The skills you need for the life you want.
South Puget Sound Community College students Nhan Hoang and Teal Christensen have clear ideas of what “the good life” means to them. Both are well on their way to their good lives thanks to their education at SPSCC.

“SPSCC has aided immensely in my development of real, tangible academic and professional goals. Attending this school has helped me realize what exactly I want to pursue as a career,” Christensen said.

“SPSCC is like a second home of mine. Its community has saved me from the darkness, opened my mind to more knowledge about other issues, and to help people,” Hoang added.

Enroll today, and get started on the path to your Good Life.

“My version of ‘the good life’ is to be who am I, respect the others, and love.”
- Nhan Hoang, 19, Business

“My version of ‘the good life’ involves success in my career, many long and great friendships, and an excessive amount of adventuring!”
- Teal Christensen, 17, Communications
Welcome

We all want a prosperous life: a life where we can provide for ourselves and for our families; one where we can be productive and can contribute to our communities ... a good life. At South Puget Sound Community College, we are committed to helping our students achieve the skills they need for the life they want.

The pathway to that prosperous life may start at South Puget Sound then transfer to a four-year college or university. Or the path may take you through one of our professional-technical programs and directly into the workplace.

Along the way, you will find creative and innovative faculty and staff committed to excellence and to the successful completion of your education goals. You’ll learn in a respectful, inclusive environment, and you’ll find that our connections to our community will enrich your college experience. At the completion of your journey, we want you to leave us with the educational and professional skills that will help you thrive in the world beyond the classroom.

Welcome to South Puget Sound Community College and to the path to the life you want.

Olympia, WA

Quick Facts:

- Olympia is the capital of Washington State
- Population: 46,478 (2010 census)
- Olympia is home to a vibrant arts and music scene
- Sister city to Kato City, Japan (formerly Yashiro)
- Numerous parks
- Attractions include the Heritage Park Fountain, the Washington Center for the Performing Arts, the Hands On Children’s Museum and more.
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 supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

Core Theme 1: Expand Student Retention and Completion

We are committed to increasing student achievement by constructing clear degree and certificate pathways supported by measurable outcomes.

Core Theme 2: Inspire Teaching and Learning Excellence

Our faculty are inspired to continually grow as teachers and to lead instructional change that increases student engagement, achievement, and completion. Our students acquire the educational and professional skills they need to thrive in the world beyond the classroom.

Core Theme 3: Advance Equity and Embrace Diversity

We embrace the diversity of our changing community and strive to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all.

Core Theme 4: Champion Innovation

We promote a culture of creativity among staff and faculty by encouraging innovation leading to student success. Teamwork and collaboration across disciplines and work areas are essential aspects of the innovation we seek.

Core Theme 5: Build Community

We engage our community of students and stakeholders by enhancing campus culture, increasing access to college services, and growing economic development.

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 conditionally approved by the Washington State Nursing Care Quality Commission. 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.

Fall 2013 Enrollment

6,155 Students
4,708 (State Supported)
43% Male
55% Female
2% Not Reported

Average Age: 28.5

Type of Student

47% Transfer
40% Workforce
7% Basic Skills
6% Other

By Ethnicity

61% Caucasian
8% Asian/Pacific Islander
9% Hispanic
3% African American
2% American Indian/Alaska Native
7% Multiracial
2% International
7% Undeclared

By Residence

85% Thurston County
1% Lewis County
5% Mason County
3% Grays Harbor County
5% Other (including international)

Fall 2013 International Students

Canada
China
France
Guatemala
Honduras
Hong Kong
India
Japan
Kazakhstan
Libya
Macau
Malaysia
Saudi Arabia
South Africa
South Korea
Spain
Taiwan
Thailand
Vietnam
Yemen
Advancing Equity. Embracing Diversity.

The Office of Diversity and Equity
The Center for Student Success (Building 22), Second Floor
(360) 596-5383
The Office of Diversity and Equity works with students, faculty and staff to implement educational and cultural programs that enhance cultural awareness and sensitivity to promote diversity on campus. The office also provides leadership in creating a campus climate that is inclusive and welcoming to all students, and serves as a hub for all students to come together and celebrate our diverse campus community.

Disability Support Services
The Center for Student Success (Building 22), Room 260
(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 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.

Safe Zone Team
(360) 754-7711 x3235 (Bias report line)
South Puget Sound Community College works to create and maintain an environment that welcomes, values and supports those who work and study here. In the event of a bias-motivated incident or hate crime, the college has created a response team to address the matter.

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

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

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

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

Campus members can report an incident by:
> Calling the Bias Reporting Line at (360) 754-7711 x3235;
> Reporting the incident to the Security Office (Bldg. 25 Room 104) at (360) 596-5299;
> Sending an email 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.

South Puget Sound Community College is an equal opportunity institution.
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How do I begin?

We try to make it easy for you to begin your journey. Just follow these steps:

1. **Apply or Reapply**
   You can apply for admission online (www.spscc.edu) or in person in The Center for Student Success (Building 22). Check online for important dates and deadlines.

2. **Sign up for your My.SPSCC email account**
   This is the email address the college will use to communicate with you, and also gives you access to Cloud-based Office365.

3. **Apply for Financial Aid**
   Applying for financial aid is also a multi-step process. You’ll want to apply early while working on the admissions process.

4. **Skills Assessment**
   The placement tests or transcript reviews will make sure you are at the right academic level.

5. **Advising and Registration**
   New students attend a registration lab, online or in person.

6. **Pay Your Tuition**
   Pay your tuition and fees online or in person.

   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.

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Enrollment Services

The Center for Student Success (Building 22), Second Floor
(360) 596-5241; enrollmentservices@spscc.edu

Make your Transfer Credits Count

If you have credit at other colleges, make sure to submit your official transcripts along with a transfer of credit request form. Students receiving financial aid may be required to complete the transfer of credit process in order to receive financial aid. More information can be found at http://www.spscc.edu/admissions/transfercredits.
Get Started in One-Stop

One-Stop Shop

The Center for Student Success (Building 22) creates a one-stop shop for student needs. From help applying for college and financial aid, to applying for graduation when the time comes, the Center for Student Success aims to be the first and last place you set foot on your journey to a good life.

The Center for Student Success houses Enrollment Services, Financial Aid, Counseling, Advising, the Testing Center, the Diversity and Equity Center, Veterans Services, Disability Support Services, tutoring, eLearning, the Library, the WSECU Center for Career Services, and more.

The center also houses a number of tech stations for students to collaborate in groups or for projects. The Clipper Shop, a coffee stand, and lots of comfortable spots to do homework, read, or just hang out.

Access and Options

We offer a variety of ways to take classes, so there’s bound to be a fit for your schedule. This includes traditional classroom settings, online courses, hybrids that blend both, and web-enhanced courses, which still meet in person, but have online components.

1. Web-enhanced, face-to-face classes use a learning management system (LMS) 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 among 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 course schedules.

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.

Tuition, Fees and Registration

Washington residents pay regular in-state tuition. 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, recent veterans, refugees, their spouses and dependents, and undocumented students who graduated high school or the equivalent in Washington state. Contact Enrollment Services for more information at enrollmentservices@spscc.edu.

Tuition rates are set by the Legislature. Current tuition rates and due dates are published each quarter online at spscc.edu.

The college charges a quarterly $15 matriculation fee, and a quarterly technology fee at the following rate: a student in 1-9 credits $25; students in 10 or more credits $35; ABE/ESL/GED/Parent Co-op students $10. An additional per credit fee of $1.90 is assessed for the first 10 credits per quarter. This additional fee was established by a vote of the students to cover costs of a Student Union Building fund. For up-to-date information, see the quarterly publication Advance, visit www.spscc.edu, or contact the Cashier’s Office at (360) 596-5246.

Tuition and fees are due by the posted due date for each quarter, or within 24 hours of registration for students registering after the tuition due date. See www.spscc.edu/registration for additional registration dates, times, and policies.
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-students. Student Handbooks are provided at all new student advising sessions and are available in the Office of Student Life or online on the Current Students page.

Student Privacy
Your student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) which grants you specific rights and protections regarding your student record. These rights include the ability to inspect your record, obtain copies, and to keep others from accessing your record without your permission. For more information go to http://www.spscc.edu/ferpa.

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.
Learning Resources

Accounting Learning Center
Building 34, Room 133
(360) 596-5379

The Accounting Learning Center is a place where any student enrolled in accounting courses, as well as Business Math (BUS 104) students, can get free tutoring and assistance on accounting homework assignments. Tutoring is available on a walk-in basis as well as by appointment.

The center is staffed by qualified lab technicians and student tutors who are closely supervised by accounting faculty members. In addition to having completed accounting coursework at South Puget Sound Community College, the lab technicians and student tutors have also received special training in tutoring techniques. The center also provides make-up testing which when approved by an accounting faculty member can be scheduled with a lab technician.

Library
The Center for Student Success (Building 22), First Floor
Library (360) 596-5271

Students, faculty and staff are welcome to use Library 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, media rooms, 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. Equipment such as netbooks, graphing calculators, jump drives and more 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 can be borrowed from other libraries locally or throughout the Northwest.

Math Center
Building 32, Room 102
(360) 596-5505

The Math 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 business and economics classes. This is a free, walk-in center. No appointment is necessary.

Science Tutoring Center
Building 35, Room 310
(360) 596-3647

The Science Tutoring Center at SPSCC offers free walk-in tutoring help for all South Puget Sound Community College students. Our tutoring center is staffed by science faculty and student-peer tutors. Support is available for all science courses including: biology, chemistry, geology, and physics.

The Science Tutoring Center is a great place to do homework and get coached right away so you can move on. Tutors support and guide you as you work on special projects, develop study strategies, write lab reports, and use the science software that many courses require. Computers with Internet access, chemistry model kits, anatomy models, and reference books are available for students to use in the center.

Student Computing Centers (Computer Labs)
Building 34, Room 103, 105, and 106
(360) 596-5273

The Student Computing Center provides access to computers with the most current software, and provides both drop-in and individual tutoring to CIS students at no cost. Tutors staff the computing center and are always available for drop-in help when students have clarifying questions or need help with a particular concept on a homework assignment. For students struggling in CIS class, students can also access individual tutoring by appointment, which provides longer, more dedicated time with a tutor to support student learning throughout the course.

Writing Center
The Center for Student Success (Building 22), First Floor
(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.
Academic Support Resources

**Advising**
The Center for Student Success (Building 22)
(360) 596-5241

Educational planners 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 the Center for Student Success. For more advising information, visit www.spscc.edu/current-students.

**ESS 101:** All new students who are seeking a degree or certificates of Proficiency or Completion and who place into pre-college math or English are required to take ESS 101: Navigating College Resources. This two credit class introduces students to the resources available to them at SPSCC to support them in success as a student on our campus. Topics include academic culture and expectations, college terminology and structure, financial literacy, technology, using campus services, library resources, student life, career exploration, and educational planning. For more information see the Advising Center in the Center for Student Success.

**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 the Center for Student Success.

**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.

**eLearning**
The Center for Student Success (Building 22)
(360) 596-5314

The eLearning Team is available to help students, faculty and staff. We support teaching and learning on and off campus through the use of our course management system, lecture capture, and web conferencing platforms. eLearning also offers many training opportunities for staff and faculty. We support a state-of-the-art media classroom for high-quality lecture capture and streaming, and media pods are available at scheduled times for creating audio and/or video recordings, presentations, or editing images. eLearning current hours can be found at http://elearningatspscc.weebly.com or call (360) 596-5314.
One-Stop Student Center
The Center for Student Success (Building 22), Second Floor
(360) 596-5241
The Student Services One-Stop provides answers to questions and assistance for getting started, financial aid, registration, Running Start, veteran’s benefits, Worker Retraining, WorkFirst, BFET, Opportunity Grant, transcript evaluation, and special program admissions, and is your destination for transcript requests.

GED Testing
(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 from the college. For more information about the High School Completion program, contact Enrollment Services at (360) 596-5238.

South Puget Sound Community College students can also opt into the Degree Completion program offered SHB 1758. This allows the college to award a high school diploma to any individual, twenty-one years or older, who satisfactorily completes an associate degree.

Learning Communities
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.

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) 596-5447.

Testing Center
The Center for Student Success (Building 22), Room 201
(360) 596-5770 or testing@spscc.edu
The Testing Center offers the ACCUPLACER as its college placement test, High School Equivalency Test (GED®), 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.
WSECU Center for Career Services
Building 22, Room 250
(360) 596-5567

The WSECU Center for Career Services 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.

Cooperative Work Experience/Internships

The Cooperative Work Experience/Internship 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 WSECU Center for Career Services. 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 190S 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 Canvas. 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.
Financial Resources

Scholarships
The Center for Student Success (Building 22), Second Floor and the College Foundation (Building 25, Second Floor)
(360) 596-5232

The Student Financial Services Office maintains information on private scholarships and free scholarship search websites. Applications and information for South Puget Sound Community College Foundation scholarships are available 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.spscc.edu/scholarships.

Student Financial Services
The Center for Student Success (Building 22)
(360) 596-5232
www.spscc.edu/finaid

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, gender and gender identity, race, color, religion, national origin or physical disability.

The Student Financial Services 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 Student Financial Services 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 Student Financial Services Office for more information.

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.
Essential Services

Bookstore
Student Union Building, First Floor
Clipper Shop - The Center for Student Success (Building 22)
(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 and 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 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 online.

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.

Parking
Parking permits are not required for vehicles to park on campus. Security officers do enforce applicable parking and traffic laws, rules and regulations.

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.

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.

Percival Dining Room
Student Union Building (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.

Security Office
Building 25, Room 104
(360) 596-5299

The Security Office provides many services, including:
> escorts to on-campus locations;
> parking information;
> carpool information;
> jumper cable service for dead batteries;
> help for motorists whose keys are locked in their cars;
> response to criminal, medical and fire calls;
> lost and found.

In keeping with the Jeanne Clery Act, information about campus safety policies, procedures and crime statistics is available in the Security Office and online at www.spscc.edu/security. Security officers are available 24 hours by calling (360) 596-5299.

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.

Students should sign up for E2Campus Alerts to receive official text message alerts regarding campus emergencies at www.e2campus.net.

Disability Support Services
The Center for Student Success (Building 22), Room 260
(360) 596-5306
See page 3.

Food Services
Student Union Building (Building 27)
(360) 596-5347

The Clipper Cafe is the college-operated cafeteria located in the Student Union Building and is open Monday through Friday. See Percival Dining Room for fine dining options.
Veteran’s Services

Veterans Education Office
The Center for Student Success (Building 22), Second Floor
(360) 596-5232

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 Agency (WEB/SAA).

*Recipients of transferred entitlement under CL 33.

Veterans, the children and spouses of deceased and 100-percent disabled veterans and eligible members of the selected reserves should contact the One Stop in the Center for Student Success (Bldg. 22) 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.
Social Life and Personal Resources

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

The Campus Activities Board puts together student events ranging from fun activities like karaoke and sushi competitions, to information events like club fairs, and a whole lot more. Students are employed as CAB members. Working for the CAB 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.

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 ages 3 months to 6 years old. 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
saw.spscc.edu/clubs

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, the Automotive Club, the Pacific Islander’s Club, the Veteran’s Club, and many, many more.

Counseling
The Center for Student Success (Building 22), Room 260
(360) 596-5306

Counselors provide a supportive atmosphere where students can reflect on major decisions or talk about important issues in their lives. The counseling staff is committed to helping students achieve success with their personal, academic and career goals. 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 dealing with the life pressures that affect one’s mental health and emotional well-being.

Counselors also assist with referral and information about community resources, occupational information resources, offer classes and workshops in career/life planning, stress management, study skills and test taking.

Our counselors are also trained teaching faculty and any information shared with them is confidential.
Diversity and Equity Center
The Center for Student Success (Building 22), Second Floor
(360) 596-5383
See Page 3

The Gallery at the Kenneth J. Minnaert Center for the Arts
Minnaert Center (Building 21)
(360) 596-5527
The Gallery at the Kenneth J. Minnaert Center for the Arts offers a diverse range of visual arts exhibits and programs to enrich the educational experiences of students and the community.

The Gallery is open Monday through Friday from noon to 4 p.m. and by appointment. To schedule an appointment, contact the gallery via email at artgallery@spscc.edu or call (360) 596-5527.

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.

More information about Clipper athletics is available online at saw.spscc.edu/athletics.

Music Program Concerts
Kenneth J. Minnaert Center for the Arts; www.spscc.edu/music
(360) 596-5507
Throughout the school year, the South Puget Sound Community College Concert Choir holds public concerts featuring students in our Music Program and guests at the Kenneth J. Minnaert Center for the Arts.

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.

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.

Theatre
Kenneth J. Minnaert Center for the Arts; www.spscc.edu/theatre
(360) 596-5411
The South Puget Sound Community College Drama Program puts on a wide variety of plays each year in the Kenneth J. Minnaert Center for the Arts Black Box Theater and Mainstage. These include traditional and favorite plays; musicals; newer, edgier plays; and everything in between.
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 an 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 link.

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 advising to assist them in degree planning and course selection. International Student Services can assist students in locating apartments or connect students with our homestay agency. 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.

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 ye 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 email at sbuendel@spscc.edu.
Corporate and Continuing Education

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.

Heritage Bank Center for Corporate Training
The Heritage Bank Center for Corporate Training is a key resource for education and training for area employers and community members. Offerings are developed based on the needs and goals of business, industry and state agencies in Thurston County.

The Center offers a number non-credit professional certificate programs:
> Business Analysis (Certificate of Achievement) IIBA© Endorsed Education Provider
> Graphic Designer I (Certificate of Achievement)
> Human Resource Management (Certificate of Achievement) HRCI© Approved Provider
> Leadership Development (Certificate of Achievement)
> Nutritional Therapist Training Program (sponsored by NTA)
> Personal Trainer Certificate Program (Certificate of Achievement)
> Project Management (Certificate of Achievement) PMI© Registered Education Provider

Professional and Technical Consulting
The Heritage Bank Center for Corporate Training provides flexible, customized consulting services to assist business and state agencies. The Center makes it easy to contract for services such as project management website development database support and more.

Center for Continuing Education
The college’s continuing education classes are designed to offer personal enrichment opportunities to our community. Classes are taught by instructors who are experts in their fields. Most offerings are non-credit, student supported, and not funded by state dollars.
> If an offering is delivered for credit it will fall under the college’s established review and approval process.
> Continuing Education units are provided for for-credit offerings through the college’s enterprise reporting system and based on state guidelines for value of credit-to-hours ratio.
> If an offering is for credit, the refund policy matches the college’s established refund policy. If it is a non-credit class, the refund policy is 100 percent refund if the student withdraws five (5) working days before the first class.
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.

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.

> 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.

South Puget Sound Community College has established the following college-wide abilities that are imbedded into each program:

> 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 REQUIREMENT: Based on placement testing, students enrolling in this program may need to complete basic skills and/or pre-college English 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.

These requirements may be met by taking courses at South Puget Sound Community College, or may be waived based on previous college course work or testing.

All students required to complete precollege Math or English coursework must complete ESS 101: Navigation of College Resources (2 credits) within their first two quarters of attendance.

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 or at www.spscc.edu/internship

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 33-34 for specific courses.

Requirements for All Transfer Degrees

Associate in Arts & Associate in Science Degree Requirements

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

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

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

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

Seventy-five of the 90 required credits in courses numbered 100 or above must be selected from the General Education Requirements for the Associate in Arts/Associate in Science-Direct Transfer Agreements (see page 31) and must include the following:

> A minimum number of credits in communications, humanities, natural sciences and social sciences;

> A minimum number of credits and demonstrated proficiency related to quantitative skills;

> A minimum number of elective credits from the General Education Requirements for the Associate in Arts/Associate in Science-Direct Transfer Agreements. For detailed information on degree requirements for the Associate in Arts and the Associate in Science, see the Programs of Study section of this catalog.
Requirements for other Associate Degrees

Associate in Applied Science Degree Requirements

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

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

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

Associate 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 090 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 or English 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.

See page 10.

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.
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Transfer Degrees

Associate in Arts DTA Degree

An Associate in Arts-Direct Transfer Agreement 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.

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

For details, see degree requirements on page 25 and the Associate in Arts Direct Transfer.

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.

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

For details, see degree requirements on page 29-30 and the Associate in Science Transfer.

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 a minimum of 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 details, see degree requirements on page 27 and the Associate in Biology Direct Transfer.

Associate in Business DTA/MRP

The Associate in Business-Direct Transfer Agreement/Major Related Program is designed for students interested in a pathway to transfer to a four-year school of business in Washington state.

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

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

For details, see degree requirements on page 26 and the Associate in Business Direct Transfer.
Associate in Applied Science-T (AAS-T)

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

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

Associate Degree in Nursing

The Associate Degree in Nursing program represents the successful completion of the college-modified, career-ladder nursing program. After passing the National Council for Licensure Examination (NCLEX-RN) and obtaining a state registered nurse license, graduates can practice as registered nurses.

For details, see degree requirements on page 60 and the Associate Degree in Nursing.

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 Pre-Nursing Direct Transfer Agreement/Major Related Program

The Associate in Pre-Nursing Direct Transfer Agreement/Major Related Program is designed for students interested in a pathway to transfer to a four-year school of nursing in Washington state.

For details, see degree requirements on page 28 and the Associate in Pre-Nursing Direct Transfer.
Washington 45: One-Year Transfer Courses

A student who completes courses selected within the general education categories listed below at a public community, technical, four-year college or university in Washington state will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state.

For transfer purposes, a student must have a minimum grade of C or better (2.0 or above) in each course completed from this list.

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

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

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 disciplines2) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101

For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

> Social Science (10 credits in two different subject areas or disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202

For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

> Natural Sciences (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab

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

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

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

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).
Associate in Arts

DIRECT TRANSFER AGREEMENT (DTA) (90-92 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 intended to meet the transfer requirements of the four-year colleges and universities as outlined in the Intercollegiate Relations Commission Handbook.

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 22 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 required.

Core Requirements

Communication

ENGL& 101 English Composition I 5
AND Choose one of the following: 5
ENGL& 102 Composition II
ENGL& 102B Composition II: Visual Culture
ENGL& 102C Composition II: Service Learning

Quantitative

5 credits from the quantitative General Education Distribution

Humanities

15 credits from 3 disciplines No more than 5 credits in performance/skill courses. No more than 5 credits of foreign language at the first year level.

Social Science

15 credits from 3 disciplines

Natural Science

15 credits from 3 disciplines. Must include 1 lab science

Electives

15 credits from the General Education Distribution (AA), no more than 3 PE Activity credits.
15 credits 100 level and above
Associate in Biology

DIRECT TRANSFER AGREEMENT (DTA)/MAJOR-RELATED PROGRAM (MRP)
(90-92 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.

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 required.

Core Requirements

Communication
ENGL& 101 English Composition I 5
AND Choose one of the following: 5
ENGL& 102 Composition II
ENGL& 102B Composition II: Visual Culture
ENGL& 102C Composition II: Service Learning

Quantitative
MATH& 151 Calculus I 5

Humanities
15 credits from 3 disciplines No more than 5 credits in performance/skill courses. No more than 5 credits of foreign language at the first year level.

Social Science
15 credits from 3 disciplines. No more than 5 credits in performance/skill courses. No more than 5 credits of foreign language at the first year level.

Chemistry
CHEM& 161 General Chem w/Lab I 5
CHEM& 162 General Chem w/Lab II 5
CHEM& 163 General Chem w/Lab III 5

Biology
BIOL& 211 Majors Cellular 5
BIOL& 212 Majors Animal 5
BIOL& 213 Majors Plant 5

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

**MATH& 141 and MATH& 142 may be waived based on appropriate placement testing.

If waived, an additional 10 credits of general education electives will be required to meet the 90 credit minimum.

MATH& 141 Precalculus I 5
MATH& 142 Precalculus II 5
Associate in Business

DIRECT TRANSFER AGREEMENT (DTA)/Major Related Program (MRP) (90-92 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:
- Appreciate the multiple contexts of business—social, political, economic and legal—within a domestic and global environment;
- Define how elements of the legal environment impact business;
- Record transactions and prepare financial statements for a business entity;

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.

Core Requirements

Communication
10 credits (see note 1)
ENGL 101 English Composition I 5
ENGL 102 Composition II 5

Quantitative
10 credits total must include 5 credits of business calculus, Calculus I or a higher level math that includes calculus as a prerequisite. May include finite math or pre-calculus prerequisites for calculus or other courses to prepare for bus. calculus.
MATH 146 Business Calculus 5

Humanities
15 credits from 3 disciplines Choose from General Education (AA) (No more than 5 credits in performance/skill courses are allowed) (see notes 2, 3). No more than 5 credits of foreign language at the first year level.

Social Science
ECON 201 Micro Economics 5
ECON 202 Macro Economics 5

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

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

Notes:
1. To meet current EWU requirements, the second English Composition course must be equivalent to EWU’s English 201- College Composition: Analysis, Research, and Documentation.
2. Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. Five (5) credits in world languages may apply to the Humanities requirement.
3. Students are encouraged to include a speech or oral communication course (not small group communication).
4. Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.
5. International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.
6. Four institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:
   - WSU (all campuses): Management Information Systems MIS 250
   - Gonzaga: Management Information Systems BMIS 235
   - PLU: computer applications CSCE 120, either an equivalent course or skills test
   - SPU: Spreadsheets BUS 1700, either an equivalent course or skills test

WWU: Introduction to Business Computer Systems MIS 220 (for transfer students entering fall 2014)
Associate in Pre-Nursing

DIRECT TRANSFER AGREEMENT (DTA)/MAJOR RELATED PROGRAM (MRP)  
(90-92 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 most 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.

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 22 or online 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 required.

Core Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ENGL 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>Quantitative</td>
<td>MATH 146</td>
<td>Introduction to Stats</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>Social Science</td>
<td>PSYC 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PSYC 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>Natural Science</td>
<td>BIOL 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>BIOL 241</td>
<td>Human A &amp; P 1</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>BIOL 242</td>
<td>Human A &amp; P 2</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>BIOL 260</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM 121</td>
<td>Intro to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM 131</td>
<td>Intro to Organic/Biochem</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NUTR 101</td>
<td>Nutrition</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

5 credits must be from the General Education (AA). No more than 3 PE Activity credits may be used.
Associate in Science Track 1

*(90-92 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 of 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 I 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 Commission Handbook.

