Scott Nordahl always excelled in academics and athletics. Graduating in the top 10 of his class, he could have gone to college almost anywhere. But when it came to picking a school, Scott knew that the value of being close to home, and saving significant dollars on tuition, made sense to him.

"I grew up in Elma, about 30 minutes outside of Olympia," said Scott. In the quiet town of just over 3,000, Scott's impressive GPA and skills on the soccer field were getting noticed. "I was passionate about playing soccer and even earned league recognition for my performance on the field." When Scott graduated from high school in 2006, he was unsure what his next steps would be, and then found a path at SPSCC.

"That summer I attended tryouts for SPSCC's Clippers Men's Soccer program—and earned a spot on the roster." He enrolled in math and science classes to sharpen his skills to eventually enter a science or engineering program at a four year university. Scott continued to excel in school and on the field, earning him a scholarship that reduced his tuition for two years at SPSCC. He also worked hard to pay for the tuition that wasn't covered through scholarships. "In my second year I was able to use the work study program to earn money as an equipment manager for the soccer team while I was a player."

After graduating in from SPSCC in 2008, Scott swiftly transferred to Western's chemistry program with the encouragement of an SPSCC professor. He graduated with a bachelor's degree in Chemistry in 2011 and found an opportunity at a startup research company in Spokane, WA: Iasis Molecular Sciences. "We are currently developing antimicrobial technology, which we intend to implement into medical devices to prevent and treat healthcare acquired infections in the near future." He's worked for Iasis as a Research Chemist for the past five years and is extremely passionate about the company's work and his role. And it was his time at SPSCC that really sparked a passion in the sciences that led to his next steps to Western and a career. Scott earned an Associate of Arts degree, a Bachelor of Science degree in Chemistry, and is now working successfully in his field. Attending SPSCC allowed Scott to stay with his parents for a few more years and commute from home. He also felt good about paying less for tuition than he would at a university while determining a career path. spscc.edu/inspired
Welcome

Here at SPSCC, we have a strong team of faculty and staff that are making marks nationally and are focused on your success. Their efforts aim to get you from this moment to the moment where you walk across that stage. We have been nationally recognized as one of the top 50 community colleges because of our focus on academic excellence, equity, and return on investment. And we’re proud to be a community college that aims to meet the varied needs of Thurston County.

No matter what path you’re destined to journey, at SPSCC you will find so many great people to help you succeed and go forward in your academic pursuits. 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 with us, we want you to leave with the educational and professional skills that will help you thrive far beyond the classroom. Let us be part of getting you there.

Best wishes and welcome to SPSCC!

Multiple Locations Serving You

**Olympia Campus**
2011 Mottman Road SW, Olympia
360-596-5200
Our 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
360-709-2000
Our Lacey campus is conveniently located across from Lacey Transit Center, making SPSCC more accessible than ever.

**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.
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 Themes

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

Inspire Teaching and Learning Excellence
Faculty are supported to grow as teachers and lead instructional change that increases student engagement, achievement, and completion. Students acquire skills needed to thrive beyond the classroom.

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.

Champion Innovation
We promote a culture of creativity by encouraging innovation that enables institution-wide success. Teamwork and collaboration across disciplines and staff and faculty roles are essential aspects of innovation.

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, 25400 US Highway 19 North, Suite 158, Clearwater FL 33763 (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 2016 Enrollment

<table>
<thead>
<tr>
<th>Fall 2016 Enrollment</th>
<th>By Ethnicity</th>
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</thead>
<tbody>
<tr>
<td>6,041 Students</td>
<td>2.5% African American</td>
</tr>
<tr>
<td>4,143 (State Supported)</td>
<td>6.2% Asian</td>
</tr>
<tr>
<td>39% Male</td>
<td>55.8% Caucusian</td>
</tr>
<tr>
<td>53% Female</td>
<td>10% Hispanic</td>
</tr>
<tr>
<td>9% Unknown</td>
<td>2% International</td>
</tr>
<tr>
<td>Average Age: 28</td>
<td>6.3% Multiracial</td>
</tr>
<tr>
<td>Type of Student</td>
<td>1% Native American/Alaska Native</td>
</tr>
<tr>
<td>45.5% Transfer</td>
<td>1% Pacific Islander</td>
</tr>
<tr>
<td>33% Workforce</td>
<td>15.1% Unknown</td>
</tr>
<tr>
<td>9.4% Basic Skills</td>
<td>4% Grays Harbor County</td>
</tr>
<tr>
<td>12.1% Other</td>
<td>2% Lewis County</td>
</tr>
</tbody>
</table>

By Residence

<table>
<thead>
<tr>
<th>2016-17 International Student Nations</th>
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</thead>
<tbody>
<tr>
<td>Burkina Faso</td>
</tr>
<tr>
<td>Canada</td>
</tr>
<tr>
<td>China</td>
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<tr>
<td>Ecuador</td>
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<td>Gambia</td>
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<td>Germany</td>
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<td>Hong Kong</td>
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<td>India</td>
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<td>Indonesia</td>
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<td>Japan</td>
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<td>Kazakhstan</td>
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<td>Kosovo</td>
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<td>Laos</td>
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<td>Macau</td>
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<td>Nigeria</td>
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<td>Netherlands</td>
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<td>Portugal</td>
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<tr>
<td>Saudi Arabia</td>
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<tr>
<td>South Korea</td>
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</tbody>
</table>
Advancing Equity. Embracing Diversity.

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

The Diversity and Equity Center (DEC) 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. The DEC works 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 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
360-596-3128

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 DEC open and maintain a positive and inclusive atmosphere
> Plan events and activities to help SPSCC students feel connected and engaged in college life

To request a Peer Mentor come by the DEC or contact us at 360-596-3128.

Access Services
The Center for Student Success (Building 22), Suite 260
360-596-5306

SPSCC 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 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.

Students 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
> Submit a Bias Report online at spscc.edu/biasreport
> Emailing biasreport@spscc.edu
> Calling the Director of Security at 360-596-5292
> Reporting the incident to the Security Office (Building 25) 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?

5 Simple Steps:

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

1. **Apply/Reapply** spscc.edu/start
   Apply online or in person, Bldg. 22 (Olympia Campus) or Bldg. 1 (Lacey Campus) at the One Stop desk. There is no application fee.

2. **Get Connected** spscc.edu/getconnected
   Activate your new my.spscc.edu email account. Use that email address as your login to computers around campus and to access the student portal and Office 365.

3. **Determine Funding** spscc.edu/pay-for-college
   Fill out the FAFSA to request the money you need to attend college at SPSCC. Check your Financial Aid Portal to find out what’s missing in your financial aid application. Consider applying for Scholarships—they’re free money, after all!

4. **Assess Your Skills** spscc.edu/assessment
   In order to get into classes, an evaluation of your skills is needed. You can do this through placement testing or transcript review.

5. **Attend Advising & Registration** spscc.edu/registration
   New students must attend a New Student Advising & Registration session to help you get the most out of your college experience and secure the classes you need. Sign up early as dates (and classes) fill fast!

**Enrollment Services**
The Center for Student Success (Building 22), Second Floor Lacey Campus (Building 1)
360-596-5241; enroll@spscc.edu

Make your Transfer Credits Count

Students with credit at other colleges, can submit 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.

Students transferring to South Puget Sound Community College may be given appropriate credit for college-level work completed at post-secondary institutions accredited by one of the regional associations of colleges and universities. Additional transfer credit may be granted through Credit for Non-Traditional Learning (see page 112).

**How to Transfer Credits**
To transfer credit from other colleges or universities, students should request OFFICIAL transcripts from all previous colleges and submit through approved electronic processes or in an unopened and sealed envelope to Enrollment Services along with a completed Application for Transfer Credit.

> Credits involving technical or professional education must be no more than 10 years old.

> Only courses with passing grades may transfer.

> Credits accepted in transfer are not computed in the South Puget Sound Community College grade point average.

**Transfer Requirements for Other Colleges**
Transferability of any course and credits earned at South Puget Sound Community College is determined by the college or university to which the student is transferring.

Students are responsible for becoming familiar with the specific requirements of the school they wish to transfer to, and are encouraged to talk with both advisors at South Puget Sound Community College and an advisor at each prospective school to research transfer possibilities. Transferability of credits does not guarantee automatic admission to any particular baccalaureate institution, and specific questions regarding admission and transfer should be directed toward each respective school.

Other methods of receiving credit can be found on page 112 (Credit for Non-Traditional Learning)

More information can be found at spscc.edu/students/transfer-services.
The One Stop

The Center for Student Success (Building 22) and Lacey Campus
360-596-5241 | enroll@spscc.edu

From help applying for college and financial aid to applying for graduation, our One Stop aims to be the one-stop-shop to get you started toward the skills you need for the life you want.

Our Olympia Campus One Stop is housed in the Center for Student Success. On our Lacey Campus, the One Stop is located inside Building 1. Both locations are ready to help you apply to SPSCC, sign up for classes, assist with financial aid, get help with Veterans education benefits, and more.

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, their spouses and dependents, refugees and undocumented students who graduated high school or the equivalent in Washington state. Contact Enrollment Services for more information at enroll@spscc.edu.

Tuition and fees are due approximately three weeks before the start of the quarter. Actual dates will be posted online and at the One Stop.

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

The college charges a quarterly $20 matriculation fee, and a quarterly technology fee at the following rate: a student in 1-9 credits $35; students in 10 or more credits $45; ABE/ESL/GED/Parent Co-op students $10. An additional per-credit fee of $6 is assessed for the first 10 credits per quarter. This additional fee was established by a vote of the students to cover costs of the Student Union Building and the Health and Wellness Center. Associated Student Programs (ASP) fee for Running Start students is $5 per credit. For up-to-date information, see the quarterly publication Advance, visit spscc.edu, or contact the Business Office at 360-596-5246.

A course fee is charged for specific classes and is displayed in the class schedule. Some courses have specific laboratory and/or special fees. These fees are listed in the online class schedule. Online and 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 from the Vice President for Student Services, from the Office of Student Life and online at spscc.edu/students. Student Handbooks are provided at all new student advising sessions and are available in the Office of Student Life or online at spscc.edu/students.

Student Privacy
In accordance with the Family Educational Rights and Privacy Act (FERPA), South Puget Sound Community College enforces guidelines concerning information about the student’s permanent educational record, and governs the conditions of its disclosure. Except as otherwise indicated, SPSCC will not provide information contained in student records in response to inquiries unless the student has given consent to the college in writing. The consent must indicate a specific party to release records, must indicate the specific records that can be released, and is good for one year unless otherwise noted.

Exception will be made if knowledge of the information is necessary to protect the health or safety of the student or other individuals or disclosure is required by law.

The college provides additional information to military recruiters in compliance with federal Solomon Act requirements. Students wishing to be excluded from the student directory information, must file a non-disclosure request with the registrar to seal their records. South Puget Sound Community College assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure. By sealing your records, SPSCC will be unable to verify degrees, graduation, or any other requested information. Directory information includes:

> Student’s name, address (street & email), and phone number
> Date and place of birth
> Major field of study
> Extracurricular activities
> Athletic information (height and weight)
> Most recent institution attended
> Veteran’s status
> Dates of attendance and completion
> Degrees and awards received

Division Offices

Academic Support Services
Includes the library and tutoring services
Building 23
360-596-5416

Applied Technology
Building 23
360-596-5245

Humanities/Communication
Building 21
360-596-5595

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

Social Sciences and Business
Building 23
360-596-5256

Transition Studies
Includes pre-college (90-level) English classes; Adult Basic Education; English language instruction
Building 34
360-596-5317

SPSCC will refund 100% of tuition charged during the first five instructional days of each fall, winter, and spring quarters and the fourth instructional day in summer quarter. Withdrawals occurring during the sixth through the fifteenth instructional day of the quarter receive a 40% refund (summer quarter is the fifth through eleventh instructional day).
Learning Support Services East - Science
Natural and Applied Sciences (Building 35), Third Floor (Room 310)
360-596-5200 ext. 3647 | learningsupport@spscc.edu
spscc.edu/students/learning
Learning Support Services East offers tutoring support to all current SPSCC students enrolled in any science course, such as biology, chemistry, or physics. LSS East is staffed by caring and patient tutors who are trained to help you master the important techniques and concepts from your class, while offering support and encouragement as you work to achieve your academic goals. Reference books, computers (w/internet and printing), microscope/slide sets, and anatomical models are available for students to use in the center. LSS East is a free, walk-in center, so no appointments are necessary.

Student Computing Center
Building 34, Rooms 102-105
360-596-5273 | learningsupport@spscc.edu
spscc.edu/students/learning/computing
The Student Computing Center provides access to computers, printers, and the most current software applications, including those needed for CIS courses. Trained tutors offer free, drop-in tutoring to help students with computer-related questions and homework assignments. Headphones, ergonomic keyboards, and a selection of CIS textbooks are available for use in the center.

Library
The Center for Student Success (Building 22), First Floor
360-596-5271 | library@spscc.edu
spscc.edu/library
In addition to the books and other materials available on campus, the library offers access to a wide variety of online resources, including ebooks, films, and specialized databases. In the library, computers, media rooms, and study rooms are available for group work. Librarians provide research instruction and individual research advising. Students may borrow equipment such as netbooks, graphing calculators, jump drives and more. 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. Students, faculty, and staff are welcome to use Library facilities or to borrow materials. Library resources are available online. Materials not owned by SPSCC Library can be borrowed from other libraries locally or throughout the northwest.

Tutoring at Lacey Campus
LSS provides on-site tutoring for most classes and subjects at the Lacey Campus. For schedule, subjects, hours, and location, visit spscc.edu/students/learning.
Academic Support Resources

**Advising**
The Center for Student Success (Building 22), Second Floor
Lacey Campus (Building 1)
360-596-5241

Advising at SPSCC is part of the WSECU Center for Access, Advising and Career Services. Educational planners assist prospective and enrolled students in developing meaningful educational goals and providing educational planning assistance. 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 educational goals. Advising is part of the Enrollment Services office located in the Center for Student Success. For more advising information, visit spscc.edu/students/advising-support.

**HDEV 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 HDEV 101: Enhancing Student Success. This three-credit class introduces students to the resources available to them at SPSCC to support them in success as a student. 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 visit 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 visit 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.

**GED Testing (High School Equivalency Certificate)**
South Puget Sound Community College is an official High School Equivalency Certificate (GED®) Testing Center. The High School Equivalency (GED®) Certificate is available for adults age 19 and older who have not completed high school. Students age 16 and older can take the GED tests with approval from their local high school.

The college offers classes to help students prepare for the High School Equivalency test. For details, see GED® Classes and Testing (High School Equivalency Certificate) on page 20.

**Start Here Desk**
The Center for Student Success (Building 22), Second Floor
Lacey Campus (Building 1)
360-596-5200

The Start Here Desk is your first resource and welcome when you visit the college. It's staffed throughout the day at both campus locations to provide answers to quick questions, offer referrals to resources, and get prospective students started on becoming a SPSCC student.

**One Stop Student Services Center**
The Center for Student Success (Building 22), Second Floor
Lacey Campus (Building 1)
360-596-5241

The Student Services One Stop provides answers to questions and assistance for financial aid, registration, Running Start, veteran's benefits, Workforce Transitions, transcripts, requests and special program admissions.
High School 21+
360-596-5317

High School 21+ (HS21+) is a high school diploma program for students who are 21 years old or older. Students demonstrate their knowledge through existing high school transcripts, certificates, training, job and life experience and learning. 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.

HS21+ courses and testing are available on both Olympia and Lacey campuses.

Integrated Learning Opportunities

Lacey Core Courses

At the Lacey campus, English, Math, HDEV 101, and courses from the Humanities, Social Sciences, and Natural Sciences areas are brought together to provide a cross-instructional experience within a thematic concept. Professors who teach Core Courses have co-planned these and some course materials are shared between them. Each quarter, Student Life sponsors the Lacey Luncheon Series, which provides an opportunity for students to learn more about the quarterly theme outside of the classroom. The quarter culminates in the Lacey Student Conference where students participate in poster presentations to other students, faculty and staff. The Lacey Core also builds in opportunities for students to learn about and use college services that are essential to student success.

Olympia Learning Communities

At the Olympia 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 at spscc.edu 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. Associated Student Programs (ASP) fee for Running Start students is $5.00 per credit. To qualify for Running Start, students must be eligible for college-level English.

The partnership is monitored by high school counselors, and parents are required to be involved in educational planning decisions. Running Start students are required 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.

Skills Assessment/Testing

Entry testing by the college placement test (CPT) or high school/college transcript reviews help ensure students are placed at the right academic level to begin their college journey.

Testing Center locations

Olympia Campus, Center for Student Success (Building 22), Room 201
360-596-5770 or testing@spscc.edu

Lacey Campus (Building 1), Room 153
360-709-2020 or ccetesting@spscc.edu

The Testing Centers offer the ACCUPLACER as the college placement test (CPT). In addition, the centers offer High School Equivalency Test (GED®), entry assessment for ABE/GED and ESL classes, and CLEP testing, as well as proctoring for outside colleges and organizations. The Testing Centers also offer accommodated testing for students with disabilities.

Professional certification exams such as Pearson Vue, Kryterion and Castle Professional exams can be taken at our Lacey Campus Testing Center.
Career Services; Coop/Internships

WSECU Center for Career Services
The Center for Student Success (Building 22), Suite 250
360-596-5567

The 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 Center to look for opportunities in part-time and full-time job postings, state and federal work study programs, and the Cooperative Work Experience/Internship Program. Additionally, Career Services offers free lifetime employment 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
The Center for Student Success (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.
Financial Resources

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

Student Financial Services maintains information on private scholarships and free scholarship search websites. Applications and information for SPSCC Foundation scholarships are available at spscc.edu/scholarships. Please contact Student Financial Services for exact dates of availability and deadlines.

Additional Scholarship resources are available online at www.washboard.org.

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

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.

Student Financial Services can provide information and in-person assistance in completing financial aid 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.

Veterans Education Benefit (see page 14)

Workforce Transitions
The Center for Student Success (Building 22)
360-596-5252
spscc.edu/workforce

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.

Opportunity Grant
The Opportunity Grant is a state-funded program designed to help low-income students who are seeking education in fields such as Accounting, Automotive Technology, Early Childhood Education, Certified Nursing Assisting, I-BEST programs, Medical Assisting, Office Administration, and Welding. Opportunity grants are available for Washington residents who meet particular income guidelines.

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.

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 including certificates, degree completion, IBEST, GED preparation/HS21, Adult Basic Education, and English as a Second Language.
Essential Services

**Bookstore**
Student Union Building, First Floor (Building 27)
360-596-5303

The South Puget Sound Community College Bookstore offers students textbooks in a variety of formats – including new, used, new and used rental, and digital – as well as reference materials and trade books. The bookstore offers SPSCC Clippers emblematic clothing, school supplies, beverages and snacks, as well as gifts for students, alumni, family and friends. The bookstore also carries a robust selection of laptops and other technology products and accessories, including tablets, headphones, flash drives, calculators and more.

In addition to the campus store, the SPSCC Bookstore also manages its online bookstore website – spscc.bncollege.com – delivering an innovative customized shopping experience and giving students the choice and convenience to shop in-store or online. Orders can be shipped for free and easily picked up at the bookstore or sent to any location via UPS.

Students may return their course materials for a full refund in the original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of a schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes. Items must be in returnable condition.

While students can sell their textbooks back at any time, the best time is at the end of the term during finals week. And, students can sell their textbooks back to the bookstore regardless of where they were purchased.

**Access Services**
The Center for Student Success (Building 22), Suite 260
360-596-5306

See page 3.

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

The Clipper Café in the Student Union Building is open Monday through Friday and includes food prepared by the college’s Culinary Arts and Baking and Pastry Arts programs. The campus also has a Barnes & Noble Café serving a variety of beverage and food options in the Center for Student Success.

**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 students are encouraged to find alternative methods to get to campus. Intercity Transit provides service to the campus. Students taking credit classes can ride the local Intercity Transit buses free anytime, anywhere in Thurston County with a valid student identification card.

For more information on parking and transportation options, visit spscc.edu/campus-life/parking-transportation.

**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 the public by reservation. Reservations are available by calling 360-596-5404.

**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 spscc.edu/campus-life/campus-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/my/spscc.
Veterans 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 Chapter 1606, 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 Veterans Office (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 percent 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 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.
**Campus Activities Board**  
Student Union Building (Building 27), Second Floor  
360-596-5212  

The Campus Activities Board (CAB) offers student events ranging from fun activities like karaoke and service projects 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 (Building 27), Second Floor  
360-596-3220  

Students 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. Visit Student Life in the SUB to learn 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
Kenneth J. Minnaert Center for the Arts (Building 21)
360-596-5527
The Gallery at the Kenneth J. Minnaert Center for the Arts offers a diverse range of visual arts exhibitions 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
Gymnasium (Building 31)
360-596-5419
The college has four intercollegiate teams: men’s basketball and soccer, and women’s basketball and volleyball.

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 spscc.edu/athletics.

Music Program Concerts
Kenneth J. Minnaert Center for the Arts (Building 21)
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. The program 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 (Building 27), Second Floor
360-596-5212
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.

The Sounds News
Student Union Building (Building 27), Second Floor
360-596-5200, 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. For more information, visit thesoundsnews.com

Student Senate
Student Union Building (Building 27), Second Floor
360-596-5212
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. Student Senate meetings occur weekly and are open to all students.

Theatre and Drama Shows
Kenneth J. Minnaert Center for the Arts (Building 21)
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.
International Students

Student Union Building (Building 27), Second Floor  
360-596-5396 | spscc.edu/international

Admissions
In addition to meeting standard admission requirements, international students must provide verification that they have financial support for their education and living expenses. When an international student is accepted for admission, the college will provide the student with an I-20 document, which is necessary for applying for an F-1 student visa. International students are required to pay non-resident tuition and fees regardless of their length of stay in the state of Washington. International students must complete the International Student Application, which is available online at spscc.edu/international/apply. International students can apply for the International High School Completion/Dual Degree program, Intensive English, and all certificate and degree programs available at the college.

Services
International students attending South Puget Sound Community College receive a variety of services through the International Student Services office. An orientation program is provided prior to each quarter to inform new international students on college policies and services, immigration regulations, health care and insurance, academic advising support and cultural adjustment.

International students receive academic advising and degree planning from a dedicated staff member in the International Student Services office. This service provides students with one-on-one and group advising opportunities to select courses, plan degree paths, and explore options for transferring to 4-year institutions upon completion of an Associate’s degree. International Student Services can assist students in locating apartments or connect students with our approved homestay agency. International and domestic students are encouraged to participate in the International Student Association, which sponsors social, cultural and issue-oriented events to support intercultural interaction and understanding.

Study Abroad

Student Union Building (Building 27), Second Floor  
360-596-5367 | studyabroad@spscc.edu
spscc.edu/areas/study-abroad

The International Student Services office offers services and resources for studying abroad. SPSCC offers short-term faculty-led study abroad programs in Ireland, Japan and New Zealand. SPSCC is a member of the Washington Community College Consortium for Study Abroad (www.wcccsa.com), which offers opportunities for community college students to study abroad on summer and quarter-long programs in locations such as Germany, England, France, Costa Rica, Spain, and Germany.

SPSCC has two sister colleges: Otago Polytechnic in Dunedin, New Zealand and Instituto Tecnologico y de Estudio Superiores de Monterrey (ITESM) in Queretaro, Mexico. Opportunities are available for both faculty and student exchanges. SPSCC has transfer agreements with the following institutions: Otago Polytechnic for students interested in earning a Bachelor’s degree in Applied Management or Visual Arts; University of Otago for students interested in earning a Bachelor’s degree in Anthropology, History, Philosophy or Politics; The American Business School in Paris, France for students interested in earning a Bachelor’s degree in Business Administration; Cork Institute of Technology, Ireland for students interested in earning a Bachelor’s degree in Business Administration; and Goldsmith’s, University of London for students interested in earning a Bachelor’s degree in Politics or Anthropology. Students who want to explore these international transfer opportunities should contact the Study Abroad Advisor in International Student Services or the International Education Faculty Advisor.
Corporate & Continuing Education

Heritage Bank Center for Corporate and Continuing Education

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 Center offers a number of non-credit professional certificate programs:

- Business Analysis (Certificate of Achievement) IIBA© Endorsed Education Provider
- Geographic Information Systems (Certificate of Achievement)
- Graphic Designer I (Certificate of Achievement)
- Human Resource Management (Certificate of Achievement) HRCI© and SHRM Approved Provider
- Information Security (Certificate of Achievement)
- Leadership Development (Certificate of Achievement)
- Personal Trainer Certificate Program (Certificate of Achievement) PMI© Registered Education Provider

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 non-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.

Professional and Technical Consulting

The 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.

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 the Lacey Campus, 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.

Center for Business & Innovation

The Center for Business & Innovation (CB&I), a partnership between SPSCC and the Thurston Economic Development Council, supports businesses with services and resources to achieve success. The CB&I is a catalyst for creating and growing high-value, high-wage private sector companies. From planning and advancement to training and development, the Center for Business & Innovation can be contacted at 360-754-6320 or online at spscc.edu/cbi.
Programs of Study

As a student at South Puget Sound Community College, you’ll find a variety of pathways 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:

> Unless otherwise specified by the program planning guide, students must complete at least 30 credits at South Puget Sound Community College to be granted an Associate’s degree or the last 15 credits at South Puget Sound Community College to be granted a certificate.

> A minimum cumulative, college-level grade point average of 2.0 is required.

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 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 work or testing.

All students required to complete precollege Math or English course must complete HDEV 101: Enhancing Student Success (3 credits) within their first two quarters of attendance.

Application for Graduation
Candidates for degrees, certificates and diplomas must apply for graduation online. Applications can be found online at spscc.edu/students/graduation. Students are encouraged to apply for graduation two quarters prior to completion of their degree, certificate or diploma to allow enough time for graduation review, transcript posting, and diploma ordering. Candidates may complete their degree under the requirements set forth in any catalog issued during their continuous enrollment 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. The Graduation/Commencement Ceremony is held each June on the Olympia SPSCC campus. Students may participate in the ceremony if they have applied for graduation within the current academic year. Information regarding the ceremony can be found on the SPSCC website at spscc.edu/students/graduation.

Requirements for All Associate Degrees - Transfer and Applied Science

Diversity Requirement
South Puget Sound Community College requires all students seeking any associate degree to complete a course that meets the college criteria as a diversity course and has been approved by the college’s Instructional Council prior to the student enrolling in the class.

Requirements for All Transfer Degrees

Transfer programs like the Associate in Arts or Associate in Science degrees are designed primarily for students who plan to fulfill the general education requirements for a baccalaureate degree at a four-year college or university.

Each student should meet with an advisor to plan a program that meets the requirements and policies of the transfer 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 cumulative 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. See Credit for Non-Traditional Learning on page 112 for more details.

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 33-36) 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 Programs of Study beginning on page 19.
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: communication, computation and human relations for a minimum of 9 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 on page 72 for more information.

Certificate Requirements

South Puget Sound Community College offers three levels of certificates.

> The Certificate of Completion represents successful completion of core requirements totaling 45 credits or more in a specific occupational program. It is composed of industry-based skill courses and general education requirements (courses 100-level and above: communication, 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 21+

The South Puget Sound Community College High School 21+ is an alternative way to complete high school. Successful High School 21+ 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 for more details.

GED® Classes and Testing (High School Equivalency Certificate)

The High School Equivalency (GED®) Certificate is available for adults 19 years old and older who have not completed high school. Students 16 years old and older can take the GED tests with approval from their local high school. The college offers classes to help students prepare for the High School Equivalency test. For information on taking High School Equivalency (GED®) classes, call the Transition Studies Office at 360-596-5317 or online at spscc.edu/students/testing. For more details on testing, see High School Equivalency (GED®) Testing Center on page 9.

To obtain the High School Equivalency Certificate, students are required to earn satisfactory scores on the following tests: Reasoning through Language Arts, Mathematics, Science, and Social Studies. South Puget Sound Community College is an official High School Equivalency Certificate (GED®) Testing Center.

Additional information regarding scheduling the High School Equivalency test is available online or at 360-596-5770.

The Official Transcript of Test Results can be accessed online shortly after you have passed all four GED exams. This transcript provides proof of your successful completion of the High School Equivalency (GED®) exam. Duplicate copies of the certificate are also available online through the GED Testing Service website.
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Transfer Degrees

International Transfer Degrees

SPSCC maintains articulation agreements with various international colleges and universities, which allow eligible SPSCC students to transfer into bachelor programs. SPSCC graduates who have taken specific classes within a degree program may be eligible to transfer to earn a bachelor's degree at one of these colleges:

- The American Business School of Paris (Business)
- Cork Institute of Technology (Business)
- Goldsmiths, University of London (Anthropology & Politics)
- Otago Polytechnic (Applied Management & Visual Arts)
- Otago University (Anthropology, English, Philosophy, History & Politics)

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 33-36 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 cumulative 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 26 and the Associate in Business 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 27 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, Craft Brewing and Distilling, 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 on page 19.

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 28.

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 30.
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 disciplines) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101

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

For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
> Natural Sciences (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 121, GEOL& 101 with lab.
> Additional 5 credits in a different discipline can be taken from any category listed above.

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

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

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

DIRECT TRANSFER AGREEMENT (DTA)
(90 credits)

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

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

In planning this degree students need to work closely with their advisor or a counselor as although the Associate in Arts Degree transfers to four-year colleges and universities in Washington State, it may not meet specific department requirements. (For example, business, engineering, education, etc.) To earn an Associate in Arts degree all courses taken must be at college level (numbered 100 or above). A minimum of 75 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science – Direct Transfer Agreement. Copies of the list are available on line at spscc.edu/areas/general-ed-requirements. 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& 102C Composition II: Service Learning

Quantitative
5 credits from the quantitative General Education Distribution

Humanities
15 credits from 2 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 2 disciplines

Natural Science
15 credits from 2 disciplines. Must include 1 lab science

Electives
15 credits from the General Education Distribution or Specified Electives Lists. No more than 3 PE activity credits are accepted in transfer.
15 credits 100 level and above
# Associate in Biology

**DIRECT TRANSFER AGREEMENT (DTA)/MAJOR RELATED PROGRAM (MRP)**

(90 credits)

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

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

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

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

A class can only count once toward General Education requirements. For example, IIS 125 will satisfy either HUMANITIES or SOCIAL SCIENCE course requirements, but not both. A maximum of 5 credits in performance/skills courses may be applied to the humanities distribution requirement. A cumulative grade point average of 2.0 or above in all college-level courses required.

## Core Requirements

**Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>Choose one of the following:</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
<td></td>
</tr>
<tr>
<td>ENGL 102C</td>
<td>Composition II: Service Learning</td>
<td></td>
</tr>
</tbody>
</table>

**Quantitative**

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

**Humanities**

15 credits from 2 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 2 disciplines.

**Chemistry**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 161</td>
<td>General Chemistry w/Lab I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 162</td>
<td>General Chemistry w/Lab II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 163</td>
<td>General Chemistry w/Lab III</td>
<td>5</td>
</tr>
</tbody>
</table>

**Biology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 211</td>
<td>Majors Cellular</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 212</td>
<td>Majors Animal</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 213</td>
<td>Majors Plant</td>
<td>5</td>
</tr>
</tbody>
</table>

**Electives**

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

**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>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 142</td>
<td>Precalculus II</td>
<td>5</td>
</tr>
</tbody>
</table>
Associate in Business

DIRECT TRANSFER AGREEMENT (DTA)/Major Related Program (MRP)
(90 credits)

PROGRAM DESCRIPTION: Based on a state-wide transfer agreement, the Associate in Business Direct Transfer Agreement/Major Related Program, 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: At the completion of the Associate in Business Direct Transfer Agreement program, the successful student 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 work 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 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

For program planning purposes, students are advised that the lower-division requirements for individual Washington public university business schools may vary.

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

Universities with a lower division Business Law requirement UW (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: Business Computer Systems MIS 220 (for transfer students entering fall 2014)

Core Requirements

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

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

Humanities
15 credits from 2 disciplines. Must include 1 lab science. (see note 4)
MATH& 146 Introduction to Statistics 5
Physical, Biological, and/or Earth Science 5
Additional Natural Science 5

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

And choose a social science course from a different discipline (see note 5)

Natural Science
15 credits from 2 disciplines. Must include 1 lab science. (see note 4)
MATH& 146 Introduction to Statistics 5
Physical, Biological, and/or Earth Science 5
Additional Natural Science 5

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

Specific University Information

For program planning purposes, students are advised that the lower-division requirements for individual Washington public university/business schools may vary.

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Associate in Nursing Direct Transfer Agreement (DTA)/Major Related Program (MRP)

(135 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 Registered Nurse as defined by Washington State law (RCW 18.79.040 and WAC 246-840-700).

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,
- 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).

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 deadline.

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

2. Complete the Prerequisites: Prerequisite courses must be completed prior to application 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 and 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, TB testing, and CPR Training: 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. Students must also be tested for TB prior to beginning clinical rotations. Information regarding healthcare requirements will be provided with offers of admissions from the Nursing Program. Immunization requirements may change based upon clinical site requirements. Additionally, all nursing students must complete CPR for healthcare providers.

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 at all times to meet clinical agreement requirements.

Background Check & Drug Screening: A criminal history clearance is required by state law RCW 43.43.830 to participate in clinical care at clinical facilities. Some clinical facilities require national background checks and drug screening 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 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.

New Student Orientation: Students admitted into the program are mandated to attend orientation held prior to the start of the first quarter. Additional information about the orientation will be provided after acceptance to the program. This orientation includes a Test of Essential Academic Skills (TEAS).

