and communication competence. A great confidence builder. (Same as DRMA 265) Prerequisite: None.

MEDICAL ASSISTING

MED 100 Phlebotomy Essentials 4
Theory and practice of skills used in health care settings to collect blood via capillary puncture and venipuncture, document and transport blood specimens. Includes basic anatomy and physiology, infection control, complications in blood collection, quality control, legal and regulatory issues. Prevention, transmission and treatment of AIDS. Under supervision, practice on anatomical models and evolve to lab patients. Prerequisite: Current CPR card, and certified as a Health Care Assistant in Washington State, or certified as a Nursing Assistant in Washington State or recent documented healthcare experience. Proof of first Hepatitis B immunization must be submitted by the 1st class meeting.

MED 101 Medical Office Exposure Control 4
Study of all components of Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) exposure control plan as pertinent to medical assisting program clinical laboratory assignments. Includes sterilization and disinfection techniques, microbiology as related to the infectious process cycle and orientation to office minor surgery. Personal and employee safety and emergency plans are explored, including, but not limited to, disaster preparedness. Prevention, transmission and treatment of AIDS are also discussed. Prerequisite: BIOL & 241 and BIOL & 242 or BIOL & 175 and MATH 094 or higher with a minimum grade of “C”.

MED 102 Medical Law, Ethics and Bioethics 2
Examines how ethics are derived from culture, religion, education, and environment, and then applies to medical ethics and bioethics. Includes professionalism, risk management, and scarcity of resources. Explores health occupations, local community resources, and death and dying issues. Legal guidelines for healthcare employees and knowledge of federal and state healthcare legislation and regulations are also explored. Prerequisite: None.
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<tr>
<th>Course Code</th>
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<td>MUSC 100</td>
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**COURSE DESCRIPTIONS**

MED 103  Medical Terminology I  
Study and construction of medical terms by learning and combining word roots, suffixes, and prefixes. Emphasis on construction usage, definition, pronunciation, and spelling. Prerequisite: None.

MED 110  Medical Insurance Coding for the Medical Office  
For those involved in the completion of medical insurance claims. Includes legal issues associated with procedural and diagnostic coding. Utilizing patient chart information, translate written diagnoses into numeric and alphanumeric codes. ICD-9-CM and CMS 1500 insurance claim forms are used. ICD-9-CM relates to diseases, conditions, complaints, signs, and symptoms for providing medical services. Interpreting various source documents, translating written narrative to numeric procedure codes. CPT and CMS 1500 insurance claim forms are used. Prerequisite: MED 103 or instructor’s permission.

MED 112  Medical Terminology II  
Using basic word roots, combining forms, prefixes, and suffixes: correlates basic human anatomy and physiology with medical terminology. Major medical specialties, aspects of pathology, and surgical and diagnostic procedures included. Pharmacological terms, medical abbreviations, and overview of diagnostic and imaging procedures addressed. Prerequisite: MED 103.

MED 121  Disease Conditions and Treatments  
Etiology, signs, symptoms, diagnostic and treatment modalities relating to various human diseases. Includes prevention, prognosis, and instructions for patient care and equipment. Prerequisite: MED 101.

MED 125  Advanced Diagnostic and CPT Coding  
Combination of diagnostic and procedural coding skills and practical application. Focus knowledge and skills using Current Procedural Terminology (CPT) and International Classification of Disease (ICD-9) coding systems. Prerequisite: MED 110, MED 112 or instructor’s permission.

MED 135  Clinical Procedures for Medical Assistants  
Theory and skills used in health care setting to assist practitioners with routine and specialty examination and treatments. Aseptic and sterile technique utilizing standard precautions. Prerequisite: MATH 094, MED 101.

MED 136  Diagnostic Procedures for Medical Assistants  
Theory and skills used in the medical office laboratory. Includes microscopy, microbiology, urinalysis, phlebotomy, electrocardiography and respiratory testing. Collection of specimens and their correct processing, including throat, urine and blood. Includes capillary puncture and venipuncture. Prerequisite: MED 101, MED 121, MED 135.

MED 137  Medical Administrative Procedures  
Administrative procedures performed in the physician’s office to include: Health and accidental insurance management, medical records management, medical equipment and supply procurement and inventory, basic medical personnel management, billing and collections. Telephone communication related to medical problems included. Prerequisite: Concurrent with MED 101.

MED 145  Externship for Medical Assistants  
200 unpaid hours of administrative and clinical functions as a medical assistant student in a physician’s office, clinic, or health care facility. Prerequisite: MED 101, MED 135, MED 136, MED 137, MED 148.

MED 146  Phlebotomy Externship  
A minimum of 60 hours of work experience as a phlebotomist in local medical facilities and doctors’ offices. Prerequisite: “C” or better in MED 100 and MED 121.

MED 148  Pharmacology for Medical Assistants  
Theory and skills necessary for administration of intradermal, subcutaneous, and intramuscular injections. Various drug groups, pharmacokinetics, dosage calculations, legal issues, regulatory issues, and patient education are covered. Also included is maintenance of medication and immunization records. Prerequisite: MATH 094 or MATH 101 or BUS 104, and MED 101 or instructor’s permission.

MUSIC  
MUSC 100  Music Fundamentals  
An introduction to the elements of music for non-majors, including basic terminology and symbols, simple note reading and writing, and how to construct scales and chords. No previous musical experience necessary. Prerequisite: None.

MUSC 105  Music Appreciation  
Introduction to elements of musical form and style through listening and studying selections of the major periods and composers of Western classical art music, with emphasis on creating a musical awareness for enjoyment throughout life. This course was formerly known as MUSC 101. Introduction to Music. Prerequisite: Appropriate for students with little or no background in music.

MUSC 112  Introduction to World Music  
Introduction to music outside the Western classical tradition through listening and studying music selections representative of major cultural areas of the world. Examination of ideas, traditions, and cultural values that shape the music. Prerequisite: None.

MUSC 121  Ear Training 1  
Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: Music reading strongly recommended. Corequisite: Enrollment in MUSC 131 - Music Theory 1.

MUSC 122  Ear Training 2  
A continuation of MUSC 121, Ear Training 1. Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: Completion of MUSC 121 with a grade of “C” or better, or instructor’s permission. Corequisite: Enrollment in MUSC 132 - Music Theory 2.
MUSC 152  Choir III  2
A third quarter of choral ensemble singing and study of additional choral literature. Prerequisite: None.

MUSC 157  Class Voice  3
Vocal techniques for choral and/or solo vocal singing. Useful to anyone interested in learning about the singing process or exploring new vocal repertoire. Begins with foundational preparations, including analysis of how the voice works, to methodological voice-building techniques that progress to more challenging singing tasks. Prerequisite: None.

MUSC 159  Class Guitar  2
Basic techniques for playing guitar, plus studying melody and harmony, reading tablature, improvising, and composing. Students must provide their own instrument. Prerequisite: None.

MUSC 180  Applied Music-Piano  1
This course is designed to teach performance skill to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 181  Applied Music-Voice  1
This course is designed to teach performance skill to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the voice. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 182  Applied Music-Strings  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 183  Applied Music-Woodwinds  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 184  Applied Music-Brass  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 123  Ear Training 3  2
A continuation of MUSC 122, Ear Training 2. Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: Completion of MUSC 122 with a grade of “C” or better, or instructor’s permission. Corequisite: Enrollment in MUSC & 133 - Music Theory 3.

MUSC 131  Music Theory 1  3
An introduction to common practice harmony, including notation, scales, tonality, key, modes, intervals, transposition, and chords. Appropriate for pre-majors of music. NOTE: this course will only be offered fall quarter. Prerequisite: Music reading strongly recommended. Corequisite: Enrollment in MUSC & 121 - Ear Training 1.

MUSC 132  Music Theory 2  3
A continuation of MUSC & 131, Music Theory 1. Further study of common practice harmony, including cadences, nonharmonic tones, melodic organization, texture, two-voice species counterpoint, and four-part voice leading. Appropriate for pre-majors of music. NOTE: this course will only be offered winter quarter. Prerequisite: Completion of MUSC & 131 with a grade of “C” or better, or instructor’s permission. Corequisite: Enrollment in MUSC & 122 - Ear Training 2.

MUSC 133  Music Theory 3  3
A continuation of MUSC & 132, Music Theory 2. Further study of common practice harmony, including harmonic progression, harmonic rhythm, diatonic seventh chords, secondary chords, and modulation. Appropriate for pre-majors of music. NOTE: this course will only be offered spring quarter. Prerequisite: Completion of MUSC & 132 with a grade of “C” or better, or instructor’s permission. Corequisite: Enrollment in MUSC & 123 - Ear Training 3.

