The skills you need for the life you want.
South Puget Sound Community College students Patrick Sitama and Kyla Tran are excited to see the new SPSCC Lacey Campus open in fall 2015. Sitama is a River Ridge High School grad and Tran is from North Thurston High School.

“I really like how the new Lacey campus is so close to everything and it’s within walking distance,” Tran said.

“I love it that they are opening the new campus here in Lacey. We have a high population of students that have families, work full-time jobs, and go to school at the same time. The new Lacey campus offers the same quality education as the campus in Olympia, but at a location that is more convenient for many students,” Sitama added.

“The big dream is to get a degree in graphic design and open up my own business. SPSCC has allowed me to take classes and develop the skills I need for graphic design at a more affordable cost.”
- Patrick Sitama, student and Diversity and Equity Center peer mentor.

“I want to do so much in life but one thing I know for sure is that SPSCC has helped me find new inspirations and gave me the foundation to reach my goals. And not only that, I have changed as a person.”
- Kyla Tran, student and ASB Senator for Public Relations.
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.

Multiple Locations

Serving You

Olympia Campus
2011 Mottman Road SW, Olympia
(360) 754-7711
Our beautiful Olympia campus includes state-of-the-art learning facilities nestled in a beautiful forested setting on the border of Olympia and Tumwater.

Lacey Campus
4220 6th Avenue SE, Lacey
Our new Lacey campus, located across the street from the Lacey Transit Center, makes credit classes, professional training, entrepreneurial support and community education more accessible in the north Thurston County area.

Online
www.spscc.edu/online
You can take a wide array of courses online. You can also take hybrid courses that blend in-person and online learning for a well-rounded educational experience.

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 in Nursing Degree Program is 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 2014 Enrollment
6,158 Students
4495 (State Supported)
42% Male
55% Female
2% Not Reported

Average Age: 28.3

Type of Student
46.1% Transfer
39.3% Workforce
7.7% Basic Skills
6.8% Other

By Ethnicity
59.5% Caucasian
8.3% Asian/Pacific Islander
9.3% Hispanic
3.4% African American
1.3% American Indian/Alaska Native
71% Multiracial
3.2% International
7.9% Undeclared

By Residence
86.3% Thurston County
1.7% Lewis County
4.4% Mason County
2.4% Grays Harbor County
5.2% Other (including international)

Fall 2014 International Students
Brazil
China
Equador
France
Germany
Guatemala
Honduras
Hong Kong
India
Jamaica
Japan
Kazakhstan
Libya
Macau
Malaysia
Portugal
Saudi Arabia
South Korea
Spain
Syria
Taiwan
Thailand
Vietnam
Yemen
Advancing Equity. Embracing Diversity.

The Office of Diversity and Equity
The Center for Student Success (Building 22), Room 270
(360) 596-5383

The Office of Diversity and Equity supports specific programs and initiatives that in turn support the success of all students — particularly those who come from backgrounds that are underrepresented in higher education. We work with students, faculty and staff to provide educational programs that enhance our competency to interact with the many diverse identities, cultures and backgrounds present at SPSCC.

The Diversity and Equity Center (DEC) is open for all who want to build community and understanding across differences. The DEC provides a welcoming space for people of all identities, peer mentoring, and various events intended to raise awareness about issues impacting the diverse students of SPSCC. Come by anytime for coffee, tea, conversation and community.

Peer Mentoring
The Center for Student Success (Building 22), Room 270
(360) 596-5383

New and continuing students can find support by requesting a Peer Mentor. Peer Mentors are experienced SPSCC students who:
• Reach out to new students on campus to help them feel welcome
• Mentor new students and help them find resources and support at SPSCC
• Keep the Diversity and Equity Center open and maintain a positive and inclusive atmosphere in the DEC
• Plan events and activities to help SPSCC students feel connected and engaged in college life

To request a Peer Mentor come by the Diversity and Equity Center or contact us at (360) 754-7711 x 3128 or kblackhorn@spscc.edu.

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
A Safe Zone is a friendly and secure location that offers immediate assistance for any SPSCC community member who feels they are the victim of bias.

Members of the campus community can go to a Safe Zone office when they feel that their safety is immediately threatened and/or have been on the receiving end of bias of any kind.

You can report a bias incident/hate crime in a Safe Zone office. The occupant of the office will have reporting forms and has been trained to assist people in need.

A bias incident is an act that is committed against a person in whole or in part because of the victim’s actual or perceived race, gender identity, gender, nationality, ethnicity, sexual orientation, disability or religion. A hate crime is a crime that is motivated by bias.

Bias affects people of all ethnic groups, races, sexual orientations, gender identities, religions, and abilities. All campus members should feel free to report incidents of bias, even if they feel they don’t rise to the level of a crime. Reports help SPSCC keep track of the types of incidents that are occurring and direct our resources to making SPSCC safer and more inclusive for all.

Reports can be submitted anonymously.

Report a bias incident by:
> Finding a Safe Zone Office (Designated by a green and black Safe Zone sign) and asking to fill out a bias report
> Calling the Bias Reporting Line at (360) 754-7711 x 3235
> Downloading the Bias Report from the website and returning it to security or any Safe Zone office http://www.spscc.ctc.edu/sites/spscc/upload/filemanager/Getting-to-Know-Us/Security/Bias-REPORTING-FORM.pdf
> Emailing biasreport@spscc.edu
> Calling the Director of Security at (360) 596-5300
> Reporting the incident to the Security Office (Modular 2) or calling (360) 596-5299

South Puget Sound Community College is an equal opportunity institution.
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Getting Started

Get Started at South Puget Sound Community College

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, second floor). 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 an online, preregistration orientation (PRO), and then register for classes 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.

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 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 www.spscc.edu/costs.

The college charges a quarterly $20 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 Business 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.

A course fee is charged for specific classes and is displayed in the class schedule. A few courses have specific laboratory and/or special fees. These fees are listed in the online class schedule.
hybrid courses at South Puget Sound Community College require a student technology fee and use a Learning Management System (LMS) to assist in delivering course content.

If you register after the 10th day of fall, winter, or spring quarter, or the eighth day of summer quarter you may be required to submit a petition and be subject to a $100 per course late fee.

**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 StudentLife 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.
Learning Commons

eLearning
The Center for Student Success (Building 22), First Floor
(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. Current eLearning hours are available at http://elearningatspscc.weebly.com or by calling (360) 596-5314.

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.

Learning Support Services East:
Math/Science/Accounting
The Center for Student Success (Building 22), First Floor
(360) 596-5505

The Learning Support Services Center for Math, Science and Accounting 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, accounting courses as well as Business Math, and science courses, such as biology, chemistry, anatomy & physiology, and physics. Reference books and computers with internet access are available for students to use in the center. This is a free, walk-in center. No appointment is necessary.

Learning Support Services West:
Writing/Language
The Center for Student Success (Building 22), First Floor
(360) 596-5472

The Writing and Language Center is available to all students who want tutoring services for academic reading and writing as well as for learning American Sign Language (ASL), Japanese, Spanish and other languages. Writing tutors answer questions, provide suggestions, and give strategies for academic reading, writing, and research. They can help with all aspects of the writing process, including reading and annotating, 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. Japanese and Spanish tutors support students in learning to read, write, and speak those languages. ASL tutors support students in learning to develop receptive and expressive skills and vocabulary.

Open 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.
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 educational planners are committed to meeting the educational needs of students by providing timely and accurate information, programs, resources and support.

Educational planners 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.spssc.edu/current-students.

**ESS 101:** All new students who are seeking a degree or certificates of proficiency or completion who place into ENGL 090, 095 or 098 or MATH 090 or 094 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. ABE courses are non-credit. Tuition is $25 per quarter. For details, contact Basic Education at (360) 596-5317 or (360) 596-5315.

**English as a Second Language (ESL)**
The English as a Second Language (ESL) program at SPSCC has six levels of classes to help non-native English speakers improve their speaking, listening, reading and writing skills. ESL courses are non-credit. Tuition is $25 per quarter. For details, call (360) 596-5317 or (360) 596-5315.

**One-Stop Student Services 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®). 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.

High School 21+ (HS21+) is a high school diploma program for students who are 21 years or older. Students demonstrate their knowledge through existing high school transcripts, certificates, training, job and life experience and learning shown in our college program. Students can earn their diploma in as little as 45 hours. There are no all-or-nothing tests. Diploma requirements are based on when the student would have been a freshman, so it’s never too late to finish high school.

Integrated Learning Opportunities
Lacey Core Courses
At the Lacey campus, English 101 and 102 courses are paired with classes that fulfill degree requirements in humanities, social science, and natural science within the interest areas of Business World, Natural World and Individual & Society. Professors who teach the Core Courses have planned these classes together and some of the course materials are shared in both courses. These pairings also build in opportunities for students to learn about and use college services that are essential to student success.

Mottman Learning Communities
At the Mottman campus, students have the opportunity to enroll in learning communities or “links” – in which two or more courses are combined 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 deepen learning, creating a cohesive and supportive community of students and professors. See the quarterly online schedule for a list of courses offered as learning communities.

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, Suite 250
(360) 596-5567

WSECU Center for Career Services provides career interest assessments, job search and career development 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, interact with more than 65 employers at the annual Career Day and attend other various on-campus career events. Students and alumni can visit the Career Resources Center to look for opportunities in part-time and full-time job postings, state and federal work study programs; and the Cooperative Work Experience/Internship Program. Additionally, Career Services offers free lifetime services for past, present and future students. Career services provides a point of contact between students and employers. Employers can advertise vacant positions through the Clippers for Hire electronic job board for free. Computers and a fax machine are available to students for employment purposes.

Cooperative Work Experience/Internships
Building 22, Suite 250
(360) 596-5359

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 contact us.
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 the fall and spring quarters. 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, or meet federal ability-to-benefit guidelines.

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/HS21, Adult Basic Education, and English as a Second Language. For more information, call (360) 596-5401.

Basic Food Employment and Training (BFET)
The Basic Food Employment & Training (BFET) program is a partnership between South Puget Sound Community College and the Department of Social Health Services. Eligible individuals must currently be receiving or are qualified to receive basic food assistance. The BFET program assists with education and skills training. Eligible students may qualify for childcare subsidy. For more information, call (360) 596-5418.

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, individuals must be drawing Washington State unemployment benefits, be eligible for Washington State benefits, or have exhausted Washington State 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
(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 Lacey campus or sent via UPS.

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 end of each quarter, the bookstore hosts a used textbook buy-back 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 modern cuisine each quarter for students, staff and members of the community. Call for reservations. (360) 596-5404. Open Monday to Thursday for breakfast and lunch during regular student class days.

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 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 Office
The Center for Student Success (Building 22), Second Floor
(360) 596-5242 or (360)596-5325
South Puget Sound Community College is approved for the education and training of veterans and their eligible dependents, 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 at South Puget Sound Community College by the Washington State Achievement Council’s State Approving Agency (WSAC/SAA) for purposes of enrolling persons eligible to receive education benefits under Chapters 30, 32,33, and 35, Title 38 and Chapters 1606 and 1607, Title 10, US Code.
Selected vocational programs of study are approved at South Puget Sound Community College by the Workforce Training and Education Coordinating Board State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, US Code.
Veterans and their eligible dependents, 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.

Tuition Waiver
Dependents of deceased or 100% disabled veterans may be eligible to receive a tuition/fee waiver for attendance at any Washington State community college or four-year university, up to 200 credits. Contact the Veterans Office for additional information regarding eligibility.

Veterans and Military Families Resource Center
The Center for Student Success, (Building 22), Room 291
(360)596-5665
The Veterans and Military Families Resource Center is available to students to access additional information regarding navigating the college processes, researching additional services beyond education benefits that may be available throughout the community with other community, state and federal agencies and organizations.

Tuition Assistance Programs
Active Duty Military personnel and their eligible spouses may access Department of Defense sponsored Tuition Assistance Programs (Military Tuition Assistance (TA) or My Career Advancement Account (MyCAA)) for education pursued at South Puget Sound Community College. Students are advised to initiate contact with these resources early in the enrollment process to ensure that payment authorizations are in place by the time that tuition is due.
Social Life and Personal Resources

Campus Activities Board
Student Union Building, Second Floor
(360) 596-3220

The Campus Activities Board offers student events ranging from fun activities like karaoke and sushi competitions, to information events like club fairs, resource fairs, and a whole lot more. Students employed as CAB members gain hands-on work experience in specialty areas that enrich campus life. Board members plan, promote and facilitate events open to students and the public.

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) 596-3220
saw.spscc.edu/clubs

You can join one or more of the academic, cultural, recreational and vocational interest clubs. Some clubs on campus include the International Students Association, Automotive Club, Pacific Islander’s Club, 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 www.spscc.edu/athletics.

Music Program Concerts
Kenneth J. Minnaert Center for the Arts; www.spscc.edu/music
(360) 596-5595

The Music Program at SPSCC provides opportunities for students to study and perform music. The orchestra, concert band, concert choir and jazz band perform public concerts every quarter in the Kenneth J. Minnaert Center for the Arts. The program offers academic courses in music fundamentals, music appreciation and theory, and world music. The program also provides group instruction in voice and piano, and private instruction in voice, piano, woodwind, brass, percussion, and bowed string instruments.

Percival Review
Student Union Building, Second Floor
(360) 596-3220

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. Students whose work appears in the Percival Review are invited to read their pieces to the college community at an unveiling party each spring quarter.

Sounds Newspaper
Student Union Building, Second Floor
(360) 754-7711, ext. 3117

Students produce their own semi-monthly newspaper, Sounds. Student editors, reporters, photographers and advertising representatives are provided with guidance and advice in all aspects of production by an advisor with a journalism background. Sounds staff are paid for their work. Volunteer opportunities are also available.

Student Senate
Student Union Building, Second Floor
(360) 754-7711, ext. 3117

The Student Senate is the representative body on campus providing a student voice in the college’s decision-making and governing process with the goal to provide services and resources students need and want to thrive in an educational environment. Senate meetings are held bi-monthly during each quarter and are open meetings to all students.

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, contemporary, 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, Ireland and Germany. South Puget Sound Community College, in cooperation with Green River Community College, offers study abroad programs to Japan and Australia/New Zealand.

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. SPSCC also has transfer agreements with Otago Polytechnic for students interested in earning a bachelor’s degree in business and at the University of Otago for students interested in earning a bachelor’s degree in anthropology. Students wanting to explore these opportunities should contact the International Education Office/Study Abroad Advisor, and the International Education Faculty Advisor.

The International Education Office also assists faculty in ongoing efforts to develop international curriculum and supports faculty professional development opportunities. Currently, students study at Otago Polytechnic for one month on a Winter Quarter, short-term, faculty-led study abroad program. In summer quarter, faculty offer a four-week program to Ireland and Scotland, and a two-week program to Osaka, Japan.

To learn more about study abroad programs at South Puget Sound and how to apply, contact the International Education Program Coordinator/Study Abroad advisor at (360) 596-5367, via email at sbuendel@spscc.edu, or online at www.spscc.edu/studyabroad.
Corporate and Continuing Education

Heritage Bank Center for Corporate Education

The Heritage Bank Center for Corporate Education 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 Heritage Bank Center offers a number of 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
> Information Technology (Certificate of Achievement)
> 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 Education 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.

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.
> Corporate and 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.

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 4220 6th Avenue SE 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.
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

Transfer programs like the Associate in Arts or Associate in Science degrees are 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 within 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. 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, 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.

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 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.

Associate in Nursing DTA/MRP

The Associate in Nursing DTA/MRP prepares a student for licensure as a registered nurse through Washington State community and technical colleges, as well as for entry into a Bachelor of Science in Nursing completion degree. 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 in Nursing DTA/MRP.
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, ENV&S 100, ENV&S 101, PHYS& 121, GEOL& 101 with lab.

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

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).
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, ILS 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.

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 business calculus.
MATH& 148  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  Macroe 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 Nursing

Direct Transfer Agreement (DTA)/Major Related Program (MRP)

(135 credits, including prerequisites)

Practical Nurse Certificate
(83 credits, including prerequisites)

PROGRAM DESCRIPTION: The Associate in Nursing Direct Transfer Agreement/Major Related (DTA/MRP) Program is designed for persons interested in becoming a Licensed Practical Nurse as defined by Washington State law (RCW 18.79.060 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).

Students are encouraged to contact their transfer college for advice on minimum GPA requirements for specific courses as well as choosing courses where electives or options are offered.

The South Puget Sound Community College Nursing Program is 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, schools 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, safely 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 ethically and 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 1-3) to complete. It is your responsibility to ensure that all application materials and required documentation are received by the published application deadlines.

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.spccc.edu/admissions/apply

2. Complete the Prerequisites: Prerequisite courses must be completed to qualify for admission to the nursing 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 courses may be chosen from the course list for direct transfer degrees.

3. Apply for Admission to the nursing program: To apply to the nursing 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 or immunity to certain diseases 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 admission 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 two 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.
### Prerequisites for 1st Year Program Admission

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>Human A &amp; P 1 (“B+” or better)</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>Human A &amp; P 2 (“B+” or better)</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology (“B” or better)</td>
<td>5</td>
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<tr>
<td>CHEM&amp; 121</td>
<td>Intro to Chemistry (“B” or better)</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I (“B” or better)</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology (“B” or better)</td>
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### General Education Courses – Associate Degree, Practical Nurse Certificate

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/Lab</td>
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</tr>
<tr>
<td>OR</td>
<td>BIOL&amp; 211 Majors Cellular</td>
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<tr>
<th>Social Sciences</th>
<th>Course Name</th>
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<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology.</td>
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### Core Requirements – Associate Degree, Practical Nurse Certificate

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<tr>
<th>Course Code</th>
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<tr>
<td>NURS 111</td>
<td>Integrated Nursing Care I – Theory</td>
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<tr>
<td>NURS 112</td>
<td>Integrated Nursing Care &amp; Assessment I-Lab/Clinical</td>
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</tr>
<tr>
<td>NURS 113</td>
<td>Integrated Nursing Care I – Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>HUM 235</td>
<td>Ethics and Policy in Health Care I</td>
<td>1</td>
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<tr>
<td>PSYC 235</td>
<td>Psychosocial Issues in Health Care I</td>
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<td>NURS 116</td>
<td>Nutrition in Health Care I</td>
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<td>NURS 121</td>
<td>Integrated Nursing Care II – Theory</td>
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<tr>
<td>NURS 122</td>
<td>Integrated Nursing Care &amp; Assessment II-Lab/Clinical</td>
<td>5</td>
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<tr>
<td>NURS 123</td>
<td>Integrated Nursing III-Pathophysiology/Pharmacology</td>
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<tr>
<td>HUM 236</td>
<td>Ethics and Policy in Health Care II</td>
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<td>PSYC 236</td>
<td>Psychosocial Issues in Health Care II</td>
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<td>NURS 131</td>
<td>Integrated Nursing Care III – Theory</td>
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<td>Integrated Nursing Care &amp; Assessment III-Lab/Clinical</td>
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<td>HUM 237</td>
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<td>PSYC 237</td>
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### Additional Core Requirements - Associate Degree

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<td>NURS 211</td>
<td>Integrated Nursing Care IV – Theory</td>
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<td>NURS 212</td>
<td>Integrated Nursing Care &amp; Assessment IV-Lab/Clinical</td>
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<td>NURS 213</td>
<td>Integrated Nursing IV-Pathophysiology/Pharmacology</td>
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<tr>
<td>HUM 238</td>
<td>Ethics and Policy in Health Care IV</td>
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<td>PSYC 238</td>
<td>Psychosocial Issues in Health Care IV</td>
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<td>NURS 216</td>
<td>Nutrition in Health Care IV</td>
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<td>NURS 221</td>
<td>Integrated Nursing Care V – Theory</td>
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<td>NURS 222</td>
<td>Integrated Nursing Care &amp; Assessment V-Lab/Clinical</td>
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<tr>
<td>NURS 223</td>
<td>Integrated Nrsng V – Pathophysiology/Pharmacology</td>
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<tr>
<td>HUM 239</td>
<td>Ethics and Policy in Health Care V</td>
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<td>PSYC 239</td>
<td>Psychosocial Issues in Health Care V</td>
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<tr>
<td>NURS 231</td>
<td>Nursing Transition Into Practice</td>
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<tr>
<td>NURS 232</td>
<td>Preceptorship</td>
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<td>NURS 233</td>
<td>Capstone Project</td>
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### General Education Courses – Associate Degree

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<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>Communications Selected from DTA list</td>
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<tr>
<td>Humanities Selected from DTA list</td>
<td>10</td>
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</tbody>
</table>
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.

Although the Associate in Pre Nursing Degree transfers to four-year colleges and universities in Washington State, it may not meet all university requirements. In planning this degree students need to work closely with their advisor or a counselor. Students are encouraged to contact their transfer college for advice on minimum GPA requirements for specific courses as well as choosing courses where electives or options are offered.

To earn an Associate in Pre Nursing Degree all courses taken must be at college level (numbered 100 or above). A minimum of 65 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 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

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

Quantitative
MATH& 146 Introduction to Stats 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.
CMST& 220 Public Speaking 5

Social Science
15 credits from 2 disciplines.
PSYC& 100 General Psychology 5
PSYC& 200 Lifespan Psychology 5

Natural Science
BIOL& 160 General Biology w/Lab 5
BIOL& 241 Human A & P 1 5
BIOL& 242 Human A & P 2 5
BIOL& 260 Microbiology 5
CHEM& 121 Intro to Chemistry 5
CHEM& 131 Intro to Organic/Biochem 5
NUTR& 101 Nutrition 5

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. Students are encouraged to contact their transfer college for advice on minimum GPA requirements for specific courses as well as choosing courses where electives or options are offered.