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 90-92 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 required.

### Core Requirements

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td><strong>Quantitative</strong></td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 151 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>AND Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 153 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146 Introduction to Stats</td>
<td>5</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Humanities or Social Science</strong></td>
<td>5</td>
</tr>
<tr>
<td>Must be in different discipline than those above. Should fulfill diversity requirement.</td>
<td>5</td>
</tr>
</tbody>
</table>

### Natural Science

<table>
<thead>
<tr>
<th>Natural Science</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM&amp; 161 General Chem w/Lab I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 162 General Chem w/Lab II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 163 General Chem w/Lab III</td>
<td>5</td>
</tr>
<tr>
<td>AND BIOL&amp; 211 Majors Cellular</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 212 Majors Animal</td>
<td></td>
</tr>
<tr>
<td>BIOL&amp; 213 Majors Plant</td>
<td></td>
</tr>
<tr>
<td>OR PHYS&amp; 114 General Phys I w/Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 115 General Phys II w/Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 116 General Phys III w/Lab</td>
<td></td>
</tr>
<tr>
<td>OR PHYS&amp; 221 Engr Physics I w/Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 222 Engr Physics II w/Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 223 Engr Physics III w/Lab</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Science

Must be pre-approved by advisor. 10-15 credits in physics, geology, organic chemistry, biology, botany or math normally taken for science majors.

### Electives

15 credits from the General Education (AA) No more than 3 PE Activity credits are accepted as transfer

**MATH& 141 and MATH& 142 may be waived based on appropriate placement testing. If waived, an additional 10 credits of general education electives will be required to meet the 90 credit minimum.**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 141 Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142 Precalculus II</td>
<td>5</td>
</tr>
</tbody>
</table>
Associate in Science Track 2
(90-92 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.

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.

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, BIOL& 212 Majors Animal, CHEM& 162 General Chem w/Lab II, CHEM& 163 General Chem w/Lab III, CHEM& 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

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**Core Requirements**

**Communication**
ENGL 101 English Composition I 5

**Quantitative**
MATH& 151 Calculus I 5
MATH& 152 Calculus II 5

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

**Humanities**
5

**Social Science**
5

**Humanities or Social Science**
Must be in different discipline than those above. Should fulfill diversity requirement. 5

**Chemistry**
CHEM& 161 General Chem w/Lab I 5

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

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

**MATH& 141 and MATH& 142 may be waived based on appropriate placement testing. If waived, an additional 10 credits of general education electives will be required to meet the 90 credit minimum.

MATH& 141 Precalculus I 5
MATH& 142 Precalculus II 5
## Distribution Requirements for General Education

**ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE**

### Direct Transfer Degrees

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Comm</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
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<tr>
<td><strong>D</strong> CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
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<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
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<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
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<td><strong>D</strong> CMST 240</td>
<td>Intercultural Communication: Diversity</td>
</tr>
<tr>
<td>CMST 260</td>
<td>Communication and Conflict</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENGL&amp; 102B</td>
<td>Composition II (Visual Culture)</td>
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<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
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<td>ENGL&amp; 102D</td>
<td>Composition II: Writing About Literature</td>
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<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
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<td>MATH&amp; 107</td>
<td>Math in Society</td>
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<td>MATH&amp; 131</td>
<td>Math for Elem Educ 1</td>
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<td>MATH&amp; 132</td>
<td>Math for Elem Educ 2</td>
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<td>MATH&amp; 141</td>
<td>Precalculus I</td>
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<td>MATH&amp; 142</td>
<td>Precalculus II</td>
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<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
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<tr>
<td>MATH 147</td>
<td>Precalculus for Business/Social Sciences</td>
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<tr>
<td>MATH&amp; 148</td>
<td>Business Calculus</td>
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<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
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<td>MATH&amp; 152</td>
<td>Calculus II</td>
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<tr>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
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<td>MATH 205</td>
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<td>MATH 238</td>
<td>Differential Equations</td>
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<td>MATH&amp; 254</td>
<td>Calculus IV</td>
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<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
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<tr>
<td>*ART 101</td>
<td>Introduction to Art</td>
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<tr>
<td>ART 111</td>
<td>Art History: Ancient and Medieval</td>
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<td>ART 112</td>
<td>Art History: 14th to 17th Centuries</td>
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<td>ART 133</td>
<td>Art History: Modern</td>
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<td>ART 145</td>
<td>Art of World Cultures</td>
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<td><strong>D</strong> ART 115</td>
<td>Latin American Art and Culture: Diversity</td>
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<tr>
<td>*ART 120</td>
<td>Drawing</td>
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<td>*ART 130</td>
<td>2D Design</td>
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<td>*ART 135</td>
<td>3D Design</td>
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<td>*ART 155</td>
<td>Sculpture</td>
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<tr>
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<td>Painting</td>
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<td>*ART 165</td>
<td>Watercolor Painting</td>
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<td>Digital Photography</td>
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<td>*ART 175</td>
<td>Mixed Media</td>
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<tr>
<td>*ART 220</td>
<td>Intermediate Drawing</td>
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<tr>
<td>*ART 250</td>
<td>Intermediate Ceramics</td>
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<tr>
<td>*ART 251</td>
<td>Advanced Ceramics</td>
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<td>*ART 260</td>
<td>Painting Studio</td>
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<td>*ART 270</td>
<td>Intermediate Digital Photography</td>
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<tr>
<td>ASL&amp; 121</td>
<td>Am Sign Language I</td>
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<tr>
<td>ASL&amp; 122</td>
<td>Am Sign Language II</td>
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<tr>
<td>ASL&amp; 123</td>
<td>Am Sign Language III</td>
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<td>ASL&amp; 222</td>
<td>Am Sign Language V</td>
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**NATURAL SCIENCE**

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ANTH& 100 Survey of Anthropology 5
ANTH& 104 World Prehistory 5
ANTH& 204 Archaeology 5
\textbf{\textbullet} ANTH& 206 Cultural Anthropology: Diversity 5
ANTH& 207 Linguistic Anthropology 5
\textbf{\textbullet} ANTH& 210 Indians of North America: Diversity 5
\textbf{\textbullet} ANTH& 216 Northwest Coast Indians: Diversity 5
\textbf{\textbullet} ANTH& 227 Pacific Island Cultures: Diversity 5
ANTH 245 Ethnographic Fieldwork 5
ANTH 270 Anthropology of Diverse Sexualities: Diversity 5
BUS& 101 Intro to Business 5
CJ& 101 Intro to Criminal Justice 5
CJ& 105 Intro to Corrections 5
CJ& 112 Criminology 5
CJ& 240 Intro Forensic Science 5
ECON& 201 Micro Economics 5
ECON& 202 Macro Economics 5
ECED& 105 Intro Early Child Ed 5
EDUC& 205 Intro to Educ w/Field Exp 5
ENGR 120 Physical Geography 5
HIST& 116 Western Civilization I 5
HIST& 177 Western Civilization II 5
HIST& 118 Western Civilization III 5
HIST 135 History of Latin America 5
\textbf{\textbullet} HIST 140 Introduction to African American History: Diversity 5
HIST& 146 US History I 5
HIST& 147 US History II 5
HIST& 148 US History III 5
HIST 204 Introduction to Modern China and Japan 5
HIST& 214 Pacific NW History 5
HIST& 215 Women in US History 5
HIST 279 Introduction to the Modern Middle East 5
IIS 125 Introduction to Latin American Studies: Diversity 5
\textbf{\textbullet} IIS 129 Introduction to Middle Eastern Studies: Diversity 5
IIS 130 Introduction to East Asian Studies: Diversity 5
\textbf{\textbullet} IIS 131 Introduction to South and Southeast Asian Studies: Diversity 5
IIS 145 Introduction to African Studies 5
POLS& 101 Intro Political Science 5
POLS& 202 American Government 5
POLS& 203 International Relations 5
POLS 209 Fundamentals of Social Science Research Methods 5
PSYC& 100 General Psychology 5
\textbf{\textbullet} PSYC 116 Psychology of Human Relations: Diversity 5
PSYC& 200 Lifespan Psychology 5
PSYC 203 Human Sexuality 5
PSYC 206 Social Psychology 5
PSYC 209 Fundamentals of Social Science Research Methods 5
PSYC 210 Personality Theories 5
PSYC& 220 Abnormal Psychology 5
PSYC 265 Forensic Psychology 5
\textbf{\textbullet} PSYC 270 Health Psychology 5
SOC& 101 Intro to Sociology 5
SOC 200 Introduction to Social Work 5
\textbf{\textbullet} SOC& 201 Social Problems: Diversity 5
\textbf{\textbullet} SOC 205 Sociology of Race and Ethnicity: Diversity 5
SOC 209 Fundamentals of Social Science Research Methods 5
\textbf{\textbullet} SOC 225 Sociology of the Family: Diversity 5
\textbf{\textbullet} SOC 235 Sociology of Gender: Diversity 5
\textbf{\textbullet} SOC 245 Social Movements: Diversity 5
\textbf{\textbullet} SOC 255 Global Sociology: Diversity 5
\textbf{\textbullet} SOC 275 Diverse Sexualities and Culture: Diversity 5
\textbf{\textbullet} 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 168 Programming Logic 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.

\textbf{\textbullet} Designates Diversity Courses throughout General Education List.

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

\textbf{\textbullet} ANTH& 206 Cultural Anthropology: Diversity (Fall 05) 5
\textbf{\textbullet} ANTH& 210 Indians of North America: Diversity (Spring 09) 5
\textbf{\textbullet} ANTH& 216 Northwest Coast Indians: Diversity (Summer 10) 5
\textbf{\textbullet} ANTH& 227 Pacific Island Cultures: Diversity (Winter 06) 5
ANTH 270 Anthropology of Diverse Sexualities: Diversity (Winter 2010) 5
ART 115 Latin American Art and Culture: Diversity (Spring 06) 5
BUS 260 Principles of Management: Diversity (Fall 05) 5
CIS 109 Human Dimensions in the Office: Diversity (Summer 06) 3
CMST& 210 Interpersonal Communicatn: Diversity (Fall 07) 5
CMST 240 Intercultural Communication: Diversity (Fall 05) 5
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<td>Introduction to South and Southeast Asian Studies: Diversity (Fall 05)</td>
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<td>SOC 205</td>
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ACCOUNTING

Associate in Applied Science Degree
(99-103 credits)

Accounting Clerk Certificate of Completion
(53-65 credits)

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.

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

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

Core Requirements - Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Accounting I (F, W, Sp)</td>
<td>5</td>
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<tr>
<td>ACCT 202</td>
<td>Principles of Accounting II (F, W, Sp)</td>
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<td>ACCT 203</td>
<td>Principles of Accounting III (F &amp; Sp)</td>
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</tr>
<tr>
<td>ACCT 206</td>
<td>General Ledger</td>
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<tr>
<td>ACCT 239</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>5</td>
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<tr>
<td>CIS 150</td>
<td>Formatting I</td>
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<tr>
<td>MATH 097</td>
<td>Essentials of Intermediate Algebra</td>
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</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
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<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>3</td>
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<tr>
<td>MATH 146</td>
<td>Introduction to Stats</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
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</table>

General Education Requirements – Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Reading/ Writing</th>
<th>5</th>
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</thead>
</table>
| ENGL 101         | English Composition I

Speaking/ Listening

<table>
<thead>
<tr>
<th>Speaking/ Listening</th>
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<tbody>
<tr>
<td>CMC 101</td>
<td>Introduction to Comm</td>
</tr>
<tr>
<td>CMC 210</td>
<td>Interpersonal Communicatn: Diversity</td>
</tr>
<tr>
<td>CMC 220</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CMC 230</td>
<td>Small Group Communicatn</td>
</tr>
<tr>
<td>CMC 240</td>
<td>Intercultural Communication: Diversity</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
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</tbody>
</table>

Computation

<table>
<thead>
<tr>
<th>Computation</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Principles of Management: Diversity</td>
</tr>
<tr>
<td>MATH 146</td>
<td>Human Dimensions in the Office: Diversity</td>
</tr>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
</tr>
<tr>
<td>CMC 210</td>
<td>Interpersonal Communicatn: Diversity</td>
</tr>
<tr>
<td>CMC 240</td>
<td>Intercultural Communicatn: Diversity</td>
</tr>
<tr>
<td>CMC 230</td>
<td>Small Group Communicatn</td>
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</table>

Human Relations

<table>
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<tr>
<th>Human Relations</th>
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</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
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<tr>
<td>CIS 109</td>
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<td>CMC 240</td>
<td>Intercultural Communicatn: Diversity</td>
</tr>
<tr>
<td>CMC 230</td>
<td>Small Group Communicatn</td>
</tr>
</tbody>
</table>
Advanced Manufacturing

Associate in Applied Science Degree (90-92 credits)

Certificate of Proficiency Computer Numerical Control Technician (40 credits)

PROGRAM DESCRIPTION: The certificate and degree program provides the knowledge and skills for students to design and create products for the manufacturing industry. Students will use MASTERCAM CAD/CAM software to operate multi-axis numerical control machines. Training will utilize manufacturing related math, industry blueprint reading, CAD geometry, CAM tool paths, precision measurement, machine setup and operation, and quality control procedures. Students can further pursue the creation of detailed industry standard blueprints from 3-D solid models, as well as work with metal processes.

CAREER OPPORTUNITIES: Completion of the Computer Numerical Control Technician certificate prepares students for entry-level work as a Computer Numerical Control Technician and is aligned with Boeing’s knowledge, skills, and abilities for precision machining. The AAS prepares students for advanced level work in this same field and may lead to a career as a CAD/CAM Computer Programmer.

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

- Demonstrate the following skills standards specific to Advanced Manufacturing:
  - Interpret engineering blueprints to create part geometry.
  - Use CAD/CAM software to construct geometric models and drawings for tool paths.
  - Safely operate manual and computer numerical control machines, cutting tools, and setup tools.
  - Complete measurement processes, using digital calipers, micrometers, and calibrated gages.
  - Apply numerical control programming to control movement and cutting processes.
  - Set up and operate a computer numerical control milling center.
  - Set up and operate a computer numerical control turning center.

Program Prerequisites

Program courses require a “C” or better.

Fall Quarter
CMT 100 Introduction to Computerized Machining 12
MATH 094 Beginning Algebra 5

Core Requirements

AAS and Certificate of Proficiency

Winter Quarter
CMT 125 Principles of Machining I 20

Spring Quarter
CMT 150 Principles of 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
Human Relations – Diversity 5

Spring Quarter
CAD 241 Mechanical CAD I 5

Speaking/Listening
COOP 190 Cooperative Work Experience/Internship 5
Automotive Technology

Associate in Applied Science Degree
(119-123 credits)

Certificates of Proficiency:

Beginning Automotive Technology
(37 credits)

Intermediate Automotive Technology
(32 credits)

Advanced Automotive Technology
(32 credits)

Program Description: The Automotive Technology Program curriculum is certified by 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 178,000 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. 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:

- 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.

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.

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 specialty training results in employment in one specialty area. The broad range of employment opportunities for automotive technicians is best served by a general or broad range of training.

Program Contact: Career Center, (360) 596-5261.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 116</td>
<td>Automotive Brake Systems</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 117</td>
<td>Steering and Suspension Systems</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Automotive Driveability and Emissions</td>
<td>16</td>
</tr>
</tbody>
</table>

Core Requirements - Associate Degree, Advanced Certificate

Advanced Certificate Prerequisite: AUTO 220 or Automotive Placement Test

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 215</td>
<td>Automotive Heating and Air-Conditioning</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 221</td>
<td>Automotive Drive Trains</td>
<td>16</td>
</tr>
<tr>
<td>AUTO 223</td>
<td>Automotive Chassis and Accessory Circuits</td>
<td>8</td>
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</table>

General Education Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Reading/Writing</td>
<td>ENGL 101</td>
<td>5</td>
</tr>
<tr>
<td>Speaking/Listening</td>
<td>Choose from General Education – AAS</td>
<td>5</td>
</tr>
<tr>
<td>Computation</td>
<td>Choose from General Education – AAS</td>
<td>5</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Choose from General Education – AAS</td>
<td>3-5</td>
</tr>
</tbody>
</table>
Baking and Pastry Arts
Certificate of Completion
(64-71 credits)

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.

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.

Core Requirements
CAP 103 Applied Food Service Sanitation 5  
BPA 111 Yeast Breads 4  
BPA 112 Quick Breads and Cakes 4  
BPA 113 Cookies and Petits Fours 4  
BPA 114 Pastry Techniques-Viennoiserie 4  
BPA 115 Pies and Tarts 4  
BPA 116 Individual and Plated Desserts 4  
BPA 118 Classical Cakes and Tortes 4  
BPA 119 Bakery Operations 4  
BPA 121 Chocolate and Confections 4  
BPA 190/290 Cooperative Work Experience/Internship 5-8

General Education Requirements
Reading/Writing  
ENGL& 101 English Composition I 5

Speaking/Listening
Choose from General Education – AAS 5

Computation
Choose from General Education – AAS 5

Human Relations
Choose from General Education – AAS 3-5
# Business Administration

## Associate in Applied Science Degree (90-92 credits)

### Certificate of Completion

- **Business Operations Coordinator** (58-60 credits)
- **Certificate of Proficiency**

## PROGRAM DESCRIPTION:

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

## CAREER OPPORTUNITIES:

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

## PROGRAM OUTCOMES:

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

- Analyze and evaluate alternatives that lead to successful accomplishment of organizational objectives.
- Formulate strategies to collect and evaluate quantitative and qualitative data to support organizational objectives.
- Recognize and assess ethical dilemmas in the workplace.
- Create and deliver information in written, oral and symbolic forms to convey information.
- Recognize and adapt interpersonal behaviors and communication styles to effectively collaborate in a multicultural world.

### Special Program Note:

Students entering the 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 courses. Please call (360) 754-7711, ext. 4625 for additional information.

## Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Prin of Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
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<tr>
<td>BUS 240</td>
<td>Principles of Finance</td>
<td>5</td>
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<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
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<tr>
<td>BUS 289</td>
<td>Integrated Business Applications</td>
<td>5</td>
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<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>5</td>
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<tr>
<td>ECON&amp; 202</td>
<td>Macro Economics</td>
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</table>

**AND** Choose one of the following: 5 credits

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
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<tr>
<td>ENGL&amp; 102B</td>
<td>Composition II: Visual Culture</td>
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<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
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<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
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</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
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</table>

## Electives

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

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 202</td>
<td>Prin of Accounting II</td>
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<tr>
<td>ACCT 206</td>
<td>General Ledger Computerized Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCT 239</td>
<td>Payroll Accounting and Business Taxes</td>
<td></td>
</tr>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td></td>
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<tr>
<td>BUS 202</td>
<td>Business Law II</td>
<td></td>
</tr>
<tr>
<td>BUS 220</td>
<td>Starting and Managing a Small Business</td>
<td></td>
</tr>
<tr>
<td>BUS 270</td>
<td>Human Resources Management</td>
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<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td></td>
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<tr>
<td>BUS 190/290</td>
<td>Cooperative Work Experience/Internship</td>
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</tr>
<tr>
<td>CIS 241</td>
<td>Advanced Excel</td>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
<td></td>
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<tr>
<td>PHIL 102</td>
<td>Ethics</td>
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</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
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## General Education Requirements

### Reading/Writing

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

### Speaking/Listening

Choose one of the following:

- CMST& 220 | Public Speaking                                  |
- CMST 240  | Intercultural Communication: Diversity           |

### Computation

Choose one of the following:

- BUS 104  | Business Math                                    |
- MATH& 146 | Introduction to Stats                            |

### Human Relations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td></td>
</tr>
</tbody>
</table>
Business Operations Coordinator

Certificate of Completion
(58-60 credits)

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.

Associate in Applied Science Degree Option:
If a degree is desired, courses used to complete the certificate apply directly to the Business Administration Associate in Applied Science Degree.

Core Requirements

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<td>BUS 104</td>
<td>Business Math</td>
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<td>BUS 140</td>
<td>Customer Service</td>
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<tr>
<td>CIS 136</td>
<td>Microsoft Word I</td>
<td>5</td>
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<tr>
<td>CIS 141</td>
<td>Excel</td>
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</table>

Electives
Choose one of the Following: 3-5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Starting and Managing a Small Business</td>
</tr>
<tr>
<td>CIS 241</td>
<td>Advanced Excel</td>
</tr>
<tr>
<td>CIS 184</td>
<td>Creating Web Pages</td>
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</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Reading/Writing</th>
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<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I 5</td>
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<table>
<thead>
<tr>
<th>Speaking/Listening</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
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<tr>
<td>CMST 240 Intercultural Communication: Diversity</td>
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<table>
<thead>
<tr>
<th>Computation</th>
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<tbody>
<tr>
<td>BUS 104 Business Math</td>
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<table>
<thead>
<tr>
<th>Human Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 260 Principles of Management: Diversity</td>
</tr>
</tbody>
</table>
CAD/BIM Technology

Computer Aided Drafting/Building Information Modeling

Associate in Applied Science Degree (90-99 credits)
CAD Certificate of Achievement (19 credits)
Certificates of Proficiency (32-39 credits) and Completion (50-61 credits):
Architectural Drafting
Mechanical Drafting
Civil Drafting
Building Information Modeling

PROGRAM DESCRIPTION: The Computer Aided Drafting Technology (CAD) Associate in Applied Science Program is designed to meet entry-level employment requirements in Computer Aided Drafting occupations and provide students with a broad range of employment opportunities in Architectural, Civil, Mechanical, and Building Information Modeling. 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.
- Collect, download, and process field data in support of geospatial mapping activities.

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

Core Requirements - Associate Degree, Certificates of Achievement, Proficiency and Completion
- CAD 101 Mechanical Drafting I 5
- CAD 120 Architectural Drafting I 5
- CAD 150 Introduction to CAD 5
- CAD 160 Civil Drafting I 4

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 – Associate Degree
Complete 3 of the 5 Certificate of Completion Additional Requirements

General Education Requirements - Associate Degree, Certificates of Completion
Reading/Writing
ENGL& 101 English Composition I 5

Speaking/Listening
Choose from General Education – AAS 5

Computation
MATH 101 Technical Mathematics I 5

Human Relations
Choose from General Education – AAS 3-5

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 123 Introduction to Windows 3
- CIS 141 Excel 5

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Associate in Applied Science–T (AAS-T)
(97-104 credits)

For Transfer to The Evergreen State College

PROGRAM DESCRIPTION: This program differs from the Computer Aided Drafting/Building Information Modeling Technology Associate in Applied Science degree 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 The Evergreen State College as part of their up-side-down degree.

The 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.

AAS-T DEGREE REQUIREMENTS: The degree concentrates on the technical aspects of the student’s chosen career area. To qualify for the degree, a student must successfully complete three of the four possible certificates, meet the requirements of the approved AAS-T program and earn at least 90 credits in courses numbered 100 or above. 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/BIM Technology. A minimum cumulative grade point average of 2.5 in core and distribution courses is required for transfer to The Evergreen State College. ENGL 095 (formerly ENGL/READ 096/097) and MATH 090 or higher are required.

<table>
<thead>
<tr>
<th>Core Requirements</th>
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</thead>
<tbody>
<tr>
<td>CAD 101 Mechanical Drafting I</td>
</tr>
<tr>
<td>CAD 120 Architectural Drafting I</td>
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<tr>
<td>CAD 150 Introduction to CAD</td>
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<tr>
<td>CAD 160 Civil Drafting I</td>
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</table>

<table>
<thead>
<tr>
<th>Architectural Drafting Certificate</th>
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</thead>
<tbody>
<tr>
<td>CAD 222 Architectural CAD I</td>
</tr>
<tr>
<td>CAD 223 Architectural CAD II</td>
</tr>
<tr>
<td>CAD 224 Architectural CAD III</td>
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<tr>
<td>BIM 211 Construction Documents</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mechanical Drafting Certificate</th>
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</thead>
<tbody>
<tr>
<td>CAD 241 Mechanical CAD I</td>
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<tr>
<td>CAD 242 Mechanical CAD II</td>
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<tr>
<td>CAD 243 Mechanical CAD III</td>
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</table>

<table>
<thead>
<tr>
<th>Civil Drafting Certificate</th>
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<tbody>
<tr>
<td>CAD 261 Civil CAD I</td>
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<tr>
<td>CAD 262 Civil CAD II</td>
</tr>
<tr>
<td>CAD 263 Civil CAD III</td>
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<tr>
<td>CAD 264 Surveying I</td>
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</table>

<table>
<thead>
<tr>
<th>Building Information Modeling Certificate</th>
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</thead>
<tbody>
<tr>
<td>BIM 201 Building Information Modeling I</td>
</tr>
<tr>
<td>BIM 202 Building Information Modeling II</td>
</tr>
<tr>
<td>BIM 203 Building Information Modeling III</td>
</tr>
<tr>
<td>BIM 211 Construction Documents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Requirements – AAS-T</th>
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</thead>
<tbody>
<tr>
<td>Complete 3 of the 4 Certificate Additional Requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Requirements – AAS-T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading/Writing</td>
</tr>
<tr>
<td>Speaking/Language</td>
</tr>
<tr>
<td>Computation</td>
</tr>
<tr>
<td>Human Relations</td>
</tr>
</tbody>
</table>

Additional 5 credits from the General Education (AA)
Computer Network Administration

Associate in Applied Science Degree (91-103 credits)

Information Technology Computer Support Track

Certificates of Proficiency

Networking I (30 credits)
Computer Support I (25 credits)

PROGRAM DESCRIPTION: Coursework begins with and introduction to networking, client/server operating systems and computer hardware. A steady progression follows to more advanced subject matter in these areas. The program is divided into two tracks: The Computer Network Administration track is designed for persons interested in operating, maintaining and troubleshooting computer networks. The program prepares students for positions in network technical support. Duties may include hardware/software support, troubleshooting and maintaining network infrastructure systems. This track helps to prepare the student for the A+, N+, Security+ certifications. The Information Technology Computer Support track is designed for persons interested in working with end users in network environments. Duties may include hardware/software troubleshooting, installation, configuration and direct user support. This track helps to prepare the student for the A+, N+, Security+ and client MCSA certifications.