MUSC 147  Class Piano I  2
Beginning piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm-reading, chords, sight-reading, and performance. Prerequisite: None.

MUSC 148  Class Piano II  2
The continuation of piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm-reading, chords, sight-reading, and performance. Prerequisite: MUSC 147 or instructor’s permission.

MUSC 149  Class Piano III  2
A third quarter of piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm-reading, chords, sight-reading, and performance. Prerequisite: MUSC 148 or instructor’s permission.

MUSC 150  Choir I  2
Basic principles of choral ensemble singing and study of appropriate choral literature. Open to all students. Prerequisite: None.

MUSC 151  Choir II  2
Continuation of choral ensemble singing and study of additional choral literature. Open to all students. Prerequisite: None.
MUSC 185  Applied Music-Percussion  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 186  Keyboard Competence  1
This course is designed to teach basic keyboard skills in order to help the music major pass keyboard competence exams in four-year schools. Content will be adjusted to the requirements of the specific school to which the student wishes to transfer. Prerequisite: Instructor's permission. Preference given to students intending to major in music.

MUSC 188  Applied Music-Guitar  1
Ten half-hour lessons on the guitar, covering techniques of playing, general musicianship, music reading, and performance. Prerequisite: Instructor's permission and/or audition. Preference is given to students intending to major or minor in music. Co-requisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or Music Theory.

MUSC& 241  Music Theory IV  5
A continuation of MUSC& 143, Music Theory III. For pre-majors in music. Prerequisite: MUSC& 143.

MUSC& 242  Music Theory V  5
A continuation of MUSC& 241, Music Theory IV. For pre-majors in music. Prerequisite: MUSC& 241.

MUSC& 243  Music Theory VI  5
A continuation of MUSC& 242, Music Theory IV. For pre-majors in music. Prerequisite: MUSC& 242.

MUSC 250  Advanced Choir I  2
A study of advanced choral literature. Students must be able to study the music independently and be available for performances outside of class time. Prerequisite: By audition only.

MUSC 251  Advanced Choir II  2
The continuation of advanced choral literature. Students must be able to study the music independently and be available for performances outside of class time. Prerequisite: Successfully passing of MUSC 250 or by audition.

MUSC 252  Advanced Choir III  2
A third quarter of advanced choral literature. Students must be able to study the music independently and be available for performances outside of class time. Prerequisite: Successfully passing of MUSC 251 or by audition.

MUSC 280  Applied Music-Piano  1
Fourth course of private piano instruction designed to teach performance skills to students intending to major in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: MUSC 180C.

MUSC 280A  Applied Music-Piano 4  1
Fourth course of private piano instruction designed to teach performance skills to students intending to major in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: MUSC 180C.

MUSC 280B  Applied Music-Piano 5  1
Fifth course of private piano instruction designed to teach intermediate piano students interpretive and performance skills. Emphasis is placed on the improvement of piano technique and stylistic musical expression. Prerequisite: MUSC 280A.

MUSC 280C  Applied Music-Piano 6  1
Sixth course of private piano instruction designed to serve advanced students of piano. The student will continue to learn skills and techniques for piano performance and will further expand his/her piano repertoire, with a view toward public performance. Prerequisite: MUSC 280B.

NURSING

NURS 100  Nursing Assistant  6.5
Prepares students to become nursing assistants in convalescent centers, hospitals, and home and community settings. Covers the nursing assistant's role on the health care team, basic technical and personal care skills, measuring body functions, restorative and rehabilitative techniques, communication, infection control, safety and emergency procedures. Identifies clients' rights, mental health, and social service needs, recognizing individual, cultural, and religious diversity. Meets Washington State and Federal requirements for nursing assistant education. Prerequisite: None.

NURS 140  Introduction to Nursing  2
The discipline of nursing is studied from the viewpoints of legal status, ethics in nursing, educational requirements, and consumer requirements. The current health care industry is examined together with comparison of the acute care and chronic care models for delivering healthcare. Examines the nursing profession including roles of the registered nurse, licensed practical nurse, nursing assistant, and other licensed and unlicensed health care workers. Theories and approaches applicable to leadership and management in health care are included. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 141, 142 and 143.

NURS 141  Fundamentals of Nursing  5
Introduces theoretical/conceptual framework of the Nursing Program. Introduces theoretical foundations of nursing process, human dimensions and the health-illness continuum Nursing practice concepts of health teaching, caring and holism are introduced. Pharmacologic therapeutics, gerontology, nutrition, fluid and electrolytes are introduced. Patients with selected endocrine, cardiovascular, respiratory, immune, mental health, and integumentary system disorders are included on the course content. Prerequisite: Admission to first year Nursing Program. Concurrent enrollment in NURS 142 and 143.
NURS 142 Therapeutics and Technology I  
Emphasis on therapeutics and technology. Nursing skills are developed to perform a nursing history and physical assessment, and administer medications with the except of intravenous medication. The theoretical foundations and nursing practice concepts for therapeutic communication, documentation, blood glucose monitoring, basic oxygen therapy, and privacy and confidentiality are taught. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 141 and 143.

NURS 143 Fundamentals of Nursing Clinical  
Provides clinical experience in long term care and outpatient settings. The emphasis is on applying therapeutic foundations of nursing process, human dimensions and the health-illness continuum to the care of patients. Nursing practice concepts of caring, holism, communication and health teaching and therapeutics (medication administration) and technology are used to care for patients. Prerequisite: Admission to first-year Nursing Program. Concurrent enrollment in NURS 140, 141 and 142.

NURS 144 Adult and Gerontological Nursing I  
Focuses on the management of patients with acute and chronic medical and surgical conditions of the gastrointestinal, genitourinary, musculoskeletal, and eye-ears-nose-throat systems. Theoretical preparation for peri-operative nursing, principles of intravenous therapy and pain management will be included. The application of the nursing process will be emphasized. Nutrition and pharmacology are integrated. Prerequisite: Admission to the Nursing Program. Completion of NURS 140, 141, 142 and 143. Concurrent enrollment in NURS 145 and 146.

NURS 145 Technology and Therapeutics II  
Focuses on skill development in medication administration including intravenous medications. Surgical asepsis, wound care, perioperative nursing skills, such as bladder catheterization and airway management are included. The nursing process will be emphasized during the application of nursing skills. Prerequisite: Admission to the Nursing Program. Completion of NURS 140, 141, 142 and 143. Concurrent enrollment in NURS 144 and 146.

NURS 146 Adult and Gerontology Nursing I Clinical  
Provides nursing care to patients requiring surgery throughout the perioperative experience. Students will apply the nursing process including health teaching in management of these patients. Experience will be gained in management of peripheral IV therapy including medications, wound care management, and skills related to gastro-intestinal, genitourinary, and EENT systems. Prerequisite: Admission to the Nursing Program. Completion of NURS 140, 141, 142 and 143. Concurrent enrollment in NURS 144 and 145. NURS 144 must be passed with a “C” or better to receive credit for this course.

NURS 147 Women’s Health Nursing  
Comprehensive overview of the modern-day childbearing experience that focuses on nursing care during the prenatal, intrapartum, postpartum, and neonatal periods. Both normal & complicated childbearing will be studied. Women's health maintenance through the lifespan and common health complications that can occur is also included. The nursing process is the framework that is utilized throughout the course. Prerequisite: Admission to the Nursing Program and completion of NURS 144, 145, 146, as well as concurrent enrollment in NURS 148.

NURS 148 Women’s Health Nursing Clinical  
This is the clinical practicum component of NURS 147. The student participates in the care of the woman, newborn and family in the physician's office, inpatient settings, at home, and in the newborn nursery under the supervision of nursing faculty and staff RN’s. The focus is on the care of clients during the childbearing years, as well as the care of patients with women's health concerns. Prerequisite: Admission to the Nursing Program and completion of NURS 144-146. Concurrent enrollment in NURS 147.

NURS 149 Family Centered Nursing  
Focuses on the management of the pediatric patient and family. Includes family theory, promotion of health and wellness of the infant child, common pediatric conditions including safety issues and child abuse. Special emphasis is placed on assessment of growth and development, communication, and application of the nursing process. Prerequisite: Admission to the Nursing Program. Completion of NURS 144, 145, 146. Concurrent enrollment in NURS 147, 148, 150, 151.

NURS 150 Family Centered Nursing Clinical  
Provide opportunities for clinical experience with pediatric patients and their families in various settings such as: acute care, outpatient, community and simulation to adapting nursing skills to the pediatric patient. Application of the nursing process to the pediatric patient and family is stressed. Prerequisite: NURS 144, 145, and 146. Concurrent enrollment in NURS 149 or have passed NURS 149 with a "C" or better. NURS 149 must be passed with a "C" or better to receive credit in the course.