Essential Skills: SPSCC encourages all interested and qualified individuals to apply to the nursing program and does not discriminate or deny admission to students with disabilities. Nursing students must meet the following essential skills to progress through the program:

- Ability to grasp scientific concepts, set up and answer basic math & algebra problems.
- Critical thinking sufficient for clinical judgment.
- Verbal and written communication sufficient to effectively interact with clients, peers, and others.
- Ability to move from room to room, maneuver in small spaces, remain on feet for extended periods of time, and lift up to 40 pounds.
- Gross and fine motor skills sufficient to provide safe and effective nursing care.
- Hearing sufficient to monitor and assess clients, e.g., hear heart and breath sounds and use a telephone.
- Visual acuity and color discrimination sufficient to read fine print, to observe and assess clients, e.g., identify skin tones as pale, ashen, grey, or bluish.
- Tactile ability sufficient for physical assessment, e.g., palpate peripheral pulses.
- Computer literacy

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>1st Quarter Fall</strong></td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>ENGL 102</td>
<td>Composition II</td>
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</tr>
<tr>
<td>CHEM 121</td>
<td>Introduction to Chemistry</td>
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<tr>
<td>MATH 146</td>
<td>Introduction to Statistics</td>
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<td><strong>2nd Quarter Winter</strong></td>
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<td>BIOL 160</td>
<td>General Biology w/Lab</td>
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<td>BIOL 211</td>
<td>Majors Cellular</td>
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<tr>
<td>BIOL 241</td>
<td>Human A &amp; P 1</td>
<td>5</td>
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<td>PSYC 100</td>
<td>General Psychology</td>
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<td><strong>3rd Quarter Spring</strong></td>
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<td>BIOL 242</td>
<td>Human A &amp; P 2</td>
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<td>PSYC 200</td>
<td>Lifespan Psychology</td>
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<td>BIOL 260</td>
<td>Microbiology</td>
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<tr>
<td><strong>4th Quarter Summer</strong></td>
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<td></td>
<td>5 credits in Communications from approved course list</td>
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<td></td>
<td>10 credits in Nursing Humanities (DTA)</td>
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<td><strong>5th Quarter Fall</strong></td>
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<td>NURS 111</td>
<td>Integrated Nursing Care I: Diversity</td>
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<td>NURS 112</td>
<td>Integrated Nursing Care &amp; Assessment I-Lab/clinical</td>
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<td>Ethics and Policy in Health Care I: Diversity</td>
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<td>NURS 116</td>
<td>Nutrition in Health Care I</td>
<td>3</td>
</tr>
<tr>
<td><strong>6th Quarter Winter</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 121</td>
<td>Integrated Nursing Care II – Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 122</td>
<td>Integrated Nursing Care &amp; Assessment II-Lab/clinical</td>
<td>5</td>
</tr>
<tr>
<td><strong>7th Quarter Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 123</td>
<td>Integrated Nursing II-Pathophysiology/Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HUM 236</td>
<td>Ethics and Policy in Healthcare II</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 236</td>
<td>Psychosocial Issues in Health Care II</td>
<td>1</td>
</tr>
<tr>
<td><strong>8th Quarter Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 211</td>
<td>Integrated Nursing Care IV – Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 212</td>
<td>Integrated Nursing Care &amp; Assessment IV-Lab/clinical</td>
<td>5</td>
</tr>
<tr>
<td>NURS 213</td>
<td>Integrated Nursing IV-Pathophysiology/Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HUM 238</td>
<td>Ethics and Policy in Health Care IV</td>
<td>1</td>
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<tr>
<td>PSYC 238</td>
<td>Psychosocial Issues in Health Care IV</td>
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<tr>
<td>NURS 216</td>
<td>Nutrition in Health Care IV</td>
<td>2</td>
</tr>
<tr>
<td><strong>9th Quarter Winter</strong></td>
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<td></td>
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<tr>
<td>NURS 221</td>
<td>Integrated Nursing Care V – Theory</td>
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<tr>
<td>NURS 222</td>
<td>Integrated Nursing Care &amp; Assessment V-Lab/clinical</td>
<td>5</td>
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<tr>
<td>NURS 223</td>
<td>Integrated Nrsng V – Pathophysiology/Pharmacology</td>
<td>2</td>
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<tr>
<td>HUM 239</td>
<td>Ethics and Policy in Health Care V</td>
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<tr>
<td>PSYC 239</td>
<td>Psychosocial Issues in Health Care V</td>
<td>1</td>
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<tr>
<td><strong>10th Quarter Spring</strong></td>
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</tr>
<tr>
<td>NURS 231</td>
<td>Nursing Transition Into Practice</td>
<td>4</td>
</tr>
<tr>
<td>NURS 232</td>
<td>Preceptorship</td>
<td>6</td>
</tr>
<tr>
<td>NURS 233</td>
<td>Capstone Project</td>
<td>2</td>
</tr>
</tbody>
</table>

National accreditation: Currently the nursing program at SPSCC is not nationally accredited. This may limit future educational and career opportunities after graduation. However, SPSCC graduates are eligible for licensure as RN’s in Washington and other states, currently attend RN-BSN programs at regional universities, and have been hired by our local hospitals and care facilities. We actively encourage all graduates to progress to a BSN degree after completion of their nursing program at SPSCC.
Associate in Pre-Nursing

DIRECT TRANSFER AGREEMENT (DTA)/MAJOR RELATED PROGRAM (MRP)  
(90 credits)

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

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

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

To earn an Associate in Pre Nursing Degree all courses taken must be at college level (numbered 100 or above). A minimum of 85 of the 90 credits required for the degree must be from the General Education Requirements for the Associate in Arts & Science—Direct Transfer Agreement. Copies of the list are available in Building 22 or on line at spscc.edu. A maximum of 5 credits will be allowed for courses numbered 100 or above that are not on the GE list. A cumulative grade point average of 2.0 or above in all college-level courses required.

Core Requirements

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

Electives

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

(90 credits)

**PROGRAM DESCRIPTION:** The Associate in Science-Transfer is designed for persons interested in transferring to a four-year college or university to study science or engineering. 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. AS-T Track 1 focuses on chemistry, biology, environmental and natural resource sciences and geology and earth sciences.

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

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

A minimum of 90 credits is required. All courses taken must be at college level (numbered 100 or above), with a cumulative grade point average of 2.0 or above. Of the 90 credits required for the degree, 85 must be from the General Education Requirements for the Associate in Arts & Science - Direct Transfer Agreement. A class can only count once toward General Education requirements. For example, IIS 125 will satisfy either HUMANITIES or SOCIAL SCIENCE course requirements, but not both. A maximum of 5 credits in performance/skills courses may be applied to the humanities distribution requirement.

### Core Requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>Quantitative</td>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td>Choose one of the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Must</td>
<td>be in different discipline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Should</td>
<td>than those above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Should</td>
<td>fulfill diversity requirement</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>CHEM&amp; 161</td>
<td>General Chemistry w/Lab I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM&amp; 162</td>
<td>General Chemistry w/Lab II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>CHEM&amp; 163</td>
<td>General Chemistry w/Lab III</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td>BIOL 211</td>
<td>Majors Cellular</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>BIOL 212</td>
<td>Majors Animal</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>BIOL&amp; 213</td>
<td>Majors Plant</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>CHEM&amp;241</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHEM&amp;251</td>
<td>Organic Chemistry Lab I</td>
<td>3</td>
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<tr>
<td></td>
<td>CHEM&amp;242</td>
<td>Organic Chemistry II</td>
<td>4</td>
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<tr>
<td></td>
<td>CHEM&amp;243</td>
<td>Organic Chemistry III</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td>PHYS&amp; 114</td>
<td>General Physics I w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHYS&amp; 115</td>
<td>General Physics II w/Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHYS&amp; 116</td>
<td>General Physics III w/Lab</td>
<td>5</td>
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</table>

### OR

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

### Additional Science

Must be pre-approved by advisor. 10 credits in physics, geology, organic chemistry, biology, botany or math normally taken for science majors. Including science-related internships (COOP 190/290) or individual study. For students taking the organic chemistry sequence, CHEM& 252 is strongly recommended and may be included here.

### 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>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II</td>
<td>5</td>
</tr>
</tbody>
</table>
Associate in Science Track 2
(90 credits)

PROGRAM DESCRIPTION: The Associate in Science-Transfer is designed for persons interested in transferring to a four-year college or university to study science or engineering. 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. AS-T Track 2 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. 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

<table>
<thead>
<tr>
<th>Communication</th>
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<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
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<tr>
<td>Quantitative</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 151 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>AND Choose one of the following:</td>
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</tr>
<tr>
<td>MATH&amp; 153 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146 Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td></td>
</tr>
<tr>
<td>Must be in different discipline than those above. Should fulfill diversity requirement.</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
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</tr>
<tr>
<td>CHEM&amp; 161 General Chemistry w/Lab I</td>
<td>5</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>Engineering Physics recommended. General Physics may be substituted, but students should consult with a faculty advisor before choosing that option since it may affect transfer placement.</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 221 Engineering Physics I w/Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 222 Engineering Physics II w/Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS&amp; 223 Engineering Physics III w/Lab</td>
<td></td>
</tr>
</tbody>
</table>

Remaining Credits

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

MATH& 141 Precalculus I 5
MATH& 142 Precalculus II 5

Engineering is a broad discipline, so each specialty will have different requirements. Students should work with a faculty advisor to select courses for the appropriate specialty. Depending on the degree requirements of a transfer baccalaureate institution, students should plan to take the following:

Bio-medical pre-Engineering:

MATH 205 Linear Algebra, MATH& 254 Calculus IV; BIOL& 211, 212, 213, Biology for Majors; CHEM& 161, 162,163 General Chemistry I, II, and III

Chemical pre-Engineering: CHEM& 161, 162,163 General Chemistry I, II, and III, CHEM& 241; MATH& 153 Calculus III, MATH 205 Linear Algebra, MATH 238 Differential Equations, MATH& 254 Calculus IV

Computer Science: BIOL& 211 Cellular Biology for Majors; MATH& 151, 152, 153, 254 Calculus I-IV; CS 142 and 143 Object Oriented Programming I and II

Computer Engineering: MATH& 151, 152, 153, 254 Calculus I-IV; CS 142 and 143 Object Oriented Programming I and II

Electrical Engineering: MATH& 151, 152, 153, 254 Calculus I-IV; CS 142 and Object Oriented Programming I

Civil & Mechanical Engineering: MATH& 153 Calculus III, MATH 205 Linear Algebra, MATH& 254 Calculus IV; CHEM& 161 and 162 General Chemistry I and II; ENGR& 214 Statics, ENGR& 215 Dynamics; GEOL& 101 Introduction to Physical Geology or BIOL& 211 Cellular Biology for Majors
### Distribution Requirements for General Education

**ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE**

**Direct Transfer Degrees**

#### COMMUNICATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal 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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</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>CMST 260</td>
<td>Communication and Conflict</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102C</td>
<td>Composition II: Service Learning</td>
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<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
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#### QUANTITATIVE

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<td>Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Precalculus for Business/Social Sciences</td>
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</tr>
<tr>
<td>MATH&amp; 148</td>
<td>Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 153</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 205</td>
<td>Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 238</td>
<td>Differential Equations</td>
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</tr>
<tr>
<td>MATH&amp; 254</td>
<td>Calculus IV</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
<td>5</td>
</tr>
</tbody>
</table>

#### HUMANITIES

* No more than 5 credits in performance/skill courses are allowed
** For Nursing program only

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Introduction to Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 111</td>
<td>Art History: Ancient and Medieval</td>
<td>5</td>
</tr>
<tr>
<td>ART 112</td>
<td>Art History: 14th to 17th Centuries</td>
<td>5</td>
</tr>
<tr>
<td>ART 113</td>
<td>Art History: Modern</td>
<td>5</td>
</tr>
<tr>
<td>ART 114</td>
<td>Art of World Cultures</td>
<td></td>
</tr>
<tr>
<td>ART 115</td>
<td>Latin American Art and Culture: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>ART 116</td>
<td>Art in America: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>*ART 120</td>
<td>Beginning Drawing</td>
<td>5</td>
</tr>
<tr>
<td>*ART 130</td>
<td>2D Design</td>
<td>5</td>
</tr>
<tr>
<td>*ART 135</td>
<td>3D Design</td>
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<tr>
<td>*ART 140</td>
<td>Printmaking</td>
<td>5</td>
</tr>
<tr>
<td>*ART 150</td>
<td>Beginning Ceramics</td>
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<tr>
<td>*ART 155</td>
<td>Sculpture</td>
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<tr>
<td>*ART 160</td>
<td>Beginning Painting</td>
<td>5</td>
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<tr>
<td>*ART 165</td>
<td>Watercolor Painting</td>
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</tr>
<tr>
<td>*ART 170</td>
<td>Digital Photography</td>
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* *ART 220 Intermediate Drawing 5
* *ART 250 Intermediate Ceramics 5
* *ART 251 Advanced Ceramics 5
* *ART 260 Painting Studio 5
* *ART 270 Intermediate Digital Photography 5
* ASL& 121 American Sign Language I 5
* ASL& 122 American Sign Language II 5
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* ASL& 223 American Sign Language VI 5
* CHIN& 121 Chinese I 5
* CHIN& 122 Chinese II 5
* CHIN& 123 Chinese III 5
* CMST& 102 Introduction to Mass Media 5
* CMST 105 Introduction to Online Journalism 5
* CMST 240 Intercultural Communication: Diversity 5
* DRMA& 101 Introduction to Theatre 5
* *DRMA 160 Acting I 3
* *DRMA 260 Acting II 3
* *DRMA 261 Acting II/Directing 3
* *DRMA 270 Rehearsal and Performance: Summer Stock 5
* *DRMA 271 Rehearsal and Performance: Drama 5
* *DRMA 272 Rehearsal and Performance: Comedy 5
* *DRMA 273 Rehearsal and Performance: Musical 5
* ENGL 111 Introduction to Literature 5
* ENGL 112 Introduction to Fiction 5
* ENGL 113 Introduction to Poetry 5
* ENGL 114 Introduction to Drama 5
* ENGL 201 Women in Literature: Diversity 5
* ENGL& 236 Creative Writing I: Fiction 5
* ENGL& 237 Creative Writing II: Poetry 5
* ENGL& 238 Creative Writing III: Creative Non-Fiction 5
* ENGL 243 Topics in Modern Literature (Variable Subtitles) 5
* ENGL& 244 American Literature I 5
* ENGL 250 American Ethnic Literature: Diversity 5
* ENGL& 254 World Literature I 5
* ENGL& 255 World Literature II 5
* FILM 116 Introduction to Film Studies 5
* FILM 117 Film History 5
* FILM 118 Topics in Film and Culture (Variable Subtitles) 5
* FILMP 114 Introduction to Film Production 5
* FRCH& 121 French I 5
* FRCH& 122 French II 5
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**NATURAL SCIENCE**

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PHYS& 114  General Physics I w/lab 5
PHYS& 115  General Physics II w/lab 5
PHYS& 116  General Physics III w/lab 5
PHYS& 221  Engineering Physics I w/lab 5
PHYS& 222  Engineering Physics II w/lab 5
PHYS& 223  Engineering Physics III w/lab 5

SOCIAL SCIENCE

ANTH& 100  Survey of Anthropology 5
ANTH& 104  World Prehistory 5
ANTH& 204  Archaeology 5
D ANTH& 206  Cultural Anthropology: Diversity 5
ANTH& 207  Linguistic Anthropology 5
D ANTH& 210  Indians of North America: Diversity 5
D ANTH& 216  Northwest Coast Indians: Diversity 5
D ANTH& 227  Pacific Island Cultures: Diversity 5
ANTH 270  Anthropology of Diverse Sexualities: Diversity 5
BUS& 101  Introduction to Business 5
CJ& 101  Introduction to Criminal Justice 5
CJ& 105  Introduction to Corrections 5
CJ& 112  Criminology 5
CJ& 240  Introduction Forensic Science 5
ECON& 201  Micro Economics 5
ECON& 202  Macro Economics 5
ECED& 105  Introduction Early Child Education 5
EDUC& 115  Child Development 5
EDUC& 205  Introduction to Education w/Field Experience 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& 126  World Civilization I 5
HIST& 127  World Civilization II 5
HIST& 128  World 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
D IIS 129  Introduction to Middle Eastern Studies: Diversity 5
D IIS 130  Introduction to East Asian Studies: Diversity 5
D 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  Introduction to 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
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PSYC 265  Forensic Psychology 5
PSYC 270  Health Psychology 5
SOC& 101  Introduction to Sociology 5
SOC 200  Introduction to Social Work 5
D SOC& 201  Social Problems: Diversity 5
D SOC 205  Sociology of Race and Ethnicity: Diversity 5
SOC 209  Fundamentals of Social Science Research Methods 5
D SOC 225  Sociology of the Family: Diversity 5
D SOC 235  Sociology of Gender: Diversity 5
D SOC 245  Social Movements: Diversity 5
D SOC 255  Global Sociology: Diversity 5
D SOC 275  Diverse Sexualities and Culture: Diversity 5
D SOC 285  Food and Society: Diversity 5

SPECIFIED ELECTIVES LIST

Based on “Courses Generally accepted in Transfer”

ACCT& 201  Principles of Accounting I 5
ACCT& 202  Principles of Accounting II 5
ACCT& 203  Principles of Accounting III 5
CIS 160  Introduction to Programming 5
CIS 168  Programming Logic 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)
## DIVERSITY

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

- **D** Designates Diversity Courses throughout General Education List.
- *Quarter in which courses became eligible as a Diversity course. (Fall, Winter, Spring, Summer).*

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<td><strong>NURS 111</strong></td>
<td>Integrated Nursing Care I: Diversity (Fall 15)</td>
<td>2</td>
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</tr>
<tr>
<td><strong>NURS 114</strong></td>
<td>Ethics and Policy in Health Care I: Diversity (Fall 15)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>NURS 115</strong></td>
<td>Psychosocial Issues in Health Care I: Diversity (Fall 15)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity (Summer 06)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC&amp; 201</td>
<td>Social Problems: Diversity (Spring 10)</td>
<td>5</td>
<td></td>
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<tr>
<td>SOC 205</td>
<td>Sociology of Race and Ethnicity: Diversity (Winter 06)</td>
<td>5</td>
<td></td>
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<tr>
<td>SOC 225</td>
<td>Sociology of the Family: Diversity (Fall 07)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC 235</td>
<td>Sociology of Gender: Diversity (Winter 06)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC 245</td>
<td>Social Movements: Diversity (Spring 10)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC 255</td>
<td>Global Sociology: Diversity (Spring 10)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC 275</td>
<td>Diverse Sexualities and Culture: Diversity (Spring 06)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC 285</td>
<td>Food and Society: Diversity (Fall 13)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
Accounting

Associate in Applied Science Degree
(99-101 credits)

Accounting Clerk Certificate of Completion
(53-63 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.

At the completion of the Accounting Program, the successful student will be able to:
- In a complex setting, students will be able to gather and analyze a variety of information using accounting concepts to draw appropriate and supportable conclusions
- Clearly express in a variety of forms accounting information that is useful to a broad class of decision-makers
- Properly select quantitative and qualitative accounting data and apply a process to the data in order to reach accurate and reliable conclusions
- Recognize ethical dilemmas in the workplace and assess the consequences of these dilemmas
- Identify and adjust to workplace differences in order to operate collaboratively and effectively in an organizational setting

Core Requirements -
Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 202</td>
<td>Principles of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 203</td>
<td>Principles of Accounting III</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 206</td>
<td>General Ledger Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 239</td>
<td>Payroll Accounting and Business Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>Excel</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 150</td>
<td>Formatting I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 097</td>
<td>Essentials of Intermediate Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

AND Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
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</tbody>
</table>

Additional Requirements – Associate Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 231</td>
<td>Intermediate Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 232</td>
<td>Intermediate Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 235</td>
<td>Governmental Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 238</td>
<td>Federal Income Tax</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 240</td>
<td>Auditing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 202</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 289</td>
<td>Integrated Business Applications</td>
<td>5</td>
</tr>
</tbody>
</table>

AND Choose one of the following:

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

Communication:

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

Additional Communication:

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Communication</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: 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 Communication</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>OFTEC 260</td>
<td>Business Communication</td>
<td></td>
</tr>
</tbody>
</table>

Human Relations

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>3-5</td>
</tr>
<tr>
<td>OFTEC 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>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>
</tbody>
</table>

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

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

**Associate in Applied Science Degree**
(90-99 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.

At the completion of the Advanced Manufacturing Program, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and present creative solutions in the design and completion of projects
- Demonstrate effective oral, written, and graphical communication skills appropriate to the manufacturing industry
- Demonstrate basic and precision measurement methods and interpret information presented in graphs, charts, and blueprints
- Commit to the quality of results in project design and execution and demonstrate an understanding of professional and ethical responsibility related to their professional discipline
- Demonstrate the ability to be effective team members and leaders through displaying the capability to understand the value of diversity with groups and strategies for balancing group dynamics and process

In addition, students who complete the program will 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

## Core Requirements

**Associate Degree and Certificate of Proficiency**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 101</td>
<td>Introduction to Machining</td>
<td>5</td>
</tr>
<tr>
<td>CMT 102</td>
<td>Measurement, Materials and Safety</td>
<td>5</td>
</tr>
<tr>
<td>CMT 103</td>
<td>Print Reading for Machine Trades</td>
<td>5</td>
</tr>
<tr>
<td>CMT 105</td>
<td>Inspection/Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>CMT 106</td>
<td>Fundamentals of Computer</td>
<td></td>
</tr>
<tr>
<td>CMT 107</td>
<td>Numerical Controlled Machines (CNC)</td>
<td>5</td>
</tr>
<tr>
<td>CMT 108</td>
<td>Job Planning, Benchwork, and Layout</td>
<td>5</td>
</tr>
<tr>
<td>CMT 109</td>
<td>CNC Mills and Lathes</td>
<td>6</td>
</tr>
<tr>
<td>CMT 110</td>
<td>CNC Programming</td>
<td>6</td>
</tr>
</tbody>
</table>

**Additional Requirements for Associate Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 201</td>
<td>Advanced CNC Machining</td>
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</tr>
<tr>
<td>CMT 202</td>
<td>Advanced CNC Programming</td>
<td>5</td>
</tr>
<tr>
<td>CMT 203</td>
<td>Advanced CNC Machining</td>
<td>5</td>
</tr>
<tr>
<td>CMT 204</td>
<td>Advanced Machine Shop Applications</td>
<td>8</td>
</tr>
</tbody>
</table>

Choose one of the following:
- CAD 101 Mechanical Drafting I
- OR
- CAD 150 Introduction to CAD

Choose a minimum of 7 credits to achieve 90 credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 241</td>
<td>Mechanical CAD I</td>
<td>5</td>
</tr>
<tr>
<td>CAD 242</td>
<td>Mechanical CAD II</td>
<td>5</td>
</tr>
<tr>
<td>CAD 243</td>
<td>Mechanical CAD III</td>
<td>5</td>
</tr>
<tr>
<td>COOP 190</td>
<td>Cooperative Work Experience</td>
<td>2-5</td>
</tr>
<tr>
<td>COOP 290</td>
<td>Cooperative Work Experience</td>
<td>2-5</td>
</tr>
<tr>
<td>AUTO 100</td>
<td>Introduction to Automotive</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 111</td>
<td>Basic Electrical/Electronic Systems</td>
<td>16</td>
</tr>
<tr>
<td>AUTO 121</td>
<td>Automotive Steering, Suspension and Brake Systems</td>
<td>16</td>
</tr>
<tr>
<td>WELD 102</td>
<td>Welding Theory I</td>
<td>5</td>
</tr>
<tr>
<td>WELD 103</td>
<td>Thermal Cutting and Gouging</td>
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</tr>
<tr>
<td>WELD 104</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 106</td>
<td>Shielded Metal Arc Welding I</td>
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</tbody>
</table>

**General Education Requirements**

**Communication:**
- ENGL& 101 English Composition I | 5

**Computation:**
- MATH 101 Technical Mathematics I | 5

**Human Relations:**
Choose from General Education – AAS | 5

**Recommended Courses**
- BUS 260 Principles of Management: Diversity
- PSYC 116 Psychology of Human Relations: Diversity

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Automotive Technology

Associate in Applied Science Degree (126-128 credits)

Certificates of Proficiency:
- Beginning Automotive Technology (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.

At the completion of the Automotive Technology Program, the successful student will be able to:
- Demonstrate the ability to identify, analyze and provide diagnostic solutions to automotive repair projects
- Apply effective communication skills as a team member by properly completing work order summaries containing the three “C”s (complaint, cause, correction)
- Interpret and apply mathematical equations used in the automotive industry
- Apply the appropriate legal repair standards and technical practices while diagnosing and repairing customer-based cars
- Critique their own ability to work effectively and collaboratively in multi-disciplinary lab teams

In addition, students who complete the program will 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, engine performance and engine repair
- Research applicable vehicle information using computer based service manuals
- Demonstrate the ability to write a vehicle work order summary containing the three “C”s (complaint, cause, correction)
- Demonstrate the entry-level knowledge necessary to take the ASE (Automotive Service Excellence) tests

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

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

Core Requirements - Associate Degree, Beginning Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 100</td>
<td>Introduction to Automotive</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 111</td>
<td>Basic Electrical/Electronic Systems</td>
<td>16</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Automotive Fuels and Ignition Systems</td>
<td>16</td>
</tr>
</tbody>
</table>

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

Core Requirements - Associate Degree, Intermediate Certificate

Intermediate Certificate Prerequisite: AUTO 111 or Automotive Placement Test

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 121</td>
<td>Automotive Steering, Suspension and Brake Systems</td>
<td>16</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Automotive Driveability and Emissions</td>
<td>16</td>
</tr>
</tbody>
</table>

Core Requirements - Associate Degree, Advanced Certificate

Advanced Certificate Prerequisite: AUTO 220 or Automotive Placement Test

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

Core Requirements - Associate Degree, Engine Certificate

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

General Education Requirements - Associate Degree

Communication:
- ENGL& 101 English Composition I 5

Computation
- Choose from General Education – AAS 5

Human Relations
- Choose from General Education – AAS 3-5

(must satisfy diversity requirements)
Baking and Pastry Arts
Certificate of Completion
(60-67 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.

At the completion of the Baking and Pastry Arts Certificate, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and problem solve in a baking and pastry environment
- Communicate professional material in oral and written forms with their peers, supervisors, other industry professionals, and customers
- Demonstrate an understanding of mathematical concepts in scaling, measuring, pricing, food costing, percentage calculation and recipe conversions while using mathematical ideas to solve problems
- Apply the appropriate industry standards and practices in a business and food practice context
- Demonstrate an awareness of diverse beliefs and practices and the impact of culture on food

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.
> 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 103</td>
<td>Sanitation</td>
<td>3</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>
</tbody>
</table>

Special Program Note:

> 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.

Special Program Note:

> 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.

General Education Requirements

Communication:
- ENGL 101 English Composition I 5

Additional Communication:
- 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 credits)
Certificate of Completion
Business Operations Coordinator (58 credits)
Certificate of Proficiency
Financial Services (40 credits)
Certificate of Achievement
Entrepreneurship (19 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.

At the completion of the Business Administration Program, the successful student 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 360-596-5200, ext. 4625 for additional information.

Core Requirements
ACCTT 201 Principles of Accounting 5
BUS 101 Introduction to Business 5
BUS 160 Principles of Marketing 5
BUS 201 Business Law 5
BUS 240 Principles of Finance 5
BUS 260 Principles of Management: Diversity 5
BUS 289 Integrated Business Applications 5
OFTEC 108 Introduction to Microsoft Office 3
OFTEC 141 Excel 5
ECON& 202 Macro Economics 5

AND Choose one of the following: 5

ENGL& 102 Composition II
ENGL& 102C Composition II: Service Learning
ENGL& 235 Technical Writing
OFTEC 260 Business Communication

Electives
Select a minimum of 15 credits from the following list with the assistance of an advisor
ACCTT 202 Principles of Accounting II
ACCT 206 General Ledger Computerized Accounting
ACCT 239 Payroll Accounting and Business Taxes
BUS 140 Customer Service
BUS 202 Business Law II
BUS 220 Starting and Managing a Small Business
BUS 270 Human Resources Management
CMST 105 Introduction to Online Journalism
ECON& 201 Micro Economics
PHIL 102 Ethics
PSYC 116 Psychology of Human Relations: Diversity
BUS 190/290 Cooperative Work Experience/Internship

General Education Requirements
Communication:
ENGL 101 English Composition I 5

Additional Communication:
Choose one of the following: 5
CMST& 220 Public Speaking
CMST 240 Intercultural Communication: Diversity

Computation
Choose one of the following: 5
BUS 104 Business Math
MATH& 146 Introduction to Statistics

7 unrestricted elective credits
Business Operations Coordinator

Certificate of Completion (58 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.

At the completion of the Business Operations Coordinator Certificate, the successful student will be able to:

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

In addition, students who complete the program will demonstrate the following skills standards:

- 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction 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>OFTEC 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 136</td>
<td>Microsoft Word I</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>Excel</td>
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Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>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 184</td>
<td>Creating Web Pages</td>
</tr>
</tbody>
</table>

General Education Requirements

Communication:

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

Additional Communication:

Choose one of the following: 5

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

At the completion of the CAD/BIM Technology Program, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and present accurate solutions to the assigned projects
- Able to use a variety of effective communication tools and skills to support conclusions, projects, solutions and technical documentation
- Apply knowledge related academic skills, applied mathematics and industry software platforms to resolve technical engineering/drafting problems
- Commit to the quality of results in assigned projects and professional and ethical responsibility related to their professional discipline
- Actively engage on diverse, multi-disciplinary teams

In addition, students who complete the program will demonstrate the following skills standards specific to CAD-BIM Technology:

- 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
- Model mechanical design concepts in 3D utilizing industry recognized solid modeling software

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

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

CAD 101  Mechanical Drafting I  5
CAD 120  Architectural Drafting I  5
CAD 150  Introduction to CAD  5
CAD 160  Civil Drafting I  4

Additional Requirements – Associate Degree

Additional 3 of the 4 following Certificates

Architectural Drafting Certificate
CAD 222  Architectural CAD I  5
CAD 223  Architectural CAD II  5
CAD 224  Architectural CAD III  5
BIM 211  Construction Documents  5

Mechanical Drafting Certificate
CAD 241  Mechanical CAD I  5
CAD 242  Mechanical CAD II  5
CAD 243  Mechanical CAD III  5

Civil Drafting Certificate
CAD 261  Civil CAD I  5
CAD 262  Civil CAD II  5
CAD 263  Civil CAD III  5
CAD 264  Surveying I  3

Building Information Modeling Certificate
BIM 201  Building Information Modeling I  5
BIM 202  Building Information Modeling II  5
BIM 203  Building Information Modeling III  5
BIM 211  Construction Documents  5

General Education Requirements - Associate Degree, Certificates of Completion

Communication:
ENGL& 101  English Composition I  5

Additional Communication:
Choose from General Education – AAS  5

Computation
MATH 101  Technical Mathematics I  5

Human Relations
Choose from General Education – AAS  3-5
(must satisfy diversity requirement)

Electives – Associate Degree

May be required to achieve 90 credits.

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

CAD 182  Special Projects  2-5
CAD 190/290  Cooperative Work Experience /Internship  2-8
OFTEC 108  Introduction to Microsoft Office  3
OFTEC 141  Excel  5
Associate in Applied Science–T (AAS-T)  
(97-102 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 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 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, contractors, 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.

At the completion of the CAD/BIM Technology Program, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and present accurate solutions to the assigned projects
- Able to use a variety of effective communication tools and skills to support conclusions, project solutions and technical documentation
- Apply knowledge related academic skills, applied mathematics and industry software platforms to resolve technical engineering / drafting problems
- Commit to the quality of results in assigned projects and professional and ethical responsibility related to their professional discipline
- Actively engage on diverse, multi-disciplinary teams

In addition, students who complete the program will demonstrate the following skills standards specific to CAD-BIM Technology:

- 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
- Model mechanical design concepts in 3D utilizing industry recognized solid modeling software

### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<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 – AAS-T

Complete 3 of the 4 following Certificates

#### Architectural Drafting Certificate

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

#### Mechanic Drafting Certificate

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

#### Civil Drafting Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CAD 261</td>
<td>Civil CAD I</td>
<td>5</td>
</tr>
<tr>
<td>CAD 262</td>
<td>Civil CAD II</td>
<td>5</td>
</tr>
<tr>
<td>CAD 263</td>
<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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIM 201</td>
<td>Building Information Modeling I</td>
<td>5</td>
</tr>
<tr>
<td>BIM 202</td>
<td>Building Information Modeling II</td>
<td>5</td>
</tr>
<tr>
<td>BIM 203</td>
<td>Building Information Modeling III</td>
<td>5</td>
</tr>
<tr>
<td>BIM 211</td>
<td>Construction Documents</td>
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</table>

### General Education Requirements – AAS-T

#### Communication:

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

#### Additional Communication:

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

#### Computation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
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</table>

#### Human Relations

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>
Computer Network Administration

Associate in Applied Science Degree (104-106 credits)

Network Administration Program

Certificates of Proficiency

Networking I (31 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.

At the completion of the Computer Network Administration Program, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and present accurate solutions to the assigned projects
- Able to use a variety of effective communication tools and skills to support conclusions, project solutions and technical documentation
- Apply knowledge related academic skills, applied mathematics and industry software platforms to resolve technical engineering / drafting problems
- Commit to the quality of results in assigned projects and professional and ethical responsibility related to their professional discipline
- Actively engage on diverse, multi-disciplinary teams

In addition, students who complete the program will demonstrate the following skills standards specific to Computer Network Administration:

- 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 Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 Systems</td>
<td>3</td>
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<tr>
<td>CNA 120</td>
<td>Command Line Interface</td>
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<td>CNA 121</td>
<td>Microsoft Workstation</td>
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<tr>
<td>CNA 122</td>
<td>Microsoft Server</td>
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<td>CNA 125</td>
<td>IT Soft Skills</td>
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<tr>
<td>CNA 130</td>
<td>Introduction to Linux/Unix</td>
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<tr>
<td>CNA 150</td>
<td>Cisco II</td>
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<td>CNA 170</td>
<td>Introduction to Wireless</td>
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<td>CNA 210</td>
<td>Introduction to Network Security</td>
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<tr>
<td>CNA 221</td>
<td>Windows Server Administration</td>
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<td>CNA 225</td>
<td>Microsoft SharePoint</td>
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<td>CNA 234</td>
<td>Windows Server Services</td>
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<td>CNA 251</td>
<td>Cisco III</td>
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<td>CNA 280</td>
<td>Security/Voice</td>
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<td>CNA 290</td>
<td>Cooperative Work Experience/Internships</td>
<td>3</td>
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<tr>
<td>CNA 296</td>
<td>Managing Network Environments</td>
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Network I, Certificate of Proficiency

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<td>CNA 122</td>
<td>Microsoft Server</td>
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<td>CNA 125</td>
<td>IT Soft Skills</td>
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</table>

General Education Requirements

Communication:

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

Additional Communication:

Choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
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<tr>
<td>OFTEC 260</td>
<td>Business Communication</td>
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Computation

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

Human Relations

Choose from General Education-AAS (must satisfy diversity requirement)

3-5
Computer Programming

Associate in Applied Science Degree
(91-95 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.

At the completion of the Computer Programming Program, the successful student will be able to:

- 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
- Recognize ethical issues and evaluate consequences
- Collaborate with diverse groups across a variety of knowledge and skill levels and perspectives

In addition, students who complete the program will demonstrate the following skills standards specific to Computer Programming:

- 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

PROGRAM REQUIREMENTS:

Students entering the program are required to have successfully completed MATH 097 or the equivalent.