CAREER OPPORTUNITIES: Job opportunities can be found in both the public and private sectors. Students who earn their AAS degree will be exposed to current tools and techniques for implementing solutions for customers in network environments. The continuing advancement of technology creates a demand for skilled technicians who can provide immediate support in these areas. Typical job titles include Network Administrator, Network Technician and Helpdesk Support/Desktop Technician.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities. This 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 the program will be able to demonstrate the following skills:

- Network Administration Track
Demonstrate the following skills standards specific to Network Administration Track:
- Install, configure and maintain client/server networks.
- Implement security in network environments.
- Effectively troubleshoot hardware and software in network environments.

- Information Technology Computer Support Track
- Demonstrate the following skills standards specific to Information Technology Computer Support Track:
- Install and configure and maintain client/server networks.
- Effectively troubleshoot hardware and software in “end user” environments.
- Maintain and monitor customer service at helpdesk tier level one.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 101</td>
<td>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>5</td>
</tr>
<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
</tr>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 130</td>
<td>Introduction to Linux/Unix</td>
<td>5</td>
</tr>
<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
<td>5</td>
</tr>
<tr>
<td>CNA 215</td>
<td>Mail Services</td>
<td>5</td>
</tr>
<tr>
<td>CNA 290</td>
<td>Cooperative Work Experience/Internships</td>
<td>3</td>
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</table>

Network Administration Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CNA 250</td>
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<tr>
<td>CNA 221</td>
<td>Windows Server Administration</td>
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<tr>
<td>CNA 234</td>
<td>Windows Server Services</td>
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<tr>
<td>CNA 251</td>
<td>Cisco III</td>
<td>5</td>
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<tr>
<td>CNA 252</td>
<td>Cisco IV</td>
<td>5</td>
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<tr>
<td>CNA 270</td>
<td>Introduction to Wireless</td>
<td>3</td>
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<tr>
<td>CNA 280</td>
<td>Security/Voice</td>
<td>5</td>
</tr>
<tr>
<td>CNA 296</td>
<td>Network Theory and Design</td>
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Information Technology Computer Support Track

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<tr>
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<tr>
<td>BUS 140</td>
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<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Windows Sever Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNA 295</td>
<td>Helpdesk Theory and Design</td>
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</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Outlook</td>
<td>2</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
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<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CIS 108</td>
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<td>CIS 123</td>
<td>Introduction to Windows</td>
<td>3</td>
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<tr>
<td>CNA 290</td>
<td>Cooperative Work Experience/Internships</td>
<td>3</td>
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</table>

Computer Support I, Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 101</td>
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<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
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</tr>
<tr>
<td>CNA 251</td>
<td>Cisco III</td>
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<tr>
<td>CNA 252</td>
<td>Cisco IV</td>
<td>5</td>
</tr>
<tr>
<td>CNA 270</td>
<td>Introduction to Wireless</td>
<td>3</td>
</tr>
<tr>
<td>CNA 280</td>
<td>Security/Voice</td>
<td>5</td>
</tr>
<tr>
<td>CNA 296</td>
<td>Network Theory and Design</td>
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</table>

Network I, Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 101</td>
<td>Cisco I</td>
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<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
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</tr>
<tr>
<td>CNA 210</td>
<td>Command Line Interface</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Microsoft Workstation</td>
<td>5</td>
</tr>
<tr>
<td>CNA 251</td>
<td>Cisco III</td>
<td>5</td>
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<td>Cisco IV</td>
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<tr>
<td>CNA 270</td>
<td>Introduction to Wireless</td>
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<td>Security/Voice</td>
<td>5</td>
</tr>
<tr>
<td>CNA 296</td>
<td>Network Theory and Design</td>
<td>5</td>
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General Education Requirements

Reading/Writing

<table>
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<tr>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
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Speaking_Listening

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
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<tr>
<td>CIS 210</td>
<td>Business Communication</td>
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Computation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
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</tr>
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</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>
Associate in Applied Science Degree –T (AAS-T)  
(126-130 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 introduction to the networking field. The courses begin with network theory, computer hardware and an introduction to operating systems. It progresses to server operating systems, the configuration and maintenance of network infrastructure services (such as DNS and DHCP) and enterprise directories (Active Directory). The program proceeds through to cover network security and the principles of routing. It also covers scripting operating system configuration. The program concludes with a capstone course that evaluates and cements concepts learned over the first five quarters. Numerous certification objectives are covered by the program including MCTS, MCITP, Network +, Security +, A+, Cisco CCNA, CCNA Voice, 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.

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
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<td>CNA 121</td>
<td>Microsoft Workstation</td>
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<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
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<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Windows Server Administration</td>
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<tr>
<td>CNA 222</td>
<td>Microsoft Network Infrastructure Management II</td>
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<tr>
<td>CNA 232</td>
<td>Microsoft Exchange Server</td>
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<td>CNA 233</td>
<td>Administer Windows Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 234</td>
<td>Windows Server Services</td>
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<tr>
<td>CNA 250</td>
<td>Cisco II</td>
<td>5</td>
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<tr>
<td>CNA 251</td>
<td>Cisco III</td>
<td>5</td>
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<tr>
<td>CNA 260</td>
<td>Windows Scripting</td>
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<tr>
<td>CNA 270</td>
<td>Introduction to Wireless</td>
<td>3</td>
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<td>CNA 275</td>
<td>CCNA Voice</td>
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<tr>
<td>CNA 280</td>
<td>Security/Voice</td>
<td>5</td>
</tr>
<tr>
<td>CNA 296</td>
<td>Network Theory and Design</td>
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</tbody>
</table>

**Electives**

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

Choose one of the following:

<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>
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</tr>
<tr>
<td>CNA 211</td>
<td>Computer Forensics</td>
<td>5</td>
</tr>
<tr>
<td>CNA 190/290</td>
<td>Cooperative Work Experience/Interships</td>
<td>5</td>
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**General Education Requirements - Associate Degree**

<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>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>ENGL 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
<td>5</td>
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</table>

**Humanities**

Total 10 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
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**Human Relations**

Covered by HUM 121 above

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 230</td>
<td>Group Communicatn</td>
<td>5</td>
</tr>
</tbody>
</table>

**Speaking/Listening**

CMST 230 Group Communicatn 5
Computer Programming

Associate in Applied Science Degree
(96-105 credits)

Web Design Certificate of Proficiency
(29-30 credits)

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.

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

- CIS 101 Keyboarding I
- CIS 108 Introduction to Microsoft Office
- CIS 132 Introduction to Windows
- MATH 099 Intermediate Algebra

Core Requirements - Associate Degree and Certificate of Proficiency

CIS 145 Introduction to Access 5  
CIS 160 Introduction to Programming 5  
CIS 182 Structured Query Language (SQL) 5  
CIS 184 Creating Web Pages 5  
CIS 185 Web Scripting 5  

Additional Core Requirements - Certificate of Proficiency

Choose one of the following:

CIS 235 Rich Internet Applications 5  
CIS 237 Dreamweaver 4  
CIS 284 Web Application Development 5  

Core Requirements - Associate Degree

CIS 146 Programming Business Objects 5  
CIS 168 Programming Logic 5  
CIS 169 Requirements Analysis 3  
CIS 235 Rich Internet Applications 5  
CIS 266 Developing Database Applications 5  
CIS 269 Software Maintenance 5  
CIS 282 SQL Projects 5  
CIS 284 Web Application Development 5  
CNA 130 Introduction to Linux/Unix 5  
CS 142 Object-Oriented Programming I 5  
CS 143 Object-Oriented Programming II 5  

Electives - Associate Degree

Choose two courses from the following list: 7-10

CIS 189 XML  
CIS 237 Dreamweaver  
CIS 245 Developing Applications in Access  
CIS 283 SQL Server Administration  
CIS 290 Cooperative Work Experience/Internship  
CIS 293 Application Development-Special Projects

General Education Requirements

Reading/Writing
ENGL & 101 English Composition I 5

Speaking/Listening
Choose one of the following: 5

ENGL & 235 Technical Writing  
CIS 210 Business Communication

Computation
CIS 168 Programming Logic 5

Human Relations
Choose one of the following: 3-5

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

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# Computer Information Technology

**Programming Emphasis**  
**Associate in Applied Science – T (AAS-T)**  
**For Transfer to Western Governor’s University**  
**And The Evergreen State College**  
**(97 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.

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

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

## Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Introduction to Access</td>
<td>5</td>
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<tr>
<td>CIS 160</td>
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</tr>
<tr>
<td>CIS 166</td>
<td>Programming Business Objects</td>
<td>5</td>
</tr>
<tr>
<td>CIS 168</td>
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<td>CS 143</td>
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## General Education Requirements

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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td>5</td>
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<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>
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</tbody>
</table>

**Humanities**  
Total 10 credits

**Humanities GE List**

**Speaking/Listening**

- CMST& 230 Small Group Communicatin | 5 |

**Human Relations**

- PSYC 116 Psychology of Human Relations: Diversity | 5 |
Culinary Arts

Associate in Applied Science Degree
(107-111 credits)

Certificate of Completion
(66-70 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 fabrication, 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 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:

- 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.

Prerequisite: All students must be eligible for MATH 094, ENGL 095 (formerly ENGL/READ 096/097) and obtain instructor’s permission to register for any 100 CAP courses in the Culinary Arts Program.

All students must have successfully completed ENGL 095 and obtain instructor’s permission to register for 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 66-70 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 finger nail polish may be worn, no dangling earrings, rings are to be restricted to one band type only.

Core Requirements - Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 102</td>
<td>Nutrition for the Foodservice Professional</td>
<td>3</td>
</tr>
<tr>
<td>CAP 103</td>
<td>Applied Foodservice Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>CAP 104</td>
<td>Supervision in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>CAP 110</td>
<td>Introduction to Hospitality</td>
<td>13</td>
</tr>
<tr>
<td>CAP 115</td>
<td>Quantity Food Production</td>
<td>13</td>
</tr>
<tr>
<td>CAP 120</td>
<td>Cold Food Production</td>
<td>13</td>
</tr>
</tbody>
</table>

Additional Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CAP 210</td>
<td>Hot Food Production</td>
<td>13</td>
</tr>
<tr>
<td>CAP 215</td>
<td>Culinary Baking</td>
<td>13</td>
</tr>
<tr>
<td>CAP 220</td>
<td>Hospitality Management</td>
<td>13</td>
</tr>
<tr>
<td>CAP 190/290</td>
<td>Cooperative Work Experience/Internship</td>
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General Education Requirements

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<tr>
<th>Requirement</th>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>ENGL&amp; 101</td>
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<tr>
<td>Speaking/Listing</td>
<td>Choose from General Education – AAS</td>
<td>5</td>
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<tr>
<td>Computation</td>
<td>Choose from General Education – AAS</td>
<td>5</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Choose from General Education – AAS</td>
<td>3-5</td>
</tr>
</tbody>
</table>
**Associate in Applied Science-T (AAS-T) (116 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 feeders, catering kitchens, clubs, and executive dining services. It is intended that this degree, in combination with additional study and experience, be part of a career path that could lead to employment as Sous Chef, Working Chef, or Executive Chef. Obtaining the Bachelor of Applied Science degree in Hospitality Management can lead to expanded career opportunities in food service and hospitality management.

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

- Perform the essential principles of professional work ethic in the field of culinary arts including, punctuality, honesty, integrity, understanding fundamental ethical issues, communicate effectively in oral, written, and graphic form, apply fundamental quantitative and computational 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.

**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 requirements must be met, with any additional credits to be selected as electives. All General Education courses selected must be transferrable.

MATH 099 is a prerequisite for MATH& 141 unless test score is high enough to place directly into MATH& 141.

Prerequisites: All students must be eligible for MATH& 141 unless test score is high enough to place directly into MATH& 141. All students must have successfully completed ENGL 095 and obtain instructor’s permission to register for any 100 CAP courses in the Culinary Arts Program.

All students must have successfully completed ENGL 095 and obtain instructor’s permission to register for any 200 CAP courses in the Culinary Arts Program.

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.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>CAP 102</td>
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<td>CAP 190/290</td>
<td>Cooperative Work Experience/Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**General Education Requirements**

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

**Arts & Humanities Electives**

(1 must satisfy diversity requirement)  10
Database Management

Associate in Applied Science Degree
(98 credits)

PROGRAM DESCRIPTION: The Associate in Applied Science Degree 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.

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

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

Core Requirements

<table>
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</thead>
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<td>Introduction to Access</td>
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<td>CIS 160</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>CIS 166</td>
<td>Programming Business Objects</td>
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<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>
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</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>
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<tr>
<td>CIS 266</td>
<td>Developing Database Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 282</td>
<td>SQL Projects</td>
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<td>CIS 284</td>
<td>Web Application Development</td>
<td>5</td>
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<td>CNA 101</td>
<td>Cisco I</td>
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<tr>
<td>CNA 121</td>
<td>Microsoft Workstation</td>
<td>5</td>
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<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
</tr>
<tr>
<td>CNA 221</td>
<td>Windows Server Administration</td>
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General Education Requirements

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<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Reading/Writing</td>
<td>ENGL 101 English Composition I</td>
<td>5</td>
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<td>Speaking/Listening</td>
<td>ENGL 235 Technical Writing</td>
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<tr>
<td></td>
<td>CIS 210 Business Communication</td>
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<tr>
<td>Computation</td>
<td>CIS 168 Programming Logic</td>
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<td>Human Relations</td>
<td>CIS 109 Human Dimensions in the Office: Diversity</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>CMST 230 Small Group Communication</td>
<td></td>
</tr>
</tbody>
</table>
Dental Assisting Technology

Associate in Applied Science Degree (90 credits)

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 summer quarter and continues through the summer of the following year.

The Dental Assisting Technology Program is accredited by the Commission on Dental Accreditation (CODA), www.ada.org/100.aspx.

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, taking X-rays, and fabricating and placing temporary restorations.

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

Demonstrate the following skill standards:

- Be qualified to seek employment as an expanded functions dental assistant, preventive assistant, business assistant or traditional chair-side assistant.
- Be qualified to take the Dental Assisting National Boards to become a Certified Dental Assistant.
- Be knowledgeable in dental sciences, terminology, infection control, materials and chair-side assisting skills that will be an asset when applying to a dental hygiene program.

PROGRAM REQUIREMENT: Based on placement testing, students may need to complete basic skills and/or pre-college English and math prior to being accepted into the Dental Assisting Technology Program. Students wishing to be admitted into the program must meet the entrance criteria, 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. (Communicable and infectious diseases policy is available in the Dental Assisting Technology Policies and Procedural Manual, available from the department.)

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 distribution requirements must be met, with any additional credits to be selected as electives. Courses coded DENT must be taken in succession. All DENT courses must be completed with a grade of ‘C’ or better to continue in and complete the program. Other courses may be taken prior to or concurrent with the dental assisting courses.

### Core Requirements

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>DENT 101</td>
<td>Orientation to Dentistry</td>
</tr>
<tr>
<td></td>
<td>DENT 110</td>
<td>Dental Office Exposure Control</td>
</tr>
<tr>
<td>Fall</td>
<td>DENT 141</td>
<td>Ethics and Jurisprudence</td>
</tr>
<tr>
<td></td>
<td>DENT 142</td>
<td>Pretreatment Analysis</td>
</tr>
<tr>
<td></td>
<td>DENT 151</td>
<td>Dental Materials I</td>
</tr>
<tr>
<td></td>
<td>DENT 152</td>
<td>Instruments</td>
</tr>
<tr>
<td></td>
<td>DENT 153</td>
<td>Dental Science</td>
</tr>
<tr>
<td></td>
<td>DENT 155</td>
<td>Introduction to Chairside Assisting</td>
</tr>
<tr>
<td></td>
<td>DENT 156</td>
<td>Practical Lab Application I</td>
</tr>
<tr>
<td>Winter</td>
<td>DENT 160</td>
<td>Introduction to Radiography</td>
</tr>
<tr>
<td></td>
<td>DENT 161</td>
<td>Dental Materials II</td>
</tr>
<tr>
<td></td>
<td>DENT 162</td>
<td>Dental Specialties I</td>
</tr>
<tr>
<td></td>
<td>DENT 164</td>
<td>Preventive Dentistry</td>
</tr>
<tr>
<td></td>
<td>DENT 165</td>
<td>Chairside Assisting II</td>
</tr>
<tr>
<td></td>
<td>DENT 166</td>
<td>Practical Lab Application II</td>
</tr>
<tr>
<td>Spring</td>
<td>DENT 170</td>
<td>Radiography II</td>
</tr>
<tr>
<td></td>
<td>DENT 171</td>
<td>Dental Materials III</td>
</tr>
<tr>
<td></td>
<td>DENT 172</td>
<td>Dental Specialties II</td>
</tr>
<tr>
<td></td>
<td>DENT 173</td>
<td>Dental Science II</td>
</tr>
<tr>
<td></td>
<td>DENT 174</td>
<td>Advanced Practice Lab</td>
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<tr>
<td></td>
<td>DENT 175</td>
<td>Chairside Assisting III</td>
</tr>
<tr>
<td></td>
<td>DENT 176</td>
<td>Practical Lab Application III</td>
</tr>
<tr>
<td></td>
<td>DENT 179</td>
<td>Dental Office Management</td>
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<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Summer</td>
<td>DENT 180</td>
<td>Clinical Experience</td>
</tr>
<tr>
<td></td>
<td>DENT 181</td>
<td>Advanced Theory</td>
</tr>
</tbody>
</table>

### General Education Requirements

**Reading/Writing**

| Course     | English Composition I | 5 |

**Speaking/Listening**

| Course     | Choose from General Education – AAS | 5 |

**Computation**

| Course     | Choose from General Education – AAS | 5 |

**Human Relations**

| Course     | Choose from General Education – AAS | 3-5 |

### Electives

| Course     | 1 |
Early Childhood Education

Associate in Applied Science Degree (90-92 credits)

Certificate of Achievement
State Initial Early Childhood Education Certificate (12 credits)

Certificate of Proficiency
State Short Early Childhood Education Certificate (20 credits)

Certificate of Specialization:
General (20 credits)
Infant and Toddler Care (20 credits)
School Age Care (20 credits)
Family Child Care (20 credits)
Administration (20 credits)

Certificate of Completion
State Early Childhood Education Certificate (49 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:

1. Demonstrate an understanding of the following Washington State Core Competencies for Early Care and Education Professionals
   - Child Growth and Development
   - Curriculum and Learning Environment

2. Ongoing Measurement of Child Progress
   - Family and Community Partnerships
   - Health, Safety and Nutrition
   - Interactions
   - Program Planning and Development
   - Professional Development and Leadership
3. 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
4. Create and Maintain a Professional Team Environment
5. Develop Personally and Professionally

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, 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.
5. Grades of “C” or better must be obtained in all courses with an EDUC prefix.
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.

Core Requirements – Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
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<tr>
<td>ECED 107</td>
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<tr>
<td>ECED 120</td>
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<td>ECED 141</td>
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<td>ECED 145</td>
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<tr>
<td>ECED&amp; 160</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 170</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 180</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 190</td>
<td></td>
</tr>
<tr>
<td>ECED 205</td>
<td></td>
</tr>
<tr>
<td>ECED 235</td>
<td></td>
</tr>
<tr>
<td>ECED 238</td>
<td></td>
</tr>
<tr>
<td>ECED 250</td>
<td></td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td></td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td></td>
</tr>
<tr>
<td>EDUC&amp; 150</td>
<td></td>
</tr>
<tr>
<td>EDUC&amp; 204</td>
<td></td>
</tr>
</tbody>
</table>

Electives – Associate Degree

Select a minimum of 9 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 100</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 132</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 134</td>
<td></td>
</tr>
<tr>
<td>ECED&amp; 139</td>
<td></td>
</tr>
<tr>
<td>ECED 275</td>
<td></td>
</tr>
</tbody>
</table>

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OR
PSYC 275  Current Issues in Brain Development  5
ECED 280  Teaching Adults  2
EDUC& 136  School Age Care  3
PEP 241  Parent – Child Communication  2
PEP 242  Family Dynamics  2
PSYC& 200  Lifespan Psychology  5
SOC 225  Sociology of the Family: Diversity  5

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</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: 3-5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
</tr>
</tbody>
</table>

#### Computation

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

#### Human Relations

Choose one of the following: 5

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

#### State Initial Early Childhood Education Certificate

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

#### State Short Early Childhood Education Certificate of Specialization:

**Requirements:** Initial Certificate, PLUS

**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>
</tbody>
</table>

**Infant and Toddler**

<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; 132</td>
<td>Infants/Toddlers Care</td>
<td>3</td>
</tr>
</tbody>
</table>

**School Age 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>EDUC&amp; 136</td>
<td>School Age Care</td>
<td>3</td>
</tr>
</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>
</tr>
</tbody>
</table>

**Administration**

<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; 139</td>
<td>Admin Early Lrng Prog</td>
<td>3</td>
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</tbody>
</table>

**State Early Childhood Education Certificate**

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&amp; 101 Or above</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>MATH</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>(Quantitative or computational Math above 100 or designated Q/SR)</td>
<td></td>
<td></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>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>
Early Childhood Education

Associate in Applied Science-T (AAS-T) (97 credits)

Certificate of Achievement
State Initial Early Childhood Education Certificate (12 credits)

Certificate of Proficiency
State Short Early Childhood Education
Certificate of Specialization:
  General (20 credits)
  Infant and Toddler Care (20 credits)
  School Age Care (20 credits)
  Family Child Care (20 credits)
  Administration (20 credits)

Certificate of Completion
State Early Childhood Education Certificate (49 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 competencies 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 Development 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 Early Childhood, 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
  - Professional Development and Leadership
  - 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

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 22 or at www.spssc.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 Card 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& 120, ECED 205 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 250</td>
<td>Practicum III</td>
<td>4</td>
</tr>
<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>
</tbody>
</table>

**Electives**

5 credits from the following list:

- **ECED 100** Child Care Basics 3 credit
- **ECED 132** Infants/Toddlers Care 3 credits
- **ECED 139** Admin Early Lrng Prog 3 credits
- **ECED 170** Environments-Young Child 3 credits
- **ECED 180** Lang/Literacy Develop 3 credits
- **ECED 275** Current Issues in Brain Development 5 credits
- **OR** PSYC 275 Current Issues in Brain Development 5 credits
- **ECED 280** Teaching Adults 2 credits
- **EDUC& 136** School Age Care 3 credits
- **EDUC& 204** Exceptional Child 5 credits
- **PEP 241** Parent – Child Communication 2 credits
- **PEP 242** Family Dynamics 2 credits
- **PEP 243** Parenting/Single, Step, & Blended Family 2 credits
- **SOC 225** Sociology of the Family: Diversity 5 credits

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**

- **ENGL 101** English Composition I 5 credits
- **ENGL 102** Composition II 5 credits

**Computation**

- **MATH 131** Math for Elem Educ 1 5 credits

**Humanities**

Other options include any language, drama or literature course

- **CMST 240** Intercultural Communication: Diversity 5 credits
- **ART 101** Introduction to Art 5 credits

**Social Sciences**

Other options include ANTH 206, PSYC 100 or PSYC 200

- **SOC 101** Intro to Sociology 5 credits
- **PSYC 116** Psychology of Human Relations: Diversity 5 credits

**Natural Sciences**

- **ARTH 103** The Earth in Time and Space 5 credits

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**State Initial Early Childhood Education Certificate Requirements:**

- **ECED 105** Intro Early Child Ed 5 credits
- **ECED 107** Health/Safety/Nutrition 5 credits
- **ECED 120** Practicum-Nurturing Rel 5 credits

**Requirements**

**Initial Certificate, PLUS**

**General**

- **EDUC 115** Child Development 5 credits
- **EDUC 130** Guiding Behavior 3 credits
- **OR**

  **Infant and Toddler Care**

  - **EDUC 115** Child Development 5 credits
  - **ECED 132** Infants/Toddlers Care 3 credits
  - **OR**

  **School Age Care**

  - **EDUC 115** Child Development 5 credits
  - **EDUC 136** School Age Care 3 credits
  - **OR**

  **Family Child Care**

  - **EDUC 115** Child Development 5 credits
  - **ECED 134** Family Child Care 3 credits
  - **OR**

  **Administration**

  - **EDUC 150** Child/Family/Community 3 credits
  - **ECED 180** Lang/Literacy Develop 3 credits
  - **ECED 190** Observation/Assessment 3 credits
  - **ECED 160** Curriculum Development 5 credits
  - **ECED 170** Environments-Young Child 3 credits
  - **OR**

  **EDUC 130** Guiding Behavior 3 credits

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**State Early Childhood Education Certificate Requirements:**

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

- **ENGL 101 Or above** 5 credits
- **MATH** 5 credits
  
  *(Quantitative or computational Math above 100 or designated Q/SR)*

- **EDUC 150** Child/Family/Community 3 credits
- **ECED 180** Lang/Literacy Develop 3 credits
- **ECED 190** Observation/Assessment 3 credits
- **ECED 160** Curriculum Development 5 credits
- **ECED 170** Environments-Young Child 3 credits
- **OR**

- **EDUC 130** Guiding Behavior 3 credits
## Financial Services

**Certificate of Proficiency**  
(40 credits)

**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:

- 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.

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.

**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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS&amp; 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>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 Code</th>
<th>Course 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

Choose one of the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
</tbody>
</table>

#### Computation

Choose one of the following:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td></td>
</tr>
</tbody>
</table>
# Fire and Emergency Services Technology

**Associate in Applied Science Degree**  
(121 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.

## Core Requirements

- **FEST 100** Firefighter Recruit Academy (F) 10
- **FEST 101** Fire Related Experience I (F) 5
- **FEST 102** Fire Related Experience II (W) 5
- **FEST 103** Fire Related Experience III (Sp) 5
- **FEST 110** Principles of Emergency Services (F) 5
- **FEST 111** Fire Behavior and Combustion (W) 5
- **FEST 112** Building Construction for Fire Protection (Sp) 5
- **FEST 115** Rope Rescue Operations (Sp) 4
- **FEST 117** Hazardous Materials Chemistry (F) 5
- **FEST 120** Emergency Medical Technician (W) 8
- **FEST 122** Fire Hydraulics, Water Supply and Pump Operation(F) 4
- **FEST 125** Fire Service Career Preparation (F) 3
- **FEST 201** Fire Related Experience IV (F) 5
- **FEST 202** Fire Related Experience V (W) 5
- **FEST 203** Fire Related Experience VI (Sp) 5
- **FEST 210** Strategy and Tactics for Firefighters (F) 4
- **FEST 211** Firefighter Safety and Survival (W) 5
- **FEST 212** Protection Systems (Sp) 5
- **FEST 218** Technical Rescue Techniques (W) 3
- **FEST 232** Firefighter Type II (Sp) 3

## 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 240 Intercultural Communication: Diversity
  - ENGL 235 Technical Writing

**Computation**
- MATH 101 Technical Mathematics I

**Human Relations**
- Choose one of the following: 5
  - CMST 230 Small Group Communication
  - HUM 121 Multicultural America, Past to Present: Diversity
  - PSYC 116 Psychology of Human Relations: Diversity

**Diversity:** Some Human Relation courses also satisfy diversity. CMST&230 or CMST 240 may count for 2 categories
Human Resource Assistant

Certificate of Completion (66 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 I. 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:

- 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.