NURS 151 Nutrition for the Lifespan  
Provides a theoretical foundation of general nutritional principles and knowledge of nutrient functions within the human body. Focus is on health-illness continuum in healthy populations and in patients with acute or chronic illness. Students will learn to perform a nutritional assessment and modify a diet to meet identified nutritional needs. Prerequisite: Admission to the Nursing Program. Completion of NURS 144, 145, 146.

NURS 152 Pharmacology in Nursing  
Provides the foundation of pharmacology as related to the practice of nursing. Course content includes pharmacuetic, pharmacokinetic and pharmacodynamics phases in the study of medications. Major drug classifications and the prototype drugs as well as biological variation, cultural considerations, and legal and ethic considerations are introduced. Application of the nursing process to medication administration including considerations with selected populations will be discussed. Prerequisite: Admission to the Nursing Program.

NURS 200 Transition in Nursing  
Examines components of nursing process. Focuses on assessment, nursing history, nursing diagnosis and nursing care plans. Analyzes therapeutic relationships, role theory, role change, and role conflict. Compares vocational and comprehensive education. Provides orientation to program philosophy, objectives and conceptual framework. Validates basic practical nursing skills including physical assessment and basic IV therapy. Assesses competencies in Maternal Child and Family Centered Nursing. Prerequisite: All of first year nursing requirements and prerequisites for LPN's admitted to second year Nursing Program.
NURS 234  Special Experiences  2
Additional experiences in acute care settings to enhance application of theory. Explores role of the RN in select clinical settings that will enhance student’s experiences. Students will provide nursing care in acute care settings and assist with care in select specialty areas according to guidelines and clinical objectives. Preliminary and concluding seminars, readings and documentation of experience required. Prerequisite: Completion of all first year nursing courses.

NURS 235  Special Experiences II  2
A continuation of NURS 234 to provide additional experiences in specialty and outpatient settings to enhance application of theory. Explores the role of the RN in specialty and outpatient settings, the role of other health care workers, organizational systems and structures, job descriptions, policies and procedures in each health care setting. Students may assist in selected areas of care according to guidelines and clinical objectives. Preliminary and concluding seminars, readings and documentation of experience is required. Includes the possibility of field trips. Prerequisite: NURS 201 and NURS 234.

NURS 240  Adult and Gerontological Nursing II  5
Builds on first year content. The principles of care and nursing management of patients with moderate to complex needs. Includes immunology, hematology, oncology, renal, and cardiac body systems and disease states. Advanced nursing concepts including fluid and electrolyte and acid-base imbalances will be covered. Assessment, pharmacology, and gerontology as applies to each unit will be incorporated. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 241 and 242.

NURS 241  Therapeutics and Technology III  2
Emphasis is placed on Advanced Skills acquired through supervised laboratory time, CD-ROM Lab, Video and Simulation Laboratory. Areas of focus are Central Line IV Therapy, IV Conscious Sedation, TPN, Chemotherapy, advanced assessment skills, Cardiac Monitoring, Participating in a Code, and Life-Support measures. Prerequisite: Admission to the second year Nursing Program. Concurrent enrollment in NURS 240 and 242.

NURS 242  Adult and Gerontological Clinical II  4
Provides clinical experience for application of nursing of adult and gerontology II. Focus is on renal, hematology, immunology, oncology, and cardiac body systems. Clinical skills include advanced IV therapies, titrated drugs, TPN, central line management, advanced patient care management with patient education, discharge planning, and co-ordination of care beginning skills. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 240 and 241.

NURS 243  Mental Health Nursing  3
Builds on the therapeutic communication skills and mental health foundation from the first year of the ADN program. Selected mental health concepts are explored in depth with identification of underlying mental mechanisms and the resultant normal and abnormal behaviors. Various theories and techniques of treatment are explored, with an emphasis on the pharmacological and behavioral models. Prerequisite: Admission to the Nursing Program. Completion of NURS 240, 241, and 242. Concurrent enrollment in NURS 244.

NURS 244  Mental Health Nursing Clinical  2
Provide clinical experience for nursing application of adult mental health. Focus is on analysis of patient behaviors and interaction with mental health patients in controlled and protective environments. To include outpatient support groups, participation with treatment planning in interdisciplinary team meetings and patient group therapy. Prerequisite: Admission to the Nursing Program. Completion of NURS 240, 241 and 242. Concurrent enrollment in NURS 243.

NURS 245  Adult and Gerontological Nursing III  3
Focusses on nursing management of patients’ complex physiological needs including: sensori-neural, acute neurologic, chronic neurodegenerative, respiratory, acute trauma and progressive multi-system failure problems. The nursing process will be used to plan, organize and deliver care. Builds on NURS 240, NURS 241 and NURS 242 skills including enteral and parenteral nutrition, IV Conscious Sedation, and neurologic/musculoskeletal interventions for trauma in acute inpatient and outpatient clinical settings. Pharmacology to correspond with the above content areas. Prerequisite: Admission to the Nursing Program. Completion of NURS 240, 241, and 242. Concurrent enrollment in NURS 245 and 246.

NURS 246  Therapeutics and Technology IV  1
Emphasis on advanced skills acquired through supervised laboratory, CD-ROM, Video and Simulation Laboratory. Areas of focus for NURS 246 include: neurological assessment, Chest Tubes, Ventilators, Peripheral IV access skills, management of patients with TB and MRSA Infections. Prerequisite: Admission to the Nursing Program. Completion of NURS 240, 241, and 242. Concurrent enrollment in NURS 245 and 247.

NURS 247  Adult and Gerontological Nursing Clinical III  2
Provides clinical experience for application of nursing of adult and gerontology III. Focus is on respiratory, neurology, neurological trauma, parenteral nutrition, Antibiotic Resistant Organisms, advanced patient care management with patient education, discharge planning and co-ordination of care skills. Prerequisite: Admission to the Nursing Program. Completion of NURS 240, 241, and 242. Concurrent enrollment in NURS 245 and 246.

NURS 248  Leadership and Management in Nursing  5
Explores the role of the RN in leadership and management of patients in a variety of settings including: acute care, outpatient and clinical settings, long term care, and home care. Emphasis will be placed on leadership and management theory and skills required by the Associate Degree Nurse as staff and charge nurse in these settings. The role of the RN in prevention of illness and promotion of wellness will be expanded. The impact of legislation, changes in Health Care Industry legal and ethical issues, role of professional organizations, professional responsibilities, strategies to influence change, and entry into practice will also be addressed. Prerequisite: Admission to the Nursing Program. Completion of NURS 243, 244, 245, 246, and 247. Concurrent enrollment in NURS 249 and 251.
COURSE DESCRIPTIONS

NURS 249  Therapeutics and Technology V  1
Provides on campus experience for skills required of the RN as staff and charge nurse in a variety of clinical settings. Skills included are: making staff assignments and delegation, communication of patient's information to others (shift report, other facilities, physician), processing of physician orders, case management, quality assurance activities, and care planning activities (Minimal Data Sets, Critical Pathways, utilization review). Use of simulation, case studies, group process, and technology will be used in the lab setting. Prerequisite: Admission to the Nursing Program. Completion of NURS 243, 244, 245, 246, and 247. Concurrent enrollment in NURS 248 and 251.

NURS 250  Transcultural Nursing  2
Introductory course for nursing students and non-nursing students which focuses on role of culture as a factor to be addressed in providing nursing care. Provides a framework for understanding cultural phenomena: communication, space, social, organization, time, environmental control, and biological variations. Applies knowledge of cultural phenomena to clients from multicultural populations. Prerequisite: NURS 102 or concurrent enrollment or instructor's permission.

NURS 251  Coordinated Care and Delegation in Clinical  6
Provides clinical experiences on managing care of a group of patients in a variety of clinical settings under direct supervision of nursing faculty. Application of nursing theory for NURS 248 and skill for NURS 249 are included. Students will enter a selected clinical preceptorship during the final four weeks of the quarter. Students will be assigned to work with an RN to gain further experience in the role of the RN. Prerequisite: Admission to the Nursing Program. Completion of NURS 243, 244, 245, 246, and 247. Concurrent enrollment in NURS 248 and 249.

NURS 252  NCLEX RN Overview  1
Provides an overview of the RN NCLEX test including psychometrics of the computer adaptive examination, the NCLEX test plan including client needs and integrated processes, types of questions (multiple choice, alternative format, and innovative item format), and strategies of successful test taking. Selection of NCLEX review books and courses will be included. Prerequisite: Completion of the first three quarters of the Nursing Program, admission into second year of the Nursing Program, or instructor’s permission.