Students must also successfully complete one of the following options:
1. The Accuplacer CSP Basic exam with a composite score of 75% or higher
2. OFTEC 101 and OFTEC 108

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Introduction to Programming</td>
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</tr>
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<tr>
<td>CIS 185</td>
<td>JavaScript</td>
<td>5</td>
</tr>
<tr>
<td>CIS 189</td>
<td>XML</td>
<td>5</td>
</tr>
<tr>
<td>CIS 235</td>
<td>Rich Internet Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 266</td>
<td>Developing Database Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 269</td>
<td>Software Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>CIS 282</td>
<td>SQL Projects</td>
<td>5</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Web Application Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

Choose two courses from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 142</td>
<td>Object-Oriented Programming I</td>
<td>5</td>
</tr>
<tr>
<td>CS 143</td>
<td>Object-Oriented Programming II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 245</td>
<td>Developing Applications in Access</td>
<td>5</td>
</tr>
<tr>
<td>CIS 285</td>
<td>Web Services</td>
<td>5</td>
</tr>
<tr>
<td>CIS 286</td>
<td>Java for Business Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 287</td>
<td>Android Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Cooperative Work Experience/Internship</td>
<td></td>
</tr>
<tr>
<td>CIS 293</td>
<td>Application Development-Special Projects</td>
<td>3-5</td>
</tr>
</tbody>
</table>

General Education Requirements

Communication:

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

Additional Communication:

Choose one of the following:

- OFTEC 260 Business Communication
- CMST& 101 Introduction to Communication
- CMST 105 Introduction to Online Journalism
- CMST& 220 Public Speaking
- CMST& 230 Small Group Communication
- CMST 260 Communication and Conflict
- ENGL& 235 Technical Writing

Computation

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

- BUS 260 Principles of Management: Diversity
- OFTEC 109 Human Dimensions in the Office: Diversity
- CMST& 210 Interpersonal Communication: Diversity
- CMST 240 Intercultural Communication: Diversity
- PSYC 116 Psychology of Human Relations: Diversity

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Craft Brewing and Distilling

Associate in Applied Science Transfer Degree
(100-105 credits)

PROGRAM DESCRIPTIONS: The Craft Brewing and Distilling program prepares students to enter industry with a solid understanding of the science, technology, business, and creative elements that are essential for successful employment in the craft beverage industry. Students will learn about the production process, including the sourcing of raw materials, essential safety and maintenance skills, and the fundamentals of flavor and product analysis. Additionally, students will learn valuable skills related to the business and legal components of the craft beverage 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.

At the completion of the Craft Brewing and Distilling Program, the successful student will be able to:

- Demonstrate creativity and innovation in business practices related to brewing, distilling, and cider making
- Create and market craft beverages that appeal to a diverse audience
- Work within and adhere to a complex regulatory environment related to small craft beverage businesses
- Recognize and adapt interpersonal behaviors, written communication and oral communication styles to effectively collaborate in a multicultural world
- Identify and implement ethical and environmentally responsibly business practices related to product sourcing and production

Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBD 101</td>
<td>Legal Issues I - Permitting and Design</td>
<td>5</td>
</tr>
<tr>
<td>CBD 102</td>
<td>Legal Issues II - Compliance and Labeling</td>
<td>5</td>
</tr>
<tr>
<td>CBD 105</td>
<td>Safety</td>
<td>5</td>
</tr>
<tr>
<td>CBD 110</td>
<td>Raw Materials and Processing I - Grain</td>
<td>5</td>
</tr>
<tr>
<td>CBD 111</td>
<td>Raw Materials and Processing II - Fruit</td>
<td>5</td>
</tr>
<tr>
<td>CBD 200</td>
<td>Packing</td>
<td>5</td>
</tr>
<tr>
<td>CBD 201</td>
<td>Business Operations</td>
<td>5</td>
</tr>
<tr>
<td>CBD 205</td>
<td>Beverage Chemistry/Biochemistry</td>
<td>5</td>
</tr>
<tr>
<td>CBD 115</td>
<td>Equipment Design and Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>CBD 210</td>
<td>Fermentation</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 234</td>
<td>Accounting for Small Business Owners</td>
<td>5</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Starting and Managing a Small Business</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional Core Requirements - Associate Degree

Choose 10 credits from 1 Option for the Associate Degree, in addition to the Core and GE Requirements, choose one of the specialty areas listed below:

Associate Degree Brewing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BREW 201</td>
<td>Craft Brewing</td>
<td>5</td>
</tr>
<tr>
<td>BREW 210</td>
<td>Flavor and Recipe Development for Brewing</td>
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</table>

Associate Degree - Distilling

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIST 201</td>
<td>Craft Distilling</td>
<td>5</td>
</tr>
<tr>
<td>DIST 210</td>
<td>Flavor and Recipe Development for Distilling</td>
<td>5</td>
</tr>
</tbody>
</table>

Associate Degree - Cider

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIDR 201</td>
<td>Craft Cider</td>
<td>5</td>
</tr>
<tr>
<td>CIDR 210</td>
<td>Flavor and Recipe Development for Cider Making</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives

Associate Degree - Choose 10 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD xxx</td>
<td>Stainless Steel Welding</td>
<td>5</td>
</tr>
<tr>
<td>CBD 190/290</td>
<td>Cooperative Word Experience/Internship</td>
<td>5-10</td>
</tr>
</tbody>
</table>

Varies Any course designated as CIS, BREW, DIST, CIDR, or BUS

General Education Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional Communication (Any on AAS/AAST Gen Ed list) 5
Culinary Arts

Associate in Applied Science Degree
(104-106 credits)

Certificate of Completion
(63-65 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 soups and sauces, starch and vegetables, meat fabrication, cold foods and garde manger, sauté and hot line food production, table service, 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 food service, 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.

At the completion of the Culinary Technology Program, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and present creative solutions in food preparation and production

- Communicate professional material in oral and written forms with their peers, supervisors, other industry professionals, and customers and clientele

- Demonstrate an understanding of mathematical concepts in scaling, measuring, purchasing, pricing, food costing, and adjust recipe quantities while using mathematical ideas to solve problems

- Apply the appropriate industry standards and practices in a business and food practice context

- Able to identify and adjust to workplace differences in order to operate collaboratively and effectively in a food service setting

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

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

CERTIFICATE OPTION: A Certificate of Completion in Culinary Arts can be earned upon completion of CAP 100, 101, 102, 103, 104, 110, 115, 120, 125, and the General Education Requirements for a total of 63-65 credits.

Special Program Note: A Washington State Food Handler’s Permit must be acquired before entry into the program. Individuals without this permit will not be allowed to enter instructional kitchens or work areas.

All equipment, clothing, and supplies must be purchased prior to the first day of class.

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

Per ACF Standards: No acrylic or finger nail polish may be worn, no dangling earrings, rings are to be restricted to one band type only.

Core Requirements - Associate Degree and Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 100</td>
<td>Introduction to Hospitality</td>
<td>5</td>
</tr>
<tr>
<td>CAP 101</td>
<td>Food Theory</td>
<td>5</td>
</tr>
<tr>
<td>CAP 102</td>
<td>Nutrition for the Foodservice Proff.</td>
<td>3</td>
</tr>
<tr>
<td>CAP 103</td>
<td>Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>CAP 104</td>
<td>Supervision in the Hospitality Ind.</td>
<td>3</td>
</tr>
<tr>
<td>CAP 110</td>
<td>Culinary Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>CAP 115</td>
<td>Meat, Poultry, and Seafood Fabrica.</td>
<td>6</td>
</tr>
<tr>
<td>CAP 120</td>
<td>Cold Food Production</td>
<td>7</td>
</tr>
<tr>
<td>CAP 125</td>
<td>Garde Manger</td>
<td>6</td>
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</table>

Additional Core Requirements - Associate Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 230</td>
<td>Dining Room Operations</td>
<td>7</td>
</tr>
<tr>
<td>CAP 235</td>
<td>Culinary Baking</td>
<td>6</td>
</tr>
<tr>
<td>CAP 240</td>
<td>Hot Food Production I</td>
<td>7</td>
</tr>
<tr>
<td>CAP 245</td>
<td>Hot Food Production II</td>
<td>6</td>
</tr>
<tr>
<td>CAP 250</td>
<td>Restaurant Management</td>
<td>6</td>
</tr>
<tr>
<td>CAP 255</td>
<td>Menu Development</td>
<td>7</td>
</tr>
<tr>
<td>CAP 190/290</td>
<td>Cooperative Work Experience/Intern.</td>
<td>2</td>
</tr>
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</table>

General Education Requirements

Communication:

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

Additional Communication:

Choose from General Education – AAS 5

Computation

Choose from General Education – AAS 5

Human Relations

Choose from General Education – AAS 3-5

(must satisfy diversity requirement)
### Associate in Applied Science-T (AAS-T) (106 credits)

For Transfer to South Seattle Community College

**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 food service, 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.

At the completion of the Culinary Technology Program, the successful student will be able to:

- Demonstrate the ability to identify, think critically, formulate, and present creative solutions in food preparation and production
- Communicate professional material in oral and written forms with their peers, supervisors, other industry professionals, and customers and clientele
- Demonstrate an understanding of mathematical concepts in scaling, measuring, purchasing, pricing, food costing, and adjust recipe quantities while using mathematical ideas to solve problems
- Apply the appropriate industry standards and practices in a business and food practice context
- Able to identify and adjust to workplace differences in order to operate collaboratively and effectively in a food service setting

**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.

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

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

Special Program Note: A Washington State Food Handler’s Permit must be acquired before entry into the program. Individuals without this permit will not be allowed to enter instructional kitchens or work areas.

All equipment, clothing, and supplies must be purchased prior to the first day of class.

**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.

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<td>Sanitation</td>
<td>3</td>
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<td>CAP 104</td>
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<td>3</td>
</tr>
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<td>CAP 110</td>
<td>Culinary Fundamentals</td>
<td>7</td>
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<td>Cold Food Production</td>
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<td>CAP 125</td>
<td>Garde Manger</td>
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<tr>
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### General Education Requirements

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Math</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

### Arts & Humanities Electives

(must satisfy diversity requirement)     5
# Database Management

**Associate in Applied Science Degree**  
(91-93 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.

At the completion of the Database Management Program, the successful student will be able to:

- 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
- Recognize ethical issues and evaluate consequences
- Collaborate with diverse groups across a variety of knowledge and skill levels and perspectives

In addition, students who complete the program will 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

**PROGRAM REQUIREMENTS:**

Students entering the program are required to have successfully completed MATH 097 or the equivalent.

Students must also successfully complete one of the following options:

1. The Accuplacer CSP Basic exam with a composite score of 75% or higher
2. OFTEC 101 and OFTEC 108

### 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>
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<tr>
<td>CIS 160</td>
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<td>CIS 166</td>
<td>Programming Business Objects</td>
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<td>CIS 168</td>
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<td>Creating Web Pages</td>
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<td>5</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Web Application Development</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 289</td>
<td>Integrated Business Applications</td>
<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>
</tr>
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</table>

### Electives

Choose one course from the following list:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics</td>
<td>5</td>
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<tr>
<td>CS 142</td>
<td>Object-Oriented Programming I</td>
<td></td>
</tr>
<tr>
<td>CIS 185</td>
<td>JavaScript</td>
<td></td>
</tr>
<tr>
<td>CIS 189</td>
<td>XML</td>
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<tr>
<td>CIS 269</td>
<td>Software Maintenance</td>
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<tr>
<td>CIS 286</td>
<td>Java for Business Applications</td>
<td></td>
</tr>
<tr>
<td>CNA 210</td>
<td>Introduction to Network Security</td>
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</table>

### General Education Requirements

#### Communication:

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

#### Additional Communication:

Choose one of the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 260</td>
<td>Business Communication</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Communication</td>
<td></td>
</tr>
<tr>
<td>CMST 105</td>
<td>Introduction to Online Journalism</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>CMST 260</td>
<td>Communication and Conflict</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
<td></td>
</tr>
</tbody>
</table>

#### Human Relations

Choose one of the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>3-5</td>
</tr>
<tr>
<td>OFTEC 109</td>
<td>Human Dimensions in the Office: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>CMST 240</td>
<td>Intercultural Communication: Diversity</td>
<td></td>
</tr>
<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td></td>
</tr>
</tbody>
</table>
Dental Assisting Technology

Associate in Applied Science Degree
(90 credits)

PROGRAM DESCRIPTION: The Dental Assisting Program educates students in all phases of dental assisting, including expanded functions and passing the National Board Exam for Certification. Student practice their skills and apply their knowledge in our full-service dental clinic starting the second quarter of the curriculum. The program starts in summer quarter and continues through the summer of the following year. The comprehensive and intense layout of the program gives graduates the confidence and efficiency employers are looking for.

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.

At the completion of the Dental Assisting Technology Program, the successful student will be able to:

- Effectively, independently, and efficiently perform supportive services that may be performed by registered dental assistants in Washington State
- Know and follow state and federal standards when assessing situations to maintain safe environments in the dental setting
- Measure, record, interpret, and report data in both clinical and office settings
- Adjust communication techniques to interact effectively with colleagues and patients who have diverse backgrounds, expectations, and needs
- Use multiple approaches to solve problems and deal with issues as they emerge while considering professional responsibilities and the perspectives of others
- Engage in processes that support continual improvement

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.

Core Requirements

1st Quarter Summer
DENT 101 Orientation to Dentistry 2
DENT 110 Dental Office Exposure Control 5
DENT 141 Ethics and Jurisprudence 1

2nd Quarter Fall
DENT 142 Pretreatment Analysis 2
DENT 151 Dental Materials I 3
DENT 152 Instruments 3
DENT 153 Dental Science 3
DENT 155 Introduction to Chairside Assisting 4
DENT 156 Practical Lab Application I 1
DENT 162 Dental Specialties I 2

3rd Quarter Winter
DENT 160 Introduction to Radiography 4
DENT 161 Dental Materials II 3
DENT 164 Preventive Dentistry 4
DENT 165 Chairside Assisting II 3
DENT 166 Practical Lab Application II 2
DENT 179 Dental Office Management 2

4th Quarter Spring
DENT 170 Radiography II 4
DENT 171 Dental Materials III 4
DENT 172 Dental Specialties II 2
DENT 173 Dental Science II 2
DENT 174 Advanced Practice Lab 1
DENT 175 Chairside Assisting III 2
DENT 176 Practical Lab Application III 2

5th Quarter Summer
DENT 180 Clinical Experience 8
DENT 181 Advanced Theory 2

General Education Requirements

Communication:
ENGL& 101 English Composition I 5

Additional Communication:
Choose from General Education – AAS 5

Computation
Choose from General Education – AAS 5

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

Human Relations
Choose from General Education – AAS 3-5

(must satisfy diversity requirement)

Electives 1
Expanded Function Dental Auxiliary (EFDA)

Certificate of Achievement (9 credits)

PROGRAM DESCRIPTION: This program provides instruction to dental assistants as preparation for licensure as an Expanded Function Dental Auxiliary (EFDA) in the state of Washington. The curriculum is approved by the Dental Quality Assurance Commission.

CAREER OPPORTUNITIES: Graduates who have been awarded licensure by the Washington State Department of Health may be hired as an Expanded Function Dental Auxiliary. This licensure extends the scope of practice of traditional dental assisting to include placing and carving direct restorations, taking final impressions, and the ability to perform various supportive services with less supervision. Expanded Function Dental Auxiliaries also deliver limited services to the community in settings such as schools and community organizations.

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 the EFDA program will have the training and experience necessary to take and pass both the Washington State Restorative Exam (WARE) and Western Regional Examining Board Exam (WREB).

Additional Considerations:

HEALTH AND SAFETY: Applicants must have current and valid health care provider basic life support (BLS) certification and proof of Hepatitis B immunity.

PRE-ENTRANCE EXAM: Once all applications are received, up to 20 applicants will be chosen to take the Pre-entrance Exam in July. This exam consists of a written portion covering basic chairside assisting and a practical portion to include coronal polishing, sealants, and radiographs. All applicants must pass each section before being considered for the EFDA program.

SPONSORING DENTIST: This is normally the employer of the EFDA applicant. The sponsoring dentist provides mentoring, instructional support, and the clinical aspect of the second two quarters of the program.

Minimum eligibility for entrance to the program: Applicants to the EFDA Program must be currently registered as dental assistants with Washington State (RDA). Applicants must have a minimum of 3 years restorative chairside dental assisting experience within the last 5 years. If an applicant has not graduated from an ADA/CODA accredited dental assisting program they must have a current CDA certificate through the Dental Assisting National Board (DANB). Applicants must have a dentist willing to commit as their sponsoring dentist. Applicants must also have all passing scores on the EFDA Pre-entrance Exam.

Priority consideration will be given to those students who have 5 or more years of restorative chairside experience, current certification with the Dental Assisting National Board (CDA), and have submitted a complete application prior to other qualified applicants. Scores on the Pre-entrance Exam will also be considered during the final selection of applicants into the program.

Core Requirements

1st Quarter Fall
DENT 200 Expanded Functions Dental Auxiliary I 2

2nd Quarter Winter
DENT 201 Expanded Functions Dental Auxiliary II 3

3rd Quarter Spring
DENT 202 Expanded Functions Dental Auxiliary III 4
Early Childhood Education

Associate in Applied Science Degree
(90 credits)

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

Certificate of Proficiency
State Short Early Childhood Education Certificate of Specialization (8 credits-see prerequisite):

General
Infant and Toddler Care
School Age Care
Family Child Care
Administration

Certificate of Completion
State Early Childhood Education Certificate
(27 credits-see prerequisite)

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.

At the completion for the Early Childhood Education Program, the successful student will be able to:
- Having multicultural awareness thru exhibiting an understanding of the ways economic, political, social, and culture factors impact identity and interactions
- Computation through identification, understanding and communicating the differences between quantitative and qualitative data and be able to explain results
- Demonstrating ethics through identifying complex ethical issues and recognizing and evaluating interrelationships of related issues
- Communicating effectively through written and verbal communications skills

Students will also demonstrate an understanding of the key elements of the National Association for the Education of Young Children (NAEYC) standards, for Early Childhood Professional Preparation (www.naeyc.org) and the Washington State Department of Early Learning Core Competencies for Early Care and Education Professionals (www.del.wa.gov)

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 360-596-5378 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-T) degree which can be used to transfer to many four year colleges and universities.

Core Requirements – Associate Degree

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

Electives – Associate Degree

Select a minimum of 9 credits from the following list:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECED&amp; 100</td>
<td>Child Care Basics</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 132</td>
<td>Infants/Toddlers Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 134</td>
<td>Family Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 139</td>
<td>Administrative Early Learning Program</td>
<td>3</td>
</tr>
<tr>
<td>ECED 275</td>
<td>Current Issues in Brain Development</td>
<td>5</td>
</tr>
</tbody>
</table>
Other courses may be considered as elective credits. Contact your advisor for approval. Up to 5 credits from credit bearing community based training, parent education, or individual Building Bridges modules may be used toward elective credits with advisor approval.

### General Education Requirements – Associate Degree

#### Communication:
ENGL 101 English Composition I 5

#### Additional Communication:
Choose one of the following: 5
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

#### Human Relations
Choose one of the following: 5
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

#### Certificate of Achievement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED 105</td>
<td>Introduction to Early Child Education</td>
<td>5</td>
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<tr>
<td>ECED 107</td>
<td>Health/Safety/Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECED 120</td>
<td>Practicum-Nurturing Relationship</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Certificate of Proficiency

- **State Short Early Childhood Education Certificate**
  - Requirements: Initial Certificate, PLUS 8 credits from the following
  - **General**
    - EDUC 115 Child Development 5
    - EDUC 130 Guiding Behavior 3
  - OR
  - **Infant and Toddler**
    - EDUC 115 Child Development 5
    - ECED 132 Infants/Toddlers Care 3
  - OR
  - **School Age Care**
    - EDUC 115 Child Development 5
    - EDUC 136 School Age Care 3
  - OR
  - **Family Child Care**
    - EDUC 115 Child Development 5
    - ECED 134 Family Child Care 3
  - OR
  - **Administration**
    - EDUC 115 Child Development 5
    - ECED 139 Administrative Early Learning Program 3

#### Certificate of Completion

- **State Early Childhood Education Certificate**
  - Requirements: Initial and Short Certificate, Plus 27 credits from the following:
    - ENGL 101 English Composition I 5
    - MATH 5 (Quantitative or computational Math above 100 or designated Q/SR)
    - EDUC 150 Child/Family/Community 3
    - ECED 180 Language/Literacy Development 3
    - ECED 190 Observation/Assessment 3
    - ECED 160 Curriculum Development 5
    - ECED 170 Environments-Young Child 3
  - OR
    - EDUC 130 Guiding Behavior 3
Early Childhood Education

Associate in Applied Science-T (AAS-T) (91 credits)

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

Certificate of Proficiency
State Short Early Childhood Education Certificate of Specialization: (8 credits—see prerequisite)
General
Infant and Toddler Care
School Age Care
Family Child Care
Administration

Certificate of Completion
State Early Childhood Education Certificate
(27 credits—see prerequisite)

PROGRAM DESCRIPTION: Early Childhood Education is the systematic study of the care, development, and education of young children. Students gain the knowledge and competency necessary for a professional career working with young children. The Associate in Applied Science Degree in Early Childhood Education is designed to transfer to four-year colleges and universities. This program differs from the Early Childhood Administration program in that the students are prepared to work with children from birth to age eight. Students gain the knowledge and skills necessary for a job in a variety of settings: family child care homes, parks and recreation centers, cooperative preschools, family child care homes, 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.

At the completion for the Early Childhood Education Program, the successful student will be able to:

- Critically thinking in order to analyze, evaluate, and solve problems using multiple methodologies
- Having multicultural awareness through exhibiting an understanding of the ways economic, political, social, and cultural factors impact identity and interactions
- Computation through identification, understanding and communicating the differences between quantitative and qualitative data and be able to explain results
- Demonstrating ethics through identifying complex ethical issues and recognizing and evaluating interpersonal relationships of related issues
- Communicating effectively through written and verbal communications skills

Students will also demonstrate an understanding of the key elements of the National Association for the Education of Young Children (NAEYC) standards for Early Childhood Professional Preparation (www.naeyc.org) and the Washington State Department of Early Learning Core Competencies for Early Care and Education Professionals (www.del.wa.gov)

Requirements

ECED& 105 Introduction to Early Child Education 5
ECED& 107 Health/Safety/Nutrition 5
ECED& 120 Practicum-Nurturing Relationship 2
ECED 141 Math and Science Curriculum for Young Children 3
ECED 145 Fine Arts Curriculum for Young Children 3
ECED& 160 Curricula Development 5
ECED& 170 Environments-Young Child 3
ECED& 180 Lang/Literacy Develop 3
ECED& 190 Observation/Assessment 3
ECED 205 Practicum II 3
ECED 235 Educ Yng Children in a Diverse Society: Diversity 3
ECED 238 Professionalism 3
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 Administrative Early Learning Program 3
ECED 275 Current Issues in Brain Development 5

ECED 280 Teaching Adults 2
EDUC& 136 School Age Care 3
EDUC& 204 Exceptional Child 5
PEP 141 Parent – Child Communication 2
PEP 142 Family Dynamics 2
PEP 143 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

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

Computation
MATH& 107 Math in Society 5
OR
MATH& 146 Introduction to Statistics 5

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

Natural Sciences
EARTH 106 The Earth in Time and Space 5

South Puget Sound Community College Catalog 2017-2018
**Certificate of Achievement**

**State Initial Early Childhood Education Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Introduction to Early Child Education</td>
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<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>Practicum-Nurturing Relationship</td>
<td>2</td>
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</tbody>
</table>

**Certificate of Proficiency**

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

**Requirements**

**Initial Certificate, PLUS**

**General**

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>EDUC&amp; 115</td>
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<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
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</table>

**OR**

**Infant and Toddler Care**

<table>
<thead>
<tr>
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</table>

**OR**

**School Age Care**

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

**OR**

**Family Child Care**

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

**Administration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 139</td>
<td>Administrative Early Learning Program</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate of Completion State Early Childhood Education Certificate Requirements:**

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

<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>MATH</td>
<td>(Quantitative or computational Math above 100 or designated Q/SR)</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 150</td>
<td>Child/Family/Community</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 180</td>
<td>Lang/Literacy Develop</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 190</td>
<td>Observation/Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 160</td>
<td>Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 170</td>
<td>Environments-Young Child</td>
<td>3</td>
</tr>
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</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>
Entrepreneurship
Certificate of Proficiency
(19 credits)

PROGRAM DESCRIPTION: The Entrepreneurship Certificate is designed for persons interested in creating or growing their own business. Completion of a specialized Certificate can lead to increased employment opportunities.

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.

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. At the completion of the Entrepreneurship Certificate, the successful student 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 present information in written, oral, and symbolic forms to clearly convey business information
- Recognize and adapt interpersonal behaviors and communication styles to effectively collaborate in a multicultural world

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Starting and Managing a Small Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 234</td>
<td>Accounting for Small Business</td>
<td>4</td>
</tr>
</tbody>
</table>
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.

At the completion of the Financial Services Certificate, the successful student will be able to:

➤ Analyze and evaluate alternatives that lead to successful accomplishment of organizational objectives
➤ Create and present information in written, oral, and symbolic forms to clearly convey business information
➤ Formulates strategies to collect and evaluate quantitative and qualitative data to support organizational objectives
➤ Recognize and assesses ethical dilemmas in the workplace
➤ Recognize and adapt interpersonal behaviors and communication styles to effectively collaborate in a multicultural world

In addition, students who complete the program will demonstrate the following skills standards:

➤ 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 360-596-5200, ext. 4625 for additional information.

ASSOCIATE IN APPLIED SCIENCE DEGREE OPTION: If a degree is desired, 40 credits can be applied toward the Business Administration degree.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 260</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<tr>
<td>COOP 190</td>
<td>Cooperative Work Experience/Internship</td>
<td>2</td>
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<tr>
<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
<td>5</td>
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</table>

General Education Requirements

Communication:

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

Additional Communication:

Choose one of the following: 5

CMST& 220 Public Speaking
CMST 240 Intercultural Communication: Diversity

Computation

Choose one of the following: 5

BUS 104 Business Math
MATH& 146 Introduction to Statistics
Fire and Emergency Services Technology

Associate in Applied Science Degree
(118 credits)

PROGRAM DESCRIPTION: The Fire and Emergency Services Technology program at South Puget Sound Community College is an IFSAC accredited and FESHE recognized degree program and educates men and women who are seeking careers in the fire and emergency services and/or who are already employed, but wish to earn an Associate in Applied Science Degree in Fire and Emergency Services Technology. Students have the opportunity to obtain IFSAC Firefighter I, Hazardous Materials Awareness Certification, Hazardous Materials Operations Certification, Emergency Medical Technician and NFPA 1002 Driver/Operator during their first year and IFSAC Firefighter II Certification, 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.

At the completion of the Fire and Emergency Technology Program, the successful student will be able to:

- Demonstrate critical thinking skills by analyzing situations, determining proper actions, understanding the costs and benefits of actions, and evaluating possible alternatives and unforeseen circumstances
- Demonstrate effective communication and interpersonal skills with supervisors, peers and the public in emergency and non-emergency situations
- Apply theoretical knowledge of hydraulic principles and utilize knowledge of building construction principles, fire protection systems, and fire prevention codes
- Demonstrate an understanding of the professional and ethical responsibilities associated with the practice of fire and emergency services
- Explain how cultural values, behaviors, attitudes, and economic factors affect the delivery of emergency services in large and small communities

In addition, students who complete the program will demonstrate the following skills standards specific to Fire and Emergency Services Technology:

- 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

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>FEST 100</td>
<td>Firefighter Recruit Academy</td>
<td>10</td>
</tr>
<tr>
<td>FEST 101</td>
<td>Fire Related Experience I</td>
<td>6</td>
</tr>
<tr>
<td>FEST 102</td>
<td>Fire Related Experience II</td>
<td>6</td>
</tr>
<tr>
<td>FEST 103</td>
<td>Fire Related Experience III</td>
<td>6</td>
</tr>
<tr>
<td>FEST 110</td>
<td>Principles of Emergency Services</td>
<td>5</td>
</tr>
<tr>
<td>FEST 111</td>
<td>Fire Behavior and Combustion</td>
<td>5</td>
</tr>
<tr>
<td>FEST 112</td>
<td>Building Construction for Fire Protection</td>
<td>5</td>
</tr>
<tr>
<td>FEST 115</td>
<td>Rope Rescue Operations</td>
<td>4</td>
</tr>
<tr>
<td>FEST 117</td>
<td>Hazardous Materials Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>FEST 120</td>
<td>Emergency Medical Technician</td>
<td>8</td>
</tr>
<tr>
<td>FEST 122</td>
<td>Fire Hydraulics, Water Supply and Pump Operation</td>
<td>4</td>
</tr>
<tr>
<td>FEST 125</td>
<td>Fire Service Career Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FEST 201</td>
<td>Fire Related Experience IV</td>
<td>6</td>
</tr>
<tr>
<td>FEST 202</td>
<td>Fire Related Experience V</td>
<td>6</td>
</tr>
<tr>
<td>FEST 203</td>
<td>Fire Related Experience VI</td>
<td>6</td>
</tr>
<tr>
<td>FEST 210</td>
<td>Strategy and Tactics for Firefighters</td>
<td>4</td>
</tr>
<tr>
<td>FEST 211</td>
<td>Firefighter Safety and Survival</td>
<td>5</td>
</tr>
<tr>
<td>FEST 212</td>
<td>Fire Prevention and Protection Systems</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Requirements

Communication:
ENGL& 101 English Composition I 5

Additional Communication:
Choose one of the following: 5
CMST& 220 Public Speaking
CMST& 230 Small Group Communication
CMST 240 Intercultural Communication: Diversity
ENGL& 235 Technical Writing

Computation
MATH 101 Technical Mathematics I 5

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

Diversity: Some Human Relation courses also satisfy diversity requirement.

CMST&230 or CMST 240 may count for only 1 category under the General Education Requirements.
Human Resource Assistant
Certificate of Completion (66 credits)

PROGRAM DESCRIPTION: The program emphasizes the skills required to perform specialized technical tasks to support an organization's human resource operation. The Human Resource Assistant provides information to clients and explains policies, rules, and regulations. The assistant has a basic understanding of a collective bargaining agreement. The assistant collects and examines detailed information about job duties in order to prepare job descriptions. The assistant prepares job announcements, performs on-line recruiting, schedules employment examinations and interviews, and screens applicants in accordance with job requirements. The size of the organization determines the degree to which the assistant assumes a variety of duties.

CAREER OPPORTUNITIES: Employment opportunity exists in State government as a Human Resource Consultant I. Alternate job titles applied to private and public sectors include Administrative Assistant, Benefits Administrator, Employment Assistant or Specialist, Human Resource Recruiter and others.

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

Therefore students who successful complete a Human Resource Assistant Certificate will be able to:
- Apply critical thinking, professional practices, and efficient techniques to complete job tasks
- Communicate clearly and professionally with clients, supervisor, and coworkers
- Evaluate a workplace problem and apply appropriate strategies and valid reasoning to process quantitative and symbolic data
- Identify and adjust to workplace differences in order to operate collaboratively and effectively
- Recognize ethical dilemmas in the workplace and evaluate the consequences

In addition, students who complete the program will demonstrate the following skills standards:
- Explain personnel policies, benefits, and procedures to employees or job applicants
- Recruit, process, and review employment applications; evaluate qualifications and eligibility of applicants
- Review and research operating procedures and problems; develop solutions and/or recommendations
- Process, verify, and maintain documentation relating to personnel activities while interacting with computers
- Gather information about, understand and explain clearly to others concepts relevant to successful performance in the field of human resource management
- Think logically and critically and apply these thinking skills to the human resource field

A Certificate of Completion will be awarded upon successful completion of a minimum of 66 credits in courses numbered 100 or above. All core and General Education requirements must be met.

ASSOCIATE IN APPLIED SCIENCE DEGREE OPTIONS: If a degree is desired, 35 credits can be applied toward Business Administration and 46 credits can be applied toward Office Administration.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 140</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BUS 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>OFTEC 125</td>
<td>Digital Productivity Tools</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 136</td>
<td>Microsoft Word I</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 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>OFTEC 150</td>
<td>Formatting I</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 165</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 260</td>
<td>Business Communication</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 236</td>
<td>Word Processing II</td>
<td>5</td>
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General Education Requirements

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Principles of Management: Diversity</td>
<td>5</td>
</tr>
</tbody>
</table>
Information Technology Computer Support

Associate in Applied Science Degree (91-93 credits)

Certificate of Proficiency

Computer Support I (31 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/Desktop Technician.

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

At the completion of the Information Technology Computer Support Program, the successful student will be able to:

- Utilize applied skills with fundamental concepts to achieve design, planning, deployment and management goals where systems related technology and services are employed
- Demonstrate clear and concise communication throughout the management hierarchy through the use of oral and written forms
- Demonstrate an understanding of industry related mathematical concepts used to achieve results where configuration and troubleshooting of technical systems is required
- Practice and apply appropriate legal standards and mandates reflecting the most current laws and regulations in regard to technical system support
- Demonstrate the ability to participate in diverse team environments while engaged in technical projects

In addition, students who complete the program will demonstrate the following skills standards specific to information technology computer support:

- 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 Title</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>3</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 125</td>
<td>IT Soft Skills</td>
<td>3</td>
</tr>
<tr>
<td>CNA 130</td>
<td>Introduction to Linux/Unix</td>
<td>5</td>
</tr>
<tr>
<td>CNA 150</td>
<td>Cisco II</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 221</td>
<td>Windows Server Administration</td>
<td>5</td>
</tr>
<tr>
<td>CNA 225</td>
<td>Microsoft SharePoint</td>
<td>3</td>
</tr>
<tr>
<td>CNA 290</td>
<td>Cooperative Work Experience/Internships</td>
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<tr>
<td>CNA 296</td>
<td>Managing Network Environment</td>
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Computer Support I, Certificate of Proficiency

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>BUS 140</td>
<td>Customer Service</td>
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<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>
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</tr>
<tr>
<td>CNA 113</td>
<td>PC Operating System</td>
<td>3</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 125</td>
<td>IT Soft Skills</td>
<td>3</td>
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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>
</tbody>
</table>

Additional Communication:

Choose one of the following:

- ENGL& 235  Technical Writing            | 5       |
- OFTEC 260  Business Communication       | 3-5     |

Computation

- MATH 101  Technical Mathematics I       | 5       |

Human Relations

Choose from General Education - AAS (must satisfy diversity requirement) | 3-5     |
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), 25400 US Highway 19 North, Suite 158, Clearwater FL 33763, www.caahep.org, on recommendation of the Medical Assisting Education Review Board (MAERB), http://maerb.org

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

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

At the completion of the Medical Assisting Program, the successful student will be able to:
- Effectively, independently, and efficiently perform supportive services that may be performed by a medical assistant-certified in Washington State
- Measure, record, interpret, and report data in both clinical and office settings
- Adjust communications techniques to interact effectively with colleagues and patients who have diverse backgrounds, expectations, and needs
- Engage in processes that support continual improvement

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 MED courses 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.