A Certificate of Completion will be awarded upon successful completion of a minimum of 66 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.

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>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>
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<tr>
<td>CIS 115</td>
<td>Outlook</td>
<td>2</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Microsoft Word I</td>
<td>5</td>
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<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>5</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>
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<tr>
<td>CIS 171</td>
<td>Office Procedures</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>
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</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td></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</td>
<td></td>
</tr>
</tbody>
</table>

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Medical Assisting

Associate in Applied Science Degree
(90 credits)

Certificate of Completion
(79 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 healthcare 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), 1361 Park St., Clearwater, FL 33756, (727) 210-2350, http://www.caahep.org/, on recommendation of the Medical Assisting Education Review Board (MAERB), http://maerb.org

CAREER OPPORTUNITIES: Graduates may be hired in a variety of settings to perform routine administrative and clinical tasks to keep health care delivery 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 eligible to take the national certification exam offered through the American Association of Medical Administrative Assistants (AAMA). Upon satisfactory completion of the exam, they will be qualified to use the credentials of Certified Medical Assistant CMA (AAMA). The CMA credentials are recognized nationally; however, each state mandates the scope of practice for Medical Assistants.

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

Demonstrate the following skill standards:

- Be qualified to seek employment as an entry-level Medical Assistant.
- Be eligible to take the national certification exam for Certification. Passing the national certification exam qualifies program graduates use of the nationally recognized CMA (Certified Medical Assistant) credential.

PROGRAM REQUIREMENTS: Based on placement testing, students may need to complete basic skills and/or pre-college English and math prior to enrollment in courses coded MED. All core requirements in the Medical Assisting Program must be completed with a “C” or better to continue in and complete the program, and no MED courses completed more than 5 years prior to completion of the program or that it will be located within Thurston County. Students cannot guarantee that the practicum will be in the last quarter 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.

Choose one of the following:

- ENGL& 101 English Composition I 5
- CMST 230 Small Group Communicatn
- CMST 240 Intercultural Communication: Diversity

Choose from General Education- Additional 12 elective credits required

Select 6 credits from the following:

- ENGL 102 Reading/Writing 5
- ENGL 103 Technical Mathematics I
- CMST 230 Small Group Communicatn
- CMST 240 Intercultural Communication: Diversity

Core Requirements – Associate in Applied Science Degree and Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 094</td>
<td>Beginning Algebra</td>
<td>5</td>
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<tr>
<td>BIOL 175</td>
<td>Human Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>MED 150</td>
<td>Medical Office Exposure Control for</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Medical Assistants</td>
<td></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>
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<tr>
<td>MED 115</td>
<td>Medical Insurance Coding for the</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Medical Office</td>
<td></td>
</tr>
<tr>
<td>MED 120</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>
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<tr>
<td>MED 152</td>
<td>Disease Conditions and Treatments</td>
<td>4</td>
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<tr>
<td>MED 153</td>
<td>Medical Assisting Seminar</td>
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<tr>
<td>MED 154</td>
<td>Clinical Procedures for Medical Assistants</td>
<td>3</td>
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<td>MED 155</td>
<td>Diagnostic Procedures for Medical</td>
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<td></td>
<td>Assistants</td>
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<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>
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<tr>
<td>CIS 136</td>
<td>Microsoft Word I</td>
<td>5</td>
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<tr>
<td>FAID 151</td>
<td>Basic First Aid and CPR</td>
<td>1</td>
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</table>

General Education Requirements

Reading/Writing

- ENGL 101 English Composition I 5

Speaking/Listening

Choose one of the following: 5

- CMST 230 Small Group Communicatn
- CMST 240 Intercultural Communication: Diversity

Computation

- MATH 101 Technical Mathematics I

Human Relations

- CIS 109 Human Dimensions in the Office: Diversity 3

Electives – Associate in Applied Science Degree

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

Certificate of Achievement (6.5 credits)

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:

► Communicate effectively.
► Think logically and critically.
► Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS:

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

SPECIAL PROGRAM NOTE: Classes and labs are held at South Puget Sound Community College. Clinical experience is arranged and scheduled at various local long-term care facilities. Students are encouraged to register early as there is limited space.

All students must have a current CPR card before working with residents at the nursing home.

All students must have evidence of a current TB test (within 9 months) before working with residents at the nursing home.

All students must decide whether to have a vaccination for Hepatitis B. The vaccination is a three-shot series that costs approximately $150. Health insurance 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.
Associate Degree in Nursing
(135 credits, including prerequisites)

Practical Nurse Certificate
(98 credits, including prerequisites)

PROGRAM DESCRIPTION: The Associate Degree in Nursing (ADN) Program is designed for persons interested in becoming a Registered Nurse as defined by Washington State law (RCW 18.79.040 and WAC 246-840-700). The Practical Nurse Certificate option is designed for persons interested in becoming a Licensed Practical Nurse (RCW 18.79.060 and WAC 246-840-700).

The South Puget Sound Community College Nursing Program is conditionally approved by the Washington State Nursing Care Quality Assurance Commission.

CAREER OPPORTUNITIES: Upon receiving licensure, graduates may be hired as nurses in a variety of settings including hospitals, clinics, medical offices, long-term care facilities, and community health agencies. Employment opportunities are high and well distributed throughout the state and the nation, especially in rural areas.

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 are prepared to use their skills in critical thinking and data analysis as well as their understanding of relationships and responsibilities to:

- Demonstrate the ability to assess, diagnose, plan, implement, and evaluate nursing plans of care which address the holistic needs of diverse individuals, families, groups, and communities,
- Acquire and implement new scientific knowledge and use technology to enhance nursing practice,
- Communicate effectively in full partnership to facilitate delivery of care, and
- Participate professionally in local and global communities as an entry level nurse.

LENGTH OF PROGRAM: The Associate Degree Nursing Program takes approximately three years (one year of required science and general education requirements and two academic years of nursing course work). The Practical Nurse Certificate option takes approximately two years (one year of required science and general education requirements and one academic year of nursing course work).

APPLICATION PROCESS: Before applying for admission to the program, there are several requirements (steps 1-4) to complete. It is your responsibility to ensure that all application materials and required documentation are received by the published application deadline.

1. Apply to SPSCC: If you are not already an admitted student at SPSCC, you must become one. Apply online to obtain a Student Id Number. It is free to apply to the college. http://www.spssc.edu/admissions/apply

2. Complete the Prerequisites: Prerequisite courses must be completed to qualify for admission to the ADN program at SPSCC. Official transcripts of prerequisite coursework must be received prior to the application deadline.

Notes on Prerequisites and General Education:
- Based on placement testing, students may need to complete basic skills and/or pre-college English and Math in order to complete prerequisites.
- Anatomy and physiology and microbiology courses must have been completed within 7 years of the application deadline.
- Although general education courses may be taken after admission to the Nursing Program, students are encouraged to complete as many of these courses as possible prior to entering the Nursing Program. Summer quarters are also good times to take general education courses.
- Communications, humanities, and social sciences courses may be chosen from the course list for direct transfer degrees.

3. Attend an Online Nursing Information Session: http://nursing-department.spssc.edu/

4. Apply for Admission to the ADN Program: To apply to the ADN program at SPSCC, you must submit a Nursing Program Application along with a non-refundable $25 application fee.

SPECIAL PROGRAM NOTES:
The Nursing Program is rigorous, and our faculty advises that students work no more than 20 hours per week while in the full-time Nursing Program.

All nursing courses must be completed with a “C” or better to continue in and complete the program.

Immunizations: Once admitted to the Nursing Program, proof of immunizations must be provided. Two of the three doses of Hepatitis B must have been received before the start of the nursing program. Information regarding healthcare requirements will be provided with offers of admissions from the Nursing Program. Immunization requirements may change based upon clinical site requirements.
Background Check: A criminal history clearance is required by state law RCW 43.43.830 to participate in client care at clinical facilities. Some clinical facilities require national background checks as well. Your background check must be cleared in order to continue enrollment in the nursing program.

Examples of crimes for which an individual will be denied clearance:
- Crimes against another person such as murder, manslaughter, assault, rape, sexual abuse, child abandonment or neglect.
- Conviction within seven years for a crime against property such as first degree offenses including burglary, arson, criminal mischief, robbery, or forgery.
- An extended history of arrests and convictions demonstrating habitual disregard for societal rules.

CPR Card: All students must complete a BLS Health Care Provider Card C (CPR for Health Care Professionals) before the first day of class. The card must be current to meet clinical agreement requirements.

New Student Orientation: Students admitted into the program are mandated to attend three days of orientation held prior to the start of the first quarter. Additional information about the orientation will be sent to you after acceptance to the program. During this orientation you will also be taking the Test of Essential Academic Skills (TEAS).

Essential Skills: SPSCC encourages all interested and qualified individuals to apply to the nursing program and does not discriminate or deny admission to students with disabilities. Nursing students must meet the following essential skills to progress through the program:
- Ability to grasp scientific concepts, set up and answer basic math & algebra problems.
- Critical thinking sufficient for clinical judgment.
- Verbal and written communication sufficient to effectively interact with clients, peers, and others.
- Ability to move from room to room, maneuver in small spaces, remain on feet for extended periods of time, and lift up to 40 pounds.
- Gross and fine motor skills sufficient to provide safe and effective nursing care.
- Hearing sufficient to monitor and assess clients, e.g., hear heart and breath sounds and use a telephone.
- Visual acuity and color discrimination sufficient to read fine print, to observe and assess clients, e.g., identify skin tones such as pale, ashen, grey, or bluish.
- Tactile ability sufficient for physical assessment, e.g., palpate peripheral pulses.
- Computer literacy

| Prerequisites for 1st Year Program Admission | NURS 123 | Integrated Nursing II-Pathophysiology/Pharmacology | 5 |
| BIOL& 241 | Human A & P 1 ("B+" or better) | NURS 124/ | 5 |
| BIOL& 242 | Human A & P 2 ("B+" or better) | HUM 236 | Ethics and Policy in Health Care II | 1 |
| BIOL& 260 | Microbiology ("B" or better) | NURS 125/ | 1 |
| CHEM& 121 | Intro to Chemistry ("B" or better) | PSYC 236 | Integrated Psychosocial Issues in Health Care II | 1 |
| ENGL& 101 | English Composition I ("B" or better) | NURS 131 | Integrated Nursing Care III – Theory | 4 |
| MATH& 146 | Introduction to Stats ("B" or better) | NURS 132 | Integrated Nursing Care & Assessment III-Lab/Clinical | 5 |
| PSYC& 200 | Lifespan Psychology ("B" or better) | NURS 133 | Integrated Nursing III-Pathophysiology/Pharmacology | 2 |
|  |  | NURS 134/ | 1 |
|  |  | HUM 237 | Ethics and Policy in Health Care III | 1 |
|  |  | NURS 135/ | 1 |
|  |  | PSYC 237 | Psychosocial Issues in Health Care III | 1 |
| General Education Courses – Associate Degree, Practical Nurse Certificate | NURS 211 | Integrated Nursing Care IV – Theory | 2 |
| BIOL& 160 | General Biology w/Lab | NURS 212 | Integrated Nursing Care & Assessment IV-Lab/Clinical | 5 |
| OR | 5 | NURS 213 | Integrated Nursing IV-Pathophysiology/Pharmacology | 2 |
| BIOL& 211 | Majors Cellular | NURS 214/ | 1 |
|  |  | HUM 238 | Ethics and Policy in Health Care IV | 1 |
| Communications |  | NURS 215/ | 1 |
| Selected from DTA list |  | PSYC 238 | Psychosocial Issues in Health Care IV | 1 |
| Humanities |  | NURS 216 | Nutrition in Health Care IV | 1 |
| Selected from DTA list |  | NURS 221 | Integrated Nursing Care V – Theory | 3 |
| Social Sciences |  | NURS 222 | Integrated Nursing Care & Assessment V-Lab/Clinical | 5 |
| PSYC& 100 | General Psychology | NURS 223 | Integrated Nrsng V – Pathophysiology/Pharmacology | 2 |
|  |  | NURS 224/ | 1 |
|  |  | HUM 239 | Ethics and Policy in Health Care V | 1 |
|  |  | NURS 225/ | 1 |
|  |  | PSYC 239 | Psychosocial Issues in Health Care V | 1 |
|  |  | NURS 231 | Nursing Transition into Practice | 4 |
|  |  | NURS 232 | Preceptorship | 6 |
|  |  | NURS 233 | Capstone Project | 2 |
Office Administration

Administrative Assistant
Associate in Applied Science Degree
(90-99 credits)

Office Assistant Certificate of Completion
(64-68 credits)

Clerk/Receptionist (Customer Service Specialist)
Certificate of Proficiency
(32-34 credits)

PROGRAM DESCRIPTION: 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, 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, or 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 three quarters, if basic skills and/or pre-college are completed.

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.
  ▶ File and retrieve information using multiple types of file management systems.
  ▶ Actively listen, follow directions, provide assistance, communicate, and convey ideas effectively in dealing with customers, co-workers, and supervisors in an office setting.
  ▶ Recognize and adapt to varying communication/behavioral styles.
- 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.
  ▶ Record business transactions and prepare financial statements, create and use spreadsheets.
  ▶ Navigate the internet in order to gather information to complete tasks.

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.

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 may be eligible for advanced placement in keyboarding classes. See a faculty advisor to discuss this option.
### 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 103</td>
<td>Keyboarding 3</td>
<td>2</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Keyboarding 4</td>
<td>2</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Filing</td>
<td>2</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>CIS 100 Computer Applications &amp; Success Strategies for the Novice</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>Microsoft Word I</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>
</tbody>
</table>

### 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 106</td>
<td>Business English</td>
<td>5</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</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>Advanced Formatting and Document Processing</td>
<td>5</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Integrated Office Projects</td>
<td>5</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
</tr>
</tbody>
</table>

### 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 259</td>
<td>Integrated Office Projects</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>Contracts and Probate 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>

### 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>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 115</td>
<td>ICD-10-CM Coding for the Outpatient Coder</td>
<td>5</td>
</tr>
<tr>
<td>MED 120</td>
<td>CPT Coding for the Outpatient Coder</td>
<td>5</td>
</tr>
<tr>
<td>MED 151</td>
<td>Medical Administrative Procedures</td>
<td>5</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
</tr>
</tbody>
</table>

### 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&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</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</td>
<td></td>
</tr>
</tbody>
</table>
Paralegal
Associate in Applied Science Degree (93-99 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 considerable 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:

1. 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.

2. 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.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>Microsoft Word I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 102</td>
<td>Legal Forms (W)</td>
<td>4</td>
</tr>
<tr>
<td>LEGL 151</td>
<td>Introduction to Legal Systems and Procedures (F)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 152</td>
<td>Civil Procedure (F)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 153</td>
<td>Technology in the Law Office (Sp)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 154</td>
<td>Tort Law (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 155</td>
<td>Fundamentals of Legal Writing and Case Analysis (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 156</td>
<td>Legal Research (W)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 158</td>
<td>Investigation and Interviewing (Sp Even &amp; W odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 252</td>
<td>Public Law and Administration (F odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 259</td>
<td>Career Readiness for the Paralegal</td>
<td>1</td>
</tr>
</tbody>
</table>

Electives

Choose at least 2 courses from the electives list below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Business Law II (F, W, Sp)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 157</td>
<td>Criminal Law (W odd years)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 251</td>
<td>Civil Litigation (F even years)</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 253</td>
<td>Domestic Relations (F even years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 255</td>
<td>Estate Planning (Sp odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>Real Estate and Property Law (F odd years)</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 257</td>
<td>Corporations and Partnerships (W even years)</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading/Writing</td>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>Speaking/Listening</td>
<td>CMST 220</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Computation</td>
<td>CMST 230</td>
<td>Small Group Communication</td>
</tr>
<tr>
<td>Human Relations</td>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
</tr>
</tbody>
</table>

IF MATH& 107 or above is chosen to satisfy the Computation requirement, only 10 additional general education courses are needed. Consider taking PHIL 102 Ethics as part of the 15 credits.
Parenting Education Program

Certificates of Achievement
Parenting Skills (6 credits)
Leadership Skills (15 credits)

PROGRAM DESCRIPTION: Students earning 6 credits in Parenting Education at South Puget Sound Community College 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.

These certificates provide approved training for parents (or parent figures) and enhance individual skills in child development, family relationships, and related topics leading to effective parenting. Participants are involved in observation and classroom experiences that include laboratory sessions.

These certificates prepare students to be effective parents for children in their care. Some skills may transfer to the work force. For those students that elect to continue a program of study, some of the completed course credits may also be applied toward certificates or degrees in a related program area.

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 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 22, 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 Co-op (360) 866-1819
Westside Co-op (360) 866-7383

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>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>3</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)

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.

**Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>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 for Phlebotomists</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>
Retail Management

Certificate of Completion  
(53 credits)

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;

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 270</td>
<td>Human Resources Management</td>
<td>5</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>RBM 143</td>
<td>Principles of Retailing</td>
<td>5</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>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimension in the Office: Diversity</td>
<td></td>
</tr>
</tbody>
</table>
Welding Technology

Associate in Applied Science Degree (90-96 credits)

Certificates of Proficiency
Beginning Welding Certificate (34 credits)
Intermediate Welding Certificate (24 credits)
Advanced Welding Certificate (24 credits)

PROGRAM DESCRIPTION: The Welding Technology Program is designed to introduce students to all phases of welding and cutting using Oxy-Acetylene, Flux Core Arc Welding, Gas Metal Arc Welding, Shielded Metal Arc Welding, Dual Shield, Metallic Inert Gas Welding, plasma and oxy-acetylene cutting processes, both manual and automatic feed. Emphasis will be placed on the proper setup, safety and use of shop equipment. Shop experience is gained through work done on a variety of practical projects, such as tanks, bumpers, home projects and art work, using various types of materials—cast iron, steel, stainless steel, and aluminum in various shapes, positions, and sizes.

CAREER OPPORTUNITIES: Graduates are employed as welders in the building trades, shipbuilding, bridge construction, metal fabrication, and maintenance repair work. Welders use oxy-acetylene, arc, FCAW tungsten inert gas, and short arc welding techniques.

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

- Demonstrate the following skills standards specific to Welding Technology:
  - Operate safely a variety of hand and power tools used in metal fabrication; brake, shear, drills, ironworker rolls and power saws.
  - Identify and know characteristics of a variety of metals used in the fabrication industry.
  - Perform different welding processes: SMAW, GMAW, FCAW and GTAW.
  - Describe different filler metals for all welding processes and their numbering systems.
  - Demonstrate all thermal metal cutting processes; oxy-acetylene, plasma arc and heat treating.
  - Lay out projects using a minimum of materials and fabrication time.
  - Interpret blueprints and drawings including all weld symbols and specifications.

Evening Classes: Note: Three 4-credit evening classes are equivalent to one 12-credit day class.

Special Program Note: Continuing education classes are offered in the evening for everyone, from beginners to journey level wanting to upgrade their skills. These classes are 3 hours per night for eleven weeks and students may take one or two nights per week depending upon their needs. All students are highly recommended to attain first aid certification.

Core Requirements – Associate Degree – DAY CLASSES (Option A)

WELD 110 Oxy-Acetylene Welding 12
WELD 119 Welding Theory 5
WELD 120 Shielded Metal Arc Welding 12
WELD 130 Flux Core Arc Welding 12
WELD 140 Gas Metal Arc Welding 12
WELD 170 Blueprint Reading for Welders 5
AND Choose one of the following: 12
WELD 156 Gas Tungsten Arc Welding
WELD 200 Welding Fabrication I

Core Requirements – Associate Degree – EVENING CLASSES (Option B)

WELD 111 Oxy-Acetylene Welding I 4
WELD 112 Oxy-Acetylene Welding II 4
WELD 113 Oxy-Acetylene Welding III 4
WELD 121 Shielded Metal Arc Welding I 4
WELD 122 Shielded Metal Arc Welding II 4
WELD 123 Shielded Metal Arc Welding III 4
WELD 131 Flux Core Arc Welding I 4
WELD 132 Flux Core Arc Welding II 4
WELD 133 Flux Core Arc Welding III 4
WELD 141 Gas Metal Arc Welding I 4
WELD 142 Gas Metal Arc Welding II 4
WELD 143 Gas Metal Arc Welding III 4
WELD 151 Gas Tungsten Arc Welding I 4
WELD 152 Gas Tungsten Arc Welding II 4
WELD 153 Gas Tungsten Arc Welding III 4
WELD 161 Welding Certification Preparation I 4
WELD 162 Welding Certification Preparation II 4
WELD 163 Welding Certification Preparation III 4

General Education Requirements – Associate Degree (Options A and B)

Reading/Writing
ENGL 101 English Composition I 5

Speaking/Listening
Choose from General Education – AAS 5

Computation
MATH 101 Technical Mathematics I 5

Human Relations
CMST& 230 Small Group Communication 5

Core Requirements – Beginning Welding Certificate

WELD 110 Oxy-Acetylene Welding 12
WELD 119 Welding Theory 5
WELD 120 Shielded Metal Arc Welding 12
WELD 170 Blueprint Reading for Welders 5

Core Requirements – Intermediate Welding Certificate

Prerequisite: WELD 119 & WELD 170 or Welding Placement Test

WELD 130 Flux Core Arc Welding 12
WELD 140 Gas Metal Arc Welding 12

Core Requirements – Advanced Welding Certificate

Prerequisite: WELD 119 & WELD 170 or Welding Placement Test

WELD 156 Gas Tungsten Arc Welding 12
WELD 200 Welding Fabrication I 12
# Distribution Requirements for General Education

**ASSOCIATE IN APPLIED SCIENCE**

**NOTE:** For the Associate in Applied Science Degree 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

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

## COMMUNICATION: Speaking/Listening

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<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 (Fall 07)</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 (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>CMST 260</td>
<td>Communication and Conflict</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td>5</td>
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## COMPUTATION

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

**OR**

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

## HUMAN RELATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity (Summer 06)</td>
<td>3</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communicatn: Diversity (Fall 07)</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 (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity (Summer 06)</td>
<td>5</td>
</tr>
</tbody>
</table>

## DIVERSITY REQUIREMENT

- Designates Diversity Courses throughout General Education List.
Associate in General Studies

(90-92 credits)

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.

Reading/Writing
ENGL& 101 English Composition I 5
ENGL& 102 Composition II 5

Humanities 10
Must be selected from the General Education Requirements for the Associate in Arts & Science –Direct Transfer Agreement.

Natural Science 10
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.

Social Science 10
Must be selected from the General Education Requirements for the Associate in Arts & Science –Direct Transfer Agreement.

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

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: With a "C" or better in ACCT 201 (formerly ACCT 201) and CIS 141.

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, including concepts and practices. Standards and ethics of the accounting profession in relationship to auditing. Prerequisite: ACCT 232 with a "C" or better.

ADULT BASIC EDUCATION

ABE 041  ABE Level I (Beginning ABE Literacy)  5
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)  5
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)  5
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)  5
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  5
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  5
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  5
Individual and group instruction for students desiring to improve skills in mathematics. Prerequisite: Placement by testing.

ABE 064  Adult Basic Education IV-Math  5
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.

AMERICAN SIGN LANGUAGE

ASL 121  Am Sign Language I  5
An introduction to American Sign Language (ASL) to develop visual and spatial awareness. Vocabulary, grammar usage, receptive skills and culturally appropriate behavior when interacting with deaf people, community and their history. This course was formerly known as ASL 101. Prerequisite: None.

ASL 122  Am Sign Language II  5
A continuation of ASL 121 to work towards mastery of American Sign Language. Gain a deeper insight of vocabulary, grammar, receptive/expressive skills and deaf history. Increased knowledge about deaf culture and community. This course was formerly known as ASL 102. Prerequisite: ASL 121 or ASL 101 with a grade of 2.0 or better, demonstrate equivalent proficiency, or instructor’s permission.
ASL& 123 Am Sign Language III 5
A continuation of ASL& 122 to work towards mastery of American Sign Language with focus on grammatical features that include visual, spatial and non-verbal components. Intensive work on development of receptive/expressive skills and vocabulary. Continuation of study of deaf culture and community. This course was formerly known as ASL 103. Prerequisite: ASL& 122 or ASL 102 with a grade of 2.0 or better, demonstrate equivalent proficiency, or instructor's permission.

ASL& 221 Am Sign Language IV 5
Emphasis on expressive and receptive skills development and American Sign Language fluency. Focus will be given to correct formation of signs, movement, rhythm and clarity; Idioms and slang will be taught. This course was formerly known as ASL 201. Prerequisite: ASL& 123 or ASL 103 with a grade of 2.0 or better demonstrated equivalent proficiency, or instructor’s permission.

ASL& 222 Am Sign Language V 5
Continued development of ASL fluency— including expressive and receptive skills, vocabulary (including ASL idioms and stand) and ASL grammar— introduction of ASL linguistics. This course was formerly known as ASL 202. Prerequisite: ASL& 221 or ASL 201 with a grade of 2.0 or better or demonstrated equivalent proficiency, or instructor’s permission.

ASL& 223 Am Sign Language VI 5
Continued development of ASL fluency— including expanded vocabulary including ASL idioms, increased proficiency in ASL’s grammar, linguistics, and non-manual features through intensive conversational and public speaking exercises. This course was formerly known as ASL 203. Prerequisite: ASL& 222 or ASL 202 with a grade of 2.0 or better or demonstrated equivalent proficiency, or instructor’s permission.

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
Survey of the methods and theories of archaeology, explained through an examination of select past cultures and civilizations. 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 hominid roots and the outcome of 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.

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 Islands, with an emphasis on Polynesia. This course was formerly known as ANTH 240, Native Pacific Island Cultures. ENGL& 101 recommended. Prerequisite: None.

