Starring in their own lives:

Lorraine Guzman
CAB Diversity Coordinator
Major: Associate in Arts
“I love South Puget Sound because of the fun activities, events and opportunities that are available to students.”

David Rowland
ASB President
Major: Associate in Science
“I’m thankful for the open mind of the school.”

Nhan Hoang
CAB Special Programming Coordinator
Major: Associate in Arts
“I enjoy all the activities and classes at South Puget Sound. It gives me the opportunity to meet more great people.”

Sonia Riley-Clifton
Student
Major: Culinary Arts
“Come learn to play with your food!”

Rebekah Hutson
Student Senator for Diversity and Equity Affairs
Major: Associate in Business
“I love South Puget Sound because I’ve met so many great and inspirational people, and life-long friends.”

Michelle Santos
Alum/Bookstore
Major: Associate in Business
“It’s easy to make friends here and there’s always something fun going on!”

Tina Mitchell
Student
Major: Culinary Arts
“I love going to school here. You can’t find better professors!”
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.

This catalog is produced for informational purposes only. Though the college makes every effort to ensure that this publication includes up-to-date and accurate information, this catalog does not constitute a contract between South Puget Sound Community College and prospective or currently enrolled students. South Puget Sound reserves the right to make changes in procedure, policies, calendars, and fees without notice.

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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.

Students enrolled in online and hybrid courses receive the same level of instructor support as students enrolled in face-to-face courses, and instructors publish office hours and contact information in the syllabus. All online, hybrid, and technology assisted at South Puget Sound Community College have the same learning outcomes as face-to-face courses that are not supported with technology. Thus, they require the same investment of time and levels of achievement from students.

Regular access to a computer and high-speed internet connection 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 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, required and recommended readings, and assignments.

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 classes 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
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 for more information about online offerings. Students can also take online courses from other community colleges in Washington State through a consortium called Washington Online (WAOL). 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 or 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 for a list of 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 that provide 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, GA, 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) 596-5306 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.edu on the Current Student page; 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.edu on the Current Student page; 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.

Campus Security Policy

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), a crime statistics report is available to the public. The report includes statistics for the previous three calendar years concerning reported crimes that occurred on South Puget Sound Community College’s campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Printed copies of this report can be obtained from the Security Office (Building 25, Room 104) or online under Security on the Current Student page click on crime statistics.

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.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 Code of Student Rights. Student Handbooks are available 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 Non-discrimination 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 or ethnicity; creed; color; national origin; sex; sexual orientation; sexual identity; 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 Center front desk, and online at www.spscc.edu/current-students. Procedures for filing all other discrimination complaints may also be found online at www.spscc.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 for Student Services, and the Hawks Prairie Center 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 SW, Olympia, WA 98512.
Programs of Study

As a student at South Puget Sound Community College, you’ll find a variety of options available to 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.

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 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 including: Anthropology, Criminal Justice, English, Film Production, Film Production Performance, 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 to transfer to 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 to transfer to 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 48.

Associate in General Studies Degree
This two-year degree is for students who want to design their own programs. It provides flexibility for you to take courses that fit your lifestyle and interest.

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 50.

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 45.

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 44.

Associate in Applied Science-T Degree
The Associate in Applied Science-T (AAS-T) is a professional-technical degree with a core of general education courses commonly accepted for 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 AAS-T degree. South Puget Sound Community College offers AAS-T degrees in the following program areas: Computer Aided Drafting/Building Information Modeling, Computer Information Technology-Programming Emphasis, Computer Network Administration, Culinary Arts, Early Childhood Education, and Horticulture Technology, see Programs of Study section.

Associate in Pre-Nursing Major Related Program/ Direct Transfer Agreement Degree
The Associate in Pre-Nursing Direct Transfer Agreement/Major Related Program is intended to provide a better transfer for students pursuing a bachelor’s degree in nursing programs 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 47.
South Puget Sound Community College offers professional and technical programs designed to help you gain the skills and knowledge needed 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
  - Geographic Information Systems

**Computer Network Administration**
- Associate in Applied Science

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

**Computerized Manufacturing Technology**
- Associate in Applied Science

**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
- Initial Certificate of Achievement
- ECE Certificate of Proficiency
- Infant Toddler Care Certificate of Proficiency
- School-Age Care Certificate of Proficiency

**Financial Services**
- Certificate of Proficiency

**Fire and Emergency Services**
- Associate in Applied Science

**Horticulture Technology**
- Associate in Applied Science

**Human Resource Assistant**
- Certificate of Completion

**Information Technology**
- Computer Support Associate in Applied Science
- Landscape Design Certificate of Proficiency
- Landscape Horticulture Certificate of Proficiency

**Medical Assisting**
- Associate in Applied Science
- Certificate of Completion

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

**Paralegal**
- Associate in Applied Science
- 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 (360) 596-5315.

GED Testing (High School Equivalency Certificate)

Note: Beginning Fall 2013, the General Education Development Certificate will be known as the High School Equivalency Certificate.

South Puget Sound Community College is an official High School Equivalency Certificate Testing Center (General Education Development (GED®). The High School Equivalency Certificate is available for adults who have not completed high school. The college offers classes to help students prepare for the High School Equivalency 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 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.

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 at 665 Woodland Square Loop, SE, Suite 201 in 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 based on the Running Start funding limit.

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 the Enrollment Services Office for details at (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 online at www.spscc.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.spscc.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 the Enrollment Services Office 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. If you are seeking financial aid assistance, transcripts and forms need to be received by the Enrollment Services Office 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.spscc.edu/current-students/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. To check session times, go to www.spscc.edu/newstudent and click on Advising Calendar.

> 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 website www.spscc.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. Contact Enrollment Services for more information at enrollmentservices@spscc.edu.

Once you have 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 the Enrollment Services Office 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 the Enrollment Services Office. Current residency policy is subject to change by the Washington state Legislature. For more information, call the Enrollment Services Office 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.spscc.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 only the instructor’s signature is needed. 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 www.spscc.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 to 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 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, a parking fine, a financial aid fine, or a fine that bars registration (come to the Enrollment Services Office in Building 25 to ensure that there is no 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 a 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
If you register after the 10th day of fall, winter or spring quarter or eighth day of summer quarter, you must submit a Late Add Petition form available from the Enrollment Services Office. You 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 the Enrollment Services Office. 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.

Withdrawing from the College
To officially withdraw from South Puget Sound Community College, you must submit an Add/Drop Form to the Enrollment Services Office. 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, www.spscc.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 you 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 in Thurston County with a valid student identification card.

Parking permits are not 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 at (360) 596-5299 or online at www.spscc.edu/parking.

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.
Refunds of Tuition and Fees
You are required to pay for any classes for which they are 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, you have certain rights with respect to your 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) they 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 directory information, you must complete the “Request to Prevent Disclosure of Directory Information” form available in the Enrollment Services Office. 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:


Releasing your Educational Records
In order to release your educational records and allow others to access them, you will need to submit a Student Consent for Release of Records along with a copy of picture identification to the Enrollment Services Office in person or via fax at (360) 596-5709. 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 the Enrollment Services Office at (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 website at www.spscc.edu/current-students. See the quarterly class schedule for details.

Official and unofficial transcripts may be obtained from the Enrollment Services Office. 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 would like to request a transcript by mail, include your name, student ID and the approximate dates you attended South Puget Sound, along with a 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 students 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, an 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 in 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 at (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 the Enrollment Services Office 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.spscc.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 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 Requirements 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 Enrollment Services Office and online.

If you have not made a definite decision regarding a baccalaureate institution, your advisor will help 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 average 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 www.spscc.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 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:**

**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 admission 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 students 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 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/OTA 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@spacc.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 99.

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, you should 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 the Enrollment Services Office. 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. You 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 the Enrollment Services Office, complete the form and have it signed by your advisor and the appropriate division dean. Then you must return the form to the Enrollment Services Office 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, students 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 the Enrollment Services Office.

The contract must be signed by the sponsoring instructor and the appropriate division dean before you register. One signed copy must be returned to the Enrollment Services Office. 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 the Enrollment Services Office 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 the Enrollment Services Office; 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

South Puget Sound Community College recognizes that students often bring with them credit-worthy prior learning and has established various systems for the following types of prior learning:

- Transferring in credits from accredited colleges and universities (including military college);
- Granting college credit through CALE (Credit for Alternative Learning Experience) for coursework done at non-accredited colleges/universities or appropriate scores on nationally available tests (i.e., College Level Examination Program or CLEP);
- Offering course challenges for some courses;
- Awarding college credit through the transfer process for appropriate scores or diplomas for advanced study in high school, such as Advanced Placement (AP) and International Baccalaureate (IB);
- Evaluating documented, college-level training acquired in non-college training settings through the CALE process; and
- Assessing knowledge and skills gained through work and life experience that correspond to the student learning outcomes of some existing professional/technical courses at South Puget Sound Community College through the PLA (Prior Learning Assessment) process.

The following conditions apply to both CALE and PLA credit for prior learning options:

- You must enroll in and complete at least 15 college-level credits with a minimum GPA of 2.0 at South Puget Sound before any credit covered by this program is accepted.
- A $50 per credit fee will be applied after completed evaluation.
- Current accreditation standards suggest that no more than 25 percent of the credits earned through PLA processes may be applied toward a professional/technical degree or certificate.
- For all degree programs students must complete the last 15 quarter credits, or 30 of the last 45 credits, at South Puget Sound Community College.

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 the Enrollment Services Office. 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 score 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 the Enrollment Services Office. 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 ENGL 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 the Enrollment Services Office. Once received, the student will submit a Transfer of Credit Form request for the AP score to be evaluated.

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 Services 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 cost 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) Satisfactory achievement
- **B** (3.0) Minimum achievement
- **B-** (2.66)
- **C+** (2.33)
- **C** (2.0)
- **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)
- **P** Pass.
- **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>ENGL6 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 online or a campus kiosk. Grades may be accessed at www.spscc.edu. Click Current Students, then 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 unrepeated courses. Contact the Financial Aid Office before seeking this option.

**For unrepeated 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, you 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**

To receive the Vice President’s List designation, you must earn both of the following:

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 college-level 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 college-level 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 the Enrollment Services Office. 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 in 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 course work in math must complete classes through Math 90 (unless a specific program requires a specified level of basic math proficiency).

> 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 is in effect for the following student populations: all new students as of summer 2005 and those students who do not maintain consecutive enrollment under the pre-existing catalog. This course requirement does not apply to the students applying for a program certificate. See page 21 for specific courses.

Requirements for All Transfer Degrees

Associate in Arts & Associate in Science-Direct Transfer Agreements

The College offers Associate in Arts-Direct Transfer Agreements (DTA) and Associate in Science-Direct Transfer Agreements. A class must be selected from the General Education Requirements for the Associate in Arts & Science-Direct Transfer Agreement. Some of the general education requirements for an Associate in Arts or Associate in Science degree 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 pursuing 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 Elementary Education DTA/MRP. 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 that 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
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-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.

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 the Enrollment Services Office at (360) 596-5238.

GED Classes and Testing (High School Equivalency Certificate)
The High School Equivalency Certificate (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 High School Equivalency Certificate tests. Classes meet throughout the day at both the Olympia campus and our Hawks Prairie Center in Lacey. For information regarding taking High School Equivalency classes, call (360) 754-7711, ext. 4681.

South Puget Sound Community College is an official High School Equivalency Certificate (General Educational Development (GED®) Testing Center under contract with the GED Testing Service of the American Council on Education. To obtain the High School Equivalency Certificate, students are required to earn satisfactory scores on the following tests: Reading, Writing, Mathematics, Science and Social Studies. Additional information regarding scheduling the High School Equivalency 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 High School Equivalency 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 High School Equivalency is kept in the Testing Center. You may request duplicates of test results and certificate by writing to:


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 High School Equivalency transcripts are unofficial documents and will not be accepted as official documents. Duplicate copies of the certificate are also available through the High School Equivalency /GED State Board at (360) 704-4321.

**General Education Requirements**

**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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 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 Communicatn: 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 Communicatn</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST 260</td>
<td>Communication and Conflict</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>ENGL&amp; 102B</td>
<td>Composition II: (Visual Culture)</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
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**QUANTITATIVE**

<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>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 I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II</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>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 205</td>
<td>Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 238</td>
<td>Differential Equations</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 254</td>
<td>Calculus IV</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
<td>5</td>
</tr>
</tbody>
</table>

**HUMANITIES**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Introduction to Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 111</td>
<td>Art History: Ancient to Medieval</td>
<td>5</td>
</tr>
<tr>
<td>ART 112</td>
<td>Art History: 14th to 17th Centuries</td>
<td>5</td>
</tr>
<tr>
<td>ART 113</td>
<td>History of Art: Modern</td>
<td>5</td>
</tr>
<tr>
<td>ART 114</td>
<td>Art of World Cultures</td>
<td>5</td>
</tr>
<tr>
<td>D ART 115</td>
<td>Latin American Art and Culture: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>*ART 120</td>
<td>Drawing</td>
<td>5</td>
</tr>
<tr>
<td>*ART 130</td>
<td>2D Design</td>
<td>5</td>
</tr>
<tr>
<td>*ART 135</td>
<td>3D Design</td>
<td>5</td>
</tr>
<tr>
<td>*ART 140</td>
<td>Printmaking</td>
<td>5</td>
</tr>
<tr>
<td>*ART 150</td>
<td>Ceramics</td>
<td>5</td>
</tr>
<tr>
<td>*ART 155</td>
<td>Sculpture</td>
<td>5</td>
</tr>
<tr>
<td>*ART 160</td>
<td>Painting</td>
<td>5</td>
</tr>
<tr>
<td>*ART 165</td>
<td>Watercolor Painting</td>
<td>5</td>
</tr>
<tr>
<td>*ART 170</td>
<td>Digital Photography</td>
<td>5</td>
</tr>
<tr>
<td>*ART 220</td>
<td>Intermediate Drawing</td>
<td>5</td>
</tr>
<tr>
<td>*ART 250</td>
<td>Intermediate Ceramics</td>
<td>5</td>
</tr>
<tr>
<td>*ART 260</td>
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<td>ECON&amp; 202</td>
<td>Macro Economics</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 205</td>
<td>Intro to Educ w/Field Exp</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 116</td>
<td>Western Civilization I</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 117</td>
<td>Western Civilization II</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 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: Diversity</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>HIST 279</td>
<td>Introduction to the Modern Middle East</td>
<td>5</td>
</tr>
<tr>
<td>IIS 125</td>
<td>Introduction to Latin American Studies</td>
<td>5</td>
</tr>
<tr>
<td>IIS 129</td>
<td>Introduction to Middle Eastern Studies: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>IIS 130</td>
<td>Introduction to East Asian Studies: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>IIS 131</td>
<td>Introduction to South and Southeast 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&amp; 101</td>
<td>Intro to Political Science</td>
<td>5</td>
</tr>
<tr>
<td>POLS&amp; 202</td>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>POLS&amp; 203</td>
<td>International Relations</td>
<td>5</td>
</tr>
<tr>
<td>POLS 209</td>
<td>Fundamentals of Social Science Research Methods</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 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 209</td>
<td>Fundamentals of Social Science Research Methods</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Personality Theories</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 265</td>
<td>Forensic Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>
PSYC 270  Health Psychology  5
SOC& 101  Intro to Sociology  5
SOC 200  Introduction to Social Work  5
D SOC 201  Social Problems: Diversity  5
D SOC 205  Sociology of Race and Ethnicity: Diversity  5
SOC 209  Fundamentals of Social Science Research Methods  5
D SOC 225  Sociology of the Family: Diversity  5
D SOC 235  Sociology of Gender: Diversity  5
D SOC 245  Social Movements: Diversity  5
D SOC 255  Global Sociology: Diversity  5
D SOC 275  Diverse Sexualities and Culture: Diversity  5
D SOC 285  Food and Society: Diversity  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
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)

DIVERSITY

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).

ANTH& 206  Cultural Anthropology: Diversity  5
ANTH& 210  Indians of North America: Diversity  5
ANTH& 216  Northwest Coast Indians: Diversity  5
ANTH& 227  Pacific Island Cultures: Diversity (Winter 06)  5
ANTH 270  Anthropology of Diverse Sexualities: Diversity  5
ART 115  Latin American Art and Culture: Diversity  5
BUS 260  Principles of Management: Diversity  5
CIS 109  Human Dimensions in the Office: Diversity  3
CMST& 210  Interpersonal Communicatin: Diversity  5
CMST 240  Intercultural Communication: Diversity (Fall 05)  5
ECED 235  Educ. Young Children in a Diverse Society: Diversity (Fall 05)  3
ENGL 201  Woman in Literature: Diversity (Summer 12)  5
ENGL 250  American Ethnic Literature: Diversity (Fall 05)  5
HIST 140  Introduction to African American History: Diversity (Fall 08)  5
HUM 121  Multicultural America, Past to Present: Diversity (Fall 05)  5
HUM 219  Hip Hop Culture and Music: Diversity (Spring 09)  5
IIS 129  Introduction to Middle Eastern Studies: Diversity (Spring 08)  5
IIS 130  Introduction to East Asian Studies: Diversity (Spring 06)  5
IIS 131  Introduction to South and Southeast Asian Studies: Diversity (Fall 05)  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 (Spring 10)  5
SOC 275  Diverse Sexualities and Culture: Diversity (Spring 06)  5
SOC 285  Food and Society: Diversity (Fall 13)  5

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

COMMUNICATION

Speaking/Listening
CIS 210  Business Communication  5
CMST& 101  Introduction to Comm  5
CMST 105  Introduction to Online Journalism  5
*CMST& 210  Interpersonal Communicatin: Diversity  5
CMST& 220  Public Speaking  5
### ACADEMIC REGULATIONS

**CMST& 230**  
Small Group Communicatn  
5

*CMST 240  
Intercultural Communication: Diversity (Fall 05)  
5

ENGL 235  
Technical Writing  
5

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**COMPUTATION**

<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>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.

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**HUMAN RELATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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 210</td>
<td>Interpersonal Communicatn: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicatn</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</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</td>
<td>5</td>
</tr>
</tbody>
</table>

Diversity Requirement

Refer to the courses above marked with an asterisk.

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**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. ¹

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 w/ lab, CHEM& 121 w/ 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.

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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.

2 Disciplines are sometimes called subject or subject matter areas and are 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 to 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 at both the main campus and the Hawks Prairie Center. 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)
Building 22 (Winter 2014)
(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 (360) 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 skill 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
Building 22 (Winter 2014)
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 netbooks, iPads, 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 at www.spscc.edu/library. 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
Building 22 (Winter 2014)
(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
Building 22 (Winter 2014)
(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 thesis 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
Building 22 (Winter 2014)
(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 the Enrollment Services Office located in Building 25. For more advising information, visit www.spscc.edu under Current Students.

FYE 101: Students who are new to college or to South Puget Sound 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 South Puget Sound 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
Clipper Shop - Building 22 (Winter 2014)
(360) 596-5303
The college-operated bookstore carries all required course materials in a variety of formats, including new textbooks, used textbooks, new and used rental textbooks, and digital textbooks. The bookstore also offers reference and trade books. The bookstore carries supplies, backpacks, snacks and beverages, and other goods for students.

The bookstore has a diverse offering of consumer electronics such as computers, tablets, headphones, flash drives, calculators and more. In addition, the bookstore has a computer rental program that includes netbooks, laptops, and tablets for quarterly rental.

Students may order course materials online through the bookstore at www.spsccbookstore.com. Orders can be picked up at the bookstore, at our Hawks Prairie Center, or sent via UPS. The bookstore also offers a textbook price comparison shopping tool on the website. Students may return their course materials through the second week of the quarter with original sales receipt. Items must be in returnable condition.

At the beginning and end of each quarter, the bookstore hosts a used textbook buyback program, providing students the opportunity to sell textbooks to the college bookstore. The bookstore may buy back textbooks even if they were purchased elsewhere or online.

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
Building 22 (Winter 2014)
(360) 596-5239 or (360) 596-5567
The Career Center provides job search and career assistance for current and former students at South Puget Sound Community College. Career Services also provides labor market research and tips for interviewing, networking, and resume writing, giving individuals the knowledge and tools necessary to successfully achieve their career goals. Individuals can gain
experience through mock interviews; attend complimentary job search workshops that include helpful workbooks; interact with more than 65 employers at the annual Career Day; visit the Career Resources Center; and 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 services for past, present and future students. The service provides a point of contact between students and employers. Employers can advertise vacant positions through the student employment job board for free. Computers and a fax machine are available to students for employment purposes.

Chemical Dependency Information
Module 2
Building 22 (Winter 2014)
(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.

Cooperative Work Experience/Internship Program
The Cooperative Work Experience/Internship Program is an academic program designed to give students work experience related to their field of study or future professional goals. The program also provides employers with skilled, highly motivated students anxious to implement what they have learned in the classroom. As a result, employers have an opportunity to recruit qualified employees whom they can evaluate for future employment.

Counseling
Module 2
Building 22 (Winter 2014)
(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
Student Union Building, Second Floor
Building 22 (Winter 2014)
(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
Student Union Building, First Floor
Building 22 (Winter 2014)
(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
Building 22 (Winter 2014)
(360) 596-5241
The Enrollment Services Office combines all functions associated with academic records, admissions, advising, graduation, outreach, recruiting, registration, running start, special admissions, technical preparation, testing, transcript evaluation, veteran’s benefits and worker retraining. Students who are new to South Puget Sound Community College will likely contact the Enrollment Services Office staff members first to begin the enrollment process.
Food Services
Student Union Building
(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. to 3 p.m., Monday to Thursday, and 7 a.m. to 2 p.m. Friday. See 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.edu/studyabroad.

South Puget Sound Community College has two sister colleges: Otago Polytechnic in Dunedin, New Zealand; and Instituto Tecnologico de Estudio Superiores de Monterey (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 sbuendel@spscc.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 transitioning to a new cultural environment.
Students also receive academic counseling to assist them in degree planning and course selection. International Student Services 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 multicultural 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 Dining Room
Building 27
(360) 596-5404
The Percival Dining Room, operated by Culinary Arts students, features ethnic and regional cuisines each quarter for students, staff and members of the community. Call for reservations. (360) 596-5404. Open Monday to Thursday 11 a.m. to 12:30 p.m.

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)
SPS CCC 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) at (360) 596-5299;
> Sending an e-mail to biasreport@spscc.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.spscc.edu/diversity/safezone.html.

Safe Zone offices are designated by green and black “Safe Zone” signs.

Scholarships

Building 25, First Floor
Building 22 (Winter 2014)
(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 and online at www.spscc.edu/scholarships.

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 and 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 online at www.spscc.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 22 (Winter 2014)
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
Building 22 (Winter 2014)
(360) 596-5232

www.spscc.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 online.

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 their 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 the Enrollment Services Office.

Student Life
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.

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, Diversity and Equity Center and International Student Services.

The Student Union includes a commons area, the Diversity and Equity Center, 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 Education Office
Building 25, First Floor
Building 22 (Winter 2014)
(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
Building 22 (Winter 2014)
(360) 596-5770 or testing@spscc.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.
PROGRAMS OF STUDY

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.