NURS 255  Cultural Diversity in Healthcare: Diversity  3
Introductory course which focuses on Role of culture as a factor to be addressed in providing health care. Provides a framework for understanding cultural phenomena: communication, space, social organization, time, concept of privilege/environmental control, and biological variations. Applies knowledge of cultural phenomena to clients from multicultural populations. Prerequisite: Admission to the Nursing Program, admission/enrollment in other healthcare program, or instructor’s permission.

NURS 294  Seminar in Nursing: Current Issues  2
Optional course for the RN student. Explores current issues in Nursing and the Health Care Industry and the impact on the practice of Nursing. Examines strategies that can assist the nurse to influence changes in nursing and health care. This course enriches the required curriculum for the student RN and skills of the practicing RN. Prerequisite: Admission to 2nd year nursing program or instructor’s permission.

NUTR 101  Nutrition  5
Survey of the normal nutritional needs for individuals ranging from infants to adults. Emphasis is placed on the basic principles of nutrition. Topics include: human metabolism, utilization of nutrients, nutritive value of foods, diet planning and evaluation. This course is particularly suitable for health occupation students. One high school chemistry or biology course or equivalent is strongly recommended. This course was formerly BIOL 125. Prerequisite: None.

OCEANOGRAPHY

OCEA 101  Intro to Oceanography w/Lab  5
Provides an entry level presentation of principles of physical and chemical oceanography, including disciplines of geology, physics, biology, chemistry and climatology. Includes formation of the ocean basins, currents, tides, shoreline processes, estuaries and a brief introduction to the major ecological zones within the marine environment. A laboratory experience including field labs is part of the course presentation. This course was formerly known as OCEAN 101, Introduction to Oceanography. Prerequisite: MATH 090 or placement test.

PARAEDUCATOR PROGRAM

PARA 220  Assisting in the Classroom  5
Strategies for assisting certified teachers in a K-12 classroom setting with student instruction, behavior management, clerical functions and parental contact based on Washington State Skill Standards and Competencies for Paraeducators. Prerequisite: Instructor's permission.

PARA 225  Practicum for Paraeducators  4
Supervised observation and participation in a school setting six hours per week: applying guidance techniques, adapting and implementing curriculum activities for individuals and small groups, and working cooperatively with staff. Two hour seminar per week. Prerequisite: ENGL&101 or WRIT 101, PARA 220 or concurrent. EDUC& 205 or EDUC 101 or ECE 102, ECE 235, EDUC& 115 or EDUC 120, EDUC& 215 or EDUC 215, EDUC 225, EDUC 230. Obtain instructors permission before registering.

PARENT EDUCATION

PEP 101  Parenting Your Infant I  2
Parents and children ages birth to seven months come to class together. Parents discuss child development, care and guidance, and how to provide an encouraging environment for their children. Weekly topics may include sleep, babies’ temperaments, and nutrition. Parents and children participate together in music, movement, and other age appropriate activities. Prerequisite: None.

PEP 102  Parenting Your Infant II  2
Parents and children ages seven to thirteen months come to class together. Parents discuss child development, care and guidance, and how to provide an encouraging environment for their children. Weekly topics may include play and learning, schedules, and home safety. Parents and children participate together in music, movement, and other age appropriate activities. Prerequisite: None.
PEP 103 Parenting Your Toddler I 2
Parents and children ages thirteen to nineteen months come to class together. Parents discuss child development, care and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 104 Parenting Your Toddler II 2
Parents and children ages eighteen to thirty months come to class together. Parents discuss child development, care and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, nutrition and eating behavior and self esteem. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 105 Parenting Your 3-4 Year Old 2
Parents and children ages thirty to fifty months come to class together. Parents discuss child development, care and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 106 Parenting Children in Middle Years (5-10 Years) 2
Parents of children ages 5-10 will discuss child development and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 107 Parenting Your Infant I 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages birth to seven months. Weekly topics may include play and learning, schedules, and home safety. Prerequisite: Child enrolled in affiliated parent cooperative preschool. Prerequisite: Instructor's permission only.

PEP 108 Parenting Your Infant II 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages seven to thirteen months. Weekly topics may include play and learning, schedules, and home safety. Prerequisite: Child enrolled in affiliated parent cooperative preschool. Prerequisite: Instructor's permission only.

PEP 109 Parenting Your 3-4 Year Old 2
Seminars in child development, parenting skills, early childhood education, and organizational leadership. Applying knowledge in parent cooperative preschool laboratory with children ages 18 months-5 years. (Eastside Co-op, Lacey Parent Co-op, Steamboat Island Co-op, and Westside Co-op.) Prerequisite: Child enrolled in affiliated parent cooperative preschool.

PEP 110 Parenting Your Toddler I 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages thirteen to nineteen months. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 111 Parenting Your Toddler II 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages eighteen to thirty months. Weekly topics may include discipline, nutrition and eating behavior and self esteem. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 112 Parenting Children in Middle Years (5-10 Years) 2
Parents of children ages 5-10 will discuss child development and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 113 Parenting Your 3-4 Year Old 2
Seminars in child development, parenting skills, early childhood education, and organizational leadership. Applying knowledge in parent cooperative preschool laboratory with children ages 18 months-5 years. (Eastside Co-op, Lacey Parent Co-op, Steamboat Island Co-op, and Westside Co-op.) Prerequisite: Child enrolled in affiliated parent cooperative preschool.

PEP 114 Parenting in Single Parent, Step and Blended Families 2
The unique dynamics, challenges, and skills of parenting in single parent, step and blended families. Prerequisite: None.

PEP 115 Effective Parenting of Teens 2
This class provides parents and caregivers with critical information for raising teenagers today. Topics include teaching teens responsibility, dealing with power struggles, effective communication, motivating teens, adolescent development and enhancing family relationships. This highly interactive class utilizes guided discussion, video examples, and lots of opportunities to practice skills in a very supportive atmosphere. Prerequisite: None.

PEP 116 Parenting Your Infant I 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages birth to seven months. Weekly topics may include sleep, babies' temperaments, and nutrition. Prerequisite: Instructor's permission only.

PEP 117 Parenting Your Infant II 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages seven to thirteen months. Weekly topics may include play and learning, schedules, and home safety. Prerequisite: Instructor's permission only.

PEP 118 Parenting Your Toddler I 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages thirteen to nineteen months. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Prerequisite: Instructor's permission only.

PEP 119 Parenting Your Toddler II 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages eighteen to thirty months. Weekly topics may include discipline, nutrition and eating behavior, and self esteem. Prerequisite: Instructor's permission only.

PEP 120 Parenting Your 3-4 Year Old 2
Participants discuss child development, care, guidance, and how to provide an encouraging environment for children ages thirty to fifty months. Weekly topics may include discipline, parent and child self esteem, and social-emotional development. Prerequisite: Instructor's permission only.
PEP 206  Parenting Children in Middle Years (5-10 Years)  2
Participants discuss child development and guidance, and how to provide an encouraging environment for children ages five to ten years. Weekly topics may include discipline, social-emotional development, motivation, dealing with anger, communication, sexuality issues and school related issues. Prerequisite: Instructor's permission only.

PEP 241  Parent - Child Communication  2
A practical skill-building class for based on the book How to Talk so Kids Will Listen and Listen So Kids Will Talk. We will emphasize positive communication and guidance techniques including engaging children's cooperation, interpreting emotional and behavioral development, observing and evaluating family dynamics and implementing alternatives to punishment. Prerequisite: Instructor's permission only.

PEP 242  Family Dynamics  2
Family dynamic topics such as: sibling relationships, time management, family communication, individual temperaments, parents' boundaries and needs, parent esteem, and dealing with stress. Prerequisite: Instructor's permission only.

PEP 243  Parenting in Single Parent, Step, and Blended Families  2
The unique dynamics, challenges, and skills of parenting in single parent, step and blended families. Prerequisite: Instructor's permission only.

PEP 250  Practicum  4
Supervised observation and participation in a single PEP setting six hours per week: applying parenting techniques, planning and leading activities for individuals, small groups and professionals. Students will work cooperatively with staff. Two hour seminar per week. Prerequisite: Recommended ENGL& 101 (formerly WRIT 101).

PEP 255  Parent Education Theory, Systems and Practice  5
Students will learn through lectures and experiential exercises the unique challenges, skills and philosophy of teaching parent education. Prerequisite: 8 credits from the following list: PEP 201 - 206 and PEP 241 - 243. Recommend ENGL& 101 or WRIT 101.

PHILOSOPHY

PHIL& 101  Intro to Philosophy  5
An introduction to problems which have perplexed scholars since Socrates. Includes the nature of human knowledge, free will and determinism, morality, the individual and the state, and the existence of God. This course was formerly known as PHIL 101. Prerequisite: None.