ANTH 245 Ethnographic Fieldwork 5
Focuses on observation, description, analysis, and interpretation of human socio-cultural 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 WRT 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 debate on diverse sexualities. Prerequisite: ENGL& 101 recommended.

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).

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 assembling. 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 175  Mixed Media  5
An introduction to mixed media art and methods. Integrate diverse media such as drawing, clay, collage, mobile devices, and digital graphics tablets to design, create, and share original art work. Study mixed media art from history and the contemporary art world and its evolution 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 vehicles, including green technology vehicles. Covers in-depth application of Ohm’s Law and Watt’s Law Theory. Shop electrical diagnostic and tools are studied with 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 drum and disc 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 110 or instructor’s permission.

AUTO 208 Engine I 6
Basic engine component identification and engine theory on most import and domestic vehicles. Emphasis will be on engine condition diagnosis and associated procedures. Prerequisite: “C” or better in AUTO 100, 111, 116, 117, 118 and 119, or instructor’s permission.

AUTO 209 Engine II 6
Advanced engine measurements and component diagnosis will be discussed. Focus will be on engine disassembly, precise measuring procedures and engine reassembly. Prerequisite: “C” or better in AUTO 100, 111, 116, 117, 118 and 119, 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 automatic transmissions. Familiarizes 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 lamination techniques used to make up such pastries as pain au chocolate, pain aux raisin, Danish pastries, and brioche. Prerequisite: Instructor’s permission.

BPA 115 Pies and Tarts 4
Prepare baked and unbaked pies and tarts, using fruit fillings, custard-type fillings, cream fillings, and chiffon fillings. Prerequisite: Instructor’s permission.

BPA 116 Individual and Plated Desserts 4
Instruction in plated desserts with a focus on custards, mousses, and creams. Skills in composition, portion control, and plate presentation are developed. Prerequisite: Instructor’s permission.

BPA 118 Classical Cakes and Tarts 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**

**BIO& 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.

**BIO& 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.

**BIO& 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, bio-technology, 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 BIO& 105. Prerequisite: None.

**BIO& 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 BIO& 110. Prerequisite: None.

**BIO& 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 BIO& 170. Prerequisite: None.

**BIO& 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 BIO& 221, Majors Cell Biology. Recommended CHEM& 121 or CHEM& 161. May be concurrent. Prerequisite: None.

**BIO& 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 BIO& 222, Majors Organismal Physiology. Prerequisite: BIO& 211 (formerly BIO& 220).

**BIO& 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 BIO& 223, Majors Ecology & Evolution. Prerequisite: BIO& 212 (formerly BIO& 222).

**BIO& 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 BIO 205. Prerequisite: CHEM& 121 (formerly CHEM 101) or higher with a “C” or better.

**BIO& 242 Human A & P 2** 5
A continuation of BIO& 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 BIO 206. Prerequisite: BIO& 241 (formerly BIO 205) with a “C” or better.

**BIO& 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 BIO 207. Prerequisite: BIO& 242 (formerly BIO 205) with a minimum grade of “C”; BIO& 242 (formerly BIO 206) with a minimum grade of “C” or concurrently BIO& 242 may be taken with BIO& 253 concurrently.

**BIO& 260 Microbiology** 5
Microbiological techniques with health applications. Topics include: morphology of microbes, microbial metabolism, microbial genetics, cultivation and growth identification and classification tests, control of microbial growth, pathogens, disease, and host defenses. (Four lecture, three lab hours weekly.) This course was formerly known as BIO& 211. Prerequisite: CHEM& 121 (formerly CHEM 101) and BIO& 241 (formerly BIO& 205).

**BOTANY**

**BOT 101 Introduction to Botany** 5
An overview of plant science, emphasizing plant form and function, life processes, diversity, genetics, propagation and biotechnology, and ecology. Lab and written work emphasize plants in the ecosystem, applied plant science, microscopy and experimentation. Prerequisite: Eligible for ENGL& 101 AND MATH 097.

**BOT 210 Plants of the Pacific Northwest** 5
Native and naturalized plants of the Pacific Northwest: their identification, classification, ecology and distribution. Prerequisite: BIO& 160 or 221; BOT 101, HORT 100, or instructor’s permission.

**BUILDING INFORMATION MODELING**

**BIM 201 Building Information Modeling I** 5
Introductory to Revit Architecture. Industry driven BIM software will be utilized to create an accurate and effective building model while exposing students to the power and potential of BIM (Building Information Modeling) and its impact on the AEC (Architecture/Engineering/Construction) Industry. Prerequisite: CAD 120, 150 or instructor’s permission.

**BIM 202 Building Information Modeling II** 5
Intermediate Revit Architecture. Expansion of skills from BIM 201 using industry-driven BIM software. The “Information” component of BIM will be the primary focus throughout the course. Use of software to create detailed construction documents, as well as basic 3D model presentation techniques, project phasing, and managing design options. Prerequisite: BIM 201 with a “C” or better.

**BIM 203 Building Information Modeling III** 5
Advanced Revit Architecture and techniques for industry-driven BIM software. Collaboration, teamwork, and creating custom content will be the primary focal points of this course. Students will work collaboratively on a common building project to simulate a real-world work environment. Additionally, each student will be responsible for contributing custom content to the project. Prerequisite: BIM 202 with a “C” or better.

**BIM 211 Construction Documents** 5
Introductory level understanding of commercial construction and BIM projects with a strong emphasis on reading and understanding existing commercial construction documents that have been created from BIM models. Focuses on site related, architectural, and structural elements as well as broad mechanical and electrical elements of the documents. Prerequisite: CAD 120, BIM 201.

**BUSINESS ADMINISTRATION**

**BUS& 101 Intro to Business** 5
An overview of current concepts and structures of American business. A general look at the functions of business-forms of ownership, management, personnel, marketing, production, finance, and the economic picture. This course was formerly known as BUS 101. Prerequisite: ENGL& 101 (formerly WRIT 101) or eligible to take ENGL& 101.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
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<tr>
<td></td>
<td>Focuses on creating and maintaining</td>
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<td>positive customer relations.</td>
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<td>Empphasizes the importance of</td>
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<td>developing a service-oriented</td>
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<td>organization whose practices</td>
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<td>foster customer retention and</td>
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<td>loyalty. Develops skills in</td>
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<td>problem-solving, communication</td>
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<td>both oral and written, critical</td>
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<td>thinking and decision-making in</td>
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<td></td>
<td>order to identify and respond</td>
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<td></td>
<td>to customer needs. Prerequisite:</td>
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<td>Eligible for ENGL&amp; 101.</td>
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<tr>
<td>BUS 170</td>
<td>Principles of Management: Diversity</td>
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<td></td>
<td>Analysis of the functions of</td>
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<td>management, including planning,</td>
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<td>problem solving, decision making,</td>
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<td>organizing, leading, directing,</td>
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<td>motivating and controlling. Special</td>
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<td>emphasis will be on current</td>
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<td>management issues including the</td>
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<td>importance of diversity. Students</td>
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<td>will be expected to employ critical</td>
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<td>thinking skills to analyze and</td>
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<td>address typical workplace challenges.</td>
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<td>The case method, role playing,</td>
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<td>practical applications and exercises</td>
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<td>will be used. Prerequisite: Eligible</td>
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<td>for ENGL&amp; 101. Completion of</td>
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<td>ENGL&amp; 101 or (formerly WRIT 101), is</td>
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<td>strongly recommended.</td>
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<td>BUS 201</td>
<td>Business Law</td>
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<td>A study of the American legal</td>
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<td>system; includes the Constitution,</td>
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<td>legislative, executive and</td>
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<td>judicial branches. Examines system</td>
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<td>structure, concepts, procedures,</td>
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<td>terminology, ethical principles with</td>
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<td>an emphasis on principles and</td>
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<td>procedures applicable in the</td>
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<td>context of business contracts. Covers</td>
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<td>definitions, formation, interpretation</td>
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<td>and enforcement within the legal</td>
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<td>field. This course was formerly</td>
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<td></td>
<td>known as BUS 171; Business Law I.</td>
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<td>Prerequisite: Eligible to take</td>
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<td>ENGL&amp; 101.</td>
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<td>BUS 202</td>
<td>Business Law II</td>
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<td></td>
<td>Expands and develops principles of</td>
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<td>American substantive and procedural</td>
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<td>law learned in BUS 201 with a</td>
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<td>concentrated focus on specific areas</td>
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<td>of legal importance to accountants</td>
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<td>and other business professionals</td>
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<td>working in legal areas: accountants'</td>
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<td>responsibilities and liability; the</td>
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<td>Uniform Commercial Code relating to</td>
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<td>sales; negotiable instruments;</td>
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<td>secured transactions and banking;</td>
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<td>real estate; insurance; estate</td>
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<td>planning; bailments; intellectual</td>
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<td>property; bankruptcy; labor law;</td>
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<td></td>
<td>and consumer law. This course was</td>
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<tr>
<td></td>
<td>formerly known as BUS 172.</td>
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<td>Prerequisite: BUS 201 (formerly BUS</td>
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<tr>
<td>BUS 210</td>
<td>Principles of Finance</td>
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<tr>
<td></td>
<td>Introduction to basic finance</td>
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<td></td>
<td>theory and decision making.</td>
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<td></td>
<td>Financial statement analysis; review</td>
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<td>of basic economic concepts;</td>
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<td>evaluating risk and return;</td>
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<td>sources of internal and external</td>
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<td>funds; the effect of monetary policy;</td>
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<td>securities and the securities</td>
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<td>market; and the effect of debt.</td>
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<td>Applicable to both small and large</td>
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<td></td>
<td>business. Prerequisite: BUS 101 and</td>
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<td>BUS 104; ACCT&amp; 201 recommended.</td>
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**Chemistry Courses**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 110</td>
<td>Chemical Concepts w/Lab</td>
<td>5</td>
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<tr>
<td></td>
<td>A look at chemistry in our lives by</td>
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<tr>
<td></td>
<td>studying its relationship to water,</td>
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<td></td>
<td>natural resources, energy sources,</td>
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<td>food, radioactivity, and the</td>
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<td>atmosphere. Includes the structure</td>
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<td>of atoms, chemical reactions,</td>
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<td>bonding, balancing chemical</td>
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<td></td>
<td>equations, and related laboratory</td>
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<td></td>
<td>activities. This course was formerly</td>
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<tr>
<td></td>
<td>known as CHEM 105, Chemical Concepts.</td>
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<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td>CHEM 121</td>
<td>Intro to Chemistry</td>
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<td>Fundamental chemistry for those</td>
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<td>interested in nursing/ allied health</td>
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<td>and those pursuing a non-science</td>
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<td>degree. Study of the classification,</td>
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<td>composition, calculations, and</td>
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<td>properties (both chemical and</td>
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<td>physical) of matter at the</td>
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<td>macroscopic, atomic and subatomic</td>
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<td>levels. Includes measurements and</td>
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<td>conversions, atomic structure,</td>
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<td>chemical bonding, chemical reactions,</td>
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<td>molar stoichiometry, and acid/ base</td>
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<td>chemistry. Students without</td>
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<td></td>
<td>intermediate algebra training or</td>
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<td></td>
<td>experience are strongly encouraged</td>
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<td>to take MATH 099, Intermediate</td>
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<td>Algebra, prior to or concurrent with</td>
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<td></td>
<td>enrollment in CHEM 121. This course</td>
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<tr>
<td></td>
<td>was formerly known as CHEM 101, Basic</td>
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<tr>
<td></td>
<td>General Chemistry. Prerequisite:</td>
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<td>With a &quot;C&quot; or better in MATH 097,</td>
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<td>MATH 099 or equivalent.</td>
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<tr>
<td>CHEM 131</td>
<td>Intro to Organic/Biochem</td>
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<td>Continuation of CHEM 121. Emphasis</td>
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<td>on organic chemistry and biochemistry.</td>
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<td>Major functional groups and the</td>
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<td>major physical and chemical</td>
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<td>properties of these are stressed.</td>
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<td>Major biochemical properties and</td>
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<td>processes regarding carbohydrates,</td>
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<td>lipids, proteins, enzymes, nucleic</td>
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<td>acids and major cellular</td>
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<td>energy pathways are covered.</td>
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<td>This course was formerly known as</td>
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<td>CHEM 102. Prerequisite: With a &quot;C&quot;</td>
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<td>or better in CHEM 121 (formerly CHEM</td>
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<td>101) or CHEM 162 (formerly CHEM 150).</td>
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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, thermochromy, 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 retied courses: MATH 120 or MATH 140.

CHEM& 162 General Chem w/Lab II 5
Second quarter of a general chemistry sequence for engineering, biological science, physical science, pre-med, pre-dental, and math majors. Includes covalent bonds, molecular shapes, solutions and solids, colligative properties, rates of reaction and equilibrium. Introduction to organic chemistry. Stresses problem solving and critical thinking. 4 hours lecture/3 hours lab per week. This course was formerly known as CHEM 150 General Chemistry II. Prerequisite: Grade of "C" or better in CHEM& 161 or CHEM 140 and MATH& 141 or MATH 121.

CHEM& 163 General Chem w/Lab III 5
Third quarter of a general chemistry sequence for engineering, biological science, physical science, pre-med, pre-dental, and math majors. Includes acids and bases, solubility and complex ion equilibria, thermodynamics-entropy, reduction-oxidation reactions and electrochemistry and nuclear reactions and issues. Stresses problem solving and critical thinking. 4 hours lecture/3 hours lab per week. This course was formerly known as CHEM 160 General Chemistry III. Prerequisite: Grade of "C" or better in CHEM& 162 (formerly CHEM 150), MATH& 141 (formerly MATH 121).

CHEM& 241 Organic Chem I 4
First of a three-quarter sequence of organic chemistry courses. Emphasis on structure, naming, properties, and transformations of the main classes of carbon compounds. This course was formerly known as CHEM 237. Prerequisite: CHEM& 163 (formerly CHEM 160) and ENGL& 101 (formerly WRIT 101) with grades of "C" or better, or instructor’s permission.

CHEM& 242 Organic Chem II 4
Second of a three-quarter sequence of organic chemistry courses. Further study of structure, naming, properties and transformations of the main classes of carbon compounds, especially aromatic and carbonyl compounds. Intended to be taken concurrently with CHEM& 252 (formerly CHEM 242). This course was formerly known as CHEM 238. Prerequisite: CHEM& 241 (formerly CHEM 237) with a grade of "C" or better, or instructor’s permission.

CHEM& 243 Organic Chem III 4
Third of a three-quarter sequence of organic chemistry courses. Emphasis on structure, naming, properties and transformations of amine and polyfunctional carbon compounds; and biochemical compounds (such as lipids, amino acids, proteins, carbohydrates and nucleic acids). This course was formerly known as CHEM 239. Prerequisite: CHEM& 242 (formerly CHEM 238) with a grade of "C" or better, or instructor’s permission.

CHEM& 251 Organic Chem Lab I 3
First laboratory course of a three-quarter sequence of organic chemistry courses. Emphasis on reactions, synthesis, purification and analysis of the main classes of carbon compounds. Intended to be taken concurrently with CHEM& 241 (formerly CHEM 237). This course was formerly known as CHEM 241. Prerequisite: CHEM& 163 (formerly CHEM 160) and ENGL& 101 (formerly WRIT 101) with grades of "C" or better, CHEM& 241 (formerly CHEM 237) with a grade of "C" or better (or concurrent enrollment); or instructor’s permission.

CHEM& 252 Organic Chem Lab II 3
Second laboratory course to accompany a three-quarter sequence in organic chemistry courses. Further study of reactions, synthesis, purification and analysis of the main classes of carbon compounds, especially aromatic and carbonyl compounds. Intended to be taken concurrently with CHEM& 242 (formerly CHEM 238). This course was formerly known as CHEM 242. Prerequisite: CHEM& 241 (formerly CHEM 237) and CHEM& 251 (formerly CHEM 242) with grades of "C" or better, CHEM& 242 (formerly CHEM 238) with a grade of "C" or better (or concurrent enrollment) or instructor’s permission.

CHINESE

CHIN& 121 Chinese I 5
Beginning level course in Modern Standard Chinese (Mandarin) for students with little or no prior experience in the language. Emphasizes the introduction to the four basic skills of Chinese: listening, speaking, reading, and writing, with particular attention to its unique features, such as tones and characters, and its cultural context. This course was formerly known as CHIN 101. Prerequisite: None.

CHIN& 122 Chinese II 5
Continue to introduce skills in standard (Mandarin) Chinese: i.e., Listening, speaking, reading, and writing. Continuing study of cultural theories. This course was formerly known as CHIN 102. Prerequisite: CHIN& 121 or CHIN 101 or equivalent or instructor’s permission.

CHIN& 123 Chinese III 5
Chinese 123 is a continuation of Chinese 122, a course in elementary Chinese for non-native speakers. Its aim is to help students develop further communicative skills in Mandarin Chinese. This course was formerly known as CHIN 103. Prerequisite: CHIN& 122 or CHIN 102 or equivalent or instructor’s permission.

COMMUNICATION STUDIES

CMST& 101 Introduction to Comm 5
An investigation into the theory and practice of interpersonal, interperson, 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 SPCHI 100, Introduction to Speech Communication. Prerequisite: None.

CMST& 102 Intro to Mass Media 5
Survey of mass media emphasizing its history, structure and function and covering print and broadcast newsgathering: film/cinema, television, radio, magazines and computers/internet, and regulation, advertising/public relations and media effects. This course was formerly known as MCOM 100, Introduction to Mass Media. Prerequisite: Eligible for ENGL& 101 (formerly WRIT 101).

CMST 105 Introduction to Online Journalism 5
Introduction to two forms of mass media writing: writing to inform (print and online) and writing to persuade (public relations, advertising and business). Newsgathering and news writing techniques including interviews, news judgment, story development, use of basic resource material, writing style and editing. Development of skills in audio and visual storytelling. Explores relationship between news, newsmakers, citizen journalists, social media networking, and ethics. Computer word processing skills are essential to being successful in this course. This course was formerly known as MCOM 101, Introduction to Journalism. Prerequisite: Eligible for ENGL& 101 (formerly WRIT 101).

CMST 205 Advanced Online Media Production 5
Develops skills required to use information delivery platforms common to digital media production and online publich. 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 communication and maintenance of school, co-worker, family, friendship and romantic relationships. This course was formerly known as SPCH 103. Prerequisite: None.

CMST& 220 Public Speaking 5
Introduction to oral communication theory and to public speaking/listening practice as applied to a variety of settings and audiences. Students will learn to verbally inform and/or demonstrate and persuade an audience using a variety of speech types. Covers speech preparation, critical listening and thinking, and individual and group presentation techniques. This course was formerly known as SPCH 101, Introduction to Public Speaking. Prerequisite: None.
CAD 100 Survey of Technical Computing 5
Basic skills and knowledge in using a computer to create, save, and use 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 plans, building sections, exterior elevations, roof and foundation plans. Prerequisite: CAD 101 or instructor’s permission.

CAD 150 Introduction to CAD 5
Introduction to Computer Aided Drafting. Includes file management, coordinate systems, draw commands, editing commands, dimensioning variables, layer management, external reference files, blocks, create attributes, dynamic blocks, introduction to parametric modeling and plotting. Prerequisite: Experience with Windows operating system highly recommended.

CAD 160 Civil Drafting I 4
Introductory level Civil Drafting. Traditional computer aided drafting theory-building course. Fundamental procedures in the development and understanding of Civil Drafting. Includes field note interpretation, plotting traverse, legal descriptions, topography map production, and computations relative to a variety of civil projects. Prerequisite: CAD 101, CAD 150 or instructor’s permission.

CAD 171 MicroStation 5
Provides coverage of the commands used in the Bentley MicroStation CAD software using Bentley PowerDraft software. Topics include creating and working with design files, element placement and manipulation including linear elements, polygons, cells, text, patterning, dimensions. Topics also include using the WSDOT tools to create a WSDOT civil project including base plans, sheet files, creating and stationing an alignment, raster images, printing sheets. Prerequisite: Basic computer skills.

CAD 182 Special Projects 1-5
An elective course with project to be selected by student and instructor. A special agreement form with a written proposal and timeline for the proposed project must be approved and on file with the instructor prior to registration. Prerequisite: Instructor’s permission.

CAD 222 Architectural CAD I 5
First half of the two part Advanced CAD. Architectural drawing system which utilizes a productive and organized approach to creating Construction Documents. Includes: external file referencing, blocks with attributes, template files, dimensioning styles, text manipulation, detail libraries, industry based layering schemes and plotting variables. Prerequisite: CAD 120, 150 or instructor’s permission.

CAD 223 Architectural CAD II 5
Second half of the two part Advanced CAD. Architectural drawing system which utilizes a productive and organized approach to creating Construction Documents. Includes: external file referencing, blocks with attributes, template files, dimensioning styles, text manipulation, detail libraries, industry based layering schemes and plotting variables. Prerequisite: CAD 222 or instructor’s permission.

CAD 241 Mechanical CAD I 5
Introduction to 3-D Solid Modeling utilizing SolidWorks Solid Modeling Software and its design environment. Course includes design sketching, solid geometry, blue printing, solid assemblies and solid material and textures. Prerequisite: CAD 101, 150 or instructor’s permission.

CAD 242 Mechanical CAD II 5
Intermediate 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes 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.

CAD 243 Mechanical CAD III 5
Advanced 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes advanced sketch design and editing, complex assembly creation and editing, advanced blue printing and an introduction to solid stress and movement analysis. Prerequisite: CAD 242 or instructor’s permission.

CAD 261 Civil CAD I 5
Introductory level Civil CAD course utilizing CivilSurvey specialized software. Includes: Plat Map creation, Subdivision map creation, Topograhic map creation as well as Plat and Profile Drawings. Assigned projects include a variety of public and private practice type drawings. Prerequisite: CAD 150, CAD 160 or instructor’s permission.

CAD 262 Civil CAD II 5
Intermediate level Civil/Survey design. Includes subdivision map creation, points file conversion, topographic map development, grading conversion, and map creation. Parcel map development and data query. Introduction to the foundational skills necessary to succeed in CAD 263, the advanced Civil/Survey application course. Prerequisite: CAD 160, 261 or instructor’s permission.

CAD 263 Civil CAD III 5
Advanced level Civil/Survey design software. Includes working with point files, importing and exporting point files from data collection devices. Working with point groups, creation of topographic maps, advanced plan and profile designs, roadway cross-sections, and fill quantities relative to road design. CAD 264 should be taken concurrently with this class. Prerequisite: CAD 160 and 261 and 262 or instructor’s permission.
CAD 264 Surveying I  3
Theory of errors, taping corrections, level traverses, angles, bearing azimuths, operation of a transit, interior and deflection angles, repetition of angles, traverse computations, latitudes and departures, adjustments of traverse coordinates, computation of stadia, vertical and horizontal curves. CAD 263 should be taken concurrently with this class. Prerequisite: CAD 160 and 261 and 262 or instructor’s permission.

COMPUTER INFORMATION SYSTEMS

CIS 100 Introduction to Computer Concepts & Applications  5
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.

CIS 101 Keyboarding 1  2
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.

CIS 102 Keyboarding 2  2
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. A keyboarding speed of 30 wpm is recommended. Prerequisite: CIS 101.

CIS 103 Keyboarding 3  2
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.

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. Prerequisite: ENGL 099 or eligible for ENGL & 101.

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 email, 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 Microsoft Word I  5
Overview of MS Word for Windows software using a personal computer. Basic document creation, 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  5
An introduction to Excel for worksheet applications. Creating simple worksheets using numbers, dates, text, formulas, desktop features, formatting, charting, printing, and file handling. Techniques include copying, moving, relative, and absolute cell references, using functions in formulas, file linking, multiple windows, and range naming. More advanced topics such as database and macros will also be introduced. Prerequisite: CIS 108 or CIS 100 and MATH 094.

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. CIS 101, 108 or CIS 123 recommended or comparable competencies. Prerequisite: CIS 141 or MATH 097 with a “C” or better.

CIS 150 Formatting I  4
Basic formatting techniques in keyboarding skill development using a personal computer with word processing software. Introduction to business letters, memos, spreadsheets, tables, and reports. CIS 136 recommended and the ability to type 30 wpm by touch. Prerequisite: None.

CIS 160 Introduction to Programming  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: MATH 097 with a “C” or better.

CIS 166 Programming Business Objects  5
Concepts and techniques of object-oriented programming in NET. Design and coding of custom class modules to validate and store business data emphasized. Basic programming techniques, such as looping and decision-making applied in a variety of situations. Interface design explored, focusing on meeting user needs, maximizing efficiency, and ensuring data validity. Prerequisite: CIS 160 and CIS 168.

CIS 168 Programming Logic  5
An introduction to the mathematics of computer programming. Covers symbolic logic, set theory, truth tables, number systems, algorithm design, decision table and logic diagrams. Prerequisite: MATH 099.
CIS 169  Requirements Analysis 3
Introduction to the planning, analysis, and design of software. Software design process including requirements analysis, planning, use case diagramming, and object diagrams. Communication techniques for problem comprehension, decomposition, analysis, and interaction with non-technical clients and peers. Prerequisite: CIS 168, CIS 145 AND CIS 166 or CS 142 or instructor’s permission.

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. CIS 108 recommended. Prerequisite: None.

CIS 175  Administrative Services 3
Administrative functions of organization applied in an office setting. Gives advanced students an opportunity to build and refine skills in office management, correspondence preparation, banking procedures, travel planning, and organizing meetings. Prerequisite: CIS 150, CIS 171 AND CIS 236.

CIS 182  Structured Query Language (SQL) 5
An introductory Structured Query Language (SQL) course which emphasizes techniques for writing efficient standard SQL. Students practice with commercial implementation of SQL. A thorough overview of relational database 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 HTML (HyperText Mark-Up Language) and CSS (Cascading Style Sheets). Emphasis on HTML tags for text, images, links, lists, simple layouts, complex layouts, tables, frames, style, internal style sheets, and external style sheets. Also an introduction to XHTML and JavaScript. CIS 108, CIS 110, and CIS 123 recommended. Prerequisite: None.

CIS 185  Web Scripting 5
Create, design, write, test, debug and document programs to run on client machines using JavaScript. Use scripting for pop-up windows, scrolling messages, validating forms, generating dynamic information, cookies, browser detection/redirect, and interactive menus. Use of proper programming techniques, the document object model (DOM) and JavaScript for access to JavaScript libraries. CIS 184 and CIS 160 recommended. Prerequisite: None.