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>Requirement</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
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<td>Communication</td>
<td>ENGL&amp; 101 English Composition I</td>
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<tr>
<td>Quantitative</td>
<td>MATH&amp; 151 Calculus I</td>
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<tr>
<td></td>
<td>MATH&amp; 152 Calculus II</td>
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<tr>
<td></td>
<td>MATH&amp; 153 Calculus III</td>
<td>5</td>
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<tr>
<td></td>
<td>MATH&amp; 146 Introduction to Stats</td>
<td>5</td>
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<tr>
<td>Humanities</td>
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<td>5</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
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<tr>
<td>Humanities or Social Science</td>
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</table>

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

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<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
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<tbody>
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<td>CHEM&amp; 162 General Chem w/Lab II</td>
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<td>CHEM&amp; 163 General Chem w/Lab III</td>
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<td></td>
<td>BIOL&amp; 211 Majors Cellular</td>
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<tr>
<td></td>
<td>BIOL&amp; 212 Majors Animal</td>
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</tr>
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<td></td>
<td>BIOL&amp; 213 Majors Plant</td>
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<td>OR</td>
<td>PHYS&amp; 114 General Phys I w/Lab</td>
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<td>PHYS&amp; 115 General Phys II w/Lab</td>
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<td></td>
<td>PHYS&amp; 116 General Phys III w/Lab</td>
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<tr>
<td>OR</td>
<td>PHYS&amp; 221 Engr Physics I w/Lab</td>
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<td>PHYS&amp; 222 Engr Physics II w/Lab</td>
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<tr>
<td></td>
<td>PHYS&amp; 223 Engr Physics III w/Lab</td>
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</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>Requirement</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH&amp; 141 Precalculus I</td>
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<tr>
<td>MATH&amp; 142 Precalculus II</td>
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</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.

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

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
## Distribution Requirements for General Education

### ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE

### Direct Transfer Degrees

#### COMMUNICATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>CMST&amp; 101</td>
<td>Introduction to Comm</td>
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<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td>5</td>
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<tr>
<td><strong>CMST&amp; 210</strong></td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
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<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
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<td><strong>CMST 240</strong></td>
<td>Intercultural Communication: Diversity</td>
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<tr>
<td>CMST 260</td>
<td>Communication and Conflict</td>
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<tr>
<td>ENGL 101</td>
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<tr>
<td>ENGL 102</td>
<td>Composition II</td>
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<td><strong>ENGL 102B</strong></td>
<td>Composition II: Visual Culture</td>
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<td><strong>ENGL 102C</strong></td>
<td>Composition II: Service Learning</td>
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<td><strong>ENGL 102D</strong></td>
<td>Composition II: Writing About Literature</td>
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<td>ENGL 235</td>
<td>Technical Writing</td>
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#### QUANTITATIVE

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<td>MATH&amp; 107</td>
<td>Math in Society</td>
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<tr>
<td>MATH&amp; 131</td>
<td>Math for Elem Educ 1</td>
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<td>MATH&amp; 141</td>
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<td>MATH&amp; 142</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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<td>MATH&amp; 148</td>
<td>Business Calculus</td>
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<td>MATH&amp; 151</td>
<td>Calculus I</td>
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<tr>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
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<td>MATH&amp; 153</td>
<td>Calculus III</td>
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<tr>
<td>MATH 205</td>
<td>Linear Algebra</td>
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<td>MATH 238</td>
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<td>MATH&amp; 254</td>
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<td>PHIL&amp; 120</td>
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#### HUMANITIES

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<td>*ART 111</td>
<td>Art History: Ancient and Medieval</td>
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<tr>
<td>*ART 112</td>
<td>Art History: 14th to 17th Centuries</td>
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<td>*ART 113</td>
<td>Art History: Modern</td>
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<tr>
<td>*ART 114</td>
<td>Art of World Cultures</td>
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<td><strong>ART 115</strong></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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<tr>
<td>*ART 130</td>
<td>2D Design</td>
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<tr>
<td>*ART 135</td>
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<td>*ART 155</td>
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<td>*ART 165</td>
<td>Watercolor Painting</td>
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<td>*ART 170</td>
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<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>
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<td>Am Sign Language VI</td>
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<td>CHIN&amp; 121</td>
<td>Chinese I</td>
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<td>CMST&amp; 102</td>
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<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
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<td>*DRMA 260</td>
<td>Acting II</td>
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<td>Acting III/Directing</td>
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<td>Rehearsal and Performance: Drama</td>
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<td>*DRMA 272</td>
<td>Rehearsal and Performance: Comedy</td>
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<td>*DRMA 273</td>
<td>Rehearsal and Performance: Musical</td>
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<td>ENGL 111</td>
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<tr>
<td>ENGL 112</td>
<td>Intro to Fiction</td>
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<td>ENGL 113</td>
<td>Intro to Poetry</td>
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<td>ENGL 114</td>
<td>Intro to Drama</td>
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<td>ENGL 201</td>
<td>Women in Literature: Diversity</td>
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<td>ENGL 236</td>
<td>Creative Writing I: Fiction</td>
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<td>Creative Writing II: Poetry</td>
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<td>ENGL 238</td>
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<td>Film History</td>
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<td>FILM 118</td>
<td>Topics in Film and Culture (Variable Subtitles)</td>
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* No more than 5 credits in performance/skill courses are allowed
** For Nursing program only
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<td>The Mythic Image</td>
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<tr>
<td>HUM 119</td>
<td>History of Popular Music</td>
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<td>Multicultural America, Past to Present: Diversity</td>
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<td>HUM 140</td>
<td>World Religions</td>
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<td>Hip Hop Culture and Music: Diversity</td>
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<td>**HUM 235</td>
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<td>Introduction to Latin American Studies</td>
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<td>D IIS 129</td>
<td>Introduction to Middle Eastern Studies: Diversity</td>
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<td>Introduction to South and Southeast Asian Studies: Diversity</td>
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NURS 115 Psychosocial Issues in Health Care I 1
PHYS& 114 General Phys I w/lab 5
PHYS& 115 General Phys II w/lab 5
PHYS& 116 General Phys III w/lab 5
PHYS& 221 Engr Physics I w/lab 5
PHYS& 222 Engr Physics II w/lab 5
PHYS& 223 Engr Physics III w/lab 5

SOCIAL SCIENCE

ANTH& 100 Survey of Anthropology 5
ANTH& 104 World Prehistory 5
ANTH& 204 Archaeology 5
ANTH& 206 Cultural Anthropology: Diversity 5
ANTH& 207 Linguistic Anthropology 5
ANTH& 210 Indians of North America: Diversity 5
ANTH& 216 Northwest Coast Indians: Diversity 5
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& 115 Child Development 5
EDUC& 205 Intro to Educ w/Field Exp 5
GEOG 120 Physical Geography 5
HIST& 116 Western Civilization I 5
HIST& 117 Western Civilization II 5
HIST& 118 Western Civilization III 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 5
IIS 129 Introduction to Middle Eastern Studies: Diversity 5
IIS 130 Introduction to East Asian Studies: Diversity 5
IIS 131 Introduction to South and Southeast Asian Studies: Diversity 5
IIS 145 Introduction to African Studies 5
NURS 115 Psychosocial Issues in Health Care I 1
NURS 125 Psychosocial Issues in Health Care II 1
NURS 135 Psychosocial Issues in Health Care III 1
NURS 215 Psychosocial Issues in Health Care IV 1
NURS 225 Psychosocial Issues in Health Care V 1
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
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 235 Psychosocial Issues in Health Care I 1
**PSYC 236 Psychosocial Issues in Health Care II 1
**PSYC 237 Psychosocial Issues in Health Care III 1
**PSYC 238 Psychosocial Issues in Health Care IV 1
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PSYC 265 Forensic Psychology 5
PSYC 270 Health Psychology 5
SOC& 101 Intro to Sociology 5
SOC 200 Introduction to Social Work 5
SOC& 201 Social Problems: Diversity 5
SOC 205 Sociology of Race and Ethnicity: Diversity 5
SOC 209 Fundamentals of Social Science Research Methods 5
SOC 225 Sociology of the Family: Diversity 5
SOC 235 Sociology of Gender: Diversity 5
SOC 245 Social Movements: Diversity 5
SOC 255 Global Sociology: Diversity 5
SOC 275 Diverse Sexualities and Culture: Diversity 5
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
P E Activities courses (limited to 3 credits)

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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

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<tr>
<td>AND</td>
<td>Choose one of the following:</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Recommended be taken with ACCT&amp;201)</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
<td>5</td>
</tr>
</tbody>
</table>

**Additional Requirements – Associate Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 231</td>
<td>Intermediate Accounting I (F)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 232</td>
<td>Intermediate Accounting II (W)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 235</td>
<td>Governmental Accounting (W)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 238</td>
<td>Federal Income Tax (F)</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 240</td>
<td>Auditing (Sp)</td>
<td>5</td>
</tr>
<tr>
<td>BUS 202</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 289</td>
<td>Integrated Business Applications</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
<td></td>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>Macro Economics</td>
<td></td>
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</tbody>
</table>

**General Education Requirements – Associate Degree and Certificate**

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

**Computation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Human Relations**

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td></td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td></td>
</tr>
<tr>
<td>HUM 121</td>
<td>Multicultural America, Past to Present: Diversity</td>
<td></td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communicatin: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communicatin: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communicatin</td>
<td></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 (119-135 credits)

Certificates of Proficiency:

Beginning Automotive Technology (32-37 credits)
Intermediate Automotive Technology (32 credits)
Advanced Automotive Technology (32 credits)
Automotive Technology Engine (Certificate of Achievement) (12 credits)

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

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

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

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

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

Engine Automotive Technology Certificate leads to work as a general engine repair technician or entry level engine assembler.

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

Demonstrate the following skills standards specific to Automotive Technology:

- Be proficient in the safe and proper use of automotive hand tools.
- Demonstrate the skills and knowledge in the use of modern shop diagnostic and repair equipment.
- Demonstrate the hands-on competency in the following NATEF task areas; automatic transmission/transaxle, manual drive train, steering and suspension systems, brakes, electrical/electronic systems, heating and air conditioning.
- 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 and Engine 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. They program is certified by the National Automotive Technician Education Foundation. For the technician in the field, single courses may be taken for update upon instructor approval. For information during summer quarter please contact the Counseling/Career Center, (360) 596-5261.

Core Requirements - Associate Degree, Beginning Certificate

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

Core Requirements - Associate Degree, Intermediate Certificate

Intermediate Certificate Prerequisite: AUTO 111 or Automotive Placement Test

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 116 Automotive Brake Systems</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 117 Steering and Suspension Systems</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 220 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 215 Automotive Heating and Air-Conditioning</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 221 Automotive Drive Trains</td>
<td>16</td>
</tr>
<tr>
<td>AUTO 223 Automotive Chassis and Accessory Circuits</td>
<td>8</td>
</tr>
</tbody>
</table>

Core Requirements - Associate Degree, Engine Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 208 Engine I</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 209 Engine II</td>
<td>6</td>
</tr>
</tbody>
</table>

General Education Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 103</td>
<td>Applied Food Service Sanitation</td>
<td>5</td>
</tr>
<tr>
<td>BPA 111</td>
<td>Yeast Breads</td>
<td>4</td>
</tr>
<tr>
<td>BPA 112</td>
<td>Quick Breads and Cakes</td>
<td>4</td>
</tr>
<tr>
<td>BPA 113</td>
<td>Cookies and Petits Fours</td>
<td>4</td>
</tr>
<tr>
<td>BPA 114</td>
<td>Pastry Techniques-Viennoiserie</td>
<td>4</td>
</tr>
<tr>
<td>BPA 115</td>
<td>Pies and Tarts</td>
<td>4</td>
</tr>
<tr>
<td>BPA 116</td>
<td>Individual and Plated Desserts</td>
<td>4</td>
</tr>
<tr>
<td>BPA 118</td>
<td>Classical Cakes and Tortes</td>
<td>4</td>
</tr>
<tr>
<td>BPA 119</td>
<td>Bakery Operations</td>
<td>4</td>
</tr>
<tr>
<td>BPA 121</td>
<td>Chocolate and Confections</td>
<td>4</td>
</tr>
<tr>
<td>BPA 190/290</td>
<td>Cooperative Work Experience/Internship</td>
<td>5-8</td>
</tr>
</tbody>
</table>

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
Financial Services
(40 credits)

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>
</tr>
</thead>
<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 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Principles of Finance</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 289</td>
<td>Integrated Business Applications</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>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>Macro Economics</td>
<td>5</td>
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</table>

AND Choose one of the following: 5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102B</td>
<td>Composition II: Visual Culture</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td></td>
</tr>
</tbody>
</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>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 202</td>
<td>Prin of Accounting II</td>
<td></td>
</tr>
<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>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td></td>
</tr>
<tr>
<td>BUS 190/290</td>
<td>Cooperative Work Experience/Internship</td>
<td></td>
</tr>
<tr>
<td>CIS 241</td>
<td>Advanced Excel</td>
<td></td>
</tr>
</tbody>
</table>

ECON& 201 Micro Economics
PHIL 102 Ethics
PSYC 116 Psychology of Human Relations: Diversity
7 unrestricted elective credits

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>
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</table>

Speaking/Listening

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td></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></td>
</tr>
<tr>
<td>MATH 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>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td></td>
</tr>
</tbody>
</table>

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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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CIS 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>
</tbody>
</table>

Electives

Choose one of the Following: 3-5

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

General Education Requirements

Reading/Writing

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

Speaking/Listening

Choose one of the following:

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

Computation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
</tr>
</tbody>
</table>

Human Relations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
</tr>
</tbody>
</table>
CAD/BIM Technology

Computer Aided Drafting/Building Information Modeling

Associate in Applied Science Degree (90-97 credits)
Certificate of Achievement (19 credits)
Certificates of Proficiency (34-39 credits) and Completion (52-59 credits):
- Architectural CAD
- Mechanical CAD
- Civil CAD
- (BIM) Building Information Modeling

PROGRAM DESCRIPTION: The CAD/BIM Technology Associate in Applied Science Program is designed to meet entry-level employment requirements in Computer Aided Drafting/Modeling occupations and provide students with a broad range of employment opportunities in Architectural, Civil, Mechanical, and BIM (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 parametric building models and related content using Autodesk Revit. Use embedded information to analyze and document building characteristics.
  - Develop plans and profiles, section views, sub division maps, grading plans with accurate and correct interpretation of survey data utilizing survey instruments.
  - Create parametrically driven 3D computer models of mechanical components and assemblies using SolidWorks.
  - Develop mechanical detail and assembly drawings per ANSI and ASME standards that satisfy the requirements of various manufacturing industries.
  - Collect, manage, and process field data in support of geospatial mapping activities.
  - Apply quantity takeoff and calculate earthwork in civil engineering projects.

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

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

Additional Requirements – Architectural Drafting Certificate of Proficiency or Completion

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

Additional Requirements – Mechanical Drafting Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 241</td>
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<tr>
<td>CAD 242</td>
<td>Mechanical CAD II</td>
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<tr>
<td>CAD 243</td>
<td>Mechanical CAD III</td>
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Additional Requirements – Civil Drafting Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 261</td>
<td>Civil CAD I</td>
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<tr>
<td>CAD 262</td>
<td>Civil CAD II</td>
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</tr>
<tr>
<td>CAD 263</td>
<td>Civil CAD III</td>
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<tr>
<td>CAD 264</td>
<td>Surveying I</td>
<td>3</td>
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</tbody>
</table>

Additional Requirements – Building Information Modeling Certificate of Proficiency or Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIM 201</td>
<td>Building Information Modeling I</td>
<td>5</td>
</tr>
<tr>
<td>BIM 202</td>
<td>Building Information Modeling II</td>
<td>5</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading/Writing</td>
<td>ENGL&amp; 101   English Composition I</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>MATH 101   Technical Mathematics I</td>
<td>5</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Choose from General Education – AAS</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Electives – Associate Degree

May be required to achieve 90 credits.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CAD 182</td>
<td>Special Projects</td>
<td>2-5</td>
</tr>
<tr>
<td>CAD 190/290</td>
<td>Cooperative Work Experience /Internship</td>
<td>2-8</td>
</tr>
<tr>
<td>CIS 123</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Excel</td>
<td>5</td>
</tr>
</tbody>
</table>
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 parametric building models and related content using Autodesk Revit. Use embedded information to analyze and document building characteristics.
  ▶ Develop plans and profiles, section views, sub division maps, grading plans with accurate and correct interpretation of survey data utilizing survey instruments.
- Create parametrically driven 3D computer models of mechanical components and assemblies using SolidWorks.

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 accord 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.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CAD 101</td>
<td>Mechanical Drafting I</td>
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<td>Civil Drafting I</td>
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</tbody>
</table>

Architectural Drafting Certificate

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

Mechanical Drafting Certificate

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

Civil Drafting Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CAD 261</td>
<td>Civil CAD I</td>
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<td>CAD 262</td>
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<td>Civil CAD III</td>
<td>5</td>
</tr>
<tr>
<td>CAD 264</td>
<td>Surveying I</td>
<td>3</td>
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</table>

Building Information Modeling Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIM 201</td>
<td>Building Information Modeling I</td>
<td>5</td>
</tr>
<tr>
<td>BIM 202</td>
<td>Building Information Modeling II</td>
<td>5</td>
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<td>BIM 203</td>
<td>Building Information Modeling III</td>
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</tr>
<tr>
<td>BIM 211</td>
<td>Construction Documents</td>
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Additional Requirements – AAS-T

Complete 3 of the 4 Certificate Additional Requirements.

General Education Requirements – AAS-T

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

Additional 5 credits from the General Education (AA)
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 I
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>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>CIS 166</td>
<td>Programming Business Objects</td>
<td>5</td>
</tr>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Structured Query Language (SQL)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 184</td>
<td>Creating Web Pages</td>
<td>5</td>
</tr>
<tr>
<td>CIS 185</td>
<td>JavaScript</td>
<td>5</td>
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<tr>
<td>CIS 284</td>
<td>Web Application Development</td>
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<tr>
<td>CNA 130</td>
<td>Introduction to Linux/Unix</td>
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<tr>
<td>CS 142</td>
<td>Object-Oriented Programming I</td>
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<td>CS 143</td>
<td>Object-Oriented Programming II</td>
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General Education Requirements

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
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<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
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<td>MATH&amp; 141</td>
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<td>MATH&amp; 142</td>
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<tr>
<td>Humanities</td>
<td>Total 10 credits</td>
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Humanities GE List

Speaking/Listening
CMST& 230 Small Group Communication 5

Human Relations
PSYC 116 Psychology of Human Relations: Diversity 5
Computer Network Administration

Associate in Applied Science Degree (107 credits)

Network Administration Program

Certificates of Proficiency

**Networking I (30 credits)**

**PROGRAM DESCRIPTION:** Coursework begins with an introduction to networking, client/server operating systems and computer hardware. A steady progression follows to more advanced subject matter in these areas.

The Computer Network Administration Program 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 program helps to prepare the student for the A+, N+, Security+, CCNA and Microsoft MCSA certifications.

**CAREER OPPORTUNITIES:** Job opportunities can be found in both 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 and Network 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 PROGRAM**

Demonstrate the following skills standards specific to the Network Administration Program:

- Install, configure and maintain client/server networks.
- Implement security in network environments.
- Effectively troubleshoot hardware and software in network environments.

### Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 100</td>
<td>Introduction to Networking</td>
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</tr>
<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 113</td>
<td>PC Operating Systems</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>
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</tr>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
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<tr>
<td>CNA 130</td>
<td>Introduction to Linux/Unix</td>
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</tr>
<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
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<tr>
<td>CNA 215</td>
<td>Mail Services</td>
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<tr>
<td>CNA 221</td>
<td>Windows Server Administration</td>
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<td>CNA 234</td>
<td>Windows Server Services</td>
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<td>CNA 251</td>
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<td>CNA 252</td>
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<tr>
<td>CNA 280</td>
<td>Security/Voice</td>
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<td>CNA 290</td>
<td>Cooperative Work Experience/Internships</td>
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</tr>
<tr>
<td>CNA 296</td>
<td>Network Theory and Design</td>
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### Network I, Certificate of Proficiency

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CNA 100</td>
<td>Introduction to Networking</td>
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<td>CNA 101</td>
<td>Cisco I</td>
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</tr>
<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CNA 113</td>
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<td>5</td>
</tr>
<tr>
<td>CNA 120</td>
<td>Command Line Interface</td>
<td>5</td>
</tr>
<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
<td>5</td>
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</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&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Speaking/Listening**

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Business Communication</td>
<td>5</td>
</tr>
</tbody>
</table>

**Computation**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office</td>
<td>5</td>
</tr>
</tbody>
</table>
Computer Programming

Associate in Applied Science Degree
(93-105 credits)

PROGRAM DESCRIPTION: The AAS in Computer Programming is for students interested in writing computer programs, both stand-alone and web-based, in languages such as C# and Java. This includes fundamental skills for working with web sites and database connectivity. Students create a foundation for further training and will be able to use common tools to gather and convey information through the internet. Computer Programmers design, build, and support solutions for business problems.

Typical 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 or web developer 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 in Computer Programming will be able to:

- Demonstrate the following skills:
  ▶ Apply database and programming concepts in various situations.
  ▶ Design and access databases to store information used by web sites.
  ▶ Create code in mark-up, scripting, and programming languages.
  ▶ Effectively plan, create, debug and maintain programs and web sites using industry-standard tools
  ▶ 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 ability to access, evaluate, apply and convey technical information with their peers.
- Demonstrate the ability to effectively plan, create, and debug effective solutions to problems through the programs they write.
- Evaluate quantitative and symbolic data in translating user and organization needs into usable software and data solutions.
- Collaborate with diverse groups across a variety of knowledge and skill levels and perspectives.
- Recognize ethical issues and evaluate consequences.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
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<tr>
<td>CIS 160</td>
<td>Introduction to Programming</td>
<td>5</td>
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<tr>
<td>CIS 166</td>
<td>Programming Business Objects</td>
<td>5</td>
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<tr>
<td>CIS 169</td>
<td>Requirements Analysis (Under Revision)</td>
<td>3</td>
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<tr>
<td>CIS 182</td>
<td>Structured Query Language (SQL)</td>
<td>5</td>
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<tr>
<td>CIS 184</td>
<td>Creating Web Pages</td>
<td>5</td>
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<tr>
<td>CIS 185</td>
<td>JavaScript</td>
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<tr>
<td>CIS 189</td>
<td>XML</td>
<td>5</td>
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<td>CIS 235</td>
<td>Rich Internet Applications</td>
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<td>CIS 266</td>
<td>Developing Database Applications</td>
<td>5</td>
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<td>CIS 269</td>
<td>Software Maintenance</td>
<td>5</td>
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<tr>
<td>CIS 282</td>
<td>SQL Projects</td>
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</tr>
<tr>
<td>CIS 284</td>
<td>Web Application Development</td>
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</table>

Electives

Choose two to four courses from the following list: 10-20

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<thead>
<tr>
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<tbody>
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<td>Object-Oriented Programming I</td>
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<tr>
<td>CIS 143</td>
<td>Object-Oriented Programming II</td>
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<tr>
<td>CIS 245</td>
<td>Developing Applications in Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 285</td>
<td>Web Services (Under Construction)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 286</td>
<td>Java (Under Construction)</td>
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<tr>
<td>CIS 287</td>
<td>Android Development (Under Construction)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Cooperative Work Experience/Internship</td>
<td>1-5</td>
</tr>
<tr>
<td>CIS 293</td>
<td>Application Development-Special Projects</td>
<td>1-5</td>
</tr>
</tbody>
</table>

General Education Requirements

Reading/Writing

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

Speaking/listening

Choose one of the following: 5

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
<td>5</td>
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<tr>
<td>CIS 210</td>
<td>Business Communication</td>
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</table>

Computation

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 168</td>
<td>Programming Logic</td>
<td>5</td>
</tr>
</tbody>
</table>

Human Relations

Choose one of the following: 3-5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3-5</td>
</tr>
<tr>
<td>CMST 230</td>
<td>Small Group Communication</td>
<td>5</td>
</tr>
</tbody>
</table>
**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.