PHIL 102  Ethics  5
Systematic study of historical and recent views on such issues as the nature of good and evil, right and wrong, justice, rights, the rational grounds for moral responsibility and moral decision making, and the objectivity of moral values. Addresses both traditional and contemporary moral problems. Prerequisite: None.

PHIL 103  Science, Technology and Human Values  5
The nature of scientific thinking and technology, and an assessment of their impact on human life and values. Specific topics include the role of theory and explanation in science and the effect of specific technologies on our understanding of the person, society, nature, and value. Prerequisite: None.

PHIL 104  Introduction to Asian Philosophy  5
An assessment of the major philosophical problems investigated over the past 2600 years by scholars in Asia. From Nargarjuna to Gandhī, Lao Tzu to Mao, study shared and divergent aspects of philosophy and religion and themes concerning nature, non-being and being, theory and practice, morality and happiness. Prerequisite: None.

PHIL& 115  Critical Thinking  5
An introduction to the critical examination of arguments in their various forms, whether oral, written, or visual. Coursework will emphasize the practical analysis of arguments in everyday contexts. Specific topics include identifying premises and conclusions; recognizing common types of arguments; understanding logical fallacies. This course was formerly known as PHIL 105, Introduction to Critical Thinking. Prerequisite: Eligible for ENGL& 101.

PHIL& 120  Symbolic Logic  5
Introduces students to the principles of deductive inference with a focus on proofs in both sentence logic and predicate logic with quantifiers; also includes a study of semantic methods for testing validity. This course was formerly known as PHIL& 106, Introduction to Logic. Prerequisite: MATH 099 or equivalent.

PHIL 211  Great Thinkers of the Ancient World  5
A study of the origins and character of philosophical thinking in ancient Greece and a critical examination of assumptions and concepts that were central to ancient Greek world views. The emphasis will be on works of the Pre-Socratic philosophers, Plato and Aristotle. Prerequisite: None.

PHIL 220  Philosophy of Religion  5
Introduces students to philosophical inquiry into the major elements of religious thought and experience. Issues include arguments for God's existence, atheism, the problem of evil, the relationship of faith to reason, religious experiences, religious ethics, and immortality. Prerequisite: Eligible for ENGL& 101.

PHYSICAL EDUCATION

P E 109  Aerobic Kickboxing  1
Introduction to aerobic kickboxing training. High intensity, low impact/high impact aerobic exercise designed to improve cardiovascular and muscular endurance, agility, flexibility, and coordination. Prerequisite: None.

P E 110  Body Conditioning  1
Physical training designed to improve cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition. Discussion of principles of fitness to enhance and promote a lifetime of fitness. Prerequisite: None.
COURSE DESCRIPTIONS

P E 114  Abs & Upper Body Conditioning  1
Proper resistance training techniques for the core (abdominal and low back) and upper body. Emphasis on developing muscular strength and endurance as a means of achieving muscular and cardiovascular fitness. Circuit training will be utilized. Prerequisite: None.

P E 129  Pilates  1
Course focuses on the fundamental principles and benefits of Mat Pilates shown in beginning, intermediate and advanced levels of movement. These principles will be studied in addition to other fitness components. Prerequisite: None.

P E 180  Lifetime Wellness I  5
Promotes personal health and well-being from a holistic perspective. Special emphasis on lifestyle management, components of fitness, nutrition, weight management, stress, cardiovascular health, cancer, substance abuse, sexually transmitted diseases and other relevant wellness issues. Prerequisite: None.

P E 186  Introduction to Sports Medicine  3
Overview of the sports medicine profession including topics such as evaluation and treatment of athletic injuries, how tissue responds to injury, and professional opportunities. Prerequisite: None.

PHYSICS

PHYS 105  Applied Physics  5
Concepts of physics with emphasis upon practical applications. Course tailored to specific technical program. Prerequisite: None.

PHYS& 114  General Phys I w/Lab  5
Fundamental principles and applications of physics: mechanics, including kinematics, Newton's Laws, works and energy, gravity, and rotational mechanics. This course was formerly known as PHYS 114 and PHYS& 121, General Physics I. Prerequisite: MATH 099 and knowledge of basic trigonometry.

PHYS& 115  General Phys II w/Lab  5
Fundamental principles and applications of physics: Solids and fluids, heat and thermo dynamics, electricity. This course was formerly known as PHYS 122 and PHYS 115, General Physics II. Prerequisite: PHYS& 114 (formerly PHYS 114 and PHYS& 121), or instructor's permission.

PHYS& 116  General Phys III w/Lab  5
Fundamental principles and applications of physics: Electricity and magnetism, waves, sound, light, and optics. This course was formerly known as PHYS 116 and PHYS 123, General Physics III. Prerequisite: PHYS& 115 (formerly PHYS 115 and PHYS& 122) or instructor's permission.

PHYS& 221  Engr Physics I w/ Lab  5
For science and engineering majors. Fundamental principles of physics: mechanics, including kinematics, Newton's laws, work and energy, and rotational mechanics. This course was formerly known as PHYS 201. Prerequisite: MATH& 151 (formerly MATH 123) or concurrent.

PHYS& 222  Engr Physics II w/lab  5
For science and engineering majors. Fundamental principles and applications of physics: solids, fluids, and gasses, heat and thermodynamics, electricity. This course was formerly known as PHYS 202. Prerequisite: PHYS& 221 (formerly PHYS 201), MATH& 152 (formerly MATH 124) or may be taken concurrently.

PHYS& 223  Engr Physics III w/lab  5
For science and engineering majors. Fundamental principles of physics: Electricity and magnetism, oscillation, waves, sound, light, optics. This course was formerly known as PHYS 203, Engineering Physics III. Prerequisite: PHYS& 222 (formerly PHYS 202).

POLITICAL SCIENCE

POLS& 101  Intro Political Science  5
A comprehensive introduction to political science and political systems, examining the nature of political science, the way political scientists study politics, and an introductory treatment of all major topics which constitute political science: nature of government, ideology, apparatus of governance, and alternative arenas of governance. This course was formerly known as POL 101. Prerequisite: ENGL 101 or WRIT 101 recommended.

POLS& 202  American Government  5
Examine the American Constitution, the evolution of the American system and the structure of the national government. Presents an overview of political culture, parties, elections, and interest group activities with special emphasis on current problems. This course was formerly known as POL 200. Prerequisite: ENGL 101 or WRIT 101 recommended.

POLS& 203  International Relations  5
A comprehensive introduction to international relations, examining the nature of states, the theory and practice of diplomacy, international law and organization, how states protect themselves, and a review of international and regional issues such as economic development, economic blocs and east vs. west, north vs. south relations. This course was formerly known as POL 205. Prerequisite: None. ENGL 101 or WRIT 101 recommended.

PSYCHOLOGY

PSYC 100  General Psychology  5
Introduction to the scientific study of human behavior; biological and social bases of behavior; motivation, emotion, perception, thinking, learning and intelligence. This course was formerly known as PSYC 101 Introduction to Psychology. Prerequisite: None.

PSYC 116  Psychology of Human Relations: Diversity  5
Increasing one's understanding of one's self and others by acquiring and improving interpersonal skills including: recognizing and correcting communication errors; active listening, good self-concept, nonverbal awareness and interpretation, emotional influences, conflict resolution. Aimed at formation of positive communication environment and skills. Prerequisite: None.
PSYC 203  Human Sexuality  5
A socio-psychological approach to the study of human sexuality and sexual behavior; physiological, psychological, and sociological components of human sexuality and sexual behavior throughout life, from birth through old age; specific problem areas such as sexual dysfunction, sexually transmitted diseases, and sexual deviations or variances. Prerequisite: None.

PSYC 206  Social Psychology  5
Influence of the social system on the development of the individual psychological and intellectual functions; including socialization of the individual, social determination of attitude and beliefs, and adjustment techniques as important determinants of personality traits. Prerequisite: PSYC& 100 (formerly PSYC 101) or SOC& 101 with a grade of “C” or better or instructor’s permission.

PSYC& 200  Lifespan Psychology  5
Development and changes in human behavior from conception to death; biological and social influences. This course was formerly known as PSYC 220 Developmental Psychology. Prerequisite: None.

PSYC 210  Personality Theories  5
Comparative survey of the major theories of personality development and the dynamics of personality, including causes of individual differences and changes in personality. Prerequisite: PSYC& 100 or PSYC 101 or instructor’s permission.

PSYC& 220  Abnormal Psychology  5
An introduction to the study of abnormal behavior; maladjustment; behavioral problems with psychological or organic causes or origins; and types of therapy. This course was formerly known as PSYC 211. Prerequisite: None.