CIS 189  XML 5
The relationship between XML (extensible markup language) and html. Includes learning proper structure for xml documents, cascading style sheets (CSS), document type definition (DTD), the document object model (DOM) as well as other important xml features. Students will gain knowledge of XML through hands-on experience. Prerequisite: CIS 166, CIS 145 and CIS 184 recommended.

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 asynchronous JavaScript and server-side programming. Create and manipulate user interfaces using HTML5 and Cascading Style Sheets. Integrate relational data sources. Use animation and graphics effectively. Introduce issues associated with developing web applications used across multiple platforms, including common security threats and concerns. Prerequisite: CIS 182, CIS 185 and CIS 284 or instructor’s permission.

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 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  Advanced Formatting and Document Processing 5
Advanced formatting techniques, language arts application and keyboarding skill development using a personal computer. Emphasis on formatting letters, tables, forms, minutes, agendas, press releases, memorandums, formal reports, and documents with special features. The ability to type 40 words per minute by touch. Prerequisite: CIS 150, CIS 136.

CIS 252  Introduction to Medical Transcription 3
Introduction to the medical transcription process stressing basic medical office documents, transcription practices, and editing skills. Basic English grammar and punctuation and medical transcription guidelines will also be covered. Prerequisite: CIS 150, MED 103.

CIS 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 166, CIS 150, and the ability to type at least 40 WPM by touch.

CIS 259  Integrated Office Projects 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, organizing 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. A significant existing software project is used as a case study. Appropriate code commenting and documentation is discussed. Unit tests are created and applied. Prerequisite: CIS 284 and CIS 169 or instructor's permission.

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 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, CIS 143. Prerequisite: Instructor's permission.

COMPUTER NETWORK ADMINISTRATION

CNA 101 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 5
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 server operating system and Microsoft Client-Server networks. Includes implementation of a core Windows Server Infrastructure into an existing enterprise environment by installing and configuring Active Directory, networking and other core services. Prerequisite: CNA 120 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
Introduction to securing network resources. Evaluation of network security from a global perspective. Incorporates media security, network vulnerabilities and authentication protocols. Basic cryptography, operating system security and Internet security practices. Preparation for the CompTIA Security+ Exam. Prerequisite: CNA 101, and either CNA 121 or CNA 122.

CNA 221 Windows Server Administration 5
A detailed examination of the tasks required to deploy and maintain a Windows Server infrastructure in an enterprise 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 client and Server operating systems. Prerequisite: CNA 121 and CNA 122 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 233 Administer Windows Server 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 Windows Server Services 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/securing services and fault tolerance using failover clustering/load balancing. Prerequisite: CNA 221.

CNA 250 Cisco II 5
The second of four courses leading to the Cisco CCNA certification. Participants will receive intermediate level introduction covering routing, switching and design theory for SOHO networks. Prerequisite: CNA 101.

CNA 251 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 Cisco IV 5
The fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Prerequisite: CNA 251.

CNA 270 Introduction to Wireless 3
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 251 or instructor's permission.

CNA 280 Security/Voice 5
Emphasizes core network security technologies including the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and voice services. Prerequisite: CNA 101, CNA 250, CNA 251.
CNA 296 Managing Network Environments 5
Global Network design and implementation, installation and user support of Microsoft network servers and clients. Configuration, installation and user support of Cisco routers and switches. Provides important design, organization, documentation, and operational functions required for effective Microsoft and Cisco network systems implementation and management. Prerequisite: CNA 121, CNA 222, CNA 233, CNA 252.

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 097 with a “C” or better 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 toolpaths, 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.

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. Also discussed are the various legal and societal functions of the criminal justice system. Includes a 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 (formerly WRT 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 103).

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 cooking including egg and meat cookery, hot sandwich and “fast food” operations. 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 095 (formerly ENGL/READ 096/097) 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 derivitives, 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 095 (formerly ENGL/READ 096/097) 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 095 (formerly ENGL/READ 096/097) 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 095 (formerly ENGL/READ 096/097) 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 095 (formerly ENGL/READ 096/097) 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 095 (formerly ENGL/READ 096/097) 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 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 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 in quarters. Prerequisite: Must be admitted into 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 prosthetics. 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 in quarters. Prerequisite: Must be admitted into 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 mankines and lab patients. Prerequisite: Must be admitted into Dental Assisting Technology core program.
DENT 171 Dental Materials III 4
Manipulation of irreversible hydrocoloids 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 and have completed Quarters I and II.

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 anesthetic; 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 where 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, curve, and finish amalgam and composite restorations as well as take final impressions and construct temporary crowns. This includes: dental materials, assessment, indications and contraindications, amalgam, 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 Auxilary 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 mid-term 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 Stanislavskys, 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 in the Media Communications Department. This course was formerly known as THEA 263. Prerequisite: DRMA 260 or THEA 261 or instructor’s permission.

DRMA 267 Acting for TV 5
Defines the fundamentals of acting for TV, broadcasting, and online video 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: 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 298. 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.

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: None.

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 150, Child Health, Safety, and Nutrition. 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.

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.

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 EC 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.

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 (formerly EDUC 120), or PSYC& 100 (formerly PSYC 103) or PSYC& 200 (formerly 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 for ENGL& 101 AND MATH 097.

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 097 or placement test.

ECON& 202  Macro Economics  5
Organization and operation of the American economy from an aggregate point of view, emphasizing the government and foreign sectors. Includes problems of inflation, unemployment, taxation, analysis of Gross Domestic Product, fiscal and monetary policy, money and banking, and international trade and finance. This course was formerly known as ECON 101. Macroeconomics. Prerequisite: MATH 097 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
Examines 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& 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, tension, 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, controls and moments of inertia. This course was formerly known as ENGR 202. Prerequisite: MATH& 151 (formerly MATH 123) and PHYS& 221 (formerly PHY 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 PHY 201), first.)

ENGLISH AS SECOND LANGUAGE

ESL 011  ESL Writing I (Writing for Beginning ESL Literacy)  3
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)  3
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)  3
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)  3
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)  3
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)
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)
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)
Non-credit course in reading and writing for English-language learners ESL level. Prerequisite: Placement test or recommendation of instructor.

ESL 023  ESL Literacy III (Literacy for High Beginning ESL)
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 Low Intermediate ESL)
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 High Intermediate ESL)
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)
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)
Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 181-190 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.

ESL 032  ESL Level II (Low Beginning ESL)
Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 191-200 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.

ESL 033  ESL Level III (High Beginning ESL)
Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 211-220 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.

ESL 034  ESL Level IV (Low Intermediate ESL)
Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 201-210 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.

ESL 035  ESL Level V (High Intermediate ESL)
Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 211-220 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.

ESL 036  ESL VI (Advanced ESL)
Non-credit course in listening and observing, speaking, reading, writing and technology competencies for limited English-proficient adults with a goal to improve English literacy who, at intake, score between 221-235 on a CASAS appraisal test. Prerequisite: Placement test and/or instructor’s permission.

ESL 041  ESL Communication I (Comm.Beginning ESL Literacy)
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)
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.

ESL 043  ESL Communication III (Comm.High Beginning ESL)
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.

ESL 044  ESL Communication IV (Comm.Low Intermediate ESL)
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.

ESL 045  ESL Communication V (Comm.High Intermediate ESL)
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.

ESL 046  ESL Communication VI (Communication AdvancedESL)
Non-credit course in speaking and listening for English-language learners at the Advanced ESL level. Prerequisite: Placement test and/or instructor’s permission.

ENGLISH

ENGL 090 Integrated Writing & Reading I  8
Integrated approach to reading and writing, with emphasis on reading strategies, critical thinking, and the writing process (planning, writing, revising, and editing). Prerequisite: Appropriate placement based on Reading & English CPT scores or transition test.

ENGL 093 Reading and Writing Strategies  5
Integrated approach to reading and writing, emphasizing flexible strategies for reading, critical thinking and planning, writing, and revising papers in response to readings. Prerequisite: Appropriate placement test scores in reading and sentence skills.

ENGL 095 Integrated Writing & Reading II  8
Integrated approach to reading and writing, focused on reading analytically, thinking critically, and writing coherent, well-supported essays. Prerequisite: Appropriate placement based on Reading & English CPT scores or successful completion of ENGL 090.

ENGL 098 Transitional English Composition  5
Integrated approach to reading and writing, focusing on reading analytically and writing essays that are grammatically correct, coherent, well-supported, and interesting. Prerequisite: Appropriate placement test score required or successful completion of ENGL 095.
ENGL 101 English Composition I 5
Develops the ability to read, think and write effectively at the college level. Develops writing skills by focusing on strategies and techniques writers use to convey ideas, make a point, and participate in their community and the world at large. Emphasizes both the process and the product of writing. This course was formerly known as WRIT 101, College Writing I. Prerequisite: Appropriate placement test scores OR successful completion of ENGL 095 (formerly ENGLREAD 096/097) OR ENGL 098 OR concurrent enrollment in ENGL 110.

ENGL 102 Composition II 5
Develops reading, writing and critical thinking skills at the advanced level. Teaches how to write academic papers by conducting research, analyzing, evaluating and constructing arguments; documenting sources and using appropriate writing conventions. This course was formerly known as WRIT 102, College Writing II. Prerequisite: Completion of ENGL 101 (formerly WRIT 101) with a "C" or better.

ENGL 102B Composition II: Visual Culture 5
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 101 (formerly WRIT 101) with a "C" or better.

ENGL 102C Composition II: Service Learning 5
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 and constructing arguments; documenting sources and using appropriate conventions. Required for a service level. Teaches how to write academic essays by conducting research, analyzing, evaluating, constructing arguments; documenting sources and using appropriate conventions. 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 101 (formerly WRIT 101) with a "C" or better.

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 2-4
Focuses on grammatical elements of sentences at the college level. Develops 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 coherent essays. Includes lab support for academic writing projects. Covers integration and documentation of sources, peer editing, and revision strategies. Recommended concurrent enrollment in ENGL 101 or another class that requires essay writing. May be taken concurrently with ENGL 098. Prerequisite: Eligible for ENGL 098, ENGL 110 or ENGL 101.

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 theatre 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 (formerly 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 the 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 North-
west 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 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 cul-
tural 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 243, 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 des-
ignated area of the world. Develops tools for reading, analyzing, interpreting, and
evaluating area works. This course was formerly LIT 244, Contemporary Literature:
(Variable Subtitles). Prerequisite: ENGL 101 (formerly WRIT 101) completion with a
"C-" or better, or concurrent enrollment.

ENHANCING STUDENT SUCCESS

ESS 101  Navigation of College Resources  2
An orientation to South Puget Sound Community College. Introduces students to
a variety of campus resources. Emphasizes development of skills related to study
habits, academic planning, and goal-setting. Develops critical thinking and com-
munication skills through individual reflection and group interaction. Prerequisite:
Eligible for ENGL 080 or above.

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.

ENVS 160  Topics in Environmental Science: Variable Subtitles  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 Invasive, and Resource Management, among others.
(Three lecture hours and four laboratory hours per week.) This course was formerly
known as ENVR 160. Prerequisite: None.

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 (formerly 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 (formerly WRIT 101), with a grade of "C" or
better or instructor's permission.

FILM 118  Topics in Film and Culture: Teen Movies  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 (formerly
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 pro-
ducing, 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 II. 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 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 systems (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. Must successfully complete FEST 100 to progress in the program. Minimum passing grade is a "C". Prerequisite: Admission to the Fire and Emergency Services Technology Program and instructor's permission.

FEST 101 Fire Related Experience I 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 with a "C" or better.

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 100, 101, 110, 117 and FEST 122 with a "C" or better.

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, 111, 125 and FEST 120 with a "C" or better.

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 level five safety initiatives. This course meets the FESHE model curriculum for Principles of Emergency Services. Prerequisite: "C" or better in FEST 100.

FEST 111 Fire Behavior and Combustion 5
Theories and fundamentals of how and why fires start, spread, and are controlled. This course meets the model FESHE curriculum. Prerequisite: "C" or better in FEST 110.

FEST 112 Building Construction for Fire Protection 5
Components of building construction related to firefighter and life safety. The elements of construction and design of structures as key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course follows the FESHE model curriculum for Building Construction for Fire Protection. Prerequisite: "C" or better in FEST 111.

FEST 115 Rope Rescue Operations 4
Rescue methods, patient packaging ropes and knots, low angle rescue techniques, and raising and lowering rope systems. Course meets the requirements of NFPA 1670 -Rope Rescue Operations. Prerequisite: "C" or better in FEST 111 and FEST 120.

FEST 117 Hazardous Materials Chemistry 4
This course provides the knowledge and skills necessary to safely respond to and manage the defensive operations involved in a chemical emergency, provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. The course provides the firefighter with additional knowledge to assist in mitigating a hazardous materials incident. Prepares students for the IFSA Hazardous materials operations certification exam. Prerequisite: Admission to the Fire and Emergency Services Technology Program. Successful completion of FEST 100 with a "C" or better.

FEST 120 Emergency Medical Technician 8
Development of skills in recognizing symptoms of illness and injuries and proper procedures for care. Upon completion of this course students may test for Washington State "EMT" certification and NREMT certification. In order to practice in Thurston County, students must also successfully complete the Thurston County Medic One EMT protocol exam. Prerequisite: Admission to the Fire and Emergency Services Technology Program, successful completion of FEST 100 with a "C" or better.

FEST 122 Fire Hydraulics, Water Supply and Pump Operation 4
Foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Exploration of the various types of fire pumps, pump construction, and operation. Prerequisite: Admission to the Fire and Emergency Services Technology Program, successful completion of FEST 100 with a "C" or better.

FEST 125 Fire Service Career Preparation 3
Firefighter written test-taking techniques, firefighter oral board techniques and practices, resume writing and preparation for Firefighter tests. Course will assist students in the Fire and Emergency Services Technology program to learn valuable skills necessary to be competitive in obtaining a career in the fire service. Prerequisite: "C" or better in FEST 100.

FEST 201 Fire Related Experience IV 5
Students are assigned to the Act unit or Engine and will work regular shifts every third day. Duties include responding to actual fire and medical emergencies, conducting BLS patient transports, station maintenance, apparatus inspections and quarterly SCBA certification and extrication exercises. Students will study maps of the fire district, multi-company operations scenarios, incident command, fireground safety practices and accountability. Prerequisite: FEST 103, 120, 122 with a "C" or better and instructor's permission to confirm student has attained IFSA Firefighter I and Washington State EMT- B Certification.

FEST 202 Fire Related Experience V 5
Advanced fire-incident related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications, emergency medical care and patient transports, and apparatus driving practices. Prerequisite: FEST 201, FEST 210 with a "C" or better.

FEST 203 Fire Related Experience VI 5
Continuation of advanced fire-incident related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications, emergency medical care and patient transports, and fire apparatus driving practices. Prerequisite: FEST 202, 211 and FEST 218 with a "C" or better.
FEST 210 Strategy and Tactics for Firefighters 4
Principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. The course also uses materials from the NFA STICO series and follows the FESHE curriculum model for Strategy and Tactics. Prerequisite: “C” or better in FEST 112.

FEST 211 Firefighter Safety and Survival 5
Basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Rapid intervention teams and self-rescue also included. Prerequisite: “C” or better in FEST 210.

FEST 212 Fire Prevention and Protection Systems 5
Information related to the features of design an operation of fire alarm systems, water supply for fire protection and portable fire extinguishers, history and philosophy of fire prevention, use and application of codes and standards, fire inspections, and fire and life safety education. This course meets FESHE model guidelines for Fire Prevention and Fire Protection Systems. Prerequisite: “C” or better in FEST 211.

FEST 215 Rope Rescue Operations 4
Methods, ropes, and knots, low angle rescue techniques, and raising and lowering rope systems. Course meets the requirements of NFPA 1670 - Rope Rescue Operations. Prerequisite: FEST 111, FEST 120, or instructor's permission.

FEST 218 Technical Rescue Techniques 3
An overview of several technical rescue disciplines to include structural collapse, trench rescue, and confined space rescue. Instruction in information necessary to recognize the hazards associated with these technical rescue situations, take defensive actions, and perform select operations-level skills. Prerequisite: FEST 215, FEST 210 and FEST 201 with a "C" or better.

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 Basic First Aid and CPR 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.

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 known as 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
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.

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 landforms, 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 1, 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 its cultural context. This course was formerly known as GERM 101. Prerequisite: None.

GERM& 122 German II 5
Additional skills in listening, speaking, reading, and writing. Continuing study of cultural themes. This course was formerly known as GERM 102. Prerequisite: GERM& 121 or GERM 101 or instructor's permission.

GERM& 123 German III 5
Completion of the study of the first year sequence of basic skills and further study of the German culture. This course was formerly known as GERM 103. Prerequisite: GERM& 122 or GERM 102 or equivalent or instructor’s permission.

GERM& 221 German IV 5
Reflection on, reaction to, and critical response to topics of cultural interest including leisure time, the world of work, education, equal rights, and environmental issues through non-fiction surveys, interviews, tables, 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 5
Continuation of GERM& 221. Reflection on, reaction to, and critical response to topics of cultural interest including leisure time, the world of work, education, equal rights, and environmental issues through non-fiction surveys, interviews, tables, articles; literature; short stories, poems, and songs; and documentaries and feature films. This course was formerly known as GERM 202, Intermediate German II. Prerequisite: GERM& 221 or GERM 201 or instructor’s permission.

HISTORY

HIST& 116 Western Civilization I 5
A history of Western society that begins with the stone age and river valley civilizations, covers the classical periods of Greece and Rome, and ends with the Medieval manors, towns, and church. This course was formerly known as HIST 101. Prerequisite: None.

HIST& 117 Western Civilization II 5
A history of Western society that begins with the High Middle Ages, studies the processes that lead to the Renaissance, Reformation, and strong monarchs, and ends with the scientific and political revolutions of the late 18th century. This course was formerly known as HIST 102. Prerequisite: None.
HIST& 118 Western Civilization III  
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 10. 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 11. 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 12. 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  
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.

**HUMAN DEVELOPMENT**

HDEV 101 Career/Life Planning  
Facilitates self exploration of individual interests, values, personality type, and skills. Provides information and direction regarding the process of career search and research. Examines the changing workplace, equity and diversity, new technology, and the global economy. Prerequisite: None.

HDEV 102 Career Planning Seminar  
Facilitates discovering of educational and career choices by examining values, natural interests, and personality preferences. Examines how to make career decisions and gather information about different career fields. Integrates how natural preferences fit with the work of world. Explores related training opportunities at the college. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 091/092) or above recommended.

HDEV 104 How to Succeed in College  
Examines factors known to improve success in college, particularly for first year students. Topics include college expectations, resources, and four success principles including: self-responsibility, motivation, self-management, goal-setting, self-awareness and emotional intelligence. This is a five-week, late-starting class. Students who have taken HDEV 107 need instructor’s permission prior to enrolling in HDEV 104. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 091/092) or higher.

HDEV 105 How to Succeed in College  
Examines factors known to improve success in college, particularly for first year students. Topics include college expectations, resources, and eight success principles including: self-responsibility, motivation, self-management, goal-setting, self-awareness and emotional intelligence. Students who have taken HDEV 107 need instructor’s permission prior to enrolling in HDEV 105. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 091/092) or higher.

HDEV 106 Strategies for College Success  
Includes an overview of various college success strategies and study skills including: time management, memory, reading, note-taking, test taking, campus resources, and self-improvement issues. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 091/092) or higher.

HDEV 107 New Student Seminar: How to Succeed in College  
Career and academic planning success strategies, college terminology, expectations, requirements, resources, services, structure and environment. Includes factors known to improve the likelihood of success among first year students. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 091/092) or higher.

HDEV 111 Becoming a Master Student: Psych College Success  
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 ENGL 095 (formerly ENGL/READ 096/097) or instructor’s permission.

**HUMANITIES**

HUM 114 The Mythic Image  
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  
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.
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<th>Course Code</th>
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<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
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<td>HUM 140</td>
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<td>HUM 180</td>
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<td>HUM 219</td>
<td>Hip Hop Culture and Music: Diversity</td>
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<td>HUM 220</td>
<td>Sacred Texts in World Religions</td>
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<td>HUM 235</td>
<td>Ethics and Policy in Health Care I</td>
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<td>HUM 240</td>
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**INTENSIVE ENGLISH**

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<tr>
<td>IE 010</td>
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<td>IE 012</td>
<td>Intensive English Writing Level IA</td>
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<td>IE 013</td>
<td>Intensive English Writing Level IB</td>
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<td>IE 014</td>
<td>Intensive English Grammar Level IA</td>
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<td>IE 015</td>
<td>Intensive English Grammar Level IB</td>
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<td>IE 016</td>
<td>Intensive English Communication Level IA</td>
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<tr>
<td>IE 020</td>
<td>Intensive English Reading Level IIIB</td>
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I E 021  Intensive English Reading Level IIB  5  
Continued instruction in low-intermediate reading course for non-native speakers of English to develop reading strategies, comprehend literature and respond to level-appropriate reading selections. Students enrolled in this class will also be enrolled in I E Reading Level II, I E Communication Level II and I E Grammar II. Prerequisite: Placement test score into Level II or instructor’s 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 I E Reading Level II, I E Communication Level II, and I E Grammar 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 I E Reading Level II, I E Communication Level II, and I E Grammar 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 instructor’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 IIA 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 verbal 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 literature and respond to level-appropriate reading selections. Students enrolled in this class will also be enrolled in Level III, Reading, Communication and Grammar. Prerequisite: Eligible for I E Level III OR “S” or better in all sections of Level II (E 020-27).

I E 031  Intensive English Reading Level IIB  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, Reading, Communication and Grammar. Prerequisite: Eligible for I E Level III or “P” in I E 030.

I E 032  Intensive English Writing Level IIA  5  
High-intermediate writing course for non-native speakers of English to acquire skills in writing multiple paragraph essays and other forms of writing in response to reading material. Students enrolled in this class 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 (E 020-027).

I E 033  Intensive Writing Level IIB  5  
Continuation of high-intermediate writing course for non-native speakers of English to acquire skills in writing multiple-paragraph essays and other forms of writing in response to reading material. Students enrolled in this class 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 IIB  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 II, successful completion of all sections of level II with an “S” or instructor’s 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’s permission and non-native speaker status.

I E 040  IE-Introduction to Literature Level IVA  5  
Advanced reading course for non-native speakers of English that introduces them to academic literature and increases reading comprehension. Prerequisite: Successful completion of I E 030/031 or advanced placement test score into Level III, successful completion of all sections of level II with an “S” or instructor’s permission and non-native speaker status.

I E 044  IE-Advanced Grammar Level IVA  2  
Advanced grammar course for non-native speakers of English that teaches students to identify and correct grammatical and syntactical errors in their writing. This class is linked with IE 040 and IE 042. Prerequisite: Placement test score into level IV or instructor permission and non-native speaker status.

I E 045  IE-Advanced Grammar IVB  2  
Continued advanced grammar course for non-native speakers of English that teaches students to identify and correct grammatical and syntactical errors in their writing. This class is linked with IE 041 and IE 043. Prerequisite: Placement test score into level IV or instructor permission and non-native speaker status.
I E 046  Academic Preparation for International Students  3
Advanced communication course for non-native speakers of English to prepare students for academic, college-level classes. Students will learn about U.S. academic expectations 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's permission and non-native speaker status.

I E 047  Academic Preparation for International Students  3
Continued advanced communication course for non-native speakers of English to prepare students for academic, college-level classes. Students will learn about U.S. academic expectations, strategies for understanding lectures, textbooks, taking notes, and participating successfully in groups. Prerequisite: Eligible for Level IV or successful completion of all sections of Level III with an "S" or instructor’s permission and non-native speaker status.

INTERNATIONAL/INTERCULTURAL STUDIES

IIS 125  Introduction to Latin American Studies  5
Interdisciplinary introduction to Latin American Studies which may include geography, culture, religion, politics, economics, literature, art, and music, representative ethnic groups and contemporary events. Focus will vary according to the instructor and changing current issues and events. Prerequisite: ENGL& 101 (formerly WRIT 101) or concurrent or instructor's permission.

IIS 129  Introduction to Middle Eastern Studies: Diversity  5
An interdisciplinary introduction to the Middle East. Explores the geography, religion, political economy, culture, and history of the contemporary Middle East and how those elements help shape contemporary problems. An analysis of the Israel-Palestine Question and the Iraq War. Prerequisite: Eligible for ENGL& 101.

IIS 130  Introduction to East Asian Studies: Diversity  5
Through an interdisciplinary approach this course will expand to the diverse ethnic and cultural world of East Asia. Topics of exploration include settlement and conflict, religious 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 (formerly WRIT 101) or concurrent enrollment.

IIS 131  Intro South & Southeast Asian Studies: Diversity  5
Through an interdisciplinary approach, this course will expand, inform, and expose students to the diverse ethnic and cultural world of South and Southeast Asia. Topics of exploration include settlement and conflict, religious and beliefs, colonization, economic power, political influence, and ethnic diversity. In an effort to understand major world events, both dominant and subordinate groups will receive equal consideration of their perspective. The specific countries of our inquiry include India, Pakistan, Bangladesh, Nepal, Bhutan, and Sri Lanka; Myanmar, Laos, Malaysia, Philippines, Indonesia, Brunei, Thailand, Cambodia, Singapore and Vietnam. Prerequisite: ENGL& 101 (formerly WRIT 101) or concurrent enrollment.

IIS 145  Introduction to African Studies  5
Interdisciplinary study of sub-Saharan Africa from prehistory to the present. Emphasizes fostering an understanding of this complex and important region by exploring the major forces that shaped and continue to shape sub-Saharan Africa. Prerequisite: ENGL& 101 (formerly WRIT 101) or concurrent enrollment.

IIS 210  International Cultural Studies  1-5
An in-depth interdisciplinary study of the life and culture(s) of one country or region of the world, with a focus on the relationship between the arts, history, religion, politics, and socio-economic conditions and cultural values and traditions in the region. Exploration of the role the culture has in the larger world and the political, cultural and economic issues that impact that role. (Specific culture of focus will change each quarter as selected by the instructor) Prerequisite: None.

JAPANESE

JAPN& 121  Japanese I  5
Introduction to skills in speaking, reading, and writing with particular attention to its unique features, such as tones and characters, and its cultural context. This course was formerly known as JAPN 101. Prerequisite: None.