Core Requirements

Communication

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

AND choose one of the following:

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

Quantitative

5 credits from the quantitative General Education Distribution

AND one of the following:

- Completion of one year of high school algebra II with a 2.0 or better grade each semester
- Placement beyond MATH 099 on the math placement test
- Completion of MATH 099
- Completion of any math course numbered 141 or above except MATH 146

5

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

No more than 3 PE credits are accepted in transfer
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 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.
- 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.spscc.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

<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>Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102B</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
<td>10</td>
</tr>
</tbody>
</table>

Quantitative

5 credits from the quantitative General Education Distribution

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of one year of high school algebra II with a 2.0 or better grade each semester</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Placement beyond MATH 099 on the math placement test</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of MATH 099</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of any math course numbered 141 or above except MATH&amp;146</td>
<td>5</td>
</tr>
</tbody>
</table>

Humanities

15 credits from 3 disciplines

No more than 5 credits in performance/skill courses

Social Science

15 credits from 3 disciplines

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

Natural 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>ANTH&amp; 205</td>
<td>Biological Anthropology</td>
<td>5</td>
</tr>
</tbody>
</table>
The Associate in Arts degree 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 must 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 needs to work closely with their 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 online 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**

<table>
<thead>
<tr>
<th>Communication</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>Choose one of the following:</td>
</tr>
<tr>
<td>ENGL 102</td>
</tr>
<tr>
<td>ENGL 102B</td>
</tr>
<tr>
<td>ENGL 102C</td>
</tr>
</tbody>
</table>

**Required Electives**

15 credits from the General Education List (AA)

- ANTH 100 Survey of Anthropology
- OR
  - ANTH 104 World Prehistory
  - ANTH 207 Linguistic Anthropology
- AND
  - 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:

- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
ASSOCIATE IN ARTS

English Emphasis
(90 credits)

PROGRAM DESCRIPTION: The Associate in Arts with an emphasis in English is designed for students interested in concentrating their course work in the studies of Literature and/or Creative Writing. 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: South Puget Sound Community College prepares recipients of the Associate in Arts degree with an Emphasis in English to:

- Evaluate and analyze literary expression.
- Apply a broad range of critical frameworks to texts,
- Develop the ability to write effectively in multiple genres,
- 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 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.

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 List for the Associate in Arts/Associate in General Studies. Copies of the list are available in Building 25 or on line at www.spscc.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.

In order to receive the Associate in Arts with an English 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:

- Three introductory literature courses: choose from: ENGL& 111, 112, 113, 114
- English Composition II: Writing about Literature (ENGL& 102 D)
- 15 credits from 200 level English include at least 5 creative writing credits
- Diversity requirement: either Women in Literature (English 201) or American Ethnic Literature (English 250)
- At least one HUM course in the Humanities distribution

Additionally the English department highly recommends that students enroll in at least one Learning Community

**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. See above.

### 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>
<tr>
<td>ENGL 102D</td>
<td>Composition II: Writing About Literature</td>
<td>5</td>
</tr>
</tbody>
</table>

**Quantitative**

5 credits from the quantitative General Education Distribution

AND 1 One of the following:

- Completion of one year of high school algebra II with a 2.0 or better grade each semester
- Placement beyond MATH 099 on the math placement test
- Completion of MATH 099

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

**Humanities**

15 credits from 3 disciplines

Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 201</td>
<td>Women in Literature: Diversity</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>American Ethnic Literature: Diversity</td>
</tr>
</tbody>
</table>

AND Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 114</td>
<td>The Mythic Image</td>
</tr>
<tr>
<td>HUM 119</td>
<td>History of Popular Music</td>
</tr>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
</tr>
<tr>
<td>HUM 140</td>
<td>World Religions</td>
</tr>
<tr>
<td>HUM 180</td>
<td>Mass Culture in America</td>
</tr>
<tr>
<td>HUM 219</td>
<td>Hip Hop Culture and Music: Diversity</td>
</tr>
<tr>
<td>HUM 220</td>
<td>Sacred Texts in World Religions</td>
</tr>
<tr>
<td>HUM 240</td>
<td>Culture and Imperialism</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN ARTS**

**Film Production: 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: Film Production 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 Film Production: Performance to:

- Develop written, visual, and auditory content for film performance;
- Manage information systems commonly used by film 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 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 online 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

<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>

**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>5</td>
</tr>
<tr>
<td>ENGL 102B</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL 102C</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
<tr>
<td>ENGL 102D</td>
<td>Composition II: Writing About Literature</td>
<td></td>
</tr>
</tbody>
</table>

### Quantitative

5 credits from the quantitative General Education Distribution

**AND**

One of the following:

- Completion of one year of high school algebra II with a 2.0 or better grade each semester
- Placement beyond MATH 099 on the math placement test
- Completion of MATH 099
- Completion of any math course numbered 141 or above except MATH&146

### Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>FILM 116</td>
<td>Introduction to Film Studies</td>
<td>5</td>
</tr>
</tbody>
</table>

### 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 Requirements (AA). No more than 3 PE credits are accepted in transfer. The department recommends 3 from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILMP 114</td>
<td>Introduction to Film Production</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 238</td>
<td>Creative Writing III</td>
<td></td>
</tr>
<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td></td>
</tr>
<tr>
<td>FILM 117</td>
<td>Film History</td>
<td></td>
</tr>
</tbody>
</table>

15 credits 100 level and above. The Department recommends 3 from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILMP 110</td>
<td>Directing, Screenwriting, and Producing</td>
<td></td>
</tr>
<tr>
<td>DRMA 267</td>
<td>Acting for TV</td>
<td></td>
</tr>
</tbody>
</table>
ASSOCIATE IN ARTS

Film 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: Film 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 film performance;
• Manage information systems commonly used by film 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.

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.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.

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
</tr>
<tr>
<td><strong>AND</strong></td>
</tr>
<tr>
<td>Choose one of the following:</td>
</tr>
<tr>
<td>ENGL&amp; 102 Composition II</td>
</tr>
<tr>
<td>ENGL&amp; 102B Composition II: Visual Culture</td>
</tr>
<tr>
<td>ENGL&amp; 102C Composition II: Service Learning</td>
</tr>
<tr>
<td>ENGL&amp; 102D Composition II: Writing About Literature</td>
</tr>
<tr>
<td><strong>Quantitative</strong></td>
</tr>
<tr>
<td>5 credits from the quantitative General Education Distribution</td>
</tr>
<tr>
<td><strong>AND</strong></td>
</tr>
<tr>
<td>One of the following:</td>
</tr>
<tr>
<td>Completion of one year of high school algebra II with a 2.0 or better grade each semester</td>
</tr>
<tr>
<td>Placement beyond MATH 099 on the math placement test</td>
</tr>
<tr>
<td>Completion of MATH 099</td>
</tr>
<tr>
<td>Completion of any math course numbered 141 or above except MATH&amp;146</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
</tr>
<tr>
<td>15 credits from 3 disciplines</td>
</tr>
<tr>
<td>No more than 5 credits of studio</td>
</tr>
<tr>
<td>FILMP 114 Introduction to Film Production</td>
</tr>
<tr>
<td>ART 170 Digital Photography</td>
</tr>
<tr>
<td><strong>AND</strong></td>
</tr>
<tr>
<td>Choose one of the following:</td>
</tr>
<tr>
<td>FILMP 116 Introduction to Film Studies</td>
</tr>
<tr>
<td>FILM 117 Film History</td>
</tr>
<tr>
<td>FILM 118 Topics in Film and Culture (variable subtitles)</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
</tr>
<tr>
<td>15 credits from 3 disciplines</td>
</tr>
<tr>
<td>The particular interests of the student should dictate these courses because any discipline could be useful in television, movie or web video production.</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td>15 credits from the General Education Requirements (AA). No more than 3 PE credits are accepted in transfer</td>
</tr>
<tr>
<td>The Department recommends 3 from the following list:</td>
</tr>
<tr>
<td>CMST&amp; 102 Intro to Mass Media</td>
</tr>
<tr>
<td>CMST 105 Introduction to Online Journalism</td>
</tr>
<tr>
<td>ENGL&amp; 238 Creative Writing III</td>
</tr>
</tbody>
</table>
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.

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.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

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>ENGL&amp; 102B</td>
<td>Composition II: Visual Culture</td>
<td>10</td>
</tr>
</tbody>
</table>

(ENGL& 101 or ENGL& 102C or ENGL& 102D for ENGL& 102B)

Quantitative

5 credits from the quantitative General Education Distribution

AND | One of the following:

- Completion of one year of high school algebra II with a 2.0 or better grade each semester
- Completion of MATH 099 on the math placement test
- Completion of MATH 099
- Completion of any math course numbered 141 or above except MATH&146

Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 102</td>
<td>Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 102</td>
<td>Ethics</td>
<td>5</td>
</tr>
</tbody>
</table>

AND | Choose one of the following:

- Introduction to Film Studies
- Mass Culture in America

Social Science

15 credits from 3 disciplines

The department recommends any three from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST&amp; 147</td>
<td>US History II</td>
<td>5</td>
</tr>
<tr>
<td>POLS&amp; 202</td>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 201</td>
<td>Social Problems: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

15
This Associate in Arts degree includes general education courses that
understand, evaluate, think, communicate, and in intercultural
international contexts, effectively interact, understand cultural and
economic issues that impact or are impacted by that role,
to themselves in relation to others in a multicultural world,
and 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 re-
quired 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.spccc.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 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 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>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&amp; 102B</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102D</td>
<td>Composition II: Writing About Literature</td>
<td>10</td>
</tr>
</tbody>
</table>
Quantitative
5 credits from the quantitative General Education Distribution

Social Science
ANTH& 206 Cultural Anthropology: Diversity
ANTH& 207 Linguistic Anthropology
ANTH& 227 Pacific Island Cultures: Diversity
BUS 279 Introduction to International Business

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.

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
The 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.

**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).

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.spscc.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.

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102 Composition II</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102B Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102C Composition II: Service Learning</td>
<td>10</td>
</tr>
</tbody>
</table>

**Quantitative**

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

AND 1 One of the following:

- Completion of one year of high school algebra II with a 2.0 or better grade each semester
- Placement beyond MATH 099 on the math placement test
- Completion of MATH 099
- Completion of any math course numbered 141 or above except MATH&146

**Humanities**

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>15</td>
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</tbody>
</table>

No more than 5 credits in performance/skill courses

**Political Economics Core**

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

**Social Science**

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>5</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON&amp; 203 International Relations (recommended)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Natural Science**

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS&amp; 203 International Relations</td>
<td>20</td>
</tr>
</tbody>
</table>

**Electives**

- 20 credits from General Education
- POLS& 203 International Relations (recommended)
ASSOCIATE IN BUSINESS
DIRECT TRANSFER AGREEMENT
(90 credits)

PROGRAM DESCRIPTION: Based on a state-wide transfer agreement, the Associate in Business Direct Transfer Agreement, 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:

1. Appreciate the multiple contexts of business—social, political, economic, and legal—within a domestic and global environment;
2. Define how elements of the legal environment impact business;
3. Record transactions and prepare financial statements for a business entity;
4. Communicate effectively;
5. Think logically and critically.
6. Evaluate and process quantitative and symbolic data.
7. Understand themselves in relation to others in a multicultural world.
8. 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

Core Requirements

communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 102 Composition II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

quantitative

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 148 Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON&amp; 201 Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 202 Macroeconomics</td>
<td>5</td>
</tr>
</tbody>
</table>

AND Choose a social science course from a different discipline (see note 5)
PROGRAMS OF STUDY

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 – 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 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.
- 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).

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

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>Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102B</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
</tbody>
</table>

Quantitative

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

Humanities

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

Social Science

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

Chemistry

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chem w/Lab I</td>
<td>5</td>
</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>
</tr>
</tbody>
</table>

Biology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 211</td>
<td>Majors Cellular</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 212</td>
<td>Majors Animal</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 213</td>
<td>Majors Plant</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.
- 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.

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.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, 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: ECED 235 Educ Yng Children in a Diverse Society: Diversity or SOC 235 Sociology of Gender: Diversity 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.

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

Core Requirements

Communication

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

Quantitative

| MATH& 131 | Math for Elem Educ 1 | 5 |
| MATH& 132 | Math for Elem Educ 2 | 5 |
|          |                  | 10 |

Humanities

15 credits from 3 disciplines
No more than 5 credits in performance/skill courses are allowed
CMST& 220 Public Speaking 5
OR CMST& 210 Interpersonal Communicatn: Diversity 5
OR CMST& 230 Small Group Communicatn 5
|                  |                  | 15 |
### Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 146</td>
<td>US History I</td>
<td>5</td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST&amp; 116</td>
<td>Western Civilization I</td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST&amp; 117</td>
<td>Western Civilization II</td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST&amp; 118</td>
<td>Western Civilization III</td>
<td>5</td>
</tr>
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<td></td>
<td></td>
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### Natural Science

15 credits from 3 disciplines. Must include 2 lab sciences

<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</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Biological Sciences</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physical Sciences (Chemistry or Physics)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### Electives

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC&amp; 205</td>
<td>Intro to Ed w/ Field Exp</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

### ASSOCIATE IN PRE NURSING

**Major Related Program/Direct Transfer Agreement (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.

**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.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 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>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Quantitative

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td></td>
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<td>15</td>
</tr>
</tbody>
</table>

#### Social Science

15 credits from 2 disciplines.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

#### Natural Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/lab</td>
<td>5</td>
</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>
</tr>
<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>
**PROGRAMS OF STUDY**

**Electives**
5 credits from the General Education Requirements (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. AAS 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, 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 Council 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.

**Core Requirements**

<table>
<thead>
<tr>
<th>Communication</th>
<th>ENGL&amp; 101</th>
<th>English Composition I</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative</td>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
<td>5</td>
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<tr>
<td></td>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must be in different discipline than those above. Should fulfill diversity requirement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>Complete one of the following sequences:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM&amp; 161</td>
<td>General Chem w/Lab I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM&amp; 162</td>
<td>General Chem w/Lab II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM&amp; 163</td>
<td>General Chem w/Lab III</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>BiOL&amp; 211</td>
<td>Majors Cellular</td>
<td>5</td>
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<tr>
<td></td>
<td>BiOL&amp; 212</td>
<td>Majors Animal</td>
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<tr>
<td></td>
<td>BiOL&amp; 213</td>
<td>Majors Plant</td>
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<td>OR</td>
<td>PHYS&amp; 114</td>
<td>General Phys I w/Lab</td>
<td>5</td>
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<td></td>
<td>PHYS&amp; 115</td>
<td>General Phys II w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHYS&amp; 116</td>
<td>General Phys III w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>PHYS&amp; 221</td>
<td>Engr Physics I w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHYS&amp; 222</td>
<td>Engr Physics II w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHYS&amp; 223</td>
<td>Engr Physics III w/Lab</td>
<td>5</td>
</tr>
</tbody>
</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.

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.

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantitative</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
</tr>
</tbody>
</table>

| Humanities        | 5 |

| Social Science    | 5 |

| Humanities or Social Science | 5 |

<table>
<thead>
<tr>
<th>Chemistry</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chem w/Lab I</td>
</tr>
</tbody>
</table>

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

| Remaining Credits | 5 |

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

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& 211 Majors Cellular, 212 Majors Animal, 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& 211 Majors Cellular

Mechanical/Civil/Other pre-Engineering:
ENGR 105 Intro to Engineering Problem Solving and Design, ENGR 203 Mechanics of Materials, ENGR 204 Mechanics of Materials Laboratory, ENGR& 214 Statics, ENGR& 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

<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>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
</tbody>
</table>

Humanities

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 103; ENGL&amp; 104; ENGL&amp; 105; ENGL&amp; 110; ENGL&amp; 111; ENGL&amp; 112</td>
<td>10</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101; ENGL&amp; 102; ENGL&amp; 103; ENGL&amp; 104; ENGL&amp; 105; ENGL&amp; 106</td>
<td>10</td>
</tr>
</tbody>
</table>

Social Science

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101; ENGL&amp; 102; ENGL&amp; 103; ENGL&amp; 104; ENGL&amp; 105; ENGL&amp; 106</td>
<td>10</td>
</tr>
</tbody>
</table>

Electives

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101; ENGL&amp; 102; ENGL&amp; 103; ENGL&amp; 104; ENGL&amp; 105; ENGL&amp; 106</td>
<td>50</td>
</tr>
</tbody>
</table>

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. (ENGL 097, READ 097 & MATH 099).

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/internships.

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>
</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>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>
<td>43</td>
</tr>
</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>
<tr>
<td>BUS 202</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 289</td>
<td>Integrated Business Applications</td>
<td>5</td>
</tr>
</tbody>
</table>

AND

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>Macro Economics</td>
</tr>
</tbody>
</table>

General Education Requirements - Associate Degree and Certificate

Reading/Composition I

<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 one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Comm</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communicatn: Diversity</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicatn</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
</tr>
</tbody>
</table>

Computation

Completed in Core: BUS 104 or MATH& 146

Human Relations

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td></td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</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>CMST&amp; 210</td>
<td>Interpersonal Communicatn: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communicatn: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicatn</td>
<td></td>
</tr>
</tbody>
</table>

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 standard 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.

PROGRAM 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.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, Beginning Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 100</td>
<td>Introduction to Automotive</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 111</td>
<td>Automotive Fuels and Electrical Systems</td>
<td>16</td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Automotive Electrical/Electronics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 119</td>
<td>Automotive Fuel Systems</td>
<td>8</td>
</tr>
</tbody>
</table>

(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

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

General Education Requirement - Associate Degree
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

BAKING AND PASTRY ARTS
Certificate of Completion
(64-69 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:
  - Perform the essential principles of professionalism, timing, organization, safety and sanitation skills.
  - Maintain and operate baking equipment including scales, proofer-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.

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

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

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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>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 Viennoiserie</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>
</tr>
<tr>
<td>BPA 121</td>
<td>Chocolate and Confections</td>
<td>4</td>
</tr>
<tr>
<td>BPA 190/290</td>
<td>Cooperative Work Experience/Internship</td>
<td>5-8</td>
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</table>

**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**

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

**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

**BUSINESS ADMINISTRATION**

**Associate in Applied Science Degree**

(90 credits)

**Business Operations Coordinator**

Certificate of Completion

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

**Financial Services Certificate of Proficiency**

(43 credits; 473 contact hours)

**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.spcc.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.

<table>
<thead>
<tr>
<th>Core Requirements</th>
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<tbody>
<tr>
<td>ACCT 201 Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 101 Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160 Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 201 Business Law</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240 Principles of Finance</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260 Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 289 Integrated Business Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 141 Excel</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Macro Economics</td>
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</tr>
<tr>
<td>AND Choose one of the following:</td>
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<tr>
<td>ENGL 102 Composition II</td>
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<tr>
<td>ENGL 102B Composition II: Visual Culture</td>
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<tr>
<td>ENGL 102C Composition II: Service Learning</td>
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<tr>
<td>ENGL 235 Technical Writing</td>
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<td>CIS 210 Business Communication</td>
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<th>Electives</th>
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<tbody>
<tr>
<td>ACCT 202 Prin of Accounting II</td>
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<tr>
<td>ACCT 206 General Ledger Computerized Accounting</td>
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<tr>
<td>ACCT 239 Payroll Accounting and Business Taxes</td>
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<tr>
<td>BUS 140 Customer Service</td>
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<tr>
<td>BUS 202 Business Law II</td>
<td></td>
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<tr>
<td>BUS 220 Starting and Managing a Small Business</td>
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<table>
<thead>
<tr>
<th>BUSINESS OPERATIONS COORDINATOR</th>
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<tbody>
<tr>
<td>BUS 270 Human Resources Management</td>
<td></td>
</tr>
<tr>
<td>CMST 105 Introduction to Online Journalism</td>
<td></td>
</tr>
<tr>
<td>BUS 190,290 Cooperative Work Experience/Internship</td>
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<tr>
<td>CIS 241 Advanced Excel</td>
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<tr>
<td>ECON 201 Micro Economics</td>
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<tr>
<td>PHIL 102 Ethics</td>
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<tr>
<td>PSYC 116 Psychology of Human Relations: Diversity</td>
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<tr>
<td>12 unrestricted elective credits</td>
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General Education Requirements

<table>
<thead>
<tr>
<th>Reading/Writing</th>
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<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
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<table>
<thead>
<tr>
<th>Speaking/Listening</th>
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<tbody>
<tr>
<td>CMST 220 Choose one of the following:</td>
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<tr>
<td>CMST 240 Intercultural Communication: Diversity</td>
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Computation

<table>
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<tbody>
<tr>
<td>BUS 104 Business Math</td>
<td></td>
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<tr>
<td>MATH 146 Introduction to Stats</td>
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Human Relations

<table>
<thead>
<tr>
<th>Human Relations</th>
<th>15</th>
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</thead>
<tbody>
<tr>
<td>BUS 260 Principles of Management: Diversity</td>
<td></td>
</tr>
</tbody>
</table>

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.

PROGRAM INFORMATION:

Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment services, or call (360) 596-5241. Information is also available at the college website: http://www.spscc.ctc.edu Students are accepted into the program every quarter.

Length of Program: Full-time students would typically complete a 50-credit program in four to five quarters, after basic skills and/or pre-college are complete.

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.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.

Electives

Choose one of the following: 3-5
BUS 220 Starting and Managing a Small Business
CIS 241 Advanced Excel
CIS 184 Creating Web Pages

General Education Requirements

Reading/Writing

ENGL& 101 English Composition I 5

Speaking/Listening

Choose one of the following:
CMST& 220 Public Speaking
CMST 240 Intercultural Communication: Diversity

Computation

BUS 104 Business Math 5

Human Relations

BUS 260 Principles of Management: Diversity 5

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CAD/BIM TECHNOLOGY

COMPUTER AIDED DRAFTING/ BUILDING INFORMATION MODELING

Associate in Applied Science Degree (90-97 credits)

CAD Certificate of Achievement (19 credits)
GIS Certificate of Achievement (13 credits)

Certificates of Proficiency (32-39 credits) and Completion (50-59 credits):
Architectural Drafting
Mechanical Drafting
Civil Drafting
Building Information Modeling

Geographic Information Systems

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 five possible certificates, meet the requirements of the 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. 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.

Admission: CAD/BIM Technology Program has an open enrollment policy with curriculum paths starting every quarter, except summer.

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.spcc.edu/internship/

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>
</tr>
</tbody>
</table>

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PROGRAMS OF STUDY

Additional Requirements – Architectural Drafting Certificate of Proficiency or Completion
CAD 222  Architectural CAD I  5
CAD 223  Architectural CAD II  5
CAD 224  Architectural CAD III  5
BIM 211  Construction Documents  5

Additional Requirements – Mechanical Drafting Certificate of Proficiency or Completion
CAD 241  Mechanical CAD I  5
CAD 242  Mechanical CAD II  5
CAD 243  Mechanical CAD III  5

Additional Requirements – Civil Drafting Certificate of Proficiency or Completion
CAD 261  Civil CAD I  5
CAD 262  Civil CAD II  5
CAD 263  Civil CAD III  5
CAD 264  Surveying I  3

Additional Requirements - Building Information Modeling Certificate of Proficiency or Completion
BIM 201  Building Information Modeling I  5
BIM 202  Building Information Modeling II  5
BIM 203  Building Information Modeling III  5
BIM 211  Construction Documents  5

Additional Requirements - Geographic Information Systems Certificate of Achievement, Proficiency or Completion
GIS 101  Introduction to Geographic Information System  3
GIS 102  Mapping with Global Positioning System  5
GIS 102  Advanced GIS  5

Additional Requirements – Associate Degree
Complete 3 of the 5 Certificate of Completion Additional Requirements.  53-58

General Education Requirements - Associate Degree, Certificates of Completion

Reading/Writing
ENGL 101  English Composition I  5

Speaking/Listening
Choose from General Education (AAS/ADN)  5

Computation
MATH 101  Technical Mathematics I  5

Human Relations
Choose from General Education (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.