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.

Associate in Applied Science Degree
Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FAID 151</td>
<td>Basic First Aid and CPR</td>
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<tr>
<td>or a current first aid card</td>
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<tr>
<td>OFTEC 136</td>
<td>Microsoft Word I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 175</td>
<td>Human Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>OR both BIOL&amp; 241 and BIOL&amp; 242 - Human A&amp;P 1 and 2</td>
<td></td>
<td></td>
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<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 150</td>
<td>Medical Office Exposure Control</td>
<td>4</td>
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<tr>
<td>MED 151</td>
<td>Medical Administrative Procedures</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 152</td>
<td>Disease Conditions and Treatments</td>
<td>4</td>
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<tr>
<td>MED 153</td>
<td>Medical Assisting Externship Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MED 154</td>
<td>Clinical Procedures for Medical Assistants</td>
<td>4</td>
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<tr>
<td>MED 120</td>
<td>CPT Coding for the Outpatient Coder</td>
<td>5</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>
<td>3</td>
</tr>
<tr>
<td>MED 159</td>
<td>Externship for Medical Assistants</td>
<td>6</td>
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</tbody>
</table>

General Education Requirements - Associate in Applied Science Degree

Communication:
ENGL& 101 English Composition I 5

Additional Communication:
Choose from General Education AAS list 5

Computation
MATH 101 Technical Mathematics I 5
or any math class listed under the Quantitative Category on the Distribution. Requirements for General Education for the Associate in Arts /Associate in Science direct transfer degrees

Human Relations
Choose from General Education AAS list 3-5

* Note that CMST&230 does not satisfy the diversity requirement. All other Human Relations options do satisfy the diversity requirement.

Electives
The associate degree program requires completion of at least 10 additional college-level credits
Medical Billing and Coding

Certificate of Completion
(62-64 credits)

PROGRAM DESCRIPTION: The Medical Billing and Coding Program is designed for persons interested in becoming medical billers and coders. Medical coders check medical records and notes to assign codes for illnesses, injuries, procedures and diagnoses. Both use this knowledge to assign codes for preparing insurance claims and preparing invoices. They maintain records in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

CAREER OPPORTUNITIES: Medical billers and coders work in inpatient facilities (hospitals, nursing homes, etc.) and outpatient facilities (clinics, physician offices, ambulatory clinics, etc). Graduates may also be employed by state or federal health agencies, insurance firms, or pharmaceutical companies.

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. All college programs support the development of the following college-wide abilities:

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

Graduates of SPSCC’s Billing and Coding One Year Certificate Program are prepared to use their skills in critical thinking and data analysis as well as their understanding of relationships and responsibilities to:

1. Demonstrate competencies as a valuable member of the administrative medical office team by accurately performing billing and coding procedures to effectively and efficiently process medical claims
2. Demonstrate professional and ethical behaviors within the medical billing and coding work environment
3. Communicate effectively and professionally electronically, orally, and in writing with peers, clients, and other health care professionals in a diverse interdisciplinary environment

PROGRAM REQUIREMENTS: All MED courses 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.

EXTERNSHIP: Entry into the Medical Billing and Coding 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

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<td>OFTEC 101</td>
<td>Keyboarding 1</td>
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<tr>
<td>OFTEC 108</td>
<td>Introduction to Microsoft Office</td>
<td>3</td>
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<td>BIOL&amp; 175</td>
<td>Human Biology with Lab</td>
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<td>MED 102</td>
<td>Medical Law, Ethics and Bioethics</td>
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<td>MED 103</td>
<td>Medical Terminology I</td>
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<td>MED 104</td>
<td>Medical Terminology II</td>
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<td>MED 110</td>
<td>Medical Insurance Billing for the Medical Office</td>
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<td>MED 115</td>
<td>Diagnostic Coding for the Outpatient Coder</td>
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<td>CPT Coding for the Outpatient Coder</td>
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<td>Advanced Diagnostic and CPT Coding</td>
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<td>MED 169</td>
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General Education Requirements

Communication:

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Computation

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<td>MATH 101</td>
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</table>

or any math class listed under the Quantitative Category on the Distribution. Requirements for General Education for the Associate in Arts /Associate in Science direct transfer degrees.

Human Relations

Choose from General Education AAS list 3-5

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South Puget Sound Community College Catalog 2017-2018 63
Office Technology and Administration

Clerk/Receptionist
(Customer Service Specialist)

Certificate of Proficiency
(32-36 credits)

PROGRAM DESCRIPTIONS: 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.

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.

At the completion of the Office Administration Program, the successful student will be able to:
- Apply critical thinking, professional practices, and efficient techniques to complete job tasks
- Communicate clearly and professionally with clients, supervisor, and coworkers
- Evaluate a workplace problem and apply appropriate strategies and valid reasoning to process quantitative and symbolic data
- Recognize ethical dilemmas in the workplace and evaluate the consequences
- Identify and adjust to workplace differences in order to operate collaboratively and effectively

In addition, students who complete the program will demonstrate the following skills standards:
- Demonstrate the ability to maintain proficiency with evolving technologies

Core Requirements
OFTEC 101 Keyboarding 1 2
OFTEC 102 Keyboarding 2 2
OFTEC 103 Keyboarding 3 2
OFTEC 104 Keyboarding 4 2
OFTEC 105 Filing 2
OFTEC 108 Introduction to Microsoft Office 3
OR
OFTEC 100 Computer Applications & Success Strategies for the Novice 5
OR
OFTEC 109 Human Dimensions in the Office: Diversity 3
OR
PSYC 116 Psychology of Human Relations: Diversity 5
OFTEC 125 Digital Productivity Tools 4
OFTEC 136 Microsoft Word I 5
OFTEC 150 Formatting I 4
OFTEC 165 Office Procedures 3

Office Assistant

Certificate of Completion
(62-66 credits)

PROGRAM DESCRIPTIONS: 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.

CAREER OPPORTUNITIES: Graduates may work with state, county, or other municipal agencies as well as private industry. Typical duties involve formatting documents, composing business correspondence, filing, and performing receptionist functions.

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.

At the completion of the Office Administration Program, the successful student will be able to:
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In addition, students who complete the program will demonstrate the following skills standards:
- Demonstrate the ability to maintain proficiency with evolving technologies

Core Requirements
OFTEC 101 Keyboarding 1 2
OFTEC 102 Keyboarding 2 2
OFTEC 103 Keyboarding 3 2
OFTEC 104 Keyboarding 4 2
OFTEC 105 Filing 2
OFTEC 108 Introduction to Microsoft Office 3
OR
OFTEC 100 Computer Applications & Success Strategies for the Novice 5
OR
OFTEC 109 Human Dimensions in the Office: Diversity 3
OR
PSYC 116 Psychology of Human Relations: Diversity 5
OFTEC 125 Digital Productivity Tools 4
OFTEC 136 Microsoft Word I 5
OFTEC 141 Excel 5
OFTEC 150 Formatting I 4
OFTEC 160 Business English 5
OFTEC 165 Office Procedures 3
OFTEC 170 Practical Accounting 5
OFTEC 260 Business Communication 5
OR
ENGL& 235 Technical Writing

General Education Requirements
ENGL& 101 English Composition I 5
BUS 104 Business Math 5
Administrative Assistant

Associate in Applied Science Degree
(93-97 credits)

PROGRAM DESCRIPTIONS: The Associate in Applied Science Degree in Administrative Assistant is designed for persons interested in working in an office or administrative support position in the private or public sector. The 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.

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 Technology & 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.

At the completion of the Office Administration Program, the successful student will be able to:

- Apply critical thinking, professional practices, and efficient techniques to complete job tasks
- Communicate clearly and professionally with clients, supervisor, and coworkers
- Evaluate a workplace problem and apply appropriate strategies and valid reasoning to process quantitative and symbolic data
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In addition, students who complete the program will demonstrate the following skills standards:
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<td>OFTEC 108</td>
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<td>PSYC 116</td>
<td>Psychology of Human Relations: Diversity</td>
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<td>OFTEC 138</td>
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<td>Word Processing II</td>
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<td>Document Processing</td>
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<td>OFTEC 255</td>
<td>Records and Information Management</td>
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<td>OR</td>
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<td>ENGL&amp; 235</td>
<td>Technical Writing</td>
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<td>OFTEC 265</td>
<td>Integrated Office Projects</td>
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<td>CIS 145</td>
<td>Introduction to Access</td>
<td>5</td>
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<tr>
<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
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<tr>
<td>BUS 104</td>
<td>Business Math</td>
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</tbody>
</table>
Legal Administrative Assistant

Associate in Applied Science Degree
(93-98 credits)

PROGRAM DESCRIPTIONS: The Associate in Applied Science Degree in Legal Administrative Assistant is designed for persons interested in working in a legal office in an administrative support position in the private or public sector. The program equips the student with a variety of skills used in large or small offices through the study of keyboarding, formatting, communications, human relations, word processing, spreadsheets, databases and other related courses.

CAREER OPPORTUNITIES: Graduates may work in private law firms or with state, county, or other municipal agencies. Typical duties may include formatting documents and pleadings, composing business correspondence, preparing recording and filing legal documents, and performing receptionist functions. 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.

At the completion of the Office Administrative Program, the successful student will be able to:
- Apply critical thinking, professional practices, and efficient techniques to complete job tasks
- Communicate clearly and professionally with clients, supervisor, and coworkers
- Evaluate a workplace problem and apply appropriate strategies and valid reasoning to process quantitative and symbolic data
- Identify and adjust to workplace differences in order to operate collaboratively and effectively
- Recognize ethical dilemmas in the workplace and evaluate the consequences

In addition, students who complete the program will demonstrate the following skills standards:
- Demonstrate the ability to maintain proficiency with evolving technologies

Core Requirements

- OFTEC 101 Keyboarding 1 2
- OFTEC 102 Keyboarding 2 2
- OFTEC 103 Keyboarding 3 2
- OFTEC 104 Keyboarding 4 2
- OFTEC 105 Filing 2
- OFTEC 108 Introduction to Microsoft Office 3

OR

- OFTEC 100 Computer Applications & Success Strategies for the Novice 5
- OFTEC 109 Human Dimensions in the Office: Diversity 3

OR

- PSYC 116 Psychology of Human Relations: Diversity 5
- OFTEC 125 Digital Productivity Tools 4
- OFTEC 136 Microsoft Word I 5
- OFTEC 138 PowerPoint 2
- OFTEC 141 Excel 5
- OFTEC 150 Formatting I 4
- OFTEC 160 Business English 5
- OFTEC 165 Office Procedures 3
- OFTEC 170 Practical Accounting 5
- OFTEC 236 Word Processing II 5
- OFTEC 260 Business Communication 5

OR

- ENGL& 235 Technical Writing 5
- OFTEC 265 Integrated Office Projects 5
- BUS& 201 Business Law 5
- LEGL 101 Legal Office Procedures 3
- LEGL 102 Legal Forms 4
- LEGL 105 Contracts and Probate and Domestic Law 5
- COOP Cooperative Work Experience/ Internships 2-3

General Education Requirements

- ENGL& 101 English Composition I 5
- BUS 104 Business Math 5
Medical Administrative Assistant

Associate in Applied Science Degree
(94-96 credits)

PROGRAM DESCRIPTIONS: The Associate in Applied Science Degree in Medical Administrative Assistant is designed for persons interested in working in a medical office in an administrative support position in the private or public sector. The program equips the student with a variety of skills used in large or small offices through the study of keyboarding, formatting, communications, human relations, word processing, spreadsheets, databases and other related courses.

CAREER OPPORTUNITIES: Graduates may work in large or small medical offices, or clinics as well as state, county, or other municipal agencies. Typical duties may include managing medical records, insurance and billing, filing, and performing receptionist functions. With experience, graduates of this 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.

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<td>MED 151</td>
<td>Medical Administrative Procedures</td>
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<td>COOP</td>
<td>Cooperative Work Experience/Internships</td>
<td>2-3</td>
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</table>

At the completion of the Office Administration Program, the successful student will be able to:

- Apply critical thinking, professional practices, and efficient techniques to complete job tasks
- Communicate clearly and professionally with clients, supervisor, and coworkers
- Evaluate a workplace problem and apply appropriate strategies and valid reasoning to process quantitative and symbolic data
- Identify and adjust to workplace differences in order to operate collaboratively and effectively
- Recognize ethical dilemmas in the workplace and evaluate the consequences

In addition, students who complete the program will demonstrate the following skills standards:

- Demonstrate the ability to maintain proficiency with evolving technologies

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<tr>
<td>BUS 104</td>
<td>Business Math</td>
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</table>
Paralegal
Associate in Applied Science Degree (99-106 credits)

PROGRAM DESCRIPTION: The overall program goal of the Paralegal Associate in Applied Science Degree is to prepare students for careers as paralegals working under the supervision of lawyers. In addition, it is the aim of the program to provide students with knowledge of legal concepts, procedures and essential skills required to serve the needs of a complex legal and business community by assessing existing courses and updating and/or developing new courses that meet the future needs of the profession. The Program emphasizes organizational, interpersonal, analytical and technological skills that support students in their professional pursuits and provides a broad range of skills for positions in a variety of legal settings such as private law firms, government agencies, community action 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 practice concentration, law-related, and general education courses. Students 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.

The Paralegal Program promotes ethical awareness and professional responsibility, and encourages development of the Paralegal and LLLT occupations.

CAREER OPPORTUNITIES: The paralegal field continues as one of the fastest growing professions. The American Bar Association and Washington State Bar Association recognize the benefit of two-year paralegal and Limited License Legal Technician (LLLT) programs. 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, nonprofit private and public organizations, 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 depending on the size of the community, geographic location, size, and business of the employing agency and the paralegal'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.

At the completion of the Paralegal Program, the successful student will be able to:

- Exhibit critical thinking skills in analyzing legal processes and problems
- Analyze, synthesize and communicate information about legal issues and processes in writing and in oral presentations
- Use technological applications to efficiently produce, manage, and submit accurate legal documents
- Recognize and apply reason to ethical issues in business, including the legal implications of business practices
- Develop and practice appropriate and relevant interaction skills across personal, academic and professional settings

In addition, students who complete the program will demonstrate the following skills standards:

Demonstrate the following skill standards abilities:

- Engaging in legal and factual investigation and research using traditional and technology-based tools
- Briefing and analyzing legal issues in writing
- Understanding the court system and the process of civil litigation from case inception through trial and post-trial matters
- Using a variety of current computer applications to efficiently produce, manage, and analyze legal documents
- Demonstrating effective communication with attorneys, clients, court personnel, and co-workers, orally and in writing.
- Effectively interviewing clients or witnesses

Special Program Note: Only an attorney or Limited License Legal Technician (LLLT) pursuant to Admission and Practice Rule (APR) 28, can counsel others as to their legal rights or responsibilities. Non-lawyer assistants act under the supervision of a lawyer in compliance with Washington State Court Rules of Professional Conduct (RPC) 5.3, General Rule (GR) 24. See also, APR 28 and LLLT RPC.

Core Requirements

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<td>LEGL 151</td>
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<td>LEGL 155</td>
<td>Fundamentals of Legal Writing and Case Analysis</td>
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<td>LEGL 156</td>
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<tr>
<td>LEGL 157</td>
<td>Criminal Law</td>
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<tr>
<td>LEGL 158</td>
<td>Investigation and Interviewing</td>
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<tr>
<td>LEGL 201</td>
<td>Contracts and Commercial Transactions</td>
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</tr>
<tr>
<td>LEGL 202</td>
<td>Legal Ethics</td>
<td>5</td>
</tr>
<tr>
<td>LEGL 251</td>
<td>Civil Litigation</td>
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</tr>
<tr>
<td>LEGL 253</td>
<td>Domestic Relations</td>
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<tr>
<td>LEGL 259</td>
<td>Career Readiness for the Paralegal</td>
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Program Electives

Choose at least 2 courses from the electives list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 201</td>
<td>Business Law</td>
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<tr>
<td>BUS 202</td>
<td>Business Law II</td>
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<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 255</td>
<td>Estate Planning</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 256</td>
<td>Real Estate and Property Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 257</td>
<td>Corporations and Partnerships</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Arts General Education Electives

IF MATH 107 is chosen to satisfy the Computation requirement it will apply as 5 of the 12 required credits for this category. See general education requirements.

Total General Education Electives 12-15

General Education Requirements

Communication:

ENGL 101  English Composition I 5

Additional Communication:

Choose one of the following:

CMST 101  Introduction to Communication 5
CMST 105  Introduction to Online Journalism 5
CMST 220  Public Speaking 5
CMST 230  Small Group Communication 5
CMST 260  Communication and Conflict 5

Computation

Choose one of the following:

BUS 104  Business Math 5
MATH 107  Math in Society 5

Human Relations

Choose one of the following:

CMST 210  Interpersonal Communication: Diversity 5
CMST 240  Intercultural Communication: Diversity 5
HUM 121  Multicultural America, Past to Present: Diversity 5
PSYC 116  Psychology of Human Relations: Diversity 5
Parenting Education Program

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

PROGRAM DESCRIPTION: The Parenting Education Program offers a variety of parenting skills classes, parent-cooperative preschool classes and specialized programs to meet the changing needs of families.

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 courses 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: At the completion of the Parenting Education Program, the successful student will be able to:

▸ Implement healthy, safe practices for young children
▸ Explain and apply early childhood development and developmentally appropriate practices/environments for young children within a context of social and cultural influences
▸ Apply strategies for working with children, within a culturally relevant, anti-bias approach in order to promote social-emotional competence
▸ Demonstrate an understanding of how children learn symbolically through play

 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 givers and age-appropriate children 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 enrolling in the PEP cooperative preschools must register online each quarter.
Eastside Co-op 360-754-3938
Lacey Parent Co-op 360-459-5297
Steamboat Island Co-op 360-866-1819
Westside Co-op 360-866-7383

Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<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 (5-10 Years)</td>
<td>2</td>
</tr>
<tr>
<td>PEP 111</td>
<td>Parent Education</td>
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<tr>
<td>PEP 112</td>
<td>Parent Education</td>
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<td>PEP 113</td>
<td>Parent Education</td>
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<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>
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</tbody>
</table>
Welding Technology

Associate in Applied Science Degree (93 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 (40 credits)
Gas Tungsten Arc Welding Certificate (40 credits)

PROGRAM DESCRIPTION: The Welding Technology Program is designed to 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.

At the completion for the Welding Technology Program, the successful student will be able to:
- Demonstrate the ability to identify, analyze, and synthesize relevant data from multiple sources to solve problems and develop acceptable conclusions related to the welding industry
- Demonstrate effective oral and written communication, with proper welding terminology, with a variety of audiences including peers and laypersons
- Apply reasoning and interpret information represented in data sets, graphs, and tables to create and inspect welds
- Commit to the quality of results in project design and execution and demonstrate an understanding of professional and ethical responsibility related to their professional discipline
- Engage and interact with diverse teams within the learning environment demonstrate the ability to operate collaboratively and effectively in an organizational setting

In addition, students who complete the program will demonstrate the following skills standards specific to Welding Technology:
- Evaluate potential hazards and apply procedures to maintain workplace safety
- 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WELD 102</td>
<td>Welding Theory I</td>
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<tr>
<td>WELD 103</td>
<td>Thermal Cutting and Gouging</td>
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<td>WELD 104</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
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<td>WELD 106</td>
<td>Shielded Metal Arc Welding I</td>
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<tr>
<td>WELD 125</td>
<td>Welding Theory II</td>
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<tr>
<td>WELD 127</td>
<td>Shielded Metal Arc Welding II</td>
<td>9</td>
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<tr>
<td>WELD 134</td>
<td>Print Reading for Welders</td>
<td>5</td>
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<td>WELD 135</td>
<td>Gas Metal Arc Welding</td>
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<td>WELD 210</td>
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<td>WELD 220</td>
<td>Gas Tungsten Arc Welding</td>
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<tr>
<td>WELD 230</td>
<td>Welding Fabrication and Certification</td>
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### Core Requirements – Basic Welding Skills Certificate of Achievement

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<td>WELD 103</td>
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<td>WELD 104</td>
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<tr>
<td>WELD 106</td>
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### Core Requirements – Shielded Metal Arc Welding Certificate of Proficiency

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<td>WELD 103</td>
<td>Thermal Cutting and Gouging</td>
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<td>WELD 104</td>
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<td>WELD 106</td>
<td>Shielded Metal Arc Welding I</td>
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<td>WELD 125</td>
<td>Welding Theory II</td>
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<td>WELD 127</td>
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<td>WELD 134</td>
<td>Print Reading For Welders</td>
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<td>WELD 135</td>
<td>Gas Metal Arc Welding</td>
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### Core Requirements – Gas Metal Arc Welding Certificate of Proficiency

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<tr>
<td>WELD 102</td>
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### Core Requirements – Flux Cored Arc Welding Certificate of Proficiency

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<td>WELD 127</td>
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</tr>
<tr>
<td>WELD 210</td>
<td>Flux Cored Arc Welding</td>
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</table>
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 Communication 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 Communication requirement.

COMMUNICATION:
- ENGL& 101 English Composition I 5

ADDITIONAL COMMUNICATION:
- OFTEC 260 Business Communication 5
- CMST& 101 Introduction to Communication 5
- CMST 105 Introduction to Online Journalism 5
- CMST& 210 Interpersonal Communication: Diversity (Fall 07) 5
- CMST& 220 Public Speaking 5
- CMST& 230 Small Group Communication 5
- CMST 240 Intercultural Communication: Diversity (Fall 05) 5
- CMST 260 Communication and Conflict 5
- ENGL 235 Technical Writing 5

COMPUTATION
- BUS 104 Business Math 5
- MATH 100 Mathematics for Early Childhood Educators 5
- MATH 101 Technical Mathematics I 5

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

HUMAN RELATIONS
- BUS 260 Principles of Management: Diversity (Fall 05) 5
- OFTEC 109 Human Dimensions in the Office: Diversity (Summer 06) 3
- CMST& 210 Interpersonal Communication: Diversity (Fall 07) 5
- CMST& 230 Small Group Communication 5
- CMST 240 Intercultural Communication: Diversity (Fall 05) 5
- HUM 121 Multicultural America, Past to Present: Diversity (Fall 05) 5
- PSYC 116 Psychology of Human Relations: Diversity (Summer 06) 5

DIVERSITY REQUIREMENT
- Designates Diversity Courses throughout General Education List.
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 seeking this degree must have prior approval from an instructional Dean or the Vice President of Instruction and 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 Principles of Accounting I 5
Examines the basic structure of accounting, including receivables, payables, merchandise inventory, deferrals, accruals, depreciation and internal controls. Prerequisite: "C" or better in MATH 097 or OFTEC 170 (formerly CIS 107).

ACCT& 202 Principles of Accounting II 5
Examines current liabilities, payroll systems, partnerships, corporations, stocks and bonds, preparation of statement of cash flows, and financial statement analysis. Prerequisite: ACCT& 201 with a "C" or better.

ACCT& 203 Principles of Accounting III 5
Examines the development of costs for manufacturing concerns, determination of net income, development of managerial information and evaluation of performance. Prerequisite: 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 and OFTEC 141 (formerly 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 234 Accounting for Small Business Owners 4
Introduces basic uses of accounting information from the perspective of a small business owner: financial statements, ratio analysis, budgets, and cash flow forecasts. Prerequisite: None.

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 OFTEC 170 (formerly 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 001 Basic Education for Adults (BE) 1
Learner-focused orientation for entry into Basic Education for Adults (BE) program. Prerequisite: None.

ABE 002 High School 21+ and GED Orientation 1
Learner-focused orientation for entry into HS21+, GED, or Basic Education for Adults (BE) program. Prerequisite: None.

ABE 003 ABE Pathways Level I (Beginning ABE Literacy)
Introduces students at the beginning ABE literacy level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: Adult Basic Education (ABE) placement test score into Level I.

ABE 004 ABE Pathways Level II (Beginning Basic Education)
Introduces students at the beginning basic education level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: Adult Basic Education (ABE) placement test score into Level II.

ABE 005 ABE Pathways Level III (Low Intermediate Basic Ed)
Introduces students at the low intermediate basic education level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: Adult Basic Education (ABE) placement test score into Level III.

ABE 006 ABE Pathways Level IV (High Intermediate Basic Ed)
Introduces students at the high intermediate basic education level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: Adult Basic Education (ABE) placement test score into Level IV.

ABE 007 ABE Pathways Level V (Low Adult Secondary Education)
Introduces students at the low adult secondary education level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: Adult Secondary Education (ASE) placement test score into Level V.

ABE 008 ABE Pathways Level VI (High Adult Secondary Education)
Introduces students at the high adult secondary education level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: Adult Secondary Education (ASE) placement test score into Level VI.

ABE 041 ABE Level I (Beginning ABE Literacy)
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)
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)
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)

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

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

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 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

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 201-210 in Math.

ABE 063  Adult Basic Education III-Math

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

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 complete the CASAS pretest with a score of 246 or higher.

ADVANCED MANUFACTURING

CMT 101  Introduction to Machining 5

Provides an overview of the machining career including the types of machines used, history of the machining trades, overview of machining careers, and introduction to NIMS certification. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for Measurement, Materials & Safety. Recommended concurrent enrollment with CMT 102 & CMT 103. Prerequisite: None.

CMT 102  Measurement, Materials and Safety 5

Provides an overview of basic safety, measurement techniques, and quality assurance processes required for the machining trades. Students will learn content necessary to successfully pass the National Institute of Metalworking Skills (NIMS) certification test for Measurement, Materials & Safety. Recommended concurrent enrollment with CMT 101 & CMT 103. Prerequisite: None.

CMT 103  Print Reading for Machine Trades 5

Provides students with the knowledge and skills necessary to read and understand blueprints and engineering drawings used in the machine trades. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for Measurement, Materials & Safety. Recommended concurrent enrollment with CMT 101 & CMT 102. Prerequisite: None.

CMT 105  Inspection/Quality Control 3

Introduces the theory and processes for quality assurance in machining. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for Inspection/Quality Control. Recommended concurrent enrollment with CMT 106 & CMT 107. Prerequisite: "C" or better in CMT 101 and CMT 102 and CMT 103.

CMT 106  Fundamental Computer Numerical Controlled Machine 5

Introduces the basics of Computer Numerical Controlled (CNC) machines with a focus on lathes and computer-aided design. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for Job Planning, Benchwork, and Layout. Recommended concurrent enrollment with CMT 105 & 107. Prerequisite: "C" or better in CMT 101 and CMT 102 and CMT 103.

CMT 107  Job Planning, Benchwork, and Layout 5

Introduces the tools, machines, and theory required for the machining industry, with an emphasis on job planning, benchmark, and layout procedures. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for Job Planning, Benchwork, and Layout. Recommended concurrent enrollment with CMT 105 & 106. Prerequisite: "C" or better in CMT 101 and CMT 102 and CMT 103.
CMT 109  CNC Mills and Lathes  6
Provides intermediate to advanced instruction on Computer Numerical Controlled (CNC) mills and lathes, with an emphasis on setup and operations, tool mounting, and process planning. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for CNC Milling - Operations. Recommended concurrent enrollment with CMT 108. Prerequisite: "C" or better in CMT 105 and CMT 106 and CMT 107.

CMT 110  CNC Programming  6
Provides intermediate level instruction in Computer Numerical Controlled (CNC) programming for mills and lathes. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for CNC Milling - Operations. Recommended concurrent enrollment with CMT 109. Prerequisite: "C" or better in CMT 105 and CMT 106 and CMT 107.

CMT 201  Advanced CNC Machining (Mills & Lathes)  Level 1  5
Provides advanced technical knowledge of manual and computer numerical control (CNC) machining with an emphasis on special cutting processes, analysis of engineering drawings, and quality control. Students will learn content necessary to pass the National Institute of Metalworking Skills (NIMS) certification test for Manual Milling Level 1. Recommended concurrent enrollment with CMT 202. Prerequisite: "C" or better in CMT 109 and CMT 110.

CMT 202  Advanced CNC Programming  5
Covers advanced CNC programming, including using MasterCarn to program CNC equipment, writing and editing programs for production runs, and customizing programs for print specification. Recommended concurrent enrollment with CMT 201. Prerequisite: "C" or better in CMT 109 and CMT 110.

CMT 205  Advanced CNC Machining (Mills & Lathes)  Level 2  5
Provides advanced technical knowledge of computer numerical control (CNC) machining, with an emphasis on production runs, maintenance and operation of CNC machines during production runs, and product inspection. Students will learn content necessary to successfully pass the National Institute of Metalworking Skills (NIMS) certification test for CNC Milling Programming, Setup & Operations. Recommended concurrent enrollment with CMT 206. Prerequisite: "C" or better in CMT 201 and CMT 202.

CMT 206  Advanced Machine Shop Applications  8
Provides a capstone experience requiring students to design and machine a final project. Recommended concurrent enrollment with CMT 205. Prerequisite: "C" or better in CMT 201 and CMT 202.

CMT 225  Principles of Machining III  10
The Principles of Machining III course offers an advancement of content, equipment and theories in order to broaden training to better prepare students for industry. This course is designed to finalize skills at the technical college level in preparation for employment in the manufacturing industry. Students in Principles of Machining II will continue and advance the study of conventional machines, computer numerical control (CNC) machines, analyze engineering drawings, and use advanced precision measuring instruments for inspection. Scholars will enhance abilities using the computer automated machining software MasterCarn to program the CNC equipment. Students develop and refine the skills required for employment in this highly technical field. Prerequisite: "C" or better in all 100 level CMT courses, or instructor's permission.

CMT 250  Principles of Machining IV  10
The Principles of Machining IV courses offers an advancement of content, equipment and theories in order to broaden training to better prepare students for industry. This course is designed to finalize skills at the technical college level in preparation for employment in the manufacturing industry. Students in Principles of Machining IV will continue and advance the study of conventional machines, computer numerical control (CNC) machines, analyze engineering drawings, and use advanced precision measuring instruments for inspection. Scholars will enhance abilities using the computer automated machining software MasterCarn to program the CNC equipment. Students develop and refine the skills required for employment in this highly technical field. Prerequisite: "C" or better in all 100 level CMT courses, or instructor's permission.

AMERICAN SIGN LANGUAGE

ASL & 121  American Sign Language I  5
Introduces the two basic skills of American Sign Language (ASL): receptive and expressive skills. Studies language within its cultural context. This course was formerly known as ASL 101. Prerequisite: None.

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

ASL & 221  American Sign Language IV  5
Emphasis on receptive and expressive 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  American Sign Language V  5
Continued development of ASL fluency including receptive and expressive skills, vocabulary (including ASL idioms and slang) and ASL grammar; introduction of ASL linguistics. This course was formerly known as ASL 202. Prerequisite: ASL & 221 or ASL 201 with a grade of 2.0 or better or demonstrated equivalent proficiency, or instructor's permission.

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

ANTHROPOLOGY

ANTH&100  Survey of Anthropology  5
Surveys past and present human biological, cultural and linguistic variation and evolution. Incorporates an overview of the anthropological subfields: Archaeology, Biological Anthropology, Cultural Anthropology and Linguistic Anthropology. Prerequisite: None.

ANTH&104  World Prehistory  5
Surveys human prehistory, from the origin of humans through the emergence of early civilizations, providing a foundation for understanding modern human societies. 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
Studies the interplay of human biology and culture. Topics include genetics, primate studies, human evolution and human biological variation. This course was formerly known as ANTH 102, Introduction to Physical Anthropology. Prerequisite: None.
ANTH 206 Cultural Anthropology: Diversity 5
Explores the nature, growth and history of human cultures. Surveys the range of cultural phenomena including material culture, making a living, domestic life, kinship, economic exchange, social/political organization, social control, personality, art, religion, and applying anthropology in a contemporary world with special emphasis on non-western societies and the comparisons among traditions. This course was formerly known as ANTH 103. Introduction to Cultural Anthropology. Prerequisite: None.

ANTH 207 Linguistic Anthropology 5
Focuses upon language as a distinctively human means of communication and social interaction. Explores the evolution and history of languages and 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 variations in the life ways of the Native Americans up to the late 1800's when the last of the Native American nations lost their independence. Places native populations in a broad comparative context, investigating the variation between the societies of the major culture areas of North America and their interaction with the European and American societies with whom they came in contact. This course was formerly known as ANTH 210, Native American Cultures and Culture Context. Prerequisite: None.

ANTH 216 Northwest Coast Indians: Diversity 5
Origin. Development and a variation of Pacific Northwest cultures from the earliest migrations to contemporary times. Survey/traditional native ways of life along coastal Washington, British Columbia, and Southeastern Alaska and their effects on current Northwest life styles. Explore the historical roots of contemporary regional issues concerning treaties and Indian rights. A previous anthropology class suggested. This course was formerly known as ANTH 220, Pacific Northwest Coast Peoples Past/ Present. Prerequisite: None.

ANTH 227 Pacific Island Cultures: Diversity 5
The course investigates the cultures and peoples of the Pacific Islands, with an emphasis on Polynesia. This course was formerly known as ANTH 240, Native Pacific Island Cultures. ENGL 101 recommended. Prerequisite: None.

ANTH 250 Topics in Anthropology: (Variable Subtitles) 5
An in-depth study of aspects of the cultural past or present, or language of a specific region or group, of aspects of the biology of a specific region or group (including human or non-human primates), or an in-depth study of anthropological theory and its application to a specific topic. Prerequisite: A previous course in Anthropology or instructor's permission.

ANTH 270 Anthropology of Diverse Sexualities: Diversity 5
Focuses on Western and non-Western expressions of homosexuality, bisexuality and transgender from an anthropological perspective. Includes the biological evidence related to sexual orientation and gender, expressions of sexualities in Western and non-Western societies, the relationship of myth, religion and language to diverse sexualities, non-heterosexual identity in different cultures, and the relevance of anthropological to the American societal debate on diverse sexualities. Prerequisite: ENGL 101 recommended.

ART 101 Introduction to Art 5
Introduces concepts and techniques used in the visual arts with an emphasis on art in the local community, other cultures and the contemporary world. Prerequisite: Eligible for ENGL 101.

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

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

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

ART 114 Art of World Cultures 5
Study of the arts of world cultures, ancient to contemporary. Examines art and architecture as the expression of philosophical and social traditions, historical events and contemporary movements. Prerequisite: ENGL 101 (formerly WRIT 101) 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 116 Art in America: Diversity 5
Presents an overview of American and North American Indigenous and under-represented people's artistic production from the late 17th through the mid-20th centuries with a focus on the cultural, social, and political implications through the analysis of American paintings, sculpture, photography, and architecture. This course emphasizes self-awareness of one's relationship to power and privilege as a product of art history. Prerequisite: Eligible for ENGL 101.