JAPN& 122  Japanese II  5
Additional skills in listening, speaking, reading and writing. Continuing study of cultural aspects. This course was formerly known as JAPN 102. Prerequisite: JAPN& 121 or JAPN 101, or equivalent or instructor's permission.

JAPN& 123  Japanese III  5
Japanese 123 is a continuation of Japanese 122, a course in advanced Japanese for non-native speakers. Additional advanced skills in listening, speaking, reading, and writing. Continuing study of cultural themes. This course was formerly known as JAPN 103. Prerequisite: JAPN& 122, or JAPN 102, or equivalent or instructor's permission.

JAPN& 221  Japanese IV  5
Advanced skills in listening, reading, writing, and speaking. Continuing study of cultural themes. This course was formerly known as JAPN 201. Prerequisite: JAPN& 123 or JAPN 103, or instructor’s permission.

JAPN& 222  Japanese V  5
Advanced skills in listening, reading, writing, and speaking. Continuing study of cultural themes. This course was formerly known as JAPN 202. Prerequisite: JAPN& 221 or JAPN 201 or instructor's permission.

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, docket, reminder systems, organizational and procedural perspective of the legal profession, and legal and 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. Prerequisite: None.

LEGL 151  Introduction to Legal Systems and Procedures  3
History of the law, structure and jurisdiction of the court; ethical standards; introduction to case analysis and use of precedents, legislative processes. Prerequisite: Basic skills requirements: ENGL 095 (formerly ENGL/READ 096/097), 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 ticking, methods to ensure timelines of pleadings and other actions; use of database and full-text retrieval systems; and time-keeping for proper billing of clients. Prerequisite: LEGL 151 and 152. CIS 136 and 141.
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 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.

**LIBRARY**

LIB 101 **Introduction to Research** 1
Teaches skills necessary to succeed both inside and outside the classroom, including defining an information need, determining appropriate sources, formulating effective search strategies, critically evaluating, and using sources ethically. Prerequisite: None.

**MATHEMATICS**

MATH 090 **Basic Math** 5
Operations with whole numbers, fractions, decimals, and percents; study of proportions, measurement, and basic geometry including applications, problem-solving strategies, and writing about mathematics. Prerequisite: Appropriate placement score on the Arithmetic Test or recommendation from ABE.

MATH 094 **Beginning Algebra** 5
An introduction to algebra including operations with signed numbers, solving linear equations and graphing linear relationships. Prerequisite: Appropriate placement test score or "C" or better in MATH 090 or equivalent.

MATH 097 **Essentials of Intermediate Algebra** 5
Review of order of operations and solving basic linear equations. Graphing linear relationships; the equation of a line; systems of equations, properties of exponents and operations on polynomials. This course was formerly known as MATH 098, Elementary Algebra. Prerequisite: Appropriate placement test score or a "C" or better in MATH 094 or equivalent.

MATH 099 **Intermediate Algebra** 5
Exploring linear and quadratic functions including their graphs and applications. Solving linear, quadratic, rational and radical equations. "Simplifying rational and radical expressions. Prerequisite: Appropriate placement test score or with a "C" or better in MATH 097 or equivalent.

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: Appropriate placement test score or with a "C" or better in MATH 094 or equivalent.

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 097 (formerly 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-097(formerly MATH 098) with a "C" or better.

MATH& 107 **Math in Society** 5
Survey of mathematical topics presenting mathematics as an art in its own right and as a tool for understanding the world around us. Designed for non-science majors. Specific topics may be drawn from geometry, number theory, set theory, and the history of mathematics. This course was formerly known as MATH 107, Math for Liberal Arts. Prerequisite: Appropriate placement test score or with a "C" or better in MATH 097, MATH 099, or equivalent.
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
Introduces probability theory and statistical concepts including organization of data, sampling, descriptive and inferential statistics, the use of probability distributions in parameter estimation and hypothesis testing, linear regression, and correlation. This course was formerly known as MATH 108. Prerequisite: Appropriate placement test score or with a “C” or better in MATH 097, MATH 099, or equivalent.

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
Differential calculus of single-variable functions. This course was formerly known as MATH 123. Prerequisite: MATH& 142 (formerly MATH 122) with a “C” or better.

MATH& 152  Calculus II  5
Integral calculus of single-variable functions. Continuation of MATH& 151. This course was formerly known as MATH 124. Prerequisite: MATH& 151(formerly MATH 123) with a “C” or better.

MATH& 153  Calculus III  5
Advanced calculus topics including infinite series, Taylor polynomials, Taylor series representation of functions and calculus in polar coordinates and in parametric equations. Continuation of MATH& 152. This course was formerly known as MATH 125. Prerequisite: MATH& 152 (formerly MATH 124) with a “C” or better.

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 for Phlebotomist  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 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 103 with a “C” or better or concurrent enrollment.

MED 102  Medical Law, Ethics and Bioethics  2
Examines how ethics are derived from culture, religion, education, and environment, and then applied 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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MED 104</td>
<td>Medical Terminology II</td>
<td>5</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>MED 110</td>
<td>Medical Insurance Coding for the Medical Office</td>
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<td>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 alphanumerical 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.</td>
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<tr>
<td>MED 111</td>
<td>Advanced Diagnostic and CPT Coding</td>
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<td></td>
<td>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.</td>
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<tr>
<td>MED 112</td>
<td>Medical Terminology II</td>
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<td>Using basic word roots, combining forms, prefixes, and suffixes: correlates basic human anatomy and physiology with medical terminology. Major medical specialties, aspects of pathology, and surgical and diagnostic procedures included. Pharmacological terms, medical abbreviations, and overview of diagnostic and imaging procedures addressed. Prerequisite: MED 103.</td>
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<tr>
<td>MED 115</td>
<td>ICD-10 CM Coding for the Outpatient Coder</td>
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<td>Utilizing patient chart information, translate written diagnoses into ICD-10-CM codes. Discussion of ICD-9 codes will be presented to address pathway to ICD-10-CM. ICD-10-CM identifies diseases, conditions, complaints, signs and symptoms for documenting medical services. Prerequisite: MED 103 and MED 151 with a “C” or better.</td>
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<tr>
<td>MED 120</td>
<td>CPT Coding for the Outpatient Coder</td>
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<td>For outpatient coders who interpret various source documents and translate written narrative into numeric procedure codes. CMS 15000 insurance claim forms are used. Includes HCPCS overview. Prerequisite: MED 103, MED 115 and MED 151 (formerly MED 137) with a “C” or better.</td>
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<tr>
<td>MED 121</td>
<td>Disease Conditions and Treatments</td>
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<td>Etiology, signs, symptoms, diagnostic and treatment modalities relating to various human diseases. Includes prevention, prognosis, and instructions for patient care and equipment. Prerequisite: “C” or better in MED 101 or MED 157.</td>
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<tr>
<td>MED 125</td>
<td>Advanced Diagnostic and CPT Coding</td>
<td>5</td>
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<tr>
<td></td>
<td>Combination of diagnostic and procedural coding skills and practical application. Focus knowledge and skills using Current Procedural Terminology (CPT) and International Classification of Disease (ICD-9) coding systems. Prerequisite: MED 110, MED 112 or instructor’s permission.</td>
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<tr>
<td>MED 135</td>
<td>Clinical Procedures for Medical Assistants</td>
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<td></td>
<td>Theory and skills used in health care setting to assist practitioners with routine and specialty examination and treatments. Aseptic and sterile technique utilizing standard precautions. Prerequisite: MATH 094, Med 101.</td>
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<tr>
<td>MED 136</td>
<td>Diagnostic Procedures for Medical Assistants</td>
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<td>Theory and skills used in the medical office laboratory. Includes microscopy, microbiology, urinalysis, phlebotomy, electrocardiography and respiratory testing. Collection of specimens and their correct processing, including throat, urine and blood. Includes capillary puncture and venipuncture. Prerequisite: MED 101, MED 121, MED 135.</td>
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<td>MED 137</td>
<td>Medical Administrative Procedures</td>
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<td>Administrative procedures performed in the physician’s office to include: Health and accidental insurance management, medical records management, medical equipment and supply procurement and inventory, basic medical personnel management, billing and collections. Telephone communication related to medical problems included. Prerequisite: Concurrent with MED 101.</td>
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<td>MED 145</td>
<td>Externship for Medical Assistants</td>
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<td>200 unpaid hours of administrative and clinical functions as a medical assistant student in a physician’s office, clinic, or health care facility. Prerequisite: MED 101, MED 135, MED 136, MED 137, MED 148.</td>
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<tr>
<td>MED 146</td>
<td>Phlebotomy Externship</td>
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<td>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 AND MED 101 AND MED 152 (formerly MED 121) AND MED 103.</td>
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<tr>
<td>MED 148</td>
<td>Pharmacology for Medical Assistants</td>
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<td>Theory and skills necessary for administration of intradermal, subcutaneous, and intramuscular injections. Various drug groups, pharmacokinetics, dosage calculations, legal issues, regulatory issues, and patient education are covered. Also included is maintenance of medication and immunization records. Prerequisite: MATH 094 or MATH 101 OR BUS 104, and MED 101 or instructor’s permission.</td>
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<tr>
<td>MED 150</td>
<td>Medical Office Exposure Control</td>
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<td>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. Personnel 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.</td>
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<tr>
<td>MED 151</td>
<td>Medical Administrative Procedures</td>
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<td>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 &amp; 101 AND MATH 094 AND MED 103 with a “C” or better.</td>
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<tr>
<td>MED 152</td>
<td>Disease Conditions and Treatments</td>
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<td>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 or MED 150 with a “C” or better.</td>
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<td>MED 153</td>
<td>Medical Assisting Externship Seminar</td>
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<td>This course brings together students to prepare for externship and to discuss issues in the work place. There is an emphasis on communication, professionalism, and the importance of continuing education. Employment opportunities, job search skills, resume writing, and interview techniques will be addressed. Discussion of state certification guidelines with a focus on the AAMA certification exam. Prerequisite: MED 101 and MED 151 (formerly MED 137) with a “C” or better and concurrent enrollment with MED 152 and 154.</td>
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<tr>
<td>MED 154</td>
<td>Clinical Procedures for Medical Assistants</td>
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<td>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 150 and MED 151 (formerly MED 137), and BIO &amp; 175 with a “C” or better.</td>
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<tr>
<td>MED 155</td>
<td>Diagnostic Procedures for Medical Assistants</td>
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<td>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.</td>
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</table>
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 therapy, 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 150, 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 121.

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 122.

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 123.

MUSC 125 String Ensemble I 2
Open to all students with reasonable proficiency on orchestral instruments. Chamber music repertoire from various style periods will be studied and performed. Previous string instrument experience recommended. Prerequisite: None.

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 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 quarter. Prerequisite: "C" or better in MUSC 131 or instructor’s permission. Corequisite: Enrollment in MUSC 122.

MUSC & 133 Music Theory 3 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 quarter. Prerequisite: "C" or better in MUSC & 152 or instructor’s permission. Corequisite: Enrollment in MUSC & 123.

MUSC 134 Jazz Ensemble I 2
Provides the instrumentalist an opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Non-music major participation highly encouraged. Student must have ability to read music, basic knowledge of music theory and basic ability to play a jazz instrument. This course was formerly known as MUSC 134 Jazz Ensemble II. (formerly MUSC 133) Prerequisite: None.

MUSC 135 Jazz Ensemble II 2
Continuation of the opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Non-music major participation highly encouraged. This course was formerly known as MUSC 134 Jazz Ensemble II. Students must have ability to read music, basic knowledge of music theory, and basic ability to play a jazz instrument. Or by instructor permission. Prerequisite: None.

MUSC 136 Jazz Ensemble III 2
Continuation of the opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Non-music major participation highly encouraged. This course was formerly known as MUSC 134 Jazz Ensemble II. Prerequisite: MUSC 134 AND MUSC 135.

MUSC 140 Wind Ensemble I 2
Open to all students with reasonable proficiency on wind, brass and percussion instruments. Symphonic band or chamber music repertoire from various style periods will be studied and performed. Previous symphonic band instrument experience recommended. Prerequisite: None.

MUSC 147 Class Piano I 2
Beginning piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm reading, chords, sight-reading, and performance. Prerequisite: None.

MUSC 148 Class Piano II 2
The continuation of piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm reading, chords, sight-reading, and performance. Prerequisite: MUSC 147 or instructor’s permission.

MUSC 149 Class Piano III 2
A third quarter of piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm reading, chords, sight-reading, and performance. Prerequisite: MUSC 148 or instructor’s permission.

MUSC 150 Choir I 2
Basic principles of choral ensemble singing and study of appropriate choral literature. Open to all students. Prerequisite: None.

MUSC 151 Choir II 2
Continuation of choral ensemble singing and study of additional choral literature. Open to all students. Prerequisite: None.

MUSC 152 Choir III 2
A third quarter of choral ensemble singing and study of additional choral literature. Prerequisite: None.

MUSC 157 Class Voice 3
Vocal techniques for choral and/or solo vocal singing. Useful to anyone interested in learning about the singing process or exploring new vocal repertoire. Begins with foundational preparations, including analysis of how the voice works, to methodological voice-building techniques that progress to more challenging singing tasks. Prerequisite: None.
MUSC 159  Class Guitar  2
Basic techniques for playing guitar, plus studying melody and harmony, reading tablature, improvising, and composing. Students must provide their own instrument. Prerequisite: None.

MUSC 170  World Music: Performing Ensemble  2
Beginning experience in a non-Western (world music) performing ensemble. Hands-on music making within cultural context. No music reading or writing skills required. Prerequisite: None.

MUSC 170A  World Music: African Drumming  2
Beginning experience in playing African drums and other percussion in a performing ensemble group. Hands-on music making within cultural context. No music reading or writing skills required. Prerequisite: None.

MUSC 170B  World Music: Ta'ke-ti-na  2
Ta-ke-ti-na is a method of studying rhythm that uses the body and voice as instruments. Develops rhythmic creativity and fluency in new and familiar music of all styles. Prerequisite: None.

MUSC 170C  World Music: Afro-Latin Drumming  2
Beginning experience in playing Afro-Latin drums and other percussion in a performing ensemble group. Hands-on music making within cultural context. No music reading or writing skills required. Prerequisite: None.

MUSC 170D  World Music: Javanese Gamelan  2
Introduction to the instruments, vocal styles, and culture of a major Southeast Asian musical tradition. Performance of a variety of pieces linked to important cultural occasions. Prior musical experience helpful but not essential. No audition. Prerequisite: None.

MUSC 180  Applied Music-Piano  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 180A  Applied Music-Piano 1  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  1
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  1
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  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the voice. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music.

MUSC 182  Applied Music-Strings  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 183  Applied Music-Woodwinds  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 184  Applied Music-Brass  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 185  Applied Music-Percussion  1
This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

MUSC 186  Keyboard Competence  1
This course is designed to teach basic keyboard skills in order to help the music major pass keyboard competence exams in four-year schools. Content will be adjusted to the requirements of the specific school to which the student wishes to transfer. Prerequisite: Instructor’s permission. Preference given to students intending to major in music.

MUSC 188  Applied Music-Guitar  1
Ten half-hour lessons on the guitar, covering techniques of playing, general musicianship, music reading, and performance. Prerequisite: Instructor’s permission and/or audition. Preference is given to students intending to major or minor in music. Co-requisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or Music Theory.

MUSC& 241  Music Theory IV  5
A continuation of MUSC& 143, Music Theory III. For pre-majors in music. Prerequisite: MUSC& 143.

MUSC& 242  Music Theory V  5
A continuation of MUSC& 241, Music Theory IV. For pre-majors in music. Prerequisite: MUSC& 241.

MUSC& 243  Music Theory VI  5
A continuation of MUSC& 242, Music Theory V. 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 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.
NURSING

NURS 100  Nursing Assistant  6.5
Prepares students to become nursing assistants in convalescent centers, hospitals, and home and community settings. Covers the nursing assistant's role on the health care team, basic technical and personal care skills, 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 111  Integrated Nursing Care I - Theory  2
Introduces concepts and theories basic to the art and science of the nursing role with an emphasis on health promotion across the lifespan. Includes program's philosophy of nursing, nursing history, client needs, safety, communication, teaching-learning, critical thinking, ethical/legal, and cultural diversity. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, 114, 115 and 116.

NURS 112  Integrated Nursing Care & Assessment I-Lab/Clinical  5
Introduces health promotion, critical thinking and psychomotor nursing skills needed to assist individuals in meeting basic human needs. Includes a focus on assessments of clients across the lifespan, formulating nursing diagnoses, and documentation related to selected alterations discussed in Integrated Nursing Care I - Theory. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, 114, 115 and 116.

NURS 113  Integrated Nursing Care I - Pharmacology  1
Identifies basic principles of pharmacokinetics, pharmacodynamics, pharmacodynamics, calculations of drug dosages, medication administration, legal implications, and an overview of drug classifications. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, 114, 115 and 116.

NURS 114  Ethics and Policy in Health Care I  1
Introduction of ethical and legal issues relevant to the professions of nursing and health care through an integrated format with theory NURS 111. This course is cross listed with HUM 235. Prerequisite: Successful admission to the Nursing Program and in NURS 111, 112, 113, 114 successful completion or current enrollment in NURS 111, 112, 113, 114, 115, and 116.

NURS 115  Psychosocial Issues in Health Care I  1
Introduction to psychosocial issues across the lifespan from an integrated perspective with NURS 111. This course is cross listed with PSYC 235. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, 114, 115, and 116.

NURS 116  Nutrition in Health Care I  3
Explores the relationship between nutrition, health, and well-being to support the nurse's role in assisting clients to maintain or regain health across the lifespan through balanced nutrition. Prerequisite: Successful admission to the Nursing Program and successful completion of Nutrition 101 or successful completion or current enrollment in NURS 111, 112, 113, 114, 115 and 116.

NURS 121  Integrated Nursing Care II - Theory  3
Maintaining and restoring health of individuals, families and communities to support healing and functions of daily living. Apply evidence-based nursing care and management to address prevention and early detection of clients experiencing selected health conditions. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, 124 and 125.

NURS 122  Integrated Nursing Care & Assessment II Lab/Clinical  5
Demonstrates competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Integrated Nursing Care II - Theory. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, 124 and 125.

NURS 123  Integrated Nursing III-Pathophysiology/Pharmacology  2
Examines evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care II-Theory. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, 124, and 125.

NURS 124  Ethics & Policy in Nursing II  1
Identifications of ethical and legal issues related to the profession of nursing and the health care profession through an integrated format with theory NURS 121. This course is cross listed with HUM 236. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, 124, 125.

NURS 125  Psychosocial Issues in Health Care II  1
Emphasizes utilizing psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/families/groups through an integrated format with theory NURS 121. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, 124, 125.

NURS 131  Integrated Nursing Care III - Theory  4
Applies health promotion, maintenance, and restoration to address the interface of the individual within childbearing and childrearing groups and families. Uses nursing concepts & theories to apply evidence based nursing care to address individual, family, and community needs surrounding families and groups. Includes management and scope of nursing practice. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in: NURS 131, 132, 133, 134 and 135.

NURS 132  Integrated Nursing Care & Assessment III Lab/Clinical  5
Applies competencies necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Integrated Nursing Care III - Theory. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in: NURS 131, 132, 133, 134 and 135.

NURS 133  Integrated Nursing III-Pathophysiology/Pharmacology  2
Applies evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care III - Theory. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in: NURS 131, 132, 133, 134 and 135.

NURS 134  Ethics and Policy in Health Care III  1
Application of ethical and legal concepts and issues in the profession of nursing and health care through an integrated format with theory NURS 131. This course is cross listed with HUM 237. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in: NURS 131, 132, 133, 134 and 135.
NURS 135  Psychosocial Issues in Health Care I  
Examine psychosocial issues, human responses to illness and theories related to the development of mental health and illnesses. Utilizes the therapeutic communication process to assist individuals, families/groups with alterations in health through an integrated format with theory NURS 131. This course is cross listed with PSYC 227. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in: NURS 131, 132, 133, 134 and 135.

NURS 211  Integrated Nursing Care IV - Theory  
Analyzes nursing concepts and theories, health promotion, maintenance & restoration of clients across the lifespan experiencing decreased functions of daily living and altered baselines related to chronic illness. Differentiates principles and concepts of mental health/psychiatric disorders, psychopathology, and treatment modalities. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

NURS 212  Integrated Nursing Care & Assessment IV Lab/Clinical  
Analyzes and manages collaborative care to clients who are experiencing complications discussed in Integrated Nursing Care IV Theory. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

NURS 213  Integrated Nursing IV - Pathophysiology/Pharmacology  
Differentiates evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care IV - Theory. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

NURS 214  Ethics and Policy in Health Care IV  
Integrated analysis of ethical and legal concepts and issues in the profession of nursing and health care through an integrated format with theory NURS 211. This course is cross listed with PSYC 239. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

NURS 215  Psychosocial Issues in Health Care IV  
Examines psychosocial disorders across the lifespan. Emphasizes utilization of psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/families/groups at risk for experiencing psychosocial disorders through an integrated format with theory NURS 211. This course is cross listed with PSYC 238. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

NURS 216  Nutrition in Health Care IV  
Applies principles of nutrition, pathophysiology, pharmacology, and the nursing process in the dietary management of co-morbidities and exacerbations of illnesses. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

NURS 221  Integrated Nursing Care V - Theory  
Analyzes nursing care of clients across the lifespan with acute exacerbations, changes in condition, and emergencies to promote and restore health. Differentiates principles and concepts of death and dying, injury, and alteration in health baseline as a result of acute changes in condition. Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224, and 225.

NURS 222  Integrated Nursing Care & Assessment V Lab/Clinical  
Analyzes and manages collaborative care to clients who are experiencing complications discussed in Integrated Nursing Care V - Theory. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.

NURS 223  Integrated Nsg V - Pathophysiology/Pharmacology  
Evaluates evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care V - Theory. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.

NURS 224  Ethics and Policy in Health Care V  
Integration of ethical and legal concepts and issues in the profession of nursing and health care through an integrated format with theory NURS 221. This course is cross listed with PSYC 239. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.

NURS 225  Psychosocial Issues in Health Care V  
Analyzes psychosocial disorders across the lifespan from an integrated perspective. Emphasizes on psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/families/groups at risk for psychosocial disorders during emergent, traumatic or critical complex experiences through an integrated format with theory NURS 221. This course is cross listed with PSYC 239. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.

NURS 231  Nursing Transition into Practice  
Practicum experience facilitates synthesis of cognitive and affective skills acquired in the ADN program through supervised clinical practice with a preceptor in a selected health care agency. Prerequisite: Successful completion of 5th Quarter courses and successful completion or current enrollment in NURS 231, 232 and 233.

NURS 233  Capstone Project  
Integrates knowledge of nursing research, leadership and management, nursing theories, and nursing process to create, implement, and provide professional development that will include a research project with a scholarly presentation. Prerequisite: Successful completion of 5th Quarter courses and successful completion or current enrollment in NURS 231, 232 and 233.

NURS 234  Special Experiences  
Additional experiences in acute care settings to enhance application of theory. Explores role of the RN in select clinical settings that will enhance student’s experiences. Students will provide nursing care in acute care settings and assist with care in select specialty areas according to guidelines and clinical objectives. Preliminary and concluding seminars, readings and documentation of experience required. Prerequisite: Completion of all first year nursing courses.

NURS 235  Special Experiences II  
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 select areas of care according to guidelines and clinical objectives. Preliminary and concluding seminars, readings and documentation of experience is required. Includes the possibility of field trips. Prerequisite: NURS 201 and NURS 234.

NURS 250  Transcultural Nursing  
Introductory course for nursing students and non-nursing students which focuses on role of culture as a factor to be addressed in providing nursing care. Provides a framework for understanding cultural phenomena: communication, space, social, organization, time, environmental control, and biological variations. Applies knowledge of cultural phenomena to clients from multicultural populations. Prerequisite: NURS 102 or concurrent enrollment or instructor’s permission.
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.

PARAEDUCATOR

PARA 220 Assisting in the Classroom 5
Strategies for assisting certified teachers in a K-12 classroom setting with student instruction, behavior management, clerical functions and parental contact based on Washington State Skill Standards and Competencies for Paraeducators. Prerequisite: Instructor’s permission.

PARA 225 Practicum for Paraeducators 4
Supervised observation and participation in a school setting six hours per week: applying guidance techniques, adapting and implementing curriculum activities for individuals and small groups, and working cooperatively with staff. Two hour seminar per week. Prerequisite: ENGL 101 (formerly WRIT 101), PARA 220 or concurrent EDUC & 205 or EDUC 101 or ECE 235, EDUC & 115 or EDUC 120, EDUC & 203 or EDUC 215, EDUC 225, EDUC 230. Obtain instructors permission before registering.

PARENT EDUCATION

PEP 100A General Parenting 1
General topics in Parenting Education will be covered as students participate in seminars/classes in child development, parenting skills or early childhood education with or without children present. Students will apply knowledge in parenting situations.

PEP 100B General Parenting 2
General topics in Parenting Education will be covered as students participate in face to face or online classes in child development, parenting skills, or early childhood education with or without children present. Students will apply knowledge in parenting education class to their family life. Prerequisite: None. Education classes. Prerequisite: None.

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 dynamics 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, adolescents 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 (formerly 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 Nargajuna 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
acies. 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 and modern views. The emphasis will be on works of the Pre-Socratic
philosophers, Plato and Aristotle. Prerequisite: None.

PHIL 220  Philosophy of Religion  5
Introduces students to philosophical inquiry into the major elements of religious
thought and experience. Issues include arguments for God’s existence, atheism,
the problem of evil, the relationship of faith to reason, religious experiences,
religious ethics, and immortality. Prerequisite: Eligible for ENGL& 101.

PHYSICAL EDUCATION

P E 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.

P E 109  Aerobic Kickboxing   1
Introduction to aerobic kickboxing training. High intensity, low impact/high impact
aerobic exercise designed to improve cardiovascular and muscular endurance,
agility, flexibility, and coordination. Prerequisite: None.

P E 110  Body Conditioning  1
Physical training designed to improve cardiorespiratory endurance, muscular
strength and endurance, flexibility and body composition. Discussion of principles
of fitness to enhance and promote a lifetime of fitness. Prerequisite: None.

P E 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.