PSYC 265  Forensic Psychology  5
Application of psychological theories to understanding the development, assessment and treatment of criminal behavior. PSYC& 100 (formerly PSYC 101) recommended. Prerequisite: None.

PSYC 270  Health Psychology  5
An introduction to the study of the psychology behind health and health related behaviors representing the integration of physical health with behavior and mental processes. The biopsychosocial approach used will integrate the understanding and application of biological, psychological, and social factors as they relate to one’s health and overall well being. Some topics covered include stress and wellness, the adoption of healthy behaviors, and the avoidance of maladaptive behaviors. Prerequisite: None.

PSYC 275  Current Issues in Brain Development  5
In depth examination of how the brain develops. Current research and trends in brain development and the applications and implications for educating or working with children and adults. Prerequisite: ECE 120, or PSYC& 100 or PSYC 101, or PSYC& 200, or PSYC 220 recommended.

READING
READ 091  Reading Strategies I  5
Whole language approach emphasizing flexible reading strategies, logical thinking and group discussion for students who wish to improve comprehension through diverse reading materials. Prerequisite: Eligible for READ 091 AND ENGL 091 (or higher). A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

READ 092  Reading Strategies II  5
Whole language approach continuing flexible reading strategies, logical thinking and group discussion for students who wish to improve comprehension through diverse reading materials. Prerequisite: “P” in READ 091. A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

READ 096  Analytical Reading I  5
Explores and employs methods to read actively, analyze writing styles and interpret materials of culturally diverse authors. Prerequisite: Eligible for READ 096 AND ENGL 096 (or higher) or an “S” in READ 091 or 092 AND ENGL 091 or 092. A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

READ 097  Analytical Reading II  5
Explores and employs methods to read actively, analyze writing styles and interpret materials of culturally diverse authors. Prerequisite: “P” in READ 096. A student may not be enrolled in 091/092 and 096/097 level courses at the same time.

RUSSIAN
RUSS 121  Russian I  4
Introduction to the four basic skills of Russian language; listening, speaking, reading and writing and to the language within its cultural context. Prerequisite: None.

SOCIOLOGY
SOC& 101  Intro to Sociology  5
An understanding of sociological terms, theories and research, the study of humans in relation to their environment and culture, sociological analysis of collective behavior and social interaction. Other topics include gender, race and ethnicity, religion, deviance, socialization, social class, the economy, and the family. This course was formerly known as SOC 101. Prerequisite: ENGL& 101 or WRIT 101, recommended.

SOC 199  Honors Seminar:  5
An in-depth sociological examination of social movements. Includes a review of the literature on historical and current social movements and an examination of social movement theories. Study and become engaged with a modern social movement by participating in and evaluating a social movement organization. Create a final presentation and present it in a public forum showcasing the movement and organization examined. Prerequisite: Completion of ENGL& 101 or WRIT 101 with a “C” or better; eligible for college level math; completion of at least 30 credits of college level coursework with a GPA of 3.5 or greater. Completion of SOC& 101 or SOC& 201 or SOC 145 with a “C” or better. Or instructor’s permission.
SOC 200  Introduction to Social Work  5
An introduction to the profession of social work and the social welfare system. Examines the roles of social workers - casework, family and group work, advocacy, public and social welfare administration, and community development. Other topics include counseling techniques, social policy, cultural diversity, and social justice. This course was formerly known as SOC 201. Prerequisite: ENGL& 101 or WRIT 101 recommended.

SOC& 201  Social Problems: Diversity  5
An introduction to the sociological study of contemporary social problems in American society, including social inequalities, deviance, conflict, environmental concerns, institutional problems, and other social issues. Learn to sociologically analyze problems and explore solutions. This course was formerly known as SOC 145. Prerequisite: ENGL& 101 or WRIT 101 recommended.

SOC 205  Sociology of Race and Ethnicity: Diversity  5
Explores the concepts of race and ethnicity through a sociological lens. Focus will be given to sociological theories, the major racial and ethnic groups found in the USA today, empirical research, historical perspectives, social movements and social policy in race and ethnic relations. Prerequisite: ENGL& 101 or WRIT 101 recommended.

SOC 225  Sociology of the Family: Diversity  5
Examines the social institution of the family from historical, multi-cultural and contemporary perspectives. Examines the micro (interpersonal) and macro (societal, policy) approaches in studying the family. Topics include the social construction of the family, race/ethnicity, social class, gender, sexual orientation, social change and family policy. This course was formerly known as SOC 125 Marriage and Family Life. Prerequisite: ENGL& 101 or WRIT 101 recommended.

SOC 235  Sociology of Gender: Diversity  5
Analysis and empirical evaluation of the construction of gender and gender inequalities. This course examines gender as an organizing principle of identity, interactions and social institutions. Topics include culture, family, the workplace, education, media, relationships, bodies and violence. Prerequisite: ENGL& 101 (formerly WRIT 101) recommended.

SOC 245  Social Movements: Diversity  5
An in-depth sociological examination of social movements. Includes a review of the literature on historical and current social movements and an examination of social movement theories. Students study a modern social movement by participating in a social movement organization of their choice. Prerequisite: ENGL& 101 recommended.

SOC 255  Global Sociology: Diversity  5
Examines economic, political and cultural globalization from a sociological perspective. Examines social institutions and socialization from a global and cross-cultural perspectives. Includes discussion of the causes and impacts of globalization. Prerequisite: ENGL& 101 recommended.

SOC 275  Diverse Sexualities and Culture: Diversity  5
This course takes a multidisciplinary approach to studying diverse sexualities, specifically homosexuality and transgenderism. The course content will examine the anthropological, sociological and psychological approaches to diverse sexualities, particularly concerning their historical, causational, cross-cultural and institutional aspects. Additional topics include empirical data, the arts, social movements, religion and linguistics. ENGL& 101 (formerly WRIT 101) recommended. Prerequisite: None.

SPANISH

SPAN& 121  Spanish I  5
Introduction to the four basic skills of the language: listening, speaking, reading and writing. The language will be studied within its cultural context. This course was formerly known as SPAN 101. Prerequisite: None.

SPAN& 122  Spanish II  5
Additional skills in listening, speaking, reading and writing. Continuing study of cultural themes. This course was formerly known as SPAN 102. Prerequisite: SPAN 101 or SPAN& 121 or equivalent or instructor's permission.

SPAN& 123  Spanish III  5
Completion of the study of the first year sequence of basic skills. This course was formerly known as SPAN 103. Prerequisite: SPAN& 122 or SPAN 102 or equivalent or instructor's permission.

SPAN 150  Spanish Conversation  3
Improve communications skills for students who already have some knowledge of Spanish. The course will be structured to promote conversation skills and develop vocabulary related to topics of cultural and contemporary interest. Prerequisite: SPAN 122 or SPAN 102 or equivalent or instructor’s permission.

SPAN 151  Spanish Conversation II  3
Continue to improve communications skills for students who already have some knowledge of Spanish. The course will be structured to promote conversation skills and develop vocabulary related to topics of cultural and contemporary interest. Prerequisite: “C” or better in SPAN& 122(formerly SPAN 102) or equivalent or instructor’s permission.

SPAN& 221  Spanish IV  5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 201, Intermediate Spanish I. Prerequisite: SPAN& 123 or SPAN 103 or equivalent or instructor’s permission.

SPAN& 222  Spanish V  5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 202, Intermediate Spanish II. Prerequisite: SPAN& 221 or SPAN 201 or equivalent or instructor’s permission.

SPAN& 223  Spanish VI  5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 203. Prerequisite: SPAN& 222 or SPAN 202 or equivalent or instructor’s permission.

SPAN 250  Spanish Conversation: Special Topics  3
Improve communication skills for students who already have a basic knowledge of Spanish. Promotes conversation and develops specialized vocabulary in specific professional fields related to topics of cultural and contemporary interest. Prerequisite: SPAN& 123 or SPAN 103 or equivalent or instructor’s permission.
SPAN 251  Spanish Conversation II: Special Topics  3
Continue to improve communication skills for students who already have a basic knowledge of Spanish. Promotes conversation and develops specialized vocabulary in specific professional fields related to topics of cultural and contemporary interest. Prerequisite: SPAN 123 or SPAN 103, or equivalent or instructor's permission.

SURVEYING

SURV 100  Navigating with the Global Positioning System  3
An introduction to the Global Positioning System and its many uses. Covers operation and set up of hand held GPS receivers, interpreting and extracting spatial information from maps, basic map projections and coordinate systems, and use of the magnetic compass for cross county navigation. Prerequisite: None.

SURV 110  Surveying Measurements  5
Error and measurement theory applied to surveying and geomatics applications. Covers least squares and traditional methods for distributing random errors in a system of measurements, calibration and adjustment of surveying instruments, use of advanced adjustment software and manual adjustment methods. Prerequisite: None.