**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>
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<tbody>
<tr>
<td>CAP 102</td>
<td>Nutrition for the Foodservice Professional</td>
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<tr>
<td>CAP 103</td>
<td>Applied Foodservice Sanitation</td>
<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>
<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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</tr>
</tbody>
</table>

### Additional Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</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>
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<tr>
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<td>CAP 190/290</td>
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</tbody>
</table>

### General Education Requirements

**Reading/Writing**

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

**SpeakingLISTening**

Choose from General Education – AAS 5

**Computation**

Choose from General Education – AAS 5

**Human Relations**

Choose from General Education – AAS 3-5
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 chose to articulate with South Puget Sound Community College. The only current accepted articulation for this AAS-T degree is with South Seattle Community College’s Bachelor of Applied Science degree in Hospitality Management.

The Culinary Arts Program at South Puget Sound Community College is designed to provide knowledge and skills in the areas of food production, service and hospitality, and kitchen 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:

- Demonstrate the following skills standards specific to Culinary Arts:
  - Perform the essential principles of professional work ethic in the field of culinary arts including, punctuality, honesty, integrity, understand fundamental ethical issues, communicate effectively in oral, written, and graphic form, apply fundamental quantitative and computation skills, maintain a helpful and positive attitude (teammwork), 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/ENGL& 101 (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& 101 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.

Core Requirements - Associate Degree and Certificate

<table>
<thead>
<tr>
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<td>CAP 102</td>
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General Education Requirements

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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 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>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
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</tbody>
</table>

Arts & Humanities Electives

(one must satisfy diversity requirement) 10
Database Management
Associate in Applied Science Degree (93-95 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, performance tuning, system evaluation and interaction 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;
  - Students will demonstrate the ability to access, evaluate, apply and convey technical information with their peers;
  - Students will demonstrate the ability to effectively plan, create, and debug effective solutions to problems through the programs they write;
  - Students will evaluate quantitative and symbolic data in translating user and organization needs into usable software and data solutions;
  - Students will collaborate with diverse groups across a variety of knowledge and skill levels and perspectives;
  - Students will be able to recognize ethical issues and evaluate consequences.

Core Requirements

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<tbody>
<tr>
<td>BUS&amp; 101</td>
<td>Intro to Business</td>
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<td>BUS 289</td>
<td>Integrated Business Applications</td>
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<td>CIS 145</td>
<td>Introduction to Access</td>
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<td>CIS 160</td>
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<td>CIS 284</td>
<td>Web Application Development</td>
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<td>CNA 120</td>
<td>Command Line Interface</td>
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<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
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Electives

Choose 1 course from the following list:

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<tr>
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</thead>
<tbody>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats</td>
<td>5</td>
</tr>
<tr>
<td>CS 142</td>
<td>Object-Oriented Programming I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 185</td>
<td>JavaScript</td>
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General Education Requirements

Reading/Writing

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Speaking/Literacy

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Computation

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<tbody>
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Human Relations

Choose one of the following:

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<tr>
<td>CMST&amp; 230</td>
<td>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.

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.

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

| 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 |
| Electives                       | 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

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. Demonstrate the following WA skill standards knowledge:
   - Ongoing Measurement of Child Progress
   - Family and Community Partnerships
   - Health, Safety and Nutrition
   - Interactions
   - Program Planning and Development
   - Professional Development and Leadership

4. Prepare and Evaluate the Learning Environment
5. Develop and Implement Curriculum
6. Support the Child and Family

7. Create and Maintain a Professional Team Environment
8. 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, except ECED 205, ECED 250 and ECED 238. It is recommended but not necessary to take ECED& 105 first. It is recommended but not necessary to take the ECE Stackable certificates while obtaining your ECE degree.
5. Grades of “C” or better must be obtained in all courses with an EDUC or ECED prefix to apply to the ECE degree.
6. It is possible to receive up to 12 credits toward the degree for students having a Child Development Associate (C.D.A.) credential. See advisor for details.
7. An alternative pathway is the Associate in Applied Science (AAS-T) degree which can be used to transfer to many four year colleges and universities.

Core Requirements – Associate Degree

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

Electives – Associate Degree

Select a minimum of 9 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 100</td>
<td>Child Care Basics</td>
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</tr>
<tr>
<td>ECED&amp; 132</td>
<td>Infants/Toddlers Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 134</td>
<td>Family Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 139</td>
<td>Admin Early Lrng Prog</td>
<td>3</td>
</tr>
<tr>
<td>ECED 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
</tbody>
</table>
### Current Issues in Brain Development (PSYC 275)
- 5 credits

### Teaching Adults (ECED 280)
- 2 credits

### School Age Care (EDUC& 136)
- 3 credits

### Parent – Child Communication (PEP 241)
- 2 credits

### Family Dynamics (PEP 242)
- 2 credits

### Lifespan Psychology (PSYC& 200)
- 5 credits

### Sociology of the Family: Diversity (SOC 225)
- 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 – Associate Degree

#### Reading/Writing
- ENGL 101 English Composition I
  - 5 credits

#### Speaking/Listening
Choose one of the following:
- 3-5 credits
  - CMST 220 Public Speaking
  - CMST 210 Interpersonal Communication: Diversity
  - CMST 240 Intercultural Communication: Diversity
  - CMST 230 Small Group Communication

#### Computation
- MATH 100 Mathematics for Early Childhood Educators
  - 5 credits

#### Human Relations
Choose one of the following:
- 5 credits
  - HUM 121 Multicultural America, Past to Present: Diversity
  - PSYC 116 Psychology of Human Relations: Diversity
  - CMST 210 Interpersonal Communication: Diversity
  - CMST 240 Intercultural Communication: Diversity
  - CMST 230 Small Group Communication

### State Initial Early Childhood Education Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>5</td>
</tr>
</tbody>
</table>

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

#### Requirements: Initial Certificate, PLUS

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

**Infant and Toddler**
- EDUC& 115 Child Development
  - 5 credits
- ECED& 132 Infants/Toddlers Care
  - 3 credits

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

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

**Administration**
- EDUC& 115 Child Development
  - 5 credits
- ECED& 139 Admin Early Lrng Prog
  - 3 credits

### 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
- EDUC& 130 Guiding Behavior
  - 3 credits
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 professional practice in working with young children. The Associate in Applied Science Degree in Early Childhood Education is designed to transfer to four-year colleges and universities. This program differs from the Early Childhood Education AAS by offering more general education courses as part of the core requirements, making it more transferable to colleges and universities. This degree will only transfer in full to the colleges and universities who choose to articulate with South Puget Sound Community College. Please see your advisor for an updated list of articulations.

CAREER OPPORTUNITIES: Men and women with an AAS-T degree can qualify for positions as preschool teachers, child care directors, child care program supervisors, child care providers, non-certified early childhood teachers, or elementary school classroom aides 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 the following skill standards:
  - Child Growth and Development
  - Curriculum and Learning Environment
  - Ongoing Measurement of Child Progress
  - Family and Community Partnerships
  - Health, Safety and Nutrition
  - Interactions
  - Program Planning and Development
  - Professional Development and Leadership

Demonstrate the following skill standards:
- Create and Maintain a Safe and Healthy Environment
- Meet Each Child’s Individual Needs and Plan for Group Needs
- Prepare and Evaluate the Learning Environment
- Develop and Implement Curriculum
- Support the Child and Family
- Create and Maintain a Professional Team Environment
- Develop Personally and Professionally

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 evening classes only or in two years with a combination of day and evening courses. The majority of ECED and EDUC courses meet in the evenings. Practicums (ECED&120, ECED 205 and ECED 250) require day time hours. Many ECED and EDUC courses require observation hours in addition to class time. See course outlines for details. Students can enter the program any quarter but are strongly encouraged to meet with an ECE advisor for detailed information necessary for planning their degree. Contact (360) 596-5293 for advising day information.

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

Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED&amp;105</td>
<td>Intro Early Child Ed</td>
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<tr>
<td>ECED&amp;107</td>
<td>Health/Safety/Nutrition</td>
<td>5</td>
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<tr>
<td>ECED&amp;120</td>
<td>Practicum-Nurturing Rel</td>
<td>2</td>
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<td>ECED 141</td>
<td>Math and Science Curriculum for Young Children</td>
<td>3</td>
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<td>ECED 145</td>
<td>Fine Arts Curriculum for Young Children</td>
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<tr>
<td>ECED 160</td>
<td>Curriculum Development</td>
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<tr>
<td>ECED&amp;190</td>
<td>Observation/Assessment</td>
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<tr>
<td>ECED 205</td>
<td>Practicum II</td>
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<tr>
<td>ECED 235</td>
<td>Educ Yng Children in a Diverse Society: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ECED 238</td>
<td>Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>ECED 250</td>
<td>School Age Care</td>
<td>2</td>
</tr>
<tr>
<td>ECED 250</td>
<td>Family Child Care</td>
<td>2</td>
</tr>
<tr>
<td>ECED 230</td>
<td>Administration</td>
<td>2</td>
</tr>
</tbody>
</table>
ECED 250  Practicum III  4
EDUC& 115  Child Development  5
EDUC& 130  Guiding Behavior  3
EDUC& 150  Child/Family/Community  3

**Electives**

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

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

**Computation**
- MATH& 131  Math for Elem Educ  5

**Humanities**
Other options include any language, drama or literature course
- CMST 240  Intercultural Communication: Diversity  5
- ART 101  Introduction to Art  5

**Social Sciences**
Other options include ANTH& 206, PSYC& 100 or PSYC& 200
- SOC& 101  Intro to Sociology  5
- PSYC 116  Psychology of Human Relations: Diversity  5

**Natural Sciences**
- EARTH 106  The Earth in Time and Space  5

State Initial Early Childhood Education Certificate
- ECED& 105  Intro Early Child Ed  5
- ECED& 107  Health/Safety/Nutrition  5
- ECED& 120  Practicum-Nurturing Rel  5

**Requirements**

**Initial Certificate, PLUS**

**General**
- EDUC& 115  Child Development  5
- EDUC& 130  Guiding Behavior  3
  OR
- EDUC& 115  Child Development  5
  OR
- EDUC& 132  Infants/Toddlers Care  3
  OR
- EDUC& 115  Child Development  5
  OR
- EDUC& 136  School Age Care  3
  OR
- EDUC& 115  Child Development  5
  OR
- EDUC& 134  Family Child Care  3
  OR
- EDUC& 115  Child Development  5
  OR
- EDUC& 139  Admin Early Lrng Prog  3

**State Early Childhood Education Certificate Requirements:**

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

- Demonstrate the following skills standards specific to Financial Services:
  ▶ Prepare business documents such as written reports, oral and visual presentations.
  ▶ Present data using current software applications
  ▶ Solve practical problems in business, including percentages, payroll, simple and compound interest, trade discounts, markups, depreciation and overhead allocation.
  ▶ Create and maintain positive customer relations by understanding the practices that foster customer retention and loyalty.
  ▶ Develop the interpersonal skills necessary to build effective on-going customer relationships.
  ▶ Prepare and deliver sales presentations.

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.

<table>
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<td>CIS 108</td>
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<td>ENGL&amp; 101</td>
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<td>Speaking/Listening</td>
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</tr>
<tr>
<td>Psychology of Human Relations: Diversity</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, Emergency Medical Technician and NFPA 1002 Driver/Operator during their first year and IFSAC Firefighter II Certification, NFA Incident Safety Officer and NFPA 1670 Rope Rescue Operations during their second year. Students enrolled in the Fire and Emergency Services Technology program are accepted once a year and courses begin in the fall. This is a limited enrollment program accepting 30 new students each fall.

CAREER OPPORTUNITIES: Most graduates will seek entry-level positions as firefighters, firefighter/EMTs, hazardous materials technicians or fire prevention officers.

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

▶ Meet the certification requirements of NFPA 1001, Firefighter I.
▶ Meet the certification requirements of NFPA 1001, Firefighter II.
▶ Meet the certification requirements of NFPA Hazardous Materials Operations.
▶ Meet the requirements of NFPA 1002, Driver/Operator.
▶ Meet the requirements of NFPA 1670 Awareness Level in trench rescue, confined space, and structural collapse.
▶ Meet the requirements of NFPA 1670 Technician Level in rope rescue.
▶ Meet the requirements of NWCGS Wildland Firefighter II.
▶ Meet the requirements of Emergency Medical Technician – Basic.
▶ Demonstrate the importance of fire behavior and combustion as it relates to the fire service.
▶ Demonstrate the principles of building construction as it relates to fire protection by recognizing the five types of building construction and their specifications.
▶ Demonstrate the principles of firefighter safety and survival through Incident Safety Officer Certification and rapid intervention exercises.
▶ Demonstrate the necessary human relations skills necessary in emergency services.
▶ Demonstrate the skills necessary to working as a member of a crew on a 24 hours on, 48 hours off shift schedule in the fire house.

Core Requirements

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading/Writing</td>
<td>ENGL 101</td>
<td>5</td>
</tr>
<tr>
<td>Speaking/Listening</td>
<td>CMST 220</td>
<td>5</td>
</tr>
<tr>
<td>Computation</td>
<td>CMST 230</td>
<td>5</td>
</tr>
<tr>
<td>Human Relations</td>
<td>CMST 240</td>
<td>5</td>
</tr>
<tr>
<td>Diversity</td>
<td>CMST 235</td>
<td>5</td>
</tr>
<tr>
<td>Technical Mathematics I</td>
<td>PSYC 116</td>
<td>5</td>
</tr>
<tr>
<td>Psychology of Human Relations</td>
<td>HUM 121</td>
<td>5</td>
</tr>
<tr>
<td>Diversity: Some Human Relation courses also satisfy diversity</td>
<td>CMST 230 or CMST 240 may count for 2 categories</td>
<td></td>
</tr>
</tbody>
</table>
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. Alternate job titles applied to private and public sectors include Administrative Assistant, Benefits Administrator, Employment Assistant or Specialist, Human Resource Recruiter and others.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete a Human Resource Assistant certificate will:
- Demonstrate the following professional skill standards:
  ▶ Explain personnel policies, benefits, and procedures to employees or job applicants;
  ▶ Recruit, process, and review employment applications; evaluate qualifications and eligibility of applicants;
  ▶ Review and research operating procedures and problems; develop solutions and 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 64 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>BUS 270</td>
<td>Human Resources Management</td>
<td>5</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Outlook</td>
<td>2</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Microsoft Word I</td>
<td>5</td>
</tr>
<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>
</tr>
<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>
</tr>
</tbody>
</table>

General Education Requirements

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

Associate in Applied Science Degree
(92 credits)

Certificate of Proficiency
Computer Support I (30 credits)

PROGRAM DESCRIPTION: Coursework begins with an introduction to networking, client/server operating systems, and computer hardware. A steady progression follows to more advanced subject matter in these areas.

Information Technology Computer Support is designed for persons interested in working with end users in network environments. Duties may include software/hardware 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 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/Desk 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:

- Install, configure, and maintain client hardware and software;
- 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 Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>CNA 100</td>
<td>Introduction to Networking</td>
<td>5</td>
</tr>
<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 113</td>
<td>PC Operating System</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 170</td>
<td>Introduction to Wireless</td>
<td>3</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 221</td>
<td>Windows Server Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNA 225</td>
<td>Microsoft Share/Point</td>
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</tr>
<tr>
<td>CNA 290</td>
<td>Cooperative Work Experience/Internships</td>
<td>3</td>
</tr>
<tr>
<td>CNA 295</td>
<td>Helpdesk Theory and Design</td>
<td>5</td>
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</table>

Computer Support I, Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>CNA 100</td>
<td>Introduction to Networking</td>
<td>5</td>
</tr>
<tr>
<td>CNA 112</td>
<td>PC Workstation Technical Support</td>
<td>5</td>
</tr>
<tr>
<td>CNA 113</td>
<td>PC Operating System</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>
</tbody>
</table>

General Education Requirements

Reading/Writing

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

Speaking/Listening

Choose one of the following: 5

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

Computation

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

Human Relations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

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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://maer.org

CAREER OPPORTUNITIES: Graduates may be hired in a variety of settings to perform routine administrative and clinical tasks to keep healthcare 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 for Medical Assistants. 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 will be accepted as part of the program. Students must provide proof of current provider-level CPR certification through the American Red Cross or the American Heart Association prior to beginning their externship (MED 159). Keyboarding skills of 45 wpm are required prior to graduation.

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.

CERTIFICATE REQUIREMENTS: A Certificate of Completion in Medical Assisting will be awarded upon successful completion of all core and general education distribution requirements.

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

Core Requirements – Associate in Applied Science Degree and Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 094</td>
<td>Beginning Algebra</td>
<td>5</td>
</tr>
<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</td>
<td>4</td>
</tr>
<tr>
<td>MED 102</td>
<td>Medical Law, Ethics and Bioethics</td>
<td>2</td>
</tr>
<tr>
<td>MED 103</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED 104</td>
<td>Medical Terminology II</td>
<td>5</td>
</tr>
<tr>
<td>MED 115</td>
<td>Diagnostic Coding for the Outpatient</td>
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</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>
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<tr>
<td>MED 152</td>
<td>Disease Conditions and Treatments</td>
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<tr>
<td>MED 153</td>
<td>Medical Assisting Externship Seminar</td>
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<tr>
<td>MED 154</td>
<td>Clinical Procedures for Medical Assistants</td>
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<tr>
<td>MED 155</td>
<td>Diagnostic Procedures for Medical Assistants</td>
<td>4</td>
</tr>
<tr>
<td>MED 156</td>
<td>Pharmacology for Medical Assistants</td>
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<td>MED 159</td>
<td>Externship for Medical Assistants</td>
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<tr>
<td>CIS 136</td>
<td>Microsoft Word I</td>
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<tr>
<td>FAID 151</td>
<td>Basic First Aid and CPR</td>
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</table>

General Education Requirements - Associate in Applied Science Degree and Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CMST 230</td>
<td>Small Group Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td>3</td>
</tr>
<tr>
<td>FAID 151</td>
<td>Basic First Aid and CPR</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose from General Education-Additional 11 elective credits required for the degree
Nursing Assistant Certificate of Achievement (12 credits)

PROGRAM DESCRIPTION: The Nursing Assistant Program is a unique 12 credit program designed for students interested in becoming nursing assistants who are also interested in future career steps beyond nursing assisting. The program integrates the nursing assistant course with two additional courses in medical terminology and workplace effectiveness skills to prepare students for successful employment in the workforce as a nursing assistant. Completion of this program will also prepare the student for transitioning into additional allied health programs, in particular, medical assisting.

CAREER OPPORTUNITIES: Nursing assistants are employed in assisted living facilities, nursing homes, convalescent centers, hospitals, and home-care settings.

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

- Be eligible to take the certification exam for Nursing Assistants.
- Be prepared to work under the direction of LPNs, RNs, or other qualified healthcare workers to provide basic patient care.
- Be prepared to work as a team in providing basic nursing care to clients.
- Develop effective workplace skills, including group work, conflict resolution, stress management, communication and motivation, and adaptation to a changing work environment.
- Contribute to an environment that is respectful and inclusive of diverse viewpoints relating to cultural background, personality traits, gender, age, and values.
- Be able to construct medical terms by learning and combining word roots, suffixes, and prefixes, with emphasis on usage, definition, pronunciation, and spelling.
- Use basic math, communication, and writing skills while performing work as nursing assistants.
- Develop learning and study skills to prepare and submit written assignments, make presentations, and develop a resume while successfully pursuing further education and career advancement in health care fields.

PROGRAM REQUIREMENTS:
NURS 100 Nursing Assistant 6 credits
CIS 109 Human Dimensions in the Office: Diversity 3 credits
MED 103 Medical Terminology 3 credits

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.
Office Administration

Administrative Assistant
Associate in Applied Science Degree
(92-99 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></td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>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>
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</table>

### Additional Requirements – Associate Degree, Office Assistant Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</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>Civil, Criminal and Domestic Law</td>
<td>5</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
</tr>
</tbody>
</table>

### 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>Diagnostic 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

### (96-100 credits)

**PROGRAM DESCRIPTION:** The overall program goal of the Paralegal Associate in Applied Science is to prepare students for careers as paralegals working under the supervision of lawyers. In addition, it is the intent of the program to provide a broad range of skills, depending upon student choices, for positions in a variety of legal settings such as private law firms, government agencies, corporate legal departments, insurance companies, estate and trust departments of large banks, or real estate and title companies. The curriculum consists of a combination of legal specialty, law-related, and general education courses. Someone seeking a career as a paralegal must be able to write clearly, communicate effectively, be proficient with office computer systems, and possess a high degree of motivation and analytical reasoning capability.