CAD 182  Special Projects  2-5
CAD 190, 290  Cooperative Work Experience/Internship  2-8
CIS 108  Introduction to Microsoft Office  3
CIS 123  Introduction to Windows  3
CIS 141  Excel  3

COMP 201  Architecture and Engineering Drafting  2-8

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.

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.

(ENGL 097, READ 097 & MATH 099).

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

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

CIS 101  Introduction to Microsoft Office
CIS 108  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
CNA 130  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 Communicatin  5

Human Relations

PSYC& 116  Human Relations (Diversity)  5

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 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, 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 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 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.
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/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>
</tr>
<tr>
<td>CNA 280</td>
<td>CCNA Security</td>
<td>5</td>
</tr>
<tr>
<td>CNA 296</td>
<td>Managing Network Environments</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 130</td>
<td>Introduction to Linux/Unix</td>
<td>5</td>
</tr>
<tr>
<td>CNA 230</td>
<td>Linux/UNIX System Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNA 211</td>
<td>Computer Forensics</td>
<td>5</td>
</tr>
<tr>
<td>CNA 190/290</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements

Reading/Writing

<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>

Speaking/Listening

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td></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 (Completed 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>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

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 Directory). 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, MOITP, 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
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.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 232</td>
<td>Microsoft Exchange Server</td>
<td>5</td>
</tr>
<tr>
<td>CNS 233</td>
<td>Microsoft Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>CNS 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 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>
</tr>
<tr>
<td>CNA 280</td>
<td>CCNA Security</td>
<td>5</td>
</tr>
<tr>
<td>CNA 296</td>
<td>Managing Network Environments</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

To complete the AAS, chose at least 1 courses from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 230</td>
<td>Linux/UNIX System Administration</td>
<td></td>
</tr>
<tr>
<td>CNA 211</td>
<td>Computer Forensics</td>
<td></td>
</tr>
<tr>
<td>CNA 190/290</td>
<td>Cooperative Work Experience/Internship</td>
<td>3-5</td>
</tr>
</tbody>
</table>

General Education Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLA 101</td>
<td>English Composition I</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>
</tbody>
</table>

Humanities

Total 10 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>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>Humanities GE List</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Speaking/Listening

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicating</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

Covered by HUM 121 above

30
COMPUTER PROGRAMMING

Associate in Applied Science Degree
(96-103 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.

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.

PROGRAM INFORMATION:

Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment services, or call (360) 596-5241. Information is also available at the college website: http://www.spscc.ctc.edu. Students are accepted into the Computer Programming program every quarter.

Length of Program:
- Full-time students typically complete the AAS in six quarters, after basic skills are complete.
- The certificate can be completed in 3 quarters if basic skills are complete.

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>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Keyboarding 1</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>MATH 099</td>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

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.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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</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 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 185</td>
<td>Web Scripting</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>25</td>
</tr>
</tbody>
</table>
**Additional Core Requirements - Certificate of Proficiency**
Choose one of the following:
- CIS 235  Rich Internet Applications
- CIS 237  Dreamweaver
- CIS 284  Web Application Development
  
**Additional Core Requirements - Associate Degree**
- CIS 166  Programming Business Objects
- CIS 168  Programming Logic
- CIS 169  Requirements Analysis
- CIS 235  Rich Internet Applications
- CIS 266  Developing Database Applications
- CIS 269  Software Maintenance
- CIS 282  SQL Projects
- CIS 284  Web Application Development
- CNA 130  Introduction to Linux/Unix
- CS 142  Object-Oriented Programming I
- CS 143  Object-Oriented Programming II

**Electives - Associate Degree**
Choose two courses from the following list:
- CIS 189  XML
- CIS 237  Dreamweaver
- CIS 245  Developing Applications in Access
- CIS 264  C++ Programming
- CIS 283  SQL Server Administration
- CIS 290  Cooperative Work Experience/Internship
- CIS 293  Application Development-Special Projects

**General Education Requirements - Associate Degree**

<table>
<thead>
<tr>
<th>Reading/Writing</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101  English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Speaking/Listening**
Choose one of the following:
- CIS 210  Business Communication
- 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
- CMST& 230  Small Group Communication
  
**COMPUTERIZED MANUFACTURING TECHNOLOGY**

**Associate in Applied Science Degree**
(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:

- 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)

PROGRAM INFORMATION:
Admission: Applications for admission and financial aid are available in
building 25, Office of Enrollment Services, or call (360) 596-5241.
Length of Program: Full time students may complete the Certificate of
Proficiency in two quarters, if prerequisites are complete. The AAS can
be completed in 6 quarters, depending upon when the internship in
industry is arranged.

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 educa-
tional 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.edu/internship/

Program Prerequisites:
Program courses require a “C” or better.

Fall Quarter
CMT 100 Introduction to Machining 12
MATH 094 Basic Algebra 5
ENGL 097 Reading 5

Winter Quarter
MATH 097 Basic Algebra 5
ENGL 101 English Composition I 5

Spring Quarter
MATH 101 Technical Mathematics I 5
ENGL 101 English Composition I 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
ENGL 105 Oral Communication 2

Spring Quarter
CAD 241 Mechanical CAD I 5

Speaking and Listening 5

COOP 190 Cooperative Work Experience/Internship 5
15

CULINARY ARTS

Associate in Applied Science Degree
(107-109 credits)

Certificate of Completion
(66-68 credits)

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 and
dining room supervision. Students progress through high volume food
service applications in the areas of short order, table service, purchasing
and receiving, starch and vegetables, soups and sauces, meat fabrica-
tion, cold foods and garde manger, sauté and hot line food production,
restaurant baking, and kitchen and dining room supervision. All students
in the program will gain marketable skills, regardless of previous experience
in the hospitality/food service industry.

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 be-
lieves 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 computa-
    tion 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 en-
    vironment.
  - 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, 110, 115, 120 and the General Education Requirements for a total of 66-68 credits.

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.

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 fingernail 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
- Flexible Fillet Knife - 9” $20-85
- Saw Knife (Bread) - 10” $15-125
- Paring Knife - 3” $7-45
- Meat Slicer - 12” $30-150
- Tourne’ Knife $10
- Sharpening Steel $25
- Shears $25
- Immersion Thermometer $15
- Roasting Fork $20
- Griddle Spatula $20
- 2 X 2 Metal Spatula $10
- Vegetable Peeler $5
- Melon Baller $10
- Fish Tweezers $15
- Oyster Knife $15
- Zester $10
- Tomato Shark $10
- Personal Timer $20
- Professional Tool Bag/Case $50-100

Required Clothing:
- Double Breasted Chef’s Coat (2 each @ $30)
- Cooks Check Pants (2 each @ $30)
- Four Way Aprons (2 each @ $7)
- Closed Toe Black Leather Shoes $60-100
- White Socks (2 each @ $5)
- Hat $5

The following items must be purchased at the beginning of CAP 110:
- 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

SETS: Required
(available in Bookstore)
- Knife Kit $160
- Garnishing Kit $50

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.spccc.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 and Certificate
- CAP 102 Nutrition for the Foodservice Professional 3
- CAP 103 Applied Foodservice Sanitation 3
- CAP 104 Supervision in the Hospitality Industry 3
- CAP 110 Introduction to Hospitality 13
- CAP 115 Quantity Food Production 13
- CAP 120 Cold Food Production 13
- CAP 190/290 Cooperative Work Experience/Internship 2

Additional Core Requirements - Associate Degree
- CAP 210 Hot Food Production 13
- CAP 215 Culinary Baking 13
- CAP 220 Hospitality Management 13
PROGRAMS OF STUDY

General Education Requirements - Associate Degree and Certificate

**Reading/Writing**

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

**Speaking/Listening**

Choose from General Education (AAS/ADN) 5

**Computation**

Choose from General Education (AAS/ADN) 5

**Human Relations**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18-20</td>
</tr>
</tbody>
</table>

CULINARY ARTS

Associate in Applied Science (AAS-T)

(14 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 choose 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 and dining room supervision. Students progress through high volume food service applications in the areas of short order, table service, purchasing and receiving, starch and vegetables, soups and sauces, meat fabrication, cold foods and garde manger, sauté and hot food production, restaurant baking, and kitchen and dining room supervision.

All students in the program will gain marketable skills, regardless of previous experience in the hospitality/food service industry.

**CAREER OPPORTUNITIES:** Graduates will qualify for employment as experienced cooks, lead cooks, or kitchen station supervisors in free-standing restaurants, hotels, resorts, institutional/feeder, 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.

**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). 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 name and engraver is available in Food Service Department. All costs are estimated.

**Kitchen Supplies**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Chef’s Knife - 8&quot;</td>
<td>$35-130</td>
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</tr>
<tr>
<td>Meat Slicer - 12&quot; $30-150</td>
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<tr>
<td>Tourne’ Knife $10</td>
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</tr>
<tr>
<td>Professional Tool Bag/Case $50-100</td>
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</tr>
</tbody>
</table>

2013-2014 South Puget Sound Community College Catalog
Required Clothing:
- Double Breasted Chef’s Coat (2 each @ $30)
- Cooks Check Pants (2 each @ $30)
- Four Way Aprons (2 each @ $7)
- Closed Toe Black Leather Shoes $60-100
- White Socks (2 each @ $5)
- Hat $5

The following items must be purchased at the beginning of CAP 110:
- 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
- SETS: Required
  (available in Bookstore)
- Knife Kit $160
- Garnishing Kit $50

Prerequisite: All students must be eligible for MATH 094, ENGL 096 AND READ 096 and obtain instructor’s permission to register for any 100 CAP courses in the Culinary Arts Program.

All students must have successfully completed ENGL 097 and obtain instructor’s permission to register for any 200 CAP courses in the Culinary Arts 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) 596-5241 (Bldg 25-129A) or at http://www.spscc.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
- CAP 102 Nutrition for the Foodservice Professional 3
- CAP 103 Applied Foodservice Sanitation 3
- CAP 104 Supervision in the Hospitality Industry 3
- CAP 110 Introduction to Hospitality 13
- CAP 115 Quantity Food Production 13
- CAP 120 Cold Food Production 13
- CAP 210 Hot Food Production 13
- CAP 215 Culinary Baking 13
- CAP 220 Hospitality Management 13
- CAP 190/290 Cooperative Work Experience/Internship 2

General Education Requirements
- ENGL 101 English Composition I 5
- MATH & 141 Precalculus I 5
- PSYC & 100 General Psychology 5

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.

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.

(ENGL 097, READ 097 & MATH 099).

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

Program Information: Application for admission and financial aid are available in Building 25, Office of Enrollment Services, or call (360) 596-5241. Information is also available at the college website: http://www.spscc.edu. Students are accepted into the Database Management program every quarter.
Length of Program: Full-time students typically complete this program in six quarters, after basic skills and/or pre-college are complete.

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.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>Units</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>
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<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>
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<tr>
<td>CIS 284</td>
<td>Web Application Development</td>
<td>5</td>
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<tr>
<td>CNA 101</td>
<td>Introduction to Networking: Cisco I</td>
<td>5</td>
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<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
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<td>CNA 122</td>
<td>Microsoft Server</td>
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<td>CNA 221</td>
<td>Microsoft Network Infrastructure Management I</td>
<td>5</td>
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</table>

General Education Requirements

Reading/Writing

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

Speaking/Listening

Choose one of the following: 5

- CIS 210  Business Communication
- ENGL& 235 Technical Writing

Computation

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic (Completed in Core)</td>
<td>5</td>
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</tbody>
</table>

Human Relations

Choose one of the following: 3-5

- CIS 109  Human Dimensions in the Office: Diversity
- CMST& 230 Small Group Communication

13-15

DENTAL ASSISTING TECHNOLOGY

Associate in Applied Science Degree  
(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 assistant, preventive assistant, business assistant, or traditional 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.
PROGRAMS OF STUDY

(ENGL 097, READ 097 & MATH 090). Deficiencies must be completed prior to being accepted into the Dental Assisting Technology program.

AAS 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. 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 results.

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.

PROGRAM INFORMATION: Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, at http://www.spscc.edu or by calling (360) 596-5241. Applications to the Dental Assisting Technology Program are available online. Students are enrolled in the Dental Assisting Technology Program fall quarter only. Special Program Note: Approved applicants register for summer DENT 101, DENT 110 and fall quarter DENT courses. Late applicants completing DENT 101, DENT 110 by the end of summer quarter may register for fall quarter DENT courses on a space-available basis. All DENT courses must be completed with a grade of ‘C’ or better.

Communicable and infectious diseases policy is available in the Dental Assisting Technology Policies and Procedural Manual (located in the Program faculty offices).

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

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall Core Requirements - Associate Degree and Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 101</td>
<td>DENT 141 Ethics and Jurisprudence 1</td>
</tr>
<tr>
<td>DENT 110</td>
<td>DENT 142 Pretreatment Analysis 2</td>
</tr>
<tr>
<td></td>
<td>DENT 151 Dental Materials I 3</td>
</tr>
<tr>
<td></td>
<td>DENT 152 Instruments 3</td>
</tr>
<tr>
<td></td>
<td>DENT 153 Dental Science 3</td>
</tr>
<tr>
<td></td>
<td>DENT 155 Introduction to Chairside Assisting 4</td>
</tr>
<tr>
<td></td>
<td>DENT 156 Practical Lab Application I 1</td>
</tr>
<tr>
<td></td>
<td>DENT 160 Introduction to Radiography 4</td>
</tr>
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<td></td>
<td>DENT 161 Dental Materials II 3</td>
</tr>
<tr>
<td></td>
<td>DENT 162 Dental Specialties I 2</td>
</tr>
<tr>
<td></td>
<td>DENT 164 Preventive Dentistry 4</td>
</tr>
<tr>
<td></td>
<td>DENT 165 Chairside Assisting II 3</td>
</tr>
<tr>
<td></td>
<td>DENT 166 Practical Lab Application II 2</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>DENT 170</td>
<td>DENT 171 Dental Materials III 4</td>
</tr>
<tr>
<td>DENT 172</td>
<td>DENT 173 Dental Science II 2</td>
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<td>DENT 174</td>
<td>DENT 174 Advanced Practice Lab 1</td>
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<td>DENT 176 Chairside Assisting III 2</td>
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<td>DENT 176</td>
<td>DENT 177 Practical Lab Application III 2</td>
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<tr>
<td>DENT 179</td>
<td>DENT 180 Clinical Experience 8</td>
</tr>
<tr>
<td></td>
<td>DENT 181 Advance Theory 2</td>
</tr>
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</table>

### General Education Requirements - Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Reading/Writing</th>
<th>Speaking/Listening</th>
<th>Computation</th>
<th>Human Relations</th>
<th>Electives - Associate Degree</th>
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<tbody>
<tr>
<td>ENGL 101 English Composition I 5</td>
<td>Choose from General Education (AAS/ADN) 5</td>
<td>Choose from General Education (AAS/ADN) 5</td>
<td>Choose from General Education (AAS/ADN) 3-5</td>
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<tr>
<th>Summer</th>
<th>Fall Core Requirements - Associate Degree and Certificate</th>
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<tr>
<td>DENT 160</td>
<td>DENT 161 Dental Materials II 3</td>
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<td>DENT 162</td>
<td>DENT 164 Preventive Dentistry 4</td>
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<tr>
<td>DENT 163</td>
<td>DENT 165 Chairside Assisting II 3</td>
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<td>DENT 166</td>
<td>DENT 166 Practical Lab Application II 2</td>
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<tr>
<td>Spring</td>
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<tr>
<td>DENT 170</td>
<td>DENT 171 Dental Materials III 4</td>
</tr>
<tr>
<td>DENT 172</td>
<td>DENT 173 Dental Science II 2</td>
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<tr>
<td>DENT 174</td>
<td>DENT 174 Advanced Practice Lab 1</td>
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<td>DENT 175</td>
<td>DENT 176 Chairside Assisting III 2</td>
</tr>
<tr>
<td>DENT 176</td>
<td>DENT 177 Practical Lab Application III 2</td>
</tr>
<tr>
<td>DENT 179</td>
<td>DENT 180 Clinical Experience 8</td>
</tr>
<tr>
<td></td>
<td>DENT 181 Advance Theory 2</td>
</tr>
</tbody>
</table>

### Electives - Associate Degree

6-8
EARLY CHILDHOOD EDUCATION

Associate in Applied Science Degree (90 credits)

Certificate of Achievement
Initial Certificate (12 credits)

Certificates of Proficiency
Short Certificates of Specialization:
ECE General (20 credits)
Infant-Toddler Care (20 credits)
School-Age Care (20 credits)
Administration (20 credits)

Certificate of Completion
Certificate/State Credential (47 credits)

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 an understanding of the following Washington State Core Competencies for Early Care and Education Professionals
- Child Growth and Development
- Curriculum and Learning Environment
- Ongoing Measurement of Child Progress
- Family and Community Partnerships
- Health, Safety and Nutrition
- Interactions
- Program Planning and Development
- Professional Development and Leadership
- Demonstrate the following WA 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 95 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 098).

General Education Requirements:

Complete a minimum of five credits from each of the four categories: Reading/Writing, Listening/Speaking, Computation, and Human Relations.

For an AAS degree, a single course may not be used to satisfy more than one category.

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.

PROGRAM INFORMATION: The Early Childhood Education 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 ECED and EDUC courses meet in the evening. Practicums (ECED & 120, EDUC 205 and EDUC 250) require daytime hours. Many ECED and EDUC courses require observation hours in addition to class time. See course outlines for details. Students can enter the program any quarter but are strongly encouraged to meet with an ECE advisor for detailed information.

1. Students planning to transfer to a four-year college or university should work closely with an advisor to ensure maximum transfer of credits.
2. ECED & 107 requires CPR/First Aid and a Food Handlers Card be obtained while taking this class.
3. To successfully complete the practicum experiences in ECED & 120, EDUC 205 and EDUC 250, students will volunteer in a Head Start, school or child care center which will require a Department of Early Learning portable background check. ECED & 120 requires a tuberculosis test.
4. ECED/EDUC courses may be taken in any order, except EDUC 205, EDUC 250 and EDUC 238. It is recommended but not necessary to take ECED & 105 first. It is recommended but not necessary to get the ECE stackable certificates while obtaining your ECE degree.
5. Grades of “C” or better must be obtained in all courses with an EDUC or ECED prefix to apply to the ECE degree.
6. It is possible to receive up to 12 credits toward the degree for students having a Child Development Associate (C.D.A.) credential. See advisor for details.

7. An alternative pathway is the Associate in Applied Science (AAS-T) degree which can be used to transfer to many four year colleges and universities.

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.

Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Intro Early Child Ed</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
<td>5</td>
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<tr>
<td>ECED&amp; 120</td>
<td>Practicum-Nurturing Rel</td>
<td>2</td>
</tr>
<tr>
<td>ECED 141</td>
<td>Math and Science Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECED 145</td>
<td>Fine Arts Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECED 160</td>
<td>Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED 170</td>
<td>Environments-Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECED 180</td>
<td>Lang/Literacy Develop</td>
<td>3</td>
</tr>
<tr>
<td>ECED 190</td>
<td>Observation/Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECED 205</td>
<td>Practicum II</td>
<td>3</td>
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<tr>
<td>ECED 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ECED 238</td>
<td>Professionalism</td>
<td>3</td>
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<tr>
<td>ECED 250</td>
<td>Practicum III</td>
<td>4</td>
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<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 150</td>
<td>Child/Family/Community</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 204</td>
<td>Exceptional Child</td>
<td>5</td>
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</table>

Electives - Associate Degree

Select a minimum of 9 credits from the following list.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 100</td>
<td>Child Care Basics</td>
<td>3</td>
</tr>
<tr>
<td>ECED 132</td>
<td>Infants/Toddlers Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED 134</td>
<td>Family Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED 139</td>
<td>Admin Early Lrnng Prog</td>
<td>3</td>
</tr>
<tr>
<td>ECED 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED 280</td>
<td>Teaching Adults</td>
<td>2</td>
</tr>
<tr>
<td>EDUC&amp; 136</td>
<td>School Age Care</td>
<td>3</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>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
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Speaking/Listening

Choose one of the following: 5

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CMST 210</td>
<td>Interpersonal Communicatn: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communicatn: Diversity</td>
<td></td>
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<tr>
<td>CMST 230</td>
<td>Small Group Communicatn</td>
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Computation

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MATH 100</td>
<td>Mathematics for Early Childhood Educators</td>
<td>5</td>
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Human Relations

Choose one of the following: 5

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
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</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
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<tr>
<td>CMST 210</td>
<td>Interpersonal Communicatn: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communicatn: Diversity</td>
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<tr>
<td>CMST 230</td>
<td>Small Group Communicatn</td>
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</table>

Initial Certificate

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED 105</td>
<td>Intro to Early Child Ed</td>
<td>5</td>
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<tr>
<td>ECED 107</td>
<td>Health/Safety/Nutrition</td>
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</tr>
<tr>
<td>ECED 120</td>
<td>Practicum-Nurturing Rel</td>
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Short Certificate of Specialization Requirements:

Initial Certificate, Plus

Early Childhood Education (General)

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 130</td>
<td>Guiding Behavior</td>
<td>3</td>
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Infant-Toddler Care

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 115</td>
<td>Child Development</td>
<td>5</td>
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<tr>
<td>EDUC 132</td>
<td>Infants/Toddlers Care</td>
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School-Age Care

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 115</td>
<td>Child Development</td>
<td>5</td>
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<tr>
<td>EDUC 136</td>
<td>School Age Care</td>
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<td>OR</td>
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Family Child Care

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EDUC 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 134</td>
<td>Family Child Care</td>
<td>3</td>
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</tbody>
</table>
PROGRAMS OF STUDY

OR

Administration
EDUC& 115 Child Development 5
ECED& 139 Admin Early Lrng Prog 3
20

ECE Certificate/State Credential
Requirements: Initial and Short Certificate, Plus 27 credits from the following:
ENGL& 101 Or above 5
MATH 5
(Quantitative or computational Math above 100 or designated Q/SR)
EDUC& 150 Child/Family/Community 3
ECED& 180 Lang/Literacy Develop 3
ECED& 190 Observation/Assessment 3
ECED& 160 Curriculum Development 5
ECED& 170 Environments-Young Child 3
OR
EDUC& 130 Guiding Behavior 3
47

EARLY CHILDHOOD EDUCATION AAS-T
Associate in Applied Science - T (AAS-T)
(94-96 credits)

Certificate of Achievement

Initial Certificate
(12 credits)

Certificates of Proficiency

Short Certificates of Specialization:

ECE General
(20 credits)

Infant-Toddler Care
(20 credits)

School-Age Care
(20 credits)

Administration
(20 credits)

Certificate of Completion

ECE Certificate/State Credential
(47 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 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 an understanding of the following Washington State Core Competencies for Early Care and Education Professionals
- Child Growth and Development
- Curriculum and Learning Environment
- Ongoing Measurement of Child Progress
- Family and Community Partnerships
- Health, Safety and Nutrition
- Interactions
- Program Planning and Development
- Professional Development and Leadership

- 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: 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 ECED/EDUC course offerings and the General Education requirements available in Building 25 or at www.spssc.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.

**PROGRAM INFORMATION/CONTACTS:** The Early Childhood Education AAS-T 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 ECED and EDUC courses meet in the evening. Practicums (ECED& 120, ECED 205 and ECED 250) require daytime hours. Many ECED and EDUC courses require observation hours in addition to class time. See course outlines for details. Students can enter the program any quarter but are strongly encouraged to meet with an ECE advisor for detailed information necessary for planning their degree. Contact (360) 596-5293 for advising day information.