SURV 120  Introductory Surveying  5
An introduction to precise plane surveying and mapping field techniques and office procedures. Includes point recovery and perpetuation, precise taping procedures, basic operation of levels, electronic theodolite/laser surveying instruments, and associated computations and dendrology. Using manual data collection techniques and working in small parties, students collect and process field data and using Microsoft Office® and other computer applications, produce reports and drawings of all work performed. Prerequisite: SURV 110 or concurrent enrollment.

SURV 204  Land Description Systems  3
A study of land description fundamentals for advanced GIS and surveying applications. Covers fundamentals of land descriptions, sectionalized land descriptions, rules of construction, determining controlling elements in written land descriptions and writing land descriptions using a variety of formats. Prerequisite: Requires basic computer skills or CIS 123.

SURV 213  Public Land Survey System  3
History and development of the Public Land Survey System in the United States and its impact on private land ownership and land registration. Covers structure of the system; restoration of lost and obliterated PLSS corners; independent, dependent and retracement surveys; subdivision of normal, lotted and fractional PLSS sections in accordance with applicable federal and Washington state statutes and regulations and with reference to the current Manual of Instructions for the Survey of the Public Lands of the United States. Prerequisite: Basic computer skills or CIS 123 recommended.

SURV 214  Boundary Law and Legal Principles  5
A study of the statutes and regulations relating to boundary location and the practice of land surveying in Washington State. Includes legal principles and court decisions relating to practical location doctrines, adverse possession, modification of upland land boundaries, easements, rights of way and vacations and how they affect landowners’ rights; tide and shore lands; professional and ethical obligations of land surveyors including standards of care. Prerequisite: SURV 204 recommended.

SURV 223  Fundamentals of Geodesy & State Plane Coordinate  3
History and development of horizontal geopositioning and accuracy standards for advanced GIS and surveying applications. Covers shape of the earth, ellipsoid models, horizontal & vertical datums; geopositioning techniques; geoid modeling and the interrelationship of the three major surfaces encountered in geodetic surveys: topographic, geoidal and ellipsoidal; use and construction of the state plane coordinate systems including map projections and computation of state plane coordinates from field data. Prerequisite: MATH 102 required. Basic computer skills or CIS 123 recommended.

SURV 224  Intermediate Surveying  5
Theory of electronic distance measurement and instrument calibration at a National Geodetic Survey baseline. Application of three-dimensional traversing, radial stake out and topographic mapping techniques to solve surveying problems. Introduction to electronic data collection and automated data processing. Working in small parties, students collect and process field data and using Carlson SurvCE, Microsoft Office®, AutoCAD® and other computer applications, produce reports, maps and drawings of all work performed. Prerequisite: SURV 120.

SURV 225  Advanced CAD for Surveyors  5
Use of advanced surveying-engineering design software for the production of surveying and engineering plans and drawings. Covers drafting standards, plot scales and plotting, attributes, coordinate geometry, digital terrain modeling, importing of raster images. Preparation of plan, profile and cross-sectional views, survey recording act drawings, topographic maps and planimetric maps incorporating digital aerial photo imagery. Prerequisite: CAD 150 or instructor's permission.

SURV 230  Construction Design and Layout  5
Introduction to and application of geometric road design principles: horizontal curves, vertical curves and grades, superelevations, typical sections and earthwork computations. Includes construction and slope staking. Students develop a personal software library for typical design computations. Prerequisite: SURV 225 and Flagger certification (verified by instructor) or instructor's permission.

SURV 240  Advanced Surveying  5
Application of advanced techniques for the solution of surveying problems. Includes solar and stellar observations for determination of the true and geodetic meridians, advanced coordinate geometry, route surveying and layout techniques, cadastral surveying, project estimating and research. Prerequisite: SURV 224.
SURV 245 Geopositioning with Global Positioning System  5
High accuracy applications of the Global Positioning System. Includes
gPS mission planning and network design for static relative, fast static
and post-processed kinematic GPS surveys; baseline processing, network
adjustment and data management. Students perform field operations and
use advanced GPS software to plan, design and process GPS survey
projects. Prerequisite: SURV 223.

TURF MANAGEMENT

TURF 122 Turf Maintenance Practices  3
Introduction to the methods used in maintenance of sports fields, parks,
school grounds, and golf courses. Prepares students for cooperative
work experience and for entry into the turf industry. Prerequisite: None.

TURF 201 Turf Physiology  6
Introduction to turf grass science. Topics include turf grass physiology,
plant physiology, turf grass identification, turf grass uses, cultivars, selec-
tion of grasses, turf fertilization and fertilizer selection, water needs of
the grass plant and irrigation, future trends, and waste disposal methods.
Prerequisite: None.

TURF 211 Turf Management  5
Focuses on the fundamentals of turf management, operation, and per-
formance in areas of budgeting, supervision, and communication skills.
Topics include assessment of field conditions, weather monitoring, and
specialty turf management techniques. Prerequisite: None.

TURF 215 Turf Diseases & Insects  5
Introduction to identification, study of life cycles, and control of insects and
diseases common to turf. Concentrates on fundamentals of entomology
and plant pathology as well as specific problems and their controls on
turf. Prerequisite: None.

WATER MANAGEMENT

WMGT 110 Lawn & Turf Irrigation  3
Study of the design and installation of lawn and turf irrigation systems.
Site evaluation, valve and sprinkler selection, system design, controllers,
and installation procedures will be covered. Prerequisite: None.

WELDING

WELD 110 Oxy-Acetylene Welding  12
Oxy-acetylene welding processes and techniques, Oxy-Acetylene equip-
ment, safety and uses in all positions on various types of metals. Manual
and automatic cutting and plasma arc cutting. Includes brazing and cast
welding, simple layout skills. Prerequisite: None.

WELD 111 Oxy-Acetylene Welding I  4
Oxy-acetylene welding processes and techniques, Oxy-Acetylene equip-
ment, safety and uses in all positions on various types of metals. Manual
and automatic cutting and plasma arc cutting. Includes brazing and cast
welding, simple layout skills. Part 1 of 3. Prerequisite: None.

WELD 112 Oxy-Acetylene Welding II  4
Oxy-acetylene welding processes and techniques, Oxy-Acetylene equip-
ment, safety and uses in all positions on various types of metals. Manual
and automatic cutting and plasma arc cutting. Includes brazing and cast
welding, simple layout skills. Part 2 of 3. Prerequisite: None.

WELD 113 Oxy-Acetylene Welding III  4
Oxy-acetylene welding processes and techniques, Oxy-Acetylene equip-
ment, safety and uses in all positions on various types of metals. Manual
and automatic cutting and plasma arc cutting. Includes brazing and cast
welding, simple layout skills. Part 3 of 3. Prerequisite: None.

WELD 119 Welding Theory  5
Fundamentals of welding including welding processes and equipment.
Prerequisite: None.

WELD 120 Shielded Metal Arc Welding  12
Arc welding in all positions including grooves, fillets, and test plates using
electrodes E6010 and E7018. Prerequisite: WELD 110.

WELD 121 Shielding Metal Arc Welding I  4
Arc welding in all positions including grooves, fillets and test plates using
electrodes E6010 and E7018. Part 1 of 3. Prerequisite: WELD 110 or the combination of WELD 111, 112 and 113.

WELD 122 Shielding Metal Arc Welding II  4
Arc welding in all positions including grooves, fillets and test plates using
electrodes E6010 and E7018. Part 2 of 3. Prerequisite: WELD 110 or the combination of WELD 111, 112 and 113.

WELD 123 Shielding Metal Arc Welding III  4
Arc welding in all positions including grooves, fillets and test plates using
electrodes E6010 and E7018. Part 3 of 3. Prerequisite: WELD 110 or the combination of WELD 111, 112 and 113.

WELD 130 Flux Core Arc Welding  12
Flux core arc welding, safety and uses of FCAW welding on various
materials in all positions, groove and fillet including test plates. Preparing
students for WABO Certification. Prerequisite: WELD 110 or the combined
WELD 111, 112, and 113.

WELD 131 Flux Core Arc Welding I  4
Flux core arc welding, safety and uses of FCAW welding on various
materials in all positions, groove and fillet, including test plates. Preparing
students for WABO Certification. Part 1 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112,113.

WELD 132 Flux Core Arc Welding II  4
Flux core arc welding, safety and uses of FCAW welding on various
materials in all positions, groove and fillet, including test plates. Preparing
students for WABO Certification. Part 2 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, 113.
WELD 133  Flux Core Arc Welding III  4
Flux core arc welding, safety and uses of FCAW welding on various materials in all positions, groove and fillet, including test plates. Preparing students for WABO Certification. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, 113.