ART 120 Beginning 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. Develops drawing skills and personal expression through studio projects, lectures and critiques. Prerequisite: None.

ART 130 2D Design 5
Introduces the study of the visual language, principles of visual communication, and creative problem solving. Develops skills and personal expression through studio projects, lectures, and critiques. Prerequisite: None.

ART 135 3D Design 5
Introduces 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 Beginning Printmaking 5
Introduces basic principles and techniques of printmaking. Develops skills and personal expression through studio projects, lectures, and critiques. Prerequisite: None.

ART 150 Beginning Ceramics 5
Basic principles and techniques of ceramics, including handbuilding, throwing on the potter's wheel, surface treatment, and firing methods. Emphasis on craftsmanship and personal expression. Prerequisite: None.

ART 155 Beginning 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, conceptual, and earthworks. Prerequisite: None.

ART 160 Beginning 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
Introduces mixed media art and methods and how to integrate diverse media such as drawing, clay, collage, mobile devices, and digital graphics tablets to design, create, and share original art work. Covers 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
Digital photographic concepts and techniques beyond the introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, 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 111 Basic Electrical/Electronic Systems 16
Electrical and electronic systems theory, diagnosis, and service relating to modern import and domestic vehicles, including green technology. Covers in-depth application of Ohm’s Law and Watt's Law. Shop electrical diagnostic equipment and procedures will be studied with emphasis on safety and setup. Prerequisite: “C” or better in AUTO 100 or instructor’s permission.

AUTO 120 Automotive Fuels and Ignition Systems 16
Fundamental knowledge and work experience in basic engine performance diagnostics, ignition systems, fuel and fuel delivery systems as it relates to the modern automobile. This course was formerly known as AUTO 118 and 119. Prerequisite: AUTO 11 or instructor’s permission.

AUTO 121 Automotive Steering, Suspension and Brake Systems 16
An in-depth study of modern, domestic and import vehicle steering, suspension and braking systems. We will emphasize on inspection, diagnosis, repair and adjustment of the steering and suspension and braking 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 ABS diagnostic scan tools, shop service special tools, and 4-wheel alignment equipment will be utilized. Emphasis will be placed on safety, setup and use. Extensive review of shop safety practices and proper equipment use will be done. This course was formerly known as AUTO 116 and 117. Prerequisite: AUTO 100 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, 120 and 121 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
Theory and application of automotive heating, air conditioning, and automatic temperature controlled systems as applied to modern import and domestic automobiles, including hybrid electric vehicles. Emphasis on using schematics, troubleshooting, diagnosis, and A/C safety precautions. Course is taught concurrently with AUTO 223. Prerequisite: “C” or better in AUTO 100, 111, 120 and 121 or instructor’s permission.

AUTO 220 Automotive Drivability and Emission 16
Continues the study of electronic control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. 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, AUTO 111, AUTO 121, and AUTO 122.

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, 120 and 121 or instructor’s permission.
AUTO 223 Automotive Chassis and Accessory Circuits 8
Advanced study of the automotive chassis and accessory electrical circuits and related components. In-depth diagnosis, troubleshooting, and repair of electrical and electronic related problems encountered 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, 120 and 121 or instructor's permission.

BAKING AND PASTRY ARTS

BPA 111 Yeast Breads 4
Principles and techniques of yeast dough production with the use of traditional mixing and fermentation methods emphasizing flavor, texture, and appearance. Prerequisite: Instructor's permission.

BPA 112 Quick Breads and Cakes 4
An introduction to the following mixing methods: biscuit, muffin, creaming, two stage, and sponge to produce a variety of shapes and flavors of biscuits, quick breads, cakes, waffles, pancakes and crepes. Prerequisite: Instructor's permission.

BPA 113 Cookies and Petits Fours 4
The fundamental techniques for making a wide variety of cookies and petits fours using the one-stage method, the creaming method, and the sponge method. Decoration and Finishing are covered. Prerequisite: Instructor's permission.

BPA 114 Pastry Techniques-Viennoiserie 4
Preparation of Viennese-style baked goods. Emphasis will be on laminating techniques used to make up such products as croissants, various Danish pastries and puff pastry as well as brioches. Prerequisite: Instructor's permission.

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

BPA 116 Custards and Mousses 4
An introduction to custards, mousses and creams to create such desserts as cheesecake, filled pate choux, creme brulee and ice cream. Prerequisite: Instructor's permission.

BPA 118 Classical Cakes and Tortes 4
Instruction in cake production, including cream preparation, egg foams, glazes, mousses, icings, and decorative techniques. Emphasis will be put on composition, balance assembly, and presentation of classic cakes and specialty tortes. Prerequisite: Instructor's permission.

BPA 119 Bakery Operations 4
Practical application of producing and marketing products in the setting of an actual bakery. Students will practice the skills for controlling inventory, analyzing sales, displaying product, and baking a variety of goods. Prerequisite: Instructor's permission.

BPA 121 Chocolate and Confections 4
Introduction to the processes involved in making chocolates and confections. The tempering of chocolate will be emphasized, as well as techniques for filling, enrobing, and decorating chocolates. Prerequisite: Instructor's permission.

BIOLOGY

BIO& 100 Survey of Biology 5
Introductory course for non-biology majors which includes an introduction to major biological principles and processes. Topics chosen from all areas of modern biology including ecology, physiology and cell biology. Uses examples from all kingdoms of life. Prerequisite: None.

BIO& 110 Current Biological Issues (Subtitle) 5
This course on emerging diseases serves to introduce students to basic concepts in microbiology, genetics, ecology and epidemiology. Social issues surrounding the spread of and efforts to control diseases provide clear examples of the importance of science to everyone. This underlies the importance of scientific literacy for voters and consumers of medical care. Within the context of disease threats, students are introduced to the basics of cell biology, microbial genetics, and how genetic factors determine changes in disease virulence and pathogen survival. The science and politics of emerging disease are woven around case studies of disease outbreaks. In order to understand disease, students will also study the immune system and how it functions to protect humans from most pathogens. (Four lecture hours with a two-hour laboratory session per week.) Prerequisite: None.

BIO& 160 General Biology w/Lab 5
Introductory laboratory course covering foundational biological concepts including cell structure and function, metabolism, genetics, biotechnology, biological diversity, evolution, and ecology. Preparatory for further studies including BIOL& 211 and BIOL& 241. This course was formerly known as BIOL 105. Prerequisite: None.

BIO& 175 Human Biology with Lab 5
Elementary anatomy and physiology of the human body. Appropriate for non-majors (not for Nursing or Biology majors) and individuals preparing to take Anatomy and Physiology. This course was formerly known as BIOL 120. Prerequisite: None.

BIO& 180 Introduction to Marine Biology 5
A general survey of marine biology, including study of the inter-relationships of the physical, chemical, and biological components of the sea; and introduction to the plant and animal phyla; and a discussion of man's role in the marine environment. (Four lecture, three lab hours.) This course was formerly known as BIOL 170. Prerequisite: None.

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

BIO& 212 Majors Animal 5
A comparative study of the major animal groups including anatomy, physiology, development, and behavior within an evolutionary and ecological framework. For biology majors and students in pre-professional programs. This course was formerly known as BIOL& 222, Majors Organismal Physiology. Prerequisite: BIOL& 211 (formerly BIOL& 223).

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

BIO& 241 Human A & P 1 5
The study of the structure and function of the human body. Topics include cellular organization, metabolism, histology, integumentary, skeletal, muscular, and nervous systems. (Four lecture, three lab hours weekly.) This course was formerly known as BIOL 205. Prerequisite: CHEM& 121 (formerly CHEM 101) or higher with a "C" or better.

BIO& 242 Human A & P 2 5
A continuation of BIOL & 241. Systems covered: endocrine, reproductive, cardiovascular, respiratory, lymphatic, urinary (including fluid and electrolytes) and digestive. (Four lecture, three lab hours weekly.) This course was formerly known as BIOL 206. Prerequisite: BIOL& 241 (formerly BIOL 205) with a "C" or better.

BIO& 253 Human A & P III 5
Covers advanced topics in Anatomy and Physiology. Topics include: genetics, development, aging and pathophysiology of important disorders. (Four lecture, three lab hours weekly). This course was formerly known as BIOL 207. Prerequisite: Complete BIOL& 241 (formerly BIOL 205) with a minimum grade of "C" BIOL& 242 (formerly BIOL 206) with a minimum grade of "C" or concurrently (BIOL& 242 may be taken with BIOL& 253 concurrently).
BIOL& 260  Microbiology  5
Microbiological techniques with health applications. Topics include: morphology of microbes, microbial metabolism, microbial genetics, cultivation and growth identification and classification tests, control of microbial growth, pathogens, disease, and host defenses. (Four lecture, three lab hours weekly). This course was formerly known as BIOL 211. Prerequisite: CHEM& 121 (formerly CHEM 109) 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& 101  Introduction to Business  5

BUS 104  Business Math  5
Emphasis on solving practical problems in business, including percentages, payroll, simple and compound interest, annuities, discounts, markups, using a calculator. Prerequisite: MATH 094 or higher with a grade of "C" or better and eligible for ENGL& 101.

BUS 140  Customer Service  5
Focuses on creating and maintaining positive customer relations. Emphasizes the importance of developing a service-oriented organization whose practices foster customer retention and loyalty. Develops skills in problem-solving, communication both oral and written, critical thinking and decision-making in order to identify and respond to customer needs. Prerequisite: Eligible for ENGL& 101.

BUS 160  Principles of Marketing  5
Business activities concerned with planning, pricing, promotion and distributing goods and services. Fundamental principles and business cases are combined so the student may understand more clearly the functioning of marketing in our economy and internationally. Prerequisite: BUS& 101 (formerly BUS 103) or instructor’s permission.

BUS& 201  Business Law  5
A study of the American legal system; includes the Constitution, legislative, executive and judiciary branches. Examines system structure, concepts, procedures, terminology, ethical principles with an emphasis on principles and procedures applicable in the context of business contracts. Covers definitions, formation, interpretation and enforcement within the legal field. This course was formerly known as BUS 171, Business Law I. Prerequisite: Eligible to take ENGL& 101.

BUS 202  Business Law II  3
Expands and develops 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 103) recommended. Prerequisite: None.

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

BUS 260  Principles of Management: Diversity  5
Analysis of the functions of management, including planning, problem solving, decision making, organizing, leading, directing, motivating and controlling. Special emphasis will be on current management issues including the importance of valuing diversity. Students will be expected to employ critical thinking skills to analyze and address typical workplace challenges. The case method, role playing, practical applications and exercises will be used. Prerequisite: Eligible for ENGL& 101. 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, finding and hiring employees, testing, training and compensation, and evaluating performance. Contemporary issues in Human Resource Management will be discussed. Prerequisite: None.

BUS 289  Integrated Business Applications  5
A capstone course that integrates accounting, data processing and business concepts to create solutions to complex business problems. Teambuilding, ethics and presentation techniques are considered. Ability to use a spreadsheet program is required. NOTE: BUS 289 should be taken by business and accounting students who are within two quarters of graduation. Prerequisite: Completion of two of the following with a "C" or better: BUS& 101 or BUS 103, ACCT& 201 or ACCT 201, ACCT& 203 or ACCT 203.

CHEMISTRY
CHEM& 110  Chemical Concepts w/Lab  5
A look at chemistry in our lives by studying its relationship to water, natural resources, energy sources, food, radioactivity, and the atmosphere. Includes the structure of atoms, chemical reactions, bonding, balancing chemical equations, and related laboratory activities. This course was formerly known as CHEM& 105, Chemical Concepts. Prerequisite: None.
CHEM& 121 Introduction 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 Introduction to Organic/Biochemistry 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& 139 General Chemistry Prep 5
Introduction to fundamentals of inorganic chemistry as preparation for the general chemistry sequence. Topics include systems of measurement, atomic structure, bonding, chemical formulas, reaction equations, mole concept, and stoichiometry. Emphasis on developing critical thinking and problem solving strategies. Preparation for CHEM& 161 and further studies in chemistry. Prerequisite: Grade of “C” or better in MATH 099 or equivalent.

CHEM& 161 General Chemistry w/Lab I 5
First quarter of a general chemistry sequence for engineering, biological science, physical science, pre-med, pre-dental, and math majors. Includes chemical bonding, electron structures, reaction prediction, quantum mechanical concepts, thermochemistry, stoichiometry and gas laws. This course was formerly known as CHEM 140. Prerequisite: Grade of “C” or better in MATH& 141 and either a grade of “C” or better in CHEM& 139 or equivalent or a year of high school chemistry within the past three years.

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

CHEM& 163 General Chemistry 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 Chemistry 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 Chemistry II 4
Second of a three-quarter sequence of organic chemistry courses. Further study of structure, naming, properties and transformations of the main classes of carbon compounds, especially aromatic and carbonyl compounds. Intended to be taken concurrently with CHEM& 252 (formerly CHEM 242). This course was formerly known as CHEM 238. Prerequisite: CHEM& 241 (formerly CHEM 237) with a grade of “C” or better, or instructor’s permission.

CHEM& 243 Organic Chemistry 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 Chemistry 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 Chemistry 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& 241 (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 Communication 5
Investigates the theory and practice of intrapersonal, interpersonal, small group, organizational, intercultural, and public speech communication. Human communication processes and barriers are explored. Development of communication skills useful for workplace, family, friendships, educational, and community contexts. Prerequisite: None.

CMST& 102 Introduction to Mass Media 5
Survey of mass media emphasizing its history, structure and function and covering print and broadcast newsgathering: film/cinema, television, radio, magazines and computers/internet, and regulation, advertising/public relations and media effects. This course was formerly known as MCOM 100. Introduction to Mass Media. Prerequisite: Eligible for ENGL& 101 (formerly WRIT 101).
CMST 105  Introduction to Online Journalism  5
Introduction to two forms of mass media writing: writing to inform (print and online) and writing to persuade (public relations, advertising and business). 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 MCDM 101, Introduction to Journalism. Prerequisite: Eligible for ENGL& 101 (formerly WRIT 101).

CMST 205  Advanced Online Media Production  5
Develops skills required to use information delivery platforms common to digital media production and online publication. Students work individually and in teams to produce and manage digital media projects for publishing on the web. Word processing skills recommended. Prerequisite: CMST 105 or instructor's permission.

CMST& 210  Interpersonal Communication: Diversity  5
Investigation into the theory and practice of interpersonal communication. An experiential approach is used as students participate in a variety of class activities designed to apply and build skills through the speech communication process. Examines how a diversity of communication styles can affect formation and maintenance of school, co-worker, family, friendship and romantic relationships. This course was formerly known as 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 Communication  5
Studies communication in small groups to help students understand group processes and to be effective participants in problem-solving groups at home, in the community, and at work. Develops skills in decision-making, creative and critical listening and thinking, interpersonal and intercultural communication, conflict management, and leadership as applied to small groups. 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 selection of 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
Investigates interpersonal communication conflict theory and participates in class activities to 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: Eligible for ENGL& 101.

COMPUTER AIDED DRAFTING TECHNOLOGY

CAD 101  Mechanical Drafting I  5
Introductory level Mechanical Drafting/CAD. Includes basic CAD drawing and editing tool usage, understanding scales, plane geometry, shape descriptions with an emphasis on 3-D projection theory. Prerequisite: None, recommended CAD 150 be taken concurrently.

CAD 120  Architectural Drafting I  5
Introduction to Architectural Drafting. Understanding drawing scales, construction materials, cost estimating basics, residential building codes and step-by-step development of residential construction documents including: floor plan(s), building sections, exterior elevations, roof and foundation plans. Prerequisite: CAD 101 or instructor's permission.

CAD 150  Introduction to CAD  5
Introduction to Computer Aided Drafting. Includes file management, coordinate systems, drawing 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 182  Special Projects  2-5
An elective course with project to be selected by student and instructor. A special agreement form with a written proposal and timeline for the proposed project must be approved and on file with the instructor prior to registration. Prerequisite: Instructor's permission.

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

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

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

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

CAD 242  Mechanical CAD II  5
Intermediate 3D Solid Modeling utilizing SolidWorks Solid Modeling Software. Course includes expanded design sketching skills, creation of more complex designs, creation of solid assemblies and an introduction to solid analysis. Prerequisite: CAD 241 or instructor's permission.

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

CAD 261  Civil CAD I  5
Introductory level Civil CAD course utilizing Civil3D software. Includes: Profile View creation, Topographic map creation, and 3D modeling as well as 3D modeling and Profile Drawings. Assigned projects include a variety of public and private practice type drawings. Prerequisite: CAD 150, CAD 160 or instructor's permission.
CAD 262 Civil CAD II 5
Intermediate Level Civil/Survey design. Includes subdivision map creation, point conversion, topographic map development for converted point files, grading plan design, cut and fill calculations, parcel map development and data query. Introduction to the foundational skills necessary to succeed in CAD 263, the advanced Civil/Survey application course. Prerequisite: CAD 160, 261 or instructor's permission.

CAD 263 Civil CAD III 5
Advanced Level Civil/Survey design software. Includes working with point files, importing and exporting point files from data collection devices. Working with point groups, creation of topographic maps, advanced plan and profile designs, roadway cross-sections, and fill quantities relative to road design. CAD 264 should be taken concurrently with this class. Prerequisite: CAD 160 and 261 and 262 or instructor's permission.

CAD 264 Surveying I 3
Theory of errors, taping corrections, level traverses, angles, bearing azimuths, operation of a transit, interior and deflection angles, repetition of angles, traverse computations, latitudes and departures, adjustments of traverse coordinates, computation of stadia, vertical and horizontal curves. CAD 263 should be taken concurrently with this class. Prerequisite: CAD 160 and 261 and 262 or instructor's permission.

COMPUTER INFORMATION SYSTEMS

CIS 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: MATH 097 with a "C" or better.

CIS 160 Introduction to Programming 5
Introduces programming structures, concepts, techniques and terminology using the Visual Studio development environment and the C# programming language. Prerequisite: MATH 097 and CIS 101 and CIS 108. A composite score of at least 75% on the Accuplacer Computer Skills Placement (CSP) Basic exam can serve in lieu of CIS 101 and CIS 108.

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
Introduces the mathematics of computer programming. Covers symbolic logic, set theory, truth tables, number systems, algorithm design, and flowcharts. Prerequisite: MATH 097.

CIS 169 Requirements Analysis 5
Introduces planning, analysis, and design of software, with an emphasis on development methodologies, design process, and communication techniques. Prerequisite: CIS 168 AND CIS 165 AND (CIS 166 OR CIS 142 or instructor's permission).

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 and CIS 160 or instructor's permission.

CIS 184 Creating Web Pages 5
Creating web pages with HTML 5 (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 180, 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
Understand and apply XML (extensible markup language) as a component in computer programming. Includes learning proper structure for XML documents, document type definition (DTD), and XML schemas. Manipulation of the document object model (DOM) using JavaScript is emphasized, and creating alternate output using extensible stylesheet language (XSL/XSLT) will be explored. Students will gain knowledge of XML through hands-on experience. Prerequisite: CIS 184, CIS 185.

CIS 235 Rich Internet Applications 5
Create rich internet applications using asynchronous JavaScript and server-side programming. Create and manipulate user interfaces using HTML5 and Cascading Style Sheets. Integrate relational data sources. Use animation and graphics effectively. Introduce issues associated with developing web applications used across multiple platforms, including common security threats and concerns. Prerequisite: CIS 182, CIS 185 and CIS 284 or instructor's permission.

CIS 245 Developing Applications in Access 5
Provides an introduction to application development using Microsoft Access. Emphasis is on understanding customers' needs and translating data into useful information. Students will work with Visual Basic for Applications (VBA) and ActiveX Data Objects (ADO) to create a responsive user experience using queries, forms and reports. Prerequisite: CIS 182.

CIS 266 Developing Database Applications 5
Developing business applications using relational databases and object-oriented programming. Emphasis is placed on the planning process, database design and implementation, and understanding customers' business rules. Practical application of common tools focus on database manipulation using both data-bound controls and programmatic connections. The process of turning data into useful information will be explored using Structured Query Language and interface design. The database techniques are demonstrated with Access and/or SQL Server, and apply to other database products. Prerequisite: CIS 166 and CIS 182 or instructor's permission.

CIS 269 Software Maintenance 5
Responsibilities and techniques of the maintenance programmer. Emphasis on use of version control software, teamwork, and software testing. A significant, existing software project is used as a case study. Appropriate code commenting and documentation is discussed. Unit tests are created and applied. 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, Indexes, 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 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 285 Web Services 5
Develop web services, both client-side and server-side, with an emphasis on data exchange. Prerequisite: CIS 235 and CIS 284.

CIS 286 Java for Business Applications 5
Introduces object-oriented programming using Java. Prerequisite: CIS 166.
CIS 287  Android Development  5
Mobile development for the Android platform using Java as a development language and the native Android software development kit (SDK). Covers activities, layouts, intents, and notifications. Prerequisite: CS 142 or CIS 286 or previous object-oriented Java experience.

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 topics listed under Course Content: up to 5 credits may be earned depending on the areas covered and complexity of the application. Requires completion of 20 credits with a “B” average or better from the following courses: CIS 145, CIS 160, CIS 166, CIS 182, CIS 185, CIS 189, CIS 245, CIS 266, CIS 282, CIS 284, CS 142, CS 143. Prerequisite: Instructor's permission.

COMPUTER NETWORK ADMINISTRATION

CNA 100  Introduction to Networking  5
Introduces foundational concepts designed to prepare the student for more advanced networking concepts. Students will be introduced to terms and technologies commonly seen in a computer network. Prerequisite: Eligible for MATH 090 and ENGL 090.

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: CNA 100 or instructor's permission.

CNA 112  PC Workstation Technical Support  5
Provides instruction on complete tear down and reassembly of PC Workstations including software configuration and troubleshooting of common hardware installation issues. Prerequisite: Eligible for MATH 090 and ENGL 090.

CNA 113  PC Operating Systems  3
Introduces PC operating systems with an emphasis on support user software, operating systems, basic networking concepts, troubleshooting, and diagnostics. Prerequisite: Eligible for MATH 090 and ENGL 090.

CNA 120  Command Line Interface  5
Introduces the use of the Windows command line and PowerShell interfaces to manage and manipulate Windows Operating systems. Prerequisite: Eligible for MATH 090 and ENGL 090.

CNA 121  Microsoft Workstation  5
A technical introduction to the Microsoft Windows Client operating system and Microsoft Client-Server networks. Includes client installation, configuration, troubleshooting, creating user and group accounts, designing a user environment, sharing folders, securing access to network resources, and providing network services. Preparation for the Microsoft Certificate Exam. Students enrolling in this course should have familiarity with Microsoft Windows operating systems. Prerequisite: CNA 113 or instructor's permission.

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 125  IT Soft Skills  3
Emphasizes User Centered Design and introduces human behavior utilizing the DISC (Dominance, Influence, Steadiness, and Compliance) assessment model as it relates to the information technology environment. Prerequisite: None.

CNA 130  Introduction to Linux/Unix  5
Introduces Linux operating systems from the perspective of a new user. Covers how to install, maintain, and configure a Linux Operating System. Explores the shell interface, utilities, and basic characteristics of the operating system. Prerequisite: Eligible for MATH 090 and ENGL 090.

CNA 150  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 170  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 101 or instructor's permission.

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 122 or instructor's permission.

CNA 225  Microsoft SharePoint  3
Introduces SharePoint to beginning and intermediate-level computer users. Prerequisite: CNA 122.

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 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 150.

CNA 252  Cisco IV  3
The fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Prerequisite: CNA 251.

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 150.

CNA 295  Helpdesk Theory and Design  3
Introduces enterprise helpdesk theory, design and management. Focuses on planning, installation, configuration, documentation and management of infrastructure found in the enterprise. Prerequisite: CNA 113 and CNA 170 and CNA 215 and CNA 221.
CNA 296 Managing Network Environments 3
Focuses on Global Network design and implementation. Includes configuration, installation, and user support of Microsoft and Cisco network systems. Prerequisite: CNA 210 and CNA 221 and CNA 252.

COMPUTER SCIENCE

CS 142 Object-Oriented Programming I 5
Introduces the design and implementation of computer programs, including basic object-oriented programming with functions, classes, and objects. Prerequisite: "C" or better in MATH 097 or higher.

CS 143 Object-Oriented Programming II 5
Develops fundamental concepts and techniques for analysis, design, and implementation of computer programs using an object-oriented language. Includes recursive techniques and simple data structures. Prerequisite: CS 142.

CRAFT BREWING AND DISTILLING

CBD 101 Legal Issues I-Permitting and Design 5
Introduces legal topics related to opening a new craft beverage facility. Covers state, federal, and local requirements. Prerequisite: None.

CBD 102 Legal Issues II-Compliance and Labeling 5
Covers legal topics related to operating a craft beverage facility including legal compliance, labeling, and reporting. Prerequisite: None.

CBD 105 Safety 5
Covers safety regulations unique to alcohol production. Includes topics related to equipment, facility, chemical and food safety. Prerequisite: None.

CBD 110 Raw Materials and Processing I-Grain 5
Familiarizes students with the agricultural supply chain and processing for grain-based craft beverages. Includes business decisions regarding equipment, handling, and storage. Prerequisite: None.

CBD 111 Raw Materials and Processing II-Fruit 5
Familiarizes students with the agricultural supply chain and processing for fruit-based craft beverages. Includes business decisions regarding equipment, handling, refrigeration and storage. Prerequisite: None.

CBD 115 Equipment Design and Maintenance 5
Teaches the importance of equipment design and maintenance in production. Includes equipment selection, heating and cooling systems, and logistical equipment. Prerequisite: None.

CBD 200 Packing 5
Discusses packing options and procedures for alcoholic beverages. Includes labelling, equipment selection, and storage. Prerequisite: None.

CBD 201 Business Operations 5
Builds on business fundamentals covered in Business 220. This course covers specific business practices in the alcoholic beverage industry including contracts, taproom operations, and business decisions specific to this industry. Prerequisite: BUS 220.

CBD 205 Beverage Chemistry/Biochemistry (QC/QA) 5
Applies basic chemistry principles to alcoholic beverage production. Includes the foundational chemical reactions and stabilization required to produce a safe and marketable product. Prerequisite: None.

CBD 210 Fermentation 5
Covers the fermentation cycle from raw materials to finished product. Includes critical steps and controls that impact quality and flavor. Prerequisite: None.

CRAFT BREWING

BREW 201 Craft Brewing 5
Examines the business, equipment, packaging, and legal components specific to the craft brewing industry. Prerequisite: None.

BREW 210 Flavor and Recipe Development for Distilling 5
Capstone course that applies knowledge from previous courses, creative problem solving, and independent product and flavor design to create a unique brewed product. Prerequisite: None.

CRAFT CIDER MAKING

CIDR 201 Craft Cider 5
Examines the business, equipment, packaging, and legal components specific to the craft cider industry. Prerequisite: None.

CIDR 210 Flavor and Recipe Development for Cider Making 5
Capstone course that applies knowledge from previous courses, creative problem solving, and independent product and flavor design to create a unique craft cider product. Prerequisite: None.

CRAFT DISTILLING

DIST 201 Craft Distilling 5
Examines the business, equipment, packaging, and legal components specific to the craft distilling industry. Prerequisite: None.

DIST 210 Flavor and Recipe Development for Distilling 5
Capstone course that applies knowledge from previous courses, creative problem solving, and independent product and flavor design to create a unique craft distiller product. Prerequisite: None.

CRIMINAL JUSTICE

C&J 101 Introduction to 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. Examines students of the various employment positions within the criminal justice system. Prerequisite: None.

C&J 105 Introduction 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. Examines 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 SOC 265. Prerequisite: ENGL 101 (formerly WRIT 101) recommended.

C&J 240 Introduction to Forensic Science 5
A multidisciplinary approach covering the basic practices involved in forensic science, including crime scene concerns, physical evidence, proper evidence collection techniques, maintaining chain of custody, current scientific analysis of evidence and the presentation of conclusions in court. This course was formerly known as FORS 101. Prerequisite: None.
CJ 255 Criminal Investigation and the Law 5
A multidisciplinary approach covering the basic practices involved in conducting criminal investigations, including crime scene concerns, physical evidence, probable cause and searches as well as approaches to criminal investigation in specific types of cases such as crimes against persons and property. Criminal investigation concepts will be correlated with legal considerations regarding evidence, chain of custody and related U.S. Supreme Court cases. This course was formerly known as FORS 255. Prerequisite: CJ 240 Introduction to Forensic Sciences (formerly FORS 101).

CULINARY ARTS

CAP 100 Introduction to Hospitality 5
Develops an understanding of the hospitality industry and career opportunities in the field. Students will become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments. Prerequisite: Eligible for MATH 094 and ENGL 095.

CAP 101 Food Theory 3
Develops an understanding of the molecular change in food as it reacts to heat and acids through various cooking methods and marinading. Students will become familiar with the process of building a flavor profile and the use of herbs, spices, and flavorings. Prerequisite: Eligible for MATH 094 and ENGL 095X.

CAP 102 Nutrition for the Foodservice Professional 3
Provides an understanding of the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage. Prerequisite: Eligible for MATH 094 and ENGL 095.

CAP 103 Sanitation 3
Develops an understanding of the basic principles of sanitation and safety and how it applies to food service operations. Prerequisite: Eligible for MATH 094 and ENGL 095.

CAP 104 Supervision in the Hospitality Industry 3
Discuss the concepts, theories, and principles behind good supervisory practices. Provide an understanding of the supervisor's role and responsibilities. Create an awareness and appreciation of the skills, attitudes, and abilities needed to manage people successfully. Prerequisite: None.

CAP 110 Culinary Fundamentals 7
Introduces basic quantity food cooking and the further development of skills in knife, tool, and equipment handling. There is an emphasis on vegetable and starch preparation and basic sauce station production and organization, including an introduction to stocks, grand sauces and their derivatives, and soup formulas. Prerequisite: CAP 101, CAP 102, CAP 103.

CAP 115 Meat, Poultry, and Seafood Fabrication 6
Introduces basic quantity food cooking with an emphasis on meat, poultry, seafood fabrication, portion control, and preservation. Students will also develop skills in knife and tool handling and equipment operation. Prerequisite: CAP 101, CAP 102, CAP 103, CAP 104.

CAP 120 Cold Food Production 7
Introduces basic salad and cold sandwich preparation for volume food service operations. Organization of pantry and delicatessen stations with an emphasis on speed, quantity production, and plate presentation. Prerequisite: CAP 101 and CAP 102.

CAP 125 Garde Manger 6
Covers advanced cold food presentation including the preparation of hors ‘oeuvres and canapés, pates, terrines, galantines, and cured and smoked foods. There is an emphasis on cold food artistry. Prerequisite: CAP 110 and CAP 115.

CAP 230 Dining Room Operations 7
Develops an understanding of dining room service functions with an emphasis on quality customer service. Includes familiarization with the varieties of alcoholic and non-alcoholic beverages and the laws related to responsible alcohol service. Prerequisite: CAP 120 and CAP 125.

CAP 235 Culinary Baking 6
Applies the fundamentals of baking science to the preparation of a variety of bakery products. Students will gain an understanding of the use and care for equipment normally found in the bakeshop. Prerequisite: CAP 120 and CAP 125.

CAP 240 Hot Line Production I 7
Teaches advanced quantity cooking with an emphasis on classical cooking methods and techniques, including pre-preparation and portion control. There is an emphasis on restaurant style hot line production and organization. Prerequisite: CAP 230 and CAP 235.

CAP 245 Hot Line Production II 6
Teaches advanced quantity cooking with an emphasis on classical cooking methods and techniques, including pre-preparation and portion control. There will be an emphasis on sauté, grilling, and restaurant hot line production and organization. Prerequisite: CAP 230 and CAP 235.

CAP 250 Menu Development 7
A hands-on supervisory course covering coordination of production in a quantity food preparation environment, and coordination of dining room operations for daily seating and special events. The emphasis will be on menu development, including understanding the functions of a menu, menu planning resources, food cost, break-even analysis, menu pricing strategy, and developing the physical menu. Prerequisite: CAP and CAP 245.

CAP 255 Restaurant Management 6
A hands-on supervisory course covering coordination of production in a quantity food preparation environment, and coordination of dining room operations for daily seating and special events. The emphasis will be on the supervision of personnel in the kitchen and the dining room, and production skills, including purchasing, receiving, and storing supplies. Prerequisite: CAP 240 and CAP 245.

DENTAL ASSISTING TECHNOLOGY

DENT 101 Orientation to Dentistry 2
Basic terminology, anatomy, types of dental procedures and responsibilities related to the operations of dentistry. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 110 Dental Office Exposure Control 5
Instructs students on OSHA/WISHA Exposure Control as it pertains to dentistry. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 141 Ethics and Jurisprudence 1
Reviews ethics and jurisprudence. Washington State Dental Practice Act, roles of the traditional and expanded functions for both the dental assistant and dental hygienist as it pertains to Washington State. Prerequisite: Must be admitted into Dental Assisting Technology core program.

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

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

DENT 152 Instruments 3
Introduction to instruments used for restorative dentistry including identification, ordering, sequence of use, transfer and grasp. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 153 Dental Science 3
Development and identification of intra oral and extra oral structures to include: terminology, histology, morphology and pathology. Prerequisite: Must be admitted into Dental Assisting Technology core program.
DENT 155 Introduction to Chairside Assisting 4
Student's orientation to the Campus Dental Clinic including chairside assisting skills, patient management and the student's role in patient care. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

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

DENT 160 Introduction to Radiography 4
Introduces dental radiography and includes instruction in bitewing radiographs, manual and auto processing, patient and operator safety, biological effects of radiation, principles of radiography, evaluation of radiographs, and exposure of bitewing radiographs on Dexter's and patients. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 161 Dental Materials II 3
Emphasis on fixed and removable prosthetics. Construction of a variety of temporary crowns and custom trays. Manipulation of impression materials, techniques for prepping and seating crown and bridge, laboratory steps for fabrication and sequence of patient's appointments. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 162 Dental Specialties I 2
Basic information regarding endodontics and oral surgery, including background, procedures, and instrumentation. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 164 Preventive Dentistry 4
A comprehensive lecture and lab course that includes all principles of preventive dentistry. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 165 Chairside Assisting II 3
Introduction to rotary instruments, charting, legal entries, placement and removal of dental dams, matrices and wedges. Prerequisite: Must be admitted into Dental Assisting Technology core program.