**CAREER OPPORTUNITIES:** Job opportunities are continuing to increase and expand into new areas. Paralegal positions open in private law firms, corporate legal departments, insurance companies, estate and trust departments of large banks, real estate and title insurance companies, and professional trade associations. Job opportunities in the public sector are available in community legal services programs; offices of public defenders, prosecutors, and attorney generals; government agencies; and the court system. Earnings vary considerably depending on the size of the community, geographical location, size, and business of the employing agency, and the legal assistant’s education, background, and work experience.

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

- Demonstrate the following skill standards:
  - Engage in legal and factual investigation and research using traditional and technology-based tools.
  - Brief and analyze legal issues in writing.
  - Understand the court system and the process of civil litigation from the inception of a case through trial and post-trial matters.
  - Use a variety of current computer applications to efficiently produce, manage, and analyze legal documents.
  - Interview clients or witnesses.

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&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Business English (W)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIS 136</td>
<td>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 201</td>
<td>Contracts and Commercial Transactions</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 202</td>
<td>Legal Ethics</td>
<td>5</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 101</td>
<td>Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 105</td>
<td>Civil, Criminal and Domestic Law</td>
<td>5</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>Category</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading/Writing</td>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>Speaking/Listening</td>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>Computation</td>
<td>CMST&amp; 230 Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CMST 260 Communication and Conflict</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>PSYC 116 Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>

Unless specified, course is generally offered every quarter.

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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEP 101</td>
<td>Parenting Your Infant I</td>
<td>2</td>
</tr>
<tr>
<td>PEP 102</td>
<td>Parenting Your Infant II</td>
<td>2</td>
</tr>
<tr>
<td>PEP 103</td>
<td>Parenting Your Toddler I</td>
<td>2</td>
</tr>
<tr>
<td>PEP 104</td>
<td>Parenting Your Toddler II</td>
<td>2</td>
</tr>
<tr>
<td>PEP 105</td>
<td>Parenting Your 3-4 Year Old</td>
<td>2</td>
</tr>
<tr>
<td>PEP 106</td>
<td>Parenting Children in Middle Years</td>
<td>2</td>
</tr>
<tr>
<td>PEP 111</td>
<td>Parent Education</td>
<td>1</td>
</tr>
<tr>
<td>PEP 112</td>
<td>Parent Education</td>
<td>2</td>
</tr>
<tr>
<td>PEP 113</td>
<td>Parent Education</td>
<td>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;

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

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>English Composition I 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>BUS 104 Business Math</td>
<td></td>
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<tr>
<td>CIS 109 Human Dimension in the Office: Diversity</td>
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## Welding Technology

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

**Certificate of Achievement**
Basic Welding Skills Certificate (14 credits)

**Certificates of Proficiency**
- Shielded Metal Arc Welding Certificate (28 credits)
- Gas Metal Arc Welding Certificate (42 credits)
- Flux Cored Arc Welding Certificate (42 credits)
- Gas Tungsten Arc Welding Certificate (42 credits)

### PROGRAM DESCRIPTION:
Prepare students for entry-level employment in welding and related occupations. The competency-based curriculum combines classroom instruction with extensive hands-on training and practical exercises to develop knowledge and skill in the most common welding and metal cutting processes used in industry.

### CAREER OPPORTUNITIES:
Graduates may work in manufacturing, the construction trades, or in maintenance and repair positions. Some welders may work as "fitters" or "fabricators" who interpret drawings, plan projects, and use a variety of tools and machines to complete work. With experience and a strong technical background, welders may advance into leadership positions or within quality control.

**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:

- **Identify materials and apply metallurgy knowledge to solve practical welding problems.**
- **Select and operate tools and equipment used in welding and metal fabrication.**
- **Perform thermal cutting and gouging processes to industry standards.**
- **Perform Shielded Metal Arc Welding (SMAW) to industry standards.**
- **Perform Gas Metal Arc Welding (GMAW) to industry standards.**
- **Perform Flux Cored Arc Welding (FCAW) to industry standards.**
- **Perform Gas Tungsten Arc Welding (GTAW) to industry standards.**
- **Identify materials and apply metallurgy knowledge to solve practical welding problems.**
- **Interpret drawings including welding symbols and make accurate calculations.**

### Core Requirements – Associate of Applied Science Degree

**WELD 102**  
Welding Theory I  
WELD 103  
Thermal Cutting and Gouging  
WELD 104  
Oxyacetylene Welding  
WELD 106  
Shielded Metal Arc Welding I  
WELD 125  
Welding Theory II  
WELD 127  
Shielded Metal Arc Welding II  
WELD 134  
Print Reading for Welders  
WELD 135  
Gas Metal Arc Welding  
WELD 210  
Flux Cored Arc Welding  
WELD 220  
Gas Tungsten Arc Welding

### Core Requirements – Basic Welding Skills Certificate of Achievement

**WELD 102**  
Welding Theory I  
WELD 103  
Thermal Cutting and Gouging  
WELD 104  
Oxyacetylene Welding  
WELD 106  
Shielded Metal Arc Welding I

### Core Requirements – Shielded Metal Arc Welding Certificate of Proficiency

**WELD 102**  
Welding Theory I  
WELD 103  
Thermal Cutting and Gouging  
WELD 104  
Oxyacetylene Welding  
WELD 106  
Shielded Metal Arc Welding I  
WELD 125  
Welding Theory II  
WELD 127  
Shielded Metal Arc Welding II

### Core Requirements – Gas Metal Arc Welding Certificate of Proficiency

**WELD 102**  
Welding Theory I  
WELD 103  
Thermal Cutting and Gouging  
WELD 104  
Oxyacetylene Welding  
WELD 106  
Shielded Metal Arc Welding I  
WELD 125  
Welding Theory II  
WELD 127  
Shielded Metal Arc Welding II

### Core Requirements – Flux Cored Arc Welding Certificate of Proficiency

**WELD 102**  
Welding Theory I  
WELD 103  
Thermal Cutting and Gouging  
WELD 104  
Oxyacetylene Welding  
WELD 106  
Shielded Metal Arc Welding I  
WELD 125  
Welding Theory II  
WELD 210  
Flux Cored Arc Welding

### Core Requirements – Gas Tungsten Arc Welding Certificate of Proficiency

**WELD 102**  
Welding Theory I  
WELD 103  
Thermal Cutting and Gouging  
WELD 104  
Oxyacetylene Welding  
WELD 106  
Shielded Metal Arc Welding I  
WELD 125  
Welding Theory II  
WELD 127  
Shielded Metal Arc Welding II  
WELD 220  
Gas Tungsten Arc Welding
### 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.

<table>
<thead>
<tr>
<th><strong>COMMUNICATION: Reading/Writing</strong></th>
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<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
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<thead>
<tr>
<th><strong>COMMUNICATION: Speaking/Listening</strong></th>
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<tbody>
<tr>
<td>CIS 210 Business Communication</td>
<td>5</td>
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<tr>
<td>CMST&amp; 101 Introduction to Comm</td>
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<tr>
<td>CMST 105 Introduction to Online Journalism</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communication: Diversity (Fall 07)</td>
<td>5</td>
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<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 230 Small Group Communicatin</td>
<td>5</td>
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<tr>
<td>CMST 240 Intercultural Communication: Diversity (Fall 05)</td>
<td>5</td>
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<tr>
<td>CMST 260 Communication and Conflict</td>
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<tr>
<td>ENGL 235 Technical Writing</td>
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<tr>
<th><strong>COMPUTATION</strong></th>
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<tr>
<td>BUS 104 Business Math</td>
<td>5</td>
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<tr>
<td>MATH 100 Mathematics for Early Childhood Educators</td>
<td>5</td>
</tr>
<tr>
<td>MATH 101 Technical Mathematics I</td>
<td>5</td>
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<tr>
<td>MATH 102 Technical Mathematics II</td>
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**OR**

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

<table>
<thead>
<tr>
<th><strong>HUMAN RELATIONS</strong></th>
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<tbody>
<tr>
<td>BUS 260 Principles of Management: Diversity (Fall 05)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 109 Human Dimensions in the Office: Diversity (Summer 06)</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communicatin: Diversity (Fall 07)</td>
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<tr>
<td>CMST&amp; 230 Small Group Communicatin</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240 Intercultural Communication: Diversity (Fall 05)</td>
<td>5</td>
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<tr>
<td>HUM 121 Multicultural America, Past to Present: Diversity (Fall 05)</td>
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<tr>
<td>PSYC 116 Psychology of Human Relations: Diversity (Summer 06)</td>
<td>5</td>
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<tr>
<th><strong>DIVERSITY REQUIREMENT</strong></th>
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<tr>
<td><strong>D</strong> Designates Diversity Courses throughout General Education List.</td>
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**General Education Requirements – Associate Degree**

**Reading/Writing**

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

**Speaking/Listening**

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<tr>
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</thead>
<tbody>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity (Fall 05)</td>
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</table>

**Computation**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Technical Mathematics II</td>
<td>5</td>
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</tbody>
</table>

**Human Relations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td>5</td>
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</tbody>
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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; 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
This course provides an integrated approach to the development of low-intermediate reading, writing, English language usage, and speaking and listening skills. Emphasis is placed on enhancing critical thinking and basic digital literacy skills in the context of college and career readiness. Prerequisite: Student must complete a Basic Skills program orientation. Placement is based on appropriate low-intermediate level reading CASAS score and appropriate level writing skills as determined by previous instructor or through program orientation screening.

ABE 054  ABE IV-Language Arts  5
The course provides an integrated approach to development of high-intermediate reading, writing, English usage, speaking and listening skills with an emphasis on increasing critical thinking, basic digital literacy, and college and career awareness. The class is designed for students whose goals include earning degrees or certificates in academic and/or technical programs. Prerequisite: Student must complete a Basic Skills program orientation. Placement is based on appropriate high-intermediate level reading CASAS score and appropriate level writing skills as determined by previous instructor or through program orientation screening.

ABE 062  Applied Math I  5
Direct instruction for students desiring to develop and improve beginning skills in mathematics through contextualized application. Prerequisite: Student must complete a Basic Skills orientation and the CASAS pretest with a score of 200-210 in Math.

ABE 063  Adult Basic Education III-Math  5
Direct instruction for students desiring to develop and improve low-intermediate skills in mathematics through contextualized application. Prerequisite: Student must complete a Basic Skills orientation and the CASAS pretest with a score of 211-220 in Math.

ABE 064  Adult Basic Education IV-Math  5
Direct instruction for students desiring to develop and improve intermediate skills in mathematics through contextualized application in preparation for high school completion, Developmental Math classes, or employment. Prerequisite: Student must complete a Basic Skills orientation and the CASAS pretest with a score of 221-235 in Math.
ABE 065  Algebra and Geometry Survey
Direct instruction for students desiring to develop and improve basic algebra and geometry skills through contextualized application in preparation for high school completion, Math 101, or employment. Prerequisite: Student must complete a Basic Skills orientation and the CASAS pretest with a score of 230+ in Math.

ABE 074  HS21+ Portfolio I
Non-transfer high school credit courses that meet the state high school graduation requirements (includes all high school courses, such as English, Math, U.S. and Washington Histories, Contemporary World Problems, PE/Health, Science, Occupational Education, Fine/Visual/Performing Arts, electives, etc.) for students whose goals include earning a high school diploma. This competency-based class allows students to work at their own pace through both direct and self-guided instruction to develop a portfolio of demonstrated proficiency for high school credits. Prerequisite: Student must complete a Basic Skills orientation, secure high school transcripts (if available), submit a resume and/or narrative job history, have familiarity with or training in using online learning tools, and complete the CASAS pretest with a score of 221-235.

ABE 075  HS21+ Portfolio II
Non-transfer high school credit courses that meet the state high school graduation requirements (includes all high school courses, such as English, Math, U.S. and Washington Histories, Contemporary World Problems, PE/Health, Science, Occupational Education, Fine/Visual/Performing Arts, electives, etc.) for students whose goals include earning a high school diploma. This competency-based class allows students to work at their own pace through both direct and self-guided instruction to develop a portfolio of demonstrated proficiency for high school credits. Prerequisite: Student must complete a Basic Skills orientation, secure high school transcripts (if available), submit a resume and/or narrative job history, have familiarity with or training in using online learning tools, and complete the CASAS pretest with a score of 236 or higher.

ABE 076  High School Equivalency Test Preparation
Non-credit course that prepares adult and family literacy students who have a goal of earning the high school equivalency (HSE) certificate through testing. Prerequisite: Student must complete a Basic Skills orientation, and the CASAS pretest with a score of 246 or higher.

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 and expressive 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 an emphasis on grammatical features that include visual, spatial and non-verbal components. Intensive work on development of receptive/expressive skills and vocabulary. Continuation of study of deaf culture and community. This course was formerly known as ASL 103. Prerequisite: ASL 122 or ASL 102 with a grade of 2.0 or better, demonstrate equivalent proficiency, or instructor’s permission.

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

ASL 222  Am Sign Language V  5
Continued development of ASL fluency including expressive and receptive skills, vocabulary (including ASL idioms and slang) and ASL grammar. Introductions to 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 202. Prerequisite: ASL 222 or ASL 202 with a grade of 2.0 or better or demonstrated equivalent proficiency, or instructor’s permission.

ANTHROPOLOGY

ANTH 100  Survey of Anthropology  5
Surveys comprehensively anthropology’s five sub-fields: physical 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 mammalian/primate evolution, and our human 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 205, 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, personal- ity, 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 dialect; applied linguistics; sociolinguistics; 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 varieties in the life ways of the Native Americans up to the late 1800’s when the last of the Native American nations lost their inde-
Introduces concepts and techniques used in the visual arts with an emphasis on art in the local community, other cultures and the contemporary world. Prerequisite: Eligible for ENGL 101.

ART 111  Art History: Ancient and Medieval  5
Study of the art and architecture of ancient and medieval cultures from a global perspective. Prerequisite: ENGL 101 (formerly WRIT 101) or concurrent enrollment.

ART 112  Art History: 14th to 17th Centuries  5
Study of the art and architecture during the fourteenth to seventeenth centuries from a global perspective. Prerequisite: ENGL 101 (formerly WRIT 101) or concurrent enrollment.

ART 113  Art History: Modern  5
Study of the art and architecture from the eighteenth century to the present, from a global perspective. Prerequisite: ENGL 101 (formerly WRIT 101) or concurrent enrollment.

ART 114  Art of World Cultures  5
Study of the arts of world cultures, ancient to contemporary. Examines art and architecture as the expression of philosophical and social traditions, historical events and contemporary movements. Prerequisite: ENGL 101 (formerly WRIT 101) or concurrent enrollment.

ART 115  Latin American Art and Culture: Diversity  5
An introduction to the art and culture of the Latin American world. Examines the visual arts and culture in historical and contemporary context. May include Pre-Columbian art, fine arts, architecture, traditional crafts, popular arts, and contemporary art. Prerequisite: ENGL 101 (formerly WRIT 101).

ART 120  Drawing  5
Concepts, techniques, and processes of drawing, including line, value, texture, composition, representation and basic color theory. Introduction to basic drawing materials, including charcoal, graphite, pastels, ink and watercolor. Develop drawing skills and personal expression through studio projects, lectures and critiques. Prerequisite: None.

ART 130  2D Design  5
Foundation course introducing the study of the visual language and principles of visual communication with emphasis on line, space, form, color, composition and creative problem solving. Develop skills and personal expression through studio projects, lectures and critiques. Prerequisite: None.

ART 135  3D Design  5
Foundation course introducing concepts and techniques of three-dimensional design. Analysis of form, expression, and social impact of three-dimensional design in a variety of applications including industrial design, architecture, and environmental planning. Prerequisite: None.

ART 140  Printmaking  5
Basic principles and techniques of printmaking. Includes block printing, intaglio, screen printing, lithography, monoprints and variants of these processes. Prerequisite: None.

ART 150  Ceramics  5
Basic principles and techniques of ceramics, including handbuilding, throwing on the potter’s wheel, decorative techniques, and glazing. Firing in electric gas and/or raku kilns. Emphasis on craftsmanship and personal expression. Prerequisite: None.

ART 155  Sculpture  5
Basic principles and techniques of sculpture, such as carving, modeling, casting and assemblage. Introduction to new media which may include site-specific work, installations, recycled materials, performance and earthworks. Prerequisite: None.

ART 160  Painting  5
Focus on the development of personal expression through painting. Introduction to the medium of paint, color theory, composition, and painting techniques. Prerequisite: None.

ART 165  Watercolor Painting  5
Basic principles and techniques of painting in watercolor and other water soluble media, including tempera, ink, gouache and mixed media. Emphasis on craftsmanship, innovative techniques and the development of personal expression. Prerequisite: None.

ART 170  Digital Photography  5
Introduction to digital photography for print and electronic media. Introduces principles of camera and lens operation, digital storage, file formats, image editing, peripheral equipment, aesthetics and history of photography. Explore the impact of visual communication in the digital age. Prerequisite: None.

ART 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 or instructor’s permission.

ART 270  Intermediate Digital Photography  5
Concepts and techniques beyond the introductory level to develop knowledge and skills for print and electronic media. Independent projects will focus on the history of photography, individual expression and the development of a personal portfolio. Prerequisite: ART 170 or instructor’s permission.

ASTRONOMY
ASTR 100  Survey of Astronomy  5
Origin, characteristics, and evolution of the solar system, the sun, the stars, galaxies, and the universe. This course was formerly known as ASTR 105, Introduction to Astronomy. Prerequisite: None.

AUTOMOTIVE TECHNOLOGY
AUTO 100  Introduction to Automotive  5
Basic engine systems design and diagnostic procedures covered on most import and domestic automobiles, including green technology vehicles. Extensive use of shop manuals, technical service information, and computer based information systems will be emphasized. Automotive shop safety practices, hand tools and precision tools usage, and OSHA regulations and procedures are studied. Prerequisite: None.

AUTO 105  Introduction to Automotive Engine Rebuild  6
Basic engine component rebuilding and engine theory on most import and domestic vehicles. Emphasis will be on engine diagnosis and rebuild procedures. Extensive repair options will be discussed. Prerequisite: None.

AUTO 111  Automotive Fuels and Electrical Systems  16
Fuels and electrical systems theory, diagnosis, and service relating to modern import and domestic automobiles, including green technology vehicles. Covers in-depth application of Ohm’s Law and Watt’s Law Theory. Shop-electrical diagnostic equipment 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 disc and drum type systems. Includes complete hydraulic system and components, power assist, parking brake, anti-lock brake, electronic skid control systems, and hybrid vehicle regenerative brake components. Use of the latest ABS diagnostic scan tools is incorporated. Extensive review of shop safety practices and proper equipment use. Course is taught concurrently with AUTO 117. Prerequisite: AUTO 100 or instructor’s permission.

AUTO 117  Steering and Suspension Systems  8
An intensive overview covering the design, and inter-relation of most major import and domestic steering and suspension systems, including hybrid vehicle power steering circuits. Theory and basic diagnostic procedures are extensively studied. Shop special service tools and 4-wheel alignment equipment will be utilized. Emphasis will be placed on safety, setup and use. Course is taught concurrently with AUTO 116. Prerequisite: AUTO 100 or instructor’s permission.

AUTO 118  Automotive Electrical/Electronics  8
Fundamental knowledge in the development and use of electricity in the modern automobile as it relates to the engine, chassis and accessory circuits including electronic control systems and components. Includes advanced student of hybrid electric vehicle systems. Course is taught concurrently with AUTO 119. Prerequisite: AUTO 111 or instructor’s permission.

AUTO 119  Automotive Fuel Systems  8
Fundamental knowledge and work experience in fuels, fuel delivery systems, as they relate to the modern automobile. Includes advanced student of fuel cell vehicle systems. Course is taught concurrently with AUTO 118. Prerequisite: AUTO 111 or instructor’s permission.

AUTO 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 AC/ heating 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  Automatic Drivability and Emissions  16
Study of electronic control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, flex fuel and fuel cell systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. Prerequisite: "C" or better in AUTO 100, 111, 116, 117, 118 and 119, or instructor’s permission.

AUTO 221  Automotive Drive Trains  16
An in-depth study in the theory and operation of the complete drive train, including hybrid transmissions. Familiarize students with the tools and techniques necessary to properly maintain, diagnose, service, and repair automatic transmissions, automatic transaxles, torque converter, manual transmissions, manual transaxles and all related components. Prerequisite: "C" or better in AUTO 100, 111, 116, 117, 118 and 119, or instructor’s permission.

AUTO 223  Automotive Chassis and Accessory Circuits  8
Advanced study of the automotive chassis and accessory circuit systems and related components, application, diagnosis, proper maintenance and repair. In-depth diagnosis, trouble shooting, and repair of electrical and mechanical related problems encountered in the chassis and accessory systems in the modern domestic and foreign automobile, including hybrid electric vehicles. Course is taught concurrently with AUTO 215. Prerequisite: "C" or better in AUTO 100, 111, 116, 117, 118 and 119, or instructor’s permission.
**BAKING AND PASTRY ARTS**

**BPA 111 Yeast Breads**
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**
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**
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-Viennesoire**
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 brioches. Prerequisite: Instructor’s permission.

**BPA 115 Pies and Tarts**
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**
Instruction in plated desserts with a focus on custards, mousses, and creams. Skills in composition, portion control, and plate presentation are developed. Prerequisite: Instructor’s permission.

**BPA 118 Classical Cakes and Tortes**
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**
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**
Introduction to the processes involved in making chocolates and confections. The tempering of chocolate will be emphasized, as well as, techniques for filling, enrobing, and decorating chocolates. Prerequisite: Instructor’s permission.

**BIOLOGY**

**BIOL& 100 Survey of Biology**
Introductory course for non-biology majors which includes an introduction to major biological principles and processes. Topics chosen from all areas of modern biology including ecology, physiology and cell biology. Uses examples from all kingdoms of life. Prerequisite: None.

**BIOL 110 Current Biological Issues (Subtitle)**
This course on emerging diseases serves to introduce students to basic concepts in microbiology, genetics, ecology and epidemiology. Social issues surrounding the spread of and efforts to control diseases provide clear examples of the importance of science to everyone. This underlies the importance of scientific literacy for voters and consumers of medical care. Within the context of disease threats, students are introduced to the basics of cell biology, microbial genetics, and how genetic factors determine changes in disease virulence and pathogen survival. The science and politics of emerging disease are woven around case studies of disease outbreaks. In order to understand disease, students will also study the immune system and how it functions to protect humans from most pathogens. (Four lecture hours with a two-hour laboratory session per week.) Prerequisite: None.