WELD 140  Gas Metal Arc Welding  12
Safety and uses of gas metal arc welding (GMAW) Short Circuit, and spray. Welding on various metals in all positions, groove, and fillets. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

WELD 141  Gas Metal Arc Welding I  4
Safety and uses of gas metal arc welding (GMAW) Short Circuit, and spray. Welding on various metals in all positions, groove, and fillets. Part 1 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 142  Gas Metal Arc Welding II  4
Safety and uses of gas metal arc welding (GMAW) Short Circuit, and spray. Welding on various metals in all positions, groove, and fillets. Part 2 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 143  Gas Metal Arc Welding III  4
Safety and uses of gas metal arc welding (GMAW) Short Circuit, and spray. Welding on various metals in all positions, groove, and fillets. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 151  Gas Tungsten Arc Welding I  4
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous courses according to project availability SMAW and GTAW Pipe Welding for the more advanced students. Part 1 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 152  Gas Tungsten Arc Welding II  4
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous courses according to project availability SMAW and GTAW Pipe Welding for the more advanced students. Part 2 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 153  Gas Tungsten Arc Welding III  4
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous courses according to project availability SMAW and GTAW Pipe Welding for the more advanced students. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 156  Gas Tungsten Arc Welding  12
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous course according to project availability SMAW and GTAW Pipe Welding for more advanced students. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

WELD 161  Welding Certification Preparation I  4
Advanced retraining for welders on test plates and on pipes for possible WABO Certification, fabrication, blueprint uses, advanced gas, tungsten arc welding; new processes and current methods. Part 1 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 162  Welding Certification Preparation II  4
Advanced retraining for welders on test plates and on pipes for possible WABO Certification, fabrication, blueprint uses, advanced gas, tungsten arc welding; new processes and current methods. Part 2 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 163  Welding Certification Preparation III  4
Advanced retraining for welders on test plates and on pipes for possible WABO Certification, fabrication, blueprint uses, advanced gas, tungsten arc welding; new processes and current methods. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112 and 113.

WELD 166  Welding Certification Preparation  12
Advanced training for welders on test plates and on pipes for possible WABO certification, fabrication, blueprint uses, advanced gas tungsten arc welding; new processes and current methods. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

WELD 170  Blueprint Reading for Welders  5
Introduction to blueprint reading & drawing using current AWS welding symbols. Identification of welds and welding abbreviations. Basic fabrication and rigging techniques. Prerequisite: None.

WELD 200  Welding Fabrication I  12
This course will instruct in welding, brazing and cutting processes in relation to fabrication. Includes layout, assembly and fabrication of weldments including costs of labor, materials and shop overhead. Prerequisite: WELD 110, WELD 120 eligible for MATH 080.
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M.A., Ph.D. Washington State University

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INSTRUCTIONAL CALENDAR

Summer Quarter 2012
First Day of Instruction.............................................July 2
Last Day of Instruction............................................Aug. 22
Final Examination Days.........................................Aug. 23-24
Quarter Break......................................................Students: Aug. 27 – Sept. 21
Faculty: Aug. 27 – Sept. 14

Fall Quarter 2012
Kick-off Week.......................................................Sept. 17-21
First Day of Instruction.........................................Sept. 24
Student Advising Day (no DAY classes)...............Nov. 6
Veterans Day (no classes).....................................Nov. 12
Thanksgiving (no classes)......................................Nov. 22-23
Last Day of Instruction..........................................Dec. 7
Final Examination Days (day/night).....................Dec. 10-15
Faculty Days ......................................................Dec. 17-18
Quarter Break......................................................Students: Dec. 17 – Jan. 1
Faculty: Dec. 19 – Jan. 1

Winter Quarter 2013
First Day of Instruction..........................................Jan. 2
Martin Luther King Day (no classes).......................Jan. 21
Student Advising Day (no DAY classes).................Feb. 12
President’s Day (no classes)..................................Feb. 18
Last Day of Instruction.........................................March 15
Faculty Day .......................................................March 25
Final Examination Days.......................................March 18-23
Quarter Break......................................................Students: March 25 – 29
Faculty: March 25 – 29

Spring Quarter 2013
First Day of Instruction..........................................April 1
Student Advising Day (no DAY classes)...............May 14
Memorial Day (no classes).....................................May 27
Last Day of Instruction.........................................June 11
Final Examination Days.......................................June 12-18
Graduation ..........................................................June 14
Quarter Break......................................................Students: June 19 – 28
Faculty: June 29 – 28

Summer Quarter 2013
First Day of Instruction..........................................July 1
Independence Day (no classes).................................July 4
Last Day of Instruction.........................................Aug. 21
Final Examination Days.......................................Aug. 22-23
Quarter Break......................................................Students: Aug. 26 - Sept. 20
Faculty: Aug. 26 - Sept. 13

Fall Quarter 2013
Kick-off Week.......................................................Sept. 16-20
First Day of Instruction.........................................Sept. 23
Student Advising Day ...........................................Nov. 5
Veterans Day (no classes)....................................Nov. 11
Thanksgiving (no classes).....................................Nov. 28-29
Last Day of Instruction..........................................Dec. 6
Final Examination Days (day/night).....................Dec. 9-14
Faculty Day .......................................................Dec. 16
Quarter Break......................................................Students: Dec. 16 – Jan. 3
Faculty: Dec. 17 – Jan. 3

Winter Quarter 2014
New Years Day Observed......................................Jan. 1
First Day of Instruction.........................................Jan. 6
Martin Luther King Day (no classes).......................Jan. 20
Presidential Day (no classes).................................Feb. 17
Student Advising Day (no DAY classes).................Feb. 20
Last Day of Instruction.........................................March 19
Faculty Days ......................................................March 20-21
Final Examination Days.......................................March 24-29
Quarter Break......................................................Students: March 31 – April 4
Faculty: March 31 – April 4

Spring Quarter 2014
First Day of Instruction..........................................April 7
Student Advising Day (no DAY classes)...............May 20
Memorial Day (no classes).....................................May 26
Last Day of Instruction.........................................June 17
Final Examination Days.......................................June 18-24
Graduation ..........................................................June 20
Quarter Break......................................................Students: June 25 – 30
Faculty: June 25 – 30

Summer Quarter 2014
First Day of Instruction..........................................July 1
Independence Day (no classes).................................July 4
Last Day of Instruction.........................................Aug. 20
Final Examination Days.......................................Aug. 21-22
# CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Campus Telephone</td>
<td>(360) 754-7711</td>
</tr>
<tr>
<td>TDD Special Services</td>
<td>(360) 596-5439</td>
</tr>
<tr>
<td>Admissions</td>
<td>(360) 596-5241</td>
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<tr>
<td>Applied Technology</td>
<td>(360) 596-5245</td>
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<tr>
<td>Bookstore</td>
<td>(360) 596-5303</td>
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<tr>
<td>Cafeteria</td>
<td>(360) 596-5330</td>
</tr>
<tr>
<td>Career Center</td>
<td>(360) 596-5239</td>
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<tr>
<td>Cashier</td>
<td>(360) 596-5265</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>(360) 596-5660</td>
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<tr>
<td>Community Education</td>
<td>(360) 596-5753</td>
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<td>Cooperative Work Experience/Internships</td>
<td>(360) 596-5359</td>
</tr>
<tr>
<td>Counseling</td>
<td>(360) 596-5261</td>
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<tr>
<td>Enrollment Services</td>
<td>(360) 596-5241</td>
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<tr>
<td>Enrollment Services Fax</td>
<td>(360) 596-5709</td>
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<tr>
<td>Financial Aid</td>
<td>(360) 596-5232</td>
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<tr>
<td>Hawks Prairie Center</td>
<td>(360) 596-5750</td>
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<tr>
<td>Humanities/Communication</td>
<td>(360) 596-5595</td>
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<tr>
<td>Instruction Office</td>
<td>(360) 596-5209</td>
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<td>International Student Services</td>
<td>(360) 596-5396</td>
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<tr>
<td>Library</td>
<td>(360) 596-5271</td>
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<td>Lost and Found</td>
<td>(360) 596-5299</td>
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<td>Media Center</td>
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<td>Natural and Applied Sciences</td>
<td>(360) 596-5287</td>
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<tr>
<td>Social Sciences and Business</td>
<td>(360) 596-5256</td>
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<tr>
<td>Student Life</td>
<td>(360) 596-5306</td>
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<tr>
<td>Veterans’ Information</td>
<td>(360) 596-5242</td>
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<tr>
<td>Worker Retraining</td>
<td>(360) 596-5424</td>
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