1. Students planning to transfer to a four-year college or university should work closely with an advisor to ensure maximum transfer of credits.
2. ECED& 107 requires CPR/First Aid and a Food Handlers Cards be obtained while taking this class.
3. To successfully complete the practicum experiences in ECED& 120, ECED 205 and ECED 250, students will volunteer in a Head Start, school or child care center which will require a Department of Early Learning portable background check. ECED& 120 requires a tuberculosis test.
4. ECED/EDUC courses may be taken in any order, except ECED 205, ECED 250 and ECED 238. It is recommended but not necessary to take ECED& 105 first. It is recommended but not necessary to get the ECE stackable certificates while obtaining your ECE degree.
5. Grades of "C" or better must be obtained in all courses with an EDUC or ECED prefix to apply to the ECE degree.
6. It is possible to receive up to 12 credits toward the degree for students having a Child Development Associate (C.D.A.) credential. See advisor for details.
7. An alternative pathway is the Associate in Applied Science (AAS) degree which can be used as an upside down pathway to enter The Evergreen State 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.

ECE 235 fulfills this requirement.

**Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Intro Early Child Ed</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>Practicum-Nurturing Rel</td>
<td>2</td>
</tr>
<tr>
<td>ECED 141</td>
<td>Math and Science Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECED 145</td>
<td>Fine Arts Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 160</td>
<td>Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 190</td>
<td>Observation/Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECED 205</td>
<td>Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>ECED 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ECED 238</td>
<td>Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>ECED 250</td>
<td>Practicum III</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 150</td>
<td>Child/Family/Community</td>
<td>3</td>
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</table>

**Electives- 5 credits from the following list:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 100</td>
<td>Child Care Basics</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 132</td>
<td>Infants/Toddlers Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 139</td>
<td>Admin Early Lrg Prog</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 170</td>
<td>Environments-Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 180</td>
<td>Lang/Literacy Develop</td>
<td>3</td>
</tr>
<tr>
<td>ECE 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED 280</td>
<td>Teaching Adults</td>
<td>2</td>
</tr>
<tr>
<td>EDUC&amp; 136</td>
<td>School Age Care</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 204</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>
<tr>
<td>PEP 243</td>
<td>Parenting/Single, Step, &amp; Blended Family</td>
<td>2</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**

**Reading/Writing**

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

**Computation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 131</td>
<td>Math for Elem Educ I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity (Recommended)</td>
<td>5</td>
</tr>
<tr>
<td>ART 101</td>
<td>Introduction to Art (Recommended)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Social Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology (Recommended)</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity (Recommended)</td>
<td>5</td>
</tr>
</tbody>
</table>
 PROGRAMS OF STUDY

Natural Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARTH 106</td>
<td>The Earth in Time and Space</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40</td>
</tr>
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</table>

Initial Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Intro Early Child Ed</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>Practicum-Nurturing Rel</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Short Certificate of Specialization:

Requirements: Initial Certificate, Plus

Early Childhood Education (General)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
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</tbody>
</table>

Infant-Toddler Care

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 132</td>
<td>Infants/Toddlers Care</td>
<td>3</td>
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<tr>
<td>OR</td>
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</tbody>
</table>

School-Age Care

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 136</td>
<td>School Age Care</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
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<td></td>
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</tbody>
</table>

Family Child Care

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 134</td>
<td>Family Child Care</td>
<td>3</td>
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<tr>
<td>OR</td>
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</tbody>
</table>

Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 139</td>
<td>Admin Early Lrng Prog</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
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</tbody>
</table>

ECE Certificate/State Credential

Requirements: Initial and Short Certificate, Plus 27 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Or above</td>
<td>5</td>
</tr>
<tr>
<td>MATH 100</td>
<td>(Quantitative or computational Math above 100 or designated Q/SR)</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 150</td>
<td>Child/Family/Community</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 180</td>
<td>Lang/Literacy Develop</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 190</td>
<td>Observation/Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 160</td>
<td>Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 170</td>
<td>Environments-Young Child</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
</tr>
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<td></td>
<td></td>
<td>47</td>
</tr>
</tbody>
</table>

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 on-going 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.

PROGRAM INFORMATION: Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment services, or call (360) 596-5241. Information is also available at the college website: http://www.spscc.edu. Students are accepted into the program every quarter.

Length of Program: Full-time students would typically complete a 43-credit program in four quarters, after basic skills and/or pre-college are complete.

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.spascct.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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUS 145</td>
<td>Sales</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<tr>
<td>COOP 190</td>
<td>Cooperative Work Experience/Internship</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Requirements:

**Reading/Writing**

<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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</tbody>
</table>

**Speaking/Listening**

<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>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
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</tr>
</tbody>
</table>

**Computation**

<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>MATH &amp; 146</td>
<td>Introduction to Stats</td>
<td></td>
</tr>
</tbody>
</table>

**Human Relations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</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 is an IFSAC accredited and FESHE recognized degree program and 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 IFSAC Firefighter I, Hazardous Materials Awareness Certification, Hazardous Materials Operations Certification, Emergency Medical Technician and NFPA 1002 Driver/Operator during their first year and IFSAC Firefighter II Certification, NFA Incident Safety Officer and NFPA 1670 Rope Rescue Operations 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:

- Meet the certification requirements of NFPA 1001, Firefighter I.
- Meet the certification requirements of NFPA 1001, Firefighter II.
- Meet the certification requirements of NFPA Hazardous Materials Operations.
- Meet the requirements of NFPA 1002, Driver/Operator.
- Meet the requirements of NFPA 1670 Awareness Level in trench rescue, confined space, and structural collapse.
- Meet the requirements of NFPA 1670 Technician Level in rope rescue.
- Meet the requirements of NWCGS Wildland Firefighter II.
- Meet the requirements of Emergency Medical Technician – Basic.
- Demonstrate the importance of fire behavior and combustion as it relates to the fire service.
- Explain the dynamics and principles of emergency services as it relates to a career in the fire service.
- Demonstrate the principles of building construction as it relates to fire protection by recognizing the five types of building construction and their specifications.
- 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.

In order to continue to progress through the FEST program, all core FEST 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 Code</th>
<th>Course 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>
</tr>
<tr>
<td>FEST 115</td>
<td>Rope Rescue Operations (Sp)</td>
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<tr>
<td>FEST 117</td>
<td>Hazardous Materials Chemistry (F)</td>
<td>5</td>
</tr>
<tr>
<td>FEST 120</td>
<td>Emergency Medical Technician (W)</td>
<td>8</td>
</tr>
<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>
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<tr>
<td>FEST 210</td>
<td>Strategy and Tactics for Firefighters (F)</td>
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</tr>
<tr>
<td>FEST 211</td>
<td>Firefighter Safety and Survival (W)</td>
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<td>FEST 212</td>
<td>Fire Prevention and Protection Systems (Sp)</td>
<td>5</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>
</tr>
</tbody>
</table>

ENGL 101 English Composition I

ENGL 235 Technical Writing

CMST 230 Small Group Communication

CMST 210 Interpersonal Communication: Diversity

ENGL 225 Technical Writing

Computation

MATH 101 Technical Mathematics I

Human Relations

Choose one of the following: 5

- CMST 230 Small Group Communication
- PSYC 116 Psychology of Human Relations: Diversity
- HUM 121 Multicultural America, Past to Present: Diversity

- Diversity: Some Human Relations courses also satisfy diversity

CMST 230 or CMST 240 may count for 2 categories

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Certificate of Achievement

(13 credits)

PROGRAM DESCRIPTION: The Certificate of Achievement in Geographic Information Systems will provide students with a solid foundation in GIS technology including spatial analysis, cartography, information technology, database management, and critical thinking. Students will learn to work with geospatial software and data while recognizing the appropriate application of GIS technology to solve spatial problems.

CAREER OPPORTUNITIES: The Certificate of Achievement in Geographic Information Systems will prepare students to enter the field of GIS as entry-level GIS Analysts or GIS Technicians. These entry-level positions will support the GIS requirements in local, county, tribal, state, and federal government agencies as well as private 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 this certificate will be able to:

- Demonstrate the following skills standards:
  - Design maps to communicate information about spatial patterns
  - Interpret information from maps
  - Acquire and work with GIS data from a variety of sources
  - Utilize GIS software to perform analysis
  - Design and populate geospatial databases
  - Create, manage, and edit geospatial data using advanced GIS software and hardware
  - Design and implement web GIS solutions to enable public interaction with GIS information

- Communicate effectively.
- Think logically and critically.

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)

A Certificate of Achievement will be awarded upon successful completion of the courses listed below.

PROGRAM INFORMATION:

Admission: Students are accepted into GIS program during the fall 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.

Length of program: The certificate can be completed in 3 quarters (13 credits) after basic skill requirements are met.

Requirements

Fall
GIS 101 Introduction to Geographic Information Systems 3

Winter
GIS 102 Mapping with Global Positioning System 5

Spring
GIS 103 Advanced GIS 5

Traveling in this program may need to complete basic skills and/or pre-college courses that are necessary for graduation.

HORTICULTURE TECHNOLOGY

Associate in Applied Science Degree

(108-110 credits)

Certificates of Proficiency

Landscape Horticulture (40-43 credits)
Landscape Design (44 credits)
Sustainable Plant Production (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.

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.

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 requirements must be met, with any additional credits to be selected as electives.

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.edu/internship/.

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 in Nursing. This list is available through Advising/Counseling Center or on line at www.spssc.edu. HORT 190/230 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.

Certificate of Proficiency Requirements: 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.

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.spssc.ctc.edu.

Length of program: Full-time students typically complete this program in six quarters, after basic skills and/or pre-college and related instruction requirements are met. Students can enroll any quarter and can attend either part or full-time.

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.

Special Notes: Students who complete the AAS in Horticulture Technology are eligible to transfer to the Evergreen State College with junior standing.

BOT 101 Introduction to Botany may be taken instead of HORT 100 General Horticulture. Please communicate with your faculty advisor.

Core Requirements
HORT 190/290 Cooperative Work Experience/Internship 5

Fall
HORT 100 General Horticulture 5
HORT 106 Deciduous Ornamental Plant Identification 5
HORT 150 Plant Propagation 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
HORT 106 and HORT 108 are prerequisites to HORT 235

Winter
HORT 108 Evergreen Ornamental Plant Identification 5
HORT 133 Soils and Plant Nutrition 5
HORT 236 Advanced Landscape Design 5
HORT 244 Plant Production and Marketing 5
HORT 260 Sustainable Small Scale Food Production I 4

Spring
HORT 109 Herbaceous Annuals/Perennials Plant Identification 5
HORT 140 Integrated Pest Management 5
Current First Aid card required to register for HORT 161
HORT 161 Landscape Maintenance and Equipment Operation 5
HORT 209 Irrigation Fundamentals 5
HORT 220 Native Plants in the Landscape 4
HORT 251 Plant Production and Marketing II 5
HORT 261 Sustainable Small Scale Food Production II 5
General Education Requirements:

Reading/Writing
ENGL 101 English Composition I 5

Speaking/Listening
Choose from General Education List (AAS/ADN) 5

Computation
Choose one of the following: 5
BUS 104 Business Math
MATH 101 Technical Mathematics I

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

HORTICULTURE TECHNOLOGY

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

Transfer to Washington State University - Pullman

PROGRAM DESCRIPTION: This program differs from the Horticulture Technology AAS by offering more general education as part of the core requirement, making it more transferable 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 Washington State University in Pullman, Washington. Horticulture Technology is the study of plant production, culture and use for the benefit of society. Students gain the knowledge and competency necessary for a professional career working with both native and nonnative plant species. The 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-organ materials and methods are presented.

CAREER OPPORTUNITIES: This program specifically prepares students for employment in the horticulture industry in the areas of nursery and greenhouse management, which includes plant propagation, plant production and marketing and retail garden centers. Other opportunities exist in arboriculture, estate gardening, park facility management, ecological restoration, irrigation design, installation and repair, plant maintenance, and sales.
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 Horticulture Technology 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 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-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.

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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>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 Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 108</td>
<td>Evergreen Ornamental Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 109</td>
<td>Herbaceous Annuals/ Perennials Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>HORT 150</td>
<td>Plant Propagation</td>
<td>5</td>
</tr>
<tr>
<td>HORT 155</td>
<td>Tree and Shrub Pruning</td>
<td>5</td>
</tr>
<tr>
<td>HORT 190/290</td>
<td>Cooperative Work Experience/Internships</td>
<td>5</td>
</tr>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>HORT 244</td>
<td>Plant Production and Marketing I</td>
<td>5</td>
</tr>
<tr>
<td>HORT 251</td>
<td>Plant Production and Marketing II</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Requirements - AAS-T

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</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 Communicatin</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

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HUMAN RESOURCE ASSISTANT

Certificate of Completion

(67 credits)

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.

A Certificate of Completion will be awarded upon successful completion of a minimum of 67 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.edu/internship/

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 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 150</td>
<td>Formatting I</td>
<td>4</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>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<tr>
<td>CIS 236</td>
<td>Word Processing II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 241</td>
<td>Advanced Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements

<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>
<tr>
<td>CIS 210</td>
<td>Business Communication (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>10</td>
</tr>
</tbody>
</table>

80 2013-2014 South Puget Sound Community College Catalog
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 applications, communications, and common business-oriented software.

This program helps students prepare to take the test for Microsoft certification for desktop support.

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.

Special Program Note: Students entering this program 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.spsscc.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 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 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 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
<tr>
<td>CIS 190/290</td>
<td>Cooperative Work Experience/Internship</td>
<td>3-6</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>
<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 205</td>
<td>Computer Management Tools</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional credits in Business, CIS or CNA should be chosen to complete the 90 credit degree minimum. 5-7

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

Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td></td>
</tr>
<tr>
<td>ENGL &amp; 235</td>
<td>Technical Writing</td>
<td></td>
</tr>
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</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>
</tr>
</tbody>
</table>
Human Relations
CIS 109  Human Dimensions in the Office: Diversity  3

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 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
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 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.

Core Requirements

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 106  Deciduous Ornamental Plant Identification  5</td>
<td>HORT 108  Evergreen Ornamental Plant Identification  5</td>
<td>HORT 109  Herbaceous Annuals/ Perennials Plant Identification  5</td>
</tr>
<tr>
<td>HORT 169  Horticulture Business Management  2</td>
<td>HORT 236  Advanced Landscape Design  5</td>
<td>Current First Aid card required for registration</td>
</tr>
<tr>
<td>HORT 230  Landscape Construction  5</td>
<td>HORT 220  Native Plants in the Landscape  4</td>
<td>HORT 161  Landscape Maintenance and Equipment Operation  5</td>
</tr>
<tr>
<td>HORT 235  Basic Landscape Design  5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COOP 190/290  Cooperative Work Experience/Internships  3</td>
<td></td>
<td></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
(40-43 credits)

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: 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.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 4 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.

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 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.

Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>HORT 100</td>
<td>General Horticulture</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HORT 106</td>
<td>Deciduous Ornamental Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>Winter</td>
<td>HORT 108</td>
<td>Evergreen Ornamental Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HORT 133</td>
<td>Soils and Plant Nutrition</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>COOP 190/290</td>
<td>Cooperative Work Experience/Internships</td>
<td>4</td>
</tr>
<tr>
<td>Spring</td>
<td>HORT 109</td>
<td>Herbaceous Annuals/ Perennials Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HORT 220</td>
<td>Native Plants in the Landscape</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives
Choose 2 from the following list:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>HORT 155</td>
<td>Tree and Shrub Pruning</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HORT 230</td>
<td>Landscape Construction</td>
<td>5</td>
</tr>
<tr>
<td>Spring</td>
<td>HORT 161</td>
<td>Landscape Maintenance and Equipment Operation</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
<td>5</td>
</tr>
</tbody>
</table>

Length: 3-4 quarters
MEDICAL ASSISTING
Associate in Applied Science Degree
(90 credits)

Certificate of Completion
(78 credits)

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). *http://maerb.org 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:

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

PROGRAM REQUIREMENTS: AAS or Certificate: 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). Successful completion of basic skills and/pre-college deficiencies, must be met prior to enrollment into the Medical Assisting core courses. 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 requirements. Additional courses may be taken as electives to meet the 90 credit requirement. 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 159)

CERTIFICATE REQUIREMENTS:
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 159).

PROGRAM INFORMATION:
No courses completed more than 5 years ago will be accepted into the Medical Assisting Program.

ADMISSION: Students can start the Medical Assisting Program every quarter; however, most core courses are only offered once a year and must be taken in succession.

Additional Costs for the MEDICAL ASSISTING Program:
Textbook and Supplies $800.00
Hepatitis B, MMR, & DTap Immunization* $200.00
Tuberculosis Clearance* $15.00
Uniforms, Shoes, and Equipment $250.00
Malpractice Insurance $16.00
General Liability Insurance $2.50
Name Tag $15.00
National Certification Exam $250.00
Washington State Patrol Background Check $10.00

(Approximately) $1558.50

* HEPATITIS B, MMR, & DTAP IMMUNIZATION: Students registered in the Medical Assisting Program are required to have started the Hepatitis B vaccination series prior to the beginning of Winter Quarter. Proof of vaccination must be presented to the Medical Assisting Department on the first day of class of Winter Quarter.
**TUBERCULOSIS TEST:** Students must receive a Tuberculosis (TB) skin test within 60 days prior to the start of Winter Quarter. Proof of acceptable TB results must be presented to the Medical Assisting Department on the first day of class of Winter Quarter.

Example sequence of classes for completion of Associate and Certificate Programs:

Core Classes Offered Once a Year and in Sequence in Bold
Summer: ENGL& 101, MED 103
Fall: MED 151, MED 101, BIOL& 175
Winter: MED 152, MED 154, MED 110, MED 104
Spring: MED 155, MED 156, MED 111, MED 104
Summer: MATH 101, FAID 153, CIS 109
Fall: MED 159 Externship (Summer or Fall), CIS 109

To earn the degree: add 12 credits of college-level electives and CMST& 230 or CMST 240.

EXTERNSHIP: Entry into the Medical Assisting program does not guarantee students a job placement, nor does it guarantee a practicum placement in Thurston County. Practicum placements require successful interviews and background checks. Due to increased competition for practicum placements with other schools in Washington State, South Puget Sound Community College cannot guarantee that the practicum will be in the last quarter of the program or that it will be located within Thurston County.

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>MATH 094</td>
<td>Basic Algebra</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 175</td>
<td>Human Biology w/lab</td>
<td>5</td>
</tr>
<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 104</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>MED 110</td>
<td>Medical Insurance Coding for the Medical Office</td>
<td>5</td>
</tr>
<tr>
<td>MED 111</td>
<td>Advanced Diagnostic and CPT Coding</td>
<td>5</td>
</tr>
<tr>
<td>MED 151</td>
<td>Medical Administrative Procedures</td>
<td>5</td>
</tr>
<tr>
<td>MED 152</td>
<td>Disease Conditions and Treatments</td>
<td>4</td>
</tr>
<tr>
<td>MED 154</td>
<td>Clinical Procedures for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MED 155</td>
<td>Diagnostic Procedures for Medical Assistants</td>
<td>4</td>
</tr>
<tr>
<td>MED 156</td>
<td>Pharmacology for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MED 159</td>
<td>Externship for Medical Assistants</td>
<td>6</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Word Processing I Using Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>FAID 153</td>
<td>Basic First Aid</td>
<td>2</td>
</tr>
</tbody>
</table>

### Electives

Choose from General Education- Additional 12 elective credits required for the degree

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### General Education Requirements - Associate Degree and Certificate

#### 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 one of the following: 5
- CMST 240 Intercultural Communication: Diversity
- CMST 230 Small Group Communication

#### 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

<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>

### 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 100</td>
<td>Nursing Assistant</td>
<td>6.5</td>
</tr>
</tbody>
</table>

**PROGRAM INFORMATION:**

**ADMISSION:** Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, or call (360) 596-5241. Information is also available at the college website: www.spscc.ctc.edu. South
Puget Sound Community College offers the Nursing Assistant Program several times each year.

Length of Program: The course is 104 hours of scheduled classes and clinical experience. NURS 100 Nursing Assistant is 6.5 credits.

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.

Additional Costs: Washington State Patrol Criminal Background Check $10.00; malpractice insurance approximately $15.00; General liability $2.50 parking fees $35.22/quarter or $78.26/year; textbook $43.00; gait belt $12.00; worksheet packet $13.20; and Scantron testing cards $0.85 (costs are approximate and subject to change each year).

Costs related to working as a Nursing Assistant and obtaining State certification are as follows:

- $48 application for certification (subject to change).
- $46 NA-R application for registration (subject to change).
- $50 CPR card (approximate).
- $110 State testing for certification.

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 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 sessions and therefore would be unable to pass the course.

Certification as a 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.

PERSONAL DATA QUESTIONS: In order to apply for state certification a person must answer the following:

1. Do you have a medical condition which limits your ability to practice your profession?
2. Do you currently use chemical substances which limit your ability to practice your profession?
3. Have you ever been diagnosed or been treated for pedophilia, exhibitionism, voyeurism, or frotteurism?
4. Are you currently engaged in the illegal use of controlled substances?
5. Have you ever been convicted or had prosecution with any crime other than minor traffic violations?
6. Have you ever been found guilty in any civil, administrative, or criminal proceeding for violation of any drug law or committed any act involving moral turpitude, dishonesty, or corruption?
7. Have you ever been found to have violated any state or federal law regulating the practice of a health care profession?
8. Have you ever had any license, certificate, or registration to practice a health care profession suspended, revoked, restricted, or denied by state, federal, or foreign authority?
9. Have you ever been named in civil suit for incompetence, negligence, or malpractice of a health care profession?

For each “yes” answer submit an explanation and copies of all judgments, decisions, orders, agreements, and surrender.

ASSOCIATE DEGREE IN NURSING
(114-118 credits)

Practical Nurse Certificate
(72-77 credits, 990-1012 contact hours)

PROGRAM DESCRIPTION: The Associate Degree in Nursing (ADN) Program with Practical Nurse (PN) option is designed for persons interested in becoming a Registered Nurse.

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 (RCW18.79.040) (72-77 credits when including general education and science prerequisites; 990-1012 contact hours).

ASSOCIATE DEGREE IN NURSING: 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).

PROGRAM INFORMATION: The South Puget Sound Community College Nursing Program is accredited with conditions by the National League of Nursing Accreditation Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone (404) 975-5000, and is conditionally 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 knowledge, skills, and behaviors (attitudes) related to 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, clinics, 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.
Graduates of SPSCC’s Nursing Program will demonstrate competencies in five areas:

- Human Dimension.
- Integrated Practice.
- Safety & Quality.
- Health/Illness Continuum.
- Accountability.

Nursing Program graduates will also demonstrate knowledge, skills, and behaviors associated with the five college-wide abilities listed below:

- 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.

Admission to the ADN Nursing Program: Applications for admission to the ADN Nursing Program are available online at http://www.spssc.edu. Enrollment is limited to a predetermined number of students in both years of the program. There are two routes for completion of the ADN program. Students may continue directly from the first year of nursing core course work or LPNs may apply for admission into the second year of the ADN program. LPN students admitted into the program must take NURS 200 prior to the start of Nursing 240 (Fall quarter).

Applications for Fall Quarter 2014 will be accepted beginning the first Monday in January 2014. Applications must be submitted with a non-refundable $25.00 application fee. The deadline for application is 5:00 pm on April 15, 2014, for Fall 2014. All course work taken during Winter Quarter 2014 will be accepted for ranking for Fall 2014. If these courses are taken at other colleges, students must submit transcripts by the application deadline dates to be considered in the ranking process. (See Appendix 2 and 3.)