**BIOL& 160 General Biology w/Lab**
Introductory laboratory course in the study of living organisms and biological concepts. Topics include cell structure and function, metabolism, genetics, biotechnology, biological diversity, evolution and ecology. This course provides a foundation for further studies in biology including the majors’ series and anatomy and physiology. This course was formerly known as BIOL 105. Prerequisite: None.

**BIOL& 175 Human Biology w/Lab**
Elementary anatomy and physiology of the human body. Appropriate for non-majors (not for Nursing or Biology majors) and individuals preparing to take Anatomy and Physiology. This course was formerly known as BIOL 120. Prerequisite: None.

**BIOL 180 Introduction to Marine Biology**
A general survey of marine biology, including study of the inter-relationships of the physical, chemical, and biological components of the sea; and introduction to the plant and animal phyla; and a discussion of man’s role in the marine environment. (Four lecture, three lab hours.) This course was formerly known as BIOL 170. Prerequisite: None.

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

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

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

**BIOL 241 Human A & P 1**
The study of the structure and function of the human body. Topics include cellular organization, metabolism, histology, integumentary, skeletal, muscular, and nervous systems. [Four lecture, three lab hours weekly.] This course was formerly known as BIOL 205. Prerequisite: CHEM 121 (formerly CHEM 101) or higher with a “C” or better.

**BIOL 242 Human A & P 2**
A continuation of BIOL 241. Systems covered: endocrine, reproductive, cardiovascular, respiratory, lymphatic, urinary (including fluid and electrolytes) and digestive. (Four lecture, three lab hours weekly.) This course was formerly known as BIOL 206. Prerequisite: BIOL 241 (formerly BIOL 205) with a “C” or better.

**BIOL 253 Human A & P III**
Covers advanced topics in Anatomy and Physiology. Topics include: genetics, development, aging and pathophysiology of important disorders. (Four lecture, three lab hours weekly.) This course was formerly known as BIOL 207. Prerequisite: BIOL 241 (formerly BIOL 205) with a minimum grade of “C” or concurrently. (BIOL 242 may be taken with BIOL 253 concurrently.

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

BOT 101 Introduction to Botany 5
An overview of plant science, emphasizing plant form and function, life processes, diversity, genetics, propagation and biotechnology, and ecology. Lab and written work emphasize plants in the ecosystem, applied plant science, microscopy and experimentation. Prerequisite: 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: BIOL& 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& 201 Business Law 5
A study of the American legal system; includes the Constitution, legislative, executive and judicial branches. Examines system structure, concepts, procedures, terminology, ethical principles with an emphasis on principles and procedures applicable in the context of business contracts. Covers definitions, formation, interpretation and enforcement within the legal field. This course was formerly known as BUS 171, Business Law I. Prerequisite: Eligible to take ENGL& 101.

BUS 202 Business Law II 3
Expands and develops principles of American substantive and procedural law learned in BUS& 201 with a concentrated focus on specific areas of law of particular importance to accountants and other business professionals working in legal areas: accountants’ responsibilities and liability; the Uniform Commercial Code relating to sales; negotiable instruments; secured transactions and banking; real estate; insurance; estate planning; bailments; intellectual property; bankruptcy; labor law; and consumer law. This course was formerly BUS 172. Prerequisite: BUS& 201 (formerly BUS 171).

BUS 220 Starting and Managing a Small Business 5
An exploration of entrepreneurship. Examines how to define and develop business ideas, conduct basic research, and identify markets. Covers the steps in business planning and development of the business plan. Financing and a variety of management issues are addressed. BUS& 101 (formerly BUS 101) recommended. Prerequisite: None.

BUS 240 Principles of Finance 5
Introduction to basic finance theory and decision making. Financial statement analysis; review of basic economic concepts; evaluating risk and return; sources of internal and external funds; the effect of monetary policy; securities and the securities market; and the effect of debt. Applicable to both small and large business. Prerequisite: BUS& 101 and BUS 104, ACCCT 201 strongly recommended.

BUS 260 Principles of Management: Diversity 5
Analysis of the functions of management, including planning, problem solving, decision making, organizing, leading, directing, motivating and controlling. Special emphasis will be on current management issues including the importance of valuing diversity. Students will be expected to employ critical thinking skills to analyze and address typical workplace challenges. The case method, role playing, practical applications and exercises will be used. Prerequisite: Eligible for ENGL& 101. Completion of ENGL& 101 (formerly WRIT 101) is strongly recommended.

BUS 270 Human Resources Management 5
An overview of human resource management in the workplace with emphasis on planning for human resources needs; hiring and recruiting employees, testing, training and compensation, and evaluating performance. Contemporary issues in Human Resource Management will be discussed. Prerequisite: None.

BUS 289 Integrated Business Applications 5
A capstone course that integrates accounting, data processing and business concepts to create solutions to complex business problems. Teambuilding, ethics and presentation techniques are considered. Ability to use a spreadsheet program is required. NOTE: BUS 289 should be taken by business and accounting students who are within two quarters of graduation. Prerequisite: Completion of two of the following with “C” or better: BUS& 101 or BUS 101, ACCCT 201 or ACCCT 203, ACCCT 203 or ACCCT 303.

CHEMISTRY

CHEM 110 Chemical Concepts w/Lab 5
A look at chemistry in our lives by studying its relationship to water, natural resources, energy sources, food, radioactivity, and the atmosphere. Includes the structure of atoms, chemical reactions, bonding, balancing chemical equations, and related laboratory activities. This course was formerly known as CHEM& 105. Chemical Concepts. Prerequisite: None.
CHEM& 121 Intro to Chemistry 5
Fundamental chemistry for those interested in nursing/allied health and those pursuing a non-science degree. Study of the classification, composition, calculations, and properties (both chemical and physical) of matter at the macroscopic, atomic and subatomic levels. Includes measurements and conversions, atomic structure, chemical bonding, chemical reactions, molar stoichiometry, and acid/base chemistry. Students without intermediate algebra training or experience are strongly encouraged to take MATH 099, Intermediate Algebra, prior to or concurrent with enrollment in CHEM& 121. This course was formerly known as CHEM 101, Basic General Chemistry. Prerequisite: With a "C" or better in MATH 097, MATH 099 or equivalent.

CHEM& 131 Intro to Organic/Biochem 5
Continuation of CHEM& 121. Emphasis on organic chemistry and biochemistry. Major functional groups and the major physical and chemical properties thereof are stressed. Major biochemical properties and processes regarding carbohydrates, lipids, proteins, enzymes, nucleic acids and major cellular energy pathways are covered. This course was formerly known as CHEM 102. Prerequisite: With a "C" or better in CHEM& 121 (formerly CHEM 101) or CHEM& 162 (formerly CHEM 150).

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, thermochromometric 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 140. Prerequisite: MATH 141 (formerly MATH 121) or concurrent enrollment or now retied courses: MATH 120 or MATH 140.

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& 241 (formerly CHEM 242). This course was formerly known as CHEM 238. Prerequisite: CHEM& 241 (formerly CHEM 237) with a grade of "C" or better; or instructor's permission.

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

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

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

CHINESE

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

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

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

COMMUNICATION STUDIES

CMST& 101 Introduction to Comm 5
An investigation into the theory and practice of interpersonal, interpersonal, small group, organizational, intercultural and public speech communication. Communication processes and barriers will be explored. Development of communication skills useful for workplace, family, friendships, educational, and community contexts. This class was formerly known as SPCH 100, Introduction to Speech Communication. Prerequisite: None.

CMST& 102 Intro to Mass Media 5
Survey of mass media emphasizing its history, structure and function and covering print and broadcast news-gathering: 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. News-gathering and news writing techniques including interviews, news judgment, story development, use of basic resource material, writing style and editing. Development of skills in audio and visual storytelling. Explores relationship between news, newsmakers, citizen journalists, social media networking, and ethics. Computer/word processing skills are essential to being successful in this course. This course was formerly known as MCOM 101, Introduction to Journalism. Prerequisite: Eligible for ENGL 101 (formerly WRIT 101).
CMST 205  Advanced Online Media Production  5
Develops skills required to use information delivery platforms common to digital media production and online publication. Students work individually and in teams to produce and manage digital media projects for publishing on the web. Word processing skills recommended. Prerequisite: CMST 105 or instructor’s permission.

CMST& 210  Interpersonal Communicatn: Diversity  5
Investigation into the theory and practice of interpersonal communication. An experiential approach is used as students participate in a variety of class activities designed to apply and build skills through the speech communication process. Examines how a diversity of communication styles can affect formation and maintenance of school, co-worker, family, friendship and romantic relationships. This course was formerly known as SPCH 103. Prerequisite: None.

CMST& 220  Public Speaking  5
Introduction to oral communication theory and to public speaking/listening practice as applied to a variety of settings and audiences. Students will learn to verbally inform and/or demonstrate and persuade an audience using a variety of speech types. Covers speech preparation, critical listening and thinking, and individual and group presentation techniques. This course was formerly known as SPCH 101. Introduction to Public Speaking. Prerequisite: None.

CMST& 230  Small Group Communicatn  5
The study of communication in small groups. Designed to help students understand group processes and to be effective participants in problem solving groups at home, in the community and at work. Development of skills in decision making, critical listening and thinking, interpersonal and intercultural communication, conflict management and leadership. This course was formerly known as SPCH 115. Prerequisite: None.

CMST 240  Intercultural Communication: Diversity  5
The study of intercultural communication theory and cultural adaptation processes, and the development of skills in transmitting and receiving oral and written messages within a cross-cultural context. Covers selecting a communication style and strategies appropriate to a specific audience and setting. Examines how differences in cultural background influence communication patterns in families, communities, schools, and the workplace. This course was formerly known as SPCH 105. Prerequisite: ENGL 101 eligible or instructor’s permission.

CMST 260  Communication and Conflict  5
Investigation into interpersonal communication conflict theory and participation in class activities designed to apply and build skills. Study of communication processes and strategies applicable to conflict in family, friend, school, work and community relationships. Examines how communication patterns and behaviors contribute to conflict: escalation, destructive and constructive management approaches, resolution, and reconciliation. Prerequisite: None.

COMPUTER AIDED DRAFTING TECHNOLOGY

CAD 100  Survey of Technical Computing  5
Basic skills and knowledge in using a computer to create, save, and edit a simple document, a spreadsheet, and a graphic to create and send email messages; to create folders for managing files; to open, close, and resize windows; and to navigate the world-wide web. Focus will be on AutoCAD applications. Prerequisite: None.

CAD 101  Mechanical Drafting I  5
Introductory level Mechanical Drafting/CAD. Includes basic CAD drafting 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, pattern, 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 management, detail libraries, industry based layering schemes and plotting variables. Prerequisite: CAD 120, 150 or instructor’s permission.

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

CAD 224  Architectural CAD III  5
Capstone course in the Architectural CAD certificate curriculum utilizing the drawing system tools developed in the prerequisite courses. Exposure to the residential design process starting with schematic design transitioning through design development and culminates with the creation of industry standard construction documents. Prerequisite: CAD 120, 222, 223.

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

CAD 242  Mechanical CAD II  5
Intermediate 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes 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 design sketching skills, creation and editing, complex solid assembly creation and editing, advanced blueprinting and an introduction to Solid stress and movement analysis. Prerequisite: CAD 242 or instructor’s permission.
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. CIS 101 recommended or previous keyboarding experience with the ability to keyboard accurately by touch at least 25 words per minute. Prerequisite: None.

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 30 wpm is recommended. Prerequisite: CIS 102.

CIS 104 Keyboarding 4 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 098 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 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/file management theory. Prerequisite: None.

CIS 111 PowerPoint 2
Overview of PowerPoint. Creating, editing, and modifying presentations; navigating among different views; importing text and graphics; customizing presentations applying templates and animation; printing in a variety of formats; and delivering presentations. Experience using Windows-based software. Prerequisite: None.

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

CIS 123 Introduction to Windows 3
Concepts of the operating system such as the desktop, anatomy of a window, menus, and customizing your system will be introduced. The benefits of the Common User Interface will be demonstrated by using Windows accessories. Prerequisite: None.

CIS 136 Microsoft Word I 5
Overview of MS Word for Windows software using a personal computer. Basic document creating, editing, and assembly: text formatting, tables, columns, macros, templates, styles, and mail merge. The ability to keyboard by touch 20 words a minute recommended. Prerequisite: CIS 108 or CIS 100.

CIS 141 Excel 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, memorandum, 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 Visual Studio development environment and C# programming language. Prerequisite: MATH 097 with a “C” or better.

CIS 166  Programming Business Objects  5
Concepts and techniques of object-oriented programming. Design and coding of structures and classes to validate and store business data. Creation and management of arrays, lists and collections to work with data sets of different sizes and complexity. Use of a variety of user forms and controls to interact with user. 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 (Under Revision)  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 data base concepts, including database design, concepts and practices, establishes a basis for pursuing SQL. Fundamental knowledge of data base concepts is required. Prerequisite: CIS 145, CIS 160 or instructor’s permission.

CIS 184  Creating Web Pages  5
Creating web pages with HTML (Hypertext Mark-Up Language version 5) and CSS (Cascading Style Sheets). Emphasis on HTML tags for text, images, links, lists, simple layouts, complex layouts, tables, style, internal style sheets, and external style sheets. Also an introduction to XHTML. CIS 108, CIS 110, and CIS 123 recommended. Prerequisite: MATH 097.

CIS 185  JavaScript  5
Create, design, write, test, debug and document programs to run on client machines using JavaScript. Use scripting for pop-up windows, validating forms, generating dynamic information, cookies, browser detection/redirect, and interactive menus. Use of proper programming techniques. Prerequisite: CIS 184 and CIS 166.

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 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 162, 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 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 136, 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, organization skills, and group interaction. Prerequisite: CIS 108, CIS 141 and CIS 236.
CIS 266  Developing Database Applications  5
Developing business applications using relational databases and object-oriented programming. Emphasis is placed on the planning process, database design and implementation, and understanding customers' business rules. Practical application of common tools focuses 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. Understand project requirements to estimate resource needs and identify security issues. 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 the areas listed under Course Content; up to 5 credits may be earned depending on the areas covered and complexity of the application. Requires completion of 20 credits with a "B" average or better from the following courses: CIS 145, CIS 160, CIS 166, CIS 182, CIS 185, CIS 189, CIS 245, CIS 268, CIS 282, CIS 284, CIS 142, CIS 143. Prerequisite: Instructor's permission.

COMPUTER NETWORK ADMINISTRATION

CNA 100  Introduction to Networking  5
Introductory course designed to prepare the student for more advanced networking concepts. Students will be introduced to terms and technologies commonly seen in a computer network. Major areas of concentration are: network concepts, network installation and configuration, network media and topologies, network management and network security. Students will identify and use different types of hardware found in a network infrastructure. Prerequisite: None.

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 113  PC Operating Systems  5
Introductory course designed to provide the student with knowledge of PC operating systems. Students will learn to support user hardware and software. Major areas of concentration are: PC installation, configuration and maintenance. Basic networking and security concepts. Troubleshooting and diagnostics of PC-related issues and basic visualization concepts. 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 be familiar 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 215  Mail Services  5
Introduction to Exchange Server. Planning, installation, configuration and management of Microsoft Exchange Server. Prerequisite: 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 225  Microsoft SharePoint  3
Introduction to SharePoint. Planning, installation, configuration and management of Microsoft SharePoint. Prerequisite: CNA 221 or instructor's permission.

CNA 230  Linux/UNIX System Administration  5
Covers administration procedures for Unix/Linux systems. SMTP, POP3, IMAP, HTTP (Apache), Samba, and databases (MySQL) will be covered. Focus on security, system design, and different installation procedures. Implementing kernel base firewalls and networking services. Prerequisite: CNA 130.
CNA 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 instruction 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 295  Helpdesk Theory and Design  5
Enterprise Helpdesk theory, design and management. Planning, installation, configuration, documentation and management of Infrastructure found in the enterprise. Culminating course that utilizes and puts into practice all previous coursework preparing students to assume the role of Computer Support Technician. Prerequisite: CNA 112, CNA 113, CNA 215, CNA 221.

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 112, 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-basic 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/GM programming, ISO geometric tolerances, CNC machine editing procedures, MASTERCAM tool paths, advanced inspection techniques, part documentation processes, team prototype projects and lifting and rigging procedures. Prerequisite: CMT 125 with a “C” or better or instructor’s permission.

CRIMINAL JUSTICE
C&J 101  Intro Criminal Justice  5
Examines the agencies and processes involved in the administration of criminal justice in the U.S. by providing an overview of crime, the role of the police, prosecutors, the courts, corrections, probation and parole. Discusses the problems of trying to balance combating terrorism while maintaining the values of a democratic society are also discussed. Utilizes an interdisciplinary, social sciences-based study of the criminal justice system to provide a solid background for further studies in criminal justice. Informs students of the various employment positions within the criminal justice system. Prerequisite: None.

C&J 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.

C&J 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 FORS 265. Prerequisite: ENGL 101 (formerly WRIT 101 recommended).

C&J 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.

C&J 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: C&J 101.

C&J 255  Criminal Investigation and the Law  5
A multidisciplinary approach covering the basic practices involved in conducting criminal investigations, including crime scene concerns, physical evidence, probable cause and searches as well as approaches to criminal investigation in specific types of cases such as crimes against persons and property. Criminal investigation concepts will be correlated with legal considerations regarding evidence, chain of custody and related U.S. Supreme Court cases. This course was formerly known as FORS 255. Prerequisite: CJ 240 Introduction to Forensic Sciences (formerly FORS 101).
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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 to local dental offices. Students will perform tasks taught quarter. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 170 Radiology II 4
Exposing, processing, mounting, and evaluating full mouth sets of radiographs using the paralleling and bisecting techniques. Includes technique enors, various holding devices, quality assessment, extraradial radiographs, digital radiography and biological effects of radiation. Students expose radiographs on manikins and lab patients. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 171 Dental Materials III 4
Manipulation of irreversible 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.

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 while assisting in traditional and expanded skills as assigned. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 179 Dental Office Management 2
Introduction to basic business administration procedures for the dental office to include Dentrix software program. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 180 Clinical Experience 8
For clinical experience, students are assigned to off campus dental practices in the community and rotate through the campus Dental Clinic. Students are evaluated on-site both by the course instructor and by clinic personnel on chairside assisting, patient management skills, application of team concepts, and professionalism. Students are assigned two clinical sessions: four weeks in each session. Each session is in a different dental facility. Each week students attend class to debrief and listen to lectures covering strategies for successful employment. Prerequisite: Must be admitted into Dental Assisting Technology core program.

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

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

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

DENT 202 Expanded Functions Dental Auxiliary III 4
This is a combination of lecture, lab and clinical application. It includes: mock WREB practice and final exam; preparation for mock WREB 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 craftmanship involved in a Theatrical production with specific focus on learning fundamentals of script analysis, conceptualization, casting, staging, actor coaching and design collaboration. This course was formerly known as THEA 251. Prerequisite: DRMA 261 or THEA 261 or permission of the instructor.

DRMA 260 Acting II 5
Develops additional/intermediate skills through monologue work, direct application of methodology through scene work and preparation of audition material and scene work within the context of the entire play. The theory and practice of fundamentals of American "Method" based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 260. Prerequisite: DRMA 160 or THEA 160.

DRMA 261 Acting III/Directing 5
Develops additional/advanced skills through monologue work, direct application of methodology through scene work, directing skills and preparation of audition material and scene work within the context of the entire play. The theory and practice of fundamentals of American "Method" based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 261. Prerequisite: DRMA 260 or THEA 260.
DRMA 263  Acting IV Acting Styles  5
Defines the essential theory, vocabulary and "on set" protocols of acting for camera. Explores the practical on camera exercises which develop skills to meet the technical and artistic demands of the film, video & television mediums. Expands camera readiness by participation in the video projects produced by Digital Cinematography in the Media Communications Department. This course was formerly known as THEA 263. Prerequisite: DRMA 261 or THEA 261 or instructor’s permission.  

DRMA 267  Acting for TV  5
Defines the fundamentals of acting for TV, broadcasting, and online streaming. Participants experience practical exercises and in-studio multiple camera shooting of sit coms, soaps, and on-camera broadcasting positions. Students gain confidence with TV and broadcast copy, terminology, working with production personnel, camera blocking, set protocols, and comedy structure. In lab component, casting sessions present opportunities to be chosen to act in student media projects. Prerequisite: None.  

DRMA 270  Rehearsal and Performance: Summer Stock  5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 270. Prerequisite: None.  

DRMA 271  Rehearsal and Performance: Drama  5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 271. Prerequisite: None.  

DRMA 272  Rehearsal and Performance: Comedy  5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 272. Prerequisite: None.  

DRMA 273  Rehearsal and Performance: Musical  5
Theory, methods and analysis of theatre productions including acting, and/or technical theatre scenery construction, costumes, properties, box office, lighting and sound through practical application during the production of a play. This course was formerly known as THEA 273. Prerequisite: None.  

DRMA 298  Production-Theatre Lab  2
Practical application of acting and/or technical theatre-scenery, construction, costumes, properties, box office, lighting and sound during the production of a play. This course was formerly known as THEA 298. Prerequisite: None.  

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 ECE 141, Math and Science for Young Children. Prerequisite: None.  

ECED 145  Fine Arts Curriculum for Young Children  3
Teaching methods and curriculum development in art, dramatics and music for children from birth to age eight emphasizing practical skills for providing developmentally appropriate art, dramatic play, puppetry, creative movement, and dramatization experiences. Role of music in social emotional, physical, cognitive, creative and aesthetic development and practical skills for providing developmentally appropriate music experiences. Non refundable supply fee: $20.00. This course replaces ECE 142, ECE 158 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: Diversity3
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. Supervis-
ing 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 101) 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 child-
hood 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: Instruc-
tor’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, elas-
ticity 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, communi-
cation, and cognitive development of children via multi-media presentations that
reflect cross cultural and global perspectives. Observations of children, research,
vocabulary growth and application, and discussions serve as active learning
experiences. Prerequisite: None.