DENT 166 Practical Lab Application II 2
Students are assigned rotations into the Campus Dental Clinic and visitations in local dental offices for observation and to assist dentists in the delivery of dental services to patients from the community at large. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

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

DENT 171 Dental Materials III 4
Manipulation of irreversible hydrocolloids for preliminary impressions resulting in the fabrication of study models, bleaching trays and mouth guards. 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 and physiology in the head and neck region. Prerequisite: Must be admitted into 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.

DENT 175 Chairside Assisting III 2
Introduction to a hazardous communications program found in a dental office; use of nitrous oxide as an analgesic; group research project involving various countries and cultural norms of our patients and peers; written and oral dental related reports. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

DENT 176 Practical Lab Application III 2
Rotation through the Campus Dental Clinic and dental office visitations while assisting in traditional and expanded skills as assigned. Prerequisite: Must be admitted into the Dental Assisting Technology core program.

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

DENT 180 Clinical Experience 8
Students are assigned to off campus dental practices in the community and rotate through the Campus Dental Clinic. 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 per session. Prerequisite: Must be admitted into the 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 the Dental Assisting Technology core program.

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

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

DENT 202 Expanded Functions Dental Auxiliary III 4
This is a combination of lecture, lab and clinical application. It includes: mock-WREB practice and final exam; preparation for mock-WREB 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 Introduction to Theatre 5
Theatre as an art form with emphasis on the play in production, roles of various theatre artists (actors, directors, designers, and playwrights), and history of the influence of different cultures, traditions, and technologies on the development of the theatre. This course was formerly known as THEA 101. Prerequisite: None.

DRMA 160 Acting I 5
Develops basic skills through monologue work, direct application of methodology through scene work and preparation of audition material and scene work within the context of the entire play. Covers the theory and practice of fundamentals of American "Method" based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 160. Prerequisite: None.

DRMA 251 Directing 5
The study of the Director's craftsmanship involved in a Theatrical production with specific focus on learning fundamentals of script analysis, conceptualization, casting, staging, actor coaching and design collaboration. This course was formerly known as THEA 251. Prerequisite: DRMA 261 or THEA 261 or permission of the instructor.

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

DRMA 261 Acting III/Directing 5
Develops additional/advanced skills through monologue work, direct application of methodology through scene work, directing skills and preparation of audition material and scene work within the context of the entire play. The theory and practice of fundamentals of American "Method" based on the principles of Stanislavsky, Boleslavsky and Hagan and their American evolution. This course was formerly known as THEA 261. Prerequisite: DRMA 260 or THEA 260.

DRMA 263 Acting IV Acting Styles 5
Defines the essential theory, vocabulary and "on set" protocols of acting for camera. Explores the practical on camera exercises which develop skills to meet the technical and artistic demands of the film, video & television mediums. Expands camera readiness by participation in the video projects produced by Digital Cinematography in the Media Communications Department. This course was formerly known as THEA 263. Prerequisite: DRMA 261 or THEA 261 or instructor's permission.

DRMA 267 Acting for TV 5
Defines the fundamentals of acting for TV, broadcasting, and online web streaming. Participants experience practical exercises in and 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 session's present opportunities to be chosen to act in student media projects. Prerequisite: None.

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

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

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

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

DRMA 298 Production-Theatre Lab 2
Practical application of acting and/or technical theatre-scenery, construction, costumes, properties, box office, lighting and sound during the production of a play. This course was formerly known as THEA 273. Prerequisite: None.

EARLY CHILDHOOD EDUCATION

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

ECED& 105 Introduction to Early Childhood Education 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, available community resources. This course was formerly known as ECE 150, Child Health, Safety, and Nutrition. Prerequisite: None.

ECED& 120 Practicum-Nurturing Relationship 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, and nutrition; guiding behavior and; promoting growth and development. Prerequisite: None.

ECED& 139 Administrative Early Learning Program 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 NAECY, 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 dramatic 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: Diversity 3
A look at the development of multiculturalism and diversity within children and its impact on early childhood environments. Practical skills in building an anti-bias classroom. Prerequisite: None.

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

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

ECED 275 Current Issues in Brain Development 5
In depth examination of how the brain develops. Current research and trends in brain development and the applications and implications for educating or working with children and adults. EDCU & 115 (formerly EDCU 120), or PSYC 180 (formerly PSYC 101), or PSY & 200 (formerly PSY & 220) recommended. This course was formerly known as ECE 275. Prerequisite: None.

ECED 280 Teaching Adults 2
Preparing and teaching workshops and courses for adults studying early childhood education. Roles of consultants and teachers, professionalism, adult learning theory, course design, groups facilitation, and performance assessment. Students must meet education and work experience requirements for Washington STARS Trainer status. This course was formerly known as ECE 280. Prerequisite: Instructor's permission required.

EARTH SCIENCE

EARTH 106 The Earth in Time and Space 5
Integrates major elements of astronomy, oceanography and geology in describing the place of the Earth in time and space. This lecture-demonstration course is intended for non-science AA degree candidates and is particularly appropriate for students planning to transfer in elementary education. Prerequisite: Eligible for ENGL 101 AND MATH 097.
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 203).

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

ENGR& 214 Statics 5
Force systems; resultants, equilibrium; analysis of simple trusses; friction; centroids and moments of inertia. This course was formerly known as ENGR 201. Prerequisite: MATH& 151 (formerly MATH 123) and PHYS& 221 (formerly PHYS 201) or concurrent enrollment.

ENGR& 215 Dynamics 5
The Kinematics of particles, systems of particles, and rigid bodies. Newton's laws, work and energy, impulse and momentum, and angular momentum. This course was formerly known as ENGR 202. Prerequisite: ENGR& 214 (formerly ENGR 201) or concurrent enrollment in ENGR& 214. (May take ENGR& 214 and 215 together only if have completed MATH& 151 (formerly MATH 123) and PHYS& 221 (formerly PHYS 201), first.)

ENGLISH AS SECOND LANGUAGE

ESL 003 ESL Pathways Level III (High Beginning ESL)
Introduces non-native speakers of English at the high-beginning level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 3 or successful completion of ESL 033.

ESL 004 ESL Pathways Level IV (Low Intermediate ESL)
Introduces non-native speakers of English at the low-intermediate level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 4 or successful completion of ESL 033.

ESL 005 ESL Pathways Level V (High Intermediate ESL)
Introduces non-native speakers of English at the high-intermediate level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 5 or successful completion of ESL 034.

ESL 006 ESL Pathways Level VI (Advanced ESL)
Introduces non-native speakers of English at the advanced level to college and career pathways. Develops English language skills within the context of college and career readiness. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 6 or successful completion of ESL 035.

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 (Low Intermediate ESL)
Develops writing skills for non-native speakers of English at a low-intermediate level. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 4 or successful completion of ESL 033.

ESL 015 ESL Writing V (Writing for High Intermediate ESL)
Develops writing skills for non-native speakers of English at a high-intermediate level. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 5 or successful completion of ESL 034.

ESL 016 ESL Writing VI (Writing for Advanced ESL)
Develops writing skills for non-native speakers of English at an advanced level. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 6 or successful completion of ESL 035.

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 (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)
Develops English language skills within the context of college and career readiness. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 4 or successful completion of ESL 033.

ESL 035 ESL Level V (High Intermediate ESL)
Develops English language skills within the context of college and career readiness. Prerequisite: ESL as a Second Language (ESL) placement test score into Level 5 or successful completion of ESL 034.
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<td>ESL</td>
<td>ESL 036</td>
<td>ESL Level VI (Advanced ESL)</td>
<td>Presents an integrated approach to reading, writing, listening, and speaking for non-native speakers of English at the advanced level. Develops English language skills within the context of college and career readiness. Prerequisite: English as a Second Language (ESL) placement test score into Level 6 or successful completion of ESL 035.</td>
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<td>ESL 041</td>
<td>ESL Communication I (Comm.Beginning ESL Literacy)</td>
<td>Non-credit course in speaking and listening for English-language learners at the Beginning ESL Literacy level. Prerequisite: Placement test and/or instructor's permission.</td>
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<td>ESL 042</td>
<td>ESL Communication II (Comm.Low Beginning ESL)</td>
<td>Non-credit course in speaking and listening for English-language learners at the Low Beginning ESL level. Prerequisite: Placement test and/or instructor's permission.</td>
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<td>ESL 043</td>
<td>ESL Communication III (Comm.High Beginning ESL)</td>
<td>Non-credit course in speaking and listening for English-language learners at the High Beginning ESL level. Prerequisite: Placement test and/or instructor's permission.</td>
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<td>ESL 044</td>
<td>ESL Communication IV (Comm.Low Intermediate ESL)</td>
<td>Non-credit course in speaking and listening for English-language learners at the Low Intermediate ESL level. Prerequisite: Placement test and/or instructor's permission.</td>
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<td>ESL 045</td>
<td>ESL Communication V (Comm.High Intermediate ESL)</td>
<td>Non-credit course in speaking and listening for English-language learners at the High Intermediate ESL level. Prerequisite: Placement test and/or instructor's permission.</td>
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<td>ESL 046</td>
<td>ESL Communication VI (Communication Advanced ESL)</td>
<td>Non-credit course in speaking and listening for English-language learners at the Advanced ESL level. Prerequisite: Placement test and/or instructor's permission.</td>
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<td>ESL 051</td>
<td>ESL Digital Literacy I</td>
<td>Presents basic digital literacy skills for non-native speakers of English within the context of college and career readiness. Prerequisite: English as a Second Language (ESL) placement in any level.</td>
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<tr>
<td>ENGLISH</td>
<td>ENGL 090</td>
<td>Integrated Writing and Reading I</td>
<td>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 &amp; English CPT scores or transition test.</td>
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<td>ENGL 095</td>
<td>Integrated Writing and Reading II</td>
<td>This course prepares students for entry into college-level writing courses through an integrated approach to reading and writing, focused on reading analytically, thinking critically, and writing coherent, well-supported essays. Prerequisite: Appropriate placement based on Reading &amp; English CPT scores or transition test.</td>
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<td>ENGL 095S</td>
<td>Integrated Writing and Reading II-Support</td>
<td>English 095S supports student learning in English 095X by providing regular practice sessions of content through collaborations and workshops. Students who wish to enroll in the ENGL 095S support class must also enroll in ENGL 095X. Prerequisite: Appropriate placement based on Reading &amp; English CPT scores, transition test, or successful completion of ENGL 090.</td>
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<td>ENGL 095X</td>
<td>Integrated Writing and Reading II-Accelerated</td>
<td>This course prepares students for entry into college-level writing courses through an integrated approach to reading and writing, focused on reading analytically, thinking critically, and writing coherent, well-supported essays. Prerequisite: Appropriate placement based on Reading &amp; English CPT scores or transition test. If you were placed into ENGL 090 but are interested in accelerating to ENGL 095X, you must enroll in the ENGL 095S support course.</td>
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<td>ENGL 098</td>
<td>Transitional English Composition</td>
<td>Develops writing skills by focusing on strategies and techniques writers use to convey ideas, evaluate information, make a point, and participate in multiple discourse communities. Emphasizes both the process and the product of writing. English 098 classes are combined with English 101 classes, and students who demonstrate English 101 proficiency may earn ENGL 101 credit. Prerequisite: Appropriate placement test scores OR a &quot;C&quot; or better in ENGL 095 or ENGL 095X.</td>
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<td>ENGL 101</td>
<td>English Composition I</td>
<td>Develops writing skills by focusing on strategies and techniques writers use to convey ideas, evaluate information, make a point, and participate in multiple discourse communities. 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 appropriate completion of ENGL 095, ENGL 095X, or ENGL 098 OR concurrent enrollment in ENGL 110 with instructor's permission.</td>
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<td>ENGL 102</td>
<td>Composition II</td>
<td>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. Prerequisite: Completion of ENGL 101 with a &quot;C&quot; or better.</td>
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<td>ENGL 102C</td>
<td>Composition II: Service Learning</td>
<td>With a specific focus on community service and social issues, develops reading and writing skills at the advanced level. Teaches how to write academic essays by conducting research; analyzing, evaluating and constructing arguments; documenting sources and using appropriate conventions. In addition to classroom contact, requires a community service commitment of twenty hours per term in a structured service program managed by the college. Offers the opportunity to work with human service, environmental and cultural enrichment organizations. This course was formerly known as ENGL 104. Prerequisite: Completion of ENGL 101 (formerly WRIT 101) with a &quot;C&quot; or better.</td>
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<td>ENGL 110</td>
<td>Intermediate Grammar</td>
<td>Focuses on grammatical elements of sentences. Develops students' abilities to write clear and complex prose by teaching strategies for fitting grammatically correct sentences into unified and coherent paragraphs and cohesive essays. Covers peer editing and revision strategies. This course may be taken for 4 or 2 credits. Recommended concurrent enrollment in ENGL 090, ENGL 095, ENGL 098, ENGL 101 or another class that requires essay writing. Prerequisite: Eligible for ENGL 090 or above.</td>
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<td>ENGL 111</td>
<td>Introduction to Literature</td>
<td>Studies human experience as it is imagined, interpreted and made significant in traditional and experimental poetry, prose fiction, and drama of writers of the world. Develops strategies and vocabulary for critically reading, interpreting and writing about literature. This course was formerly known as LIT 180. Prerequisite: ENGL 101 (formerly WRIT 101) eligibility.</td>
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<td>ENGL 112</td>
<td>Introduction to Fiction</td>
<td>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.</td>
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<td>ENGL 113</td>
<td>Introduction to Poetry</td>
<td>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.</td>
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ENGL& 114 Introduction 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 112. 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: Graphic Novel 5
Studies the modern graphic novel (e.g. Maus by Art Spiegelman, Fun Home by Alison Bechdel) as a literary medium that combines text and image. Examines the evolution of a visual lexicon and its relationship to the written narrative. Develops strategies for reading, analysis, and interpretation. Prerequisite: ENGL& 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENGL 243A Topics in Modern Literature: Graphic Novel 5
Explores the modern graphic novel (e.g. Maus by Art Spiegelman, Fun Home by Alison Bechdel) as a literary medium that combines text and image. Examines the evolution of a visual lexicon and its relationship to the written narrative. Develops strategies for reading, analysis, and interpretation. 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 interpretive learning community through discussion of reading material, exploring experiences and relating their own insights to moves 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, 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 Subtitles). Prerequisite: ENGL& 101 (formerly WRIT 101) completion with a "C-" or better, or concurrent enrollment.

ENVIRONMENTAL SCIENCE
ENV 105 Environmental Science 5
For the non-science major. Explores how our planet works, and how humans depend upon and influence it- and examines environmental problems such as biodiversity loss, global climate change and human population growth. This course was formerly ENVR 110, Environmental Science. Prerequisite: None.
ENVS 160  Topics in Environmental Science: Variable Subtitles  5

Specific environmental topics will be explored with a variety of methods which may include: lectures, seminars, research projects, presentations, field work, and/or field trips, depending on the quarter offered. Topics for any one quarter may include: Biodiversity, Ecosystem and/or Community Ecology, Environmental Health and Toxicology, Nonnative Invasive, and Resource Management, among others. (Three lecture hours and four laboratory hours per week.) This course was formerly known as ENVR 160. Prerequisite: None.

FILM

FILM 116  Introduction to Film Studies  5

Examines cinema through the study of film form, style, genres and theory. This course was formerly known as HUM 116. Prerequisite: ENGL& 101 (formerly WRIT 101) with a grade of "C" or better or instructor's permission.

FILM 117  Film History  5

Introduces approaches to film history, including the study of periods, genres, directors, national cinemas and critical theories. This course was formerly known as HUM 117. Prerequisite: ENGL& 101 (formerly WRIT 101) with a grade of "C" or better or instructor's permission.

FILM 118  Topics in Film and Culture: Horror 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

FILM 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.

FILM 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.

FILM 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; includes 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.

FILM 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 1. Prerequisite: FILM 114 (formerly MCOM 114) or instructor's permission.

FILM 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: FILM 114 (formerly MCOM 114) or instructor's permission.

FILMP 215  Advanced Digital Video Editing  5

Advanced techniques in editing/post production for digital cinematography include the principles of sound recording, sound mixing, effects creation and recording techniques, Foley work, animation, advanced titles and graphics. The course explores the social, political, and cultural implications of editorial decision-making through a close examination of films that shaped history. Students will learn advanced post-production pre-planning procedures and experience hands-on editing with Final Cut Pro and other professional tools. This course was formerly known as MCOM 215. Prerequisite: FILM 115 (formerly MCOM 115) or instructor's permission.

FIRE EMERGENCY SERVICES TECHNOLOGY

FEST 100  Firefighter Recruit Academy  10

A four and one-half-week intensive training course in basic firefighting skills and safety, concluding with live fire training. Covers basic fire department organization, safety, incident command 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 I  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. Prerequisite: FEST 100, 101, 110, 117 and FEST 122 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 100, 101, 110, 117 and FEST 120 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 initiatives. This course meets the FESHE model curriculum for Principles of Emergency Services. Prerequisite: "C" or better in FEST 100.

FEST 111  Fire Behavior and Combustion  5

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

FEST 112  Building Construction for Fire Protection  5

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

FEST 115  Rope Rescue Operations  4

Rescue methods, patient packaging 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 IFSAC Hazardous materials operations certification exam. Prerequisite: Admission to the Fire and Emergency Services Technology Program. Successful completion of FEST 100 with a "C" or better.

FEST 120 Emergency Medical Technician 8
Development of skills in recognizing symptoms of illness and injuries and proper procedures for care. Upon completion of this course students may test for Washington State "EMT" certification and NREMT certification. In order to practice in Thurston County, students must also successfully complete the Thurston County Medic One EMT protocol exam. Prerequisite: Admission to the Fire and Emergency Service 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 solve water supply problems. Exploration of the various types of fire pumps, pump construction, and operation. Prerequisite: Admission to the Fire and Emergency Service Technology Program, 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 IFSAC 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, emergency medical care and patient transports, and apparatus driving practices. Prerequisite: FEST 201, FEST 210 with a "C" or better.

FEST 203 Fire Related Experience VI 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, communication, emergency medical care and patient transports, and fire apparatus driving practices. Prerequisite: FEST 202, 211 and FEST 210 with a "C" or better.

FEST 210 Strategy and Tactics for Firefighters 4
Principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. The course also uses materials from the NFA STICO series and follows the FESHE curriculum model for Strategy and Tactics. Prerequisite: "C" or better in FEST 112.

FEST 211 Firefighter Safety and Survival 5
Basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Rapid intervention teams and self-rescue also included. Prerequisite: "C" or better in FEST 210.
GERM& 123  German III 5
Completion of the study of the first year sequence of basic skills and further study of the German culture. This course was formerly known as GERM 103. Prerequisite: GERM& 122 or GERM 102 or equivalent or instructor's permission.

GERM& 221  German IV 5
Reflection on, reaction to, and critical response to topics of cultural interest including leisure time, the world of work, education, equal rights, and environmental issues through non-fiction surveys, interviews, tables, and articles; literature; short stories, poems, and songs; and documentaries and feature films. This course was formerly known as GERM 201. Intermediate German I. Prerequisite: GERM& 123 or GERM 103 or instructor's permission.

GERM& 222  German V 5
Continuation of GERM& 221. Reflection on, reaction to, and critical response to topics of cultural interest including leisure time, the world of work, education, equal rights, and environmental issues through non-fiction surveys, interviews, tables, articles; literature; short stories, poems, and songs; and documentaries and feature films. This course was formerly known as GERM 202. Intermediate German II. Prerequisite: GERM& 221 or GERM 201 or instructor's permission.

HISTORY

HIST& 116  Western Civilization I 5
Covers the development of Western Civilization from Neolithic times to Western Europe of circa AD 1000. Sections include pre-riverine societies, the riverine civilizations of Mesopotamia and Egypt, the classical world of Greece and Rome, the triumph of Christianity, and the rise of medieval Europe. This course was formerly known as HIST 101. Prerequisite: None.

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

HIST& 118  Western Civilization III 5
A history of Western society that begins with the Industrial Revolution, examines the era of nationalism and imperialism, covers the time of dictators and world wars, and ends with life in our time. This course was formerly known as HIST 103. Prerequisite: None.

HIST& 126  World Civilization I 5
Examines world societies from human origin through the Ancient World to the rise of the first empires. Emphasizes societal interactions in the global theater, ideological and technological developments, and transitions of various cultures from pre-history to approximately 2000ce. Prerequisite: None.

HIST& 127  World Civilization II 5
Examines world societies from roughly the Post-Classical era through the rise of the empires and the eve of the Age of Revolutions. Emphasizes societal interactions in the global theater, ideological and technological developments, and transitions of various cultures from approximately 2000ce to Early Modern period of the mid-18th century. Prerequisite: None.

HIST& 128  World Civilization III 5
Examines world societies from roughly the 18th century to the present. Emphasizes societal interactions in the global theater, ideological and technological developments, and transitions of various cultures. Prerequisite: None.

HIST& 146  US History I 5
Covers discovery of the New World to 1848. Sections include colonial settlements in the North and South, the American Revolution, early formative years of the United States, the industrial revolution, slavery, and the beginnings of the reform movement. This course was formerly known as HIST 110. Prerequisite: None.

HIST& 147  US History II 5
Begins with the causes of the Civil War through to the Reconstruction period. Examines the settlement of the last frontier, looks at the causes and outcomes of the Industrial Revolution, presents the problems and some solutions to political corruption, examines the reform movements of Populism and Progressivism, examines the rise of American imperialism and ends with the close of the First World War. This course was formerly known as HIST 111. Prerequisite: None.

HIST& 148  US History III 5
Covers the political, social and cultural history of the United States from 1920 to the present. Sections include the turbulent years of the 1920s, the Great Depression of the 1930s, WW II, the Cold War struggles of Korea and Vietnam, and current US involvement in the Middle East. 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 Northwest 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.

HIST 279  Introduction to the Modern Middle East 5
An introduction to the history of the Middle East from 1914 to the present. Includes the creation of the modern political map of the region, the struggle against colonial domination, the creation of Israel and its implications, the spread of Islamic fundamentalism and the politics of the region in a post-Cold War era. Discusses the origins of U.S. involvement in Iraq and its consequences. Prerequisite: Eligible for ENGL& 101 or concurrent enrollment.

HUMAN DEVELOPMENT

HDEV 101  Enhancing Student Success 3
Cultivates the mind-set and skills necessary for students to become confident, reflective, self-directing, and successful learners. Prerequisite: Eligible for ENGL 090 or higher.

HDEV 102  Career Planning Seminar 2
Facilitates discovering of educational and career choices by examining values, natural interests, and personality preferences. The Strong Interest Inventory and Myers Briggs Type Indicator will be the primary assessment tools used. Examines how to make career decisions and gather information about different career fields. Explores how natural preferences fit with the world of work. Explores related training opportunities at the college. Eligible for ENGL 090 (formerly ENGLREAD 090/92) or above recommended. Prerequisite: None.

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 heritage 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: Diversity 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 and Policy in Health Care 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 1
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 5
Examines a major cultural complex that is defined by the interplay of dominant and subordinate cultural centers. Possible case studies include: Spain and the Americas, Great Britain and India, the United States and the "Third World," Europe and Africa, and contemporary globalization. The material of the course may include discussion of ideology, theory, geography, history, politics, economics, art, poetry, drama, fiction, music, film. Prerequisite: ENGL& 101 (formerly WRIT 101) or instructor's permission.

INTENSIVE ENGLISH

I E 001 IELTS Preparation Course I 2
High beginning to low intermediate test preparation course for non-native speakers of English to develop strategies and skills to prepare for the IELTS (International English Language Testing System). Prerequisite: Placement into Intensive English Level I or II or instructor's permission.

I E 003 TOEFL Preparation Course II 2
High intermediate to low advanced test preparation course for non-native speakers of English to develop strategies and skills to prepare for the TOEFL (Test of English as a Foreign Language). Prerequisite: Placement into Intensive English Level III or IV or instructor's permission.

I E 004 IELTS Preparation Course II 2
High intermediate to low advanced test preparation course for non-native speakers of English to develop strategies and skills to prepare for the IELTS (International English Language Testing System). Prerequisite: Placement into Intensive English Level III or IV or instructor's permission.

I E 010 Intensive English Reading Level I 5
High beginning to high intermediate test preparation course for native speakers of English to develop reading strategies, comprehend and respond to level-appropriate text, and develop a beginning understanding of the reading-writing process. Students enrolled in this class must also be enrolled in I E Writing Level I. Prerequisite: Placement test score into Level I or instructor's permission and non-native speaker status.

I E 012 Intensive English Writing Level I 5
High beginning to high intermediate test preparation course for native speakers of English to develop writing skills, ranging from formation of simple sentences to development of a basic paragraph. Students will begin to develop their understanding of the reading-writing process. Students enrolled in this class must also be enrolled in I E Reading Level I. Prerequisite: Placement test score into Level I or instructor's permission and non-native speaker status.

I E 014 Intensive English Grammar Level I 3
High beginning contextualized grammar course for non-native speakers of English to develop the ability to use grammar structures accurately, meaningfully and appropriately. Students enrolled in this class must also take IE Communication I. Prerequisite: Placement Level I or instructor's permission and non-native speaker status.

I E 016 Intensive English Communication Level I 5
High beginning communication course for non-native speakers of English to develop their ability to comprehend and produce basic oral English. Prerequisite: Placement test score into I E Level I or instructor's permission and non-native speaker status.

I E 020 Intensive English Reading Level II 5
Low intermediate reading course for non-native speakers of English to develop reading strategies, comprehend and respond to level-appropriate text, and develop their understanding of the reading-writing process. Students enrolled in this class must also be enrolled in I E Writing Level II. Prerequisite: Placement test score into Level II, or completion of I E Level I Reading with an "S" or instructor's permission, and non-native speaker status.

I E 022 Intensive English Writing Level II 5
Low intermediate writing course for non-native speakers of English to acquire writing skills from formation of compound and complex sentences to development of a paragraph. Students enrolled in this class will also be enrolled in I E Reading Level II, I E Communication Level II, and I E Grammar 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.

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I E 024  Intensive English Grammar Level II  3  
Low-intermediate contextualized grammar course for non-native speakers of English to develop ability to use grammar structures accurately, meaningfully and appropriately. Students enrolled in this class must also take I E Communication II. Prerequisite: Placement test score into I E Level II or completion of I E Level I with an “S” or instructor's permission, and non-native speaker status.

I E 026  Intensive English Communication Level II  5  
Low-intermediate communication course for non-native speakers of English to develop their ability to comprehend and produce oral English as well as begin to prepare for academic and professional pathways requiring English. Prerequisite: Placement test score into I E level II or completion of I E Level I with an “S” or instructor's permission and non-native speaker status.

I E 030  Intensive English Reading Level III  5  
High-intermediate reading course for non-native speakers of English to develop reading strategies to comprehend and respond to level-appropriate text and develop their understanding of the reading-writing process. Students enrolled in this class must also be enrolled in Level III Writing. Prerequisite: Placement test score into I E level III, or completion of Level II with an “S” or instructor's permission and non-native speaker status.

I E 032  Intensive English Writing Level III  5  
High-intermediate writing course for non-native speakers of English to acquire skills in writing multiple paragraph essays and other forms of academic writing in response to reading material. Students will continue to develop their understanding of the reading-writing process. Students enrolled in this course will also be enrolled in I E Reading Level III. Prerequisite: Placement test score into Level III, or successful completion of Intensive English level II or instructor’s permission, and non-native speaker status.

I E 034  Intensive English Grammar Level III  3  
High Intermediate contextualized grammar course for non-native speakers of English to develop ability to use grammar structures accurately, meaningfully, and appropriately. Students enrolled in this class must also take I E Communication II. Prerequisite: Placement test score into Level III or “S” in Level II or instructor’s permission, and non-native speaker status.

I E 036  Intensive English Communication Level III  5  
High-intermediate communication course for non-native speakers of English to develop their ability to comprehend and produce oral English as well as prepare for academic and professional pathways requiring English. Prerequisite: Placement test score into I E Level III, successful completion of all sections of level IV with an “S” or instructor’s permission and non-native speaker status.

I E 040  Intensive English Reading Level IV  5  
Advanced reading course for non-native speakers of English to develop reading strategies to comprehend and respond to complex and extended text and advance their understanding of the reading-writing process. Students enrolled in this class must also be enrolled in Level IV Writing. Prerequisite: Placement test score into I E Level IV or completion of all sections of Level III with an “S” or instructor’s permission and non-native speaker status.

I E 042  Intensive English Writing Level IV  5  
Advanced writing course for non-native speakers of English to acquire skills in writing essays and other forms of academic writing in response to complex content. Students will advance their understanding of the reading-writing process. Students enrolled in this course will also be enrolled in I E Reading Level IV. Prerequisite: Placement test score into I E Writing Level IV or successful completion of I E Writing Level III or instructor’s permission and non-native speaker status.

I E 044  Intensive English Grammar Level IV  3  
Advanced contextualized grammar course for non-native speakers of English to develop their ability to use grammar structures accurately, meaningfully and appropriately. Students enrolled in this class must also take I E Communication IV. Prerequisite: Placement test score into I E level IV or completion of I E Level III with an “S” or instructor's permission and non-native speaker status.

I E 046  Intensive English Communication Level IV  5  
Advanced communication course for non-native speakers of English to prepare students for academic and professional pathways requiring English. Students will also develop strategies and skills to help them meet the cultural and academic expectations of U.S. college and professional environments. Prerequisite: Placement test score into I E Level IV or successful completion of Level III with an “S” or instructor's permission and non-native speaker status.

INTERNATIONAL/INTERCULTURAL STUDIES

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

IIS 129  Introduction to Middle Eastern Studies: Diversity  5  
An interdisciplinary introduction to the Middle East. Explores the geography, religion, political economy, culture, and history of the contemporary Middle East and how these 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 Koreas, 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. In an effort to understand major world events, both dominant and subordinate groups will receive equal consideration of their perspective. The specific countries of our inquiry include India, Pakistan, Bangladesh, Nepal, Bhutan, and Sri Lanka; Myanmar, Laos, Malaysia, Philippines, Indonesia, Brunei, Thailand, Cambodia, Singapore and Vietnam. Prerequisite: ENGL& 101 (formerly WRIT 101) or concurrent enrollment.

IIS 145  Introduction to African Studies  5  
Interdisciplinary study of sub-Saharan Africa from prehistory to the present. Emphasizes understanding of this complex and important region by exploring the major forces that shaped and continue to shape sub-Saharan Africa. Prerequisite: Eligible for ENGL 098.

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 the four basic skills of the Japanese language: listening, speaking, reading and writing. The language will be studied within its cultural context. This course was formerly known as JAPN 101. Prerequisite: None.

JAPN 122  Japanese II  5  
Additional skills in listening, speaking, reading and writing. Continuing study of cultural aspects. This course was formerly known as JAPN 102. Prerequisite: JAPN 121 or JAPN 101, or equivalent or instructor’s permission.
JAPN& 123 Japanese III 5
Japanese 123 is a continuation of Japanese 122, a course in advanced Japanese for non-native speakers. Additional advanced skills in listening, speaking, reading and writing. Continuing study of cultural themes. This course was formerly known as JAPN 103. Prerequisite: JAPN& 122, or JAPN 102, or equivalent or instructor’s permission.

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

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

JAPN& 223 Japanese VI 5
Advanced skills in listening, reading, writing, and speaking. Continuing study of cultural themes. This course was formerly known as JAPN 203. Prerequisite: JAPN& 222 or JAPN 202 or instructor’s permission.

LEGAL

LEGL 101 Legal Procedures 3
Introduction to legal terminology, history of the law, ethics, structure and jurisdiction of the court systems, citation forms and the law library, 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
Computer production of legal pleadings and documents in the various areas of the law. Emphasis is on using the state and local court rules, document accuracy, and court compliant formatting. Students should be able to keyboard 20 words per minute by touch. Prerequisite: OFTEC 136(formerly CIS 136).

LEGL 105 Civil, Criminal and Domestic Law 5
Legal terminology and introductory 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 095/097) 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 procedure. Prerequisite: None.

LEGL 153 Technology in the Law Office 3
Duties of paralegals from complaint to trial or mediation. Students will gain experience retrieving, organizing, and maintaining documents; docketing and tickling, methods to ensure timelines of pleadings and other actions; use of database and full-text retrieval systems; and time-keeping for proper billing of clients. Prerequisite: LEGL 151 and 152. OFTEC 136 (formerly CIS 136) and OFTEC 141 (formerly CIS 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 OFTEC 160 (formerly CIS 160) 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: LEGL 151, 152 or instructor’s permission.

LEGL 157 Criminal Law 5
Focus on substantive and procedural aspects of criminal law in Washington. Emphasis is on criminal law practice including principles underlying the definition of crime, culpability requirements, legal defenses, principles of justification and excuse and theories of criminal law and the relationship between doctrines and the various justifications for imposition of punishment. The course takes an interdisciplinary approach in exploring Washington and federal constitutional and statutory law and addresses the principles and practical applications of evidence law and the use and admission of evidence in state and federal courts. Topics also include the paralegal’s role in working with attorneys and clients and the role of legal ethics in criminal law. 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. Prerequisite: LEGL 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 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, child support, parenting plans, paternity proceedings, adoptions, and modifications. Prerequisite: LEGL 155 and 156 or instructor’s permission.

LEGL 255 Estate Planning 3
Role of participants in the administration of an estate. Use of forms and proper court proceedings. Laws of succession in a testate or intestate will. Validity requirements of a will and how revoked. Uniform probate code; tax consideration of trusts, probates, and wills. Prerequisite: LEGL 151, 152, 155 and 156 or instructor’s permission.

LEGL 256 Real Estate and Property Law 3
Possessory interest in lands, rights and remedies of the new possessor, the duties and obligation of a landowner and a tenant. Prerequisite: LEGL 151, 152, 155 and 156 or instructor’s permission.

LEGL 257 Corporations and Partnerships 3
How corporations and partnerships are formed and the duties, obligations and remedies of persons dealing with the corporation or partnership. Prerequisite: LEGL 151, 152, 155 and 156 or instructor’s permission.
LEGL 258 Bankruptcy and Collections 3
Overview of bankruptcy and collection laws; jurisdiction of state and federal courts; introduction to bankruptcy and collection procedures; discharge, proof of claims; attachment, garnishment, debt collection practices. Prerequisite: LEGL 151, 152, 155 and 156 or instructor's permission.

LEGL 259 Career Readiness for the Paralegal 1
Preparation for entry into paralegal practice, including resume building, writing sample, interview techniques, and culminating in contacts with potential public legal employers. Prerequisite: LEGL 155.

MATHEMATICS

MATH 090 Basic Math 5
Operations with whole numbers, fractions, decimals, and 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
Introduces 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
Explores linear and quadratic functions including their graphs and applications. Students will learn to solve linear, quadratic, rational, and radical equations. Students will also learn to manipulate rational and radical expressions. Prerequisite: Appropriate placement or 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 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& 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 a "C" or better in MATH 097, MATH 099, or MATH& 107.