Admission into the ADN Program is based on a cumulative grade point average (GPA) of 3.0 which students must achieve in taking the general education and science courses required for the program. Those applicants who meet this requirement may be admitted based upon a ranked score for prerequisite grades and for meeting other admission requirements of 1000 hours of work or volunteering in a healthcare setting and achieving level 2 on the Test of Essential Academic Skills (TEAS) from Assessment Technologies Institute. The ranked list of applicants remains active until the start of the first quarter of the program. Students not accepted must reapply. There is no waiting list to get into the Nursing Program. If you are transferring courses that were pass/fail or not graded, check with Enrollment Services for how the course will be ranked.

Applicants completing the required courses at another college or university should contact the Nursing Department early in the application process to meet with a faculty advisor.

All applicants are required to participate in an online information session within the year of application. Information sessions can be accessed online at the Nursing Program website (nursingdepartment@spssc.edu).

Students admitted into the first year of the ADN program must show that they have an unencumbered certification as a Nursing Assistant in Washington State by September 1, of the admission year.

Length of Program: The Associate Degree Nursing Program takes approximately three academic years (one year of required science and general education requirements and two years of nursing course work).

**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.

**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

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

**Speaking/Listening**
Choose from General Education (AAS/ADN) 5
MATH 146 Introduction to Stats 5
CHEM 121 Intro to Chemistry 5
Biol & 241 Human A & P 1 5
Biol & 242 Human A & P 2 5
PSCY & 200 Lifespan Psychology 5

**Additional Prerequisites for 2nd Year Program Admission**
Biol & 260 Microbiology 5

**Core Requirements –**
**Associate Degree, Practical Nurse Certificate**
NURS 141 Fundamentals of Nursing 5
NURS 142 Therapeutics and Technology I 2
NURS 143 Fundamentals of Nursing Clinical 3
NURS 144 Adult and Gerontological Nursing I 5
NURS 145 Therapeutics and Technology II 2
NURS 146 Adult and Gerontological Nursing I Clinical 5
NURS 147 Women’s Health Nursing 4
NURS 148 Women’s Health Nursing Clinical 2.5
NURS 149 Family Centered Nursing 3
NURS 150 Family Centered Nursing Clinical 2.5
NURS 152 Pharmacology in Nursing 3

**Additional Core Requirements - Associate Degree**
NURS 240 Adult and Gerontology Nursing II 5
NURS 241 Therapeutics and Technology III 2
NURS 242 Adult and Gerontology Clinical II 4
NURS 243 Mental Health Nursing 3
NURS 244 Mental Health Nursing Clinical 2
NURS 245 Adult and Gerontology Nursing III 3
### OFFICE ADMINISTRATION

**Associate in Applied Science Degree**

**Administrative Assistant**

(93-99 credits)

**Certificate of Completion**

**Office Assistant**

(62-64 credits)

**Certificate of Proficiency**

**Clerk/Receptionist (Customer Service Specialist)**

(36-38 credits)

**Program Descriptions:** The Associate in Applied Science Degree in Office Administration is designed for persons interested in working in an office or administrative support position in the private or public sector. The Office Administration Program equips the student with a variety of skills used in large or small businesses through the study of keyboarding, formatting, communications, human relations, management, word processing, spreadsheets, databases and other related courses. In addition to completing core requirements, students may choose courses from one of three specialty areas: Administrative, Legal, and Medical.

The Office Assistant performs a wide range of clerical tasks and other staff services to facilitate the operation of the office. This program prepares the student to be able to create business correspondence, reports, and forms; to follow verbal and written instructions; to work with and to develop decision-making skills. Office administration techniques and accurate document preparation are emphasized.

The Clerk/Receptionist Certificate prepares the student to perform basic tasks in computer applications; in assisting clients/customers with procedures, appointments, or inquiries; and in handling documents. Full-time students typically complete this program in four quarters, if basic skills are complete.

**Career Opportunities:** Graduates may work with state, county, or other municipal agencies as well as private industry. Typical duties may include formatting documents, composing business correspondence, filing, and performing receptionist functions. With experience graduates of the Office Administration program may advance to leadership positions within their organizations. Technical skills and the ability to adapt to new situations will be important to career advancement.

**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 for Clerk/Receptionist will:

- Demonstrate the following skill standards:
  - Efficiently use the computer to prepare and edit documents, to schedule appointments, and to locate information.
  - Actively listen, follow directions, provide assistance, communicate, and convey ideas effectively in dealing with customers and co-workers in an office setting.
  - Recognize and adapt to varying client/customer communication/behavioral styles.
- Communicate effectively.
- Understand ethical responsibilities and consequences.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 246</td>
<td>Therapeutics and Technology III</td>
<td>1</td>
</tr>
<tr>
<td>NURS 247</td>
<td>Adult and Gerontological Nursing III Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 248</td>
<td>Leadership and Management in Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NURS 249</td>
<td>Therapeutics and Technology V</td>
<td>1</td>
</tr>
<tr>
<td>NURS 251</td>
<td>Coordinated Care and Delegation in Clinical</td>
<td>6</td>
</tr>
<tr>
<td>NURS 255</td>
<td>Cultural Diversity in Healthcare: Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

**Notes:**
- Anatomy and Physiology and Microbiology courses must have been taken after August 2007.
- Communication courses may be chosen from the General Education for the Associate in Applied Science - Associate Degree Nursing.
- Students must have a college-level cumulative GPA of 3.0. Students must have a minimum of 2.66 in both BIOL& 241 and 242.
- Students must have a minimum of 2.66 in both BIOL& 241 and 242.
- All general education and science courses must be completed prior to the start of the Nursing Program.
- Students interested in the first -year PN option only, may take one course that counts for BOTH the Speaking/Listening and the Human Relations requirement. There are three courses that count for this requirement: CMST& 210 Interpersonal Communication; Diversity, CMST 240 Intercultural Communication; Diversity, and CMST& 230 Small Group Communication.

**OFFICE ADMINISTRATION**
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.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 - Associate Degree,
Office Assistant Certificate, Clerk/Receptionist Certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Keyboarding 1</td>
<td>2</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Keyboarding 2</td>
<td>2</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Filing</td>
<td>2</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Business English</td>
<td>5</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Introduction to Computer Concepts &amp; Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Internet</td>
<td>2</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 150</td>
<td>Formatting I</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 171</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 103</td>
<td>Keyboarding 3</td>
<td>2</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Keyboarding 4</td>
<td>2</td>
</tr>
</tbody>
</table>

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Additional Requirements - Associate Degree, Office Assistant Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIS 175</td>
<td>Administrative Services</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Cooperative Work Experience/Internships</td>
<td>16</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 Assistant

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111</td>
<td>PowerPoint</td>
<td>2</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 238</td>
<td>Desktop Publishing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Formatting II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Machine Transcription</td>
<td>4</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Integrating Software</td>
<td>5</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
</tr>
</tbody>
</table>

31-32

Associate Degree - Legal Administrative Assistant

<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 111</td>
<td>PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>CIS 236</td>
<td>Word Processing II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Machine Transcription</td>
<td>4</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Integrating Software</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 101</td>
<td>Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 102</td>
<td>Legal Forms</td>
<td>4</td>
</tr>
<tr>
<td>LEGL 105</td>
<td>Civil, Criminal and Domestic Law</td>
<td>5</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
</tr>
</tbody>
</table>

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Associate Degree - Medical Administrative Assistant

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 236</td>
<td>Word Processing II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Machine Transcription</td>
<td>4</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Integrating Software</td>
<td>5</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 104</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>MED 110</td>
<td>Medical Insurance Coding</td>
<td>5</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
</tr>
</tbody>
</table>

34-35
PROGRAMS OF STUDY

General Education Requirements - Associate Degree, Office Assistant Certificate

<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>CIS 210</td>
<td>Business Communication (Completed in Core)</td>
<td></td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity (Completed in Core)</td>
<td>10</td>
</tr>
</tbody>
</table>

PARALEGAL Associate in Applied Science Degree (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.

PROGRAM INFORMATION:

Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, or call (360) 596-5241. Information is also available at the college website: http://www.spscc.ctc.edu. The program begins each Fall quarter. Legal core courses are offered in the evening. It is recommended that ENGL 101 and a computer course be taken prior to Fall quarter. BUS 201 should be taken as early as possible in the program if not before.

Length of Program: Because legal courses are offered only in the evening, program completion may require nine quarters. 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 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>
</tbody>
</table>
LEGL 152 Civil Procedure (F) 5
LEGL 153 Technology in the Law Office (Sp) 3
LEGL 154 Tort Law (Sp) 5
LEGL 155 Fundamentals of Legal Writing and Case Analysis (Sp) 5
LEGL 156 Legal Research (W) 5
LEGL 158 Investigation and Interviewing (Sp Even & W odd years) 3
LEGL 252 Public Law and Administration (F odd years) 3
LEGL 259 Career Readiness for the Paralegal (W) 2

Electives
Choose at least two courses from the electives list below:
BUS 202 Business Law II (F, W, Sp) 3
LEG 257 Corporations and Partnerships (W even years) 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& 230 Small Group Communication
CMST 260 Communication and Conflict

Computation
Choose one of the following: 5
BUS 104 Business Math
MATH& 107 Math in Society 15

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
PSYC 116 Psychology of Human Relations: Diversity 5

Unless specified, course is generally offered every quarter.

PARENTING EDUCATION PROGRAM

Certificates of Achievement
Parenting Skills (6 credits; 60 clock hours)

Leadership Skills (15 credits; 150 clock hours)

PROGRAM DESCRIPTION: Students earning 6 credits in Parenting Education at SPSCC who have demonstrated effective skills in parenting through participation at a co-op preschool or parenting education course are eligible for a Parenting Skill certificate. Students earning 15 credits in Parenting Education courses at SPSCC who have demonstrated leadership skills in addition to effective parenting skills through participation in a co-op preschool or parenting education courses are eligible for a Leadership Skill certificate.

PROGRAM OUTCOMES:
Students who successfully complete the 6-credit certificate will be able to:
1. Describe young children in terms of physical, social, emotional, and cognitive development
2. Demonstrate cooperative strategies for working with young children and adults in a clinical setting
3. Use developmentally appropriate and supportive language when communicating with young children
4. Evaluate and apply appropriate guidance techniques with young children
5. Demonstrate an understanding of how children learn through play
6. Identify a variety of viewpoints on parenting and child development issues
7. Understand the influence of culture, language, gender, birth order, and other factors in child development and parenting practices
8. Access parenting information and resources from a variety of sources

In addition to the skills required for the Certificate of Achievement in Parenting Skills, students who successfully complete the 15-credit certificate will be able to:
1. Work cooperatively with other members of the preschool board and Parent Education faculty
2. Communicate effectively with preschool parents, preschool board members, and Parent Education faculty
3. Complete tasks in a professional and timely manner
4. Demonstrate leadership skills that may include organizing and implementing activities/events, delegating tasks, facilitating meetings, keeping records, and problem solving
5. Maintain confidentiality and respect for others

CERTIFICATE REQUIREMENTS: The Certificates of Achievement represent participation between parent(s)/care giver and age-appropriate child(ren) in parent education courses or co-ops. It is comprised of industry-based
skill courses. No general education courses and no minimum level of English, Reading or Math are required.

PROGRAM INFORMATION: Admission: Students are accepted into the parent education 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. Students enrolling in the PEP cooperative preschools must register through their preschool PEP faculty each quarter.

Eastside Co-op: (360) 754-3938
Lacey Parent Co-op: (360) 459-5297
Steamboat Island: (360) 866-1819
Westside Co-op: (360) 866-7383

Length of program: Certificate completion is contingent upon number of credits earned per quarter. Students can enroll any quarter and can attend either part or full-time.

Approved Courses for Earning Certificates

<table>
<thead>
<tr>
<th>PEP</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEP 101</td>
<td>Parenting Your Infant I</td>
<td>2</td>
</tr>
<tr>
<td>PEP 102</td>
<td>Parenting Your Infant II</td>
<td>2</td>
</tr>
<tr>
<td>PEP 103</td>
<td>Parenting Your Toddler I</td>
<td>2</td>
</tr>
<tr>
<td>PEP 104</td>
<td>Parenting Your Toddler II</td>
<td>2</td>
</tr>
<tr>
<td>PEP 105</td>
<td>Parenting Your 3-4 Year Old</td>
<td>2</td>
</tr>
<tr>
<td>PEP 106</td>
<td>Parenting Children in Middle Years</td>
<td>2</td>
</tr>
<tr>
<td>PEP 111</td>
<td>Parent Education</td>
<td>1</td>
</tr>
<tr>
<td>PEP 112</td>
<td>Parent Education</td>
<td>2</td>
</tr>
<tr>
<td>PEP 113</td>
<td>Parent Education</td>
<td>2</td>
</tr>
<tr>
<td>PEP 141</td>
<td>Parent-Child Communication</td>
<td>2</td>
</tr>
<tr>
<td>PEP 142</td>
<td>Family Dynamics</td>
<td>2</td>
</tr>
<tr>
<td>PEP 143</td>
<td>Parenting in Single Parent, Step, and Blended Family</td>
<td>2</td>
</tr>
</tbody>
</table>

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 paperwork 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 spscc.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 2 quarters plus a 120-hour clinical externship. NOTE: MED 101 is only offered Fall quarter; MED 100 is only offered Winter quarter; MED 152 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) 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.
### 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 increasingly 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

**Core Requirements**

<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 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 146</td>
<td>Phlebotomy Externship</td>
<td>4</td>
</tr>
<tr>
<td>MED 152</td>
<td>Disease Conditions and Treatments</td>
<td>4</td>
</tr>
</tbody>
</table>

**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>Credits</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 and Negotiation</td>
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</tr>
<tr>
<td>BUS 148</td>
<td>Sales Certification Capstone Project</td>
<td>4</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.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>
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</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
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</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
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<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
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<tr>
<td>RBM 143</td>
<td>Principles of Retailing</td>
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Total Credits: 46

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity (Completed in Core)</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math (Completed in Core)</td>
<td>5</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

(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/nursery manager
- 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
- Perform all work with a high degree of accuracy

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.

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.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 4 internship credits. Internships can be scheduled during fall, winter, spring and/or summer quarters. Assistance is available to find an internship.

PROGRAM INFORMATION:
Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, or call (360) 596-5241. Information is also available at the college website: “http://www.spscc.ctc.edu”. Students are accepted into the Horticulture Technology program every quarter.

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 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.
Core Requirements:

Fall
HORT 100 General Horticulture  5
HORT 150 Plant Propagation  5
HORT 155 Tree and Shrub Pruning  5

Winter
HORT 133 Soils and Plant Nutrition  5
HORT 244 Plant Production and Marketing I  5
COOP 190/290 Cooperative Work Experience/Internship  4

Spring
HORT 109 Herbaceous Annuals/ Perennials Plant Identification  5
HORT 140 Integrated Pest Management  5
HORT 251 Plant Production and Marketing II  5

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.

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.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.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:
HORT 100 General Horticulture  5
HORT 150 Plant Propagation  5
HORT 169 Horticulture Business Management  2

Winter:
HORT 133 Soils and Plant Nutrition  5
HORT 244 Plant Production and Marketing I  5
HORT 260 Sustainable Small Scale Food Production II  5
PROGRAMS OF STUDY

TURFGRASS MANAGEMENT

Associate in Applied Science Degree

(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.

PROGRAM INFORMATION:

Admission: Students are accepted into the Turfgrass Management 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 six quarters, after precollege and prerequisite requirements are 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.spssc.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>HORT 100</td>
<td>General Horticulture</td>
<td>5</td>
</tr>
<tr>
<td>HORT 133</td>
<td>Soils and Plant Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>HORT 140</td>
<td>Integrated Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>HORT 155</td>
<td>Tree and Shrub Pruning</td>
<td>5</td>
</tr>
<tr>
<td>HORT 161</td>
<td>Landscape Maintenance and Equipment Operation</td>
<td>5</td>
</tr>
<tr>
<td>HORT 169</td>
<td>Horticulture Business Management</td>
<td>2</td>
</tr>
<tr>
<td>HORT 209</td>
<td>Irrigation Fundamentals</td>
<td>5</td>
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<tr>
<td>HORT 220</td>
<td>Native Plants in the Landscape</td>
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</tr>
<tr>
<td>HORT 230</td>
<td>Landscape Construction</td>
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<tr>
<td>COOP 190/290</td>
<td>Cooperative Work Experience/Internships</td>
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Courses available through WAOL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AGPR 105</td>
<td>Weed Biology &amp; ID</td>
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</tr>
<tr>
<td>TURF 122</td>
<td>Turf Maintenance Practices</td>
<td>3</td>
</tr>
<tr>
<td>TURF 201</td>
<td>Turf Physiology</td>
<td>6</td>
</tr>
<tr>
<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>WIGT 110</td>
<td>Lawn &amp; Turf Irrigation</td>
<td>3</td>
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General Education Requirements - AAS

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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
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<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
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<tr>
<td>Human Relations</td>
<td>Choose from General Education (AAS/ADN)</td>
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</tr>
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</table>

**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:

- 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.

**PROGRAM INFORMATION:**

**Admission:** Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, or call (360) 596-5241. Students are accepted into the Welding Technology Program every quarter.

**Length of Program:** Full-time students typically complete this program in six quarters for a degree, if basic skills are complete. The beginning certificate can be completed in two quarters leading to the intermediate certificate for an additional two quarters. Completing the advanced certificate will take the student to the fifth quarter.

**Additional Costs:** Include textbooks plus approximately $100.00 for personal supplies.

**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.spssc.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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FAID 153</td>
<td>Basic First Aid</td>
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<td>WELD 110</td>
<td>Oxy-Acetylene Welding</td>
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<tr>
<td>WELD 119</td>
<td>Welding Theory</td>
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<tr>
<td>WELD 120</td>
<td>Shielded Metal Arc Welding</td>
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</tr>
<tr>
<td>WELD 130</td>
<td>Flux Core Arc Welding</td>
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<tr>
<td>WELD 140</td>
<td>Gas Metal Arc Welding</td>
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<tr>
<td>WELD 170</td>
<td>Blueprint Reading for Welders</td>
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AND

Choose one of the following:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>WELD 156</td>
<td>Gas Tungsten Arc Welding</td>
<td>12</td>
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<tr>
<td>WELD 200</td>
<td>Welding Fabrication I</td>
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Core Requirements - Associate Degree -

EVENING Classes (Option B)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>FAID 153</td>
<td>Basic First Aid</td>
<td>2</td>
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<td>WELD 111</td>
<td>Oxy-Acetylene Welding I</td>
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<tr>
<td>WELD 112</td>
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<td>WELD 121</td>
<td>Shielded Metal Arc Welding I</td>
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<tr>
<td>WELD 122</td>
<td>Shielded Metal Arc Welding II</td>
<td>4</td>
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<tr>
<td>WELD 123</td>
<td>Shielded metal Arc Welding III</td>
<td>4</td>
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<tr>
<td>WELD 131</td>
<td>Flux Core Arc Welding I</td>
<td>4</td>
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<tr>
<td>WELD 132</td>
<td>Flux Core Arc Welding II</td>
<td>4</td>
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<tr>
<td>WELD 133</td>
<td>Flux Core Arc Welding III</td>
<td>4</td>
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<tr>
<td>WELD 141</td>
<td>Gas Metal Arc Welding I</td>
<td>4</td>
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<tr>
<td>WELD 142</td>
<td>Gas Metal Arc Welding II</td>
<td>4</td>
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<tr>
<td>WELD 143</td>
<td>Gas Metal Arc Welding III</td>
<td>4</td>
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<tr>
<td>WELD 151</td>
<td>Gas Tungsten Arc Welding I</td>
<td>4</td>
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<tr>
<td>WELD 152</td>
<td>Gas Tungsten Arc Welding II</td>
<td>4</td>
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<tr>
<td>WELD 153</td>
<td>Gas Tungsten Arc Welding III</td>
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<tr>
<td>WELD 161</td>
<td>Welding Certification Preparation I</td>
<td>4</td>
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<tr>
<td>WELD 162</td>
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<tr>
<td>WELD 163</td>
<td>Welding Certification Preparation III</td>
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General Education Requirements - Associate Degree

(Options A and B)

Reading/Writing

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
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Speaking/Listening

Choose from General Education (AAS/ADN) | 5

Computation

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<tr>
<td>MATH 101</td>
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Human Relations

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<tr>
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<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicatin</td>
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Core Requirements - Beginning Welding Certificate

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>WELD 110</td>
<td>Oxy-Acetylene Welding</td>
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<tr>
<td>WELD 119</td>
<td>Welding Theory</td>
<td>5</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Shielded Metal Arc Welding</td>
<td>12</td>
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<tr>
<td>WELD 170</td>
<td>Blueprint Reading for Welders</td>
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</table>

Core Requirements - Intermediate Welding Certificate

Prerequisite: WELD 119 & 170 or Welding Placement Test

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<tr>
<td>WELD 130</td>
<td>Flux Core Arc Welding</td>
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<tr>
<td>WELD 140</td>
<td>Gas Metal Arc Welding</td>
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</table>

Core Requirements - Advanced Welding Certificate

Prerequisite: WELD 119 & 170 or Welding Placement Test

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>WELD 156</td>
<td>Gas Tungsten Arc Welding</td>
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<tr>
<td>WELD 200</td>
<td>Welding Fabrication I</td>
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</table>
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.

ACCT 201  Prin of Accounting I  5
Basic structure of accounting: Receivables, payables and inventories for merchandising enterprise, deferrals, accruals and depreciation. This course was formerly known as ACCT 201 Accounting Fundamentals I. Students without previous accounting training or experience may want to consider taking CIS 107, Practical Accounting before taking 201. Prerequisite: None.

ACCT 202  Prin of Accounting II  5
Systems and control: 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: ACCT & 201 (formerly ACCT 201) with a “C” or better.

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: ACCT & 202 (formerly ACCT 202) with a “C” or better.

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: ACCT & 202 (formerly ACCT 202) with a “C” or better.

ACCT 232  Intermediate Accounting II  5
Debt and equity financing investments in debt and equity securities, retained earnings, deferred income taxes, accounting changes, earnings 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: ACCT & 202 (formerly ACCT 202) with a “C” or better.

ACCT 238  Federal Income Tax  5
Introduction to federal income taxation for individuals and businesses including the preparation of Form 1040 and support schedules, the treatment of special tax situations and an introduction to basic tax fundamentals for partnerships and corporations. Prerequisite: ACCT & 201 (formerly ACCT 201) with a “C” or better.

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.

ANTHROPOLOGY

ANTH& 100  Survey of Anthropology  5
Surveys comprehensively anthropology's five sub-fields: physical anthropology, 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& 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! Anthropological 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 distinctively 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.
COURSE DESCRIPTIONS

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 220, Pacific Northwest Coast Peoples Past/ Present. 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
Presents 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 245  Ethnographic Fieldwork  5
Focuses on observation, description, analysis, and interpretation of human sociocultural forms; understanding and utilization of field research methods; exploration and employment of ethical standards in anthropology. Explores the theories and methodologies of anthropological fieldwork; scientific research procedures appropriate to cultural and linguistic anthropology, culminating in an ethnographic report on a specific sociocultural group. ANTH& 206 (formerly ANTH 103) and ENGL& 101 (formerly WRIT 101) recommended. 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 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 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 debates 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.

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 (formerly WRIT 101) or concurrent enrollment.

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 concurrent enrollment.

ART 113  Art History: 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 concurrent enrollment.

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 (formerly WRIT 101) or concurrent enrollment.