EDUC 130  Guiding Behavior 3
Examine the principles and theories promoting social competence in young children
and creating safe learning environments. Develop skills promoting effective inter-
actions, 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 cur-
riculum, 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 com-
munication. 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 adapta-
tions and impact on the family are discussed. Requires 10 hours of observation
time outside of class hours. Prerequisite: None.

EDUC 205  Intro to Ed w/Field Exp 5
An overview of education in America including history, purposes, philosophies,
characteristics, social aspects, and current issues. Exploration of teaching as a
profession in the K-12 system, including preparation for professional competencies
and certification in Washington State. Includes 30 hours of supervised practicum
in addition to 4 hours in the classroom per week. This course was formerly known
as EDUC 101, Introduction to Education. Prerequisite: Eligible for ENGL 101.

ENGINEERING
ENGR 203  Mechanics of Materials 5
Stress, strain and elasticity. Applications of normal and shearing stresses and
strains, bending moments, torsion, compound stress and deflection. Prerequisite:
ENGR 214 (formerly ENGR 201).

ENGR 204  Mechanics of Materials Laboratory 2
Experimental techniques for measuring stresses and strains associated with the
compression, tension, bending, and torsion in structural members. Supplements
mechanics of materials classroom work with experimental verification and visu-
alization. Emphasis on practical application, laboratory techniques, safety data
handling and technical report writing. Prerequisite: ENGR 214 (formerly ENGR
203), ENGR 203 (may be taken concurrently) and ENGL 101 (formerly WRT 101).

ENGR 214  Statics 5
Force systems; resultant; equilibrium; analysis of simple trusses; friction; cen-
treoids and moments of inertia. This course was formerly known as ENGR 201.
Prerequisite: MATH 151 (formerly MATH 123) and PHYS 221 (formerly PHYS 201):
and 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):
and concurrent enrollment in ENGR 214. (May take ENGR 214 and 215 together
only if have completed MATH 151 (formerly MATH 123) and PHYS 221 (formerly
PHYS 201), first.)

ENGLISH AS SECOND LANGUAGE
ESL 011  ESL Writing I (Writing for Beginning ESL Literacy)
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)
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)
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)
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)
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 at the Low Beginning 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)
Integrated approach to reading, writing, listening, and speaking for non-native speakers of English at the beginning literacy level. English language skills are developed within the context of college and career readiness. Prerequisite: ESL placement test score into Level 1.

ESL 032  ESL Level II (Low Beginning ESL)
Integrated approach to reading, writing, listening, and speaking for non-native speakers of English at the low beginning level. English language skills are developed within the context of college and career readiness. Prerequisite: ESL placement test score into Level 2 or successful completion of ESL Level 1.

ESL 033  ESL Level III (High Beginning ESL)
Integrated approach to reading, writing, listening and speaking for non-native speakers of English at the high beginning level. English language skills are developed within the context of college and career readiness. Prerequisite: ESL placement test score into Level 3 or successful completion of ESL Level 2.

ESL 034  ESL Level IV (Low Intermediate ESL)
Integrated approach to reading, writing, listening, and speaking for non-native speakers of English at the low-intermediate level. English language skills are developed within the context of college and career readiness. Prerequisite: ESL placement test score into Level 4 or successful completion of ESL 033.

ESL 035  ESL Level V (High Intermediate ESL)
Integrated approach to reading, writing, listening, and speaking for non-native speakers of English at the high-intermediate level. English language skills are developed within the context of college and career readiness. ESL placement test score into Level 5 or successful completion of ESL 034.

ESL 036  ESL VI (Advanced ESL)
Integrated approach to reading, writing, listening, and speaking for non-native speakers of English at the advanced level. English language skills are developed within the context of college and career readiness. Prerequisite: ESL placement test score into Level 6 or successful completion of ESL Level 5.

ESL 041  ESL Communication I (Communicating 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 (Communicating 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 (Communicating 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 (Communicating 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 (Communicating 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 (Communicating Advanced ESL)
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 ENGL/READ 096/097) OR ENGL 098 OR concurrent enrollment in ENGL 100.

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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. This course was formerly known as ENGL 104. Prerequisite: Completion of ENGL 101 (formerly WRIT 101) with a "C" or better.

ENGL110 Intermediate Grammar 2-4
Focuses on grammatical elements of sentences at the college level. Develops students' abilities to write clear and complex prose for college-level courses by teaching strategies for fitting grammatically correct sentences into unified and coherent paragraphs and cohesive essays. Covers integration and documentation of sources, peer editing, and revision strategies. Recommended concurrent enrollment in ENGL& 101 or another class that requires essay-writing. May be taken concurrently with ENGL 095 with the permission of the instructor. Prerequisite: Eligible for ENGL 110 or ENGL 101 (formerly WRIT 101).

ENGL 111 Intro to Literature 5
Studies human experience as it is imagined, interpreted and made significant in tradition 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 (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 instructor and fellow writers in a workshop format. This course was formerly known as WRIT 221, Creative Writing: Fiction. Prerequisite: "C-" or better in ENGL 101 (formerly WRIT 101) or instructor's permission.

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

ENGL 238 Creative Writing III: Creative Non-Fiction 5
Develops creative writing skills through reading and writing, focusing on the genres of memoir and creative non-fiction. Requires a significant amount of personal exploration, creative writing, and critical analysis of a variety of texts (published memoirs, student essays). Examines the subjective nature of truth and its relationship to the evolving genre of creative non-fiction. This course was formerly known as WRIT 223, Creative Nonfiction: Writing From Life. Prerequisite: "C-" or better in ENGL 101 (formerly WRIT 101) or instructor's permission.

ENGL 243 Topics in Modern Literature (Variable Subtitles) 5
Explores a tradition in modern literature since 1900. The topic changes each time the course is taught, and may focus on a specific time period, literary genre, regional literature, co-culture or social condition. Develops tools for analyzing and interpreting literature. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENGL 243B Topics in Modern Literature: Pacific Northwest 5
Explores literature that is set in the Pacific Northwest or produced by Pacific Northwest writers and considers the social, historical, cultural and ecological contexts of this literature. Develops skills in reading, analyzing, interpreting and evaluating contemporary literature. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.
ENGL 243C  Topics in Modern Literature: Gay & Lesbian Lit.  5
Gay/Lesbian/Bisexual/Transgender Literature offers a survey of modern and contemporary novels, plays, short stories, and graphic novels by gay, lesbian, bisexual and transgendered authors. This course introduces students to a literature based on GLBT themes, to practical approaches to the determination of literary meaning, to queer theory, and to interpretations of literature in general. Students will develop their own interpretative learning community through discussion of reading material, exploring experiences and relating their own insights to move beyond academic questions and explanations. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENGL 244  American Literature I  5
American literature studied against the background of literary, cultural, political and social history. Explores the relationship between growth of American society and emergence of American literature and develop their skills in literary analysis. May focus on literary periods, distinctly American themes and genres, or the development of American culture and identity through gender, race, class and region. This course was formerly known as LIT 210, American Literature Survey. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENGL 246  Advanced Creative Writing: Prose  5
Develops skills in writing literary fiction and non-fiction: short stories, memoirs, personal essays. Students study narrative style and structure, engage in daily writing practice, offer and receive in-depth critiques of their work, and submit their work for publication in literary magazines. Prerequisite: "C" or better in ENGL 236 or ENGL 237 or ENGL 238, or instructor's permission.

ENGL 250  American Ethnic Literature: Diversity  5
Focuses on the literary contributions of one or more ethnic groups in the United States. Students gain knowledge of themselves as readers with complex cultural identities. They also gain knowledge of literary texts by American ethnic writers as expressions that emerged from complex cultural, social, and historical circumstances and as opportunities to learn of experiences and cultures not their own and to encounter differing values. This course was formerly known as LIT 211. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENGL 254  World Literature I  5
Explores twentieth century literature from three or more regions from the world. Develops tools for reading and analyzing, interpreting, and evaluating area works. This course was formerly known as LIT 240, Contemporary World Literature. Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENGL 255  World Literature II  5
Explores twentieth century literature in its social and cultural contexts from a designated area of the world. Develops tools for reading, analyzing, interpreting, and evaluating area works. This course was formerly LIT 241, Contemporary Literature: (Variable Subtitle). Prerequisite: ENGL 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENVS 160  Topics in Environmental Science: Variable Subtitle  5
Specific environmental topics will be explored with a variety of methods which may include: lectures, seminars, research projects, presentations, field work, and/or field trips, depending on the quarter offered. Topics for any one quarter may include: Biodiversity, Ecosystem and/or Community Ecology, Environmental Health and Toxicology, Nonnative 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 217  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 218  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 producing, directing, camera operation, lighting, editing, audio techniques, and post-production techniques. Includes digital video art forms, storyboard development, media writing, interviewing, budgeting, and planning. This course was formerly known as MCOM 201, Digital Cinematography I. Prerequisite: FILMP 114 (formerly MCOM 114) or instructor's permission.

FILMP 202  Film Production II  5
Production and direction of a professional digital film, digital video art piece, documentary, news magazine program, advertising campaign, and/or public service campaign suitable for playback on television broadcast and cable channels and/or the internet, accompanied by a professional resume tape. Includes non-linear computer editing skills, special requirements for internet media, and media promotion techniques. This course was formerly known as MCOM 203, Digital Cinematography III. Prerequisite: FILMP 114 (formerly MCOM 114) or instructor's permission.
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 system (ICS 100 and 200), accountability, forcible entry, fire extinguishers, tools, hose evolutions, ventilation, ladders, search and rescue, and Burn to Learn. Course meets the requirements of Washington State Firefighter - Modules 1 and 2 and prepares the recruit firefighter for the FEST program and particularly, Fire Related Experience. 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  6
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  6
Continuation of fire-incident-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications and fire apparatus driving practices. Prerequisite: FEST 101, 101, 110, 117 and FEST 122 with a “C” or better.

FEST 103  Fire Related Experience III  6
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 life safety, ventilations. 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 incidents. 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 Medic One EMT; protocol exam. Prerequisite: Admission to the Fire and Emergency Services Technology Program, FEST 100, FEST 101, FEST 117 and FEST 110 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 use water supply problems. Exploration of the various types of fire pumps, pump construction, and operation. Prerequisite: Admission to the Fire and Emergency Service Technology Program, 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 services. Prerequisite: “C” or better in FEST 100.

FEST 201  Fire Related Experience IV  6
Students are assigned to the Aid unit or Engine and will work regular shifts every third day. Duties include responding to actual fire and medical emergencies, 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 Fire Fighter I and Washington State EMT- B Certification.

FEST 202  Fire Related Experience V  6
Advanced fire-incident-related experience, engine company organization, engine configuration, small tools and minor equipment, basic hose practices and lays, use of protective breathing apparatus, response, maps, communications and fire apparatus driving practices. Prerequisite: FEST 201, FEST 210 with a “C” or better.

FEST 203  Fire Related Experience VI  6
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 behavioral change throughout the emergency services. Rapid intervention teams and self-rescue also included. Prerequisite: “C” or better in FEST 210.
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<tr>
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<td>FEST 215</td>
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<td>Technical Rescue Techniques</td>
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<td>Firefighter Type II</td>
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**GEOGRAPHY**

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**GEOLOGY**

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**HISTORY**

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HIST 148  US History III  5
Investigates the political, social, and cultural history of the United States from 1920 to the present. Includes the Great Depression, World War II, The Cold War, and Vietnam. Also included will be the civil rights, equal rights and environmental movements. This course was formerly known as HIST 112. Prerequisite: None.

HIST 204  Introduction to Modern China and Japan  5
A one-quarter survey course that includes a brief examination of the traditional civilizations of China and Japan, Western Civilization’s impact on China and Japan, reasons why China and Japan responded so differently to the West, present day positions and difficulties of China and Japan. Prerequisite: None.

HIST& 214  Pacific NW History  5
Surveys the political, cultural, economic, and social development of the American Northwest with special emphasis on Washington State. This course was formerly known as HIST 125, History of the Pacific Northwest. Prerequisite: None.

HIST& 215  Women in US History  5
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)  5
In-depth study of a people, country or region of the world with a focus on the history, culture, and socio-political development. Emphasis on key events and their impact of the development of current group, national or regional values. May be offered as a Study Abroad course. Prerequisite: Instructor’s permission. Eligible for ENGL 101 or concurrent enrollment.

HUMAN DEVELOPMENT

HDEV 102  Career Planning Seminar  1
Facilitates discovering of educational and career choices by examining values, natural interests, and personality preferences. Examines how to make career decisions and gather information about different career fields. Integrates how natural preferences fit with the world of work. Explores related training opportunities at the college. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 090/092) or above recommended.

HDEV 105  How to Succeed in College  3
Examines factors known to improve success in college, particularly for first year students. Topics include college expectations, resources, and eight success principles including: self-responsibility, motivation, self-management, goal-setting, self-awareness and emotional intelligence. Students who have taken HDEV 107 need instructor’s permission prior to enrolling in HDEV 105. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 090/092) or higher.

HDEV 106  Strategies for College Success  3
Includes an overview of various college success strategies and study skills including: time management, memory, reading, note-taking, test taking, campus resources, and self-improvement issues. Prerequisite: Eligible for ENGL 090 (formerly ENGL/READ 090/092) or higher.

HDEV 111  Becoming a Master Student: Psych College Success  5
Designed to improve college success by developing master student study skills, including time management, memory, reading, note-taking, test taking, creativity, relationships, campus resources, self-esteem, self-improvement skills and other success strategies. Prerequisite: Eligible for ENGL 095 (formerly ENGL/READ 095/097) or instructor’s permission.

HUMANITIES

HUM 114  The Mythic Image  5
Explores mythic and archetypal images in literature and culture, examines the role of myth in modern cultures and introduces students to theoretical approaches for the study and interpretation of myth. Prerequisite: Eligible for ENGL& 101.

HUM 119  History of Popular Music  5
Explores the social histories and musical forms of popular music; Focuses on the socio-political contexts of popular music genres as traditions of cultural heritages and commodities in the global marketplace. Prerequisite: Eligible for ENGL& 101.

HUM 121  Multicultural America, Past to Present: Diversity 5
Focuses on the history, culture, and contributions of various ethnic groups in the United States and the construction of “American” identity through power and privilege, past to present. Students gain knowledge of other groups’ history and cultural heritage and develop skills in intercultural communications and critical thinking for education, community, and work environments. Meets Diversity Course Criteria. Prerequisite: Eligible for ENGL& 101.

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

HUM 180  Mass Culture in America  5
Introduces issues related to mass culture as a vehicle for communicating social and political ideologies in American society. Includes the study of media, advertising, popular culture, and theories of cultural criticism. Prerequisite: ENGL& 101.

HUM 219  Hip Hop Culture and Music: Diversity 5
Explores the historical and political dynamics of hip hop culture including music, dance, and visual art. Examines the development of hip hop through the history of African American musical forms such as spirituals, blues, jazz, R&B, and soul. Explores the relationship between individuals, hip hop culture, and a pluralistic, democratic society. Prerequisite: ENGL& 101 or instructor’s permission.

HUM 220  Sacred Texts in World Religions  5
Explores the sacred texts from at least three religious traditions in some depth. Examines the socio-historical contexts in which the texts originated. Examines the reception and use of the texts within their unique cultural contexts. Applies hermeneutical approaches to textual analysis. Prerequisite: Eligible for ENGL& 101 or instructor’s permission.

HUM 235  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 NURS 114. 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.

HUM 236  Ethics & Policy in Nursing II  1
Identification 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 NURS 124. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in NURS 121, 122, 123, 124, 125.

HUM 237  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 NURS 134. Prerequisite: Successful completion of 2nd Quarter courses and successful completion or current enrollment in NURS 131, 132, 133, 134 and 135.

HUM 238  Ethics and Policy in Health Care IV  1
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 NURS 214. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.
HUM 239  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 NURS 224. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.

HUM 240  Culture and Imperialism
Examines a major cultural complex that is defined by the interplay of dominant and subordinate cultural centers. Possible case studies include: Spain and the Americas, Great Britain and India, the United States and the "Third World: Europe and Africa, and contemporary globalization. The material of the course may include discussion of ideology, theory, geography, history, politics, economics, art, poetry, drama, fiction, music, film. Prerequisite: ENGL& 101 (formerly WRIT 101) or instructor's permission.

INTENSIVE ENGLISH

I E 010  Intensive English Reading Level IA
High beginning 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 IE Writing Level I, IE Communication Level I and IE Grammar Level I. Prerequisite: Placement test score into Level 1 or instructor's permission and non-native speaker status.

I E 011  Intensive English Reading Level IB
Continued instruction in high beginning 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 IE Writing Level I, IE Communication Level I and IE Grammar Level I. Prerequisite: Placement test score into Level 1 or instructor's permission and non-native speaker status.

I E 012  Intensive English Writing Level IA
High beginning writing course for non-native speakers of English to acquire writing skills, ranging from formation of simple sentences to development of a basic paragraph. Students enrolled in this class will also be enrolled in IE Reading Level I, IE Communication Level I and IE Grammar Level I. Prerequisite: Placement test score into Level 1 or instructor's permission and non-native speaker status.

I E 013  Intensive English Writing Level IB
Continued instruction in high beginning writing course for non-native speakers of English to acquire writing skills, ranging from formation of simple sentences to development of a basic paragraph. Students enrolled in this class will also be enrolled in IE Reading Level I, IE Communication Level I and IE Grammar Level I. Prerequisite: Placement test score into Level 1 or instructor's permission and non-native speaker status.

I E 014  Intensive English Grammar Level IA
High beginning grammar course for non-native speakers of English. Prerequisite: Placement Level I or instructor's permission and non-native speaker status.

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

I E 016  Intensive English Communication Level IA
High-beginning listening and speaking course for non-native speakers of English to comprehend and produce basic verbal English. Prerequisite: Eligible for Level 1 or instructor's permission and non-native speaker status.

I E 017  Intensive English Communication Level IB
Continued instruction in high-beginning listening and speaking course for non-native speakers of English to comprehend and produce basic verbal English. Prerequisite: Eligible for Level 1 or instructor's permission and non-native speaker status.

I E 020  Intensive English Reading Level IIA
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 IE Writing Level II, IE Communication Level II and IE 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 021  Intensive English Reading Level IIB
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 IE Writing Level II, IE Communication Level II and IE 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 022  Intensive English Writing Level IIA
Low-intermediate writing course for non-native speakers of English to acquire writing skills from formation of compound and complex sentences to development of a paragraph. Students enrolled in this class will also be enrolled in IE Reading Level II, IE Communication Level II, and IE Grammar Level II. Prerequisite: Placement test score into Level II, completion of all sections of Level I with an "S" or instructor's permission and non-native speaker status.

I E 023  Intensive English Writing Level IIB
Continued instruction in low-intermediate writing course for non-native speakers of English to acquire writing skills from formation of compound and complex sentences to development of a paragraph. Students enrolled in this class will also be enrolled in IE Reading Level II, IE Communication Level II, and IE Grammar Level II. Prerequisite: Placement test score into Level II, completion of all sections of Level I with an "S" or instructor's permission and non-native speaker status.

I E 024  Intensive English Grammar Level IIA
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
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
Low-intermediate listening and speaking course 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 027  Intensive English Communication Level IIB
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
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 Writing, Communication and Grammar. Prerequisite: Eligible for Level III OR "S" or better in all sections of Level II (E 020-27).

I E 031  Intensive English Reading Level IIIB
Continued instruction in high-intermediate reading course for non-native speakers of English to develop skills in reading strategies to comprehend literature and respond to level-appropriate reading selections. Students enrolled in this class will also be enrolled in Intensive English Level III Writing, Communication and Grammar. Prerequisite: Eligible for I E Level III or "P" in I E 030.
I E 032  Intensive English Writing Level IIIA  5  
High-intermediate writing course for non-native speakers of English to acquire skills in writing multiple-paragraph essays and other forms of writing in response to reading material. Students enrolled in this course will also be enrolled in I E Reading Level III, I E Communication Level III and I E Grammar III. Prerequisite: Eligible for I E Level II OR “S” in all sections of Level II (IE 020-027).

I E 033  Intensive Writing Level IIIB  5  
Continuation of high-intermediate writing course for non-native speakers of English to acquire skills in writing multiple-paragraph essays and other forms of writing in response to reading material. Students enrolled in this course will also be enrolled in I E Reading Level III, I E Communication Level III and I E Grammar III. Prerequisite: “P” in I E 032.

I E 034  Intensive English Grammar Level IIIA  5  
Low advanced grammar course for non-native speakers of English. Prerequisite: Placement into Level II OR “S” in all sections of Level II OR instructor’s permission and non-native speaker status.

I E 035  Intensive English Grammar IIIB  5  
Continued low advanced grammar course for non-native speakers of English. Prerequisite: “P” in Level IIIA or instructor’s permission and non-native speaker status.

I E 036  Speech Communication for International Students  3  
High-intermediate communication course for non-native speakers of English who can generally be understood without difficulty. Prerequisite: Placement test score into Level III, successful completion of all sections of level II with an “S” or instructor’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 intensive English Level III OR placement test score into I E 040/041 Level IV OR instructor’s permission and non-native speaker status.

I E 041  IE-Introduction to Literature Level IVB  5  
Continued advanced reading course for non-native speakers of English that introduces them to academic literature and increases reading comprehension. Prerequisite: Successful completion of all Level III classes (IE 030/037) OR placement test score into I E 040 Level IV.

I E 042  IE-Introduction to Academic Writing Level IVA  5  
Advanced writing course introduces non-native speakers of English to the academic writing process through a series of essays, including pre-writing and organizational strategies, drafting, evaluating and editing essays and working in groups. Prerequisite: Successful completion of all Level III classes (I E 030-037) OR Placement test score into I E 042 Level IV.

I E 043  IE-Introduction to Academic Writing Level IVB  5  
Continued advanced writing course introduces non-native speakers of English to the academic writing process through a series of essays, including pre-writing and organizational strategies, drafting, evaluating and editing essays and working in groups. Prerequisite: Completion of Level IVA with a “P” OR instructor’s permission and non-native speaker status.

I E 044  IE-Advanced Grammar Level IVA  2  
Advanced grammar course for non-native speakers of English that teaches students to identify and correct grammatical and syntactical errors in their writing. This class is linked with I E 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.