MATH& 141 Precalculus I 5
Covers functions and analytic geometry. Prerequisite: Appropriate placement or a "C" or better in MATH 099 or equivalent.

MATH& 142 Precalculus II 5
Covers trigonometric functions and their applications. Prerequisite: Appropriate placement or a "C" or better in MATH& 141 or equivalent.

MATH& 146 Introduction to Statistics 5
Covers basic probability, descriptive and inferential statistics. Prerequisite: Appropriate placement or a "C" or better in MATH 097 or higher.

MATH& 147 Precalculus for Business/Social Science 5
Properties and applications of elementary algebraic, exponential and logarithmic functions relevant to business, economics and social sciences. Includes matrices, linear inequalities and mathematics of finance. Prepares student for MATH& 148 Business Calculus. This course was formerly known as MATH 156. Prerequisite: MATH 099 with a grade of "C" or better, or placement by testing.

MATH& 148 Business Calculus 5
An introduction to calculus for students of business and social science. This course was formerly known as MATH 157, Calculus for Business and Social Science. Prerequisite: MATH& 147 (formerly MATH 156) or MATH& 141 (formerly MATH 121).

MATH& 151 Calculus I 5
Differential calculus of single-variable functions. This course was formerly known as MATH 123. Prerequisite: MATH& 142 (formerly MATH 122) with a "C" or better.

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

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

MATH 205 Linear Algebra 5
An introduction to linear algebra for students of science and engineering. Includes vectors in the plane, in three dimensional space, and in n-dimensions; matrices and systems of equations, determinants, vector spaces and linear transformations. Prerequisite: MATH& 142 (formerly MATH 122) and MATH& 151 (formerly MATH 123).

MATH 238 Differential Equations 5
Existence and associated theorems and techniques for finding special and general solutions for first-order differential equations, second-order homogeneous and non-homogeneous equations with a general procedure for linear n-th-order equations. Initial value problems, numerical methods, and applications. Solution of 2 x 2 homogeneous and non-homogeneous linear systems by elimination. Introduction to Laplace transform methods. Prerequisite: MATH& 152 (formerly MATH 124).

MATH& 254 Calculus IV 5
An introduction to analytic geometry in three dimensions, and vector functions. The calculus of functions of two and three variables and vector functions. This course was formerly known as MATH 126, Multivariable Calculus. Prerequisite: MATH& 151 (formerly MATH 123) and MATH& 152 (formerly MATH 124).

MEDICAL ASSISTING

MED 100 Phlebotomy Essentials 4
Theory and practice of skills used in health care settings to collect blood via capillary puncture and venipuncture, document and transport blood specimens. Includes basic anatomy and physiology, infection control, complications in blood collection, quality control, legal and regulatory issues. Prevention, transmission and treatment of AIDS. Under supervision, practice on anatomical models and evolve to lab patients. Prerequisite: MED 101 with a "C" or better.

MED 101 Medical Office Exposure Control for Phlebotomist 4
Study of all components of Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) exposure control plan as pertinent to clinical laboratory assignments. Includes sterilization and disinfection techniques, microbiology as related to the infectious process cycle and orientation to office minor surgery. Personal and employee safety and emergency plans are explored, including, but not limited to, disaster preparedness. Prevention, transmission and treatment of AIDS are also discussed. Prerequisite: MED 103 with a "C" or better or concurrent enrollment.
MED 102 Medical Law, Ethics and Bioethics 2
Examines how ethics are derived from culture, religion, education, and environment, and then applies to medical ethics and bioethics. Includes professionalism, risk management, and scarcity of resources. Explores health occupations, local community resources, and death and dying issues. Legal guidelines for healthcare employees and knowledge of federal and state healthcare legislation and regulations are also explored. Prerequisite: None.

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

MED 104 Medical Terminology II 5
Using basic word roots, combining forms, prefixes, and suffixes: correlates basic human anatomy and physiology with medical terminology. Major medical specialties, aspects of pathology, and surgical and diagnostic procedures included. Pharmacological terms, medical abbreviations, and overview of diagnostic and imaging procedures addressed. This course was formerly known as MED 102. Prerequisite: MED 103 with a "C" or better.

MED 110 Medical Insurance Billing for the Medical Office 5
Covers legal issues associated with procedural and diagnostic coding, use of patient chart information, and translation of insurance information into numeric and alphanumeric codes. Prerequisite: MED 103 with a "C" or better and eligible for ENGL& 101.

MED 111 Advanced Diagnostic and CPT Coding 5
Covers the practical application of diagnostic and procedural coding skills using Current Procedural Terminology (CPT), International Classification of Disease (ICD) and Healthcare Common Procedure coding systems (HCPCS), including complex coding scenarios. Prerequisite: "C" or better in MED 115 and MED 120.

MED 115 Diagnostic Coding for the OutpatientCoder 5
Focuses on the translation of patient data and written diagnoses into diagnostic codes that identify diseases, conditions, and signs and symptoms. Emphasizes accuracy in coding and the rules of diagnostic coding. Prerequisite: MED 103 with a "C" or better and eligible for ENGL& 101.

MED 120 CPT Coding for the OutpatientCoder 5
Provides instruction for outpatient coders to interpret various source documents and translate written narrative into numeric procedure codes. Uses CMS 1500 insurance claim forms and includes an overview of HCPCS. Concurrent enrollment in MED 115 is recommended. Prerequisite: MED 103 with a "C" or better and eligible for ENGL& 101.

MED 130 Electronic Health Records and Data Entry 6
Introduces the use of electronic health records to manage health information. Students will practice data entry, including data by touch on the ten-key pad, while creating electronic medical records (EMR) for both inpatient and outpatient settings using software applications. Speed, accuracy, and proper technique are emphasized and practiced. Prerequisite: MED 115 with a "C" or better.

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 12) 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 137. 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 4
Covers theory and skills used in ambulatory care settings to assist providers with routine and specialty examinations and treatments. Also covers the management of clinical documentation and correspondence within an Electronic Medical Record (EMR). Prerequisite: "C" or better in the following: MED 150, MED 151, and BIOL& 175.

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 12) and MED 154 (formerly MED 155) with a "C" or better.

MED 156 Pharmacology for Medical Assistants 3
Covers pharmacological procedures including preparation and administration of medications, records and documentation, pharmacokinetics, dosage calculations, legal and regulatory issues, and patient education. This course was formerly known as MED 148. Prerequisite: MED 152 (formerly MED 121) and MED 154 (formerly MED 155) with a "C" or better.

MED 159 Externship for Medical Assistants 6
200 unpaid hours of administrative and clinical functions as a medical assistant student in a physician's office, clinic, or health care facility. This course was formerly known as MED 145. Prerequisite: MED 150, MED 151 (formerly MED 137), MED 152 (formerly MED 121), MED 154 (formerly MED 135), MED 155 (formerly MED 136) and MED 156 (formerly MED 148) with a "C" or better.

MED 169 Medical Billing Externship 3
Involves a 90-hour externship in a medical office setting performing medical billing and coding administrative tasks. Prerequisite: "C" or better in MED 110, MED 111, MED 115, MED 120, and MED 130.

MUSIC
MUSC 100 Music Fundamentals 5
Introduces the fundamental elements of Western Music Theory. Teaches basic terminology and symbols, music reading (pitch and rhythm), and the construction of major and minor scales and triads. 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 121</td>
<td>Ear Training 1</td>
<td>2</td>
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<tr>
<td></td>
<td>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 &amp; 131.</td>
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<tr>
<td>MUSC 122</td>
<td>Ear Training 2</td>
<td>2</td>
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<tr>
<td></td>
<td>A continuation of MUSC &amp; 121. Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: &quot;C&quot; or better in MUSC &amp; 121 or instructor's permission. Corequisite: Enrollment in MUSC &amp; 132.</td>
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<tr>
<td>MUSC 123</td>
<td>Ear Training 3</td>
<td>2</td>
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<tr>
<td></td>
<td>A continuation of MUSC &amp; 122. Aural study of common practice harmony through dictation (melodic, rhythmic, and harmonic), sight singing, and functional keyboard skills. Prerequisite: &quot;C&quot; or better in MUSC &amp; 122 or instructor's permission. Corequisite: Enrollment in MUSC &amp; 133.</td>
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<tr>
<td>MUSC 125</td>
<td>String Ensemble I</td>
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<td>Offers the opportunity for student's proficient on bowed string instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra. Prerequisite: None.</td>
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<tr>
<td>MUSC 126</td>
<td>String Ensemble II</td>
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<td>A second quarter that offers the opportunity for student's proficient on bowed string instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra. Prerequisite: None.</td>
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<tr>
<td>MUSC 127</td>
<td>String Ensemble III</td>
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<td></td>
<td>A third quarter that offers the opportunity for student's proficient on bowed string instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra. Prerequisite: None.</td>
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<tr>
<td>MUSC &amp; 131</td>
<td>Music Theory 1</td>
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<td></td>
<td>An introduction to common practice harmony, including notation, scales, tonality, key, modes, intervals, transposition, and chords. Appropriate for pre-majors of music. NOTE: this course will only be offered fall quarter. Prerequisite: Music reading strongly recommended. Corequisite: Enrollment in MUSC &amp; 121.</td>
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<tr>
<td>MUSC &amp; 132</td>
<td>Music Theory 2</td>
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<td></td>
<td>A continuation of MUSC &amp; 131. Further study of common practice harmony, including cadences, nonharmonic tones, melodic organization, texture, two-voice species counterpoint, and four-part voice leading. Appropriate for pre-majors of music. NOTE: this course will only be offered winter quarter. Prerequisite: &quot;C&quot; or better in MUSC &amp; 131 or instructor's permission. Corequisite: Enrollment in MUSC &amp; 122.</td>
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<tr>
<td>MUSC &amp; 133</td>
<td>Music Theory 3</td>
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<td></td>
<td>A continuation of MUSC &amp; 132. Further study of common practice harmony, including harmonic progression, harmonic rhythm, diatonic seventh chords, secondary chords, and modulation. Appropriate for pre-majors of music. NOTE: this course will only be offered spring quarter. Prerequisite: &quot;C&quot; or better in MUSC &amp; 132 or instructor's permission. Corequisite: Enrollment in MUSC &amp; 123.</td>
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<tr>
<td>MUSC 134</td>
<td>Jazz Ensemble I</td>
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<td>Provides the instrumentalist an opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Non-music major participation highly encouraged. Student must have ability to read music, basic knowledge of music theory and basic ability to play a jazz instrument. This course was formerly known as MUSC 134 Jazz Ensemble II. (formerly MUSC 135) Prerequisite: None.</td>
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<tr>
<td>MUSC 135</td>
<td>Jazz Ensemble II</td>
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<td></td>
<td>Continuation of the opportunity to study, rehearse and perform selected jazz music. Develops skills of musical improvisation. Non-music major participation highly encouraged. This course was formerly known as MUSC 134, Jazz Ensemble II. Students must have ability to read music, basic knowledge of music theory, and basic ability to play a jazz instrument. Or by instructor permission. Prerequisite: None.</td>
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<tr>
<td>MUSC 136</td>
<td>Jazz Ensemble III</td>
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<tr>
<td></td>
<td>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. (formerly MUSC 135) Prerequisite: MUSC 134 AND MUSC 135.</td>
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<tr>
<td>MUSC 137</td>
<td>Wind Ensemble I</td>
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<td>Offers the opportunity for student's proficient on wind or percussion instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra or Band. Prerequisite: None.</td>
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<tr>
<td>MUSC 138</td>
<td>Wind Ensemble II</td>
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<td>A second quarter that offers the opportunity for student's proficient on wind or percussion instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra or Band. Prerequisite: None.</td>
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<tr>
<td>MUSC 139</td>
<td>Wind Ensemble III</td>
<td>2</td>
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<td></td>
<td>A third quarter that offers the opportunity for student's proficient on wind or percussion instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra or Band. Prerequisite: None.</td>
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<tr>
<td>MUSC 145</td>
<td>Introduction to Improvisation</td>
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<td>Focuses on building and reading chord symbols and progressions, identifying modes of the diatonic scale, and developing tools for improvisation. Includes a survey of various improvisation styles and songs for individual application and group performance. Student should have prior instrumental or vocal experience through lessons or as a member of a performance group. Prerequisite: MUSC 100 or equivalent or instructor's permission.</td>
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<td>MUSC 147</td>
<td>Class Piano I</td>
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<td>Beginning piano instruction in a laboratory situation. Concentration on keyboard technique, note and rhythm reading, chords, sight-reading, and performance. Prerequisite: None.</td>
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<tr>
<td>MUSC 148</td>
<td>Class Piano II</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>MUSC 149</td>
<td>Class Piano III</td>
<td>2</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>MUSC 150</td>
<td>Choir I</td>
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<td></td>
<td>Basic principles of choral ensemble singing and study of appropriate choral literature. Open to all students. Prerequisite: None.</td>
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<tr>
<td>MUSC 151</td>
<td>Choir II</td>
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<td></td>
<td>Continuation of choral ensemble singing and study of additional choral literature. Open to all students. Prerequisite: None.</td>
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<tr>
<td>MUSC 152</td>
<td>Choir III</td>
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<td></td>
<td>A third quarter of choral ensemble singing and study of additional choral literature. Prerequisite: None.</td>
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<tr>
<td>MUSC 153</td>
<td>Chamber Choir I</td>
<td>2</td>
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<td>Basic principles of chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.</td>
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<tr>
<td>MUSC 154</td>
<td>Chamber Choir II</td>
<td>2</td>
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<tr>
<td></td>
<td>Continuation of chamber ensemble singing and study of appropriate choral literature. Public performance may be required. Prerequisite: By audition only.</td>
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</tbody>
</table>
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  Includes the rehearsal and performance of standard orchestral repertoire. Symphony Orchestra for musicians proficient on orchestral instruments. Public performance required. Prerequisite: Instructor’s permission.

MUSC 161  Orchestra II  2  Continuation of orchestra for musician’s 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  Concert Band I  2  Open to all students with proficiency on woodwind, brass, and percussion instruments. Performs a variety of band literature from classic Sousa marches to modern compositions. Previous band experience recommended. Prerequisite: None.

MUSC 171  Concert Band II  2  Open to all students with proficiency on woodwind, brass, and percussion instruments. Performs a variety of band literature from classic Sousa marches to modern compositions. Previous band experience recommended. Prerequisite: None.

MUSC 172  Concert Band III  2  Open to all students with proficiency on woodwind, brass, and percussion instruments. Performs a variety of band literature from classic Sousa marches to modern compositions. Previous band experience recommended. Prerequisite: None.

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

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

MUSC 180B  Applied Music-Piano 2  1  Second course of private piano instruction designed to refine piano and performance technique through the study of selected pedagogical and/or classical repertoire. Prerequisite: MUSC 180A.

MUSC 180C  Applied Music-Piano 3  1  Third course of private piano instruction. The student continues to learn skills and techniques for piano performance and expands his/her piano repertoire. Prerequisite: MUSC 180B.

MUSC 181  Applied Music-Voice  1  This course is designed to teach performance 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  1  This course is designed to teach performance skills to students majoring in music. Musical literature from various style periods and composers will be selected to acquaint the student with a wide range of repertoire written for the instrument. Prerequisite: Instructor’s permission and/or audition. Preference given to students intending to major in music. Corequisite: Students enrolled in private lessons are required to be enrolled in a performance group and/or music theory.

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

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

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

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

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

MUSC 225  String Ensemble IV  2  A fourth quarter that offers the opportunity for student’s proficient on bowed string instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra. Prerequisite: None.

MUSC 226  String Ensemble V  2  A fifth quarter that offers the opportunity for student’s proficient on bowed string instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra. Prerequisite: None.
MUSC 227 String Ensemble VI  
A sixth quarter that offers the opportunity for student's proficient on bowed string instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra. Prerequisite: None.

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 233 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 237 Wind Ensemble IV  
A fourth quarter that offers the opportunity for student's proficient on wind or percussion instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra or Band. Prerequisite: None.

MUSC 238 Wind Ensemble V  
A fifth quarter that offers the opportunity for student's proficient on wind or percussion instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra or Band. Prerequisite: None.

MUSC 239 Wind Ensemble VI  
A sixth quarter that offers the opportunity for student's proficient on wind or percussion instruments to rehearse and perform music composed for smaller ensembles or chamber groups. Students should possess average high school playing skills and music reading ability. Enrollment may include participation in South Puget Sound College Orchestra or Band. Prerequisite: None.

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: Successfully 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  
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 musician's proficient on orchestral instruments. Rehearses and performs standard orchestral repertoire. No audition required. Prerequisite: None.

MUSC 261 Orchestra V  
Continuation of advanced orchestra for musician's 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 270 Concert Band IV  
Open to all students with proficiency on woodwind, brass, and percussion instruments. Performs a variety of band literature from classic Sousa marches to modern compositions. Previous band experience recommended. Prerequisite: None.

MUSC 271 Concert Band V  
Open to all students with proficiency on woodwind, brass, and percussion instruments. Performs a variety of band literature from classic Sousa marches to modern compositions. Previous band experience recommended. Prerequisite: None.

MUSC 272 Concert Band VI  
Open to all students with proficiency on woodwind, brass, and percussion instruments. Performs a variety of band literature from classic Sousa marches to modern compositions. Previous band experience recommended. 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 180C.

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

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<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>
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<td>Prepares students to become nursing assistants in convalescent centers, hospitals, and home and community settings. Covers the nursing assistant's role on the health care team, basic technical and personal care skills, measurement of bodyfunctions, restorative and rehabilitative techniques, communication, infection control, and safety and emergency procedures. Identifies clients' rights, mental health, and social service needs, recognizing individual, cultural and religious diversity. Meets Washington State and federal requirements for nursing assistant education. Prerequisite: None.</td>
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<tr>
<td>NURS 111</td>
<td>Integrated Nursing Care I: Diversity</td>
<td>2</td>
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<td>Introduces concepts and theories basic to the art and science of the nursing role with an emphasis on health promotion across the lifespan. Prerequisite: Successful admission to the Nursing Program.</td>
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<tr>
<td>NURS 112</td>
<td>Integrated Nursing Care &amp; Assessment I-Lab/Clinical</td>
<td>5</td>
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<td>Introduces health promotion, critical thinking and psychomotor nursing skills needed to assist individuals in meeting basic human needs. Includes a focus on assessments of clients across the lifespan, formulating nursing diagnoses, and documentation related to selected alterations discussed in Integrated Nursing Care I - Theory. Prerequisite: Successful admission to the Nursing Program.</td>
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<tr>
<td>NURS 113</td>
<td>Integrated Nursing Care I - Pharmacology</td>
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<td>Identifies basic principles of pharmacokinetics, pharmacodynamics, calculations of drug dosages, and medication administration and provides an overview of legal implications and drug classifications. Prerequisite: Successful admission to the Nursing Program.</td>
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<tr>
<td>HUM 235</td>
<td>Ethics and Policy in Health Care I: Diversity</td>
<td>1</td>
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<td>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, HUM 235 and PSYC 235.</td>
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<tr>
<td>PSYC 235</td>
<td>Psychosocial Issues in Health Care I: Diversity</td>
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<td>Introduction to psychosocial issues across the lifespan from an integrated perspective with NURS 111. This course is cross listed with NURS 115. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, HUM 235, PSYC 235 and NURS 116.</td>
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<tr>
<td>NURS 121</td>
<td>Integrated Nursing Care II - Theory</td>
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<td>Covers maintenance and restoration of health in individuals, families and communities to support healing and functions of daily living. Applies evidence based nursing care and management to address prevention and early detection of clients experiencing selected health conditions. Prerequisite: Successful completion of 1st quarter courses and successful completion or current enrollment in NURS 122, 123, HUM 236, and PSYC 236.</td>
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<tr>
<td>NURS 122</td>
<td>Integrated Nursing Care &amp; Assessment II-Lab/Clin</td>
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<td>Covers competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Integrated Nursing Care II - Theory. Prerequisite: Successful completion of 1st quarter courses and successful completion or current enrollment in NURS 121, 123, HUM 236, and PSYC 236.</td>
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<td>NURS 123</td>
<td>Integrated Nursing II-Pathophysiology/Pharmacology</td>
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<td>Covers evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care II - Theory. Prerequisite: Successful completion of 1st quarter courses and successful completion or current enrollment in NURS 121, 122, HUM 236, and PSYC 236.</td>
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<td>HUM 236</td>
<td>Ethics and Policy in Nursing II</td>
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<td>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, HUM 236, PSYC 236.</td>
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<tr>
<td>PSYC 236</td>
<td>Psychosocial Issues in Health Care II</td>
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<td>Emphasizes utilizing psychosocial nursing and interpersonal therapeutics for as intervention, health promotion with individuals/families/groups through an integrated format with theory NURS 121. This course is cross listed with NURS 125. Prerequisite: Successful completion of 1st Quarter courses and successful completion or current enrollment in: NURS 121, 122, 123, HUM 236, PSYC 236.</td>
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<td>NURS 131</td>
<td>Integrated Nursing Care III - Theory</td>
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<td>Applies health promotion, maintenance and restoration and evidence-based nursing care to address the interplay of the individual within childbearing and childrearing groups and families. Prerequisite: Successful completion of 2nd quarter courses and successful completion or current enrollment in NURS 132, 133, HUM 237, and PSYC 237.</td>
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<tr>
<td>NURS 132</td>
<td>Integrated Nursing Care &amp; Assessment III Lab/Clin</td>
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<td>Applies competencies necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Integrated Nursing Care III - Theory. Prerequisite: Successful completion of 2nd quarter courses and successful completion or current enrollment in NURS 131, 133, HUM 237, and PSYC 237.</td>
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<tr>
<td>NURS 133</td>
<td>Integrated Nursing III-Pathophysiology/Pharmacology</td>
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<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, HUM 237, and PSYC 237.</td>
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<tr>
<td>HUM 237</td>
<td>Ethics and Policy in Health Care III</td>
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<td>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, HUM 237 and PSYC 237.</td>
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<tr>
<td>PSYC 237</td>
<td>Psychosocial Issues in Health Care III</td>
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<td>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, HUM 237 and PSYC 237.</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, HUM 238, PSYC 238 and 216.</td>
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<tr>
<td>NURS 212</td>
<td>Integrated Nursing Care &amp; Assessment IV Lab/Clinal</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, HUM 238, PSYC 238 and 216.</td>
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NURS 213 Integrated Nursing IV-Pathophysiology/Pharmacology

Differentiates evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care IV-Theory. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, HUM 238, PSYC 238 and 216.

HUM 238 Ethics and Policy in Health Care IV

Integrated analysis of ethical and legal concepts and issues in the profession of nursing and health care through an integrated format with theory NURS 211. This course is cross listed with NURS 214. Prerequisite: Successful completion of 3rd Quarter courses and successful completion or current enrollment in NURS 211, 212, 213, HUM 238, PSYC 238 and 216.

PSYC 238 Psychosocial Issues in Health Care IV

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

NURS 216 Nutrition in Health Care IV

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, HUM 238, PSYC 238 and 216.

NURS 221 Integrated Nursing Care V - Theory

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

NURS 222 Integrated Nursing Care & Assessment V Lab/Clinical

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

NURS 223 Integrated Nrsng V - Pathophysiology/Pharmacology

Evaluates evidence-based research of pathophysiology and pharmacology associated with the care of clients in Nursing Care V-Theory. Prerequisite: Successful completion of 4th Quarter courses and successful completion or current enrollment in NURS 221, 222, 223, HUM 239 and PSYC 239.

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, HUM 239 and PSYC 239.

PSYC 239 Psychosocial Issues in Health Care V

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, HUM 239 and PSYC 239.

NURS 231 Nursing Transition Into Practice

NURS 232 Preceptorship

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

NURS 233 Capstone Project

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.

NUTRITION

NURS & 101 Nutrition

Surveys the normal nutritional needs for individuals ranging from infants to adults. Emphasis is placed on the basic principles of nutrition. Particularly suitable for health occupation students. Prior high school chemistry or biology course or equivalent strongly recommended. This course was formerly known as BIOL 125. Prerequisite: None.

OCEANOGRAPHY

OCEA & 101 Introduction to Oceanography w/Lab

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.

OFFICE TECHNOLOGY ADMINISTRATION

OFTEC 100 Introduction to Computer Concepts & Applications

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.

OFTEC 101 Keyboarding 1

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.

OFTEC 102 Keyboarding 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.

OFTEC 103 Keyboarding 3

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: OFTEC 102 (formerly CIS 102).
OFTEC 104  Keyboarding 4
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: OFTEC 103 (formerly CIS 103).

OFTEC 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.

OFTEC 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.

OFTEC 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 world environment, which includes understanding workforce/workplace diversity. Prerequisite: None.

OFTEC 120  Internet 2
An introduction to the Internet, computer networking, and basic computer skills. Explores the history of the Internet, and what the Internet can do for you. Focuses on the fundamentals of Windows, the Microsoft Outlook mail client and the Internet Explorer browser, while describing Internet capabilities, and showing how to apply a variety of services, and providing familiarization with microcomputer concepts and directory and file management theory. This course was formerly known as CIS 110. Prerequisite: None.

OFTEC 122  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. This course was formerly known as CIS 115. Prerequisite: None.

OFTEC 125  Digital Productivity Tools 4
Introduces web-based tools used for office productivity and workflow management. Includes personal information systems and file sharing. Prerequisite: None.

OFTEC 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: OFTEC 108 (formerly CIS 108) or OFTEC 100 (formerly CIS 100).

OFTEC 138  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. This course was formerly known as CIS 111. Prerequisite: None.

OFTEC 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: OFTEC 108 (formerly CIS 108) or OFTEC 100 (formerly CIS 100) and MATH 094.

OFTEC 150  Formatting I 4
Basic formatting techniques in keyboarding skill development using a personal computer with word processing software. Provides an introduction to business letters, memorandums, tables, and reports. The ability to type 30 words per minute (wpm) by touch is recommended. Prerequisite: OFTEC 108 (formerly CIS 108) or OFTEC 156 (formerly CIS 156).

OFTEC 160  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. This course was formerly known as CIS 106. Prerequisite: ENGL 098 or eligible for ENGL& 101.

OFTEC 165  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. OFTEC 108 (formerly CIS 108) recommended. This course was formerly known as CIS 171. Prerequisite: None.

OFTEC 170  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. This course was formerly known as CIS 107. Prerequisite: None.

OFTEC 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: OFTEC 136 (formerly CIS 136) or instructor's permission.

OFTEC 245  Desktop Publishing 4
Using a layout grid, the integration of text and graphics to produce a professional looking publication. The use of styles and templates to produce the layout. Working with text frames that can be moved, resized, rotated, and combined. Placing, enhancing, and cropping graphics. The creation of such special design effects as drop caps; reverse type; and text shaped around. Includes design principles. Recommended: experience with a word processing application. This course was formerly known as CIS 238. Prerequisite: OFTEC 136 (formerly CIS 136) or instructor's permission.

OFTEC 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: OFTEC 150 (formerly CIS 150), OFTEC 136 (formerly CIS 136).

OFTEC 255  Records and Information Management 5
Introduces principles and procedures for records management including storage, retrieval, and control of records. Study of privacy, ethics, and security as they relate to RM (Records and Information Management). Prerequisite: OFTEC 136 and CIS 145.

OFTEC 260  Business Communication 5
Principles of effective communication in business emphasizing the human relations factor, through correspondence, report writing, and oral presentation. OFTEC 160 (formerly CIS 160) recommended. This course was formerly known as CIS 210. Prerequisite: Completion of ENGL& 101.

OFTEC 265  Integrated Office Projects 5
Business simulation including the 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. This course was formerly known as CIS 259. Prerequisite: OFTEC 108 (formerly CIS 108), OFTEC 141 (formerly CIS 141), OFTEC 150 (formerly CIS 150) and OFTEC 236 (formerly CIS 236).
PARAEDUCATOR PROGRAM
PARA 220 Assisting in the Classroom 5
Strategies for assisting certified teachers in a K-12 classroom setting with student instruction, behavior management, clerical functions and parental contact based on Washington State Skill Standards and Competencies for Paraeducators. Prerequisite: Instructor's permission.

PARA 225 Practicum for Paraeducators 4
Supervised observation and participation in a school setting six hours per week: applying guidance techniques, adapting and implementing curriculum activities for individuals and small groups, and working cooperatively with staff. Two hour seminar per week. Prerequisite: ENGL& 101 (formerly WRIT 101), PARA 220 or concurrent EDUC 205 or EDUC 101 or ECE 102, ECE 235, EDUC 115, or EDUC 120, EDUC 203 or EDUC 215, EDUC 225, EDUC 230. Obtain instructors permission before registering.

PARENT EDUCATION
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 sleep, babies' temperaments, and nutrition. Parents and children participate together in music, movement, and other age appropriate activities. Prerequisite: None.

PEP 102 Parenting Your Infant II 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 play and learning, schedules, and home safety. Parents and children participate together in music, movement, and other age appropriate activities. Prerequisite: None.

PEP 103 Parenting Your Toddler I 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, parent and child self-esteem, and social-emotional development. Parents and children participate together in art, music, movement, and other age appropriate activities. Prerequisite: None.

PEP 106 Parenting Children in Middle Years (5-10 Years) 2
Parents of children ages 5-10 will discuss child development and guidance, and how to provide an encouraging environment for their children. Weekly topics may include discipline, social-emotional development, motivation, dealing with anger, communication, sexuality issues and school related issues. Prerequisite: None.

PEP 111 Parent Education 1-3
Seminars in child development, parenting skills, early childhood education, and organizational leadership. Applying knowledge in parent cooperative preschool laboratory with children ages 18 months-5 years. (Eastside Co-op, Lacey Parent Co-op, Steamboat Island Co-op, and Westside Co-op.) Prerequisite: Child enrolled in affiliated parent cooperative preschool.

PEP 112 Parent Education 1-3
Seminars in child development, parenting skills, early childhood education, and organizational leadership. Applying knowledge in parent cooperative preschool laboratory with children ages 18 months to 5 years. (Eastside Co-op, Lacey Parent Co-op, Steamboat Island Co-op and Westside Co-op.) Prerequisite: Child enrolled in affiliated parent cooperative preschool.

PEP 113 Parent Education 1-3
Seminars in child development, parenting skills, early childhood education, and organizational leadership. Applying knowledge in parent cooperative preschool laboratory with children ages 18 months to 5 years. (Eastside Co-op, Lacey Parent Co-op, Steamboat Island Co-op, and Westside Co-op.) Prerequisite: Child enrolled in affiliated parent cooperative preschool.

PEP 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 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 teen's 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 Introduction to Philosophy 5
Studies major topics in philosophy, such as 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
Studies 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: Eligible for ENGL& 101.

PHIL 103 Science Technology and Human Values 5
The nature of scientific thinking and technology, and an assessment of their impact on human life and values. Specific topics include the role of theory and explanation in science and the effect of specific technologies on our understanding of the person, society, nature, and value. Prerequisite: None.

PHIL 104 Introduction to Asian Philosophy 5
An assessment of the major philosophical problems investigated over the past 2600 years by scholars in Asia. From Nargarjuna to Gandhi, Lao Tzu to Mao, study shared and divergent aspects of philosophy and religion and themes concerning nature, non-being and being, theory and practice, morality and happiness. Prerequisite: None.

PHIL 115 Critical Thinking 5
An introduction to the critical examination of arguments in their various forms, whether oral, written, or visual. Coursework will emphasize the practical analysis of arguments in everyday contexts. Specific topics include identifying premises and conclusions; recognizing common types of arguments; understanding logical fallacies. Prerequisite: Eligible for ENGL& 101.
PHIL& 120 Symbolic Logic 5
Introduces students to the principles of deductive inference with a focus on proofs in both sentence logic and predicate logic with quantifiers; also includes a study of semantic methods for testing validity. This course was formerly known as PHIL& 106, Introduction to Logic. Prerequisite: MATH 099 or equivalent.

PHIL 211 Great Thinkers of the Ancient World 5
Studies 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: Eligible for ENGL 101.

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

PHYSICAL EDUCATION

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

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

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

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

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

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

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

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

PHYSICS

PHYS& 110 Physics for Non-Science Majors w/Lab 5
Introduces non-science majors to the approaches and theories used in physics and their relationship to the world around us. Mathematics involved is limited to arithmetic and algebraic reasoning. Prerequisite: "C" or better in MATH 097.

PHYS& 114 General Physics 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, General Physics I. Prerequisite: MATH 099 and knowledge of basic trigonometry.

PHYS& 115 General Physics 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& 121, General Physics II. Prerequisite: PHYS& 114 (formerly PHYS 114 and PHYS 112), or instructor's permission.

PHYS& 116 General Physics III w/Lab 5
Fundamental principles and applications of physics: Electricity and magnetism, waves, sound, light, and optics. This course was formerly known as PHYS 116 and PHYS& 123, General Physics III. Prerequisite: PHYS& 115 (formerly PHYS 115 and PHYS& 122) or instructor's permission.
PHYS& 221 Engineering Physics I w/Lab  5
For science and engineering majors. Fundamental principles of physics: mechanics, including kinematics, Newton's laws, work and energy, and rotational mechanics. This course was formerly known as PHYS 201, Engineering Physics I. Prerequisite: MATH& 151 (formerly MATH 123) or concurrent.

PHYS& 222 Engineering Physics II w/Lab  5
For science and engineering majors. Fundamental principles and applications of physics: solids, fluids, and gases, heat and thermodynamics, electricity. This course was formerly known as PHYS 202, Engineering Physics II. Prerequisite: PHYS& 221 (formerly PHYS 201), MATH& 152 (formerly MATH 124) or may be taken concurrently.

PHYS& 223 Engineering Physics III w/Lab  5
For science and engineering majors. Fundamental principles of physics: Electricity and magnetism, oscillation, waves, sound, light, optics. This course was formerly known as PHYS 203, Engineering Physics III. Prerequisite: PHYS& 222 (formerly PHYS 202).

POLITICAL SCIENCE
POLS& 101 Introduction to Political Science  5
Examines the nature of political science and political systems. Introduces government systems, ideology, political institutions, political culture, comparative politics, and international relations. ENGL& 101 recommended. Prerequisite: None.

POLS& 202 American Government  5
Examines the American Constitution, the evolution of the American system and the structure of the national government. Provides an overview of political culture, parties, elections, and interest group activities with special emphasis on current problems and issues. ENGL& 101 recommended. Prerequisite: None.