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.

ART 270      Intermediate Digital Photography  5
Concepts and techniques beyond the introductory level to develop knowledge and skills for print and electronic media. Independent projects will focus on the history of photography, individual expression and the development of a personal portfolio. Prerequisite: ART 170 or 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. Shop electrical diagnostic equipment and tools are studied with an emphasis on safety and setup. Prerequisite: “C” or better in 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-relation 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: “C” or better in AUTO 100, 111, 116, 117, 118 and 119, or instructor’s permission.

AUTO 220 Automotive Drivability 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: “C” or better in AUTO 100, 111, 116, 117, 118 and 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: “C” or better in AUTO 100, 111, 116, 117, 118 and 119, 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: “C” or better in AUTO 100, 111, 116, 117, 118 and 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 laminating 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 118  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 (Subtitle)  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.) This course was formerly known as BIOL 170. Prerequisite: None.

BIOL 211  Majors Cellular  5
The study of cell biology and genetics for biology majors and students in pre-professional programs. Includes biochemistry, cell structure, metabolism, molecular and Mendelian genetics. This course was formerly known as BIOL& 221, Majors Cell Biology. Recommended CHEM& 121 or CHEM& 161. May be concurrent. Prerequisite: None.

BIOL 212  Majors Animal  5
A comparative study of the major animal groups including anatomy, physiology, development, and behavior within an evolutionary and ecological framework. For biology majors and students in pre-professional programs. This course was formerly known as BIOL& 222, Majors Organismal Physiology. Prerequisite: BIOL& 211 (formerly BIOL& 221).

BIOL 213  Majors Plant  5
A study of plant biology; including plant and fungi diversity, structure, ecology and evolution. For biology majors and students in pre-professional programs. This course was formerly known as BIOL& 223, Majors Ecology & Evolution. Prerequisite: BIOL& 212 (formerly BIOL& 222).

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).
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOL 260 Microbiology</strong> 5</td>
</tr>
<tr>
<td>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&amp; 121 (formerly CHEM 101) and BIOL&amp; 241 (formerly BIOL 205).</td>
</tr>
<tr>
<td><strong>BOTANY</strong></td>
</tr>
<tr>
<td><strong>BOT 101 Introduction to Botany</strong> 5</td>
</tr>
<tr>
<td>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: Eligible for ENGL&amp; 101 and MATH 098.</td>
</tr>
<tr>
<td><strong>BOT 210 Plants of the Pacific Northwest</strong> 5</td>
</tr>
<tr>
<td>Native and naturalized plants of the Pacific Northwest: their identification, classification, ecology and distribution. Prerequisite: BIOL&amp; 160 or 221, BOT 101, HORT 100, or instructor's permission.</td>
</tr>
<tr>
<td><strong>BUILDING INFORMATION MODELING</strong></td>
</tr>
<tr>
<td><strong>BIM 110 Building Information Theory</strong> 3</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BIM 121 Career Development</strong> 3</td>
</tr>
<tr>
<td>Portfolio / Resume development and research into securing employment in the BIM workplace. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>BIM 201 Building Information Modeling I</strong> 5</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BIM 202 Building Information Modeling II</strong> 5</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BIM 203 Building Information Modeling III</strong> 5</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BIM 211 Construction Documents</strong> 5</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BUSINESS ADMINISTRATION</strong></td>
</tr>
<tr>
<td><strong>BUS 101 Intro to Business</strong> 5</td>
</tr>
<tr>
<td>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&amp; 101 (formerly WRIT 101) or eligible to take ENGL&amp; 101.</td>
</tr>
<tr>
<td><strong>BUS 104 Business Math</strong> 5</td>
</tr>
<tr>
<td>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&amp; 101.</td>
</tr>
<tr>
<td><strong>BUS 140 Customer Service</strong> 5</td>
</tr>
<tr>
<td>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&amp; 101 or WRIT 101.</td>
</tr>
<tr>
<td><strong>BUS 145 Sales</strong> 3</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BUS 146 Sales Management</strong> 3</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>BUS 147 Customer Relationship Management and Negotiation</strong> 3</td>
</tr>
<tr>
<td>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 &amp; 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.</td>
</tr>
</tbody>
</table>
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. The case method, role playing, practical applications and exercises will be used. Prerequisite: Eligible for ENGL& 101 or WRIT 101.

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 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. BUS& 101 (formerly BUS 101) recommended. Prerequisite: None.

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 145, ACCT& 201 or ACCT 201, ACCT& 203 or ACCT 203.

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
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
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
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
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 238). 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
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
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; or instructor's permission.

CHEM& 252 Organic Chem Lab II
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; or instructor's permission.

CHINESE

CHIN& 121 Chinese I
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
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
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
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
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. Word processing skills recommended. Prerequisite: CMST 105 or instructor's permission.

CMST 210  Interpersonal Communication: 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 SPC 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 Communication  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 101  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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 182</td>
<td>Special Projects</td>
<td>1-5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 222</td>
<td>Architectural CAD I</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 223</td>
<td>Architectural CAD II</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 224</td>
<td>Architectural CAD III</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 241</td>
<td>Mechanical CAD I</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 242</td>
<td>Mechanical CAD II</td>
<td>5</td>
<td>Intermediate 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes expanded 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.</td>
</tr>
<tr>
<td>CAD 243</td>
<td>Mechanical CAD III</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 261</td>
<td>Civil CAD I</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 262</td>
<td>Civil CAD II</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 263</td>
<td>Civil CAD III</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>CAD 264</td>
<td>Surveying I</td>
<td>3</td>
<td>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.</td>
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</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS**

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<tbody>
<tr>
<td>CIS 100</td>
<td>Introduction to Computer Concepts &amp; Applications</td>
<td>5</td>
<td>Designed for the novice computer user. Students will receive integrated computer instruction on word processing, spreadsheet, database, and presentation graphics software as well as the use of the Internet and web-based tools to achieve basic skills and knowledge in using a computer. Prerequisite: Instructor's permission.</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Keyboarding 1</td>
<td>2</td>
<td>Learning the alphabetic, numeric, and symbol keys by touch. Basic keyboarding theory. Designed for the novice keyboarder or the typist who needs to break bad keyboarding habits. Prerequisite: None.</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Keyboarding 2</td>
<td>2</td>
<td>A skill building system based on techniques of carefully planned drills and exercises performed on a personal computer that will allow the students to improve keyboarding accuracy and speed. CIS 101 recommended or previous keyboarding experience with the ability to keyboard accurately by touch at least 25 words per minute. Prerequisite: None.</td>
</tr>
<tr>
<td>CIS 103</td>
<td>Keyboarding 3</td>
<td>2</td>
<td>A continuous skill building system based on techniques of carefully planned drills and exercises performed on a personal computer that will allow the students to improve keyboarding accuracy and speed. A keyboarding speed of 30 wpm is recommended. Prerequisite: CIS 102.</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Keyboarding 4</td>
<td>2</td>
<td>A continuous skill building system based on techniques of carefully planned drills and exercises performed on a personal computer that will allow the students to improve keyboarding accuracy and speed. A keyboarding speed of 35 wpm is recommended. Prerequisite: CIS 103.</td>
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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. CIS 101 recommended or ability to type by touch at least 20 words a minute. Prerequisite: None.

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, computer networking, and basic computer skills. Explores the history of the Internet, and what the Internet can do for you. Focuses on the fundamentals of Windows, the Microsoft Outlook mail client and the Internet Explorer browser, 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. Experience using Windows-based software. Prerequisite: None.

CIS 115  Outlook  2
An introduction to Microsoft Outlook with an emphasis on the e-mail, calendar, and electronic address book features. Also will cover use of Notes and Tasks features to produce to-do lists and organize information. Experience using Windows-based software. Prerequisite: None.

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. The ability to keyboard by touch 20 words a minute recommended. Prerequisite: CIS 108 or CIS 100.

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 absolutes 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 or CIS 100.

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 and MATH 094 OR MATH 098 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  Programming Business Objects  5
An introduction to programming structures, concepts, techniques and terminology using the Visual Basic language and development environment. CIS 101, 108 or CIS 123 recommended or comparable competencies. Prerequisite: "C" or better in MATH 094 or MATH 098.

CIS 166  Programming Logic  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 Business Objects  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 CS 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  Structure 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 data base concepts is required. 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 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 145, CIS 164 and CIS 184 recommended.

CIS 210  Business Communication  5
Principles of effective communication in business emphasizing the human relations factor, through correspondence, report writing, and an oral presentation. CIS 106 recommended. Prerequisite: Completion of ENGL 101 (formerly WRIT 101).

CIS 235  Rich Internet Applications  5
Create rich internet applications using Silverlight. Combine user interface 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 professional 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. Includes design principles. Recommended: experience with a word processing application. Prerequisite: CIS 136 or instructor’s permission.

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 applications 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 Access 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.
### COURSE DESCRIPTIONS

#### CIS 256  
**Machine Transcription**  
4  
Detailed instruction and practice in transcription techniques, vocabulary building, and language skills--punctuation, spelling, word division, capitalization, 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 259  
**Integrating Software**  
5  
Business simulation including application and knowledge of word processing, Outlook, spreadsheets, database, PowerPoint, and Internet to integrate documents in projects using critical thinking, planning, scheduling, organization skills, and group interaction. Prerequisite: CIS 108, CIS 141 and CIS 236.

#### 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 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, reliably available, and recoverable throughout an organization. Learning how to install SQL Server, define databases, build backup/recovery strategies, manage security, and troubleshoot operating and performance problems. Prerequisite: 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  
Complete tear down and reassembly of PC Workstations including software configuration and troubleshooting of common hardware installation issues. Prerequisite: None.

#### 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 Client operating system and Microsoft Client-Server networks. Includes Client installation, 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: 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: 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: 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 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 using the PowerShell scripting language. Includes introductory PowerShell concepts, variable creation and use, arrays, and hash tables. Covers decision structures, looping structures, file and folder management, access to Windows systems through WMI and manipulation of Active Directory objects. 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, CNA 251 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.
### COURSE DESCRIPTIONS

#### COMPUTER SCIENCE

**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 Machining**  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 ToolingU online machine curriculum. Prerequisite: None.

**CMT 125  Principles of Machining I**  20  
Provides the necessary knowledge and skills to create products to industry standards, using the 3 axis 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-based machine simulators. Prerequisite: CMT 100 with a “C” or better.

**CMT 150  Principles of Machining 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 tool paths, 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.

#### COOPERATIVE WORK EXPERIENCE/INTERNSHIP PROGRAM

**COOP 190  Cooperative Work Experience**  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.

**COOP 190S  Cooperative Work Experience: Seminar**  1  
On-line seminar helps students reflect upon and better understand and analyze the internship experience. Students will connect their experiences with the theoretical concepts related to workplace culture, communication, and ethics. Students must attend 11 hrs/quarter online experiential seminar. 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.

**COOP 290  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 COOP 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 COOP 190 to enroll in COOP 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  3
Nutrition as it relates to personal health, foods and food preparation, menu planning, recipe modification as it relates to current menu trends. Prerequisite: None.

CAP 103  Applied Food Service Sanitation  3
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  3
Discuss the concepts, theories, and principles behind good supervisory practices. Provide an understanding of the supervisor's role and responsibilities. Create an awareness and appreciation of the skills, attitudes, and abilities needed to manage people successfully. Prerequisite: None.

CAP 110  Introduction to Hospitality  13
Develop an understanding of the hospitality industry both past and present. Develop skills in knife, tool, and equipment handling. Apply the principles related to safety and sanitation in the kitchen. Perform dining room service functions using a variety of types of service with an emphasis on quality customer service. Demonstrate basic beverage knowledge. Introduction to short order breakfast and lunch cookery including egg and meat cookery, hot sandwich and “fast food” production. Emphasis on portion control, speed, and station organization. Apply knowledge of quality standards and regulations governing food and non-food products within the purchasing, receiving and storing functions. Prerequisite: Eligible for MATH 094, eligible for ENGL 096 AND READ 096 and instructor’s permission.

CAP 115  Quantity Food Production  13
Introduction to basic quantity food cooking and the further development of skills in knife, tool, and equipment handling. There is an emphasis on vegetable and starch preparation, basic sauce station production and organization, including an introduction to stocks, grand sauces and their derivatives, soup formulas, and basic meat cutting and portion control with an emphasis on beef, lamb, and pork, including poultry and seafood. Prerequisite: Eligible for MATH 094, eligible for ENGL 096 AND READ 096; and instructor’s permission.

CAP 120  Cold Food Production  13
Introduction to basic salad and cold sandwich preparation for volume food service operations. Organization of pantry and delicatessen stations with an emphasis on speed, quantity production, and plate presentation. Demonstrate knowledge of cheese. Advanced cold food preparation will include the preparation of hors d’oeuvres and canapés, pates, terrines, galantines, cured and smoked meats and seafood. There is an emphasis on cold food presentation. Prerequisite: Eligible for MATH 094, eligible for ENGL 096 AND READ 096; and instructor’s permission.

CAP 210  Hot Food Production  13
Advanced quantity cooking with an emphasis on classical cooking methods and techniques, including pre-preparation, batch style cooking, and portion control. Introduction to sauté and hot line production and organization. Includes primary sauté skills for meat, poultry, seafood, pasta, and vegetable preparation, pan sauce preparation, and plate garnish and presentation. Introduction to buffet cooking, set-up, and food presentation. Prerequisite: Eligible for MATH 094, eligible for ENGL 096 AND READ 096; and instructor’s permission.

CAP 215  Culinary Baking  13
Introduction to cookies, quick breads, pies, cream fillings, basic cakes, frosting, glazes, ingredients for baking, mixing and baking techniques for a restaurant setting. Prerequisite: Eligible for MATH 094, eligible for ENGL 096 AND READ 096; and instructor’s permission.

CAP 220  Hospitality Management  13
A hands-on supervisory course covering coordination of production and scheduling in a quantity food preparation environment, and coordination of dining room operations for daily seating and special events. For kitchen supervisors the emphasis will be on menu development, requisitioning of product, production skills, and portion control. For dining room supervisors the emphasis will be on table set-up, menu development, marketing, and customer service. Supervision of personnel and training techniques are covered. Prerequisite: Eligible for MATH 094, eligible for ENGL 096 AND READ 096; and instructor’s permission.
DENTAL ASSISTING TECHNOLOGY

DENT 101 Orientation to Dentistry 2
Basic terminology, anatomy, types of dental procedures and responsibilities related to the operations of dentistry. This course is a prerequisite for entry into the Dental Assisting Technology Program. Prerequisite: None.

DENT 110 Dental Office Exposure Control 5
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 141 Ethics and Jurisprudence 1
Reviews 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 Technology core program.

DENT 142 Pretreatment Analysis 2
Assessment of the patient’s medical health history as it relates to dental treatment. This includes: health history review, taking and recording of vital signs; basic pharmacology, and medical emergencies. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 151 Dental Materials I 3
Introduction to the properties and techniques for the usage of common dental restorative materials and the rationale for the selection and preparation of the materials. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 152 Instruments 3
Introduction to instruments used for restorative dentistry; identification; ordering; sequence of use; transfer and grasps. Also included in the curriculum is: Local anesthetic, indications /contraindications and transfer. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 153 Dental Science 3
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 Introduction to Chairside Assisting 4
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 the Dental Assisting Technology core program.

DENT 156 Practical Lab Application I 1
Students are assigned rotations into the Campus Dental Clinic for observation, and to assist dentists, in the delivery of dental services to patients from the community at large. Students will use basic skills taught summer and fall quarters. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 160 Introduction to Radiography 4
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 161 Dental Materials II 3
Emphasis on fixed and removable prosthodontics. Construction of a variety of temporary crowns and custom trays. Manipulation of impression materials, techniques for prepping and seating crown and bridge, laboratory steps for fabrication and sequence of patient’s appointments. Prerequisite: Must be admitted into 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 Chairside 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
Introduction to the specialty of orthodontics. Included is the study of: bite classifications; diagnostic records; instrumentation; appliances and retainers. 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 core 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  Chairside 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
Introduction to basic business administration procedures for the dental office to include Dentrix software program. Prerequisite: Must be admitted into the Dental Assisting Technology 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 in each session. Each session is in a different dental facility. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 181  Advanced Theory  2
Student preparation and review to take the Dental Assisting National Board Exam and become a Certified Dental Assistant. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 200  Expanded Functions Dental Auxiliary I  2
Combined lecture/lab course. In the lab setting, place, carve, and finish amalgam and composite restorations as well as take final impressions and construct temporary crowns. This includes: dental materials, assessment, indications and contraindications, armamentarium, Black’s cavity classifications, occlusal relations, and ergonomics. Prerequisite: Student is admitted upon approval by Program Director. Must have completed an accredited Dental Assisting Program, or be a currently Certified Dental Assistant. Applicants need to have a Washington State Registered Dental Assistant credential. Must have at least three years of recent full-time equivalent working experience as a Dental Assistant. Must be able to satisfactorily perform a coronal polish, sealant placement, full mouth set of radiographs, and pass a written exam.

DENT 201  Expanded Functions Dental Auxiliary II  3
This is a combination lecture, lab, and clinical application. Content includes: placement of restorative materials in patient simulators, mock WREB exams, preparation for the Washington Auxiliary Restorative Exam (WREB), Washington State Dental Practice Act, ethics, cultural diversity, endodontically restored teeth, oral health instructions to patients, related pharmacology, dental emergencies, and health history alters. In a clinical setting, students will perform on patients: coronal polish, sealants, fluoride application, and construction of temporary restorations. Prerequisite: Must have passed previous quarter DENT 200.

DENT 202  Expanded Functions Dental Auxiliary III  4
This is a combination of lecture, lab and clinical application. It includes: mock WREB practice and final exam; preparation for mock WREB midterm and final exam; lab review and continued practice with restorations; clinical application and evaluation of amalgam and composite restorations by the sponsoring dentist. Prerequisite: Successful completion of DENT 201 with a “B” or better.

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 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 sit coms, 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

ECED& 100  Child Care Basics  3
Designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basic course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice. This course was formerly known as ECE 100. Prerequisite: None.

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.

ECED& 105  Intro Early Child Ed  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, Introduction to Early Childhood Education. Prerequisite: Eligible for ENGL& 101 or instructor’s permission.

ECED& 107  Health/Safety/Nutrition  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 100. Prerequisite: None.

ECED& 120  Practicum-Nurturing Rel  2
In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development. Prerequisite: None.

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.

ECED& 132  Infants/Toddlers Care  3
Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. Prerequisite: None.
ECED & 134 Family Child Care 3
Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, & nutrition; guiding behavior and; promoting growth & development. Prerequisite: None.

ECED & 139 Admin Early Lrng Prog 3
Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and NAEYC standard compliance. This course was formerly known as ECE 120. 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.

ECED & 141 Math and Science Curriculum for Young Children 3
Curriculum development and methods for teaching mathematical and science concepts for children birth to age eight. Practical skills for providing developmentally appropriate math experiences. This course was formerly known as ECE 141, Math and Science for Young Children. Prerequisite: None.

ECED & 145 Fine Arts Curriculum for Young Children 3
Teaching methods and curriculum development in art, dramatics and music for children from birth to age eight emphasizing practical skills for providing developmentally appropriate art, dramatic play, puppetry, creative movement, and dramatization experiences. Role of music in social emotional, physical, cognitive, creative and aesthetic development and practical skills for providing developmentally appropriate music experiences. Non refundable supply fee: $20.00. This course replaces ECE 142, ECE 138 and ECE 104. Prerequisite: None.

ECED & 160 Curriculum Development 5
Investigate learning theory, program planning, and tools for curriculum development; promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8). Requires 10 hours of observation time outside of class hours. This course was formerly known as ECE 240. Prerequisite: None.

ECED & 170 Environments-Young Child 3
Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children. 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 & 180 Lang/Literacy Develop 3
Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. This course was formerly known as ECE 131 & ECE 180. Prerequisite: None.

ECED & 190 Observation/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. Prerequisite: None.

ECED 205 Practicum II 3
Supervised observation and participation in a single ECE setting five hours per week: applying guidance techniques, planning and leading activities for individuals and small groups, and working cooperatively with staff. One and 1/2 hour seminar per week. This course was formerly known as ECE 205. Prerequisite: Instructor's permission.

ECED 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.

ECED 238 Professionalism 3
Understanding professional behavior and awareness of resources in the early education setting, along with reflective teaching and mentoring practices. This course was formerly known as ECE 238. Prerequisite: Instructor’s permission.

ECED 250 Practicum III 4
Teaching under supervision in an ECE setting for eight hours per week. Supervising groups of children, implementing curriculum, and working as a team member with staff. Two hour seminar per week. This course was formerly known as ECE 250. Prerequisite: Instructor's permission.

ECED 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. EDUC & 115, or PSYC & 100 or PSYC 101, or PSYC 200, or PSYC 220 recommended. This course was formerly known as ECE 275. Prerequisite: None.

ECED 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, groups facilitation, and performance assessment. Students must meet education and work experience requirements for Washington STARS Trainer status. This course was formerly known as ECE 280. 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 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
To provide a foundation of information regarding the physical, social, communication, and cognitive development of children via multi-media presentations that reflect cross cultural and global perspectives. Observations of children, research, vocabulary growth and application, and discussions serve as active learning experiences. Prerequisite: None.

EDUC& 130  Guiding Behavior  3
Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences. Requires 5 hours of observation time outside of class hours. Prerequisite: None.

EDUC& 136  School Age Care  3
Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach. School-Age Care Professionals work with children ages 5-12 in a variety of settings including before and after school care available in family child care homes and profit or non-profit settings sponsored by community based organizations or agencies such as YMCA and YWCA, public schools, community centers and faith-based programs. In all of these programs it is the responsibility of the School-Age Professional to support the needs of individual children/youth and provide developmentally age appropriate and culturally relevant activities. This course was formerly known as ECE 132. Prerequisite: None.

EDUC& 150  Child/Family/Community  3
Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. This course was formerly known as EDUC 225. Prerequisite: None.

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& 204  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. Requires 10 hours of observation time outside of class hours. 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.

ENGINEERING

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& 121 (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 Beginning 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 recommendation 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 recommendation 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 recommendation of instructor.

ESL 024  ESL Literacy IV (Literacy for 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 recommendation of instructor.

ESL 025  ESL Literacy V (Literacy for 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 recommendation 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 at or below 181-190 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor'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 at or below 191-200 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor'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 at or below 201-210 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor's permission.

ESL 035  ESL Level V (High 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 at or below 221-235 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor's permission.

ESL 036  ESL VI (Advanced 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 at or below 221-235 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor's permission.

ESL 041  ESL Communication I (Comm.Beg. ESL)  0
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.