I E 048  Support Instruction for Grammar/ Academic Writing  5  
The curriculum will support the students in their academic writing through a series of essays, including pre-writing and organizational strategies: drafting, evaluating and editing essays and working in groups. This class will also teach students how to identify and correct grammatical and syntactical errors in their academic writing. Prerequisite: Completion of Level III coursework with a “P” 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 values and beliefs, colonization, economic power, political influence, and ethnic diversity. In an effort to understand major world events, both dominant and subordinate groups will receive equal consideration. The specific countries of our inquiry include China, Japan, the Korea’s, Mongolia, and Taiwan. Specific countries and topics to be discussed will vary according to the expertise of the instructor and current events. Prerequisite: ENGL& 101 (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 values and beliefs, colonization economic power, political influence and ethnic diversity. 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 theories. 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, dockets, reminder systems, organizational and procedural perspective of the law office, and preparing, recording, and filing legal documents. Prerequisite: None.

LEGL 102 Legal Forms 4
Actual production of legal pleadings and documents using a computer in the various areas of the law. Emphasis is on using the current court rules (both state and local), accuracy, and correct formatting. Students should be able to keyboard 20 words per minute by touch. Prerequisite: CIS 136.

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

LEGL 151 Introduction to Legal Systems and Procedures 3
History of the law; structure and jurisdiction of the courts; ethical standards; introduction to case analysis and use of precedents, legislative processes. Prerequisite: ENGL 095 (formerly ENGL/READ 096/097) and 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 procedures. 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 and 156 or instructor’s permission.

LEGL 155 Fundamentals of Legal Writing and Case Analysis 5
Fundamentals of legal analysis and writing in order to apply statutes, administrative rules, and case law in legal writing and oral advocacy. Prerequisite: LEGL 151 and 152 and CIS 106 or instructor's permission. ENGL 101 (formerly WRIT 101) recommended.

LEGL 156 Legal Research 5
Fundamentals of legal research; introduction to law library; location of statutes and case law; blue book citation techniques. Prerequisite: Legal 151, 152 or instructor’s permission.

LEGL 157 Criminal Law 5
Study of the American System of Criminal Justice, with particular focus on the substantive and procedural criminal law of Washington State. The practice of criminal law will be emphasized; definition of crimes, investigation, charging decisions, plea bargaining, case preparation, jury selection, trial practice; the role of police, prosecutors, defense counsel, judges, court personnel and corrections officers. Prerequisite: None.

LEGL 158 Investigation and Interviewing 3
Fundamentals of fact investigation with practical application through a case study, outline preparation, interviewing witnesses; examination of affirmative and rebuttal evidence; role of pretrial discovery during investigation. Prerequisite: LEGL 151, 152, 155 and 156 or instructor’s permission.

LEGL 201 Contracts and Commercial Transactions 5
Principles of contract law; liability; offer and acceptance; consideration; statute of frauds; contract remedies; the parol evidence rule; performance of contracts; conditions; effect of changed circumstances; and other issues related to contract formation and enforcement. Focus on Washington law regarding the legal environment of contract law with topics including agency, employment, consumer, personal and real property, landlord/tenant, and bankruptcy. Prerequisite: LEGL 154 or instructor’s permission.

LEGL 202 Legal Ethics 5
Introduction to the Washington State Rules of Professional Conduct, American Bar Association Model Rules, Washington State Bar Association Ethics Opinions, and Washington Supreme Court Decisions and their practical applications for the paralegal. Prerequisite: LEGL 154 and 157 or instructor’s permission.

LEGL 251 Civil Litigation 5
Evaluation of a civil case for trial or settlement. Drafting of pleadings and discovery requests. 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, probate, 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
LI B 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.

MATHMATICS
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 a "C" or better in MATH 090 or equivalent.

MATH 097  Essentials of Intermediate Algebra  5
Study of linear equations and polynomials; includes equation of a line, systems of linear equations, properties of exponents, operations on polynomials, factoring, and solving factorable quadratic equations. 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 polynomial 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 equa-
tions. 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
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 orienta-
tion to office minor surgery. Personal and employee safety and emergency plans
are explored. Includes anatomy and physiology, infection control, complications in
blood collection, quality control, legal and regulatory issues. 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 environ-
ment, and then applies to medical ethics and bioethics. Includes, professionalism,
risk management, and scarcity of resources. Explores health occupations, local
community resources, and death and dying issues. Legal guidelines for health-
care employees and knowledge of federal and state healthcare legislation and
regulations are also explored. Prerequisite: None.

MED 103  Medical Terminology I  3
Study and construction of medical terms by learning and combining word roots,
suffixes and prefixes. Emphasis on construction usage, definition, pronunciation
and spelling. Prerequisite: None.

MED 104  Medical Terminology II  5
Using basic word roots, combining forms, prefixes, and suffixes: correlates basic
human anatomy and physiology with medical terminology. Major medical spe-
cialties, aspects of pathology, and surgical and diagnostic procedures included.
Pharmacological terms, medical abbreviations, and overview of diagnostic and
imaging procedures addressed. This course was formerly known as MED 112.
Prerequisite: MED 103 with a "C" or better.

MED 110  Medical Insurance Coding for the Medical Office5
For those involved in the completion of medical insurance claims. Discussion of
legal issues associated with procedural and diagnostic coding. Utilizing patient
chart information, translate written diagnoses into numeric and alphanumeric
codes. ICD-9-CM and CMS 1500 insurance claim forms are used. ICD-9-CM relates
to diseases, conditions, complaints, signs and symptoms for providing medical
services. Interpreting various source documents, translating written narrative to
numeric procedure codes. CPT and CMS 1500 insurance claim forms are used.
Prerequisite: MED 151 (formerly MED 157) with a "C" or better.

MED 111  Advanced Diagnostic and CPT Coding  5
Combination of diagnostic and procedural coding skills and practical applica-
and International Classification of Disease (ICD-9) coding systems. This course
was formerly known as MED 125. Prerequisite: MED 110 with a "C" or better
or instructor’s permission.

MED 112  Medical Terminology II  5
Using basic word roots, combining forms, prefixes, and suffixes: correlates basic
human anatomy and physiology with medical terminology. Major medical spe-
cialties, aspects of pathology, and surgical and diagnostic procedures included.
Pharmacological terms, medical abbreviations, and overview of diagnostic and
imaging procedures addressed. Prerequisite: MED 103.

MED 115  Diagnostic Coding for the OutpatientCoder  5
Learn to translate patient data and written diagnoses into diagnostic codes that
identify diseases, conditions, and signs and symptoms. Emphasis is on accuracy
in coding and the rules of diagnostic coding. Prerequisite: MED 103 and MED 151
(Formerly MED 137) with a "C" or better.

MED 120  CPT Coding for the OutpatientCoder  5
For outpatient coders who interpret various source documents and translate writ-
ten narrative into numeric procedure codes. CMS 1500 insurance claim forms are
used. Includes HCPCS overview. Prerequisite: MED 103, MED 115 and MED 151
(Formerly MED 137) with a "C" or better.

MED 145  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. Prerequisite: MED 101,
MED 105, MED 136, MED 137, MED 148.

MED 146  Phlebotomy Externship  4
A minimum of 120 hours of work experience as a phlebotomist in local medical
facilities and doctors’ offices. Prerequisite: "C" or better in MED 100 AND MED 101
AND MED 152 (formerly MED 121) AND MED 103.
MED 150  Medical Office Exposure
Control Medical Assistant 4
Study of all components of Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) exposure control plan as pertinent to medical assisting program clinical laboratory assignments. Includes sterilization and disinfection techniques, microbiology as related to the infectious process cycle and orientation to office minor surgery. Personal and employee safety and emergency plans are explored, including, but not limited to, disaster preparedness. Prevention, transmission and treatment of AIDS are also discussed. Prerequisite: MED 151 (formerly MED 137) with a "C" or better or concurrent enrollment.

MED 151  Medical Administrative Procedures 5
Administrative procedures performed in the physician’s office to include: Health and accidental insurance management, medical records management, medical equipment and supply procurement and inventory, basic medical personnel management, billing and collections. Telephone communication related to medical problems included. This course was formerly known as MED 157. Prerequisite: ENGL 101 AND MATH 094 AND MED 103 with a "C" or better.

MED 152  Disease Conditions and Treatments 4
Etiology, signs, symptoms, diagnostic and treatment modalities relating to various human diseases. Includes prevention, prognosis, and instructions for patient care and equipment. This course was formerly known as MED 121. Prerequisite: MED 101 or MED 150 with a "C" or better.

MED 153  Medical Assisting Externship Seminar 1
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 150 and MED 151 (formerly MED 137) with a "C" or better and concurrent enrollment with MED 152 and 154.

MED 154  Clinical Procedures for Medical Assistants 3
Theory and skills used in health care setting to assist practitioners with routine and specialty examination and treatments. Aseptic and sterile technique utilizing standard precautions. This course was formerly known as MED 135. Prerequisite: MED 150, MED 151 (formerly MED 137), BIOL 175 with a "C" or better.

MED 155  Diagnostic Procedures for Medical Assistants 4
Theory and skills used in the medical office laboratory. Includes microscopy, microbiology, urinalysis, phlebotomy, electrocardiography and respiratory testing. Collection of specimens and their correct processing, including throat, urine and blood. Includes capillary puncture and venipuncture. This course was formerly known as MED 136. Prerequisite: MED 152 (formerly MED 122) and MED 154 (formerly MED 135) with a "C" or better.

MED 156  Pharmacology for Medical Assistants 3
Apply pharmacological procedures to prepare and administer oral and parenteral medication and maintenance of medication and immunization records. IV theory, various drug groups, pharmacokinetics, dosage calculations, legal issues, regulatory issues, and patient education are covered. This course was formerly known as MED 148. Prerequisite: MED 152 (formerly MED 122), 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 122), 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&A 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&A 131.

MUSC&A 122  Ear Training 2 2
A continuation of MUSC&A 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&A 121 or instructor's permission. Corequisite: Enrollment in MUSC&A 132.

MUSC&A 123  Ear Training 3 2
A continuation of MUSC&A 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&A 122 or instructor's permission. Corequisite: Enrollment in MUSC&A 133.

MUSC&A 250  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&A 256  String Ensemble II 2
Continuation of chamber music repertoire from various style periods will be studied and performed. Open to all students with reasonable proficiency on orchestral instruments (student provides). Previous string instrument experience recommended. Prerequisite: None.

MUSC&A 257  String Ensemble III 2
A third quarter of chamber music repertoire from various style periods will be studied and performed. Open to all students with reasonable proficiency on orchestral instruments. Previous string instrument experience recommended. Prerequisite: None.

MUSC&A 311  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&A 121.

MUSC&A 312  Music Theory 2 3
A continuation of MUSC&A 311. 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&A 131 or instructor’s permission. Corequisite: Enrollment in MUSC&A 132.

MUSC&A 313  Music Theory 3 3
A continuation of MUSC&A 312. 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&A 122 or instructor’s permission. Corequisite: Enrollment in MUSC&A 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. Students 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. 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. Students 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. 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. 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 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 141  Wind Ensemble II  2
Continuation of symphonic band or chamber music repertoire from various style periods will be studied and performed. Open to all students with reasonable proficiency on wind, brass and percussion instruments. Previous symphonic band instrument experience recommended. Prerequisite: None.

MUSC 142  Wind Ensemble III  2
A third quarter of symphonic band or chamber music repertoire from various style periods will be studied and performed. Open to all students with reasonable proficiency on wind, brass and percussion instruments. 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 153  Chamber Choir I  2
Basic principles of chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.

MUSC 154  Chamber Choir II  2
Continuation of chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.

MUSC 155  Chamber Choir III  2
A third quarter of chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.

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 160  Orchestra I  2
Orchestra for musicians proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. Prerequisite: None.

MUSC 161  Orchestra II  2
Orchestra for musicians proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. Prerequisite: None.

MUSC 162  Orchestra III  2
A third quarter of orchestra for musicians proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. 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: Taketina  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  
First course in a six-quarter sequence of private piano instruction designed for beginning or continuing piano students. The student's level will be assessed by the instructor, and appropriate music literature will be selected for study. Basic piano and performance technique will be developed. Prerequisite: None.

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

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

MUSC 181  Applied Music-Voice  
This course is designed to teach performance skill to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the voice. Prerequisite: Instructor's permission and/or audition. Preference given to students intending to major in music.

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

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

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

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

MUSC 186  Keyboard Competence  
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  
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 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 234  Jazz Ensemble IV  
Continuation of the opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Develops analysis and application of harmonic theory and ensemble arranging. Students must have ability to read music, basic knowledge of music theory, and basic ability to play a jazz instrument. Prerequisite: Successful completion of MUSC 136 or instructor's permission.

MUSC 235  Jazz Ensemble V  
Continuation of the opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Develops analysis and application of harmonic theory and ensemble arranging. Students must have ability to read music, basic knowledge of music theory, and basic ability to play a jazz instrument. Prerequisite: Successful completion of MUSC 234 or instructor's permission.

MUSC 236  Jazz Ensemble VI  
Continuation of the opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Develops analysis and application of harmonic theory and ensemble arranging. Students must have ability to read music, basic knowledge of music theory, and basic ability to play a jazz instrument. Prerequisite: MUSC 235 or instructor's permission.

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

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

MUSC&243  Music Theory VI  
A continuation of MUSC& 242, Music Theory IV. For pre-majors in music. Prerequisite: MUSC& 242.

MUSC 250  Advanced Choir I  
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  
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: Successful passing of MUSC 250 or by audition.

MUSC 252  Advanced Choir III  
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 253  Advanced Chamber Choir IV  
A study of advanced chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.

MUSC 254  Advanced Chamber Choir V  
The continuation of advanced chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.

MUSC 255  Advanced Chamber Choir VI  
A third quarter of advanced chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.

MUSC 260  Orchestra IV  
A study of advanced orchestra for musicians proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. Prerequisite: None.

MUSC 261  Orchestra V  
The continuation of advanced orchestra for musicians proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. Prerequisite: None.
### MUSC 262  Orchestra VI  
A third quarter of advanced orchestra for musicians proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. Prerequisite: None.

### MUSC 280A  Applied Music-Piano 4  
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 280A.

### MUSC 280B  Applied Music-Piano 5  
Fifth course of private piano instruction designed to teach intermediate piano students interpretive and performance skills. Emphasis is placed on the improvement of piano technique and stylistic musical expression. Prerequisite: MUSC 280A.

### MUSC 280C  Applied Music-Piano 6  
Sixth course of private piano instruction designed to serve advanced students of piano. The student will continue to learn skills and techniques for piano performance and will further expand his/her piano repertoire, with a view toward public performance. Prerequisite: MUSC 280B.

### NURSING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 100</td>
<td>Nursing Assistant</td>
<td>6</td>
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<tr>
<td>NURS 111</td>
<td>Integrated Nursing Care I - Theory</td>
<td>2</td>
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<tr>
<td>NURS 112</td>
<td>Integrated Nursing Care &amp; Assessment I-Lab/Clinic</td>
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<tr>
<td>NURS 113</td>
<td>Integrated Nursing Care I - Pharmacology</td>
<td>1</td>
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<tr>
<td>NURS 114</td>
<td>Ethics and Policy in Health Care I</td>
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<tr>
<td>NURS 115</td>
<td>Psychosocial Issues in Health Care I</td>
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<td>NURS 116</td>
<td>Nutrition in Health Care I</td>
<td>3</td>
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<tr>
<td>NURS 117</td>
<td>Pharmacology I</td>
<td>2</td>
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<tr>
<td>NURS 121</td>
<td>Integrated Nursing Care II - Theory</td>
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<tr>
<td>NURS 122</td>
<td>Integrated Nursing Care &amp; Assessment II Lab/Clinic</td>
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<tr>
<td>NURS 123</td>
<td>Integrated Nursing II-Pathophysiology/Pharmacology</td>
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<tr>
<td>NURS 124</td>
<td>Ethics and Policy in Nursing II</td>
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<td>NURS 125</td>
<td>Psychosocial Issues in Health Care II</td>
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<td>NURS 131</td>
<td>Integrated Nursing Care III - Theory</td>
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<td>NURS 132</td>
<td>Integrated Nursing Care &amp; Assessment III Lab/Clinic</td>
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<tr>
<td>NURS 133</td>
<td>Integrated Nursing Care IV - Pharmacology</td>
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**South Puget Sound Community College Catalog 2015-2016**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 133</td>
<td>Integrated Nursing III-Pathophysiology/Pharmacology</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>NURS 134</td>
<td>Ethics and Policy in Health Care III</td>
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<td></td>
<td>Third in a series of five courses that explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. Taught in 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.</td>
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<tr>
<td>NURS 135</td>
<td>Psychosocial Issues in Health Care III</td>
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<td>Third in a series of five courses that examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care. 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.</td>
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<tr>
<td>NURS 211</td>
<td>Integrated Nursing Care IV - Theory</td>
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<td>Analyzes nursing concepts and theories, health promotion, maintenance &amp; 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.</td>
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<tr>
<td>NURS 212</td>
<td>Integrated Nursing Care &amp; Assessment IV Lab/Clinic</td>
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<td>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.</td>
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<tr>
<td>NURS 213</td>
<td>Integrated Nursing IV - Pathophysiology/Pharmacology</td>
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<td>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.</td>
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<tr>
<td>NURS 214</td>
<td>Ethics and Policy in Health Care IV</td>
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<td>Fourth in a series of five courses that explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This course is cross listed with HUM 238. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, 214, 215 and 216.</td>
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<tr>
<td>NURS 215</td>
<td>Psychosocial Issues in Health Care IV</td>
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<td>Fourth in a series of five courses that examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care. Examines utilization of psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/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.</td>
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<td>NURS 216</td>
<td>Nutrition in Health Care IV</td>
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<td>Second of two courses that examine the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions. 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.</td>
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<tr>
<td>NURS 221</td>
<td>Integrated Nursing Care V - Theory</td>
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<td>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.</td>
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<tr>
<td>NURS 222</td>
<td>Integrated Nursing Care &amp; Assessment V Lab/Clinic</td>
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<td>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.</td>
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<tr>
<td>NURS 223</td>
<td>Integrated Nrsg V - Pathophysiology/Pharmacology</td>
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<td>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.</td>
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<tr>
<td>NURS 224</td>
<td>Ethics and Policy in Health Care V</td>
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<td>Fifth in a series of five courses that explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. Taught in an integrated format with theory NURS 221. This course is cross listed with HUM 239. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, 224 and 225.</td>
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<tr>
<td>NURS 225</td>
<td>Psychosocial Issues in Health Care V</td>
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<td>Last in a series of five courses that examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care. Analyzes psychosocial disorders across the lifespan from an integrated perspective. Emphasis on psychosocial nursing and interpersonal therapeutics for assessment, intervention, health promotion with individuals/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.</td>
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<tr>
<td>NURS 231</td>
<td>Nursing Transition Into Practice</td>
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<td>Synthesizes, critically examines and evaluates current health care trends and professional issues within the context of nursing practice. Emphasizes mastery, synthesis, and application of current evidence-based theory, research, and practice in relation to nursing management, leadership, and nursing care of individual, groups, families, and communities. Prerequisite: Successful completion of 5th Quarter courses and successful completion or current enrollment in NURS 231, 232 and 233.</td>
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<tr>
<td>NURS 232</td>
<td>Preceptorship</td>
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<td>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.</td>
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<tr>
<td>NURS 233</td>
<td>Capstone Project</td>
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<td>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.</td>
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</table>
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, ECE 231, 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 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.

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.

PEP 101 Parenting Your Infant I       1-2
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 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 102 Parenting Your Infant II       1-2
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 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 103 Parenting Your Toddler I       1-2
Parents and children ages thirteen to nineteen months come to class together. Parents discuss child development, care and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, nutrition and eating behavior and self esteem. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 104 Parenting Your Toddler II       1-2
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       1-2
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, nutrition and eating behavior and self esteem. 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       1-2
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       1-2
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 Family       1-2
The unique dynamics, challenges, and skills of parenting in single parent, step and blended families. Prerequisite: None.

PEP 145 Effective Parenting of Teens       1-2
This class provides parents and care givers with critical information for raising teenagers today. Topics include teaching teens responsibility, dealing with power struggles, effective communication, motivating teens, adolescent development and enhancing family relationships. This highly interactive class utilizes guided discussion, video examples, and lots of opportunities to practice skills in a very supportive atmosphere. Prerequisite: None.

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 Tzuo to Mao, study shared and divergent aspects of philosophy and religion and themes concerning nature, non-being and being, theory and practice, morality and happiness. Prerequisite: None.

PHIL 115 Critical Thinking 5
An introduction to the critical examination of arguments in their various forms, whether oral, written, or visual. Coursework will emphasize the practical analysis of arguments in everyday contexts. Specific topics include identifying premises and conclusions; recognizing common types of arguments; understanding logical fallacies. Prerequisite: Eligible for ENGL 101.

PHIL 120 Symbolic Logic 5
Introduces students to the principles of deductive inference with a focus on proofs in both sentence logic and predicate logic with quantifiers; also includes a study of semantic methods for testing validity. This course was formerly known as PHIL 106, Introduction to Logic. Prerequisite: MATH 099 or equivalent.

PHIL 211 Great Thinkers of the Ancient World 5
A study of the origins and character of philosophical thinking in ancient Greece and a critical examination of assumptions and concepts that were central to ancient Greek world views. The emphasis will be on works of the Pre-Socratic philosophers, Plato and Aristotle. Prerequisite: None.

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

PHYSICAL EDUCATION

P E 106 Stretching 1
A multi-level stretching class designed to increase muscle, tendon and ligament flexibility and range of motion to improve physical performance. Prerequisite: None.

P E 107 Women’s Body Sculpting 2
Designed for women to increase muscular strength and endurance and include 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 116 Co-Ed College Softball 1
Emphasis on men’s and women’s softball as an activity that promotes lifetime fitness. Prerequisite: None.

P E 118 Beginning Modern Dance 1
Basic modern dance techniques to develop strength, coordination, balance, flexibility 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 created by both instructor and students. Prerequisite: Modern Dance I, or equivalent.