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

P E 114  Abs & Upper Body Conditioning  1
Proper resistance training techniques for the core (abdominal and low back) and
upper body. Emphasis on developing muscular strength and endurance as a
means of achieving muscular and cardiovascular fitness. Circuit training will be
utilized. Prerequisite: None.

P E 118  Beginning Modern Dance  1
Basic modern dance techniques to develop strength, coordination, balance, flexi-
ibility and grace. Dance steps will be combined to practice simple choreography.
Prerequisite: None.

P E 119  Modern Dance II  1
Intermediate modern dance techniques to develop strength, coordination, balance,
flexibility and grace. Dance steps will be combined to practice choreography cre-
ated by both instructor and students. Prerequisite: Modern Dance I, or equivalent.

P E 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.

P E 129  Pilates  1
Course focuses on the fundamental principles and benefits of Mat Pilates shown
in beginning, intermediate and advanced levels of movement. These principles
will be studied in addition to other fitness components. Prerequisite: None.

P E 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 danger-
ous 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 em-
phasis on lifestyle management, components of fitness, nutrition, weight manage-
ment, 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 endur-
ance, flexibility, and body composition. Emphasis will be placed on factors that
result in permanent lifestyle changes and encourage a lifestyle 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.
PHYSICS

PHYS& 114 General Phys I w/Lab  5
Fundamental principles and applications of physics: mechanics, including kinematics, Newton’s Laws, work and energy, 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 116 and PHYS& 123. General Physics II. Prerequisite: PHYS& 114 (formerly PHYS 114 and PHYS& 121), or instructor’s permission.

PHYS& 116 General Phys III w/Lab  5
Fundamental principles and applications of physics: Electricity and magnetism, waves, sound, light, and optics. This course was formerly known as PHYS 116 and PHYS& 123. General Physics III. Prerequisite: PHYS& 115 (formerly PHYS 115 and PHYS& 122) or instructor’s permission.

PHYS& 221 Engr Physics I w/Lab  5
For science and engineering majors. Fundamental principles of physics: mechanics, including kinematics, Newton’s laws, work and energy, and rotational mechanics. This course was formerly known as PHYS 201, Engineering Physics I. Prerequisite: MATH& 115 (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, gases, 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& 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
Examines the American Constitution, the evolution of the American system and the system 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, economic development and sanctions, human rights, environmentalism and a review of international and regional issues. This course was formerly known as POL 205. ENGL& 101 (formerly WRIT 101) recommended.

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.

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: Eligible for ENGL& 101.

PSYC 116 Psychology of Human Relations: Diversity  5
An introduction to the study 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 personal and professional relationships. Prerequisite: Eligible for ENGL& 101.

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: Eligible for ENGL& 101.

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 disease and sexual deviations or variances. Prerequisite: Eligible for ENGL& 101.

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: Eligible for ENGL& 101.
PSYC 209  Fundamentals of Social Science
     Research Methods  5
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. Strongly recommended PSYC& 100. 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: Eligible for ENGL& 101.

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: Eligible for ENGL& 101.

PSYC 235  Psychosocial Issues in Health Care I  1
Introduction to psychosocial issues across the lifespan from an integrated perspective with NURS 111. This course is cross listed with NURS 115. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, 114, 115 and 116.

PSYC 236  Psychosocial Issues in Health Care II  1
Emphasizes utilizing psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/families/groups; through an integrated format with theory NURS 121. This course is cross listed with NURS 125. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, 124, 125.

PSYC 237  Psychosocial Issues in Health Care III  1
Examines psychosocial issues, human responses to illness and theories related to the development of mental health and illnesses. Utilizes the therapeutic communication process to assist individuals, families/groups with alterations in health through an integrated format with theory NURS 131. This course is cross listed with NURS 135. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in: NURS 131, 132, 133, 134 and 135.

PSYC 238  Psychosocial Issues in Health Care IV  1
Examines psychosocial disorders across the lifespan. Emphasizes utilization of psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/families/groups at risk for psychosocial disorders through an integrated format with theory NURS 211. This course is cross listed with NURS 215. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.

PSYC 239  Psychosocial Issues in Health Care V  1
Analyzes psychosocial disorders across the lifespan from an integrated perspective. Emphasis on psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/families/groups at risk for psychosocial disorders during emergent, traumatic or critical complex experiences through an integrated format with theory NURS 221. This course is cross listed with NURS 225. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.

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: Eligible for ENGL& 101.

PSYC 270  Health Psychology  5
An introduction to the study of the psychological perspectives on health and the interaction 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: Eligible for ENGL& 101.

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. EDUC& 115 (formerly EDUC 120), or PSYC& 100 (formerly PSYC 103) or PSYC 200 (formerly PSYC 220) recommended. This course was formerly known as ECE 275. Prerequisite: None.

RUSSIAN

RUS 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.

RUS 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.

RUS 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.

SOCIOLOGY

SOC 101  Intro to Sociology  5
An understanding of sociological terms, theories and research, the study of humans in relation to their environment and culture, sociological analysis of collective behavior and social interaction. Other topics include gender, race and ethnicity, religion, deviance, socialization, social class, the economy, and the family. This course was formerly known as SOC 101. Prerequisite: Eligible for ENGL& 101.

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. Eligible for ENGL& 101. Prerequisite: Eligible for ENGL& 101.

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: Eligible for ENGL& 101.

SOC 205  Sociology of Race and Ethnicity: Diversity  5
Explores the concepts of race and ethnicity through a sociological lens. Focus will be given to sociological theories, the major racial and ethnic groups found in the USA today, empirical research, historical perspectives, social movements and social policy in race and ethnic relations. Prerequisite: Eligible for ENGL& 101.

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 recommended of one of the following: PSYC& 100 or SOC& 101 or SOC 201 or POLS 101 or ANTH& 206. Prerequisite: Eligible for MATH& 107.
SOC 225  Sociology of the Family: Diversity  5
A sociological approach to the social institution of the family including historical, multi-cultural and contemporary theoretical perspectives. Examines the micro (interpersonal) and macro (societal) approaches in studying the family. Topics include the social construction of the family, race/ethnicity, social class, gender, sexual orientation, families through the lifespan, social change and family policy. This course was formerly known as SOC 125 Marriage and Family Life. Prerequisite: Eligible for ENGL& 101.

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: Eligible for ENGL& 101.

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: Eligible for ENGL& 101.

SOC 255  Global Sociology: Diversity  5
Examines economic, political and cultural globalization from a sociological perspective. Examines social institutions and socialization from a global and cross-cultural perspectives. Includes discussion of the causes and impacts of globalization. Prerequisite: Eligible for ENGL& 101.

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. Prerequisite: Eligible for ENGL& 101.

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
Improves communications skills for students who already have some knowledge of Spanish. The course will be structured to promote conversation skills and develop vocabulary related to topics of cultural and contemporary interest. Prerequisite: SPAN& 122 or SPAN 102 or equivalent or instructor’s permission.

SPAN 151  Spanish Conversation II  3
Continue to improve communications skills for students who already have some knowledge of Spanish. The course will be structured to promote conversation skills and develop vocabulary related to topics of cultural and contemporary interest. Prerequisite: "C" or better in SPAN& 122 (formerly SPAN 102) or equivalent or instructor’s permission.

SPAN& 221  Spanish IV  5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 201, Intermediate Spanish I. Prerequisite: SPAN& 123 or SPAN 103 or equivalent or instructor’s permission.

SPAN& 222  Spanish V  5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 202, Intermediate Spanish II. Prerequisite: SPAN& 221 or SPAN 201 or equivalent or instructor’s permission.

SPAN& 223  Spanish VI  5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 203. Prerequisite: SPAN& 222 or SPAN 202 or equivalent or instructor’s permission.

SPAN 250  Spanish Conversation: Special Topics  3
Improve communication skills for students who already have a basic knowledge of Spanish. Promotes conversation and develops specialized vocabulary in specific professional fields related to topics of cultural and contemporary interest. Prerequisite: SPAN 123 or SPAN 103 or equivalent or instructor’s permission.

SPAN 251  Spanish Conversation II: Special Topics  3
Continue to improve communication skills for students who already have a basic knowledge of Spanish. Promotes conversation and develops specialized vocabulary in specific professional fields related to topics of cultural and contemporary interest. Prerequisite: SPAN 123 or SPAN 103, or equivalent or instructor’s permission.

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 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, plasma arc cutting and carbon arc cutting and gouging. Includes brazing and 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, plasma arc cutting and carbon arc cutting and gouging. Includes brazing and 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 and various types of metals. Manual and automatic cutting, plasma arc cutting and carbon arc cutting and gouging. Includes brazing and simple layout skills. Part 3 of 3. Prerequisite: None.

WELD 119  Welding Theory  5
Fundamentals of welding including welding processes and equipment. Prerequisite: None.

WELD 120  Shielded Metal Arc Welding  12
Arc welding in all positions including grooves, fillets, and test plates using electrodes E6010 and E7018. Prerequisite: WELD 110.

WELD 121  Shielding Metal Arc Welding I  4
Arc welding in all positions including grooves, fillets and test plates using electrodes E6010 and E7018. Part 1 of 3. Prerequisite: WELD 110 or the combination of WELD 111, 112 and 113.
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**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-Arc. 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-Arc. 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-Arc. 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-Arc. Welding on various metals in all positions, groove, and fillets. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 151** Gas Tungsten Arc Welding I 4  
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous courses according to project availability. SMAW and GTAW Pipe Welding for the more advanced students. Part 1 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 152** Gas Tungsten Arc Welding II 4  
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous courses according to project availability. SMAW and GTAW Pipe Welding for the more advanced students. Part 2 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 153** Gas Tungsten Arc Welding III 4  
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous courses according to project availability. SMAW and GTAW Pipe Welding for the more advanced students. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 156** Gas Tungsten Arc Welding 12  
Safety and uses of GTAW welding on steel, aluminum, stainless steel and other ferrous and non-ferrous metals in all positions. Obtain materials, layout, fabricate and weld projects using techniques learned in previous course according to project availability. SMAW and GTAW Pipe Welding for more advanced students. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 161** Welding Certification Preparation I 4  
Advanced retraining for welders on test plates and on pipes for possible WABO Certification, fabrication, blueprint uses, advanced gas, tungsten arc welding; new processes and current methods. Part 1 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 162** Welding Certification Preparation II 4  
Advanced retraining for welders on test plates and on pipes for possible WABO Certification, fabrication, blueprint uses, advanced gas, tungsten arc welding; new processes and current methods. Part 2 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 163** Welding Certification Preparation III 4  
Advanced retraining for welders on test plates and on pipes for possible WABO Certification, fabrication, blueprint uses, advanced gas, tungsten arc welding; new processes and current methods. Part 3 of 3. Prerequisite: WELD 110 or the combined WELD 111, 112, and 113.

**WELD 170** Blueprint Reading for Welders 5  
Introduction to blueprint reading & drawing using current AWS welding symbols. Identification of welds and welding abbreviations. 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 090.
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 71.

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 noted in the online class schedule (new.spssc.edu/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 (new.spssc.edu/schedule).
> 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. Submit 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 coursework 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. Instruction Office staff will set up the independent study course. The contract will remain in the Enrollment Services Office. 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. The contract will remain in the Enrollment Services Office.

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 PLAS (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 scores of “3” or higher. 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. AP coursework completed through the high school class will not be accepted for credit.
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)
- **B+** (3.33)
- **B** (3.0) High achievement
- **B-** (2.66)
- **C+** (2.33)
- **C** (2.0) Satisfactory achievement
- **C-** (1.66)
- **D+** (1.33)
- **D** (1.0) Minimum achievement
- **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.

“T” 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 “T” grade, the professor must complete an “Incomplete Agreement” form indicating what requirements must be completed, the expected completion date and method of evaluation. The form must be signed by the instructor and the student. Failure to complete the requirements by the end of the subsequent quarter will result in a grade of “F” on the student’s permanent record.

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

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

Grade Point Average (GPA)

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

For example:

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

Total 13 41

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. Go to Current Students, click “Student Information” 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 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.
College Personnel

Board of Trustees
Judith A. Blinn
Alberta Barbara Clarkson
Leonor R. Fuller
Judith L. Hartmann
Brian L. Vance

Administration
Timothy Stokes
President
B.A., Lyon College
M.A., Ed.D., University of Arkansas

Diana Toledo
Executive Assistant to the President
A.A., Pierce College
B.A., University of Washington
M.A., Chapman University

Michelle Andreas
Vice President for Instruction
A.A.S., Fort Steilacoom Community College
B.A., Washington State University
M.A., Pacific Lutheran University
Ed.D., Oregon State University

Kellie Purce Braseth
Dean of College Relations
B.A., M.A., Idaho State University

Andrew Bird
Dean, Applied Technology Division
B.S., M.Ed, Chipola College

Lori Casile
Chief Information Officer
B.S., University of Pittsburgh
M.Ed., Duquesne University
M.B.A., Drexel University

Rhonda Quash Coats
Vice President for Student Services
B.S., Norfolk State University
M.Ed., the Pennsylvania State University
Ed.D., Oregon State University

Eldo DeLong
Director of Thurston Fire & Rescue Consortium
B.S., M.Ed., Edinboro University

Kennith Harden
Interim Chief Human Resource Officer
A.A.S., Tacoma Community College
B.A., The Evergreen State College

Elizabeth Hill
Dean of Academic Support Services
B.S.W., Eastern Washington University
M.L.S., University of Arizona
Ph.D., University of Idaho

Carla Idohi-Corwin
Dean of Student Financial Services
A.A.S., Grays Harbor College
B.A., St. Martin's College
M.A., Chapman University

Cecelia Loveless
Executive Director, College Advancement and Foundation
B.S., Oregon State University

Ronald Nielson
Director of Small Business Development Center

Allen Olson
Dean of Natural and Applied Sciences
B.A., University of Chicago
M.S., University of Washington

Mary Solman
Dean, Humanities/Communication Division
B.A., M.A., Central Washington University

Jerald Sorber
Dean of Enrollment Services
B.S., Southern Oregon University
M.Ed., Pennsylvania State University

Deborah Teed
Dean, Social Sciences/Business Division
B.A., Douglass College at Rutgers University
M.A., University of Washington
Ph.D., Florida International University

Exempt Staff
Nicole Blystone
Confidential Secretary-President's Office
A.A., South Puget Sound Community College
B.A., Washington State University

Steve Bowker
Chief Operations Manager

Kathleen Brooks
Instructional Innovation Specialist
A.A., Highline Community College
B.A., University of Washington
M.Ed., Western Washington University

Jennifer Carter
Assistant Director of Professional Development Training & Consulting
B.A., The Evergreen State College

Kerri Chaput
Director of Student Grants & Scholarships
A.A., Bellevue Community College
B.A., Saint Martin's College

Pam Charpentier
Director of Athletics
A.T.A., South Puget Sound Community College
B.A., The Evergreen State College
M.Ed., University of Washington

Donna Ching
Executive Assistant to the Vice President for Administrative Services
B.Ed., University of Hawaii

Laurie Choate
Associate Dean of Nursing
B.A., M.A., University of Washington

Christine Dean
Executive Assistant to the Vice President for Instruction
A.A.S., South Seattle Community College

Heidi Dearborn
Director of Enrollment-Assistant Registrar
B.A., M.Ed., Western Washington University

Lynn Dignan
Human Resource Consultant
A.A., College of DuPage

Nancy Eastham
Budget Manager-Office of Instruction
B.A., University of Wisconsin

Charles Ensminger
Educational Advisor
B.A., Ashford University
MA Walden University

Jennifer Fenn
Educational Advisor
B.A., Washington State University

Sara Gettys
Digital Multimedia Trainer & Producer
B.A. Hollins University
M.A. University of Mississippi

Kelly Green
Assistant Director of Event Management and College Advancement
B.A., Carroll College

Lonnie Hatman
Director of Security
A.A.S., Waubonsee Community College
B.A., University of Alaska

Mychael Heuer
Director of Career Services
B.A., University of San Francisco
M.A., University of Washington

Angela Holley
Adult Learner Transition Specialist
B.A., The Evergreen State College

Gloria Hong
Executive Assistant to the Vice President for Student Services
A.A.S., Shoreline Community College
B.A., The Evergreen State College

Kathleen Hoover
Associate Dean of Transition Studies
B.S., University of Nebraska
M.A., Hamline University

Tonya Huffines
WorkForce Transitions Specialist

Anastasia Jarrett
Career Services Specialist
B.S., Lipscomb University
M.A., Harding School of Theology

Rochele Johnson
Director of Budgeting Services
A.T.A., Centralia College
B.S., City University

Nausheen Kasmani
Graphic Communications Manager
B.A., Western Washington University

Aaroh Landon
Educational Advisor & Head Men's Basketball Coach
B.A., University of LaVerne
M.Ed., Concordia University

Dana Larson
Dental Assisting Program Director
B.S., D.S.S., University of Washington
Nathan Levans  
**Educational Advisor**  
B.A., M.A., The Evergreen State College  
M.A., Washington State University

Michelle Lewis  
**Executive Assistant to the Office of College Advancement**  
A.A.S., Robert Morris College

Heather Lukashin  
**Director of International Student Services**  
B.A., University of Denver  
M.B.A., Ashford University

Mary McClain  
**Program Development Specialist**  
B.A., Boise State University

Rick McKinnon  
**Director of e-Learning and Media**  
B.A., The Evergreen State College  
M.A., University of Massachusetts  
Ph.D., University of Washington

Steve McRaven  
**Director of Recruitment and Testing**  
A.A.S., Central Texas College  
B.S., Southern Illinois University at Carbondale

Anne Molenda  
**Director of Advising**  
B.A., Western Washington University  
M.A., Argosy University

Tracy Moore  
**Educational Advisor**  
A.A., South Puget Sound Community College  
B.A., Washington State University

Susan Moreira  
**Educational Advisor**  
B.A., University of Washington  
M.E., Seattle University

Melissa Ka’iulani Pico  
**Learning Resource Center Administrator**  
B.A., MSW University of Washington  
M.S., The Evergreen State College

John Rajich  
**Assistant Director of Diversity and Equity**  
A.A., Grays Harbor College  
B.A., The Evergreen State College

Judith Ricci  
**Director of Financial Aid Solutions**  
B.S., DeVry University  
M.B.A., Keller School of Management

Noel Rubadue  
**Dean of Corporate and Continuing Education**  
A.A., Centralia College  
B.A., The Evergreen State College

Mary An Schmidt  
**Chief Enterprise Services Officer**  
A.A., Centralia College  
B.A., The Evergreen State College

Samantha Soto  
**Manager of Benefits and Compensation**  
B.A., M.M., University of Phoenix

Valerie Sundby-Thorp  
**Associate Dean of Applied Technology**  
B.S., M.Ed., University of Washington

Sekar Thiagarajan  
**IT Systems Director**  
M.S., University of Washington

Jennifer Tuia  
**Director of Institutional Research**  
B.S., Saint Leo University  
M.S., City University

Bryce Winkelman  
**Director of Auxiliary Services**  
A.A., Grays Harbor College  
B.A., Washington State University

Stacy Wyman  
**Director of Grants and Development**  
B.A., California State University  
M.A., Northern Arizona University

Melissa Yates  
**Executive Assistant to the Chief Information Officer**  
B.A., Marietta College  
M.A., Bethany College

Eileen Yoshina  
**Director of Diversity and Equity**  
B.A., Northwestern University  
M.Ed., Harvard University  
Graduate School of Education

**Faculty**

Khalid Abdalla  
**Economics**  
B.A., Stony Brook University  
M.A., Fordham University

Marilyn Adair  
**Nursing**  
B.S.N., University of Washington  
M.S.N., University of Texas

Nicholas Alford  
**History**  
B.A., University of Oregon  
M.A., Portland State University  
Ph.D., University of Bradford

Kevin Asman  
**Writing**  
B.A., University of Michigan  
M.A., University of Wisconsin  
M.Ph.D., Michigan State University

John Arnold  
**Writing/Communication**  
A.A., Spokane Community College  
B.A., Gonzaga University  
M.A., University of Michigan  
Ph.D., University of Michigan

Michael Baran  
**Business**  
B.A., Manhattan College  
M.A., University of Michigan  
M.B.A., University of Washington  
Ph.D., University of Michigan

Raymond Bateh  
**American Sign Language**  
B.S., Gallaudet University  
M.S., Western Michigan University

Joe Batt  
**Art**  
B.F.A., University of South Dakota  
M.F.A., University of Montana

Jennifer Berney  
**Writing Humanities**  
B.A., The Evergreen State College  
M.F.A., University of Washington

Seth Braver  
**Mathematics**  
B.A., San Francisco State University  
M.A., University of California  
Ph.D., University of Montana

Kathleen Byrd  
**Writing**  
B.A., The Evergreen State College  
M.Ed., University of Washington

Sarah Cabbage  
**Biology**  
B.S., Carleton College  
M.S., University of Washington

Amy Calkins-Kassler  
**Psychology**  
B.S., Illinois State University  
M.S.W., University of Illinois

Norman Chapman  
**Automotive Technology**  
B.A., M.A., Humboldt State University

Patrick Chapman  
**Anthropology**  
B.A., M.A., University of Wyoming  
Ph.D., University of Otago, New Zealand

James Chen  
**General and Organic Chemistry**  
B.S., University of Michigan  
Ph.D., Stanford University

Robert Cherry  
**Psychology**  
B.A., Seattle University  
Ph.D., California School of Professional Psychology

Colleen Clukey  
**Counseling**  
B.A., Gonzaga University  
M.Ed., Seattle University

Elizabeth Cumberland  
**Nursing**  
B.S.N., Regis University  
M.S.N., University of Phoenix

Roberto Dannero  
**BIM/CAD**  
A.A.S., Scottsdale Community College

Stephen Dickerson  
**Philosophy**  
B.A., Ohio State University  
M.A., Ph.D., Michigan State University

Erica Dixon  
**Sociology**  
B.S., Central Washington University  
M.S., Portland State University

Gerard Dolmans  
**College Writing/Humanities**  
B.A., Western Washington University  
M.A., Washington State University

Corey Dosch  
**English Humanities**  
B.S., North Dakota State University  
M.A., Central Washington University

Diane Doss  
**Botany/Horticulture**  
B.S., Washington State University  
M.S., Western Washington University

Patricia Dunsmore  
**Developmental English and Reading**  
A.A., San Bernadino Valley College  
B.A., M.A., California State University

Christine Dutton  
**Developmental Education/Math**  
B.A., Central Washington University  
M.Ed., College of Idaho

Yvonne Fish  
**Mathematics**  
B.A., University of Lowell  
M.A., Bridgewater State College

Annamary Fitzgerald  
**Medical Assisting**  
A.A.S., South Puget Sound Community College

Deborah Foglia  
**Dental Assisting**  
A.A.S., South Puget Sound Community College

Carolyn Fuller  
**Medical Assisting**  
A.T.A., South Puget Sound Community College

Michael Haensel  
**CIS/Computer Programming**  
B.S., California State Polytechnic University  
M.S., DeVry University  
M.B.A., Keller Graduate School of Management

Karen Halpern  
**Business**  
B.A., University of California, Los Angeles  
M.B.A., Ohio State University

John Harold  
**Chemistry**  
B.S., M.S., Western Washington University

Kathy Harrigan  
**Adult Basic Education**  
B.A., University of Washington  
M.A., California State University
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Instructional Calendar

**Summer Quarter 2014**
- First Day of Instruction: July 1
- Last Day of Instruction: Aug. 20
- 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 (no DAY classes): 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 Days: Dec. 15
- Quarter Break: Students: Dec. 15 – Jan. 2
- Faculty: Dec. 16 – Jan. 2

**Winter Quarter 2015**
- 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 Day: March 20
- Final Examination Days: March 23-28
- Quarter Break: Students: March 30 – April 3
- Faculty: March 30 – April 3

**Spring Quarter 2015**
- 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 2015**
- First Day of Instruction: July 1
- Independence Day (no classes): July 3
- Last Day of Instruction: Aug. 24
- Final Examination Days: Aug. 25-26
- Quarter Break: Students: Aug. 27 - Sept. 18
- Faculty: Aug. 27 - Sept. 11

**Fall Quarter 2015**
- Kick-off Week: Sept. 14-18
- First Day of Instruction: Sept. 21
- Student Advising Day: Nov. 3
- Veterans Day (no classes): Nov. 11
- Thanksgiving (no classes): Nov. 26-27
- Last Day of Instruction: Dec. 4
- Final Examination Days (day/night): Dec. 8-13
- Faculty Day: Dec. 14
- Quarter Break: Students: Dec. 14 – Jan. 1
- Faculty: Dec. 15 – Jan. 1

**Winter Quarter 2016**
- First Day of Instruction: Jan. 4
- Martin Luther King Day (no classes): Jan. 18
- President’s Day (no classes): Feb. 15
- Student Advising Day (no DAY classes): Feb. 18
- Last Day of Instruction: March 17
- Faculty Days: March 18
- Final Examination Days: March 21-26
- Quarter Break: Students: March 28 – April 1
- Faculty: March 28 – April 1

**Spring Quarter 2016**
- First Day of Instruction: April 4
- Student Advising Day (no DAY classes): May 17
- Memorial Day (no classes): May 30
- Last Day of Instruction: June 14
- Final Examination Days: June 15-21
- Graduation: June 17
- Quarter Break: Students: June 22 – July 4
- Faculty: June 22 – July 4

**Summer Quarter 2016**
- Independence Day (no classes): July 4
- First Day of Instruction: July 5
- Last day of Instruction: Aug. 23
- Final Examination Days: Aug. 24-25
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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.

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; gender identity; genetic information; 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.

Americans with Disabilities Act 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.

Transfering Credits and Degrees
Transferability of credits and degrees earned at SPSCC is subject to the policies of the receiving institution. SPSCC participates in many transfer agreements and academic courses numbered 100 and above are usually accepted by four-year colleges and universities. Students planning on transferring to another institution should work with an academic advisor in order to assist with course and degree selection.
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.

South Puget Sound Community College Nondiscrimination Notice
South Puget Sound Community College is committed to the principle of equal opportunity in education and employment. The College does not discriminate against individuals on the basis of race or ethnicity, creed, color, national origin, sex, sexual orientation, sexual identity, gender identity, genetic information, 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.
Campus Map

Corporate and Continuing Education Map

Center for Continuous Learning
South Puget Community College
1401 Marvin Road NE, Suite 201
Lacey, WA 98516
(360) 596-5750
Fax 487-5483