ESL 042  ESL Communication II (Comm.Low Beginning ESL)  0
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.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 043</td>
<td>ESL Communication III</td>
<td>0</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>
</tr>
<tr>
<td>ESL 044</td>
<td>ESL Communication IV</td>
<td>0</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>
</tr>
<tr>
<td>ESL 045</td>
<td>ESL Communication V</td>
<td>0</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>
</tr>
<tr>
<td>ESL 046</td>
<td>ESL Communication VI</td>
<td>0</td>
<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>
</tr>
<tr>
<td>ENGL 091</td>
<td>Basic English I</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL 092</td>
<td>Basic English II</td>
<td>5</td>
<td>A basic course to teach the student sentence analysis skills to construct correct compound and complex sentences and recognize and review incorrect 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.</td>
</tr>
<tr>
<td>ENGL 093</td>
<td>Reading and Writing Strategies</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL 096</td>
<td>Basic Writing I</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL 097</td>
<td>Basic Writing II</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL 098</td>
<td>Basic Writing and Reading II</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
<td>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: Eligible placement test scores OR successful completion of ENGL 096 or 097 AND READ 096 or 097 OR ENGL 098 OR concurrent enrollment in ENGL 110.</td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
<td>Develops reading, writing and critical thinking skills at the advanced level. Teaches how to write academic essays by conducting research; analyzing, evaluating and constructing arguments; documenting sources and using appropriate conventions. This course was formerly known as WRIT 102, College Writing II. Prerequisite: Completion of ENGL&amp; 101 or WRIT 101, with a grade of “C” or better.</td>
</tr>
<tr>
<td>ENGL&amp; 102B</td>
<td>Composition II: Visual Culture</td>
<td>5</td>
<td>With a specific focus on writing about visual artefacts originating in the media, fine arts, and popular culture, develops reading and writing skills at the advanced level. Teaches how to write academic essays by conducting research; analyzing, evaluating, constructing arguments; documenting sources and using appropriate conventions. Designed for students in the Digital Arts programs, but open to anyone needing to complete English. This course was formerly known as ENGL 103. Prerequisite: Completion of ENGL&amp; 101 (formerly WRIT 101) with a “C” or better.</td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
<td>5</td>
<td>With a specific focus on community service and social issues, develops reading and writing skills at the advanced level. Teaches how to write academic essays by conducting research; analyzing, evaluating, constructing arguments; documenting sources and using appropriate conventions. In addition to classroom contact, requires a community service commitment of twenty hours per term in a structured service program managed by the college. Offers the opportunity to work with human service, environmental and cultural enrichment organizations. This course was formerly known as ENGL 104. Prerequisite: Completion of ENGL&amp; 101 (formerly WRIT 101) with a “C” or better.</td>
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</tbody>
</table>
ENGL 102D Composition II: Writing About Literature 5
With a specific focus on writing about literature, teaches how to write academic papers by analyzing primary texts; applying theories of literary criticism; conducting research; constructing arguments; documenting sources and using appropriate conventions. Develops reading, writing and critical thinking skills at the advanced level. This course meets the requirement for Composition II. Prerequisite: ENGL& 101 with a “C” or better.

ENGL 110 Intermediate Grammar 4
Focuses on grammatical elements of sentences at the college level. Develops students’ abilities to write clear and complex prose for college-level courses by teaching strategies for fitting grammatically correct sentences into unified and coherent paragraphs and cohesive essays. Covers integration and documentation of sources, peer editing, and revision strategies. May be taken concurrently with ENGL 096 or 097 with the permission of the instructor. Prerequisite: Eligible for ENGL 110 OR ENGL& 101 (formerly WRIT 101). Recommended concurrent enrollment in ENGL& 101 or another class that requires essay writing.

ENGL 111 Intro to Literature 5
Studies human experience as it is imagined, interpreted and made significant in traditional and experimental poetry, prose fiction, and drama of writers of the world. Develops strategies and vocabulary for critically reading, interpreting and writing about literature. This course was formerly known as LIT 180. Prerequisite: ENGL& 101 (formerly WRIT 101) eligibility.

ENGL 112 Intro to Fiction 5
Explores narrative and its traditions as a distinctive form of creative expression. Develops strategies for reading, analysis, and interpretation. This course was formerly known as LIT 181. Prerequisite: Eligible for ENGL& 101.

ENGL 113 Intro to Poetry 5
Explores poetry and its traditions as a distinctive form of creative expression and develops strategies for reading, analysis and interpretation. Students will write and read poetry. This course was formerly known as LIT 183. Prerequisite: ENGL& 101 (formerly WRIT 101) eligibility.

ENGL 114 Intro to Drama 5
Explores plays and the history of staging and dramatic performance. Develops strategies for reading and understanding plays. Texts from ancient Greece, medieval Europe, and contemporary theater are used. This course was formerly known as LIT 182. Prerequisite: ENGL& 101 (formerly WRIT 101) eligibility.

ENGL 198 Writing Lab 1-2
Augments instruction in writing within a collaborative hands-on environment. Provides additional writing support to students in all stages of the writing process and for a range of writing tasks from reports to original essays. Supports courses that require writing assignments. Prerequisite: None.

ENGL 200 Writing Tutor Training 5
Develops knowledge and skills required for one-on-one tutoring of writing through lecture, seminar and direct tutoring experience in the college writing center. Defines the role of the writing tutor and the writer-tutor relationship. Develops rhetorical awareness and vocabulary for discussion and analysis of writing problems. Offers practice in analysis and discussion of common student writing problems in order to prioritize revision strategies. Addresses tutoring learners with different learning styles and needs. Prerequisite: “B” or higher in both ENGL& 101 and ENGL& 102. Diversity Course and ENGL 100 recommended.

ENGL 201 Women in Literature: Diversity 5
Focuses on literary contributions of women from at least three cultures within the United States or three areas of the world. Explores intersections of gender, ethnicity, sexuality, class, and culture as expressed in literature. Students gain knowledge of themselves as readers with complex cultural identities and learn of experiences, values and cultures not their own and develop strategies for reading, analysis, and interpretation. This course was formerly known as LIT 201. Prerequisite: “C-” or better in ENGL& 101 (formerly WRIT 101) or concurrent enrollment.

ENGL 235 Technical Writing 5
The study of effective technical and professional communication. Development of skills in proposal writing, technical report writing, business correspondence, oral presentations, online communication, group problem solving, professional portfolio development and basic research techniques. This course was formerly known as TCOM 106, Technical and Professional Communication. Prerequisite: ENGL 101 or WRIT 101. Word processing skills recommended.

ENGL 236 Creative Writing I: Fiction 5
Develops creative writing skills through reading and writing activities, focusing on fiction. Requires significant amount of creative writing and critical analysis of that writing by instructor and fellow writers in a workshop format. This course was formerly known as WRIT 221, Creative Writing: Fiction. Prerequisite: “C-” or better in ENGL& 101 (formerly WRIT 101) or instructor’s permission.

ENGL 237 Creative Writing II: Poetry 5
Develops poetry writing skills through theory and practice. Students will study poetic theory, read and analyze poetry by selected published authors, and write and critically discuss their poetry both with peers in a workshop format and with the instructor. This course was formerly known as WRIT 222, Creative Writing: Poetry. Prerequisite: “C-” or better in ENGL& 101 (formerly WRIT 101) or instructor’s permission.

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). Examines 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: “C-” or better in ENGL& 101 (formerly 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 transgendered authors. This course introduces students 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 emergence of American literature and develop their skills in literary analysis. May focus on literary periods, distinctly American themes and genres, or 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 cultural, 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. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a “C-” or better, or concurrent enrollment.

ENGL 246  Advanced Creative Writing: Prose  5
Develops skills in writing literary fiction and non-fiction: short stories, memoirs, 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 experiences 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) completion 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. This course was formerly ENVR 110, Environmental Science. 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
Examines 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: Crime and the City  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.

FILM PRODUCTION

FILMP 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. This course was formerly known as MCOM 110. Prerequisite: None.

FILMP 114  Introduction to Film 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. This course was formerly known as MCOM 114, Introduction to Digital Video Production. Prerequisite: None.

FILMP 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. This course was formerly known as MCOM 115. Prerequisite: None.

FILMP 201  Film Production 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, storyboard development, media writing, interviewing, budgeting, and planning. This course was formerly known as MCOM 201, Digital Cinematography I. Prerequisite: FILMP 114 (formerly MCOM 114) or instructor's permission.

FILMP 202  Film Production II  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. This course was formerly known as MCOM 203, Digital Cinematography III. Prerequisite: FILMP 114 (formerly MCOM 114) or instructor's permission.

FILMP 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. This course was formerly known as MCOM 215. Prerequisite: FILMP 115 (formerly MCOM 115) or instructor's permission.

FIRE AND EMERGENCY SERVICES TECHNOLOGY

FEST 100  Firefighter Recruit Academy  10
A four and one-half-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 and prepares the recruit firefighter for the FEST program and particularly, Fire Related Experience. Prerequisite: Admission to the Fire and Emergency Services Technology Program and instructor's permission.

FEST 101  Fire Related Experience  5
Orientation to 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. A practical course providing the student with hands-on “live” experience as an emergency responder under the supervision of career personnel. Prerequisite: FEST 100 or instructor’s permission.

FEST 102  Fire Related Experience II  5
Continuation of 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 101, FEST 110.

FEST 103  Fire Related Experience III  5
Continuation of 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 102, FEST 111.

FEST 110  Principles of Emergency Services  5
Provides 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: "C" or better in FEST 100.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FEST 111</td>
<td>Fire Behavior and Combustion</td>
<td>5</td>
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<td></td>
<td>Theories and fundamentals of how and why fires start, spread, and are</td>
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<td></td>
<td>controlled. This course meets the model FESHE curriculum. Prerequisite:</td>
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<td></td>
<td>“C” or better in FEST 110.</td>
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<tr>
<td>FEST 112</td>
<td>Building Construction for Fire Protection</td>
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<tr>
<td></td>
<td>Components of building construction related to firefighter and life safety.</td>
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<td></td>
<td>The elements of construction and design of structures as key factors</td>
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<td>when inspecting buildings, preplanning fire operations, and operating at</td>
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<td>emergencies. This course follows the FESHE model curriculum for Building</td>
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<td></td>
<td>Construction for Fire Protection. Prerequisite: “C” or better in FEST 111.</td>
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<tr>
<td>FEST 115</td>
<td>Rope Rescue Operations</td>
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<td></td>
<td>Rescue methods, patient packaging ropes and knots, low angle rescue</td>
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<td></td>
<td>techniques, and raising and lowering rope systems. Course meets the</td>
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<td></td>
<td>requirements of NFPA 1670 - Rope Rescue Operations. Prerequisite: “C” or</td>
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<td></td>
<td>better in FEST 111 and FEST 120.</td>
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<tr>
<td>FEST 117</td>
<td>Hazardous Materials Chemistry</td>
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<td>This course provides the knowledge and skills necessary to safely respond</td>
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<td>to and manage the defensive operations involved in a chemical emergency,</td>
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<td>provides basic chemistry relating to the categories of hazardous materials</td>
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<td>including recognition, identification, reactivity, and health hazards</td>
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<td>encountered by emergency services. The course provides the firefighter with</td>
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<td>additional knowledge to assist in mitigating a hazardous materials</td>
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<td></td>
<td>incidents. Prepares students for the IFSAC Hazardous materials</td>
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<td>operations certification exam. Prerequisite: Enrolled in FEST program and</td>
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<td></td>
<td>instructor’s permission.</td>
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<tr>
<td>FEST 120</td>
<td>Emergency Medical Technician</td>
<td>8</td>
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<td></td>
<td>Development of skills in recognizing symptoms of illness and injuries and</td>
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<td>proper procedures for care. Upon completion of this course students</td>
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<td></td>
<td>may test for Washington State “EMT” certification and NREMT certification.</td>
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<td>In order to practice in Thurston County, students must also successfully</td>
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<td>complete the Thurston County Medic One EMT protocol exam. Prerequisite:</td>
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<td>Admission to the Fire and Emergency Service Technology Program, FEST 100.</td>
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<td>FEST 122</td>
<td>Fire Hydraulics, Water Supply and Pump Operation</td>
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<td></td>
<td>Foundation of theoretical knowledge in order to understand the principles</td>
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<td>of the use of water in fire protection and to apply hydraulic principles to</td>
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<td>analyze and to solve water supply problems. Exploration of the various</td>
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<td>types of fire pumps, pump construction, and operation. Prerequisite:</td>
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<td>Instructor’s permission required.</td>
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<td>FEST 125</td>
<td>Fire Service Career Preparation</td>
<td>3</td>
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<td>Firefighter written test-taking techniques, firefighter oral board</td>
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<td>techniques and practices, resume writing and preparation for Firefighter</td>
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<td>tests. Course will assist students in the Fire and Emergency Services</td>
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<td>Technology program to learn valuable skills necessary to be competitive in</td>
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<td>obtaining a career in the fire services. Prerequisite: “C” or better in</td>
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<td>FEST 100.</td>
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<td>FEST 201</td>
<td>Fire Related Experience IV</td>
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<td></td>
<td>Students are assigned to the Aid unit or Engine and will work regular</td>
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<td>shifts every third day. Duties include responding to actual fire and medical</td>
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<td></td>
<td>emergencies, conducting BLS patient transports, station maintenance,</td>
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<td>apparatus inspections and quarterly SCBA certification and extrication</td>
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<td>exercises. Students will study maps of the fire district, multi-company</td>
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<td>operations scenarios, incident command, fireground safety practices and</td>
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<td>accountability. FEST 103, 120, 122 and instructor’s permission to confirm</td>
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<td>IFSAC Firefighter I and Washington State EMT-B certification.</td>
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<td>FEST 202</td>
<td>Fire Related Experience V</td>
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<td></td>
<td>Advanced fire-incident-related experience, engine company organization,</td>
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<td>engine configuration, small tools and minor equipment, basic hose practices</td>
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<td>and lays, use of protective breathing apparatus, response, maps,</td>
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<td></td>
<td>communications, emergency medical care and patient transports, and</td>
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<td>apparatus driving practices. Prerequisite: FEST 201, FEST 210.</td>
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<tr>
<td>FEST 203</td>
<td>Fire Related Experience VI</td>
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<tr>
<td></td>
<td>Continuation of advanced fire-incident-related experience, engine company</td>
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<td></td>
<td>organization, engine configuration, small tools and minor equipment, basic</td>
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<td>hose practices and lays, use of protective breathing apparatus, response,</td>
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<td></td>
<td>maps, communication, emergency medical care and patient transports, and</td>
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<td>fire apparatus driving practices. Prerequisite: FEST 202, FEST 211.</td>
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<td>FEST 210</td>
<td>Strategy and Tactics for Firefighters</td>
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<td></td>
<td>Principles of fire ground control through utilization of personnel, equipment,</td>
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<td>and extinguishing agents. The course also uses materials from the NFA STICO</td>
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<td></td>
<td>series and follows the FESHE curriculum model for Strategy and Tactics.</td>
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<td>Prerequisite: “C” or better in FEST 112.</td>
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<td>FEST 211</td>
<td>Firefighter Safety and Survival</td>
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<td></td>
<td>Basic principles and history related to the national firefighter life safety</td>
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<td>initiatives, focusing on the need for cultural and behavior change</td>
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<td>throughout the emergency services. Rapid intervention teams and self-rescue</td>
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<td>also included. Prerequisite: “C” or better in FEST 210.</td>
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<tr>
<td>FEST 212</td>
<td>Fire Prevention and Protection Systems</td>
<td>5</td>
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<tr>
<td></td>
<td>Information related to the features of design an operation of fire alarm</td>
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<tr>
<td></td>
<td>systems, water supply for fire protection and portable fire extinguishers,</td>
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<td></td>
<td>history and philosophy of fire prevention, use and application of codes and</td>
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<td>standards, fire inspections, and fire and life safety education. This course</td>
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<td>meets FESHE model guidelines for Fire Prevention and Fire Protection</td>
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<td>Systems. Prerequisite: “C” or better in FEST 211.</td>
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<td>FEST 215</td>
<td>Rope Rescue Operations</td>
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<td>Rescue methods, ropes and knots, low angle rescue techniques, and raising</td>
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<td>and lowering rope systems. Course meets the requirements of NFPA 1670 -</td>
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<td>Rope Rescue Operations. Prerequisite: FEST 111, FEST 120, or</td>
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<td>instructor’s permission.</td>
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<td>FEST 218</td>
<td>Technical Rescue Techniques</td>
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<td>An overview of several technical rescue disciplines to include structural</td>
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<td>collapse, trench rescue, and confined space rescue. Instruction in</td>
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<td>information necessary to recognize the hazards associated with these</td>
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<td>technical rescue situations, take defensive actions, and perform select</td>
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<td>operations-level skills. Prerequisite: FEST 117 (formerly FEST 217), FEST</td>
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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
The study of the art, science, and technological aspects of cartography, to understand how maps are created and used to represent and communicate spatial phenomena and their relationships. Explores the concepts, techniques, hardware, and software used for computer-aided cartography, with special emphasis on the hands-on development of thematic maps produced using the latest version of ESRI's ArcGIS Desktop software. Prerequisite: GIS 123 or instructor's permission.

GIS 102  Intermediate GIS  5
Hands-on experience working with the advanced analysis extensions available for ArcGIS Desktop including ArcGIS Spatial Analyst and ArcGIS Geostatistical Analyst. Conversion of spatial data between different formats and incorporation of this data into a geodatabase. Use of ArcGIS Model-Builder and ArcPy scripting to automate geoprocessing and map creation tasks. Proper techniques for collecting GIS grade data via mobile GPS units. Proper techniques for post processing field data for incorporation into a GIS. Familiarity with ArcGIS Desktop software including map layouts, symbology, geoprocessing, and geospatial data structures and basic computer skills including an understanding of the windows file structure, and basic Microsoft Excel skills are recommended. Prerequisite: GIS 101.

GIS 103  Advanced GIS  5
Development of geospatial data to prepare for its inclusion into web based mapping applications. Use of ArcGIS Online web mapping tools and generation of web maps displaying advanced symbology, labels and popups, and functionality. Development of custom web mapping applications using ESRI's ArcGIS Server software and the API's that are available for developing these applications. Creation of map services, feature services, and geoprocessing services and the configuration and consumption of these services into a customized web mapping application. Intermediate level skills with ArcGIS Desktop software including the creation of map documents, symbology, data structures, and geoprocessing. Basic computer skills including an understanding of the windows file structure, and basic Microsoft Excel skills are recommended. Prerequisite: GIS 101 and GIS 102.

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.

GEOLOGY
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.
COURSE DESCRIPTIONS

GERM& 122 German II  
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  
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& 122 or GERM 102 or equivalent or instructor's permission.

GERM& 221 German IV  
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, and 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  
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  
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  
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  
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  
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  
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  
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  
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  
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  
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 so differently to the West, present day positions and difficulties of China and Japan. Prerequisite: None.

HIST& 214 Pacific NW History  
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& 215 Women in US History  
Women's roles in the history of our land from pre-colonial to the present. Emphasis will be placed on examination of the experiences of women of different races, ethnicity, classes and religions, and how major demographic, socio-economic and cultural changes framed their lives. This course was previously known as HIST 145, History of American Women. Prerequisite: None.

HIST 250 Topics in History (Variable Sub-Titles)  
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: Eligible for ENGL 101 or concurrent enrollment.

HORTICULTURE TECHNOLOGY

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 140  Integrated Pest Management  5
The identification and control of major diseases, weed, and insects of ornamental horticulture plants. An emphasis will be placed on Integrated Pest Management (IPM) control strategies and programs. Prerequisite: MATH 090, READ 091 or 092 AND ENGL 091 or 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, tissue culture or micropropagation. 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: MATH 090, READ 091 or 092 AND ENGL 091 or 092 or instructor's permission.

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, weedeaters, sprayers, and other equipment. Development of a landscape maintenance job estimate. Diagnosis, repair and programming of irrigation systems. 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  2
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  5
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  4
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  5
Installation of a landscape plan including hardscapes, softscapes and irrigation systems; 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  5
Fundamentals of landscape planning proper selection and location of plant material and construction features as well as sprinkler and drip irrigation systems. Prerequisite: HORT 106 or concurrent enrollment or instructor's permission.

HORT 236  Advanced Landscape Design  5
Application of advanced landscape design theories and principles to solve site problems. Use of rendering and oral presentation to sell landscape and irrigation plans. Prerequisite: HORT 108 or concurrent enrollment, HORT 235 or instructor's permission.
Eligible for ENGL 092 AND READ 092 or higher. need instructor’s permission prior to enrolling in HDEV 104. Prerequisite: is management, goal-setting, self-awareness and emotional intelligence. This four 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.

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.

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.

Application of advanced food production theories and principles begun in HORT 260. Complete the process of growing vegetables, herbs, mushrooms, fruits and nuts from HORT 260 with an emphasis on sustainable and organic practices. Techniques unique to producing crops outdoors will be emphasized. Prerequisite: MATH 090, an “S” in READ 091 or 092 AND ENGL 091 or 092; HORT 260 or instructor’s permission.

HUMAN DEVELOPMENT

HDEV 101 Career/Life Planning 3
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 1
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 2
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 3
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 3
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: Eligible for ENGL 092 AND READ 092 or higher.

HDEV 107 New Student Seminar: How to Succeed in College 5
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 Becoming a Master Student: Psych College Success 5
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 develop skills in intercultural communications and critical thinking for education, community and work, environments. Meets Diversity Course Criteria. Prerequisite: Eligible for ENGL& 101.

HUM 140 World Religions 5
Explores the major global traditions of religious thinking, belief, practice, and community. Identifies the historical development and cultural diversity of religious expression in both the West and the East. Explores the impacts of modernity on religious practice and expression. Prerequisite: Eligible for ENGL& 101 or instructor’s permission.
COURSE DESCRIPTIONS

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 the sacred texts from at least three religious traditions in some depth. Examines the socio-historical contexts in which the texts originated. Examines the reception and use of the texts within their unique cultural contexts. Applies hermeneutical approaches to textual analysis. Prerequisite: Eligible for ENGL& 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 I E Reading Level I, IE Communication Level I and IE Grammar Level I. 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 formation of simple sentences to development of a basic paragraph. Students enrolled in this class will also be enrolled in I E Reading Level I, IE Communication Level I and IE Grammar Level I. 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. Prerequisite: Placement Level I or instructor's permission and non-native speaker status.

I E 015  Intensive English Grammar Level IB  5
Continued high beginning grammar course for non-native speakers of English. Prerequisite: “P” in Level IA or instructor's permission and non-native speaker status.

I E 016  Intensive English Communication Level IA  3
High beginning listening and speaking course for non-native speakers of English to comprehend and produce basic verbal English. Prerequisite: Eligible for Level I or instructor's permission and non-native speaker status.

I E 017  Intensive English Communication Level IB  3
Continued instruction in high beginning listening and speaking course for non-native speakers of English to comprehend and produce basic verbal English. Prerequisite: Eligible for Level I or instructor's 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 II, IE Communication Level II, and IE Grammar Level II. 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 formation of compound
and complex sentences to development of a paragraph. Students enrolled in
this class will also be enrolled in IE Reading Level II, IE Communication
Level II, and IE Grammar Level II. 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.
Prerequisite: Placement Level II OR “S” in all sections of Level I OR instruc-
tor's permission and non-native speaker status.

I E 025  Intensive English Grammar Level IIB  5
Continued high intermediate grammar course for non-native speakers
of English. Prerequisite: “P” in Level II A or instructor's permission and
non-native speaker status.

I E 026  Intensive English Communication Level IIA  3
Low-intermediate listening and speaking course for non-native speakers
of English to comprehend and produce verbal English. Prerequisite: Eligible
for Level II, successful completion of all sections of Level I with an “S” or
instructor's permission and non-native speaker status.

I E 027  Intensive English Communication Level IIB  3
Low-intermediate intensive English listening and speaking class for non-
native speakers of English to comprehend and produce spoken English.
Prerequisite: Eligible for Level II or successful completion of all sections
of Level I with an “S” or instructor's 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 and produce verbal English.
Prerequisite: Eligible for I E 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 Intensive English Level III Writing, Communication and Grammar. Prerequisite: Eligible for I E Level III or “P” in I E 030.

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 writ-
ing in response to reading material. Students enrolled in this course will
also be enrolled in I E Reading Level III, I E Communication Level III and I
E Grammar III. Prerequisite: Eligible for I E Level III OR “S” in all sections
of Level II (IE 020-027).