P E 120 Jazz Dance I 1
Basic jazz dance techniques with emphasis on individual development of correct body alignment, coordination, rhythm, strength, flexibility, and technical improvement. Practice of steps and positions will be put together into simple dance combinations. The history and esthetic principles of dance are presented through lecture and multimedia. Prerequisite: None.

P E 121 Jazz Dance II 1
Continues basic jazz dance techniques with emphasis on building greater flexibility, strength, coordination, versatility and dance vocabulary. Emphasis on refining technical skills and exploring different jazz dance styles. Prerequisite: P E 120 or instructor’s permission.

P E 122 Beginning East Coast Swing 1
A partner dance class designed to teach basic east coast swing steps and combinations, swing styling, coordination and balance. You do not need a partner to register, but you must sign up as either a “lead” or as a “follow.” Either gender may lead or follow. Prerequisite: None.

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 126 Continuing Yoga 1
For all students who have had some instruction in yoga. Students at all levels will continue to explore movement patterning as well as further develop muscular strength and flexibility. We will continue to bring awareness to the breath and the anatomy of respiration while focusing the mind with our intentions. Prerequisite: Previous instruction in Yoga.

P E 127 Ballet I 1
Basic ballet techniques with emphasis on individual development of correct body alignment, coordination, rhythm, strength, flexibility, and technical improvement. Practice of steps and positions will be put together into simple dance combinations. The history and esthetic principles of dance are explored through lecture and multimedia. Prerequisite: None.

P E 128 Ballet II 1
Continues basic ballet techniques with emphasis on building greater flexibility, strength, coordination, versatility and dance vocabulary. Emphasis on refining technical skills and exploring advanced and diverse ballet styles. Prerequisite: P E 127 or instructor’s permission.

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 130 Athletic Performance Conditioning 2
Designed to enhance the participant’s knowledge and practical skills of physical conditioning as they relate to specific athletic pursuits. Prerequisite: Current collegiate athlete or instructor’s permission.

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 dangerous situations. Size or physical condition of the student does not matter. Classes taught emphasizing the highest level of student safety. Prerequisite: None.
P E 135 Introduction to Martial Arts 1
Includes physical fitness, personal self-defense and traditional Karate. Classes are taught with an emphasis on mental awareness and philosophy of Karate Do. Classes are geared for individuals to train within their own capabilities, with a strong emphasis on individual safety. Prerequisite: None.

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

P E 147 Tango Beginning 1
Introduces students to the basics of partner dancing through Tango. Partner dancing is a combination of balance, musicality, style, and communication of direction to your partner through your dance frame. Tango music is expressive, and provides opportunities for creative styling of your dance. Prerequisite: None.

P E 151 Ballroom Essentials 1
A partner dance class designed to teach basic ballroom dance steps: waltz, foxtrot, rumba, and cha-cha. No experience or partner needed to register, but you must sign up as either a lead or a follow. Prerequisite: None.

P E 154 Salsa Beginning 1
A partner dance class designed to teach the foundation of Salsa with exploring the basic movements, Cuban styling, musical concepts, coordination and balance. You do not need a partner to sign up, and it is acceptable for men to follow and women to lead. Prerequisite: None.

P E 155 Salsa Intermediate 1
A partner dance class designed to teach the second level of Salsa by exploring intermediate Cuban styling, musical concepts, coordination and putting it all together. You do not need a partner to sign up and it is acceptable for men to follow and women to lead. Prerequisite: None.

P E 156 Salsa Advanced 1
A partner dance class designed to teach the third level of Salsa by exploring advanced Cuban styling, musical concepts, coordination and putting it all together. You do not need a partner to sign up and it is acceptable for men to follow and women to lead. Prerequisite: Salsa Intermediate.

P E 157 Salsa Casino de Rueda Beginning 1
A partner dance class designed to teach beginning steps of the Casino de Rueda, a thrilling Cuban dance where the Salsa couples move into a circle and follow the calls of the main lead. There is much excitement with rapid switching of partners, shouts and laughter. You do not need a partner to sign up and it is acceptable for men to follow and women to lead. Prerequisite: None.

P E 158 Salsa Casino de Rueda Intermediate 1
A partner dance class designed to teach intermediate steps of the Casino de Rueda, a thrilling Cuban dance where the Salsa couples move into a circle and follow the calls of the main lead. There is much excitement with rapid switching of partners, shouts and laughter. You do not need a partner to sign up and it is acceptable for men to follow and women to lead. Prerequisite: Salsa Casino de Rueda Beginning.

P E 159 Salsa Casino de Rueda Advanced 1
A partner dance class designed to teach advanced steps of the Casino de Rueda, a thrilling Cuban dance where the Salsa couples move into a circle and follow the calls of the main lead. There is much excitement with rapid switching of partners, shouts and laughter. You do not need a partner to sign up and it is acceptable for men to follow and women to lead. Prerequisite: Salsa Casino de Rueda Beginning.

P E 180 Lifetime Wellness I 5
Promotes personal health and well-being from a holistic perspective. Special emphasis on lifestyle management, components of fitness, nutrition, weight management, stress, cardiovascular health, cancer, substance abuse, sexually transmitted diseases and other relevant wellness issues. Prerequisite: None.

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

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

P E 186 Introduction to Sports Medicine 3
Overview of the sports medicine profession including topics such as evaluation and treatment of athletic injuries, how tissue responds to injury, and professional opportunities. Prerequisite: None.

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

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

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

P E 213 Intermediate Co-Ed Volleyball 1
Additional skill development while playing four on four volleyball. Prerequisite: P E 113 or some experience.

P E 230 Athletic Performance Conditioning II 2
Designed to enhance the participant’s knowledge and practical skills of physical conditioning as they relate to specific athletic pursuits. Prerequisite: Current collegiate athlete or instructor’s permission.

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

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

P E 281 Athletic Performance Conditioning III 2
Designed to enhance the participant’s knowledge and practical skills of physical conditioning as they relate to specific athletic pursuits. Prerequisite: Current collegiate athlete or instructor’s permission.

PHYSICS

PHYS& 114 General Phys I w/Lab 5
Fundamental principles and applications of physics: mechanics, including kinematics, Newton’s Laws, works and energy, gravity, and rotational mechanics. This course was formerly known as PHYS 114 and PHYS& 121, General Physics I. Prerequisite: MATH 099 and knowledge of basic trigonometry.
PHYS& 115 General Phys II w/Lab 5
Fundamental principles and applications of physics: Solids and fluids, heat and thermo dynamics, electricity. This course was formerly known as PHYS 122 and PHYS 115, General Physics II. Prerequisite: PHYS 114 (formerly PHYS 114 and PHYS 122), 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& 211 Engr Physics I w/Lab 5
For science and engineering majors. Fundamental principles of physics: mechanics, including kinematics, Newton’s laws, work and energy, and rotational mechanics. This course was formerly known as PHYS 201, Engineering Physics I. Prerequisite: MATH 151 (formerly MATH 123) or concurrent.

PHYS& 212 Engr Physics II w/Lab 5
For science and engineering majors. Fundamental principles and applications of physics: solids, fluids, and gasses, heat and thermodynamics, electricity. This course was formerly known as PHYS 202, Engineering Physics II. Prerequisite: PHYS 211 (formerly PHYS 201), MATH 152 (formerly MATH 124) or may be taken concurrently.

PHYS& 213 Engr Physics II 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 212 (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. ELIGIBLE 101 (formerly WRIT 101) recommended. Prerequisite: None.

POLS& 201 American Government 5
Examine the American Constitution, the evolution of the American system and the structure of the national government. This course presents an overview of the political culture, parties, elections, and interest group activities with special emphasis on current problems and issues.< This course was formerly known as POL 201. ENEL 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. ENEL 101 (formerly WRIT 101) recommended. Prerequisite: None.

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. 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 ENGLISH 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 ENGLISH 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 ENGLISH 101.

PSYC 260 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 ENGLISH 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 recommend 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 ENGLISH 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 ENGLISH 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 111. Prerequisite: Successful completion of NURS 111, and 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 112, 122, 123, 124, 125.

PSYC 237 Psychosocial Issues in Health Care III 1
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 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 experiencing 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 integration of physical health with behavior and mental processes. The biopsychosocial approach 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 101) or PSYC& 200, (formerly PSYC 220) recommended. This course was formerly known as ECE 275. Prerequisite: None.

**RUSSIAN**

**RUSS 121 Russian I** 4
Introduction to the four basic skills of Russian language; listening, speaking, reading and writing and to the language within its cultural context. Prerequisite: None.

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

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

**SOCIETY**

**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. 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 recommend 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. 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 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
Improve communications skills for students who already have some knowledge of Spanish. The course will be structured to promote conversation skills and develop vocabulary related to topics of cultural and contemporary interest. Prerequisite: SPAN 122 or SPAN 102 or equivalent or instructor’s permission.
SPAN 151 Spanish Conversation II 3
Continue to improve communications skills for students who already have some knowledge of Spanish. The course will be structured to promote conversation skills and develop vocabulary related to topics of cultural and contemporary interest. Prerequisite: “C” or better in SPAN 122 (formerly SPAN 102) or equivalent or instructor’s permission.
SPAN 221 Spanish IV 5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 201, Intermediate Spanish I. Prerequisite: SPAN 123 or SPAN 103 or equivalent or instructor’s permission.
SPAN 222 Spanish V 5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 202, Intermediate Spanish II. Prerequisite: SPAN 221 or SPAN 201 or equivalent or instructor’s permission.
SPAN 223 Spanish VI 5
Consolidation and expansion of communicative skills in speaking, reading and writing acquired in introductory Spanish language courses. Increasing cultural competency. This course was formerly known as SPAN 203. Prerequisite: SPAN 222 or SPAN 202 or equivalent or instructor’s permission.
SPAN 250 Spanish Conversation: Special Topics 3
Improve communication skills for students who already have a basic knowledge of Spanish. Promotes conversation and develops specialized vocabulary in specific professional fields related to topics of cultural and contemporary interest. Prerequisite: SPAN 123 or SPAN 103 or equivalent or instructor’s permission.
SPAN 251 Spanish Conversation II: Special Topics 3
Continue to improve communication skills for students who already have a basic knowledge of Spanish. Promotes conversation and develops specialized vocabulary in specific professional fields related to topics of cultural and contemporary interest. Prerequisite: SPAN 123 or SPAN 103, or equivalent or instructor’s permission.

WELDING
WELD 100 Introduction to Welding 4
This course combines classroom instruction with hands-on practice to give an overview of the most common welding and cutting processes as well as the safe use of the tools and equipment used to support welding activities. Hand tools, supplies, and personal protective equipment (PPE) are required. A supply list will be provided at the first class. Prerequisite: None.
WELD 102 Welding Theory I 5
Introduces students to the tools and equipment used in welding. Topics include safety considerations, electrical principles, weld quality, and technical orientation for select welding and cutting processes. Prerequisite: None.
WELD 103 Thermal Cutting and Gouging 1
Introduces students to the knowledge and skill sets needed for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging. Safety precautions and the use and care of equipment are stressed in this course. Students must provide their own personal protective equipment (PPE). Prerequisite: MATH 090, ENGL 090. Co-requisites: WELD 102, WELD 104, WELD 106.
WELD 104 Oxyacetylene Welding 3
Introduces students to the knowledge and skill sets needed for welding various joint designs using Oxyacetylene Welding (OAW) equipment. Emphasis placed on personal protective equipment (PPE), hazards associated with welding, identification of safe welding practices. Students must provide their own personal protective equipment (PPE). Prerequisite: None. Co-requisites: WELD 102, WELD 103, WELD 106.
WELD 106 Shielded Metal Arc Welding I 5
An introduction to the Shielded Metal Arc Welding (SMAW) process including: equipment, safety, and skill development with deep penetrating electrodes. The course includes metal preparation processes, equipment set-up, and welding techniques. Students must provide their own personal protective equipment (PPE). Prerequisite: None. Co-requisites: WELD 102, WELD 103, WELD 104.
WELD 125 Welding Theory II 5
This course will introduce students to methods of weld inspection and testing, basic metallurgy, and continues the technical orientation to select welding processes. Prerequisite: WELD 102.
WELD 127 Shielded Metal Arc Welding II 9
This course continues skill development with Shielded Metal Arc Welding (SMAW) and introduces students to the applications and techniques for using low hydrogen SMAW electrodes. Students must provide their own personal protective equipment (PPE). Prerequisite: WELD 102.
WELD 134 Print Reading for Welders 5
Develops the ability to interpret prints used in welding and fabrication. Students will study interpretation of basic drawings and prints, dimensions, terminology, notes, applied mathematics and sketching and drawing techniques as related to blue print interpretation. Prerequisite: WELD 102.
WELD 135 Gas Metal Arc Welding 9
An introduction to Gas Metal Arc Welding (GMAW) principles and techniques. The course includes metal preparation processes, equipment set-up, and welding techniques. Students must provide their own personal protective equipment (PPE). Prerequisite: WELD 102, WELD 127.
WELD 201 Welding Upgrade 4
For welders wanting to improve their skills or prepare for employment or certification testing. Washington Association of Building Officials (WABCO) testing is available for an additional fee. Hand tools, supplies, and personal protective equipment (PPE) are required. A supply list will be provided at the first class. Prerequisite: Instructor’s permission.
WELD 210 Flux Cored Arc Welding 14
An introduction to the Flux Cored Arc Welding (FCAW) process, including the gas shielded and self-shielding processes. The course includes metal preparation processes, equipment set-up, and welding techniques. Students must provide their own personal protective equipment (PPE). Prerequisite: WELD 125, WELD 127.
WELD 220 Gas Tungsten Arc Welding 14
This course introduces students to the Gas Tungsten Arc Welding process. The course includes metal preparation processes, equipment set-up, and welding techniques. Students must provide their own personal protective equipment (PPE). Prerequisite: WELD 125, WELD 127.
The Academic Year
The academic year at South Puget Sound Community College is divided into three quarters of approximately 11 weeks each. An 8-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 and may be dropped for not attending during the first week. Students who decide to stop attending classes after the first week should not assume that they will be dropped for non-attendance. Students must officially withdraw from (drop) classes to avoid financial obligations or receiving a failing grade for the class.

Students can drop or withdraw from classes by completing an Add/Drop form and either coming to Enrollment Services (The Center for Student Success), faxing an Add/Drop form to (360) 596-5709, or scanning and e-mailing an Add/Drop form to enrollmentservices@spccc.edu.

Instructors who want to drop a student for attendance reasons will include their attendance information in their class syllabi. Students unable to attend the first class session should contact their instructor.

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 Admission and Registration calendar for dates (www.spccc.edu/calendars).

> 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 Admission and Registration calendar for dates and deadlines for withdrawal.

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

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

Substituting a Course
You may petition to substitute an elective course for a required course in a program of study. Obtain a Special Enrollment Form from the One-Stop Center. 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. An exam is administered and graded within the first 10 days of the quarter with the grade recorded at the end of the quarter. Students should meet with instructors for approval prior to the start 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;
> You can obtain an Individual Agreement form from the One-Stop.

The contract must be signed by the sponsoring instructor and the appropriate division dean. Courses will be set up by the Instruction Office and Enrollment Services. Students will be notified by email after registering.
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 the Instruction Office staff and Enrollment Services.

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

Credit for Alternative Learning

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

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

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

- You must enroll in and complete at least 15 college-level credits with a minimum GPA of 2.0 at South Puget Sound before any credit covered by this program is accepted.

- A $50 per credit fee will be applied after completed evaluation.

- Current accreditation standards suggest that no more than 25 percent of the credits earned through PLA processes may be applied toward a professional/technical degree or certificate.

- For all degree programs students must complete the last 15 quarter credits, or 30 of the last 45 credits, at South Puget Sound Community College.

Advanced Standing

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

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

CLEP Examinations

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

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

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

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

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

High School AP Courses

You may receive credit for Advanced Placement 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)
P Pass.
W Student withdrawal; no grade points calculated.
V Professor withdrawal for non-attendance before 40th day; no grade points calculated.
N Audit; no grade point calculated.

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

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

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

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

For example:

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

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

Grade Reports
Students may receive final grade reports at the end of each quarter online or a campus kiosk. Grades may be accessed at www.spscc.edu. 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 grade point average for credits attempted. A minimum quarterly cumulative GPA of 2.0 must be maintained 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 warning. After the second consecutive quarter in which a student is academically deficient, the student will be placed on academic probation. After the third 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
Grade renewal is a process of eliminating courses from the computation of the cumulative Grade Point Average (GPA) with the intent of recomputing the cumulative grade point average under the listed conditions.

Grade renewals cannot be done on “V” and/or “W” grades since those grades are not computed into the overall GPA. Students who receive financial aid may jeopardize their future eligibility to receive funding when undergoing grade renewal for unrepeated courses. Contact Financial Aid before seeking this option.

To request a grade renewal you will need to complete the Petition for Grade Renewal Form and submit it the One-Stop in the Center for Student Success. Students can also confirm that this process has been completed online.

Grade Renewal for Repeated Courses: Eliminate credits and grade(s) from computation of GPA for courses that have been repeated satisfactorily at SPSCC. The lower grade will not be calculated into the GPA. An “R” will appear next to the lower grade and won’t be calculated into the GPA.

Grade Renewal for Unrepeated Courses: Eliminate credits and grade(s) from computation of GPA for courses that have not been repeated. All grades will continue to appear on the transcript. An “*” (asterisk) will appear next to the course that is no longer calculated into the GPA. In order to qualify for this option:

a) A period of two years must have elapsed since the grades were earned or the student has changed the program of study; b) The student has attained a GPA of 2.5 or greater in any 12 concurrent or consecutive credits at SPSCC since earning the initial grades; c) The student has not withdrawn from more than five credits per quarter after the quarter(s) in question; d) Any “forgiven” grades carry the loss of credit that may have previously been earned; e) All credits taken prior to the requested quarter for grade forgiveness will also be eliminated from GPA computation.

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 ($ 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 ($ 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.

Application for Graduation
Candidates for degrees, certificates and diplomas must apply for graduation through the Enrollment Services Office. Students are encouraged to apply for graduation two quarters prior to completion of their degree, certificate or diploma. Candidates may complete their degree under the requirements set forth in any catalog issued during their attendance at South Puget Sound Community College. Any student not in attendance for two or more quarters is required to complete the program requirements in the catalog in effect at the time of their re-entry to the college. To graduate under a previous catalog, an application for graduation must be made within one year of completion of requirements.
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M.Ed., Seattle University  
Elizabeth Cumberland  
Nursing  
B.S.N., Regis University  
M.S.N., University of Phoenix  
Robert Danner  
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  
Sidnee-Marie Dunn  
Chemistry  
B.S., University of Utah  
M.S., central Washington University  
Patricia Dunsmore  
Developmental English and Reading  
A.A., San Bernadino Valley College  
B.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  
Annmary Fitzgerald  
Adult Basic Education  
B.A., Evergreen State College  
M.A., Western Kentucky University  
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
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Instructional Calendar

Summer Quarter 2015
First Day of Instruction ................................................................. July 1
Independence Day (no classes) ......................................................... July 4
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 (no DAY classes) ........................................ 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. 7-12
Faculty Days ........................................................................ 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 Day ........................................................................ 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 4
Last Day of Instruction ................................................................. Aug. 23
Final Examination Days ............................................................... Aug. 24-25
Quarter Break ................................................................. Students: Aug. 29 - Sept. 16
Faculty: Aug. 29 - Sept. 9

Fall Quarter 2016
Kick-off Week ................................................................... Sept. 12-16
First Day of Instruction ................................................................. Sept. 19
Student Advising Day ................................................................. Nov. 2
Veterans Day (no classes) .............................................................. Nov. 11
Thanksgiving (no classes) .............................................................. Nov. 24-25
Last Day of Instruction ................................................................. Dec. 2
Final Examination Days (day/night) .............................................. Dec. 5-9
Faculty Day ........................................................................ Dec. 12
Quarter Break ................................................................. Students: Dec. 12 – Jan. 2
Faculty: Dec. 13 – Jan. 2

Winter Quarter 2017
First Day of Instruction ................................................................. Jan. 3
Martin Luther King Day (no classes) ............................................. Jan. 16
Student Advising Day (no DAY classes) ........................................ Feb. 14
Faculty In-Service Day (no classes) .............................................. Feb. 15
President’s Day (no classes) ......................................................... Feb. 20
Last Day of Instruction ................................................................. March 17
Final Examination Days ............................................................. March 20-24
Quarter Break ................................................................. Students: March 27 – March 31
Faculty: March 28 – March 31

Spring Quarter 2017
First Day of Instruction ................................................................. April 3
Student Advising Day (no DAY classes) ........................................ May 16
Memorial Day (no classes) ............................................................. May 29
Last Day of Instruction ................................................................. June 13
Final Examination Days ............................................................. June 14-20
Graduation ........................................................................ June 16
Quarter Break ................................................................. Students: June 21 – June 30
Faculty: June 21 – June 30
Campus Maps

Olympia Campus Map

13 MTSU Grounds & Maintenance Buildings
16 Automotive, Welding & Central Services
20 Family Education Center / Child Care
21 Center for the Arts
22 Center for Student Success / Library
23 Anthropology, CAD & Geomatics
25 Under Renovation
26 Lecture Hall
27 Culinary Arts Center / Student Union
28 Administrative Services
29 Potting Shed
30 Greenhouses
31 Gymnasium
32 Horticulture
33 Developmental Education Center
34 Technical Education Center / Dental Clinic
35 Natural Sciences

Lacey Campus Map

4220 6th Avenue SE, Lacey, WA 98503-1024

Building One:
Corporate and Continuing Education
Small Business Development Center
Thurston Economic Development Council
South Puget Sound Business Resource Center

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

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

Equal Opportunity Policy
South Puget Sound Community College’s equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, sexual identity, 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 occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA). The college’s ADA coordinator is the chief human resources officer, 2011 Mottman Rd SW, Olympia WA 98512, (596-5360).

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; and in hard copy at the Olympia campus at Student Life, Building 27, second floor.

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; and 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.

Transferring 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.

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.

Statement of Non-Aggressive Recruiting and Financial Aid Practices

South Puget Sound Community College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.
The skills you need for the life you want.