POLS& 203 International Relations  5
A comprehensive introduction to international relations, examining the nature of states, the theory and practice of diplomacy, international law and organization, how states protect themselves, economic development and sanctions, human rights, environmentalism and a review of international and regional issues. This course was formerly known as POL 205. ENGL& 101 (formerly WRIT 101) recommended.

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

PSYCHOLOGY
PSYC& 100 General Psychology  5
Introduction to the scientific study of human behavior; biological and social bases of behavior; motivation, emotion, perception, thinking, learning and intelligence. Prerequisite: Eligible for ENGL& 101.

PSYC 116 Psychology of Human Relations: Diversity  5
An introduction to the study of human relations, self-concept and the internal influences on one's thoughts, feelings and behaviors. An examination of the external and sociocultural influences on our personal and professional relationships. Prerequisite: Eligible for ENGL& 101.

PSYC& 200 Lifespan Psychology  5
Studies the development and changes in human behavior from conception to death with focus on the biological and social influences. This course was formerly known as PSYC 220 Developmental Psychology. Prerequisite: Eligible for ENGL& 101.

PSYC 203 Human Sexuality  5
A socio-psychological approach to the study of human sexuality and sexual behavior; physiological, psychological and sociological components of human sexuality and sexual behavior throughout life, from birth through old age; specific problem areas such as sexual dysfunction, sexually transmitted disease and sexual deviations or variances. Prerequisite: Eligible for ENGL& 101.

PSYC 206 Social Psychology  5
Influence of the social system on the development of the individual psychological and intellectual functions; including socialization of the individual, social determination of attitude and beliefs, and adjustment techniques as important determinants of personality traits. Prerequisite: Eligible for ENGL& 101.

PSYC 209 Fundamentals of Social Science Research Methods  5
Explores theories, techniques, and applications of quantitative and qualitative social science research methods. Topics include hypothesis testing, experimental design, research strategies and techniques, fundamentals of scientific writing, search and evaluation of research literature, and ethical issues in research. Strongly recommended PSYC& 100. Prerequisite: Eligible for MATH& 107.

PSYC 210 Personality Theories  5
Comparative survey of the major theories of personality development and the dynamics of personality, including causes of individual differences and changes in personality. Prerequisite: Eligible for ENGL& 101.

PSYC& 220 Abnormal Psychology  5
An introduction to the study of abnormal behavior; maladjustment; behavioral problems with psychological or organic causes or origins; and types of therapy. This course was formerly known as PSYC 211. Prerequisite: Eligible for ENGL& 101.

PSYC 235 Psychosocial Issues in Health Care I  1
Introduction to psychosocial issues across the lifespan from an integrated perspective with NURS 11. This course is cross listed with NURS 115. Prerequisite: Successful admission to the Nursing Program and successful completion or current enrollment in NURS 111, 112, 113, 114, 115 and 116.

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

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

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

PSYC 239 Psychosocial Issues in Health Care V  1
Examines 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 used will integrate the understanding and application of biological, psychological, and social factors as they relate to one's health and overall well-being. Some topics covered include stress and wellness, the adoption of healthy behaviors, and the avoidance of maladaptive behaviors. Prerequisite: Eligible for ENGL& 101.

PSYC 275 Current Issues in Brain Development 5
In-depth examination of how the brain develops. Current research and trends in brain development and the applications and implications for educating or working with children and adults. EDUC& 115 (formerly EDUC 120), or PSYC& 100 (formerly PSYC 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.

SOCIOLOGY

SOC 101 Introduction to Sociology 5
Focuses on 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. 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
Uses sociological perspectives to examine social issues and solutions, including racism, gender discrimination, economic inequality, and other contemporary public controversies. 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. Examines race and ethnicity as an organizing principle of identity, interactions and social institutions with focus on social structures, inequalities, and power. 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
Focuses on the social construction of gender and gender inequalities. Examines gender as an organizing principle of identity, interactions, and social institutions. Other topics include media, family, culture, relationships, health, and intersectionality with race and social class. 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 globalization from local to global-cultures 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
Focuses on a sociological and cultural understanding of food, and the social and cultural processes that shape how food is produced, consumed and distributed. Explores food as identity, entertainment, health, and social justice. 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**  
Improve communication 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**  
Continue to improve communication 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**  
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**  
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**  
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**  
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**  
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.

**UNDERGRADUATE RESEARCH**

**UGR 214**  
**Introduction to Scientific Research**  
2  
Prepares students to successfully complete their own scientific research project by introducing the use of the scientific method, ethics, research methods, proposal writing, and presentation techniques. Prospective students should have completed or be enrolled in CHEM 161, PHYS 221, BIOL 211, or BOT 210. Prerequisite: Instructor’s permission.

**UGR 294**  
**Independent Research**  
1-5  
Provides a framework for students to design, carry out, and present their own scientific research project in collaboration with peers and mentors. Prerequisite: UGR 214.

**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. Co-requisites: WELD 103, WELD 104, WELD 106.
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 73.

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 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/withdraw from classes by completing an Add/Drop form and either submitting to the One Stop or enroll@spscc.edu from their my.spscc email.

Instructors may set an attendance requirement for each class. It is the responsibility of the student to know and comply with each individual class requirement.

Student Absence for Faith or Conscience
Per RCW 116.050, students are entitled to two days of excused absences per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

> Students’ grades may not be adversely impacted by absences authorized under this policy.

> Each absence under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

> Students must complete the faith & conscience form and submit it to the One Stop no later than two weeks prior to the requested dates.

The College shall make no judgment about the legitimacy of reasons of faith or conscience.

Absence for Short Term Military Assignments
Per RCW 28B.10.270, students called to active duty for a period of 30 days or less may not be penalized for missed class time and must be provided the opportunity to make up work, labs, and exams within a reasonable period of time and without prejudice after they return.

The student may not be dropped for non-attendance and no grade for the student’s work may be issued until the student has been given the opportunity to make up the work and/or participation. Written verification that the person is being, or has been, ordered to service must be provided to the College. Requests must be made in writing and include a copy of military orders.

Drop Versus Withdrawal:
> Students can drop a class during the first 10 (eight in summer) days of the quarter. When a class is dropped, it will not appear on the student transcript. Students that drop a class during the first five days of the quarter (four during summer term), will receive a full refund. Refund dates can be located on the Academic Dates Calendar at spscc.edu/students/calendars.

> Withdrawing from a class occurs after the 10th (eighth in summer) day of the quarter. Students who withdraw from a class receive a grade of W. Withdrawal grades do not impact Grade Point Average. If students are receiving financial aid or VA education benefits, they should consult the Financial Aid office before choosing this option. Withdrawal dates can be located on the Academic Calendar at spscc.edu/students/calendars.

Auditing a Class
Students who choose to audit a course may do so prior to registration and up to the 10th day of the quarter 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. Financial Aid, Running Start, and VA education benefits funding cannot pay for audited courses.

Substituting a Course
Students may petition to substitute a required course in a program of study by requesting a Special Enrollment Form from the One Stop center. The form must be completed and signed by an advisor and the appropriate division dean. The form will be reviewed to ensure similarity between requirements and courses substituted.

Course Waivers
Waivers are used infrequently and only when other alternatives do not apply or are not available. To seek a course waiver, students must request a Special Enrollment Form from the One Stop. The form must be completed and signed by their advisor and the appropriate division dean. The form must be turned into the One Stop for review and application toward graduation.
Independent Study and Special Projects

Independent study and special projects give students mastery of a body of knowledge or skills not covered in regularly scheduled classes. Each option involves a contract developed between student and instructor with specific readings, projects or written works that must be completed. The instructor will state the criteria for evaluating performance in the contract.

Special project courses require a contract between the student and an instructor. The contract identifies the ways in which students 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.

To be eligible for independent study or special projects, students must:

1. Have a minimum cumulative GPA of 2.75 and have completed a minimum of 15 credits of college-level work at SPSCC;
2. Attempt five or fewer credits of independent study or special projects during one quarter;
3. Not exceed a maximum of 15 independent study or special projects credits toward a SPSCC degree;
4. Request an Individual Agreement or special project form from the One Stop on the Olympia or Lacey campuses.

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 being registered for the appropriate courses.

Special Projects

Special project courses require a contract between the student and an instructor. The contract identifies the ways in which students 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.

Students can 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 Non-Traditional Learning

Credit for Non-Traditional Learning (CNTL) is awarded in the following areas: Credit by Testing, Prior Experiential Learning, Extra-Institutional Learning, and Course Challenges. General guidelines for the awarding of CNTL would be as follows.

Credit by Testing – The College accepts credit through Advanced Placement (AP) and College Level Examination Program (CLEP). The College also has a process to award Credit by Examination though a challenge exam. This policy is found earlier in this Academic Regulations section. A maximum of 45 credits will be awarded by credit by examination.

Advanced Placement – Students 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 without qualifying test scores.

Course Challenge – Students may receive credit for a course by satisfactorily completing a challenge examination. Students should register for the course and indicate to the instructor the desire to challenge the course. Instructional divisions may reserve the right to deny challenges for specific courses. An exam is administered and graded, with the grade recorded at the end of the quarter. The student cannot participate in the class in an attempt to raise the grade.

College Level Examination Program (CLEP/DANTES) – Examinations are accepted if students score above the ACE recommended score (normally 50). 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. Students 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. Students with English scores above the 50 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 ENGL 101 and 102. Acceptable test scores and credits granted can be applied to the General Education List requirements. Students 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.

Prior Experiential Learning – Credit is awarded through 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.

Credit for Alternative Learning Experience (CALE or called Extra-Institutional Learning by the state) – Awarded through documented third-party training, industry certifications or occupational crosswalks. The training must be formal and documented. Transfer of military credit is done through the Joint Services Transcript (JST) and based on the recommendation of the American Council on Education (ACE). Students receiving College credit for military service through their JST or based on their Military Occupational Specialty (MOS) must still earn credits consistent with the College residency policy in order to be granted a degree or certificate. No more than 25% of credits used for a degree can come from CALE. Students are charged a $25 application fee and $10 per credit for CALE (fee waived for military transcripts).

Advanced Standing – Students may enroll in an advanced course when an evaluation of previous experience and education indicates that credit could be given for lower-level courses in the program. Credit will be given up to a maximum of 45 quarter credit hours only with completion of 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.

The request for advanced standing can be started by completion of the special enrollment form found in the One Stop. The form must be signed by an advisor and the appropriate division dean to be reviewed for eligibility.
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 is the college definition of each grade:

A (4.00) Superior achievement
A- (3.67)
B+ (3.33)
B (3.00) High achievement
B- (2.67)
C+ (2.33)
C (2.00) Satisfactory achievement
C- (1.67)
D+ (1.33)
D (1.00) Minimum achievement
F (0.00) Failure to meet minimum course requirement
I Incomplete. Student has not completed specific requirements for a class due to extenuating circumstances beyond the student’s control assigned at the instructor’s discretion. No grade points calculated. (See note #1)
N Audit. No grade points calculated.
P Progressing. No grade points calculated.
S Satisfactory completion at or above the 2.0 level. No grade points calculated. (See note #2)
U Unsatisfactory completion of the course below a 2.0 level. No grade points calculated. (See note #2)
V At the instructor’s discretion, this grade may be assigned when a student ceases attendance before sufficient data to evaluate has been submitted. Student must have stopped attending by the 40th day. No grade points calculated at SPSCC; other schools may convert V’s to F’s when determining transfer eligibility or recalculating GPA’s.
W Student withdrawal; no grade points calculated.
Y Course in progress. For continuous enrollment courses and courses with calendars that extend beyond one quarter. No grade points calculated.

1. 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 in the agreed upon time frame (no longer than the end of the subsequent quarter) will result in a grade of “F” for the class.
2. Some courses will be graded satisfactory/unsatisfactory. Certain courses are graded in this manner due to the nature or content of the course. Faculty may offer this option in classes that are generally evaluated with letter grades by including the option 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>Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 108</td>
<td>3</td>
<td>2.0</td>
<td>(3x2) = 6</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>5</td>
<td>3.0</td>
<td>(5x3) = 15</td>
</tr>
<tr>
<td>HIST 116</td>
<td>5</td>
<td>4.0</td>
<td>(5x4) = 20</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td></td>
<td>41</td>
</tr>
</tbody>
</table>

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

Grade Reports
Students may locate final grades at the end of each quarter online in their mySPSCC portal and unofficial transcript. Official transcripts are withheld if the student has not fulfilled all obligations to the college, financial and otherwise. Official transcripts can be ordered online at spscc.edu/students/transcripts-verifications.

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. Enrollment Services monitors the academic progress of students. All students are expected to maintain a quarterly cumulative GPA of 2.0 for credits attempted and a minimum college-level GPA of 2.0 must be maintained for graduation. 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 placed on academic dismissal. Dismissed students must sit out for a quarter and go through the readmission procedure. Running Start students can’t count summer quarter as the quarter in which they sit out.
Readmission Procedures

Students who are dismissed from the college for academic deficiency must complete the appeal process. A student must meet with an educational planner in the Advising Center to discuss course selection and success strategies for future quarters. Students must complete an Academic Standards Review form prior to this meeting. Appeal plans are then forwarded to the Dean of Enrollment Services for final review.

All appeal steps must be completed prior to the third day of the quarter a student wishes to re-enroll.

Grade Renewal

Grade renewal is a process of eliminating courses from the computation of the cumulative Grade Point Average (GPA) under the listed conditions.

Grade renewals cannot be done on “V” and/or “W” grades, which are not computed into the overall GPA. Students who receive financial aid may jeopardize their future eligibility to receive funding when requesting grade renewal and should contact Financial Aid before seeking this option.

Petition for Grade Renewal Forms should be submitted to the One Stop on main campus or Lacey Campus.

Grade Renewal for Repeated Courses: Eliminate credits and grade(s) from computation of GPA for courses that have been repeated at SPSCC. 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. All credits taken prior to the requested quarter for grade forgiveness will also be eliminated from GPA and credit computation. In order to qualify for this option:

> A period of two years must have elapsed since the grades were earned or the student has changed the program of study;
> The student has attained a quarterly GPA of 2.5 or greater in two consecutive quarters at SPSCC since earning the initial grades;
> The student has not withdrawn from more than five credits per quarter since returning to SPSCC;

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, students must earn both of the following:
1. A quarterly grade point average of 4.0.
2. A minimum of 12 graded, college-level credits
   (S grades not included).

Vice President’s List

To receive the Vice President’s List designation, students must earn both of the following:
1. A quarterly grade point average of 3.60 to 3.99.
2. A minimum of 12 graded, college-level credits
   (S grades not included).

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

Graduation Honors

Students in degree programs who achieve cumulative GPAs of 3.75 to 3.89 in all college-level courses will be graduated with High Honors. Students in degree programs who achieve cumulative GPAs of 3.9 to 4.0 in all college-level courses will be graduated with Highest Honors.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Timothy Stokes</td>
<td>B.A., Lyen College, M.A., Ed.D., University of Arkansas</td>
</tr>
<tr>
<td>Special Assistant to the President</td>
<td>Diana Toledo</td>
<td>A.A., Pierce College, B.A., University of Washington, M.A., Chapman University</td>
</tr>
<tr>
<td>Vice President for Instruction</td>
<td>Michelle Andreas</td>
<td>A.A.S., Fort Steilacoom Community College, B.A., Washington State University, M.A., Pacific Lutheran University, Ed.D., Oregon State University</td>
</tr>
<tr>
<td>Dean of Enrollment Services/Registrar</td>
<td>Steven Ashpole</td>
<td>B.A., University of Washington, M.S., Capella University</td>
</tr>
<tr>
<td>Dean of Natural and Applied Sciences</td>
<td>Kevin Asman</td>
<td>B.A., University of Michigan, M.A., Ph.D., Michigan State University</td>
</tr>
<tr>
<td>Vice President for Administrative Services</td>
<td>Albert Brown</td>
<td>B.A., University of Denver, M.B.A., Oregon State University</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Lori Casile</td>
<td>B.S., University of Pittsburgh, M.S.Ed., Duquesne University, M.B.A., Drexel University</td>
</tr>
<tr>
<td>Dean of Student Financial Services</td>
<td>Johanna Dwyer</td>
<td>B.A., University of Washington</td>
</tr>
<tr>
<td>Vice President for Administrative Services</td>
<td>Kelly Green</td>
<td>M.B.A., City University</td>
</tr>
<tr>
<td>Director of Public Relations and Events</td>
<td>Kenneth Harden</td>
<td>B.A., Tacoma Community College, B.A., The Evergreen State College</td>
</tr>
<tr>
<td>Dean of the College</td>
<td>Kathleen Hoover</td>
<td>B.S., University of Nebraska, M.A., Hamline University</td>
</tr>
<tr>
<td>Dean of Academic Support Services</td>
<td>Amy Kelly</td>
<td>B.A., University of California, M.A., San Diego University, M.L.S., San Jose State University</td>
</tr>
<tr>
<td>Executive Director of the College Foundation</td>
<td>Tanya Mote</td>
<td>A.A., Shoreline Community College, B.A., University of Washington</td>
</tr>
<tr>
<td>Associate Dean of Transition Studies</td>
<td>Dawn Murphy</td>
<td>B.S., Miami University, M.A.T., The School for International Training</td>
</tr>
<tr>
<td>Associate Dean of Applied Technology</td>
<td>Bryan Powell</td>
<td>B.F.A., Pacific Lutheran University, M.F.A., University of New Orleans</td>
</tr>
<tr>
<td>Vice President for Student Services</td>
<td>David Pelkey</td>
<td>A.A., Skagit Valley Community College, B.A., M.A., Western Washington State University, Ph.D., Oregon State University</td>
</tr>
<tr>
<td>Dean of Corporate and Continuing Education</td>
<td>Noel Rubadue</td>
<td>A.A., Centralia College, B.A., The Evergreen State College</td>
</tr>
<tr>
<td>Dean of Social Science and Business</td>
<td>Valerie Sundby-Thorp</td>
<td>B.S., M.Ed., University of Washington, Ed.D., University of Washington</td>
</tr>
<tr>
<td>Associate Dean of International Student Services</td>
<td>Amy Vansurksun</td>
<td>A.A., Concordia College, M.S., North Dakota State University</td>
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<tr>
<td>Director of Enrollment-Assistant Registrar</td>
<td>Heidi Dearborn</td>
<td>B.A., M.Ed., Western Washington University</td>
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<tr>
<td>Director of Technical Training</td>
<td>Alena Dicke</td>
<td>A.A., South Puget Sound Community College, B.A., University of Washington</td>
</tr>
<tr>
<td>Human Resource Consultant</td>
<td>Tonya Huffines</td>
<td>A.A., College of DuPage</td>
</tr>
<tr>
<td>Director of Business and Strategic Programming</td>
<td>Heidi Andrade</td>
<td>B.A., The Evergreen State College</td>
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<tr>
<td>Director of Counseling and Advising</td>
<td>Kandi Bauman</td>
<td>B.A.S., M.P.A., The Evergreen State College</td>
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<tr>
<td>Director of Systems and Applications</td>
<td>Sam Bayne</td>
<td>B.A., North Seattle College</td>
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<tr>
<td>Executive Assistant to the Vice President for Administrative Services</td>
<td>Jennifer Carter</td>
<td>B.A., The Evergreen State College</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>Laurie Choate</td>
<td>B.A., M.A., University of Washington</td>
</tr>
<tr>
<td>Learning Resource Center Administrator</td>
<td>Richard Dahlen</td>
<td>A.A., South Puget Sound Community College, B.A., The Evergreen State College</td>
</tr>
<tr>
<td>Title III Data Analyst</td>
<td>Kia Davis</td>
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</tr>
<tr>
<td>Director of Enrollment-Assistant Registrar</td>
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<td>B.A., North Seattle College</td>
</tr>
<tr>
<td>Name</td>
<td>Title and Department</td>
<td>Institution</td>
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<tr>
<td>Nausheen Kasmani</td>
<td>Graphic Communications Manager</td>
<td>B.A., Western Washington University</td>
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<tr>
<td>Kehli Kealy</td>
<td>Executive Assistant to the Vice President</td>
<td>A.S., South Puget Sound Community College</td>
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<tr>
<td>Laura Koval</td>
<td>Director of Student Life</td>
<td>A.A., Whatcom Community College B.A., The Evergreen State College M.A., Grand Canyon University</td>
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<tr>
<td>Samuel Kreiger</td>
<td>Events Manager</td>
<td>B.S., Linfield College M.S., Western Kentucky University</td>
</tr>
<tr>
<td>Aaron Landon</td>
<td>Educational Planner/ Men's Head Basketball Coach</td>
<td>B.A., University of LaVerne M.Ed., Concordia University</td>
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<tr>
<td>Dante Larson</td>
<td>Dental Assisting Program Director</td>
<td>B.S., D.D.S., University of Washington</td>
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<tr>
<td>Cynthia Lawrence</td>
<td>Web Content Manager</td>
<td>B.A., University of Texas</td>
</tr>
<tr>
<td>Steven (Robin) Leeson</td>
<td>Instructional Designer</td>
<td>B.A., University of North Carolina M.A., University of Phoenix M.A., Southern New Hampshire University</td>
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<tr>
<td>Jennifer Manley</td>
<td>Dean of Student Engagement and Retention</td>
<td>B.A., Western Oregon University M.Ed., Seattle University</td>
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<tr>
<td>Rachel Martínez</td>
<td>Confidential Secretary for Public Relations</td>
<td>A.A., South Puget Sound Community College B.A., Saint Martin's University</td>
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<td>Kelly McLaughlin</td>
<td>Catering Director</td>
<td>A.A., Pierce College B.A., The Evergreen State College</td>
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<td>Melanie Miller</td>
<td>Admissions Specialist/ Volleyball Coach</td>
<td>B.A., Concordia University</td>
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<td>Rumi Minowa</td>
<td>Outreach/Admissions Specialist</td>
<td>B.S., Saint Cloud State University M.Ed., Seattle University</td>
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<td>Tracy Moore</td>
<td>Educational Planner</td>
<td>A.A., South Puget Sound Community College B.A., Washington State University</td>
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<td>Ronald Nielson</td>
<td>Director of Small Business Development Center</td>
<td>A.A., Centralia College A.A.S., Columbia Basin College B.A., Central Washington University</td>
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<td>Laura Price</td>
<td>Director of Facilities</td>
<td>A.A., Centralia College A.A.S., Columbia Basin College B.A., Central Washington University</td>
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<td>John Rajich</td>
<td>Director of Access Services</td>
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<td>Christina Santos</td>
<td>Educational Planner</td>
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<tr>
<td>MaryAn Schmidt</td>
<td>Chief Enterprise Services Officer</td>
<td>A.A., Centralia College B.A., The Evergreen State College</td>
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<td>Robert Shailor</td>
<td>Director of Safety and Security</td>
<td>A.A., Centralia College B.A., The Evergreen State College</td>
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<td>Samantha Soto</td>
<td>Assistant Chief Human Resource Officer</td>
<td>B.S., M.M., University of Phoenix</td>
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<td>Estrella Strauss</td>
<td>Budget Manager – Office of Instruction</td>
<td>B.S., Polytechnic University of the Philippines</td>
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<td>Jennifer Tuia</td>
<td>Director of Institutional Research</td>
<td>B.S., Saint Leo University M.S., City University</td>
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<td>Vernell Willingham</td>
<td>Director of Athletics</td>
<td>A.A., South Puget Sound Community College B.A., The Evergreen State College M.Ed., Concordia University</td>
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<td>Margaret Estep Woelf</td>
<td>Director of Student Recruitment and Outreach</td>
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<td>Liu Yang</td>
<td>Educational Planner - International Student Services</td>
<td>B.A., Beijing International Studies University M.A., Northern Arizona University</td>
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<td>Melissa Yates</td>
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<td>B.A., Marietta College M.A., Bethany College</td>
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<td>Amy Ybarra</td>
<td>Director of Financial Aid</td>
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<tr>
<td>Khalid Abdalla</td>
<td>Economics</td>
<td>B.A., Stony Brook University M.A., Fordham University</td>
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<td>Chad Bacon</td>
<td>Advanced Manufacturing Technology</td>
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<td>Michael Baran</td>
<td>Business</td>
<td>B.A., Manhattan College M.A., University of Michigan M.B.A., University of Washington Ph.D., University of Michigan</td>
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<td>Raymond Bateh</td>
<td>American Sign Language</td>
<td>B.S., Gallaudet University M.S., Western Maryland University</td>
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<td>Joe Batt</td>
<td>Art</td>
<td>B.F.A., University of South Dakota M.F.A., University of Montana</td>
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<td>Jennifer Berney</td>
<td>Writing Humanities</td>
<td>B.A., The Evergreen State College M.F.A., University of Washington</td>
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<td>Seth Braver</td>
<td>Mathematics</td>
<td>B.A., San Francisco State University M.A., University of California Ph.D., University of Montana</td>
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<td>Sarah Cabbage</td>
<td>Biology</td>
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<td>Amy Calkins-Kassler</td>
<td>Psychology</td>
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<td>Norman Chapman</td>
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<td>Patrick Chapman</td>
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<td>James Chen</td>
<td>General and Organic Chemistry</td>
<td>B.S., University of Michigan Ph.D., University of Otago, New Zealand</td>
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<td>Colleen Clukey</td>
<td>Counseling</td>
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<td>Robert Danner</td>
<td>BIM/CAD</td>
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<td>Stephen Dickerson</td>
<td>Philosophy</td>
<td>B.A., Ohio State University M.A., Ph.D., Michigan State University</td>
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<tr>
<td>Erica Dixon</td>
<td>Sociology</td>
<td>B.S., Central Washington University M.S., Portland State University</td>
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<tr>
<td>Gerard Dolmans</td>
<td>College Writing/Humanities</td>
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<tr>
<td>Corey (C.) Dosch</td>
<td>English Humanities</td>
<td>B.S., North Dakota State University M.A., Central Washington University Ph.D., Syracuse University</td>
</tr>
</tbody>
</table>
Sidnee-Marie Dunn  
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M.S., Central Washington University

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M.S., University of Houston

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M.A., Bridgewater State College

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M.A., Saint Martin’s University

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M.Ed., Western Washington University

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M.S., Eastern Washington University

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B.A., University of Washington  
M.A., Tulane University

John Schaub  
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B.A., University of Puget Sound  
M.A., Emerson College

James Schneider  
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B.A., University of Texas at Austin  
M.I.T., The Evergreen State College

Charles Schooler  
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B.A., M.S., University of Idaho

Andrew Sergienko  
Philosophy  
B.A., Whitman College  
M.A., University of Oregon  
Ph.D., Vanderbilt University

Kaidren Sergienko  
Speech Communications  
B.A., University of Washington  
M.A., Washington State University

Sally Sharbaugh  
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B.A., University of Washington  
M.A., Seattle University
College Personnel (continued)

Melanie Shelton
Baking & Pastry Arts
A.T.A., South Puget Sound Community College

Estill (Bud) Skinner
IT Computer Support
A.T.A., South Puget Sound Community College

Ting Song
Civil Engineering/CAD
B.S., Tianjin University
M.S., Ph.D. Utah State University

Jolene Stiles
Nursing
B.A., B.S., Washington State University
M.S.N., University of Washington

Margaret Thomas
Library
B.S., University of Illinois at Urbana-Champaign

Frank Veselovsky
Biology
A.S., St. Clair County Community College
B.S., Michigan State University
M.S., Eastern Michigan University

Cesar Villasana
Developmental Mathematics
B.S., National Autonomous University of Mexico
M.S., University of Toronto

Katherine Walton-Elliott
Nursing
B.S., University of Birmingham
B.S.N., University of the West of England
M.S. Cardiff University

Amy Warren
Office Administration
A.A., Green River College
B.S., University of Phoenix
M.Ed., Western Washington University

Heather Williams
English as a Second Language/English as a Foreign Language
B.A., Rutgers, The State University of New Jersey
M.A., Dallas Theological Seminary
M.Ed., The College of New Jersey

Julie Williamson
English as a Second Language
B.A., The Evergreen State College
M.A., School for International Training

Tom Witt
Automotive Technology
A.A., Portland Community College

Alex Wittmann
Automotive

Jennifer Wortman
Pre College English/Reading
A.A., Fullerton College
B.A., M.A., California State University

Amanda Ybarra-Rotelli
Sociology
B.A., The Evergreen State College
M.A., Humboldt State University

Bin Zhang
Communication Studies
B.A., M.A., Northeast Normal University
Ph. D., Southern Illinois University

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**Instructional Calendar**

**Summer Quarter 2017**
- First Day of Instruction: July 2
- Independence Day (no classes): July 4
- Last Day of Instruction: Aug. 24
- Final Examination Days: Aug. 24
- Quarter Break: Students: Aug. 28 – Sept. 15
  Faculty: Aug. 28 – Sept. 8

**Fall Quarter 2017**
- Kick-off Week: Sept 11-15
- First Day of Instruction: Sept. 18
- Student Advising Day (no DAY classes): Nov. 1
- Veterans Day (no classes): Nov. 10
- Thanksgiving (no classes): Nov. 23-24
- Last Day of Instruction: Dec. 1
- Final Examination Days (day/night): Dec. 4-8
- Faculty Days: Dec. 13-12
- Quarter Break: Students: Dec. 11 – Jan. 1
  Faculty: Dec. 13 – Jan. 1

**Winter Quarter 2018**
- First Day of Instruction: Jan. 2
- Martin Luther King Day (no classes): Jan. 15
- Student Advising Day (no DAY classes): Feb. 13
- President’s Day (no classes): Feb. 19
- Last Day of Instruction: March 15
- Faculty Day: March 16
- Final Examination Days: March 19-23
- Quarter Break: Students: March 26 – April 1
  Faculty: March 26 – April 1

**Spring Quarter 2018**
- First Day of Instruction: April 2
- Student Advising Day (no DAY classes): May 15
- Memorial Day (no classes): May 28
- Last Day of Instruction: June 12
- Final Examination Days: June 13-19
- Graduation: June 15
- Quarter Break: Students: June 20 – June 29
  Faculty: June 20 – June 29

**Summer Quarter 2018**
- First Day of Instruction: July 2
- Independence Day (no classes): July 4
- Last Day of Instruction: Aug. 23
- Final Examination Days: Aug. 23
- Quarter Break: Students: Aug. 27 – Sept. 14
  Faculty: Aug. 27 – Sept. 7

**Fall Quarter 2018**
- Kick-off Week: Sept. 10-14
- First Day of Instruction: Sept. 17
- Student Advising Day (no DAY classes): Oct. 30
- Veterans Day (no classes): Nov. 12
- Thanksgiving (no classes): Nov. 22-23
- Last Day of Instruction: Nov. 30
- Final Examination Days (day/night): Dec. 3-7
- Faculty Days: Dec. 10
- Quarter Break: Students: Dec. 10 – Jan. 1
  Faculty: Dec. 11 – Jan. 1

**Winter Quarter 2019**
- First Day of Instruction: Jan. 1
- Martin Luther King Day (no classes): Jan. 21
- Student Advising Day (no DAY classes): Feb. 7
- President’s Day (no classes): Feb. 18
- Last Day of Instruction: March 15
- Final Examination Days: March 18-22
- Quarter Break: Students: March 25 – 29
  Faculty: March 26 – 29

**Spring Quarter 2019**
- First Day of Instruction: April 1
- Student Advising Day (no DAY classes): May 14
- Memorial Day (no classes): May 27
- Last Day of Instruction: June 11
- Final Examination Days: June 12-18
- Graduation: June 14
- Quarter Break: Students: June 19 – June 28
  Faculty: June 20 – June 28

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Campus Maps

Olympia Campus Map
2011 Mottman Rd. SW, Olympia, WA 98512
13,14,15 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
Academic Statements

Photography and Video Recording at South Puget Sound Community College

South Puget Sound Community College takes photographs and video footage on campus throughout the year. These images often include students, employees, and guests in classrooms, computer labs, athletic events, and other campus activities. SPSCC reserves the right to use these photographs and video recordings as part of its educational, public interest, publicity, and marketing efforts. Those who attend, visit, or work at SPSCC do so with the understanding that these photographs and videotapes may include them and may be used in media or published materials. As a condition of attendance, visiting, or working at SPSCC, 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 is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over age 40, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply. The College complies with the Americans with Disabilities Act. Applicants needing accommodation in the application process in an alternative format may contact the Human Resources office at 360-596-5500. The College is committed to enhancing the diversity of our faculty and staff, as well as our student population. We strongly encourage applicants to apply without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legal protected status. SPSCC is a drug-free workplace.

Americans with Disabilities Act Accommodation Procedures

The College is committed to providing reasonable accommodations in accordance with applicable federal and state laws and regulations and the collective bargaining agreements for eligible individuals with documented disabilities in the most timely and effective manner possible. It is the intent of the college to ensure that every employee (faculty, exempt staff, represented and non-represented classified staff) and/or applicant for employment who makes a request for accommodation under the Americans With Disabilities Act (ADA), the Rehabilitation Act of 1973, Section 504, Chapter 49.60 Revised Code Washington, and Washington Administrative Code 162-22 is promptly and properly advised of the accommodation process and reasonably accommodated.

The college will follow the procedures outlined in the Reasonable Accommodation Procedures. For represented classified employees, the college will comply with the collective bargaining agreement and with provisions of WAC 357-46 for non-represented classified employees.

Employees requesting accommodation must cooperate and engage in conversation with their supervisor regarding the need for, and possible form of, any accommodation. The employee will complete and sign a Reasonable Accommodation Request form. The college will determine whether an employee is eligible for a reasonable accommodation and the accommodation to be provided.

Transfering Credits and Degrees

Transferability of credits and degrees earned at SPSCC is subject to the policies of the receiving institution. SPSCC participates in many transfer agreements and academic courses numbered 100 and above are usually accepted by four-year colleges and universities. Students planning on transferring to another institution should work with an academic advisor in order to assist with course and degree selection.

Campus Security Policy

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

South Puget Sound Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance inquiries: Chief Human Resources Officer, 2011 Mottman Rd SW, Olympia, WA, 98512, 360-596-5361. SPSCC publications are available in alternate formats upon request by contacting the Access Services Office at 360-596-5457.

Any person who believes that s/he 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 SPSCC Procedures and Appeals Process for Accommodating Students with Disabilities and Disability Discrimination Complaints.

Individuals who violate this nondiscrimination policy are subject to appropriate disciplinary action, which may include termination of employment, dismissal from the College, or any other available remedy.

Supervisors, administrators, and College officials are responsible for assisting in the prevention and elimination of discrimination. A supervisor, administrator, or College official who is informed or believes that discrimination is occurring, whether in her/his area of responsibility or not, must report such activity to the Chief Human Resources Officer (Chief HRO) within eight (8) calendar days. Supervisors, administrators, and College officials shall assist in ensuring that no retaliation occurs against either persons who make complaints or persons who are involved in the investigation of complaints.

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.

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