I E 033  Intensive Writing Level IIIB  5
Continuation of high-intermediate writing course for non-native speakers
of English to acquire skills in writing multiple paragraphs and other forms of writing in response to reading material. Students enrolled in this
course will also be enrolled in I E Reading Level III, I E Communication
Level III and I E Grammar III. 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.
Prerequisite: Placement into Level III OR “S” in all sections of Level II OR
instructor's 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. Prerequisite: “P” in Level IIIA or instructor's permission and non-
native speaker status.

I E 036  Speech Communication for International Students  3
High-intermediate communication course for non-native speakers of
English who can generally be understood without difficulty. Prerequisite:
Placement test score into Level III, successful completion of all sections
of level II with an “S” or instructor permission and non-native speaker status.

I E 037  Speech Communication for International Students  3
Continued instruction in high-intermediate communication course for
non-native speakers of English who can generally be understood without
difficulty. Prerequisite: Placement test score into Level III, successful
completion of all sections of level II with an “S” 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 intro-
duces them to academic literature and increases reading comprehension.
Prerequisite: Successful completion of I E 030/031 Intensive English Level
III OR placement test score into I E 040/041 Level IV OR instructor's
permission and non-native speaker status.

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 com-
prehension. 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, in-
cluding 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.
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.

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.

Advanced preparation course for non-native speakers of English to prepare students for academic, college-level classes. Students will learn about U.S. academic expectations and strategies for understanding lectures and textbooks, taking notes, and participating successfully in groups. Prerequisite: Eligible for Level IV or successful completion of all sections of Level III with an “S” or instructor permission and non-native speaker status.

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: Eligible for Level IV or successful completion of all sections of Level III with an “S” or instructor permission and non-native speaker status.

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.

Introduction to the Middle East. Explores the geography, religion, political economy, culture, and history of the contemporary Middle East and how those elements help shape contemporary problems. An analysis of the Israel-Palestine Question and the Iraq War. Prerequisite: Eligible for ENGL& 101.

An interdisciplinary approach to 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.
JAPN& 223  Japanese VI      5
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.

LEGAL

LEGL 101  Legal Procedures      3
Introduction to legal terminology, history of the law, ethics, structure and jurisdiction of the court systems, citation forms and the law library, docketing, reminder systems, organizational and procedural perspective of the law office, and preparing, recording, and filing legal documents. Prerequisite: None.

LEGL 102  Legal Forms      4
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. Students should be able to keyboard 20 words per minute by touch. Prerequisite: CIS 136.

LEGL 105  Civil, Criminal and Domestic Law      5
Legal terminology and information in the areas of civil, criminal, and domestic law and appeals. Prerequisite: None.

LEGL 151  Introduction to Legal Systems and Procedures      3
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.

LEGL 152  Civil Procedure      5
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.

LEGL 153  Technology in the Law Office      3
Duties of paralegals from complaint to trial or mediation. Students will gain experience retrieving, organizing, and maintaining documents; docketing and tickling, 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.

LEGL 154  Tort Law      5
Concepts associated with harm to persons or property, consisting of intentional torts, negligence, or strict liability. Prerequisite: LEGL 151 and 152, and 156 or instructor’s permission.

LEGL 155  Fundamentals of Legal Writing and Case Analysis      5
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.

LEGL 156  Legal Research      5
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.

LEGL 157  Criminal Law      5
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.

LEGL 158  Investigation and Interviewing      3
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.

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 test score.

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 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  5
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 098 (Grade “C” or better).

MATH& 107 Math in Society  5
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  5
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: MATH 099 with a “C” or better or appropriate math placement test score AND eligible for ENGL& 101.

MATH& 132 Math for Elem Educ 2  5
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  5
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  5
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  5
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  5
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 5
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 5
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 5
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 5
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 5
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 5
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 5
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).

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: MED 101 with a “C” or better.

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: MED 151 (formerly MED 137) with a “C” or better or concurrent enrollment or instructor’s permission.

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.

MED 103 Medical Terminology I 3
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 104 Medical Terminology II 5
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. This course was formerly known as MED 112. Prerequisite: MED 103 with a “C” or better.

MED 110 Medical Insurance Coding for the Medical Office 5
For those involved in the completion of medical insurance claims. Discussion of 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 151 (formerly MED 137) with a “C” or better.

MED 111 Advanced Diagnostic and CPT Coding 5
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. This course was formerly known as MED 125. Prerequisite: MED 110 with a “C” or better or instructor’s permission.

MED 146 Phlebotomy Externship 4
A minimum of 120 hours of work experience as a phlebotomist in local medical facilities and doctors’ offices. Prerequisite: “C” or better in MED 100, MED 152 (formerly MED 121) and MED 103.
MED 151  Medical Administrative Procedures  5
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. This course was formerly known as MED 137. Prerequisite: ENGL 101 and MATH 094 with a “C” or better.

MED 152  Disease Conditions and Treatments  4
Etiology, signs, symptoms, diagnostic and treatment modalities relating to various human diseases. Includes prevention, prognosis, and instructions for patient care and equipment. This course was formerly known as MED 121. Prerequisite: MED 101 and MED 151 (formerly MED 137) with a “C” or better.

MED 154  Clinical Procedures for Medical Assistants  3
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. This course was formerly known as MED 135. Prerequisite: MED 101, MED 151 (formerly MED 137), BIOL 175 with a “C” or better.

MED 155  Diagnostic Procedures for Medical Assistants  4
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. This course was formerly known as MED 136. Prerequisite: MED 152 (formerly MED 121) and MED 154 (formerly MED 135) with a “C” or better.

MED 156  Pharmacology for Medical Assistants  3
Apply pharmacological procedures to prepare and administer oral and parenteral medication and maintenance of medication and immunization records. IV theory, various drug groups, pharmacokinetics, dosage calculations, legal issues, regulatory issues, and patient education are covered. This course was formerly known as MED 148. Prerequisite: MED 152 (formerly MED 121), MED 154 (formerly MED 135) with a “C” or better.

MED 159  Externship for Medical Assistants  6
200 unpaid hours of administrative and clinical functions as a medical assistant student in a physician’s office, clinic, or health care facility. This course was formerly known as MED 145. Prerequisite: MED 101, MED 151 (formerly MED 137), MED 152 (formerly MED 121), MED 154 (formerly MED 135), MED 155 (formerly MED 136) and MED 156 (formerly MED 148) with a “C” or better.

MUSIC

MUSC 100  Music Fundamentals  5
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  5
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  5
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  2
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.

MUSC& 122  Ear Training 2  2
A continuation of MUSC& 121. Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: “C” or better in MUSC& 121 or instructor’s permission. Corequisite: Enrollment in MUSC& 132.

MUSC& 123  Ear Training 3  2
A continuation of MUSC& 122. Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: “C” or better in MUSC& 122 or instructor’s permission. Corequisite: Enrollment in MUSC& 133.

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.

MUSC& 132  Music Theory 2  3
A continuation of MUSC 131. 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: “C” or better in MUSC& 131 or instructor’s permission. Corequisite: Enrollment in MUSC& 122.
MUSC 133  Music Theory 3  
A continuation of MUSC 132. 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: "C" or better in MUSC 132 or instructor's permission. Corequisite: Enrollment in MUSC 123.

MUSC 147  Class Piano I  
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  
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  
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  
Basic principles of choral ensemble singing and study of appropriate choral literature. Open to all students. Prerequisite: None.

MUSC 151  Choir II  
Continuation of choral ensemble singing and study of additional choral literature. Open to all students. Prerequisite: None.

MUSC 152  Choir III  
A third quarter of choral ensemble singing and study of additional choral literature. Prerequisite: None.

MUSC 157  Class Voice  
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  
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  
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 major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 180A  Applied Music-Piano 1  
First course in a six-quarter sequence of private piano instruction designed for beginning or continuing piano students. The student's level will be assessed by the instructor, and appropriate music literature will be selected for study. Basic piano and performance technique will be developed. Prerequisite: None.

MUSC 180B  Applied Music-Piano 2  
Second course of private piano instruction designed to refine piano and performance technique through the study of selected pedagogical and/or classical repertoire. Prerequisite: MUSC 180A.

MUSC 180C  Applied Music-Piano 3  
Third course of private piano instruction. The student continues to learn skills and techniques for piano performance and expands his/her piano repertoire. Prerequisite: MUSC 180B.

MUSC 181  Applied Music-Voice  
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.

MUSC 182  Applied Music-Strings  
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  
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  
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 185  Applied Music-Percussion  
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 hospitals, homes, and home and community settings. Covers the nursing assistant’s role on the health care team, basic technical and personal care skills, measurement of body functions, restorative and rehabilitative techniques, communication, infection control, and 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 141  Fundamentals of Nursing 5
Introduces theoretical/conceptual framework of the nursing program including nursing process, human dimensions, the health-illness continuum and nursing practice concepts. Provides the foundation for professional nursing practice including legal and ethical concepts. 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 2
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 3
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, mental health concepts and individualized aging. 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 141 and NURS 142.
COURSE DESCRIPTIONS

NURS 144  Adult and Gerontological Nursing I  5
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 141, 142 and 143. Concurrent enrollment in NURS 145 and 146.

NURS 145  Technology and Therapeutics II  2
Focuses on skill development in medication administration including intravenous medications. Surgical asepsis, wound care, peri-operative 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 141, 142 and 143. Concurrent enrollment in NURS 144 and 146.

NURS 146  Adult and Gerontology Nursing Clinical I  5
Provide 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 gastrointestinal, genitourinary, and EENT systems. Prerequisite: Admission to the Nursing Program. Completion of NURS 141, 142, and 143. Concurrent enrollment in NURS 144 and 145.

NURS 147  Women’s Health Nursing  4
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. Concurrent enrollment in NURS 148.

NURS 148  Women’s Health Nursing Clinical  2.5
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 RNs. The focus is on the care of clients during the childbearing years, as well as the care of clients with women’s health concerns. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 147.

NURS 149  Family Centered Nursing  3
Focuses on the management of the pediatric client and family. Includes family theory, promotion of health and wellness of the infant child, and 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. Concurrent enrollment in NURS 150.

NURS 150  Family Centered Nursing Clinical  2.5
Provide opportunities for clinical experience with pediatric clients and their families in various settings such as acute care, outpatient and community, and simulation to adapting nursing skills to the pediatric client. Application of the nursing process to the pediatric client and family is stressed. Prerequisite: NURS 144, 145 and 146. Concurrent enrollment in NURS 149.

NURS 152  Pharmacology in Nursing  3
Provides the foundation of pharmacology as related to the practice of nursing. Course content includes pharmacetic, 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 ethical 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  4
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. Assess 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. Focuses on role of the RN in select clinical settings that will enhance student’s experiences. 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 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 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 NURS 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 NURS 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 and 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 4
Focuses 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. NURS 240, NURS 241 and NURS 242 and concurrent enrollment in NURS 246 and NURS 247.

NURS 246 Therapeutics and Technology III 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, NURS 241 and NURS 242. Concurrent enrollment in NURS 245 and NURS 247.

NURS 247 Adult and Gerontological Nursing III Clinical 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, NURS 241 and NURS 242. Concurrent enrollment in NURS 245 and NURS 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.

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. Concurrent enrollment in NURS 248 and 251.

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 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 healthcare. 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.
NUTRITION

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.

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 limit setting, language development, and socialization with peers. 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, social-emotional development, motivation, dealing with anger, communication, sexuality issues and school related issues. Prerequisite: None.

PEP 141 Parent-Child Communication  2
A practical skill-building class for parents 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 by and evaluating family dynamics and implementing alternatives to punishment. Prerequisite: None.

PEP 142 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: None.

PEP 143 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 145 Effective Parenting of Teens  2
This class provides parents and care givers 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 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 Gandhi, 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. 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

PE 107 Women's Body Sculpting  2
Designed for women to increase muscular strength and endurance and includes stretching for flexibility. Anatomy and components of physical fitness are discussed. Prerequisite: None.

PE 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.

PE 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.

PE 111 Weight Training  2
Proper weight training techniques. Instruction and practice in exercises that will develop a level of muscular strength and endurance. Circuit training will be utilized. Prerequisite: None.

PE 113 Volleyball  1
Emphasis on volleyball as an activity that promotes lifetime fitness. Prerequisite: None.

PE 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.

PE 116 Co-Ed College Softball  1
Emphasis on men's and women's softball as an activity that promotes lifetime fitness. Prerequisite: None.

PE 125 Introduction to Yoga  1
Hatha Yoga is an ancient system of physical postures, breathing exercises, and mental awareness that can lead the practitioner to a deep sense of well being. Exercises will increase strength, flexibility, stamina, and balance throughout the body as well as stress reduction and revitalization of spirit. Emphasis on developing a personal discipline. Prerequisite: None.

PE 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.

PE 133 Self-Defense and Safety Awareness  1
Includes hands-on practice of simple, yet effective principles and techniques for self-defense and discussions of awareness and avoidance of potentially dangerous situations. Size or physical condition of the student does not matter. Classes taught emphasizing the highest level of student safety. Prerequisite: None.
P E 135  Introduction to Martial Arts  1
Includes physical fitness, personal self-defense and traditional Karate. Classes are taught with an emphasis on mental awareness and philosophy of Karate Do. Classes are geared for individuals to train within their own capabilities, with a strong emphasis on individual safety. Prerequisite: None.

P E 136  Martial Arts II  1
Continues the study of physical fitness, personal self-defense and traditional Karate. Classes are taught with an emphasis on mental awareness and philosophy of Karate Do. Classes are geared for individuals to train within their own capabilities, with a strong emphasis on individual safety. Prerequisite: P E 135 or instructor’s permission.

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 182  Principles of Fitness  3
A step by step approach for creating and maintaining a well rounded exercise program incorporating cardiovascular endurance, muscle strength and endurance, flexibility, and body composition. Emphasis will be placed on factors that result in permanent lifestyle changes and encourage a lifetime of physical activity. Prerequisite: None.

P E 184  Lifetime Wellness II  5
A continuation of Lifetime Wellness, exploring personal health and wellness from a holistic perspective. Special emphasis on stress management and disease, non-traditional medicine, financial wellness, relationships and sexual health, mental health including addiction and depression, affecting change, health ethics, consumer health and health care and insurance. Prerequisite: P E 180 or instructor’s permission.

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.

P E 187  Introduction to Sports Psychology  3
Overview of the sport psychology profession. Includes a brief review of the history and origin along with the prominent pioneers in the field. Major emphasis on the various mental skills involved in training athletes in order to enhance performance. Skills such as visualization, concentration, relaxation and goal setting will be discussed. Prerequisite: None.

P E 210  Intermediate Body Conditioning  1
Concepts and principles of conditioning the body for lifetime fitness. Instruction and practice in exercises that will develop a level of strength, flexibility, and endurance which will provide a base of fitness. Prerequisite: P E 110.

P E 211  Intermediate Weight Training  2
Proper weight training techniques. Instruction and practice in exercises that will develop a level of muscular strength and endurance as a means of achieving cardiovascular fitness. Circuit training will be utilized. Prerequisite: P E 111.

P E 270  Advanced Body Conditioning  1
Concepts and principles of conditioning the body for lifetime fitness. Instruction and practice in exercises that will develop a level of strength, flexibility, and endurance which will provide a base of fitness. Prerequisite: P E 210.

P E 271  Advanced Weight Training  2
Proper weight training techniques. Instruction and practice in exercises that will develop a level of muscular strength and endurance. Circuit training will be utilized. Prerequisite: P E 211.

PHYSICS

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 thermodynamics, 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& 122 and 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, Engineering Physics I. 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, Engineering Physics II. 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 209  Fundamentals of Social Science Research Methods  5
Interdisciplinary course explores theories, techniques, and applications of quantitative and qualitative social science research methods. Topics include hypothesis testing, experimental design, research strategies and techniques, fundamentals of scientific writing, search and evaluation of research literature, and ethical issues in research. This course can only be taken once for credit and is cross-listed with ANTH 209, PSYC 209, and SOC 209. Strongly recommend one of the following: PSYC& 100 or SOC& 101 or SOC& 201 or POLS& 101 or ANTH& 206. Prerequisite: Eligible for MATH& 107.

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. ENGL& 101 (formerly WRIT 101) recommended. Prerequisite: None.

POLS 202  American Government  5
Examine the American Constitution, the evolution of the American system and the structure of the national government. This course presents an overview of the political culture, parties, elections, and interest group activities with special emphasis on current problems and issues. This course was formerly known as POL 200. ENGL& 101 (formerly WRIT 101) recommended. Prerequisite: None.

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
An understanding of human relations, self concept and the internal influences on one's thoughts, feelings and behaviors. An examination of the external and sociocultural influences on our relations with others. Other topics include communication principles, forming positive communication climates and human relations in our personal and professional lives. ENGL& 101 (formerly WRIT 101) recommended. Prerequisite: None.

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 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 209  Fundamentals of Social Science Research Methods  5
Interdisciplinary course explores theories, techniques, and applications of quantitative and qualitative social science research methods. Topics include hypothesis testing, experimental design, research strategies and techniques, fundamentals of scientific writing, search and evaluation of research literature, and ethical issues in research. This course can only be taken once for credit and is cross-listed with ANTH 209, SOC 209 and POLS 209. Strongly recommend one of the following: PSYC& 100 or SOC& 101 or SOC& 201 or POLS& 101 or ANTH& 206. Prerequisite: Eligible for MATH& 107.

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.

RUSS 122  Russian II  4  
Continued study of the Russian language within its cultural context, and further development of essential skills in listening, speaking, reading, and writing. Prerequisite: RUSS 121 or equivalent or instructor's permission.

RUSS 123  Russian III  4  
Continued study of the Russian language within its cultural context, and further strengthening of essential skills of listening, speaking, reading, and writing, with the emphasis on speaking. Prerequisite: “C* or better in RUSS 122 or equivalent or instructor’s permission.

SOCILOGY

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. ENGL& 101 (formerly WRIT 101) recommended. Prerequisite: None.

SOC 200  Introduction to Social Work  5  
Provides 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. ENGL& 101 (formerly WRIT 101) recommended. Prerequisite: None.

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 recommended.

SOC 205  Sociology of Race and Ethnicity: Diversity  5  
Explores concepts and complexities of race and ethnicity through a sociological lens. Examines diversity of racial and ethnic groups in the United States using sociological theories and empirical research. Includes social policy, social movements and race and ethnic relations. ENGL& 101 recommended. Prerequisite: None.

SOC 209  Fundamentals of Social Science Research Methods  5  
Interdisciplinary course explores theories, techniques, and applications of quantitative and qualitative social science research methods. Topics include hypothesis testing, experimental design, research strategies and techniques, fundamentals of scientific writing, search and evaluation of research literature, and ethical issues in research. This course can only be taken once for credit and is cross-listed with ANTH 209, PSYC 209 and POLS 209. Strongly recommend one of the following: PSYC& 100 or SOC& 201 or SOC& 201 or POLS& 101 or ANTH& 206. Prerequisite: Eligible for MATH& 107.

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 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.

SOC 285  Food and Society: Diversity  5
An understanding of the social and cultural aspects of food, including how food is informed by and related to identity, gender, social class, religion, race, ethnicity, family, health and social justice movements. An examination of food systems; production, consumption and distribution, as well as how food reproduces social and economic relationships and inequalities locally and internationally. Prerequisite: Eligible for ENGL& 101.

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 that 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.
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, selection 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 performance 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 equipment, 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 equipment, 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 equipment, 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 equipment, 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 or the combined WELD 111, 112 and 113.

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, and 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, and 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, and 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 154  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.
REFERENCE GUIDE

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## INSTRUCTIONAL CALENDAR

### Summer Quarter 2013
- First Day of Instruction: July 1
- 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 (no DAY classes): 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 Days: Dec. 16
- Quarter Break: Students: Dec. 16 – Jan. 3
- Faculty: Dec. 17 – Jan. 3

### Winter Quarter 2013
- First Day of Instruction: Jan. 6
- Martin Luther King Day (no classes): Jan. 20
- President’s Day (no classes): Feb. 17
- Student Advising Day (no DAY classes): Feb. 20
- Last Day of Instruction: March 19
- Faculty Day: March 20-21
- Final Examination Days: March 24-29
- Quarter Break: Students: March 31 – April 4
- Faculty: March 31 – April 4

### Spring Quarter 2013
- 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 2013
- First Day of Instruction: July 1
- Independence Day (no classes): July 4
- Last Day of Instruction: Aug. 21
- Final Examination Days: Aug. 21-22
- Quarter Break: Students: Aug. 25 - Sept. 19
- Faculty: Aug. 25 - Sept. 12

### Fall Quarter 2014
- Kick-off Week: Sept. 15-19
- First Day of Instruction: Sept. 22
- Student Advising Day: Nov. 5
- Veterans Day (no classes): Nov. 11
- Thanksgiving (no classes): Nov. 27-28
- Last Day of Instruction: Dec. 5
- Final Examination Days (day/night): Dec. 8-13
- Faculty Day: Dec. 15
- Quarter Break: Students: Dec. 15 – Jan. 2
- Faculty: Dec. 16 – Jan. 2

### Winter Quarter 2014
- New Years Day Observed: Jan. 1
- First Day of Instruction: Jan. 5
- Martin Luther King Day (no classes): Jan. 19
- President’s Day (no classes): Feb. 16
- Student Advising Day (no DAY classes): Feb. 19
- Last Day of Instruction: March 19
- Faculty Days: March 22
- Final Examination Days: March 23-28
- Quarter Break: Students: March 30 – April 4
- Faculty: March 30 – April 4

### Spring Quarter 2014
- First Day of Instruction: April 6
- Student Advising Day (no DAY classes): May 19
- Memorial Day (no classes): May 25
- Last Day of Instruction: June 16
- Final Examination Days: June 17-23
- Graduation: June 19
- Quarter Break: Students: June 24 – 30
- Faculty: June 24 – 30

### Summer Quarter 2014
- First Day of Instruction: July 1
- Independence Day (no classes): July 4
- Last day of Instruction: Aug. 24
- Final Examination Days: Aug. 25-26
CAMPUS DIRECTORY

Campus Telephone ............................................... (360) 754-7711
TDD Special Services ................................................. (360) 596-5439
Admissions ........................................................... (360) 596-5241
Applied Technology ................................................. (360) 596-5245
Bookstore ...........................................................(360) 596-5303
Cafeteria ............................................................... (360) 596-5330
Career Center ......................................................... (360) 596-5239
Cashier ................................................................. (360) 596-5265
Child Care Center ................................................... (360) 596-5660
Community Education ............................................ (360) 596-5753
Cooperative Work Experience/Internships ............. (360) 596-5359
Counseling ............................................................ (360) 596-5261
Enrollment Services ................................................ (360) 596-5241
Enrollment Services Fax ........................................... (360) 596-5709
Financial Aid ........................................................... (360) 596-5232
Hawks Prairie Center ............................................. (360) 596-5750
Humanities/Communication .................................... (360) 596-5595
Instruction Office .................................................... (360) 596-5209
International Student Services ................................. (360) 596-5396
Library ................................................................. (360) 596-5271
Lost and Found ....................................................... (360) 596-5299
Media Center ........................................................ (360) 596-5271
Natural and Applied Sciences ................................. (360) 596-5287
Security ................................................................. (360) 596-5299
Social Sciences and Business .................................. (360) 596-5256
Student Life .......................................................... (360) 596-5306
Veterans’ Information ............................................. (360) 596-5242
Worker Retraining .................................................. (360) 596-5424